



# **Emergency Operations Center Grant FY 2011**

**A Competitive Grant  
for Local Emergency Preparedness**

North Dakota Department of Emergency Services  
Division of Homeland Security  
PO Box 5511  
Bismarck, ND 58506-5511

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## **EOC Grant Guidance**

### ***Contents of This Application Kit***

This document is intended to guide County and Tribal Emergency Management Offices in applying for a **competitive grant** offering under the Federal Emergency Operations (EOC) Grant Program for FY 2011.

For further information, contact Karen R. Hilfer of the North Dakota Department of Emergency Services, Division of Homeland Security at (701) 328-8100.

### ***Purpose of This Grant Program***

The FY 2011 EOC Grant Program is intended to improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, and interoperable Emergency Operations Centers with a focus on addressing identified deficiencies and needs.

### ***Eligible Applicants***

The North Dakota Division of Homeland Security is the only eligible entity able to apply for available funding on behalf of an eligible State, local, and tribal government's principal EOC. Only one project can be submitted under the Federal EOC Grant Program.

To be eligible to receive FY 2011 EOC Grant Program funding, applicants must meet NIMS compliance requirements. The NIMSCAST will be the required means to report FY 2010 NIMS compliance for FY 2011 preparedness award eligibility. All county/tribal sub-grantees were required to submit their compliance assessment via the NIMSCAST by September 30, 2010 in order to be eligible for FY 2011 preparedness programs.

### ***Available Funds***

Total funds available under this announcement is \$14,101,740 nationally. The federal maximum award limitations are \$1 million for new construction and \$250,000 for renovation.

“Construction,” as defined in this program, refers to building a new facility or any changes to the footprint of an existing facility, while “renovation” refers to internal improvements to an existing facility. *Note: Construction or renovation projects requested and funded under the EOC Grant Program must directly support EOC mission goals and cannot supplant projects/activities funded under the Homeland Security Grant Program (HSGP) or EMPG.*

### ***Matching Funds***

Under the EOC program a 25% matching share to the total cost of the project is required. Funds or costs used for matching purposes under any other Federal grantor cooperative agreement may not be used for matching purposes (in other words, the matching share must be new money). You cannot use federal funds as match since these are already federal dollars. In-Kind matching funds must be verifiable.

### ***Submitting Applications***

A complete application with an original signature must be submitted to DES by 4:30 p.m. CDT on June 10, 2011. Applications must be received at DES by the deadline to be considered for funding. Applications must be electronically submitted to: ND Department of Emergency Services, Division of Homeland Security, PO Box 5511, Bismarck, ND 58506-5511, Attn: Karen R. Hilfer ( [khilfer@nd.gov](mailto:khilfer@nd.gov) ).

### ***Performance Period***

The period of performance for successful applicants is 36 months. Any unobligated funds will be de-obligated by DES at the end of this period.

## EOC Competitive Grant Application Process

The purpose of this planning grant guidance is to help you make better informed decisions regarding your grant application. In addition to providing an outline of the information needed in your application, it identifies technical materials that can provide useful information for selecting grant-eligible activities. The FY 2011 EOC Application and Budget 424C forms are on the NDDDES website:

[www.nd.gov/des/homeland/grants/2009-grant-information/](http://www.nd.gov/des/homeland/grants/2009-grant-information/)

- The primary objective of the EOC grant is to enhance substandard EOC facilities.

### Investment Justification

As part of the FY 2011 EOC Grant Program application process a formal Investment Justification that addresses the construction or renovation project proposed for funding must be submitted. The Investment must demonstrate how the proposed EOC project will improve emergency management and preparedness capabilities.

An application form is available on the website identified above. If you do not use the formal application the Investment Justification must be created and submitted as a Microsoft Word document. The total Investment Justification cannot exceed five (5) single-spaced pages, in 12 point Times New Roman font, with a minimum of one (1) inch margins. Eligible EOC applicants must follow the format defined below. Proposals that do not follow the defined format will not be reviewed or considered. Separate attachments will not be accepted, nor reviewed.

The Investment Justification must be submitted electronically by the established deadline of June 13, 2011.

### Investment Justification Format

**I. APPLICANT INFORMATION** (This information is for informational purposes only and will not be scored)

#### Investment Heading:

- Emergency Operations Center Name
- FY 2010 EOC Grant Program Project Name
- Indicate whether a State, Local, or Tribal EOC
- Identify any FY 2010 EOC Grant Program funding received, including amount, or any FY 2010 noncompetitive EOC Grant Program funding designated
- Identify any FY 2010 EMPG funding allocated, including amount
- Investment Type: Construction or Renovation (please indicate year the original facility was constructed)
- Total Cost of proposed EOC Project
  - Requested FY 2011 EOC Grant Program Federal funds (0.75 x total cost of proposed project)
  - Sub-grantee matching funds (0.25 x total cost of proposed project)

#### Match Requirement:

- Response Instructions: Describe how the 25% program match requirement for the FY 2011 EOC Grant Program award will be met

**(800 Character Max not including spaces)**

**II. OVERALL** (The response describes what will be implemented and accomplished by this Investment)

**Overall Purpose of Investment:**

- Response Instructions: Describe at a high level what will be implemented and accomplished by this project Investment.

**(1,800 Character Max not including spaces)**

**III. NEEDS ASSESSMENT** The response describes how the project will address identified deficiencies and needs)

**Needs Assessment:**

- Response Instructions: Certify that a facility assessment has been conducted (to include the date and conductor of assessment). Outline how the project will address the identified deficiencies or needs identified in the assessment. Address the impact of project (loss of services) on population/risk.

**(1,800 Character Max not including spaces)**

**IV. INVESTMENT IMPACT** (The response describes how the Investment will mitigate needs and deficiencies outlined in the Needs Assessment portion of the Investment Justification)

**Investment Impact:**

- Response Instructions: Describe how the project will enhance emergency management capabilities for the State, local, or tribal applicant; also noting how the project will be accomplished in a cost effective manner.

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**V. PRE-EXISTING PLANNING** (The response describes how the Facility Assessment and Hazard – Resistance Guidance have helped identify and mitigate against the needs and deficiencies described in the Investment challenges portion of the Investment Justification)

**Pre-Existing Planning**

- **Facility Assessment** Response Instructions: Describe any pre-existing planning that has taken place relative to the deficiencies noted in the facility assessment, including:

- Architectural plans developed
- Permits in Place
- Explanation of proposed project including design criteria to address the identified hazards and threats

- Describe any pre-existing planning that has taken place relative to the proposed project.

- **Hazard-Resistance Guidance** Response Instructions: Describe hazard-resistance design guidance utilized as part of the pre-existing planning, such as, but not limited to:

- FEMA 426/452 for identifying and mitigating manmade and terrorist threats
- FEMA 361 and FEMA 543 for identifying and mitigating flood and wind hazards
- FEMA 310 (ASCE 31) and FEMA 356 for identifying and mitigating seismic hazards

- **Deficiencies/Needs** Response Instructions: Describe any current activities that have taken place relative to rectifying the deficiencies or needs identified in the assessment.

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**VI. FUNDING PLAN** (The response references the appropriate activities and outlines estimated costs used specifically for the Investment.)

**Funding Plan:**

- Response Instructions: This section will focus solely on the amount of Federal funds being requested for this construction or renovation project (**up to \$1,000,000 for construction projects or up to \$250,000 for renovation projects**).

- Applicants must make funding requests that are reasonable and justified by direct linkages to activities outlined in this particular Investment.

- **Budget Narrative** – Each State, local, and tribal EOC applicant must outline proposed costs in the categories identified in the budget detail worksheet.

- **Budget Detail Worksheet** – Each State, local, and tribal EOC applicant must complete and attach the *SF 424C: Budget Information – Construction Programs*. A fillable form is located on the ND DES website -- [www.nd.gov/des/homeland/grants/2009-grant-information/](http://www.nd.gov/des/homeland/grants/2009-grant-information/)

*Note: Investments will be evaluated on the expected impact on security relative to the amount of the Investment (i.e., cost effectiveness).*

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**VII. FUNDING SOURCES** (The response addresses aggregate funds required and provides rationale for what is estimated to be sufficient funding for implementation and sustainment of Investment.)

**Supplemental Funding:**

- Response Instructions: In addition to the required cash or in-kind match, discuss other funding sources (e.g., non-FY 2011 EOC Grant Program funds, public or private agreements, future fiscal year grants) that you plan on utilizing for the implementation and/or continued sustainment of this Investment.
  - If no other funding resources have been identified beyond the required cash match, or if none are necessary, provide rationale as to why the requested FY 2011 EOC Grant Program funding is sufficient for the implementation and sustainment of this Investment.

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**VIII. INVESTMENT CHALLENGES** (The information provided will be scored based on the indication of an understanding of the Investment's risk, including cost and schedule)

**Investment Challenges:**

- Response Instructions: List and identify potential challenges to effective implementation of this Investment over the period of performance. Provide a brief description of how each challenge will be addressed and mitigated, and indicate a probability of occurrence (high, medium, or low). Be sure to address the following:
  - The necessary steps and stages that will be required for successful implementation of the Investment;
  - Identify areas of possible concern or potential pitfalls in terms of Investment implementation; and,
  - Explain why those areas present the greatest challenge to a successful Investment implementation.

**(2,000 Character Max not including spaces)**

**IX. PROJECT MANAGEMENT** (Response describes, at a high-level, the roles and responsibilities of the management team, governance structures, and subject matter expertise required to manage the Investment)

**Project Management:**

- Response Instructions: Explain how the management team members will organize and work together in order to successfully manage the Investment.

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**X. MILESTONES** (Milestones collectively present a clear sequence of events that will allow the Investment to reach its objectives for this period of performance)

**Milestones:**

- Response Instructions: Provide descriptions of up to 10 major milestones that are critical to the success of the Investment;
  - Milestones are for this Investment – those that are covered by the requested FY 2011 EOC Grant Program funds and will be completed over the period of performance for the grant;
  - Milestones should be kept to high-level, major tasks that will need to occur;
  - Identify the planned start date associated with the identified milestone. The start date should reflect the date at which the earliest action will be taken to start achieving the milestone;
  - Identify the planned completion date when all actions related to the milestone will be completed and overall milestone outcome is met; and, □ List any relevant information that will be critical to the successful completion of the milestone (such as those examples listed in the question text above).

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## **Funding Restrictions**

FY 2011 EOC Grant Program funds may only be expended for EOC construction or renovation costs. Allowable costs include EOC design, construction, and renovation costs including, but not limited to, hardening of the structure and building envelope to resist natural and man-made hazards (requirements above code minimums are allowable) and the hardening of systems to better resist damage and contamination from natural and man-made events. Funds must be spent in compliance with rules and regulations noted in this EOC Grant Program Guidance and Application Kit. In addition, planning costs to support the EOC construction or renovation activities are allowable.

DHS funds may only be used for the purpose set forth in the grant, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants/cooperative agreements, lobbying, intervention in Federal regulatory or adjudicatory proceedings, or to sue the Federal government or any other government entity.

### **Management and Administrative (M&A) Costs Guidance**

M&A activities are those defined as directly relating to the management and administration of EOC Grant Program funds, such as financial management and monitoring. Sub-grantees may use a maximum of up to five percent of the FY 2011 EOC Grant Program funds to be used solely for management and administrative purposes associated with the award.

### **Allowable Costs**

#### ***Planning***

Planning costs to support the EOC construction or renovation activities are allowable. These planning activities include the following:

- Developing plans, protocols, or procedures for the operation and use related to new capabilities as a result of the construction or renovation
- Conducting physical security assessments
- Ensuring EOC continuity of operations

- Analyzing constructed or renovated space to support the design and implementation of protection systems (e.g., fire protection and suppression, atmospheric filtration, explosives mitigation)

### **Equipment**

Only equipment integral to EOC construction and renovation activities is allowable. The allowable equipment categories for FY 2009 EOC Grant Program are listed on the web-based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), which is sponsored by FEMA at <https://www.rkb.us>.

The Standardized Equipment List (SEL) is located at this site as well. In some cases, items on the SEL are not allowable under EOC or will not be eligible for purchase unless specific conditions are met. Unless otherwise stated, equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

The select allowable equipment includes equipment from the following AEL categories:

- Explosive Device Mitigation and Remediation (Category 2)
- Information Technology (Category 4)
- Cyber-Security Enhancement Equipment (Category 5)
- Interoperable Communications Equipment (Category 6)
- Power Equipment (Category 10)
- CBRNE Reference Materials (Category 11)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Category 21)

**Sub-grantees** that are using FY 2011 EOC Grant Program funds to purchase Interoperable Communications Equipment (Category 6) must consult SAFECOM's coordinated grant guidance which outlines standards and equipment information to enhance interoperable communications. This guidance can be found at <http://www.safecomprogram.gov>. Additionally, sub-grantees are encouraged to coordinate with other State and local partners in integrating their interoperable communications plans and projects as outlined in each State's State Interoperable Communications Plan. Emergency communications activities include the purchase of interoperable communications equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band.

Grantees interested in developing a public safety broadband network in the 700 MHz band in their jurisdictions must adhere to the technical standards set forth in the FCC Waiver Order. The recipient shall also ensure projects support the Statewide Communication Interoperability Plan (SCIP) and are fully coordinated with the full-time SWIC in the state.

### **Construction and Renovation**

"Construction," as defined in this program, refers to building a new facility or any changes to the footprint of an existing facility, while "renovation" refers to internal improvements to an existing facility. As noted previously, eligible competitive EOCs may request up to \$1,000,000 for construction projects or up to \$250,000 for renovation projects through the FY 2011 EOC Grant Program.

FY 2011 EOC sub-grantees using funds for construction projects must comply with the Davis-Bacon Act. Grant recipients must ensure that their contractors or subcontractors for construction projects pay workers employed directly at the worksite no less than the prevailing wages and fringe benefits paid on projects of

a similar character. Additional information, including Department of Labor wage determinations, is available from the following website: <http://www.dol.gov/esa/programs/dbra/>.

All proposed construction and renovation activities must undergo an Environmental and Historic Preservation (EHP) review, including approval of the review from FEMA, prior to undertaking any action related to the project. Any applicant that is proposing a construction project under the FY 2011 EOC should pay special attention to the EHP requirements contained in Part VI (B, 5.7) of the Guidance (See end of this guidance). Failure of a grant recipient to meet these requirements may jeopardize Federal funding.

### **Unallowable Costs**

FY 2011 EOC Grant Program funds may **not** be spent towards **organization, training, or exercise** costs. In addition, FY 2011 EOC Grant Program funds **may not** be spent towards:

- Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc), general-use computers and related equipment (other than for allowable M&A activities, or otherwise associated preparedness or response functions), general-use vehicles, licensing fees, weapons systems and ammunition
- Costs to support the hiring of emergency managers or the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Activities unrelated to the completion and implementation of EOC construction or renovation
- Other items not in accordance with the portions of the AEL and allowable costs listed above

### **Application Submittal**

**4:30 p.m. June 10, 2011**

**Must be submitted electronically to**  
[\*\*khilfer@nd.gov\*\*](mailto:khilfer@nd.gov)

## Administrative and National Policy Requirements

**1. Standard Financial Requirements.** The subgrantee shall comply with all applicable laws and regulations. A non-exclusive list of regulations commonly applicable to DHS grants are listed below.

### 1.1 – Administrative Requirements.

- 44 CFR Part 13, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*
- 2 CFR Part 215, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations*

### 1.2 – Cost Principles.

- 2 CFR Part 225, *Cost Principles for State, Local, and Indian Tribal Governments*
- 2 CFR Part 220, *Cost Principles for Education Institutions*
- 2 CFR Part 230, *Cost Principles for Non-Profit Organizations*
- Federal Acquisition Regulations (FAR), Part 31.2 *Contract Cost Principles and Procedures, Contracts with Commercial Organizations*

### 1.3 – Audit Requirements.

- OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*

**1.4 – Duplication of Benefits.** There may not be a duplication of any Federal assistance, per 2 CFR Part 225, Basic Guidelines Section C.3 (c), which states: Any cost allocable to a particular Federal award or cost objective under the principles provided for in this Authority may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by law or terms of the Federal awards, or for other reasons. However, this prohibition would not preclude governmental units from shifting costs that are allowable under two or more awards in accordance with existing program agreements. Non-governmental entities are also subject to this prohibition per 2 CFR Parts 220 and 230 and FAR Part 31.2.

**2. Non-supplanting Requirements.** Grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or subgrantees may be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

## 3. Technology Requirements.

**3.1 – National Information Exchange Model (NIEM).** FEMA requires all subgrantees to use the latest NIEM specifications and guidelines regarding the use of Extensible Markup Language (XML) for all grant awards. Further information about the required use of NIEM specifications and guidelines is available at <http://www.niem.gov>.

**3.2 – 28 CFR Part 23 Guidance.** FEMA requires that any information technology system funded or supported by these funds comply with 28 CFR Part 23, *Criminal Intelligence Systems Operating Policies*, if this regulation is determined to be applicable.

## 4. Administrative Requirements.

**4.1 – Compliance with Federal civil rights laws and regulations.** The subgrantee is required to comply with Federal civil rights laws and regulations. Specifically the subgrantee is required to provide assurances as a condition for receipt of Federal funds that its programs and activities comply with the following:

- *Title VI of the Civil Rights Act of 1964*, as amended, 42 U.S.C. §2000 et. seq.

- *Title IX of the Education Amendments of 1972*, as amended, 20 U.S.C. §1681 et. seq.
- *Section 504 of the Rehabilitation Act of 1973*, as amended, 29 U.S.C. §294; and Executive Order 13347 *Individuals with Disabilities in Emergency Preparedness*
- *The Age Discrimination Act of 1975*, as amended, 20 U.S.C. §6101 et. seq.

Subgrantees must comply with all regulations, guidelines, and standards adopted under the above statutes. The subgrantee is also required to submit information, as required, to the DHS Office for Civil Rights and Civil Liberties concerning this compliance with these laws and their implementing regulations.

**4.2 – Certifications and Assurances.** Certifications and assurances regarding the following apply:

- *Lobbying*. 31 U.S.C. §1352, *Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions*
- *Drug-free Workplace Act*, as amended, 41 U.S.C. §701 et. seq.
- *Debarment and Suspension*, Executive Orders 12549 and 12689 (44 CFR Part 17)
- *Federal Debt Status*, (OMB Circular A-129)
- *Hotel and Motel Fire Safety Act of 1990*, Section 6, 15 U.S.C. §2225a (*Federal Fire Prevention and Control Act of 1974*, 15 U.S.C. §2225)

Subgrantees must comply with all regulations, guidelines, and standards adopted under the above statutes.

**4.3 -- Environmental and Historic Preservation Compliance.** FEMA is required to consider the potential impacts to the human and natural environment of projects proposed for FEMA funding. FEMA, through its Environmental and Historic Preservation (EHP) Program, engages in a review process to ensure that FEMA-funded activities comply with various Federal laws including: National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (11988), Wetlands (11990) and Environmental Justice (12898). The goal of these compliance requirements is to protect our nation's water, air, coastal, wildlife, agricultural, historical, and cultural resources, as well as to minimize potential adverse effects to children and low-income and minority populations.

The subgrantee shall provide any information requested by FEMA to ensure compliance with applicable Federal EHP requirements. Any project with the potential to impact EHP resources cannot be initiated until FEMA has completed its review. Subgrantees may be required to provide detailed information about the project, including the following: project location (street address or map coordinates); description of the project including any associated ground disturbance work, extent of modification of existing structures, construction equipment to be used, staging areas, access roads, etc.; year the existing facility was built; natural, biological, and/or cultural resources present in the project vicinity; visual documentation such as site and facility photographs, project plans, maps, etc; and possible project alternatives.

For certain types of projects, FEMA must consult with other Federal and State agencies such as the U.S. Fish and Wildlife Service, State Historic Preservation Offices, and the U.S. Army Corps of Engineers, as well as other agencies and organizations responsible for protecting natural and cultural resources. For projects with the potential to have significant adverse effects on the environment and/or historic properties, FEMA's EHP review and consultation may result in a substantive agreement between the involved parties outlining how the subgrantee will avoid the effects, minimize the effects, or, if necessary, compensate for the effects.

Because of the potential for significant adverse effects to EHP resources or public controversy, some projects may require an additional assessment or report, such as an Environmental Assessment, Biological Assessment, archaeological survey, cultural resources report, wetlands delineation, or other document, as well as a public comment period. Subgrantees are responsible

for the preparation of such documents, as well as for the implementation of any treatment or mitigation measures identified during the EHP review that are necessary to address potential adverse impacts. Subgrantees may use these funds toward the costs of preparing such documents and/or implementing treatment or mitigation measures. Failure of the subgrantee to meet Federal, State, and local EHP requirements, obtain applicable permits, and comply with any conditions that may be placed on the project as the result of FEMA's EHP review may jeopardize Federal funding.

Recipient shall not undertake any project having the potential to impact EHP resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and **modifications to buildings, structures and objects** that are 50 years old or greater. Recipient must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. **Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.**

For more information on FEMA's EHP requirements, SAAs should refer to FEMA's Information Bulletin #271, *Environmental Planning and Historic Preservation Requirements for Grants*, available at <http://ojp.usdoj.gov/odp/docs/info271.pdf>. Additional information and resources can also be found at <http://www.fema.gov/plan/ehp/ehp-applicant-help.shtm>.

#### **4.4 – Robert T. Stafford Disaster Relief and Emergency Assistance Act Public Law 93-288, as amended, 42 U.S.C. 5121-5206, and Related Authorities**

### **Reporting Requirements**

Reporting requirements must be met throughout the life of the grant.

- 1. Progress Report.** Following an award, the awardees will be responsible for providing updated progress reports on a quarterly basis.
- 2. Financial and Compliance Audit Report.** Subgrantees shall comply with the audit requirements set forth in *OMB Circular A-133*.
- 3. Monitoring.** Grant recipients will be monitored periodically by ND DES staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring will be accomplished through a combination of office-based reviews and onsite monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, performance and administrative issues relative to each program and will identify areas where technical assistance and other support may be needed.

The State is responsible for monitoring award activities to provide reasonable assurance that the Federal award is administered in compliance with requirements. Responsibilities include the accounting of receipts and expenditures, cash management, maintaining of adequate financial records, and refunding expenditures disallowed by audits.

- 4. Grant Closeout Process.** Within 15 days after the end of the period of performance, subgrantees must submit a final reimbursement request and progress report detailing all accomplishments throughout the project. After these reports have been reviewed and approved

by ND DES a close-out letter will be sent to the subgrantee for signature. The notice will indicate the project as closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final FSR.