

METROPOLITAN MEDICAL RESPONSE SYSTEM
FY 04 GRANTS FAQs
As of August 17, 2004, 3:00PM EDT

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1. *What are the components of the grant package and who is eligible to apply for each component?*

There are 3 components to the Grant Package (listed below):

1. Capability focus areas:
 - Available to all 124 current MMRS jurisdictions
 - 8 capability/focus areas: (1) Radiological medical and health effects preparedness; (2) operational viability of mass care shelters and medical treatment facilities; (3) emergency alerting system/emergency public information; (4) National Incident Management System (NIMS) compliance; (5) quarantine and isolation preparedness; (6) Geographic Information Systems; (7) updated MMRS Steering Committee; and (8) pharmaceutical cache management and status reporting
 - Estimated \$250,000 - \$260,000
2. Sustainment:
 - Available to MMRS jurisdictions who have completed their baseline capability enhancements (e.g. 12 deliverables in original contracts, or 17 deliverables in 1997 contracts), including final report.
 - 77 jurisdictions as of 8/05/04 have completed their baseline.
 - Estimated \$150,000
3. Special projects:

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- There is a sub-ceiling for money for special projects
- The number of special project awards depends on number and quality of project applications
- If under-subscribed, money will be rolled back to capability/focus areas and made available to everyone
- \$1.5M available for ALL approved special projects

2. When are the grants due?

The last day grants applications will be accepted is August 23, 2004. August 23 is the date grant application packages are to be received by FEMA, not its postmark date.

3. The executive summary states that grant availability packages would be provided directly to the MMRS point of contact and that it is due within 30 days form the date they are provided. However, your statement was that it would be due 30 days from the date it was posted on the website. Just wanted to be clear on when exactly it was due.

Grant applications were made available to MMRS points of contact electronically via the mmrs.gov website at 10:30AM ET on July 23rd. Through the emailed grants initial information on July 22, 11:48ET, were links indicating where the grant package materials could be downloaded, from the MMRS website, www.mmrs.fema.gov. Grant applications are due to FEMA Headquarters by close of business August 23, 2004.

4. When will the grant awards be made?

All awards will be made *by September 20, 2004.*

5. What is the period of performance for the '04 grant?

The period of performance has been extended from 12 to 18 months. The new dates are October 1, 2004 – March 31, 2006.

6. Must the jurisdiction spend the money by March 31, 2006, or can they just obligate it?

Jurisdictions must obligate the funds by March 31, 2006, and will have 90 days after March 31, 2006 to pay bills.

7. It is stated that in order to receive an award, the city has to be NIMS compliant. Is this correct?

Yes. Secretary Ridge has stated in Homeland Security Presidential Directive/HSPD-5, section 20, that “*Beginning in Fiscal Year 2005, Federal departments and*

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agencies shall make adoption of the NIMS a requirement, to the extent permitted by law, for providing Federal preparedness assistance through grants, contracts, or other activities.” MMRS is staying ahead of this Directive, by addressing the requirement this year.

8. How do you capture NIMS in the narrative section of the application?

***[updated]** Applicants must state, at a minimum, that they are committed to achieving compliance with NIMS. In addition, they should identify the NIMS elements with which they are already in compliance and those on which they are working to achieve compliance. Additional, detailed, information is provided in the grant guidance under Capability Focus Area 4.*

9. Can a jurisdiction hire someone to assist in carrying out MMRS activities under the FY04 grant?

Yes. To do so, the applicant must include on the FEMA Form 20-20, the budget form, the total dollars needed. In a narrative description, they must explain what the person will be doing in accomplishing the purpose of the grant, and how much they will be paid.

10. Can the FEMA Regional Project Officers assist us in developing our application?

FEMA Regional Project Officers are your first source in seeking assistance to fill out your grant applications. Your Project Officer will find the information on your behalf, or raise the question/issue to the Headquarters level.

11. Will a bidders conference be available to ask questions?

Technical assistance is available during the application preparation period - first from your FEMA Regional Project Officer, and, in addition, National Program staff and the FEMA HQ Grants Branch.

12. Can the applications be submitted by facsimile?

Yes. Applications may be faxed to FEMA HQ at 202-646-4156. However, a signed original SF-424 must be mailed to the FEMA HQ address provided in the grants package. It would be helpful if the jurisdictions could also fax a copy of their application to the FEMA Regional MMRS program officer to facilitate their concurrent applications review.

13. Can jurisdictions email their applications?

[updated] Applications, except for the required signed original paper copy of SF-424, may be submitted by e-mail. Jurisdictions can email their applications, copying

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Alanda.Thomas@dhs.gov, Richard.Goodman@dhs.gov, Fema-MMRSADMIN@dhs.gov, and their Regional FEMA Project Officers.

14. What is the difference between a grant and a contract?

A Grant is the legal instrument for the transfer of money, property, or services to accomplish a **public purpose** authorized by Federal statute. For example, the Emergency Management Performance Grant (EMPG) provides funding for development of comprehensive emergency management, at the State and local level, to improve emergency planning, preparedness, mitigation, response, and recovery capabilities.

A Contract is the legal instrument for acquiring property or services for the **direct benefit or use of the Federal Government**. For example, the purchase of office furniture or computer equipment.

15. Is this grant defined as a competitive grant?

No, the fixed applicants are known (124 all eligible and known). There is a grants review process, however, so receiving funds is not a given.

16. Regarding the FOIA (freedom of information act), does this come into play with the FY04 grants?

The FY04 grants materials are subject to the FOIA. However, information specific to jurisdiction plans, procedures, and capabilities is considered be exempt from FOIA.

17. Will this grant be administered by the State or DHS?

By DHS/FEMA. There is no role for the State in the administration of these grants. Like the Assistance to Firefighters Grants, the grants will be made directly to the local level.

18. Is it possible only one of the three grant components will be funded?

Yes, however, everyone will get capability focus area funding, unless there is an extremely inadequate application.

19. Are there any restricted purchasing items under the FY04 grant?

Yes. Jurisdictions are still not authorized to purchase self-powered vehicles or fixed facility construction/renovation.

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20. There is a clause on the first page of the grant application which states a jurisdiction is not able to use the grant money for things other grants can buy. What does this mean?

This is referring to being double billed and relates to other federal services.

21. Does Executive Order 12327, "Intergovernmental Review of Federal Programs" apply to this grant program?

This will depend on the intergovernmental review process at the local level. The jurisdiction will have to find out whether or not the MMRS program is exempt from this review. Some States and locals are not using this review.

22. Concerning Item 16 of Standard Form 424, our State does not follow the Single Point of Contact (SPOC) process (Executive Order 12372) and there is no option in item 16 that accurately reflects this situation. I have been advised by a contact at the Office of Management and Budget (OMB) to inquire with each Federal grant contact as to how he or she would prefer this treated on SF 424. My OMB contact said that her opinion is to leave the SPOC section completely blank, but that others may have differing opinions or might consider the form incomplete if left blank. I would be grateful could you please inform me of your preference?

Since your State does not follow the Executive Order 12372 process, you should enter N/A in Block 16 (right after the question mark) on the SF 424.

23. We are told that DUNS numbers are required on the SF 424 for all federal grants. We do not see a box for that information. Is it required in this case?

The DUNS number goes in Block 5 - right under the "Legal Name". Be sure that you have the 9-2003 version of the SF 424. All previous versions are obsolete. The DUNS number is required for all awards. This requirement was effective 10-1-03.

Dun and Bradstreet (D&B) is a company that provides a "data universal numbering system," known as DUNS. D&B issues unique 9-digit numbers that are used by businesses and the federal government to keep track of more than 70 million businesses worldwide. Your executive director, business manager, board treasurer, or accountant is likely to know and be able to provide your organization's DUNS number if you already have one. If you cannot locate this number, call D&B's special toll-free number for federal grant applicants: 1-866-705-5711.

24. What is the CFDA number?

The CFDA # is 97.071. Insert this in block 10 of SF 424

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25. How do the jurisdictions address the different components for which they are seeking funding (Capability Focus Areas, Sustainment, and Special Projects)? Is there a block on the SF-424?

The FEMA Form 20-20, budget document should be used for this purpose. In block 10, type the title of each grants component being applied for. A detailed description of how the applicant will implement the grants guidance needs to be included in the application package as a program narrative (SOW) portion of the application.

26. On FEMA Form 20-20, block 9, referring to the Program Acronym, do we list Capability Focus Areas in the 1st column, Sustainment in the 2nd column and Special Project in the 3rd column, or do we use a separate form for each of the three major components of the FY04 grants?

Yes, you list CFA in 1st column, S in the 2nd column, and SP in the 3rd column.

27. Can you please explain the payment process under the '04 grants?

The payments can be made in 2 ways; 1) Jurisdictions can request in advance all funding once the grant is awarded, or 2) The jurisdictions can submit multiple reimbursement requests, (via Standard Form 270) and the funds will be transferred electronically into their bank account. The funds go directly to the jurisdictions, not the regions.

28. Does a grant awardee have to receive the total awarded funds up front, or can payments be made by reimbursement during the grant performance period?

The grant applicant can choose either a single payment upon award, or in-process payments via reimbursement during the grant performance period, by so indicating on the Standard Form 270 in the grants application package. It is important to keep in mind that if the applicant requests an advance payment, it must minimize the time elapsing between the receipt of funds and the disbursement of said funds. This is in accordance with FEMA 44 Code of Federal Regulations (CFR), Part 13.21 and the Department of Treasury's Cash Management Act. If interest accrues on an advance payment held in a bank account, a State or local jurisdiction may keep up to \$100.00 in interest. Nonprofits can keep up to \$250.00. Interest above these amounts must be returned to FEMA.

29. On the FEMA Form 20-20, Block #5, is this the EFT number?

This is where you will put the bank account number for the electronic funds transfer.

30. On SF-LLL, what do I put in blocks 8 & 9?

Leave these blank.

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31. Can you give us some guidance for the narrative description part of the grant?

The narrative description explains how the jurisdiction plans to accomplish said activities by detailing the objectives with a work plan that lists chronological milestones, underlying tasks or steps needed to accomplish each milestone, identified personnel, and a cost estimate or budget. The reviewer should be able to easily identify what the project or plan will accomplish, persons served, how it will accomplish its objects, and why it is necessary. There should be clearly identified paragraphs/areas to address each component the jurisdiction is applying for.

32. Does an applicant have to address all eight capability items mentioned in component one – Capability Focus Areas?

No. The applicant should address only those items among the 8 for which they assess that capabilities need to be established or improved. For example, if a jurisdiction assesses that no improvements need to be made in the Geographic Information Systems support to MMRS operations, then it need not address that area in its application.

33. For the radiological medical and health effects preparedness area, under the Capability Focus Areas, is there an expectation to deal with a certain level of casualties? Is that a requirement?

There is no maximum number of casualties to contend with in your planning efforts. The guidelines from the UASI Grants, ranking cities accordingly, is a sizing tool so jurisdictions have a ballpark to work in. Many jurisdictions have chosen to prepare for larger casualties than their ranking entails.

34. Can I purchase a siren under the Capability Focus Areas, item 3, Emergency Alerting System/Emergency Public Information?

No. This item is intended to assist your community in preparing template public announcements in the event of a radiological, biological, and chemical incident, emphasizing self-help actions and arrangements for multiple modes of message dissemination. For such an equipment purchase, you may review other grant streams, or contact your State Administrative Agency's point of contact for advice (see http://www.ojp.usdoj.gov/odp/contact_state.htm for this listing).

35. The new grant guidance material appear to require the continuation of the Steering Committee Concept, but also adds requirements for the inclusion of a number of state agency department heads.

There was an editorial error in the production of the grants guidance in Capability Focus Area 7, addressing the MMRS Steering Committee. Representation by State

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level organizations was NOT intended. This is impractical and unnecessary. The subparagraph is revised to read:

- Revise the minimum requirements of MMRS Steering Committee Membership to include:
 - local Homeland Security Advisor/Coordinator
 - Urban Area Security Initiative Grant coordinator
 - representatives from entities in which the jurisdiction has a mutual aide agreement
 - local private sector
 - local public schools, colleges and universities
 - Medical Reserve Corps representative, and Citizen Corps Council representative.

36. For the '04 sustainment component, what is the deadline for completion of baseline capability enhancement deliverables?

August 20, 2004 has been established as the deadline so that final grants application review and approval can commence immediately after the applications are received (due no later than August 23, 2004). This deadline clearly cannot go into the period of review of grant applications, as the number of jurisdictions that have completed their baseline deliverables affects the amount of funding available to all jurisdictions.

37. If our jurisdiction cannot meet the August 20th deadline of completing our original contract to become eligible for the FY04 sustainment component, but do submit the FY04 grants application on time for the Capability Focus Areas on time, can funds from that component be used for purposes described in the sustainment component? . May applicants use funds for the Capability Focus Areas for the Special Projects?

No. The funds dispersed for a grant relative to Capability Focus must be expended for those objectives only. In order to use funds for Capability Focus and Sustainment objectives, an applicant must apply for and be awarded funds for both objectives. Keep in mind that funding through the FY03 Program Support contract is an additional source of sustainment funding. Applications for the Special Projects components, while they may be functionally related to one or more Capability Focus Areas, must be discrete and self-contained regarding their purpose, capabilities, and applicability because they will be reviewed and approved as a separate component of the grant award.

38. Our jurisdiction is in the middle of writing a baseline deliverable and will not meet the August 20th deadline in order to be able to apply for the sustainment component of the grant. What do we do to sustain our program/plan?

The concept is a sustainment of elements achieved through the baseline deliverables, including the final report. This is not to be confused with '03 sustainment contracts.

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Please also note, sustainment is not the only component in the '04 grants – there will be funds available from capability/focus areas (component 1) and special projects (component 3), so there is an opportunity to receive funds through those methods. Additionally, funds will still be able to be drawn from the existing contract for baseline deliverables.

39. I believe that the baseline capability enhancement deliverables that you are discussing are the deliverables from our original contract. Is that correct?

That is correct. If you have completed your original contract baseline deliverables, which includes the Final Report deliverable, by August 20th, you can apply for the sustainment component of the FY04 grant.

40. Do we need address all four areas of the Sustainment component?

It is not necessary to expand your operational area. The other three areas are an essential minimum to sustainment of MMRS capabilities.

41. Under FY03 we have to submit a Sustainment Plan by 1/28/05 as SOW #2. Can that plan and the FY04 Updated Sustainment Plan be one and the same?

Yes. This makes great sense.

42. Page 8 of the continuation grant guidance document, paragraph 1 states, "Appendix C, Sustainment Template, is attached for use and submission in this effort." I was unable to find an attachment or an Appendix C - should I use the same template as I did for the sustainment template in the Final Report?

Appendix C has been added to the MMRS website for download. This Plan should include estimates of the resources (human and material) necessary to sustain and enhance MMRS activities in your MMRS jurisdictional area for a period of two years. The first year should correspond to Federal fiscal year 2005 (October 1, 2004 through September 30, 2005). The second year should correspond to Federal fiscal year 2006 (October 1, 2005 through September 30, 2006). The first year is intended as the sustainment execution year; the second year is intended as the sustainment-planning year.

43. In a previous update to the FAQs, the performance period for the grant was extended to 18 months (October 1, 2004 through March 31, 2006). Does this mean that the sustainment component should reflect planning and budget for the same 18-month period?

Yes. Column 1 of the Sustainment Template (posted as "Appendix C" with the grants materials) should be headed with this 18-month period, and Column 2 may be left blank.

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44. In our original Sustainment Plan, from the FY03 contract, we allocated a 5 year pharmaceutical replacement / rotation plan which minimized the yearly cost (major expense is for the Mark I's and Diazepam auto injectors) and allowed the supplies to be completely rotated every 5 years. The FY04 grant guidance document states that we must formulate a 2-year replacement program. We feel that it is in our jurisdiction's best interest to maintain the 5-year plan (budgeting / consistency, etc) - would that be acceptable?

If pharmaceuticals do not require replacement every two years, the 2-year plan may be incorporated as part of the overall 5-year plan. It would be wasteful, and not cost effective, to replace every two years if not needed. Continue your 5-year plan, but in the narrative explain your approach to maintaining and rotating your cache during the next two-year period.

45. Are jurisdictions allowed to purchase pharmaceuticals through Federal sources under the new grant?

The Office of General Counsel has stated that as a consequence of switching from contracts to grants, the purchasing of pharmaceuticals is not available through federal sources. The National Program Office is working on a solution with federal partners to find a solution to this issue. To those who have current contracts, pharmaceuticals are still available to you under the life of that contract.

46. Does this mean that pharmaceuticals can't be purchased at all under the new grant, or just that they can't be purchased through Federal sources? Please note that we have purchased antibiotics through the VA National Acquisitions Center, which is proving to be a cost-effective option. If pharmaceutical purchases can be made under the grant, is the VA NAC, nevertheless, considered "federal means?"

Pharmaceuticals can still be purchased under the FY04 Grant, just not through federal supply centers. If you still have an active MMRS contract you may continue purchasing pharmaceutical via federal supplies. That is, MMRS FY03 - or earlier - contract funds can be used to purchase pharmaceuticals from Federal supply centers. In the meanwhile, the MMRS National Program Office is exploring other opportunities to purchase pharmaceuticals with the FY04 Grant. Unfortunately, VA NAC is a federal source.

47. Is there a maximum or minimum amount of money available for the Special Projects?

Total funding available for the Special Projects is approximately \$1.5 million. This is a competitive portion of the grants package. Ensure that your application meets the criteria listed in the grants package.

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48. Regarding the Special Projects component of the grant, is it okay for different jurisdictions to work together? If so, do all jurisdictions involved have to submit an application for the special project component?

Jurisdictions are permitted to work together on the special project component. It is only necessary for one jurisdiction to submit for the application, however it must be understood the role of each of the jurisdictions involved the activity.

49. If my local governing body must approve my jurisdiction's acceptance of the grant award, how will my award be handled so that I won't miss the September 20, 2004 deadline?

Jurisdictions must submit an application by the August 23, 2004 deadline, and include a letter seeking a conditional award pending approval from their local governing body. FEMA/DHS will review the application, and if approved, prepare the award package for the jurisdiction, inclusive of an Assistance Award/Amendment Document, stating, "This Award is approved based on your application and pending receipt of official approval from _____ (your local governing body) of _____ (your jurisdiction). This conditional award is good for 60 days from the date in Block 21." An authorized individual must then sign the document (Block 18) and return three copies to FEMA/DHS. If the governing body does not ultimately approve the application package, the conditional award funds will be returned to the U.S. Treasury Department.

50. Although fixed facility construction and renovation are not allowable uses of the grant funds, is the rental or lease of office or warehouse space allowed?

Yes, however rental or lease of office or warehouse space as a direct cost is limited to 10% (ten percent) of the total grant award. The same limitation applies regarding indirect cost, unless an indirect cost agreement is in place providing otherwise.