

**The U. S. Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year 2024 Targeted Violence and Terrorism Prevention (TVTP) Grant
Program**

All entities wishing to do business with the federal government must have a unique entity identifier (UEI). The UEI number is issued by the system. Requesting a UEI using System for Award Management (SAM.gov) can be found at: <https://sam.gov/content/entity-registration>.

Updates in Grant Application Forms:

The Data Universal Numbering System (DUNS) Number was replaced by a new, non-proprietary identifier requested in, and assigned by SAM.gov. This new identifier is the Unique Entity Identifier.

Additional Information can be found on Grants.gov: <https://www.grants.gov/forms/forms-development/planned-uei-updates>.

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A. Program Description**1. Issued By**

U.S. Department of Homeland Security (DHS), Office of Strategy, Policy, and Plans (PLCY), Center for Prevention Programs and Partnerships (CP3)/Federal Emergency Management Agency (FEMA)

2. Assistance Listings Number

97.132

3. Assistance Listings Title

Financial Assistance for Targeted Violence and Terrorism Prevention

4. Funding Opportunity Title

Fiscal Year 2024 Targeted Violence and Terrorism Prevention Grant Program

5. Funding Opportunity Number

DHS-24-TTP-132-00-99

6. Authorizing Authority for Program

Homeland Security Act of 2002, as amended (Pub. L. No 107-296) and Department of Homeland Security Appropriations Act, 2024, Title I Departmental Management, Intelligence, Situational Awareness, and Oversight, Office of the Secretary, Federal Assistance (Pub. L. No 118-47).

7. Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2024, Title I Departmental Management, Intelligence, Situational Awareness, and Oversight, Office of the Secretary, Federal Assistance (Pub. L. No 118-47).

8. Announcement Type

Initial

9. Program Category

Preparedness: Prevention

10. Program Overview, Objectives, and Priorities**a. Overview**

Acts of targeted violence and terrorism are often preventable occurrences. However, American communities continue to be vulnerable to these threats, forms of violence that impact our collective sense of security and freedom as Americans. DHS' Center for Prevention Programs and Partnerships (CP3) strengthens our country's ability to prevent targeted violence and terrorism nationwide, through funding, training, increased public awareness, and partnerships across every level of government, the private sector, and in local communities. Leveraging an approach informed by public health research, CP3 brings together mental health providers, educators, faith leaders, public health and safety officials, social services, nonprofits, and others in communities across the country to help people who

are on a pathway to violence before harm occurs. The TVTP Grant Program provides financial assistance, training, and resources to eligible applicants to develop sustainable, multidisciplinary TVTP capabilities in local communities, pilot innovative prevention approaches, and identify prevention best practices that can be replicated in communities across the country.

Lone offenders and small cells of individuals motivated by a range of violent extremist ideologies, of both domestic and foreign origin, continue to pose a persistent terrorism-related threat facing the United States. Among domestic violent extremists, racially or ethnically motivated extremists will likely remain a lethal threat. Since 2020, however, DHS has also seen a significant increase in anti-government and anti-authority threats, which typically target law enforcement, elected officials, and government personnel and facilities. Foreign terrorist organizations continue to motivate supporters, including homegrown violent extremists, to carry out attacks in the United States, both within and from beyond our borders. Al-Qa'ida and ISIS have been diminished by longstanding pressure, but their networks and affiliates have diffused and persisted, often in areas of enduring conflict or lacking governance. Finally, mass targeted violence attacks that lack a distinct ideological focus, such as many of the mass shootings in U.S. schools, have also increased in recent years. Since the renewal of fighting in the Israel-HAMAS conflict, there has been an increase in threats and targeted violence against Jewish, Muslim, and Arab communities, institutions, and public officials in the Homeland, including attacks identified or suspected to be hate crimes. This program will continue to support projects that prevent all forms of targeted violence and terrorism in the U.S. as well as projects that focus on preventing the most pressing current targeted violence and terrorism threats.

Many domestic violent extremists exploit online platforms to spread hate, sow discord and division, and promote narratives to encourage violence. This program supports online, in-person, and hybrid programs that address the threat of online pathways to violence as well as the threat of violence in physical spaces. States have developed state TVTP strategies, and this program supports the development and implementation of TVTP strategies by state, tribal, or local government agencies. Projects supported under this program must adhere to strict privacy, civil rights, and civil liberties standards described in this guidance. Furthermore, projects must be designed and operated in ways that do not infringe on individuals' free speech or target anyone based on the exercise of their First Amendment rights.

b. Goals, Objectives, and Priorities

Since 2020, the TVTP Grant Program has sought to support the development of prevention programs and capabilities in accordance with the September 2019 [Strategic Framework for Countering Terrorism and Targeted Violence](#). To meet this goal, the TVTP Grant Program has six objectives as described below. Each objective has corresponding outcomes described in Appendix A, "Goals, Objectives, and Outcomes." The TVTP Grant Program provides funding to selected applications that align with these objectives and that uphold privacy, civil rights, and civil liberties. Please see Appendix D "Research, Resources, and Definitions" for additional resources that can be referenced to design project proposals:

1. The local community has awareness of the signs that someone may be on a pathway to violence and of the threats of targeted violence and terrorism.
2. The local community has awareness of both the risk factors for – and the protective factors against – targeted violence and terrorism. Risk factors are defined as negative characteristics that may increase the likelihood that an individual is on a pathway to violence. Protective factors are defined as positive characteristics that may decrease the likelihood that an individual may move toward violence.¹
3. Members of the local community engage the broadest and most diverse set of local stakeholders, sharing resources and best practices, and building trusted partnerships to address targeted violence and terrorism.
4. Members of the local community can act on bystander training and help individuals before they move toward violence by understanding the role of (and the means to contact) behavioral threat assessment and management (BTAM) teams and prevention providers in the public health community.
5. Members of the local community have access to multidisciplinary BTAM teams comprised of individuals such as psychologists, educators, faith leaders, social workers, and medical personnel that can provide support to an individual *before* an act of violence takes place.
6. The local community has programs that address risk factors for (and strengthen protective factors against) targeted violence and terrorism, including recidivism reduction programming.

Priorities: The FY24 Targeted Violence and Terrorism Prevention (TVTP) Grant Program has the following priorities:

- Enhancing Recidivism Reduction and Reintegration Capabilities;
- Advancing Equity in Awards and Engaging Underserved Communities in Prevention;²
- Addressing Online Aspects of Targeted Violence and Terrorism;
- Preventing Domestic Violent Extremism.

c. Alignment to DHS and National Strategies and Policies

As mentioned above, since 2020 the TVTP Grant Program has sought to support the development of prevention programs and capabilities in accordance with the September 2019 [Strategic Framework for Countering Terrorism and Targeted Violence](#). The Program supports the terrorism prevention objectives in the October 2022 [National Security Strategy](#). The Grant Program also directly supports Strategic Goal 2.1, *Strengthen Domestic Terrorism Prevention Resources and Services* of the June 2021 [National Strategy for Countering Domestic Terrorism](#), is part of Goal 1 of the [DHS Strategic Plan, Countering Terrorism and](#)

¹ Unless otherwise stated, the term “violence” within this document refers specifically to targeted violence and terrorism. See Appendix D for definitions of these and other key terms.

² An underserved community refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life. See Appendix D for additional information.

[Homeland Security Threats](#), and supports the Department’s Mission 1, "Counter Terrorism and Prevent Threats" as identified in the [2023 Quadrennial Homeland Security Review](#).

11. Performance Measures

Percentage of projects sustained after the period of performance.

Performance measures and metrics for recipients are identified in subparagraph (b) for each project type in Appendix B.

B. Federal Award Information

- | | |
|------------------------------------|---------------------|
| 1. Available Funding for the NOFO: | \$18 million |
| 2. Projected Number of Awards: | 27 - 36 |
| 3. Period of Performance: | 24 months |

Limited no-cost extensions to the period of performance are allowed. For additional information on period of performance extensions, please refer to Section H of this NOFO.

- | | |
|---|-----------------------|
| 4. Projected Period of Performance Start Date(s): | Oct. 1, 2024 |
| 5. Projected Period of Performance End Date(s): | Sept. 30, 2026 |
| 6. Projected Budget Period(s) | |

There will be only a single budget period with the same start and end dates as the period of performance.

- | | |
|-----------------------------|--------------|
| 7. Funding Instrument Type: | Grant |
|-----------------------------|--------------|

C. Eligibility Information

1. Eligible Applicants

- Local governments as defined by 2 C.F.R. § 200.1
- Federally recognized Indian tribes as defined by 2 C.F.R. § 200.1
- Nonprofits with 501(c)(3) IRS status
- Institutions of higher education as defined by 2 C.F.R. § 200.1
- States as defined by 2 C.F.R. § 200.1.

2. Applicant Eligibility Criteria

Applicants must demonstrate that they have sufficient authority and capacity to implement a project that taligns with the Innovation Project Track or one or more of the Project Types within the Promising Practices Project Track, as outlined in Appendix B,

including the capability to engage the participants they propose to include in their projects.

3. Subawards and Beneficiaries

- a. Subaward allowability:
Subawards are permitted under this grant program.
- b. Subrecipient Eligibility:
Eligible subrecipient types include the five eligible applicant types outlined above in section C (1) “Eligibility Information – Eligible Applicants,” as well as the additional applicant type of For-Profit Organizations, to include the sub-categories of both “Small Business” and “Other than Small Business.”
- c. Beneficiaries or Participants
This NOFO and any subsequent federal awards create no rights or causes of action for any participant or beneficiary.
Beneficiary or Participant Eligibility: Project participants, defined as the individuals participating in or receiving the services of project activities, must be U.S.-based persons, to include any state of the U.S., the District of Columbia, and U.S. territories.

4. Other Eligibility Criteria/Restrictions

Privacy, Civil Rights, and Civil Liberties: Proposed projects shall uphold individual privacy, civil rights, and civil liberties. Applications shall describe the project’s plans for collection of personally identifiable information (PII), its purpose for the collection, its plans for the use and retention of such PII, and any potential impacts to privacy, civil rights, and civil liberties and ways in which applicants will prevent or mitigate those impacts and administer their projects in a nondiscriminatory manner. For example, proposed projects shall not profile or target individuals or groups based on their political affiliation or legally protected characteristics, including but not limited to their race, religion, ethnicity, gender, or sexual orientation, nor in any way infringe on First Amendment or other protected activities. Applications that describe programs, projects, or activities that do not appropriately protect privacy, civil rights, or civil liberties will be deemed ineligible for selection and not reviewed or scored.

Completeness: Applications must include all required elements (see Appendix C, “Contents and Format of Application” as well as specific requirements of the projects they are proposing. This includes performance measures for each project type (see Appendix B “Application Tracks”). Failure to provide a complete application or any significant deviation from the requirements may result in an application being deemed ineligible and not reviewed or scored.

Research: Projects that solely conduct research without implementation are not eligible under this program. Research is an allowable expense; however, applicants must propose to implement one or more prevention capabilities during the Period of Performance (POP) and must demonstrate how any proposed research will support that implementation. For any research involving Human Subjects, please review Section

F.2(e) “Administrative and National Policy Requirements - Protection of Human Subjects in Research.”

Number of Allowable Applications per Applicant Organization: As stated further in Section E.1(a) “Application Evaluation Criteria - Programmatic Criteria,” each applicant organization may only submit **one application per funding track**. Therefore, the maximum number of applications an applicant can submit is two, one each for the “Promising Practices” and “Innovation” tracks. If the same organization submits multiple applications within the same application track, DHS will only review one application per track. Please note: Affiliated universities within a university system are considered different organizations for the purposes of this criterion. As such, each university within the university system may submit one application each within the “Promising Practices” and “Innovation” Tracks. Similarly, affiliated state, tribal, or local government entities within the same state or locality, such as a state Department of Public Safety and state Department of Health, are considered separate applicant entities for the purposes of this criterion. For further information on the two application tracks please consult Appendix B “Application Tracks, Project Types, and Minimum Standards.”

5. Cost Share or Match

A Cost Share or Cost Match is not required.

D. Application and Submission Information

1. Key Dates and Times

a. **Application Start Date: April 15, 2024**

b. **Application Submission Deadline: May 17, 2024 at 5:00 p.m. EDT**

All applications **must** be received by the established deadline.

FEMA’s Grants Outcomes System (FEMA GO) automatically records proof of timely submission and the system generates an electronic date/time stamp when FEMA GO successfully receives the application. The individual with the Authorized Organization Representative (AOR) role that submitted the application will also receive the official date/time stamp and a FEMA GO tracking number in an email serving as proof of their timely submission. For additional information on how an applicant will be notified of application receipt, see the subsection titled “Timely Receipt Requirements and Proof of Timely Submission” in Section D of this NOFO.

DHS will not review applications that are received after the deadline or consider these late applications for funding. DHS may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant’s control that prevent submission of the application by the deadline, other exigent or emergency circumstances, or statutory requirements for DHS to make an award.

Applicants experiencing technical problems outside of their control must notify DHS as soon as possible and before the application deadline. Failure to timely notify DHS of the issue that prevented the timely filing of the application may preclude consideration of the award. “Timely notification” of DHS means the following: prior to the application deadline and within 48 hours after the applicant became aware of the issue.

A list of DHS contacts can be found in Section G of this NOFO, “DHS Awarding Agency Contact Information.” For technical assistance with the FEMA GO system, please contact the FEMA GO Helpdesk at femago@fema.dhs.gov or (877) 585-3242, Monday through Friday, 9:00 a.m. – 6:00 p.m. Eastern Time (EDT). For programmatic or grants management questions, please contact your CP3 Grant Manager or FEMA Grants Management Specialist. If applicants do not know who to contact or if there are programmatic questions or concerns, please contact the fema-grants-news@fema.dhs.gov, Monday through Friday, 9:00 a.m. – 5:00 p.m. EDT.

c. Anticipated Award Date: Sept. 15, 2024

d. Other Key Dates

Event	Suggested Deadline for Completion
Obtaining Unique Entity Identifier (UEI) number	Four weeks before actual submission deadline
Obtaining a valid Employer Identification Number (EIN)	Four weeks before actual submission deadline
Creating an account with login.gov	Four weeks before actual submission deadline
Registering in SAM or updating SAM registration	Four weeks before actual submission deadline
Registering Organization in FEMA GO	Prior to beginning application
Submitting complete application in FEMA GO	May 17, 2024

2. Agreeing to Terms and Conditions of the Award

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

3. Address to Request Application Package

Applications are processed through the FEMA GO system. To access the system, go to <https://go.fema.gov/>.

Hard copies of the NOFO can be downloaded at [Grants.gov](https://www.grants.gov) or obtained via email from the Awarding Office points of contact listed in Section G of this NOFO, “DHS Awarding Agency Contact Information” or by TTY (800) 462-7585.

4. **Requirements: Obtain a Unique Entity Identifier (UEI) and Register in the System for Award Management ([SAM.gov](https://sam.gov))**

Each applicant, unless they have a valid exception under 2 CFR §25.110, must:

- a. Be registered in SAM.gov before application submission.
- b. Provide a valid UEI in its application.
- c. Continue to always maintain an active SAM registration with current information during the federal award process. Note: Per 2 C.F.R. § 25.300, subrecipients are NOT required to go through the full SAM registration process. First-tier subrecipients (meaning entities receiving funds directly from the recipient) are only required to obtain a UEI through SAM, but they are not required to complete the full SAM registration in order to obtain a UEI. Recipients may not make subawards unless the subrecipient has obtained and provided the UEI.

Lower-tier subrecipients (meaning entities receiving funds passed through by a higher-tier subrecipient) are not required to have a UEI and are not required to register in SAM.

Applicants are also not permitted to require subrecipients to complete a full registration in SAM beyond obtaining the UEI.

5. **Steps Required to Obtain a Unique Entity Identifier, Register in the System for Award Management (SAM), and Submit an Application**

Applying for an award under this program is a multi-step process and requires time to complete. Applicants are encouraged to register early as the registration process can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

Please review the table above for estimated deadlines to complete each of the steps listed.

Failure of an applicant to comply with any of the required steps before the deadline for submitting an application may disqualify that application from funding.

To apply for an award under this program, all applicants must:

- a. Apply for, update, or verify their UEI number and Employer Identification Number (EIN) from the Internal Revenue Service;
- b. In the application, provide an UEI number;
- c. Have an account with login.gov;
- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- e. Register in FEMA GO, add the organization to the system, and establish the AOR. The organization's electronic business point of contact (EBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see <https://www.fema.gov/grants/guidance-tools/fema-go/startup>
- f. Submit the complete application in FEMA GO; and
- g. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Applicants are advised that DHS may not make a federal award until the applicant has complied with all applicable SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when DHS is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, DHS may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Per 2 C.F.R. § 25.110(c)(2)(iii), if an applicant is experiencing exigent circumstances that prevents it from obtaining a UEI number and completing SAM registration prior to receiving a federal award, the applicant must notify DHS as soon as possible by contacting fema-grants-news@fema.dhs.gov and providing the details of the circumstances that prevent completion of these requirements. If DHS determines that there are exigent circumstances and DHS has decided to make an award, the applicant will be required to obtain a UEI number, if applicable, and complete SAM registration within 30 days of the federal award date.

6. Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find grant funding opportunities.

For this funding opportunity, DHS requires applicants to submit applications through FEMA GO.

7. How to Register to Apply

a. General Instructions:

Registering and applying for an award under this program is a multi-step process and requires time to complete. Read the instructions below about registering to apply for DHS funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission.

Organizations must have a UEI number, an EIN, and an active SAM registration and to apply for a federal award under this funding opportunity. Organizations are encouraged, but not required, to have a Grants.gov account for this funding opportunity, as applications will be submitted directly via FEMA GO. By creating a Grants.gov account, organizations will be able to sign up for alerts about this opportunity and other opportunities they are interested in.

b. Obtain an UEI Number:

All entities applying for funding, including renewal funding, must have a UEI number. Applicants must enter the UEI number in the applicable data entry field on the SF-424 form.

For more detailed instructions for obtaining a UEI number, refer to: [SAM.gov](https://sam.gov)

c. Obtain Employer Identification Number

All entities applying for funding must provide an Employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting:

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

d. Create a login.gov account:

Applicants must have a login.gov account to register with SAM or update their SAM registration. Applicants can create a login.gov account here:

https://secure.login.gov/sign_up/enter_email?request_id=34f19fa8-14a2-438c-8323-a62b99571fd3.

Applicants only have to create a login.gov account once. For applicants that are existing SAM users, use the same email address for the login.gov account as with SAM.gov so that the two accounts can be linked.

For more information on the login.gov requirements for SAM registration, refer to: <https://www.sam.gov/SAM/pages/public/loginFAQ.jsf>.

e. Register with SAM:

All applicants applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent an applicant from completing the application in FEMA GO. SAM registration must be renewed annually. Organizations will be issued a UEI number with the completed SAM registration.

For more detailed instructions for registering with SAM, refer to:

<https://apply07.grants.gov/help/html/help/Register/RegisterWithSAM.htm>

Note: Per 2 C.F.R. § 25.200, applicants must also provide the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

i. Additional Sam Reminders

Existing SAM.gov account holders should check their account to make sure it is "ACTIVE." SAM registration should be completed at the very beginning of the application period and should be renewed annually to avoid being "INACTIVE."

Please allow plenty of time before the grant application submission deadline to obtain an UEI number and then to register in SAM. It may be four weeks or more after an applicant submits the SAM registration before the registration is active in SAM, and then it may be an additional 24 hours before the awarding agency's system recognizes the information.

It is imperative that the information applicants provide is correct and current. Please ensure that your organization's name, address, and EIN are up to date in SAM and that the UEI number used in SAM is the same one used to apply for all other federal awards. Payment under any DHS award is contingent on the recipient's having a current SAM registration.

ii. Help with SAM

The SAM quick start guide for new recipient registration and SAM video tutorial for new applicants are tools created by the General Services Administration (GSA) to assist those registering with SAM. If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at <https://sam.gov/content/home> or call toll free (866) 606-8220.

f. Register in FEMA GO, Add the Organization to the System, and Establish the AOR:

Applicants must register in FEMA GO and add their organization to the system. The organization's electronic business point of contact (EBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see <https://www.fema.gov/grants/guidance-tools/fema-go/startup>

Note: FEMA GO will support only the most recent major release of the following browsers:

- Google Chrome
- Internet Explorer
- Mozilla Firefox
- Apple Safari
- Microsoft Edge

Users who attempt to use tablet type devices or other browsers may encounter issues with using FEMA GO.

8. Submitting the Final Application in FEMA GO

Applicants will be prompted to submit the standard application information and any program-specific information required as described in Section D.10 of this NOFO, "Content and Form of Application Submission." The Standard Forms (SF) may be accessed in the Forms tab under the <https://grants.gov/forms/forms-repository/sf-424-family>. Applicants should review these forms before applying to ensure they have all the information required.

After submitting the final application, FEMA GO will provide either an error message or a successfully received transmission in the form of an email sent to the AOR that submitted the application. Applicants using slow internet connections, such as dial-up connections, should be aware that transmission can take some time before FEMA GO receives your application.

For additional application submission requirements, including program-specific requirements, please refer to the subsection titled “Content and Form of Application Submission” under Section D of this NOFO.

Applicants are encouraged to review the following FEMA GO Training Resources:

- Startup Guide: <https://www.fema.gov/grants/guidance-tools/fema-go/startup>
- Application Guide: https://www.fema.gov/sites/default/files/documents/fema_gpd-fema-go-application-process-user-guide.pdf
- Tips for Submitting an Application: https://www.fema.gov/sites/default/files/documents/fema_gpd-three-tips-for-an-aor-to-submit-an-application.pdf
- Training Videos: https://www.youtube.com/playlist?list=PL720Kw_OoJlKKTHyZPYrOabVboHNAgQA5

9. Timely Receipt Requirements and Proof of Timely Submission

All applications must be completed in FEMA GO by the application deadline. FEMA GO automatically records proof of timely submission and the system generates an electronic date/time stamp when FEMA GO successfully receives the application. The individual with the AOR role that submitted the application will also receive the official date/time stamp and a FEMA GO tracking number in an email serving as proof of their timely submission on the date and time that FEMA GO received the application.

Applicants who experience system-related issues will be addressed until 3:00 PM ET on the date applications are due. No new system-related issues will be addressed after this deadline. Applications not received by the application submission deadline will not be accepted.

10. Content and Form of Application Submission

a. *Standard Required Application Forms and Information*

The following forms or information are required to be submitted via FEMA GO. The Standard Forms (SF) are also available at <https://grants.gov/forms/forms-repository/sf-424-family>

- **SF-424, Application for Federal Assistance**
- **Grants.gov Lobbying Form, Certification Regarding Lobbying**
- **SF-424A, Budget Information (Non-Construction)**
- **SF-424B, Standard Assurances (Non-Construction)**
- **SF-LLL, Disclosure of Lobbying Activities**

b. *Program-Specific Required Forms and Information*

The following program-specific forms or information are required to be submitted in FEMA GO:

- **Indirect Cost Agreement or Proposal:** Required if the budget includes indirect costs and the applicant is required to have an indirect cost rate

agreement or proposal. If the applicant does not have or is not required to have an indirect cost rate agreement or proposal, please see Section D.13 of this NOFO, “Funding Restrictions and Allowable Costs,” for further information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal might be available or contact the relevant FEMA or CP3 staff identified in Section G of this NOFO, “DHS Awarding Agency Contact Information” for further instructions.

- **Project Narrative:** Submitted as a *single* PDF attachment. The Project Narrative has the following components:
 - Cover Page
 - Body
 - Appendices
 - Implementation and Measurement Plan
 - Resumes/CVs of Key Personnel
 - Documentation of Support
 - Letters of Recommendation (Optional)

See Appendix C for detailed instructions on completing the Project Narrative. See also Appendix E for a budget worksheet example.

11. Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their state’s Single Point of Contact (SPOC) to comply with the state’s process under Executive Order 12372 (See <https://www.archives.gov/federal-register/codification/executive-order/12372.html>; [Intergovernmental Review \(SPOC List\) \(whitehouse.gov\)](#))

12. Funding Restrictions and Allowable Costs

All costs charged to federal awards (including both federal funding and any non-federal matching or cost sharing funds) must comply with applicable laws, regulations, and policies, this NOFO, and the terms and conditions of the federal award. They must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200 unless otherwise indicated in the NOFO or the terms and conditions of the federal award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered within the budget period. 2 C.F.R. § 200.403(h). The following identifies a list of activities for which a recipient may not use federal funds and any cost sharing or matching funds under federal awards:

- Matching or cost sharing requirements for other federal grants and cooperative agreements (see 2 C.F.R. § 200.306)
- Lobbying or other prohibited activities under 18 U.S.C. § 1913 or 2 C.F.R. § 200.450
- Prosecuting claims against the federal government or any other government entity (see 2 C.F.R. § 200.435) See subsections below for information on any other funding restrictions.

If FEMA staff identify costs that are inconsistent with any of these requirements, these costs may be disallowed, and FEMA may recover funds as appropriate, consistent with applicable laws, regulations, and policies.

a. *Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services*

Recipients, subrecipients, and their contractors must comply with the prohibitions set forth in Section 889 of the [John S. McCain National Defense Authorization Act](#) for Fiscal Year 2019, Pub. L. No. 115-232 (2018) (FY 2019 NDAA) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. The FY 2019 NDAA and these regulations, as they apply to recipients, subrecipients, and their contractors and subcontractors, provide for two distinct prohibitions: (1) prevent the use of federal award funds to procure or obtain covered telecommunications equipment or services; and (2) prevent the use of federal award funds to contract with an entity that uses such covered telecommunications equipment or services. Guidance is available at [FEMA Policy #405-143-1 - Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services](#)

Additional guidance is available at [Contract Provisions Guide: Navigating Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards \(fema.gov\)](#).

FEMA recipients and subrecipients **may not** use any FEMA funds under open or new awards to:

- Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
- Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

i. Definitions

Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:

- i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
- ii. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital

- Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or
 - iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of "covered telecommunications equipment or services." See 2 C.F.R. § 200.471.

b. *Pre-Award Costs*

Pre-award costs are NOT Allowed.

c. *Management and Administration (M&A) Costs*

M&A costs are allowable by the recipient up to 5% of the award. M&A activities are those defined as directly relating to the management and administration of TVTP funds.

M&A costs are not operational costs. They are the necessary costs incurred in direct support of the grant or as a result of the grant and should be allocated across the entire lifecycle of the grant. Examples include preparing and submitting required programmatic and financial reports, establishing and/or maintaining equipment inventory, documenting operational and equipment expenditures for financial accounting purposes; and responding to official informational requests from state and federal oversight authorities.

d. *Indirect Facilities & Administrative (F&A) Costs*

Indirect (F&A) costs (IDC) means those costs incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. IDC are allowable by the recipient [and subrecipients] as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated IDC rate agreement who desire to charge indirect costs to a federal award must provide a copy of their IDC rate agreement with their applications. Not all applicants are required to have a current negotiated IDC rate agreement. Applicants that are not required to have a negotiated IDC rate agreement but are required to develop an IDC rate proposal must provide a copy of their proposal with their applications. Applicants who do not have a current negotiated IDC rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to the FEMA Point of Contact and the CP3 Grants Team for further instructions. Applicants who wish to use a cost allocation plan in lieu of an IDC rate proposal must also reach out to the FEMA Point of Contact and the CP3 Grants Team for further instructions. As it

relates to the IDC for subrecipients, a recipient must follow the requirements of 2 C.F.R. §§ 200.332 and 200.414 in approving the IDC rate for subawards. The CP3 Grants Team can be reached at TerrorismPrevention@hq.dhs.gov

e. *Equipment Costs*

Equipment costs are not allowed under this program. Equipment is defined as any tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level for financial statement purposes, or \$5,000 (2 C.F.R. § 200.1). Additionally, the TVTP Grant Program does not allow costs for supplies or equipment related to emergency planning, response and communications, first aid, tactical response, or related costs.

f. *Evaluation Costs*

Evaluation costs are allowable. Additionally, DHS may select recipients to undergo independent evaluation, overseen by DHS' Science & Technology Directorate in partnership with CP3. For more information, please refer to section F(g) "Federal Award Administration – Third Party Evaluation."

g. *Other Direct Costs*

Planning, training, organization, exercises, and domestic travel are allowed under this program. Please refer to Appendix E for additional budgetary guidance on Direct Costs and other cost categories.

E. Application Review Information

1. Application Evaluation Criteria

a. *Programmatic Criteria*

DHS will evaluate applications within two application tracks based on project type. Applications will be scored on the merit criteria listed below, with points assigned up to the maximum number specified for each criterion, totaling a maximum score of 100 points.

Applicants that plan on applying to both the Promising Practices and Innovation tracks must submit **two separate applications** and may **only submit one application per track**. Please refer to Appendix B for information on the application tracks, and Appendix C for a detailed description of the required elements associated with the below scoring criteria.

Needs Assessment: 15 Points

Applicants will conduct a needs assessment as described in Appendix C, "Contents and Format of Project Narrative." Applicants must describe the current local prevention initiatives, organizations, services, or activities in the relevant localities that may become part of a local prevention network as a result of the applicants' proposed project.

Applicants should also demonstrate how the proposed project(s) move their locality/target population from the current state to their goal state. To receive the maximum number of points, applicants will outline activities from a broad range of stakeholders in their planned area of performance in determining their needs and currently available resources.

Applicants should also assess the needs of their entire community to access their services, including individuals with limited English proficiency, disabilities, or unique barriers to accessing grant-funded services.

Applicants must outline:

- The target population for services (the group of individuals that are expected to use the proposed program) and the estimated number of people in that target population. The target population is not a simple demographic breakdown of your target location. The target population are the groups who will be directly impacted by project activities. The communities, age groups, and organizations/ institutions of these groups should be specified. Please also identify if you will be working with any historically marginalized populations (i.e., racial, ethnic, or religious minorities, LGBTQ+, or persons with disabilities). Points in this category are assigned based on how well the target population is described. – **10 points**
- An inventory of other programs that currently serve the target population and identification of gaps in these services that the proposed program will fill. – **5 points**

Program Design and Implementation and Measurement Plan (IMP): 45 points

The program design is a critical part of the application that demonstrates the degree to which applicants understand how their proposed work will have an impact in preventing targeted violence and terrorism. The IMP is the applicant's opportunity to demonstrate the details of their program design as well as capacity of program design, program management, and understanding of performance measurement and reporting. Each application's program design will be scored on the quality of their Project Narrative and IMP in accordance with the DHS Template. The IMP should follow the SMART model (Specific, Measurable, Achievable, Relevant, Time-bound).

- **Specific:** Well-defined, clear, and unambiguous;
- **Measurable:** Includes specific criteria that measure progress toward the accomplishment of goals and objectives;
- **Achievable:** Attainable and not impossible to achieve;
- **Relevant:**
 - The program design and overarching goals and objectives of the project must be relevant to the Objectives of this Grant Program outlined in Appendix A, "Goals, Objectives, and Outcomes."
 - The proposed activities must be relevant to achieving the project's objectives.

- The proposed performance measures must be relevant to measuring the impact of the project's activities.
- **Time-bound:** With a clearly defined timeline, including a starting date and a target date for each activity.

Applicants must use CP3's official IMP template:

- [CP3 Implementation and Measurement Plan Template](#)
- [CP3 Implementation and Measurement Plan Fact Sheet](#)
- [CP3 Implementation and Measurement Plan Guidance](#)

To receive the maximum number of points, applicants should complete the IMP template to ensure that the most meaningful aspects of their programs are captured. Applicants should utilize the above "CP3 IMP Fact Sheet" and "CP3 IMP Guidance" resources for further reference on how to build a strong and comprehensive IMP. Additionally, to receive the maximum number of points, applicants must adhere to the following requirements with respect to both their project narrative and IMP:

- **Project Narrative:** All elements of the program design will demonstrate a clear connection between the problem statement, program goals and objectives, and logic model/theory of change. Additionally, program design will be in line with the SMART model described above. See Appendix C, "Project Narrative Components Overview" for further details— **15 Points**
- **Within IMP:** Demonstrate clear understanding of performance measurement. This includes quantifiable, time-bound outputs, steps, data collection methods, and adequate methods for assessing the impact of activities. Performance measurements outlined in the IMP must follow requirements identified for each project type in Appendix B "Application Tracks". – **15 points**

As outlined in Section F, Federal Award Administration, Part 2, Administrative and National Policy Requirements, Protection of Human Subjects in Research and Appendix B, certain project types and required performance measurements will constitute human subject research covered by the [Common Rule](#) and DHS policy and, therefore, will require review by an Institutional Review Board (IRB) and the DHS Compliance Assurance Program Office (CAPO) prior to initiation of research activities. Such applicants must incorporate the IRB and DHS CAPO review processes into their IMP and project timeline, and budget.

- Project Narrative clearly identifies which grant program objectives the proposed project intends to address and clearly outlines how applicant will achieve the associated outcomes. – **10 Points**
See Appendix A for details on objectives and outcomes.
- Project Narrative and IMP clearly identify the project track and project types that the proposed project intends to address. Applicants also clearly justify

why the selected project track and types are appropriate for the intended outcomes. – **5 Points**

See Appendix B for details on project types and tracks.

Applicants proposing projects in the innovation track will clearly identify how their proposed project implements a new theory of change or serves a unique target population.

Organization(s) and Key Personnel: 15 Points

Applicants are required to describe their organization(s) and all key personnel (including contractors) that will work on the funded project(s). To receive the maximum number of points, applicants will provide:

- Details that indicate how the organization is poised to deliver the intended outcomes of their projects through past successes in prevention or related work and existing community partnerships, as well as how the key personnel have sufficient subject matter expertise to accomplish the project. In addition, the role of each key personnel as it pertains to the project should be provided. Resumes for each key personnel must be submitted. Applicants should remove Personally Identifiable Information (PII) that is not necessary to demonstrate the individuals' experience, including phone numbers, email addresses, physical addresses, names of supervisors and references, etc.
- Letters of Support: Projects utilizing partners to carry out significant portions of the project should include a detailed description of the partner's experience, responsibilities under the grant, and capability as well as a letter of support for project implementation or similar documentation to be scored highly in this category. Letters of support should clearly state how project activities will be supported.

Sustainability: 15 Points

Applicants are required to describe how the activities and capabilities in their proposed project will be sustained following the end of the (POP). To receive the maximum number of points applicants will outline:

- A feasible plan to sustain all the capabilities developed by their project permanently without federal funding. In addition, simply seeking another source of federal funding does not demonstrate sustainability. – **10 Points**
- How the proposed project fits into the larger mission of the organization and therefore the likelihood it will be maintained beyond the POP. For example, will the project be expanded into other locations and with other audiences following the end of the grant program? – **5 Points**

Applicants that have previously received a TVTP Grant Program award from DHS (Assistance Listing 97.132) will be required to describe how their proposed project complements, rather than just sustains, their past award. Applicants that propose

sustainment and continuation of an existing or previous award without alteration will not be considered for funding.

Budget Detail and Narrative: 10 Points

Applicants are required to describe their budget in narrative form and provide a detailed budget breakdown with the associated cost categories. To receive the maximum number of points, applicants will outline:

- A narrative describing how the proposed budget is specific, reasonable, efficient, and in line with the target award amounts associated with each project type (see Appendix B “Application Tracks,” for details);
- A clear description and detail of costs associated and justification for contractors and key personnel;
- If applicable, a justification for budgets that deviate significantly from the target award funds associated with each project type.

For further information on the required components of the budget, applications should consult Appendix E “Budget Template”.

b. *Financial Integrity Criteria*

Prior to making a federal award, FEMA is required by 31 U.S.C. § 3354, as enacted by the Payment Integrity Information Act of 2019, Pub. L. No. 116-117 (2020); 41 U.S.C. § 2313; and 2 C.F.R. § 200.206 to review information available through any Office of Management and Budget (OMB)-designated repositories of governmentwide eligibility qualification or financial integrity information, including whether SAM.gov identifies the applicant as being excluded from receiving federal awards or is flagged for any integrity record submission. FEMA may also pose additional questions to the applicant to aid in conducting the pre-award risk review. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

- i. Financial stability.
- ii. Quality of management systems and ability to meet management standards.
- iii. History of performance in managing federal award.
- iv. Reports and findings from audits.
- v. Ability to effectively implement statutory, regulatory, or other requirements.

c. *Supplemental Financial Integrity Criteria and Review*

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently \$250,000:

- i. FEMA is required by 41 U.S.C. § 2313 and 2 C.F.R. § 200.206(a)(2) to review and consider any information about the applicant, including information on the applicant’s immediate and highest-level owner, subsidiaries, and predecessors, if applicable, that is in the designated integrity and performance system accessible through the System for

Award Management (SAM), which is currently the [Federal Awardee Performance and Integrity Information System](#) (FAPIIS).

- ii. An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
- iii. FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.206.

2. Review and Selection Process

CP3 will review applications submitted by the deadline against the eligibility criteria stated in Section C. Each application deemed eligible will be reviewed and scored by two subject matter experts (SMEs) with expertise in terrorism, targeted violence, prevention, or related subjects based on the scoring criteria outlined in Section E.1, "Application Evaluation Criteria." SMEs scoring each application will then confer to arrive at a consensus score.

CP3 will convene a panel of SMEs drawn from CP3 and/or other parts of DHS and/or interagency federal partners to review the top scoring applications. The panel will review applications by application track as identified in Appendix B. The panel will develop a recommendation on which projects, or portion of projects, to award based on the quality of the application (i.e., its scores) and some or all of the following additional factors:

- Meeting the priorities and objectives identified in Section A and Appendix A;
- Achieving diversity in project type while avoiding duplications of effort;
- Achieving geographic diversity (to include regions as well as type (e.g., urban, suburban, rural);
- Achieving diversity in eligible applicant type;
- Maximizing the use of funds.

The panel's recommendations shall provide a listing of projects for award that will account for the entire amount of funds available under this opportunity and a reserve list of awards totaling approximately 20% of the total available funding. The reserve list will be used to replace applications removed from consideration due to negative findings in the financial integrity reviews described in paragraphs 1.b. and c. of this section or if a selected application fails to accept an award within the time period indicated in Section F.

The Director of CP3 in coordination with the FEMA Assistant Administrator, Grant Programs Directorate will provide the recommendations of the panel to the DHS Under Secretary for Strategy, Policy, and Plans for final award determination. The Under Secretary may review additional information and consider other factors in making the final award determination.

F. Federal Award Administration Information

1. Notice of Award

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. **Recipients must accept all conditions in this NOFO as well as any specific terms and conditions in the Notice of Award to receive an award under this program.**

FEMA will provide the federal award package to the applicant electronically via FEMA GO. Award packages include an Award Letter, Summary Award Memo, Agreement Articles, and Obligor Document. An email notification of the award package will be sent through FEMA's grant application system to the AOR that submitted the application.

Recipients must accept their awards no later than **60** days from the award date. The recipient shall notify FEMA of its intent to accept and proceed with work under the award through the FEMA GO system.

Funds will remain on hold until the recipient accepts the award through the FEMA GO system and all other conditions of the award have been satisfied or until the award is otherwise rescinded. Failure to accept a grant award within the specified timeframe may result in a loss of funds.

2. Administrative and National Policy Requirements

In addition to the requirements of in this section and in this NOFO, FEMA may place specific terms and conditions on individual awards in accordance with 2 C.F.R. Part 200.

a. *DHS Standard Terms and Conditions*

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: [DHS Standard Terms and Conditions](#).

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

b. *Ensuring the Protection of Civil Rights*

As the Nation works towards achieving the [National Preparedness Goal](#), it is important to continue to protect the civil rights of individuals. Recipients and subrecipients must carry out their programs and activities, including those related to the building, sustainment, and delivery of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

Federal civil rights statutes, such as Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964, along with DHS and FEMA regulations, prohibit discrimination on the basis of race, color, national origin, sex, religion, age, disability, limited English proficiency, or economic status in connection with

programs and activities receiving [federal financial assistance](#) from FEMA, as applicable.

The DHS Standard Terms and Conditions include a fuller list of the civil rights provisions that apply to recipients. These terms and conditions can be found in the [DHS Standard Terms and Conditions](#). Additional information on civil rights provisions is available at <https://www.fema.gov/about/offices/equal-rights/civil-rights>.

Monitoring and oversight requirements in connection with recipient compliance with federal civil rights laws are also authorized pursuant to 44 C.F.R. Part 7 or other applicable regulations.

In accordance with civil rights laws and regulations, recipients and subrecipients must ensure the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment.

c. *Mandatory Disclosures*

The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. (2 C.F.R. § 200.113)

Please note applicants and recipients may report issues of fraud, waste, abuse, and mismanagement, or other criminal or noncriminal misconduct to the [Office of Inspector General \(OIG\) Hotline](#). The toll-free numbers to call are 1 (800) 323-8603, and TTY 1 (844) 889-4357.

d. *Privacy of Project Participants and Beneficiaries*

DHS is committed to protecting the privacy, civil rights, and civil liberties, of individuals in all funded activities. DHS expects recipients of DHS funding to share this commitment. Beyond adhering to the “Best Practices for Use and Collection of Personally Identifiable Information (PII)” included in the DHS Standard Terms and Conditions, grant recipients must limit the collection of PII to what is strictly necessary and relevant for the project’s implementation. Recipients must describe the types of PII that will be collected and identify the purposes, uses, and retention for such PII as well as any potential impacts to privacy, civil rights, and civil liberties and ways in which applicants will prevent or mitigate those impacts and administer their projects in a nondiscriminatory manner. Recipients are prohibited from transmitting any PII of program participants to DHS. In collecting information for measuring performance, program evaluation, and complying with DHS reporting requirements, data must be aggregated or anonymized before transmittal to ensure that individuals cannot be identified or be able to be re-identified.

The following resource may serve as useful reference points for applicants: [DHS Privacy Impact Assessments: Privacy Office Official Guidance](#).

e. *Protection of Human Subjects in Research*

Successful applicants must adhere to all DHS and U.S. Department of Health and Human Services (HHS) requirements for research involving human subjects and their data. These requirements can be found in [The Common Rule \(6 C.F.R. Part 46, 45 C.F.R Part 46, Subparts B-D\)](#), and in DHS policy. Under applicable law and policy, applicants proposing to conduct human subjects research must have the research reviewed and approved by both an Institutional Review Board (IRB) and by the DHS Compliance and Assurance Office (CAPO) before collecting information from project participants or starting the research.

Projects involving vulnerable populations, including pregnant women, human fetuses, and neonates, as well as minors and prisoners (of particular relevance to the TVTP Grant Program) may have additional review requirements under 45 C.F.R. 46, Subparts B-D.

As required by the Common Rule, DHS CAPO adheres to the single IRB-mandate for collaborative (i.e., multi-site) research under 6 C.F.R. Part 46. 114(b) and 45 CFR 46.114(b). For this reason, project leaders overseeing multi-site research must identify the IRB of Record at the project planning phase. Applicants lacking their own IRB must allocate grant funds to cover IRB review costs (Appendix E “Budget Template”) for further budget guidance on this point). During the application review process, DHS will assess whether a project includes research that may necessitate IRB review. After an award is granted, CP3 may inform certain applicants that did not anticipate IRB review that their program or a component of thereof constitutes human subjects research requiring IRB and DHS administrative review under applicable regulations and policy.

Applicants are encouraged to consult [DHS CP3’s Institutional Review Board \(IRB\) Frequently Asked Questions resource](#) for additional information on the requirements for completing the IRB process as well as guidance on how to budget for IRB review.

f. *Implementation and Measurement Plan (IMP)*

Applicants must submit an IMP as part of their application narrative. Award recipients will need their IMP approved by CP3 before beginning performance. Receiving an award does not constitute final approval of an IMP. Applicants should consult section E.1.(a) “Application Evaluation Criteria – Programmatic Criteria” for further information on how to design their IMP and how it will be taken into account by DHS when evaluating their application.

g. *Budget Execution Plan*

Prospective applicants should also note that, if selected, they will be required to submit a Budget Execution Plan to CP3 at the end of the first quarter of performance, due with their Quarter 1 Report by January 30, 2025. This is in accordance with the reporting timeline outlined below in Section F.3 “Reporting.” The Budget Execution Plan will identify how much of each cost category (Personnel, Contractual, etc.) will be expended in each quarter throughout the period of performance, supplementing the detail provided within the original budget included in the applicant’s Project Narrative. The spending timeline outlined in the Budget Execution Plan must align with the

activity timeline within the recipient's approved Implementation & Measurement Plan (IMP).

h. *Third Party Evaluation*

For each fiscal year cycle of the TVTP Grant Program, DHS selects a subset of awards to undergo an independent evaluation overseen by DHS Science & Technology Directorate (S&T) in partnership with CP3. Each recipient has the potential to be selected by DHS for evaluation. If a project is selected, the independent evaluator will then partner with that recipient to evaluate their project throughout the period of performance, including attending regular meetings with the recipient, reviewing their reports and project materials, and assisting as necessary in the design of data collection tools for performance measurement such as pre- and post- surveys. Evaluation reports are published on DHS's website within one year of the conclusion of the project's period of performance in order to grow the body of evidence on how best to implement projects within the targeted violence and terrorism prevention sector. Recipients selected for evaluation have specific closeout reporting requirements as outlined below in Section F.3(d) "Closeout Reporting Requirements."

Acceptance of an award signifies the recipients' agreement to participate in an evaluation of this grant program if selected for evaluation, and to adhere to all related protocols established by DHS. This may include analysis of the effects on individuals and providing access to program operating personnel, participants, and documents, as specified by the evaluator(s). DHS encourages participation in evaluation after the period of performance ends.

i. *Project Webpages*

Prospective applicants should note that, if selected as a recipient, within the first year of the award, they will be required to create either (a) a standalone website or (b) a standalone webpage on their organizational website specifically dedicated to their TVTP project activities. The online resource should provide an overview of the TVTP project and explain how interested stakeholders may benefit from or engage with the project. Project webpages may be a valuable tool that recipients use to support the continuation of their project following the POP. Examples of current DHS Grantee Project Webpages can be accessed here:

- <https://www.dhs.gov/tvtp-grantee-results>

DHS may share or link to websites and resources created using TVTP grant funding. By sharing grantee websites and resources, DHS aims to support prevention practitioners and uphold its commitment to the transparency of this grant program.

j. *Sustainability Plan*

Prospective applicants should also be aware that, if selected as a recipient, they will be required to submit a Sustainability Plan at the end of the sixth quarter of their period of performance, due with their performance report for that quarter on April 30, 2026. The Sustainability Plan will expand upon the information originally provided by the applicant in the sustainability section of their Project Narrative (See Appendix C,

Section b(B)(iv) “Project Narrative Content Requirements – Sustainability”), providing additional information on how the organization will sustain project activities following the period of performance.

3. Reporting

Recipients are required to submit various financial and programmatic reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

a. *Financial Reporting Requirements*

i. **Federal Financial Report (FFR)**

Recipients must report obligations and expenditures through the FFR form (SF-425) to FEMA.

Recipients may review the Federal Financial Reporting Form (FFR) (SF-425) at <https://apply07.grants.gov/apply/forms/sample/SF425-V1.0.pdf>

Recipients must file the FFR electronically using FEMA GO.

ii. **FFR Reporting Periods and Due Dates**

An FFR must be submitted quarterly throughout the POP, including partial calendar quarters, as well as in periods where no grant award activity occurs. The final FFR is due within 120 days after the end of the POP. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

Except for the final FFR due at 120 days after the end of the POP for purposes of closeout, the following reporting periods and due dates apply for the FFR:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

Please Note: In the event that the 30th of the month falls on a Saturday or Sunday, recipients are **strongly encouraged** to submit their reports by **Friday**. Recipients may submit their reports up until the official deadline of the 30th, however reports received after the deadline will be marked late.

b. *Programmatic Performance Reporting Requirements*

i. **Quarterly Performance Report**

Programmatic quarterly performance reports are submitted through FEMA GO and emailed to the assigned CP3 grants manager. These reports must include:

- Narrative description of activities during the reporting period.

- Identified issues or challenges.
- An assessment of whether the project is on track to meet its timelines and outcome goals.
- Information collected in accordance with their IMP regarding the progress reporting for the covered reporting period. Each approved IMP will include the required performance measures as identified in paragraph b. for each project type in Appendix B “Application Tracks.”
- Detailed data on project outputs in a format specified by CP3.
- Programmatic reports are due on a quarterly basis (please see the above chart for the FFR; the same reporting periods and due dates apply to the programmatic quarterly report). For the programmatic report due for the last quarter before the end of the POP, the recipient must include a qualitative narrative summary detailing all accomplishments of the grant to date; the impact of those accomplishments; and underlying data to support the narrative. This final quarterly report will form the foundation for the recipient’s closeout report (see below). CP3 will review the programmatic report for sufficiency and provide any necessary feedback, which the recipient should address in the closeout report, to be submitted within 120 days after the end of the POP as described below and per 2 C.F.R. § 200.344(a).

ii. Budget vs. Actuals (BVA) Reporting

The recipient must submit a BVA report 15 months into the POP, along with the fifth quarterly performance report on January 30, 2025. The report must be submitted through FEMA GO and emailed to the assigned CP3 grants manager. The BVA report shall provide a detailed breakdown of actual expenditures for Quarter 1 through Quarter 5 (October 1, 2024 – December 31, 2025) compared against the expenditures the recipient had anticipated for Quarter 1 through Quarter 5 as outlined in the Budget Execution Plan submitted with the first quarterly performance report by January 30, 2025. The recipient shall provide an explanation for any discrepancies between the original projected expenditures vs. actual expenditures (i.e., if they have spent less than or more than they had projected to spend by this point in time). The BVA report also shall provide an updated timeline of projected estimated expenditures for the remaining quarters.

c. Closeout Reporting Requirements

i. Closeout Reporting

Within 120 calendar days after the end of the period of performance for the prime award or after an amendment has been issued to close out an award before the original POP ends, recipients must liquidate all financial obligations and must submit the following:

- i. The final request for payment, if applicable.
- ii. The final FFR (SF-425).
- iii. The final quarterly performance report detailing all accomplishments, including a narrative summary of the impact of those accomplishments throughout the period of performance.

- iv. The Closeout Report, detailing all accomplishments throughout the Period of Performance (POP) compared against the goals, objectives, outputs, and performance measures within the recipient's CP3-approved IMP, and including both quantitative and qualitative data from prior quarterly performance reports up through the final quarterly performance report. Additionally, this report must include a section on sustainment that outlines the recipient's strategy to sustain project capabilities after the closeout and builds upon the Sustainability Plan submitted with the awardee's sixth quarterly performance report (See Section F.2(j) – "Administrative and National Policy Requirements – Sustainability Plan"). DHS intends to proactively release grantee closeout reports to the public. However, grantees have the option to redact or withhold specific information from the public posting to protect sensitive data or proprietary information.
- v. Other documents required by this NOFO, terms and conditions of the award, or other FEMA guidance. If the final FFR and performance report periods coincide with the end of the period of performance, FEMA has discretion under 2 C.F.R. Part 200 to waive the last quarterly/semiannual/annual reports and only require the final FFR and performance report for closeout purposes. The recipient is responsible for returning any balances of unobligated or unliquidated funds that have been drawn down that are not authorized to be retained per 2 C.F.R. § 200.344(d).
- vi. As described in Section F.2(h) "Third Party Evaluation," a subset of projects from each cycle of the TVTP Grant Program will be selected for external evaluation. For projects selected for independent evaluation, the following closeout timeline requirements apply:
 - Final Quarterly Performance Report: A complete draft of the final quarterly performance report must be submitted to CP3 via email within 30 days of the end of the Period of Performance, following the standard quarterly reporting timeline outlined in Section F.3(b)(I) "Quarterly Performance Report." Recipients may subsequently edit the report up to and before officially submitting it in FEMA GO within 120 calendar days after the end of the period of performance, per the standard closeout reporting timeline outlined above.
 - Closeout Report: A final draft of the Closeout Report must be submitted to CP3 within 60 days of the end of the Period of Performance. Recipients may subsequently edit the report up to and before officially submitting it in FEMA GO with their final Quarterly Performance Report within 120 calendar days after the end of the period of performance, per the standard closeout reporting timeline outlined above.

In addition, pass-through entities are responsible for closing out their subawards as described in 2 C.F.R. § 200.344; subrecipients are still required to submit closeout materials within 90 calendar days of the period of performance end date. When a subrecipient completes all closeout requirements, pass-through entities must promptly complete all closeout actions for subawards in time for the recipient to submit all necessary documentation and information to FEMA during the closeout of the prime award.

After the prime award closeout reports have been reviewed and approved by FEMA, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for at least three years from the date of the final FFR. The record retention period may be longer, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. § 200.334.

The recipient is responsible for refunding to FEMA any balances of unobligated cash that FEMA paid that are not authorized to be retained per 2 C.F.R. § 200.344(d).

ii. Administrative Closeout

Administrative closeout is a mechanism for FEMA to unilaterally move forward with closeout of an award using available award information in lieu of final reports from the recipient per 2 C.F.R. § 200.344(h)-(i). It is a last resort available to FEMA, and if FEMA needs to administratively close an award, this may negatively impact a recipient's ability to obtain future funding. This mechanism can also require FEMA to make cash or cost adjustments and ineligible cost determinations based on the information it has, which may result in identifying a debt owed to FEMA by the recipient.

When a recipient is not responsive to FEMA's reasonable efforts to collect required reports needed to complete the standard closeout process, FEMA is required under 2 C.F.R. § 200.344(h) to start the administrative closeout process within the regulatory timeframe. FEMA will make at least three written attempts to collect required reports before initiating administrative closeout. If the recipient does not submit all required reports in accordance with 2 C.F.R. § 200.344, this NOFO, and the terms and conditions of the award, FEMA must proceed to administratively close the award with the information available within one year of the period of performance end date. Additionally, if the recipient does not submit all required reports within one year of the period of performance end date, per 2 C.F.R. § 200.344(i), FEMA must report in Contracting Performance Assessment Reporting System (CPARS) the recipient's material failure to comply with the terms and conditions of the award.

If FEMA administratively closes an award where no final FFR has been submitted, FEMA uses that administrative closeout date in lieu of the final FFR submission date as the start of the record retention period under 2 C.F.R. § 200.334.

In addition, if an award is administratively closed, FEMA may decide to impose remedies for noncompliance per 2 C.F.R. § 200.339, consider this information in reviewing future award applications, or apply special conditions to existing or future awards.

d. Additional Reporting Requirements

i. Disclosing Information per 2 C.F.R. § 180.335

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with FEMA, the recipient must notify FEMA if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:

- i. Are presently excluded or disqualified;
- ii. Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
- iii. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
- iv. Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to FEMA in accordance with 2 C.F.R. § 180.350.

ii. Reporting of Matters Related to Recipient Integrity and Performance

Appendix XII to 2 C.F.R. Part 200 sets forth a term and condition related to recipient integrity and performance matters that will apply to all federal awards under this funding opportunity. If the total value of currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of a federal award under this funding opportunity, then a recipient must maintain the currency of information reported in the Contracting Performance Assessment Reporting System (CPARS) about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

iii. Single Audit Report

A recipient that expends \$750,000 or more during the recipient's fiscal year in federal awards (as defined by 2 C.F.R. § 200.1) must have a single audit conducted in accordance with 2 C.F.R. § 200.514 except when it elects to have a program-specific audit conducted in accordance with 2 C.F.R. § 200.501. The audit must be conducted in accordance with 2 C.F.R. Part 200, Subpart F and, as required by 2 C.F.R. § 200.514, in accordance with the U.S. Government Accountability Office (GAO) Generally Accepted Government Auditing Standards, which can be found on the Yellow Book page of the GAO website.

4. Monitoring and Oversight

The regulation at 2 C.F.R. § 200.337 provides DHS and any of its authorized representatives with the right of access to any documents, papers, or other records of the recipient [and any subrecipients] that are pertinent to a federal award in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the recipient's or subrecipient's personnel for the purpose of interview and discussion related to such documents. Pursuant to this right and per 2 C.F.R. § 200.329, DHS may conduct desk reviews and make site visits to review project accomplishments and management control systems to evaluate project accomplishments and to provide any required technical assistance. During site visits, DHS may review a recipient's or subrecipient's files pertinent to the federal award and interview and/or discuss these files with the recipient's or subrecipient's personnel. Recipients and subrecipients must respond in a timely and accurate manner to DHS requests for information relating to a federal award.

Effective monitoring and oversight help CP3 and FEMA ensure that recipients use grant funds for their intended purpose(s); verify that projects undertaken are consistent with approved plans; and ensure that recipients make adequate progress toward stated goals and objectives. Additionally, monitoring serves as the primary mechanism to ensure that recipients comply with applicable laws, rules, regulations, program guidance, and requirements. CP3 and FEMA regularly monitor all grant programs both financially and programmatically in accordance with federal laws, regulations (including 2 C.F.R. Part 200), program guidance, and the terms and conditions of the award. All monitoring efforts ultimately serve to evaluate progress towards grant goals and proactively target and address issues that may threaten grant success during the period of performance.

CP3 and FEMA staff will periodically monitor recipients to ensure that administrative processes, policies and procedures, budgets, and other related award criteria are meeting Federal Government-wide and FEMA regulations. Aside from reviewing quarterly financial and programmatic reports, CP3 and FEMA may also conduct enhanced monitoring through either desk-based reviews, onsite monitoring visits, or both. Enhanced monitoring will involve the review and analysis of the financial compliance and administrative processes, policies, activities, and other attributes of each federal assistance award, and it will identify areas where the recipient may need technical assistance, corrective actions, or other support.

Financial and programmatic monitoring are complementary processes within CP3 and FEMA's overarching monitoring strategy that function together to ensure effective grants

management, accountability, and transparency; validate progress against grant and program goals; and safeguard federal funds against fraud, waste, and abuse. Financial monitoring primarily focuses on statutory and regulatory compliance with administrative grant requirements, while programmatic monitoring seeks to validate and assist in grant progress, targeting issues that may be hindering achievement of project goals and ensuring compliance with the purpose of the grant and grant program. Both monitoring processes are similar in that they feature initial reviews of all open awards, and additional, in-depth monitoring of grants requiring additional attention.

Recipients and subrecipients who are pass-through entities are responsible for monitoring their subrecipients in a manner consistent with the terms of the federal award at 2 C.F.R. Part 200, including 2 C.F.R. § 200.332. This includes the pass-through entity's responsibility to monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

In terms of overall award management, recipient and subrecipient responsibilities include, but are not limited to: accounting of receipts and expenditures, cash management, maintaining adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring if acting as a pass-through entity, or other assessments and reviews, and ensuring overall compliance with the terms and conditions of the award or subaward, as applicable, including the terms of 2 C.F.R. Part 200.

G. DHS Awarding Agency Contact Information

1. Contact and Resource Information

a. *Program Office Contact*

The DHS Center for Prevention Programs and Partnerships (CP3) is the overall programmatic lead for the TVTP Grant Program; for questions related to project design, and other programmatic required elements of the program please contact the office via email at TerrorismPrevention@hq.dhs.gov .

Prospective applicants may also access additional resources and information regarding the TVTP Grant Program at: [Targeted Violence and Terrorism Prevention Grant Program | Homeland Security \(dhs.gov\)](https://www.dhs.gov/targeted-violence-and-terrorism-prevention-grant-program)

b. *FEMA Grants News*

FEMA Grants News is a non-emergency comprehensive management and information resource developed by FEMA for grants stakeholders. This channel provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. When necessary, recipients will be directed to a federal point of contact who can answer specific programmatic questions or concerns. FEMA Grants News Team can be reached by e-mail at fema-grants-news@fema.dhs.gov OR by phone at (800) 368-6498, Monday through Friday, 9:00 AM – 5:00 PM ET.

c. *Grant Programs Directorate (GPD) Award Administration Division*

GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the AAD's Help Desk via e-mail at ASK-GMD@fema.dhs.gov.

d. *CP3 Regional Prevention Coordinators*

The Center for Prevention Programs and Partnerships (CP3) has Regional Prevention Coordinators (RPCs) stationed across the United States to help support prevention efforts at the local level. RPCs help to deliver CP3's training products, connect prevention practitioners, and build networks that can support local prevention efforts. RPCs also help to keep CP3 informed of local efforts, innovative approaches, and techniques used to engage the whole-of-society in prevention activities and share promising practices within their networks. Once the period of performance has begun, CP3 will connect recipients with the relevant RPC who can offer technical assistance to the recipient specific to their region throughout the period of performance.

e. *Equal Rights*

The FEMA Office of Equal Rights (OER) is responsible for compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA and recipients of FEMA financial assistance. All inquiries and communications about federal civil rights compliance for FEMA grants under this NOFO should be sent to FEMA-CivilRightsOffice@fema.dhs.gov.

2. Systems Information

a. *FEMA GO*

For technical assistance with the FEMA GO system, please contact the FEMA GO Helpdesk at femago@fema.dhs.gov or (877) 585-3242, Monday through Friday, 9:00 AM – 6:00 PM ET.

Additional FEMA GO resources for applicants can be accessed at:
<https://www.fema.gov/grants/guidance-tools/fema-go>

H. Additional Information

1. Termination Provisions

FEMA, in consultation with CP3, may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at 2 C.F.R. §§ 200.344-200.345 even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards.

a. *Noncompliance*

If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. If the noncompliance can be corrected, FEMA may first attempt to direct the recipient to correct the noncompliance. This may take the form of a Compliance Notification. If the noncompliance cannot be

corrected or the recipient is non-responsive, FEMA may proceed with a Remedy Notification, which could impose a remedy for noncompliance per 2 C.F.R. § 200.339, including termination. Any action to terminate based on noncompliance will follow the requirements of 2 C.F.R. §§ 200.341-200.342 as well as the requirement of 2 C.F.R. § 200.340(c) to report in FAPIIS the recipient's material failure to comply with the award terms and conditions. See also the section on Actions to Address Noncompliance in this NOFO.

b. *With the Consent of the Recipient*

FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

c. *Notification by the Recipient*

The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of 2 C.F.R. §§ 200.341-200.342 in deciding to fully terminate the award.

2. Program Evaluation

Federal agencies are required to encouraged to structure NOFOs that incorporate program evaluation activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting agency priority goal(s) and program outcomes.

OMB Memorandum M-21-27, <https://www.whitehouse.gov/wp-content/uploads/2021/06/M-21-27.pdf> Evidence-Based Policymaking: Learning Agendas and Annual Evaluation Plans, implementing Title I of the Foundations for Evidence-Based Policymaking Act of 2018, Pub. L. No. 115-435 (2019) (Evidence Act), urges federal awarding agencies to use program evaluation as a critical tool to learn, improve equitable delivery, and elevate program service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” Evidence Act, § 101 (codified at 5 U.S.C. § 311). See OMB Memorandum M-21-27 at:

- <https://www.whitehouse.gov/wp-content/uploads/2021/06/M-21-27.pdf>

As such, recipients and subrecipients are required to participate in a DHS-, Component, or Program Office-led evaluation if selected, which may be carried out by a third-party on behalf of the DHS, its component agencies, or the Program Office. Such an evaluation may involve information collections including but not limited to surveys, interviews, or discussions with individuals who benefit from the federal award program operating personnel, and award recipients, as specified in a DHS-, component agency-, or Program Office-approved evaluation plan. More details about evaluation requirements may be

provided in the federal award, if available at that time, or following the award as evaluation requirements are finalized. Evaluation costs incurred during the period of performance are allowable costs (either as direct or indirect). Recipients and subrecipients are also encouraged, but not required, to participate in any additional evaluations after the period of performance ends, although any costs incurred to participate in such evaluations are not allowable and may not be charged to the federal award.

3. Period of Performance Extensions

Extensions to the period of performance (POP) for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests to the recipient's CP3 Grant Manager and must contain specific and compelling justifications as to why an extension is required. Recipients are advised to coordinate with their CP3 Grant Manager as needed when preparing an extension request.

All extension requests must address the following:

- a. The grant program, fiscal year, and award number;
- b. Reason for the delay –including details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the deadline;
- c. Current status of the activity(ies);
- d. Approved POP termination date and new project completion date;
- e. Amount of funds drawn down to date;
- f. Remaining available funds, both federal and, if applicable, non-federal;
- g. Budget outlining how remaining federal and, if applicable, non-federal funds will be expended;
- h. Plan for completion, including milestones and timeframes for achieving each milestone and the position or person responsible for implementing the plan for completion; and
- i. Certification that the activity(ies) will be completed within the extended POP without any modification to the original statement of work, as described in the application and CP3-approved IMP (See Section F.2(f) "Implementation and Measurement Plan"), and as approved by CP3 and FEMA.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

- Contractual commitments by the recipient or subrecipient with vendors prevent completion of the project, including delivery of equipment or services, within the existing POP;
- The project must undergo a complex environmental review that cannot be completed within the existing POP;
- Projects are long-term by design, and therefore acceleration would compromise core programmatic goals; or
- Where other special or extenuating circumstances exist.

Recipients should submit all proposed extension requests to CP3 and FEMA for review and approval at least 60 days prior to the end of the POP to allow sufficient processing time.

Extensions are typically only considered for one or two additional quarters (3 months or 6 months).

Recipients are encouraged to begin considering the applicability of an extension during Year 2 of their award and to discuss with their CP3 Grant Manager prior to submitting their formal request. If a recipient does believe an extension is necessary, they are **strongly encouraged to submit their formal request well in advance of the 60-day deadline** and may submit their request at any time during Year 2 of the award *before* the 60-day deadline prior to the end of the POP.

During any extended period of performance, all requirements outlined in this NOFO and the award terms and conditions are applicable, including but not limited to the quarterly reporting timeline and requirements described in Section F.3(a) “Financial Reporting Requirements and F.3(b) “Programmatic Performance Reporting Requirements”.

4. Disability Integration

Pursuant to Section 504 of the Rehabilitation Act of 1973, recipients of DHS financial assistance must ensure that their programs and activities do not discriminate against qualified individuals with disabilities.

Grant and cooperative agreement recipients should engage with the whole community to advance individual and community preparedness and to work as a nation to build and sustain resilience. In doing so, recipients are encouraged to consider the needs of individuals with disabilities into the activities and projects funded by the grant or cooperative agreement.

DHS expects that the integration of the needs of people with disabilities will occur at all levels, including planning; alerting, notification, and public outreach; training; purchasing of equipment and supplies; protective action implementation; and exercises/drills.

The following are examples that demonstrate the integration of the needs of people with disabilities in carrying out DHS awards:

- Include representatives of organizations that work with/for people with disabilities on planning committees, work groups and other bodies engaged in development and implementation of the grant programs and activities.
- Hold all activities related to the grant in locations that are accessible to persons with physical disabilities and intellectual disabilities to the extent practicable.
- Provide auxiliary aids and services, including American Sign Language interpreters, that provide public information across the community and in shelters.
- Ensure shelter-specific grant funds are in alignment with FEMA’s [Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters](#).
- If making alterations to an existing building to a primary function area utilizing federal funds, complying with the most recent codes and standards and making path of travel to the primary function area accessible to the greatest extent possible.
- Implement specific procedures used by public transportation agencies that include evacuation and passenger communication plans and measures for individuals with disabilities.

- Identify, create, and deliver training to address any training gaps specifically aimed toward whole-community preparedness. Include and interact with individuals with disabilities, aligning with the designated program capability.
- Establish best practices in inclusive planning and preparedness that consider physical access, needs of individuals with intellectual disabilities, and information access.

FEMA grant recipients can fund projects towards the resiliency of the whole community, including people with disabilities, such as training, outreach and safety campaigns, provided that the project aligns with this NOFO and the terms and conditions of the award.

5. Conflicts of Interest in the Administration of Federal Awards or Subawards

For conflicts of interest under grant-funded procurements and contracts, refer to the section on Procurement Integrity in this NOFO and 2 C.F.R. §§ 200.317 – 200.327.

To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable federal and state, local, tribal, or territorial (SLTT) statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to the respective CP3 Grants Manager or FEMA Grants Management Specialist, in writing, any real or potential conflict of interest that may arise during the administration of the federal award, as defined by the federal or SLTT statutes or regulations or their own existing policies, within five days of learning of the conflict of interest. Similarly, subrecipients, whether acting as subrecipients or as pass-through entities, must disclose any real or potential conflict of interest to the recipient or next-level pass-through entity as required by the recipient or pass-through entity's conflict of interest policies, or any applicable federal or SLTT statutes or regulations.

Conflicts of interest may arise during the process of DHS making a federal award in situations where an employee, officer, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, subapplicant, recipient, subrecipient, or DHS employees.

6. Procurement Integrity

Through audits conducted by the DHS Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some FEMA recipients have not fully adhered to the proper procurement requirements at 2 C.F.R. §§ 200.317 – 200.327 when spending grant funds. Anything less than full compliance with federal procurement requirements jeopardizes the integrity of the grant as well as the grant program. To assist with determining whether an action is a procurement or instead a subaward, please consult 2 C.F.R. § 200.331. For detailed guidance on the federal procurement standards, recipients and subrecipients should refer to various materials issued by FEMA's Procurement Disaster Assistance Team (PDAT), such as the [PDAT Field Manual](#) and [Contract Provisions Guide](#). Additional resources, including an upcoming trainings schedule can be found on the PDAT Website: <https://www.fema.gov/grants/procurement>.

The below highlights the federal procurement requirements for recipients when procuring goods and services with federal grant funds. FEMA will include a review of recipients' procurement practices as part of the normal monitoring activities. **All procurement activity must be conducted in accordance with federal procurement standards at 2 C.F.R. §§ 200.317 – 200.327.** Select requirements under these standards are listed below. The recipient and any of its subrecipients must comply with all requirements, even if they are not listed below.

Under 2 C.F.R. § 200.317, when procuring property and services under a federal award, states (including territories) must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states must now follow 2 C.F.R. § 200.321 regarding socioeconomic steps, 200.322 regarding domestic preferences for procurements, 200.323 regarding procurement of recovered materials, and 2 C.F.R. § 200.327 regarding required contract provisions.

All other non-federal entities, such as tribes (collectively, non-state entities), must have and use their own documented procurement procedures that reflect applicable SLTT laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200. These standards include, but are not limited to, providing for full and open competition consistent with the standards of 2 C.F.R. § 200.319 and the required procurement methods at § 200.320.

a. *Important Changes to Procurement Standards in 2 C.F.R. Part 200*

States are now required to follow the socioeconomic steps in soliciting small and minority businesses, women's business enterprises, and labor surplus area firms per 2 C.F.R. § 200.321. All non-federal entities should also, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States per 2 C.F.R. § 200.322. More information on OMB's revisions to the federal procurement standards can be found in [Purchasing Under a FEMA Award: OMB Revisions Fact Sheet](#).

The recognized procurement methods in 2 C.F.R. § 200.320 have been reorganized into informal procurement methods, which include micro-purchases and small purchases; formal procurement methods, which include sealed bidding and competitive proposals; and noncompetitive procurements. The federal micro-purchase threshold is currently \$10,000, and non-state entities may use a lower threshold when using micro-purchase procedures under a FEMA award. If a non-state entity wants to use a micro-purchase threshold higher than the federal threshold, it must follow the requirements of 2 C.F.R. § 200.320(a)(1)(iii)-(v). The federal simplified acquisition threshold is currently \$250,000, and a non-state entity may use a lower threshold but may not exceed the federal threshold when using small purchase procedures under a FEMA award. See 2 C.F.R. § 200.1 (citing the definition of simplified acquisition threshold from [48 C.F.R. Part 2, Subpart 2.1](#)).

See 2 C.F.R. §§ 200.216, 200.471, and Appendix II as well as section D.13.a of the NOFO regarding prohibitions on covered telecommunications equipment or services.

b. *Competition and Conflicts of Interest*

Among the requirements of 2 C.F.R. § 200.319(b) applicable to all non-federal entities other than states, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. DHS considers these actions to be an organizational conflict of interest and interprets this restriction as applying to contractors that help a non-federal entity develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when those former employees worked on such activities while they were employees of the non-federal entity.

Under this prohibition, unless the non-federal entity solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with 2 C.F.R. §§ 200.317 – 200.327, federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of those specifications. This rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees.

Additionally, some of the situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Per 2 C.F.R. § 200.319(c), non-federal entities other than states must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed SLTT geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Under 2 C.F.R. § 200.318(c)(1), non-federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.** Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity.

Under 2 C.F.R. 200.318(c)(2), if the recipient or subrecipient (other than states) has a parent, affiliate, or subsidiary organization that is not a state, local, tribal, or territorial government, the non-federal entity must also maintain written standards of conduct covering organizational conflicts of interest. In this context, organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The non-federal entity must disclose in writing any potential conflicts of interest to the CP3 Grants Manager, FEMA Grants Management Specialist, or the pass-through entity in accordance with applicable FEMA policy.

c. *Supply Schedules and Purchasing Programs*

Generally, a non-federal entity may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement.

i. *General Services Administration Schedules*

States, tribes, and local governments, and any instrumentality thereof (such as local education agencies or institutions of higher education) may procure goods and services from a General Services Administration (GSA) schedule. GSA offers multiple efficient and effective procurement programs for state, tribal, and local governments, and instrumentalities thereof, to purchase products and services directly from pre-vetted contractors. The GSA Schedules (also referred to as the Multiple Award Schedules and the Federal Supply Schedules) are long-term government-wide contracts with commercial firms that provide access to millions of commercial products and services at volume discount pricing.

Information about GSA programs for states, tribes, and local governments, and instrumentalities thereof, can be found at <https://www.gsa.gov/resources-for/programs-for-State-and-local-governments> and <https://www.gsa.gov/buying->

[selling/purchasing-programs/gsa-schedules/schedule-buyers/state-and-local-governments.](#)

For tribes, local governments, and their instrumentalities that purchase off of a GSA schedule, this will satisfy the federal requirements for full and open competition provided that the recipient follows the GSA ordering procedures; however, tribes, local governments, and their instrumentalities will still need to follow the other rules under 2 C.F.R. §§ 200.317 – 200.327, such as solicitation of minority businesses, women’s business enterprises, small businesses, or labor surplus area firms (§ 200.321), domestic preferences (§ 200.322), contract cost and price (§ 200.324), and required contract provisions (§ 200.327 and Appendix II).

ii. Other Supply Schedules and Programs

For non-federal entities other than states, such as tribes, local governments, and nonprofits, that want to procure goods or services from a state supply schedule, cooperative purchasing program, or other similar program, in order for such procurements to be permissible under federal requirements, the following must be true:

- The procurement of the original contract or purchasing schedule and its use by the non-federal entity complies with state and local law, regulations, and written procurement procedures;
- The state or other entity that originally procured the original contract or purchasing schedule entered into the contract or schedule with the express purpose of making it available to the non-federal entity and other similar types of entities;
- The contract or purchasing schedule specifically allows for such use, and the work to be performed for the non-federal entity falls within the scope of work under the contract as to type, amount, and geography;
- The procurement of the original contract or purchasing schedule complied with all the procurement standards applicable to a non-federal entity other than states under at 2 C.F.R. §§ 200.317 – 200.327; and
- With respect to the use of a purchasing schedule, the non-federal entity must follow ordering procedures that adhere to applicable state, tribal, and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200.

If a non-federal entity other than a state seeks to use a state supply schedule, cooperative purchasing program, or other similar type of arrangement, FEMA recommends the recipient discuss the procurement plans with its FEMA Grants Management Specialist and CP3 Grant Manager.

d. Procurement Documentation

Per 2 C.F.R. § 200.318(i), non-federal entities other than states and territories are required to maintain and retain records sufficient to detail the history of procurement

covering at least the rationale for the procurement method, selection of contract type, contractor selection or rejection, and the basis for the contract price. States and territories are encouraged to maintain and retain this information as well and are reminded that in order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g).

Examples of the types of documents that would cover this information include but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments, including required contract provisions; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.
- Additional information on required procurement records can be found on pages 24-26 of the [PDAT Field Manual](#).

7. Record Retention

a. *Record Retention Period*

Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award generally must be maintained for at least three years from the date the final FFR is submitted. See 2 C.F.R. § 200.334. Further, if the recipient does not submit a final FFR and the award is administratively closed, FEMA uses the date of administrative closeout as the start of the general record retention period.

The record retention period **may be longer than three years or have a different start date** in certain cases. These include:

- Records for real property and equipment acquired with Federal funds must be retained for **three years after final disposition of the property**. See 2 C.F.R. § 200.334(c).
- If any litigation, claim, or audit is started before the expiration of the three-year period, the records **must be retained until** all litigation, claims, or audit findings involving the records **have been resolved and final action taken**. See 2 C.F.R. § 200.334(a).
- The **record retention period will be extended if the non-federal entity is notified in writing** of the extension by FEMA, the cognizant or oversight agency for audit, or the cognizant agency for indirect costs, or pass-through entity. See 2 C.F.R. § 200.334(b).
- Where FEMA requires recipients to report program income after the period of performance ends, the **program income record retention period begins at the end of the recipient's fiscal year in which program income is earned**. See 2 C.F.R. § 200.334(e).

- For indirect cost rate computations and proposals, cost allocation plans, or any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates), the start of the record retention period depends on whether the indirect cost rate documents were submitted for negotiation. If the **indirect cost rate documents were submitted for negotiation, the record retention period begins from the date those documents were submitted** for negotiation. If indirect cost rate documents were **not submitted for negotiation, the record retention period begins at the end of the recipient's fiscal year or other accounting period covered by that indirect cost rate.** See 2 C.F.R. § 200.334(f).

b. Types of Records to Retain

DHS requires that non-federal entities maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Canceled checks

Non-federal entities should keep detailed records of all transactions involving the grant. DHS may at any time request copies of any relevant documentation and records, including purchasing documentation along with copies of cancelled checks for verification. See, e.g., 2 C.F.R. §§ 200.318(i), 200.334, 200.337.

In order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g). Non-federal entities who fail to fully document all purchases may find their expenditures questioned and subsequently disallowed.

8. Actions to Address Noncompliance

Non-federal entities receiving financial assistance funding from DHS are required to comply with requirements in the terms and conditions of their awards or subawards, including the terms set forth in applicable federal statutes, regulations, NOFOs, and policies. Throughout the award lifecycle or even after an award has been closed, CP3, FEMA, or the pass-through entity may discover potential or actual noncompliance on the part of a recipient or subrecipient. This potential or actual noncompliance may be discovered through routine monitoring, audits, civil rights complaint investigations and compliance reviews, closeout, or reporting from various sources.

In the case of any potential or actual noncompliance, FEMA may place special conditions on an award per 2 C.F.R. §§ 200.208 and 200.339, FEMA may place a hold on funds until the matter is corrected, or additional information is provided per 2 C.F.R. § 200.339, or it may do

both. Similar remedies for noncompliance with certain federal civil rights laws are authorized pursuant to 44 C.F.R. Parts 7 and 19 or other applicable regulations.

In the event the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA may take other remedies allowed under 2 C.F.R. § 200.339. These remedies include actions to disallow costs, recover funds, wholly or partly suspend or terminate the award, initiate suspension and debarment proceedings, withhold further federal awards, or take other remedies that may be legally available. For further information on termination due to noncompliance, see the section on Termination Provisions in the NOFO.

FEMA may discover and take action on noncompliance even after an award has been closed. The closeout of an award does not affect FEMA's right to disallow costs and recover funds as long as the action to disallow costs takes place during the record retention period. *See* 2 C.F.R. §§ 200.334, 200.345(a). Closeout also does not affect the obligation of the non-federal entity to return any funds due as a result of later refunds, corrections, or other transactions. 2 C.F.R. § 200.345(a)(2).

The types of funds FEMA may attempt to recover include, but are not limited to, improper payments, cost share reimbursements, program income, interest earned on advance payments, or equipment disposition amounts.

FEMA may seek to recover disallowed costs through a Notice of Potential Debt Letter, a Remedy Notification, or other letter. The document will describe the potential amount owed, the reason why FEMA is recovering the funds, the recipient's appeal rights, how the amount can be paid, and the consequences for not appealing or paying the amount by the deadline.

If the recipient neither appeals nor pays the amount by the deadline, the amount owed will become final. Potential consequences if the debt is not paid in full or otherwise resolved by the deadline include the assessment of interest, administrative fees, and penalty charges; administratively offsetting the debt against other payable federal funds; and transferring the debt to the U.S. Department of the Treasury for collection.

FEMA notes the following common areas of noncompliance for FEMA's grant programs:

- Insufficient documentation and lack of record retention.
- Failure to follow the procurement under grants requirements.
- Failure to submit closeout documents in a timely manner.
- Failure to follow EHP requirements.
- Failure to comply with the POP deadline.

9. Audits

DHS grant recipients are subject to audit oversight from multiple entities including the DHS OIG, the GAO, the pass-through entity, or independent auditing firms for single audits, and may cover activities and costs incurred under the award. Auditing agencies such as the DHS OIG, the GAO, and the pass-through entity (if applicable), and DHS in its oversight capacity, must have access to records pertaining to the TVTP award. Recipients and subrecipients must

retain award documents for at least three years from the date the final FFR is submitted, and even longer in many cases subject to the requirements of 2 C.F.R. § 200.334. In the case of administrative closeout, documents must be retained for at least three years from the date of closeout, or longer subject to the requirements of 2 C.F.R. § 200.334. If documents are retained longer than the required retention period, the DHS OIG, the GAO, and the pass-through entity, as well as DHS in its oversight capacity, have the right to access these records as well. See 2 C.F.R. §§ 200.334, 200.337.

Additionally, non-federal entities must comply with the single audit requirements at 2 C.F.R. Part 200, Subpart F. Specifically, non-federal entities, other than for-profit subrecipients, that expend \$750,000 or more in federal awards during their fiscal year must have a single or program-specific audit conducted for that year in accordance with Subpart F. 2 C.F.R. § 200.501. A single audit covers all federal funds expended during a fiscal year, not just DHS funds. The cost of audit services may be allowable per 2 C.F.R. § 200.425, but non-federal entities must select auditors in accordance with 2 C.F.R. § 200.509, including following the proper procurement procedures. For additional information on single audit reporting requirements, see section F of this NOFO under the header “Single Audit Report” within the subsection “Additional Reporting Requirements.”

The objectives of single audits are to:

- Determine if financial statements conform to generally accepted accounting principles (GAAP);
- Determine whether the schedule of expenditures of federal awards is presented fairly;
- Understand, assess, and test the adequacy of internal controls for compliance with major programs; and
- Determine if the entity complied with applicable laws, regulations, and contracts or grants.

For single audits, the auditee is required to prepare financial statements reflecting its financial position, a schedule of federal award expenditures, and a summary of the status of prior audit findings and questioned costs. The auditee also is required to follow up and take appropriate corrective actions on new and previously issued but not yet addressed audit findings. The auditee must prepare a corrective action plan to address the new audit findings. 2 C.F.R. §§ 200.508, 200.510, 200.511.

Non-federal entities must have an audit conducted, either single or program-specific, of their financial statements and federal expenditures annually or biennially pursuant to 2 C.F.R. § 200.504. Non-federal entities must also follow the information submission requirements of 2 C.F.R. § 200.512, including submitting the audit information to the [Federal Audit Clearinghouse](#) within the earlier of 30 calendar days after receipt of the auditor’s report(s) or nine months after the end of the audit period. The audit information to be submitted include the data collection form described at 2 C.F.R. § 200.512(c) and Appendix X to 2 C.F.R. Part 200 as well as the reporting package described at 2 C.F.R. § 200.512(b).

The non-federal entity must retain one copy of the data collection form and one copy of the reporting package for three years from the date of submission to the Federal Audit

Clearinghouse. 2 C.F.R. § 200.512; *see also* 2 C.F.R. § 200.517 (setting requirements for retention of documents by the auditor and access to audit records in the auditor’s possession).

DHS, the DHS OIG, the GAO, and the pass-through entity (if applicable), as part of monitoring or as part of an audit, may review a non-federal entity’s compliance with the single audit requirements. In cases of continued inability or unwillingness to have an audit conducted in compliance with 2 C.F.R. Part 200, Subpart F, FEMA and the pass-through entity, if applicable, are required to take appropriate remedial action under 2 C.F.R. § 200.339 for noncompliance, pursuant to 2 C.F.R. § 200.505.

10. Payment Information

FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. Payment requests are submitted through FEMA GO.

11. Whole Community Preparedness

Preparedness is a shared responsibility that calls for the involvement of everyone—not just the government—in preparedness efforts. By working together, everyone can help keep the nation safe from harm and help keep it resilient when struck by hazards, such as natural disasters, acts of terrorism, and pandemics.

[Whole Community](#) includes:

- Individuals and families, including those with access and functional needs
- Businesses
- Faith-based and community organizations
- Nonprofit groups
- Schools and academia
- Media outlets
- All levels of government, including state, local, tribal, territorial, and federal partners

The phrase “Whole Community” often appears in preparedness materials, as it is one of the guiding principles. It means:

1. Involving people in the development of national preparedness documents; and
2. Ensuring their roles and responsibilities are reflected in the content of the materials.

12. Report issues of fraud, waste, abuse

Please note, when applying to this notice of funding opportunity and when administering the grant, applicants may report issues of fraud, waste, abuse, and mismanagement, or other criminal or noncriminal misconduct to the Office of Inspector General (OIG) Hotline. The toll-free numbers to call are 800-323-8603, and TTY 844-889-4357.

13. Disclosure of Application Materials

When submitting your application, the applicant should identify any copyrighted materials, trade secrets, commercial or financial information, with a suitable notice or legend in the submissions set forth herein. Provided you, the applicant, provides an adequate notice or legend detailing its confidential nature, DHS will maintain the data in confidence, to the extent permitted by applicable law, and disclose and use only for carrying out DHS’s

responsibilities under, or otherwise consistent with the terms of, this NOFO, or in compliance with an order by a court, or in defense of DHS (as it sees necessary) during litigation. Further, to ensure adequate protection by DHS, in any communications with DHS, including e-mail correspondence, the applicant agrees to identify any information in such application or communication it considers to be commercial or financial information that the applicant customarily keeps private or closely held.

After final awards are made under this opportunity and recipients have been identified, notified, and publicly released, DHS will release the applications of all awarded grant projects with the exception of Personally Identifiable Information, and information determined to be law enforcement sensitive or proprietary in nature, including financial and commercial information noted above, following consultation with each recipient. DHS plans to withhold unsuccessful applications in full.

If DHS receives a request for any applicant data provided to DHS as a result of this NOFO (e.g., Freedom of Information Act), DHS will provide the applicant with prompt written notice, unless it is readily determined by DHS that the information should not be disclosed or, on the other hand, that the information lawfully has been published or otherwise made available to the public. DHS will afford the applicant a period of at least ten (10) business days in which to object to the disclosure of any specified portion of the information and to state fully all grounds upon disclosure is opposed. DHS will consider all such specified grounds for nondisclosure prior to making an administrative determination of the issue and, in all instances in which the determination is to disclose, provide the submitter with a detailed statement of the reasons for which its disclosure objections are not sustained. DHS will provide the applicant with written notice of any final administrative disclosure determination not less than 10 (ten) business days prior to a specified disclosure date, in order that the matter may be considered for possible judicial intervention. DHS will notify the applicant promptly of all instances in which requesters have brought suit seeking to compel disclosure of applicant data.

14. Appendices:

- A. Goals, Objectives, and Outcomes
- B. Application Tracks, Project Types, and Minimum Standards
- C. Contents and Format of Project Narrative
- D. Research, Resources, and Definitions
- E. Budget Template

Appendix A: Goals, Objectives, and Outcomes

As described in Section A.10 “Program Overview, Objectives, and Priorities,” the primary goal of the TVTP Grant Program is to establish, expand, and/or enhance local TVTP networks. To realize this goal, the TVTP Grant Program will pursue six objectives, each with associated outcomes detailed below:

1. The local community has awareness of the signs that someone may be on a pathway to violence and what the threat of targeted violence and terrorism looks like.
 - Outcome: Developed and delivered awareness programs on the pathway to violence and/or the local threat of targeted violence and terrorism.
2. The local community has awareness of both the risk factors for – and the protective factors against – targeted violence and terrorism. As noted above, *risk factors* are defined as negative characteristics that may increase the likelihood that an individual is on a pathway to violence; *protective factors* are defined as positive characteristics that may decrease the likelihood that an individual may move toward violence.
 - Outcome: Developed and implemented programs that decrease risk factors for individuals on a pathway to violence.
 - Outcome: Developed and implemented programs that increase protective factors for individuals on a pathway to violence.
 - **NOTE:** The TVTP Grant Program supports the development of evidence-based programs that address the behavioral threat of targeted violence and terrorism in the online/digital space. Specific sub-outcomes include:
 - Increased digital initiatives focused on understanding violent content.
 - Increased skills in recognizing narratives used to recruit or mobilize others to commit acts of violence.
3. Members of the local community engage the broadest and most diverse set of local stakeholders, sharing resources and best practices and building trusted partnerships to address targeted violence and terrorism.
 - Outcome: Community adopts a local prevention network that contains all necessary elements of that network (as described in the other Objectives in this section).
4. Members of the local community can act on bystander training and help individuals before they move toward violence by understanding the role of and the means to contact BTAM teams.
 - Outcome: Developed and implemented bystander training.
 - Outcome: Developed and implemented referral mechanisms such as websites or hotlines.
 - Outcome: Developed and implemented media campaigns to raise the community’s awareness of local BTAM teams.
 - Outcome: Increased engagement with individuals exhibiting behaviors associated with being on a pathway to targeted violence and terrorism.

- Outcome: Enhanced capability to engage online with individuals who may be on a pathway to violence online.
5. Members of the local community have access to multidisciplinary BTAM teams comprised of individuals such as psychologists, educators, faith leaders, and medical personnel that can provide support to an individual *before* an act of violence takes place.
 - Outcome: Local community has established BTAM teams as needed (e.g., in schools, government branches, or a community-based team).
 - Outcome: Increased access to BTAM teams.
 - Outcome: More effective mechanisms for local citizens to refer and connect individuals exhibiting concerning behaviors to intervention services, whether online or offline.
 6. The local community has programs that address risk factors for, and strengthen protective factors against, targeted violence and terrorism, including recidivism reduction programming.
 - Outcome: Communities develop resiliency-building programs to address risk factors/strengthen protective factors in their local communities.
 - Outcome: Increased programs are available for corrections, probation, and parole services.
 - **NOTE:** Corrections, probation, and parole services are just *one subset* of the numerous programs and sectors applicable to this objective. This outcome is included here to call attention to these services specifically as they are frequently identified as gaps within local prevention networks.

Sub-objective: Correctional facilities and state and local probation and parole authorities develop and implement recidivism reduction programming to address individuals convicted or at risk for targeted violence and terrorism while in custody.

- Sub-outcome: State and local correctional facilities establish programs to provide services and resources to inmates and returning citizens – including both those still incarcerated and those on parole – with convictions for targeted violence or terrorism-related offenses.
- Sub-outcome: State and local correctional facilities develop mechanisms to assess risk of targeted violence or terrorism in their populations.
- Sub-outcome: State and local correctional facilities provide services addressing risk factors of and protective factors against the pathway to violence in their facilities.
- Sub-outcome: State and local probation and parole authorities establish programs and resources to individuals with a conviction for a targeted violence or terrorism related offense.

Appendix B: Application Tracks, Project Types, and Minimum Standards

DHS intends to fund proposals that fall under two distinct application tracks:

1. **Promising Practices:** This track will fund prevention projects in all segments of the community, either through in-person or online-focused prevention initiatives at the local or national level. There are eight promising practices project types. Applicants may propose one or more project types to include in their project. The project type(s) submitted must align with one or more of the eight general project types, including the required elements outlined under the “Promising Practices” track below. Applicants in this track have already met one or more of the Objectives outlined in Appendix A. DHS anticipates funding approximately \$12,150,000 across 20 - 30 awards in the “Promising Practices” track.
2. **Innovation:** This track will fund prevention projects that approach the broader goal of TVTP in new or untested ways. This can include a project that does not generally fall within the eight specified project types under “Promising Practices” or a new theory of change that has not been previously implemented. Given the competitive nature of this track, we recommend applying in the “Promising Practices” track if your project proposal can be aligned to one or more of the promising practices. DHS anticipates funding approximately \$5,850,000 across 6 - 8 awards in the “Innovation” track.

All applicants should clearly indicate whether they are applying for the “Promising Practices” or “Innovation” track, identify the project types included in the application, and adhere to the requirements and other guidance provided in each track/project description.

As stated in Section C.4, “Other Eligibility Criteria/Restrictions” applicants may only submit one application per funding track. Therefore, the maximum number of applications an applicant can submit is two, one each for the “Promising Practices” and “Innovation” tracks.

Each project contains a target funding level; this is neither a maximum nor a minimum. Applicants are encouraged to build a budget that best reflects the lowest cost to complete their project. Consideration should be given to the following: size of proposed audience, local cost of living, prevailing wages, and the cost of procuring necessary services. The needs assessment described in Appendix C should identify if there are resources in other programs that can be leveraged to lower the cost to the federal award. While all projects should contain a clear estimation of the audience size and other factors impacting budgets, proposed projects that request an award amount that deviates more than 25% from the target award amount listed in this Section must include a clear justification for the deviation in the budget narrative submitted with their application.

All projects require the recipient to gather and report to DHS on specific program monitoring measures or, in some cases, identify performance measures that align with the goals, objectives, and outcomes in Appendix A. Upon award, DHS will provide additional guidance to recipients clarifying expectations around program monitoring measures. Recipients, by virtue of applying, agree to meet DHS’s expectations for data collection.

Applicants should refer to Section F.2(d) “Privacy of Project Participants and Beneficiaries” and Section F.2(e) “Protection of Human Subjects in Research” while designing their data collection methods. Adherence to these provisions helps ensure that project participants are properly protected in accordance with federal laws, regulations, and DHS policy, as well as any applicable state, tribal, or local laws.

a. Promising Practices Track

Successful applicants will describe how the various activities included in their funding request will support the objectives outlined in Appendix A. Applicants that require participation of other organizations will include sufficient evidence that there is support for such work through letters of support, letters of intent, or memoranda of understanding.

Required Program Monitoring Measures: All required performance measures for each proposed project are identified below. These measures should be factored into the appropriate section of each applicant’s IMP. Other measures sufficient to ensure the project is being implemented as designed and as determined by DHS may be required.

Anticipated Award Range: \$100,000 to \$800,000. The requested amount should be broken down by each project type included in the application. The budget narratives should consider the guidance on the target award amounts of the included projects and include well-supported costs associated with operating other proposed activities.

Target Award Amounts Stack: For example, an applicant proposing a program with two project types “Raising Societal Awareness” (Target Award Amount: \$175,000) and “Civic Engagement” (Target Award Amount: \$60,000) would have a total target award amount of \$235,000.

Applicants will also be required to provide an assessment of the severability of the proposed projects in this track and rank the projects by priority in the event there is not sufficient funding to fund the entire proposal.

Project Type	Target Award Amount
1. Raising Societal Awareness	\$175,000
2. Understanding Violent Content	\$115,000
3. Civic Engagement	\$60,000
4. Youth Resilience Programs	\$90,000
5. Behavioral Threat Assessment and Management Teams	\$350,000
6. Bystander Training	\$115,000
7. Referral Services	\$175,000
8. Recidivism Reduction and Reintegration	\$230,000

CP3 advocates for and supports a public health-informed approach to TVTP, which focuses on strengthening the health, safety, and well-being of entire populations. Central to this approach is the investment in the primary, secondary, and tertiary levels of prevention. The eight promising

practices project types outlined above range from primary to tertiary prevention, which can be understood as follows:

- **Primary Prevention Programming:** Projects that decrease the likelihood of targeted violence and terrorism by enhancing protective factors from the individual to societal levels that reduce the risk of violence, such as by fostering connectedness and social inclusion, enhancing community awareness, and supporting civic engagement.
- **Secondary Prevention Programming:** Projects that decrease the likelihood of targeted violence and terrorism among individuals exhibiting behaviors associated with previous acts of targeted violence and terrorism, such as by fostering referral networks to public health prevention providers and behavioral threat assessment and management teams, or by implementing bystander intervention training.
- **Tertiary Prevention Programming:** Projects that decrease the likelihood of targeted violence and terrorism among individuals previously engaged in those forms of violence, such as through diversion, rehabilitation, or reintegration programs.

***State and Local Government Applicants*:** As described in Section A.10 “Program Overview, Objectives, and Priorities,” many states have developed state TVTP strategies. The types of projects outlined in the eight project types below are essential components of any state or local prevention strategy. In turn, state or local government agency applicants may apply for funding in order to develop and implement a prevention strategy, provided the strategy incorporates one or more of the promising practices project types outlined below.

***Public Health Field Applicants*:** Given the public health-informed approach to TVTP outlined above, CP3 encourages organizations in the public health field to apply for a TVTP grant, as the public health community has relevant expertise and knowledge from working in violence prevention related to other forms of violence.

Promising Practices Project Types

1. Raising Societal Awareness

- a. Eligible entities may apply for funding to raise awareness of TVTP for community members (law enforcement, service providers, faith leaders, and other audiences). Awareness-raising activities shall focus on risk factors and protective factors (as defined above) for individuals on a pathway to violence. DHS Community Awareness Briefings can be requested by applicants and customized for local needs. Applicants may propose specific awareness-raising activities for specific audiences such as faith groups, schools, workplaces, etc.
- b. Required Program Monitoring Measures:
 - Number of awareness-raising sessions or initiatives conducted
 - Number of participants at each awareness-raising session or number of participants reached via each awareness-raising initiative
 - Average aggregate change in knowledge of those reached via awareness-raising activities, which can be measured, where applicable, by designing

and administering pre- and post-tests to participants in awareness-raising activities to better understand their change in knowledge as result of the activity, which will enable the program to better demonstrate the impact of the activity on the project

- Aggregate-level demographic information of participants
 - Other measures sufficient to ensure that, following award, the project is being implemented as designed and as determined by DHS
- c. Target Award Amount: \$175,000

2. **Understanding Violent Content**

- a. Eligible entities may apply to develop and deliver training to students or adults, either as part of standalone classes or integrated into a larger curriculum, dedicated to building skillsets to recognize and develop resilience to content that spurs violence. The proposed curricula shall include identifying, avoiding, or rejecting communications that may manipulate audiences by fomenting or encouraging targeted violence or terrorism. Applicants should outline the main themes of lesson plans included in the proposed curricula. Successful applicants will demonstrate ready access to the target population for the curricula such as schools, school districts, colleges/universities, community learning centers, or other entities with a letter of support/intent from a school.
- b. Required Program Monitoring Measures:
- Number of participants enrolled in course
 - Number of participants who complete course
 - Average aggregate change in knowledge of those who complete the classes or curriculum, which can be measured by designing and administering pre- and post-tests to those who take the curriculum to better understand their change in knowledge from the activity and which will enable the program to better demonstrate the impact of the activity on the project
 - Aggregate-level demographic information on participants
 - Aggregated data on results of skills-based tests
 - Other measures determined by DHS post-award to ensure project implementation as designed
- c. Target Award Amount: \$115,000

3. **Civic Engagement**

- a. Civic engagement means building and sustaining partnerships to foster understanding between groups and lessen fear or animosity in communities. Eligible entities may apply for funding to build or expand programs encouraging community engagement, education, and resilience against the threats of targeted violence and terrorism. Applicants for this project must describe how they will build partnerships with a diverse range of local or national stakeholders to further the mission of TVTP. In doing so, applicants are encouraged to seek partnerships

with organizations that represent underserved communities (see Appendix D, subsection “Definitions” for a definition of “underserved community”). Intended activities will address the early stages of the pathway to violence through coordination and engagement activities that reduce community vulnerability to associated risk factors or enhance protective factors (as defined above).

Applicants must describe how intended outcomes seek to increase community resilience against risk factors for targeted violence and terrorism through the understanding of threat prevention, improved social cohesion, reduced intergroup tensions, or reduced youth vulnerability.

- b. Required Performance Measures
 - Number of community engagement events
 - Number of participants at community engagement events
 - Aggregate level demographic information on participants
 - Other measures sufficient to ensure the project is being implemented as designed and as determined by DHS following award
- c. Target Award Amount: \$60,000

4. **Youth Resilience Programs**

- a. Eligible entities may apply for funding to establish or expand programming to develop protective factors in youth (as defined above). Applicants must propose programs that mitigate the risk factors associated with youth on a pathway to violence while fostering protective factors such as leadership, mentorship, employment skill building, or civic engagement. (**NOTE:** Minors are a vulnerable population and therefore have additional protections under the [Common Rule](#) for human subject research [[6 C.F.R. Part 46](#), [45 C.F.R Part 46, Subparts B-D](#)]. Applicants proposing research involving this target audience must submit evidence that their project will go through an Institutional Review Board [IRB] review [**IRB** means an institutional review board established in accord with and for the purposes expressed in this policy]. All such projects must also be approved by the [DHS Compliance Assurance Program Office \[CAPO\]](#) prior to initiation of research activities as described in Section F.2(e) “Protection of Human Subjects in Research”).
- b. Required Program Monitoring Measures:
 - Number and type of engagements/services provided
 - Other measures determined by DHS post-award to ensure project implementation as designed
- c. Target Award Amount: \$90,000

5. **Behavioral Threat Assessment and Management (BTAM) Teams**

- a. Eligible entities may apply for funding to develop a BTAM team’s capability, encompassing training for practitioners, protocol development for handling referrals, and engagement with individuals exhibiting risk factors for targeted violence and terrorism.

- b. Required Program Monitoring Measures:
 - Number of BTAM team members including professional background or other organizational affiliation (e.g., school counselor, faith leader, etc.)
 - Frequency and purpose of team meetings
 - Number of cases opened including:
 - Identified risk factor(s) (as defined above)
 - Identified behavioral changes
 - Identified extremist ideology (if any)
 - Specific grievance (if identified)
 - Number of referrals for outside services including service type (e.g., mental health, substance abuse, job skills, housing assistance)
 - Case status (active, in progress, closed):
 - If “closed,” outcome of case (e.g., resolved, referred to law enforcement, etc.)
 - “Closed Cases,” which only includes applicable cases where an intervention or threat assessment was completed, not cases that were referred to a BTAM team and never “opened” because the case was outside the scope of the BTAM team’s mandate
 - Anonymized case studies illustrating the threat management process
 - Other measures determined by DHS post-award to ensure project implementation as designed
- c. Targeted Award Amount: \$350,000

6. Bystander Training

- a. Eligible entities may apply for funding to deliver bystander training within their local communities. A bystander is defined as someone positioned to have awareness of risk factors or who observes warning behaviors from a person who may be considering violence. If applicants propose to develop training, topics covered in the curricula shall include risk factors (as defined above), behavioral changes, and provision of a locally relevant list of services or contact information for referrals. Applicants should describe the main themes of the training within the proposed curricula. Successful applicants will demonstrate ready access to their target population. Applicants may also apply to implement programs utilizing a “train-the-trainer” model to educate community members on delivering bystander training. DHS also has funded existing bystander training curriculum that aims to enhance the ability of individuals to recognize behaviors that indicate an individual is on a pathway to violence. This bystander training curriculum also teaches participants how to take the appropriate steps to engage with individuals in their social, family, or professional circles to provide them with assistance, refer them to other resources or services, or refer them to law enforcement if there is a risk of imminent harm. The training curriculum can be provided upon request during the application period. The training has a section that is customizable and minor modifications can be made with prior approval. Successful applicants will propose their intended target audience(s) and how they will engage individuals to

participate. The training is appropriate for a general adult audience, and DHS intends to seek applications that will provide the training to a general audience, as well as applications that propose audiences that may have a force-multiplying factor, such as professionals who engage with populations with risk factors for violence.

b. Required Program Monitoring Measures:

- Number of administered trainings
- Number of participants who received training
- Average aggregate change in knowledge of those who complete the classes or curriculum, which can be measured by designing and administering pre- and post-tests to those who take the curriculum to better understand their change in knowledge as result of the activity and which will enable the program to better demonstrate the impact of the activity on the project
- Aggregate-level demographic information of participants
- Other measures as determined by DHS following award to ensure the project is being implemented as designed
- Recommended Performance Measure: Average aggregate change indicated “willingness to act” among those who complete the training
 - This performance measure is optional but recommended for applicants proposing to conduct bystander training. This can be measured by designing and implementing pre- and post-tests to those who take the training and is intended to gauge the change in their willingness to now engage as an informed bystander. Before and after the training, the trainer could ask one or a series of questions on a sliding scale (i.e., a Likert-type scale) and then aggregate the responses to each of those questions to function as a proxy for this performance measure. For example, a question that could be asked is “How likely are you to help connect someone to services that you may be concerned about?” Attendees would then select their response to this question on a 1-5 scale (for example), and their responses before and after the training could be compared to indicate a change in their willingness to act.

c. Targeted Award Amount: \$115,000

7. Referral Services

- a. Eligible entities may apply for funding to establish or expand a referral service (via telephone, text, app, online, etc.) to address crises with callers, assess risk factors (as defined above) for targeted violence or terrorism, and provide referrals or resources to individuals seeking help or referred through an existing BTAM team or process. Eligible entries may also apply for funding to improve the process of receiving referrals and assisting in referring them to organizations or

programs that assist in threat management. Successful applicants will have an implementation plan detailing training methods for hotline counselors, protocols for referring callers for additional assessment or management and mental health resources, protocols for referring to law enforcement in case of an imminent threat, and protocols for implementing services in support of a threat management plan. The plan will also describe the location to which individuals will be referred or the services that will be provided. If providing services to individuals who are at risk of involvement in targeted violence or terrorism, applications should identify the services to be provided and describe the assessment tools and other methods they will use to measure progress of individuals through the program.

- b. Required Program Monitoring Measures:
 - Number of calls, categorized by type of call
 - Number of individuals referred to additional services
 - Number of callers referred for behavioral threat assessment and management
 - Number of calls referred to law enforcement
 - Number of referrals accepted for follow-up care based on an identified threat management strategy
 - Other measures determined by DHS post-award to ensure project implementation as designed and sufficient to ensure the project is being implemented as designed and as determined by DHS following award.
- c. Targeted Award Amount: \$175,000

8. **Recidivism Reduction and Reintegration**

- a. Eligible entities may apply for funding to develop institutional or community-based recidivism reduction and reintegration programs, to reduce risk factors and promote protective factors (as defined above) in individuals re-entering society following release from correctional facilities, and in probation or diversion programs. Applications should describe the risk factors they will examine, how they will select individuals for participation in the programming, and the services to be provided (e.g., for individuals who have previously committed hate crimes). The application should also describe the assessment tools and other methods planned for measuring the progress of individuals through the program.
 (NOTE: Obtaining access to correctional facilities and probation authorities can be challenging. Applicants proposing to work in correctional facilities or with state and local probation and parole authorities must demonstrate that they have the support of those facilities in their application, ideally with a clear letter of support from the respective correctional facility or authorities.)
 (NOTE: Prisoners are a vulnerable population and therefore have additional protections under [Subsection C](#) of the [Common Rule](#) for human subject research). Applicants proposing research involving this target audience must submit evidence that their project will go through an IRB review. All such projects also must be approved by the [DHS Compliance Assurance Program Office \(CAPO\)](#)

prior to initiation of research activities as described in Section F.2(e) “Protection of Human Subjects in Research.”

b. Required Program Monitoring Measures:

- Number of individuals recommended for violence rehabilitation program(s)
- Number of individuals enrolled in violence rehabilitation program
- Number of individuals that completed violence rehabilitation programming
- Status of cases (active, in progress, closed); if “closed,” outcome of case (e.g., resolved, referred to law enforcement, U.S. Attorney’s Office, etc.)
- Other measures determined by DHS post-award to ensure project implementation as designed

c. Target Award Amount: \$230,000

b. Innovation Track

DHS seeks to continue to stimulate innovation in prevention by soliciting applications for new project ideas that could enhance prevention capabilities within local communities and among grantees. Projects that meet at least one of the six objectives in Appendix A are eligible, especially projects that implement one or more of the four priorities. All applicants must specify which objective their proposed project aims to fulfill. While projects in this category should still have a well-developed theory of change, they need not have been implemented previously. DHS anticipates making approximately \$5,850,000 in awards in the Innovation Track and anticipates making awards in the range of \$300,000 to \$815,000.

Required Performance Measures: Measures must be sufficient to ensure the project is being implemented as designed and as determined by DHS following award. Please review the performance measures for the Promising Practices track for examples of measures that may apply to Innovation Track projects.

Institutions of Higher Education Applicants: CP3 welcomes applications in the innovation track from colleges and universities seeking to design undergraduate or graduate curricula for an accredited, Targeted Violence and Terrorism Prevention (TVTP) course or certificate program. For example, this could include a four-course sequence to gain a specialization. The course should be multidisciplinary and could span different schools within the college or university, such as the fields of medicine, social work, mental or behavioral health, criminology, criminal justice, emergency management, and security studies. Where possible, the course should be open to enrollment to students from other colleges and universities.

Minimum Standards for Recipients of Projects in Threat Assessment and Management Teams; Recidivism Reduction and Reintegration; and Referral Services

Projects within the BTAM Teams; Recidivism Reduction and Reintegration; and Referral Services promising practices project types, along with related innovation track projects, inherently engage with vulnerable individuals. It is important to adhere to certain standards to ensure the safety and well-being of program participants, their families, peers, and others

involved in their lives. Recipients will work with their assigned CP3 grants manager to ensure these standards are met prior to beginning services under their grant award.

Behavioral Threat Assessment and Management (BTAM) Teams

BTAM teams serve as effective proactive measures aimed at preventing – rather than predicting – potential acts of targeted violence and terrorism. Through identifying, assessing, and engaging with individuals exhibiting threatening or concerning behaviors, these teams create opportunities for redirection, de-escalation, and early intervention with individuals exhibiting signs of being on a pathway to violence.

1. Minimum Standards for Policies and Procedures

Recipients are required to demonstrate that:

- They have a comprehensive TVTP plan in place prior to implementing a BTAM team. For further guidance, please refer to [US Secret Service, National Threat Assessment Center's threat assessment model for enhancing school safety](#).
- Policies and procedures define targeted violence and terrorism and that said definitions do not conflict with those of DHS (see Appendix D, subsection “Definitions”).
- Policies and procedures are proactive in avoiding and mitigating discrimination on a protected basis (e.g., race, ethnicity, national origin, religion), including unconscious bias, and include statements of non-discrimination.
- Detailed procedures exist for the categorization, response, and escalation of cases. This includes policies and procedures for identifying individuals and triaging cases to ensure they are appropriate for the expertise and services of the team.
- Duty to Warn, Duty to Protect, and Mandated Reporting policies are in place.
- Procedures are in place for referral to appropriate resources where escalation is not warranted.
- Robust privacy, confidentiality, records management, data protection, and nondiscrimination policies are in place, which include audit/accountability mechanisms.
- Procedures for information sharing with outside agencies, transferring active cases to outside agencies, and making cases dormant are implemented.

2. Minimum Standards for Training and Subject Matter Expertise among Key Personnel

Recipients are required to demonstrate that:

- The BTAM team is multidisciplinary, including at a minimum a relationship with a local law enforcement partner and a mental/behavioral health professional.
 - **NOTE:** Effective BTAM teams should have additional members and should consider representatives among education administrators, mental health and social service providers, faith leaders, medical personnel, law enforcement, technology experts, persons with disabilities, and others. Teams will also want to build the capacity to include other members with additional areas of expertise (for example, expertise working with children with behavioral disabilities) that can be drawn on as necessary on a case-by-case basis. While it is important for law enforcement to be involved to

ensure a comprehensive and inclusive approach – and to intervene if the threat escalates – the primary goal of this approach is to provide individuals with support services before the threat rises to a level requiring law enforcement. As such, partnerships across a variety of sectors and disciplines are crucial.

- Equal access is provided to qualified team members from individuals from diverse backgrounds including people of color and others from marginalized communities.
- A member or members of the behavioral threat assessment team have received trainings and certifications from an accredited and professional threat assessment training program.³ These certifications will demonstrate the individual’s advanced understanding of core BTAM competencies and their application.
- Members of the BTAM team and management team are aware of the nondiscrimination obligations in connection with carrying out their responsibilities as part of a DHS-funded program.
- Members of the BTAM team possess a relevant educational background in diverse disciplines such as behavioral health, behavioral sciences, sociology, social work, disability, and/or psychology, education, or law enforcement or at least two years of professional experience in the field of behavioral threat assessment and management.
- Members of the BTAM team are familiar with best practices to protect privacy and understand applicable federal, state, local, tribal, territorial privacy requirements.

Referral Services and Recidivism Reduction and Reintegration Programs

1. Minimum Standards for Policies and Procedures

Recipients are required to demonstrate that:

- Programs intending to provide services to prisoners, individuals who are or have been involved in targeted violence or terrorism, or individuals who are at risk of involvement in targeted violence or terrorism have procedures in place to identify and address multiple forms of threats.
- Programs intending to provide services to the family members of prisoners, individuals who are or have been involved in targeted violence or terrorism, or individuals who are at risk for involvement in targeted violence or terrorism have procedures in place to identify and address multiple forms of risks and threats to members of the household and community.
- Policies and procedures define targeted violence and terrorism and that said definitions do not conflict with those of DHS (see Appendix D, subsection “Definitions.”)

³ Examples of organizations offering threat assessment training and certification programs include: Association of Threat Assessment Professionals (ATAP), National Association for Behavioral Intervention and Threat Assessment (NABITA), Third Degree Communications, Crisis Intervention Team (CIT) International, SIGMA Threat Assessment and Management Services, Federal Law Enforcement Training Centers (FLETC), and DHS National Threat Evaluation and Reporting Master Trainer Program (NTER MTP), among others. Please note: The preceding list is for informational purposes only and does not constitute an endorsement by DHS.

- Policies and procedures are proactive in avoiding and mitigating discrimination on a protected basis (e.g., race, ethnicity, national origin or religion), including unconscious bias, and include statements of non-discrimination.
- Procedures are detailed for the categorization, response, and escalation of cases. This includes policies and procedures for screening potential clients to ensure they are appropriate for the expertise and services of the organization.
- Duty to Warn, Duty to Protect, and Mandated Reporting policies are in place.
- Procedures are in place for referral to appropriate resources where escalation is not warranted.
- Robust privacy, confidentiality, records management, data protection, and nondiscrimination policies, which include audit/accountability mechanisms, are in place.
- Procedures are implemented for information sharing with outside agencies, transferring active cases to outside agencies, and making cases dormant.

2. Minimum Standards for Training and Subject-Matter Expertise among Key Personnel

Recipients are required to demonstrate that:

- Personnel providing services to the identified target population possess a relevant educational background in disciplines such as behavioral health, behavioral sciences, sociology, social work, or psychology.
- Personnel providing services to the identified target population possess the relevant certifications and licensure when necessary. For example, programs intending to provide direct mental/behavioral health services to their target population must demonstrate that personnel possess professional licensures within the field of behavioral health.
 - NOTE: Programs may choose to involve community members or peer mentors as a holistic component of the services provided to their intended target population. However, the applicant must identify and communicate a clear distinction between the role of peer mentors and the primary service providers who possess professional licenses and academic backgrounds relevant to managing each case and its associated level of risk and threat.
- Equal access is provided to qualified team members from individuals from diverse backgrounds including people of color and others from marginalized communities.
- Members of the threat assessment team and management team are aware of the nondiscrimination obligations in connection with carrying out their responsibilities as part of a DHS-funded program.
- Personnel providing services to the identified target population are familiar with best practices to protect privacy and understand applicable federal, state, local, tribal, territorial privacy requirements.

Appendix C: Contents and Format of Project Narrative

Applications will be required to include a detailed narrative about the project being proposed. The Project Narrative and associated appendices, detailed below, are submitted as a single attachment, and serve as the primary document that DHS reviews and scores. There is no government form for this document.

a. Project Narrative Formatting Requirements:

The Project Narrative consists of (a) **cover page**, (b) **body**, and (c) **appendices**. and has the following formatting requirements:

- ****Page Limit:** ** The page limit for the “**Body**” (see below) of the Project Narrative is **15 pages** in both the Promising Practices and Innovation application tracks, or the application will be subject to a 5-point deduction in the final application score.
- **Spacing:** The narrative should be single-spaced (1.0).
- **Typeface:** Times New Roman 12 pt. font (exceptions for citations and tables) should be used.
- **Margins:** Use 1-inch margins.
- **Indentation/Tabs:** The use of indents and tabs are at the applicant’s discretion.
- **Page Orientation:** Portrait orientation should be used except if landscape is needed for tables and IMPs.
- **Citations (in-text, endnote/footnote):** Citations are permitted. Use Times New Roman, 10, 11, or 12 pt. font sizes.
- **Graphics** such as pictures, models, charts, and graphs will be accepted (within the page limits) but are not required.
- **Primary font color** is black; however, other colors may be used for emphasis as appropriate.
- **Bold or italics** may be used.
- **Table format** is acceptable where appropriate (e.g., logic model, timelines) but not mandatory (exception: the budget section must follow the table template provided in Appendix E).

b. Project Narrative Content Requirements:

The (a) cover page, (b) body, and (c) appendices of the Project Narrative have the following content requirements:

a. Cover Page

The **cover page** must clearly show:

- The name of the entity applying and sub-awardees if applicable
- The primary location (city/county and state/D.C./territory) of the applicant and the location(s) of activities (if different)
- The name of the application track
- The name of the project type(s) if applying in Promising Practices Track
- The amount of funds requested
- Project abstract, approximately 200 words, suitable for public release, describing the core elements of the proposed project

- Applicant Grant Number (the FEMA GO “EMW Number”)

b. Body

The Body of the Project Narrative must not exceed the **15-page limit** outlined above within this Appendix. Each section of the body will be scored according to the criteria in Section E.1 “Application Evaluation Criteria” and must include the following numbered sections (please use the same numbers in the submitted narrative): (i) Needs Assessment; (ii) Program Design; (iii) Organization and Key Personnel; (iv) Sustainability; (v) Budget Detail and Narrative

i. Needs Assessment

A needs assessment is a systematic approach used to identify capacity and gaps between current conditions and desired outcomes. It helps to clarify and improve program design and implementation by helping applicants focus on the ways their proposal will help their community. There are multiple ways to undertake a needs assessment; specific information that must be included in a proposal for funding includes:

- The target population for services and the number of people in that population. This refers to the individuals directly receiving services, not the population of the jurisdiction. For example, if you plan to train 50 service providers who, in turn, serve 10,000 people annually, your target population is 50, not 10,000.
- An inventory of other programs currently serving the target population.
- Identification of any work with historically marginalized populations, such as racial, ethnic, or religious minorities; LGBTQ+; rural communities; or persons with disabilities.

A needs assessment should be able to identify other services that are available to the target population, noting similarities and differences with the proposed project. If this proposal aims to expand capacity of an already existing program, please specify. Applicants should also assess the needs of their entire community in accessing their services, including individuals with limited English proficiency, disabilities, or those facing unique barriers to accessing grant-funded services.

ii. Program Design

Please describe how the proposed program is designed. This design should include the following specific information:

- c. Problem Statement:** This is a clear description of the issue, challenge, or need the program seeks to address and serves as the program focus based on the objectives outlined in Appendix A.
- d. Program Goals and Objectives:**
Goals: Visionary, long-term statements that are independent of resources and explain how explain how this program supports the DHS’s Strategic Framework for Countering Terrorism and Targeted Violence.

Objectives: Specific, measurable, achievable, relevant, and time-bound (SMART). These are conditions that the program is expected to achieve within the grant’s timeframe, using provided resources. For additional information on the SMART framework and its application in scoring, refer to Section E.1(a) “Programmatic Criteria – Program Design and Implementation and Measurement Plan.”

- e. **Logic Model:** A logic model is a tool to systematically document – and visually represent – program investments, activities, desired results, and the relationship between them. Creating a logic model is a critical step for both program design and performance management, articulating how and why the program will work to achieve its objectives and goals. It visually demonstrates how inputs lead to activities, which lead to outputs, which lead to short-term outcomes, and finally result in long-term outcomes. Logic models must include:
- *A Theory of Change:* A brief statement that ties the logic model together by summarizing why, based on evidence and consideration of other possible programs, the changes described in the logic model are expected to occur. These are often written as “if/then” statements that link existing conditions to desired changes. Include prior research/evidence to support the theory of change, if available.
 - *Short- and Long-term Outcomes:*
 - *Short-term Outcomes:* Immediate effects of the program, such as raising awareness, increasing knowledge, changing attitudes, or behaviors. These are typically linked to program objectives. Inclusion of optional performance measures will result in additional points.
 - *Long-term Outcomes:* The ultimate results or goals of the program.
 - *Outputs:* Direct, tangible results of program activities, often quantifiable (e.g., the number of people trained, the number of briefings held, etc.).
 - *Activities:* Actions/events undertaken by the program to produce desired outcomes, often with a clear link to the problem statement.
 - *Inputs:* Resources invested to initiate and maintain program implementation, including finances, time, personnel, materials, supplies, etc. These influence the program’s scope, activities, and achievable outputs/outcomes.
 - *Contextual Factors and Underlying Assumptions:* Conditions, stakeholders, funding, or other factors are inherent to the program design and execution that may influence its success. Detail how these factors are accounted for in the design and the evaluation of the program.

- *Likelihood of Success*: Evidence demonstrating that the proposed strategy and approach are likely to lead to the anticipated outcomes.

iii. Organization and Key Personnel

Applicants should plan to describe their organization and the key personnel who will work on the project, including contractors (if applicable). Detail how the expertise of key personnel will contribute to the project and the hours they will dedicate to the grant project. If key personnel or contractors have not yet been hired or identified, include position descriptions and projected hiring timeline, making clear these positions are pending. Changes in key personnel are permissible but must be communicated to CP3. If anticipated that key personnel will depart prior to the performance POP, include only the position information and qualifications required. Resumes/CVs for key personnel should be included as appendices, omitting Personally Identifying Information (PII) not necessary for assessing experience, such as phone numbers, email addresses, physical addresses, and names of supervisors or references.

iv. Sustainability

Applicants should expect to discuss how the capabilities of the proposed project will be sustained following the Period of Performance (POP). Additional details on what to include in the Sustainability section of the application and how this information will be scored during the application review process can be found in Section E.1(a): Application Evaluation Criteria - Programmatic Criteria.

Applicants should consider addressing the following questions:

- Does your application propose using grant funds to fund primary project personnel? If so, how will those positions be funded after the POP concludes? **NOTE** - If the organization believes that key capabilities of its proposed project can be sustained following the POP without sustaining the positions of any key personnel funded under the award, that should be explained.
- Does your application propose creating an educational curriculum, training curriculum, or other prevention resource? If so, describe how these resources will be maintained and updated post-performance and confirm whether they will remain publicly accessible, for instance, on the organization's website.
- For the formation of a threat assessment team, detail the policies and agreements to be established to ensure its functionality after the performance period ends
- For the establishment of a referrals pipeline or hotline, outline the policies and agreements to ensure their continued operation after the performance period ends.

v. Budget Detail and Narrative

The applicant should be prepared to present a budget that identifies and explains all direct and indirect costs. These costs and all other expenses must be presented in a table format per the below example and instructions. The budget portion of the

application narrative should be a combination of descriptive narrative and the completed table.

Budget Category	Federal Request
Personnel	\$0
Fringe Benefits	\$0
Travel	\$0
Supplies	\$0
Contractual	\$0
Other	\$0
<i>Total Direct Costs</i>	\$0
Indirect Costs	\$0
TOTAL PROJECT COSTS	\$0

As described further in Appendix E, Applicants should also provide a detailed breakdown of each budget category under the Budget Worksheet.

c. Appendices - IMP, CVs of Key Personnel, Documentation of Commitment/Support and Letters of Recommendation

i. Implementation and Measurement Plan (IMP)

DHS CP3 mandates that applicants must complete an IMP using the designated IMP Template. The IMP must include the required performance measures outlined for each project type in Appendix B. The IMP facilitates recipients to:

- Plan your project by detailing the activities to be executed, associated timelines, and the necessary resources (including personnel, equipment, meeting space, etc.), and strategies for maintaining project results post-implementation.
- Oversee the project implementation by enabling continuous comparison with the set benchmarks.
- Regularly report on the project's progress each quarter.
- Evaluate the project's outcomes by identifying indicators and data collection methods, and timing for data gathering, acknowledging that initial baseline data may be needed for later comparison.

For additional assistance in building strong and comprehensive Implementation and Measurement Plans, applicants should refer to CP3's "IMP Guidance" and "IMP Fact Sheet" resources, links for which can be found in Section E.1(a): Application Evaluation Criteria - Programmatic Criteria

ii. Resumes/CVs of Key Personnel

Applicants should include resumes/CVs of key personnel. This includes individuals involved in training, interaction with project audiences and participants, conducting threat assessments, or managing the project. Applicants should not include PII unnecessary for

assessing the experience of the individuals, such as phone numbers, email addresses, physical addresses, or names of supervisors or other references.

iii. Documentation of Commitment/Support

Applicants must also be prepared to include letters of commitment or support (or other documentation such as Memorandum of Understanding/Agreement) from any external organizations or high-ranking officials from agencies or jurisdictions mentioned in the application that are critical to the project.

iv. Letters of Recommendation (Optional)

Applicants may opt to include up to three letters of recommendation from subject matter experts (SMEs) in the field of TVTP or major stakeholders within the proposed area of operation endorsing the application to DHS.

Appendix D: Research, Resources, and Definitions Introductory Resources

CP3 has developed program objectives for the FY2024 TVTP Grant Program that are based on DHS's [Strategic Framework for Countering Terrorism and Targeted Violence](#). Prospective applicants are strongly encouraged to plan their applications in line with the goals and objectives of this document as well as other evidence.

CP3 maintains a webpage with information and resources for applicants as well as a page on the last cycle of terrorism prevention grants. On these pages, prospective applicants can find information helpful to prepare their application including:

- [Summary of awards for each cycle of the TVTP Grant Program](#)
- Webinars for Applicants, including:
 - [Performance Metrics and Measurements Workshop](#)
 - [Grantee Panel on the Application Process](#)
- Grant System instructional videos and How-to Guides for [obtaining an EIN](#), registering in [FEMA GO](#) and [registering with SAM](#). For FEMA GO specifically, a **new grant system for the TVTP Grant Program starting in FY24**, applicants are encouraged to consult the following resources:
 - [Startup Guide](#)
 - [Application Guide](#)
 - [Tips for Submitting an Application](#)
 - [Training Videos](#)
- Implementation and measurement plan (IMP) [Template](#), [Guidance](#) and [Fact Sheet](#)
- [Institutional Review Board \(IRB\) Frequently Asked Questions resource](#): Applicants are encouraged to consult this DHS CP3 resource for additional information on the requirements for completing the IRB process as well as guidance on how to budget for IRB review
- Project Narratives from successful TVTP applicants in previous award cycles, including the [FY20 TVTP Grant Program](#), [FY21 TVTP Grant Program](#), and [FY22 TVTP Grant Program](#)
- [Grantee-Authored Closeout Reports](#)
- [Third Party Evaluation Reports of TVTP Grantees](#)
- See the TVTP Grant Program webpage at: <https://www.dhs.gov/tvtpgrants>
- See the TVTP Grant Program Applicant Resources webpage at: <https://www.dhs.gov/targeted-violence-and-terrorism-prevention-grant-program-resources>
- See the TVTP Grant Program Grantee Results webpage with examples of project webpages created by TVTP Grantees at <https://www.dhs.gov/tvtp-grantee-results>

Additional resources that may be useful for prospective applicants are provided below to assist applicants in developing and constructing their grant applications. This is a non-exhaustive list of resources and is offered for informational purposes only. Inclusion does not constitute endorsement of any non-federal entities or their content by the U.S. Department of Homeland Security or the Federal Government.

- DHS's Office of Partnership and Engagement (OPE) "Resources for Individuals on the Threat of Doxing." This resource defines what doxing is and outlines proactive

steps individuals can take to prevent themselves from doxing. The infographic also recommends steps that can be taken to protect individuals who are victims of doxing: [Resources for Individuals on the Threat of Doxing | Homeland Security \(dhs.gov\)](#)

- Grants.Gov Applicant Training Resources: [grants.gov/applicants/grant-applications/how-to-apply-for-grants](#)
- The Rand Corporation developed the [Evaluation Toolkit for Countering Violent Extremism](#) that helps program managers focus on core program components, the logic model that visually displays the program, theory of change, and ways to assess progress. This toolkit was sponsored by the DHS's Office of Community Partnerships, which is now CP3. While focused on violent extremism, it is also useful for programs focused on preventing targeted violence.
- The U.S. Institute for Peace (USIP) works internationally on preventing/countering violent extremism (P/CVE). While international programs pose their own, unique challenges, USIP has produced several products on the difficulty in assessing terrorism prevention programs.
 - See: Measuring Up: Monitoring and Evaluating P/CVE Programs <https://www.usip.org/publications/2018/09/measuring-monitoring- and-evaluating-pcve-programs>.
 - See: [Taking Stock: Analytic Tools for Understanding and Designing P/CVE Programs](#)

a. *Research Resources*

- DHS' Science & Technology Directorate (S&T) Public Safety and Violence Prevention (PSVP) project supports Goal 1 of the [DHS Strategic Plan](#) to prevent acts of terrorism and targeted violence by conducting evidence-based research and evaluation to understand an evolving threat landscape. The PSVP webpage includes numerous resources and publications regarding evaluation, rehabilitation and reintegration, threat assessment, and other violence prevention topics that may be useful to applicants:
 - See: <https://www.dhs.gov/science-and-technology/public-safety-and-violence-prevention>
- The Department of Justice's National Institutes of Justice has funded multiple research efforts related to terrorism. Of particular note is ***Risk Factors and Indicators Associated with Radicalization to Terrorism in the United States: What Research Sponsored by the National Institute of Justice Tells Us*** - a meta-analysis of previous research on terrorism. In addition, the National Institute of Justice has run a Domestic Radicalization to Terrorism program that has funded multiple projects since its inception in 2012. Project descriptions as well as links to articles produced from that research are available on their website.
 - See [Library & Multimedia | National Institute of Justice \(ojp.gov\)](#) (General webpage with links to articles)
 - See [Risk Factors and Indicators Associated With Radicalization to Terrorism in the United States | National Institute of Justice \(ojp.gov\)](#)

(“Risk Factors and Indicators Associated with Radicalization to Terrorism in the United States”)

- See [Domestic Radicalization and Terrorism | National Institute of Justice \(ojp.gov\)](#) (NIJ project descriptions and links to articles)
- The U.S. Secret Service’s National Threat Assessment Center (NTAC) provides a number of resources including: 1) guidance and training on threat assessment and 2) reports and data on mass attacks and school shootings.
 - See <https://www.secretservice.gov/protection/ntac>
- The Campbell Collaboration Crime and Justice Coordinating Group, an international network of researchers that prepares and disseminates systematic reviews of research on methods to reduce crime and delinquency and improve the quality of justice, receives some funding from DHSS&T, to run an international program on Countering Violent Extremism (CVE). In particular, their July 2021, report *Cognitive and Behavioral Radicalization: A Systematic Review of the Putative Risk and Protective Factors* provides evidence-supported information on risk factors and protective factors.
 - See [About the CVE Program - The Campbell Collaboration](#)
 - See <https://www.campbellcollaboration.org/better-evidence/radicalization-putative-risk-and-protective-factors.html>
- The Rand Corporation produced a study of terrorism prevention in the United States that validated the Department’s approach to terrorism prevention. This report conducts an analysis of prior and ongoing terrorism prevention activities and makes recommendations for future efforts and approaches.
 - See: [Practical Terrorism Prevention: Reexamining U.S. National Approaches to Addressing the Threat of Ideologically Motivated Violence | RAND](#)
- Under the National Governors Association (NGA) Policy Academy grant within DHS’ FY20 TVTP Grant Program, the RAND Corporation has also produced a resource to assist state governments interested in creating TVTP strategies by providing them with relevant logic models and performance indicators to measure the outputs and outcomes of their programs.
 - See: [State Targeted Violence Prevention: Programming & Key Performance Indicators](#)
- The National Consortium for the Study of Terrorism and Responses to Terrorism (START) the University of Maryland maintains catalogs of their ongoing and completed research with access to published research which includes many CVE and related research projects.
 - See: <https://www.start.umd.edu/about/about-start>

b. Risk Assessment Resources

Assessment tools are critical for providing an objective assessment of someone’s risk or threat. DHS does not endorse any specific assessment tool; however, DHS’ Science and Technology Directorate reviewed several risk assessment tools for effectiveness. Those tools are:

1. Specific to Violent Extremism:

1. VERA-2R - Violent Extremism Risk Assessment 2 (Revised)
2. ERG 22+ - Extremism Risk Guidelines
3. TRAP-18 - Terrorist Radicalization Assessment Protocol
2. **General Violence Risk Assessment Tools**
 1. HCR-20 - Historical Clinical Risk Management
 2. SAPROF - Structural Assessment of Protective Factors for Violence Risk
 3. SAVRY - Structural Assessment of Violence Risk in Youth
 4. PLC-R - Psychopathy Checklist - Revised
3. **In addition, some SMEs on threat assessment and management have recommended:**
 1. WAVR – Workplace Assessment of Violence Risk
 2. SIVRA – Structured Interview for Violence Risk Assessment

No community, organization, or individual should undertake the use of an assessment tool without receiving training on that tool.

The University of Nebraska – Omaha’s National Counterterrorism Innovation, Technology, and Education Center (NCITE), a DHS Center of Excellence, has published a number of resources regarding threat assessment with funding from DHS’ Science & Technology Directorate (S&T). These resources include:

- “Directory of Threat Assessment Models,” which reviews how threat assessment is practically implemented in various settings, by systematically reviewing case study literature that describes the structure and operations of existing threat assessment teams and models.
 - See: <https://www.unomaha.edu/ncite/files/threat-assessment-directory.pdf>
- “Examining Best Practices in Threat Assessment from an Insider Threat Perspective,” which examines behavioral threat assessment from an insider threat perspective through an extant literature review
 - See: <https://www.unomaha.edu/ncite/files/insider-threat-and-threat-assessment-literature-review-website-version96.pdf>

c. Reentry and Reintegration Resources

Prospective applicants considering programs offering reentry and reintegration services may find the below resources helpful:

- Specific resources for reentry and reintegration that can be found at DHS S&T’s PSVP webpage (see first bullet under the “Research Resources” section) include the following:
 - “Practitioner Guide for the Provision of Trauma-informed Care to Women and Children Exiting Violent Extremist Conflict” See https://www.dhs.gov/sites/default/files/2023-06/23_0627_st_TraumaPractitionerGuide_final.pdf
 - “Rehabilitation and Reintegration of Women and Children Returning from Violent Extremist Contexts: A Rapid Review to Inform Program and Policy Development” See <https://www.tandfonline.com/doi/abs/10.1080/09546553.2023.2169143>

- “Reintegration Framework Best Practices Report” See <https://digitalcommons.unomaha.edu/ncitereportsresearch/1/>
- National Institute of Corrections “Offender Reentry/Transitions” webpage, including their Offender Reintegration Handbook, Re-Entry Roadmap for Veterans, and Community Services Division webpage:
 - See <https://nicic.gov/projects/offender-reentry-transition>
 - See Reintegration Handbook: <https://nicic.gov/tags/offender-reintegration>
 - See Community Services Division webpage: <https://nicic.gov/community-services-division>
- The U.S. Department of Veterans Affairs, the Virginia Department of Veterans Services, and the Virginia Department of Corrections “Re-Entry Roadmap for Veterans Incarcerated in Virginia” guidebook
 - See Re-Entry Roadmap for Veterans: [Guidebook For Veterans Incarcerated In Virginia 12 6 11 Re-entry manual a roadmap 2012 vadoc \(usermanual.wiki\)](https://www.vadoc.org/usermanual/wiki/Guidebook%20For%20Veterans%20Incarcerated%20In%20Virginia%2012%206%2011%20Re-entry%20manual%20a%20roadmap%202012%20vadoc)

While the re-entry roadmap is specifically designed for veterans returning to the community after incarceration, this manual is an example for other states developing or revising their own veteran re-entry manuals.

- U.S. Department of Education’s “Reentry Education Model”: This report describes the “development of a correctional education reentry model illustrating an education continuum to bridge the gap between prison and community- based education and training programs. The goal of this model is to ensure that offenders can gain the knowledge and skills needed to obtain long-term, living-wage employment, and transition successfully out of the corrections system
 - See [A Reentry Education Model: Supporting Education and Career Advancement For Low-Skill Individuals in Corrections -- November 2012 \(PDF\)](#)
- U.S. Department of Justice’s Roadmap to Reentry: The roadmap to Reentry identifies 5 evidence-based principles guiding federal efforts to improve the correctional practices and programs that govern the lives of those who will reenter society after incarceration.
 - See [Roadmap to Reentry](#)
 - Source: [Federal Bureau of Prisons Reentry Programs](#)

d. Definitions

1. Bystander

- Someone who is positioned to have awareness of risk factors or observable warning behaviors related to a person who may be considering acting violently.
- Source: DHS Center for Prevention Programs and Partnerships

2. Domestic terrorism

- An act of unlawful violence, or a threat of force or violence, that is dangerous to human life or potentially destructive of critical infrastructure or key resources, and is intended to effect societal, political, or other change,

committed by a group or person based and operating entirely within the United States or its territories.

- Source: September 2019 DHS [Strategic Framework for Countering Terrorism and Targeted Violence](#).

3. Domestic violent extremist (DVE):

- The FBI and DHS define a domestic violent extremist (DVE) as an individual based and operating primarily within the United States or its territories without direction or inspiration from a foreign terrorist group or other foreign power who seeks to further political or social goals wholly or in part through unlawful acts of force or violence. The mere advocacy of political or social positions, political activism, use of strong rhetoric, or generalized philosophic embrace of violent tactics may not constitute extremism and may be constitutionally protected.
- Source: NDAA Domestic Terrorism Strategic Report, 2021

4. Terrorism

- The Department of Homeland Security defines terrorism as any activity involving a criminally unlawful act that is dangerous to human life or potentially destructive of critical infrastructure or key resources, and that appears intended to intimidate or coerce a civilian population, influence government policy by intimidation or coercion, or affect the conduct of a government by mass destruction, assassination, or kidnapping.
- Source: September 2019 DHS [Strategic Framework for Countering Terrorism and Targeted Violence](#).

5. Risk Factors

- Risk factors are characteristics that increase the likelihood of violence. Risk factors are often, but not always, negative influences in people's lives.
- Source: DHS Center for Prevention Programs and Partnerships

6. Protective Factors

- Protective factors are characteristics that decrease the likelihood of violence. Protective factors are positive influences in people's lives.
- Source: DHS Center for Prevention Programs and Partnerships

7. Targeted Violence

- Involves acts dangerous to human life that are in violation of the criminal laws of the United States or of any state and that: a) involve a degree of planning and b) involve a pre-identified target including: i) individual(s) based on actual or perceived identity traits or group affiliation or ii) property based on actual or perceived identity traits or group affiliation; and
 - Appears intended to: a) intimidate, coerce, or otherwise impact a broader population beyond the target(s) of the immediate act or b) generate publicity for the perpetrator or his or her grievances; and
 - Occurs within the territorial jurisdiction of the United States and excludes acts of interpersonal violence street or gang-related

crimes, violent crimes perpetrated by organized crime syndicates or similar organizations, or financially motivated crimes.

- Source: DHS Center for Prevention Programs and Partnerships

8. Underserved Community

- Refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the following definition of “equity.”
 - Equity: The consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.
- Source: [Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, 2021](#)

Appendix E: Budget Template

The applicant should be prepared to present a budget that identifies and explains all direct and indirect costs. These costs and all other expenses must be presented in a table format per the below example and instructions. The budget portion of the application narrative should be a combination of descriptive narrative and the completed table.

Budget Category	Federal Request
Personnel	\$0
Fringe Benefits	\$0
Travel	\$0
Supplies	\$0
Contractual	\$0
Other	\$0
<i>Total Direct Costs</i>	\$0
Indirect Costs	\$0
TOTAL PROJECT COSTS	\$0

Applicants should also anticipate being asked to provide a detailed breakdown of each budget category under the Budget Worksheet. This would entail the following:

- a. **Personnel:** For each key personnel under the proposed project, explain their role under the grant and their level of effort (i.e., hours) and costs. Also, explain and justify how much they will be paid. Please see [2 C.F.R. § 200.430](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.430), Compensation - personal services, for federal regulations.⁴ **NOTE:** An individual listed under the “Personnel” budget category is not a contractor; they are someone directly hired by the organization who is applying for the grant. If there is an individual who will serve as key personnel but is a [contractor](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.431), include those costs under the “Contractual” budget category.
- b. **Fringe Benefits:** Explain the fringe benefits for every individual paid under the proposed project. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Please also provide the justification of the fringe benefits, ensuring that they follow your organizational policies and [2 C.F.R. § 200.431](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.431) Compensation - Fringe Benefits, for federal guidance on fringe benefits.⁵
- c. **Travel:** Please describe and provide justification for travel expenses under the proposal. This includes number of people, flights, gas, lodging, food, and conference cost, if applicable. Please include adequate funds to send up to two representatives from

⁴ <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.430>

⁵ <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.431>

your project team to two national level convenings of grantees over the course of the grant (one per year). These may be located in Washington, D.C., but may rotate to other locations in the U.S. See [2 C.F.R. § 200.475](#), *Travel Costs*, for more guidance.⁶

- d. **Supplies:** Please explain and justify supply expenses. See [2 C.F.R. § 200.314](#), *Supplies*, and [2 C.F.R. § 200.1](#) *Definitions* for more guidance.^{7, 8} Please note that equipment costs are not allowed under this funding opportunity.
- e. **Contractual:** Please provide details explaining contractual costs, contractor fees, and the total number of hours that contractors will be serving on the award. See [2 C.F.R. § 200.331](#), *Subrecipient and Contractor Determinations*, for more guidance on determining whether an individual or organization is a contractor or subrecipient.⁹

IRB Note: As outlined in Section C.4 “Other Eligibility Criteria/Restrictions,” the TVTP Grant Program does not fund projects that exclusively propose research. However, if your application proposes research as a component of your project and that research meets the definition of human subject research¹⁰ under the [Common Rule \(6 CFR Part 46 and 45 C.F.R. Part 46, Subparts B-D\)](#), your organization must plan for the research to undergo an IRB review as required by these federal regulatory requirements and DHS policy (see Section F.2(e) “Administrative and National Policy Requirements - Protection of Human Subjects in Research”). If your organization does not have its own IRB (as will be the case for most entities apart from institutions of higher education), **you must factor the cost of contractual IRB support into your budget. The recommended target for contractual IRB support for your project is \$10,000.** Applicants are encouraged to consult [DHS CP3’s Institutional Review Board \(IRB\) Frequently Asked Questions resource](#) for additional guidance regarding how to budget for IRB review, when applicable.

Project Webpages Note: As outlined in Section F.2(i) “Administrative and National Policy Requirements - Project Webpages,” within their first year of award, grantees are required to create and maintain either (a) a standalone website or (b) a standalone webpage on their organizational website specifically dedicated to their TVTP project activities. Grantees without in-house personnel with web development expertise should budget the appropriate contractual funds to complete these requirements.

- f. **Indirect Costs:** Provide a copy of your negotiated indirect cost rate agreement at the time of application. Applicants that do not have a current negotiated indirect cost rate

⁶ <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.475>

⁷ <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR8feb98c2e3e5ad2/section-200.314>

⁸ <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-A/subject-group-ECFR2a6a0087862fd2c/section-200.1>

⁹ <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR031321e29ac5bbd/section-200.331>

¹⁰ Research means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge (6 C.F.R. § 46.102(l)).

agreement (including a provisional rate) with a federal agency and that wish to charge the de minimis rate (10%) must reach out to DHS CP3 at TerrorismPrevention@hq.dhs.gov **before the application deadline** for further instructions.