



**FEMA**

**National Training and Education Division  
Training Partners Program  
Excess Delivery Acquisition Program (EDAP)  
Policy**

**September 20, 2021**

## Document Control

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## **EXECUTIVE SUMMARY**

The purpose of this document is to provide a process for state, local, tribal, and territorial (SLTT) jurisdictions to acquire certified FEMA National Training and Education Division (NTED) training courses beyond established funding limits. This will allow them to better meet training objectives in their Homeland Security Strategies. This process applies to all NTED training partners (TP) including the National Domestic Preparedness Consortium (NDPC). In addition, this document provides a pricing schedule formula for use when requesting authorization for these additional training courses.

This process supports NTED's mission to provide first responders with high-quality training that enhances their skills for preventing, protecting, responding to, and recovering from manmade and natural catastrophic events.

This process is in effect until superseded.

## **I. BACKGROUND**

### **A. Intent**

The intent of this document is to outline a process that will enable governmental jurisdictions at the state, local, tribal and territorial (SLTT) levels, federal agencies, and approved international agencies/participants to obtain the delivery of courses from NTED training partners that exceed those funded deliveries in the statements of work. This process ensures that jurisdictions pay an approved price for such deliveries, with consideration for funds NTED has already expended on program development. This process also provides an approved pricing schedule for training deliveries offered to the private sector. Any tuition or registration fees received from approved EDAP training within the grant period of performance shall be considered

program income. This revenue shall be used for the purposes authorized under the grant, as outlined in the Grant Award Special Conditions.

## **B. Need**

The demand for the delivery of various courses developed by members of the NDPC and other training partners often exceeds the current course deliveries funded and approved by NTED. This demand is driven by the ongoing need to enhance the preparedness level of the country. The NDPC and other training partners deliver a pre-determined number of iterations of a course to jurisdictions in the states and territories, according to each grant award's statement of work. Additional requests for the delivery of courses may be received from other federal agencies and the private sector.

## **C. Funding Sources**

Currently there are several funding sources available to facilitate the delivery of NTED courses:

Grants and Cooperative Agreements to Training Partners: To date, the primary funding model for training has been NTED funding provided directly to training partners. Training partners provide course deliveries at no cost to SLTT jurisdictions. Costs for delivery (except for overtime and backfill) are covered under their grant, cooperative agreement, or contract. Also included in this model are funds made available through either direct appropriation or through competitive NTED funding allocations to training partners to enable the delivery of courses. The deliveries under this model are limited according to the deliverables described within each specific statement of work.

Homeland Security Grant Program Funds: SLTTs receive federal funding that is intended to support several activities, including training. They can use this funding to acquire deliveries of courses in addition to those being offered at no cost directly by NTED training partners.

Other Grant Programs: Another source of funding for deliveries of courses to the SLTTs is through separate government funding streams, such as Centers for Disease Control (CDC), Health Resources & Services Administration (HRSA), or other grant funding provided to states and territories to support training. Some of these funds may be used to support the delivery of courses listed in the NTED course catalog.

Federal Funds: Federal agencies have budgets that include training for their personnel. In situations where a federal agency has determined a need for training that can be met by one of the courses in the NTED catalog, the agency can utilize funds provided in its budget to acquire the training. [NOTE: This does not preclude

NTED from reprogramming current funding to training partners, including NDPC members, to meet the need being expressed by federal agencies.]

Private Sector: Many private sector entities have financial resources available to support training and could utilize these resources to acquire training from NDPC members and/or other NTED training partners.

Foreign Governments: Foreign governments have expressed the need for training that could be met by the delivery of certain courses contained within the NTED course catalog. Foreign governments are eligible for training through EDAP if approved by the U.S. Department of Homeland Security and/or the U.S. Department of State, and any other applicable parties.

#### **D. Training Providers**

This document assumes that training providers are those that developed the course with NTED funding and/or are tasked with the delivery of that training by NTED.

## **II. EXCESS DELIVERY ACQUISITION PROGRAM**

### **A. Concept**

EDAP provides a mechanism for SLTTs, federal agencies, and the private sector to acquire training from NTED training partners. The eligible courses are those listed in the NTED Course Catalog and whose cost of delivery is more than that which is available through direct funding by NTED. Simply stated, entities can purchase the delivery of courses from the respective NTED training partner at a cost that has been approved by NTED. The process considers the need for a consistent method and will be based on an approved budget submitted to NTED by the training partner. The budget should consider the differences that exist in the operations and administrative procedures of the various course providers as well as differences among the courses themselves. The following methodology for determining prices will be followed as a means for establishing a degree of consistency in price setting.

**Applicable Courses** - EDAP applies to courses that are listed in the NTED Course Catalog.

**Course Providers** - The NTED training partner that developed and/or has the authority to deliver a particular course.

**Eligible Participants** - Includes SLTT, urban areas, federal agencies including DOD, military, private sector entities, and institutions. Foreign governments and their military or civilian agents may also purchase courses on case-by-case basis, with

prior approval and authorization from the U.S. Department of Homeland Security and/or the U.S. Department of State.

## **B. Process**

Each training partner that desires to participate in EDAP will submit a letter of request (see Appendix 1) to the Chief, Training Partners Program, through their designated NTED PM. The request should include the course name and the calculated price as determined by the EDAP fixed cost pricing formula set forth in section V. A budget should also be included (Appendix 2). The request letter must be submitted for each EDAP request at least 30 days prior to the anticipated execution of the contract between the training partner and the recipient. The NTED PM will notify the requesting training partner of the approval decision within 10 working days of receipt of the written notification and relevant attachments. Approval may be withheld under the following circumstances:

- Submitted price(s) do not comply with the formula. (An exception can be granted by NTED upon receipt of a letter *requesting an exception* with supporting justification.)
- Course(s) being considered are no longer offered through NTED. (NOTE: There is no need to obtain approval for such a course; however, SLTT jurisdictions must still report usage of Homeland Security Grant Program funds for such a course through existing procedures [Web-forms].)
- NTED intends to restrict the delivery of the course for national security reasons.
- The requesting training partner has not met its grant obligations to NTED under existing funded tasking.

Once approval has been received, the training partner can coordinate with the training recipient. It is recognized that the process used to buy/sell the training under EDAP will be specific to the training provider and recipient.

## **III. INTEGRATION OF EDAP WITH THE TRADITIONAL DELIVERY MODEL**

The intent of EDAP is not to supplant NTED grant-funded deliveries but augment them by providing a mechanism for increasing the training partner's capacity. The following process integrates EDAP with the NTED grant-funded delivery model.

NTED approves the respective statements of work and related budgets for each training partner. This includes a determined number of deliveries expected with the tasking.

If requests for course deliveries are received directly by the NDPC member or training partner beyond the number of deliveries approved in the statement of work, then the requesting state agency will be referred to the appropriate Program Analyst in the Grants Program Directorate (GPD) within their FEMA Region. State agencies must receive approval from their State Administrative Agency (SAA), or State Training Points of Contact (POCs) before State Homeland Security Grant

funds can be used to buy courses through EDAP. Requests from the private sector, federal agencies, and other governmental entities not using State Homeland Security Grant funds are immediately eligible for EDAP.

The training partner and requesting state agency should coordinate all requests for EDAP with the SAAs and State Training POCs of their respective states. Coordination and notifications are important, as training provided to state agencies under EDAP is subject to prior SAA approval. Private sector and other federal entities are exempt from receiving prior SAA approval; however, coordination with SAAs for all training deliveries within a respective state is encouraged.

The course provider will report data related to the participants trained through EDAP to NTED in a supplemental monthly report.

#### **IV. CATEGORIZATION OF REVENUE**

NDPC members and other NTED training partners cannot profit from courses delivered under EDAP. In accordance with Grant Special Conditions, all income generated as a direct result of a grant-funded project shall be deemed program income. Program income must be used for the purposes authorized under the conditions applicable to the grant award. Unless specified by NTED, program income should be used to deliver additional course iterations and be expended as soon as possible.

The training partner is responsible for managing and accounting for the revenues and expenses associated with EDAP. The cost of courses delivered under EDAP will conform to the cost for courses delivered under the approved statement of work. The intent is to only include costs associated with the delivery of the course. All program income should be reported to the PM for inclusion on all required documents.

#### **V. PRICING FORMULA**

The pricing associated with the courses available through EDAP will be determined in a consistent manner and based on the following factors that will comprise the pricing formula:

##### **A. Fixed Cost Pricing**

Fixed costs are determined by the task-specific budget and the deliverables to which they apply and are determined from the training partner's latest NTED approved budget.

Fixed costs will be determined within the budget categories as follows:

1. Personnel: Salary of administrators, supervisors, support staff, technicians, and instructors directly involved in the delivery or support of the delivery of a course.
2. Benefits: Fringe benefits of the above-mentioned personnel.
3. Equipment: The portion of any costs or pro-rated costs of major pieces of equipment directly related to the delivery of the course.
4. Supplies: All course materials needed by instructors or provided to the participants for the course, including binders, reference materials, and other supplies needed for the delivery of the course.
5. Consultants/contracts: Costs for part-time instructors or contract instructors not covered under (1) above or other approved direct course costs.
6. Travel: Travel, per diem, lodging, and all travel-related costs for instructors, direct on-site support personnel, or participants.
7. Other: Other costs not fitting into the above areas that are direct costs for delivering a course or a participant attending. Such costs must be explained in sufficient detail.
8. Facilities and Administrative: Costs for the course and/or participant that are not directly attributable to course and/or participant conduct but must be borne by the course provider.

## **B. Pricing Formula**

The pricing formula used to derive the cost will accompany the training partner's request to participate in the EDAP process. The pricing formula will be submitted to the assigned NTED PM for review and forwarded to the NTED Director for approval. The PM will verify that the formula submitted is consistent with the program and may submit the budget to the Grants Management Division for review. Upon approval, the formula will be maintained by both the NTED PM and training partner.

Example:      Course XXX

Fixed Cost Pricing Formula:

Personnel	\$ 3,500
Benefits	\$ 625
Equipment	\$ 0
Supplies	\$ 600
Contracts	\$ 0



Travel	\$ 2,500
Other	\$ 250
Facilities and Administrative	<u>\$ 500</u>
Total	\$ 7,975

## Appendix 1

### TEMPLATE FOR EDAP REQUEST FOR TRAINING

[DATE]

[NAME/BRANCH CHIEF]  
Chief, Training Partners Program  
National Training & Education Division  
Federal Emergency Management Agency  
400 C Street SW  
Washington, DC 20001

Dear [NAME/BRANCH CHIEF],

The [NAME OF TRAINING PARTNER] seeks authorization under the Excess Delivery Acquisition Program to offer a delivery of [COURSE NAME]. All funding under existing cooperative agreements [GRANT NUMBER #] is either fully expended, or fully obligated to direct costs associated with currently scheduled training, ancillary costs to support those deliveries, and the various operations related to post-delivery processing and reporting as stipulated by the cooperative agreement. Thus, the demand for delivery of [NAME OF TP COURSE] exceeds the current course deliveries as funded by NTED.

Details of the requested delivery are as follows:

**Requested Date:**

**Location:**

**Local POC:**

**Source of Funding:**

This request has been vetted and approved by the state training point of contact, [NAME OF POC]. A budget for the delivery of this course, including costs to be incurred by the training provider, [NAME OF TRAINING PROVIDER], is included in Attachment A.

We respectfully request your approval of this fixed cost pricing formula and for further scheduling of this class.

Sincerely,

Cc: Name of Program Manager, National Training and Education Division  
Attachments: EDAP Fixed Cost Pricing Worksheet

## Appendix 2

### EDAP FIXED COST PRICING WORKSHEET

[NAME OF TRAINING PROVIDER]

[NAME OF COURSE]

Calculation Worksheet for [NUMBER – COURSE NAME]		
Expense	Detail	Cost
Personnel		
Fringe Benefits		
Equipment		
Supplies		
Contracts		
Travel		
Other		
Facilities and Administration		
Delivery Rate:		
Comments and additional supporting details or information		

Current as of (Date): \_\_\_\_\_

Submitted by (Signature/Title): \_\_\_\_\_

## Appendix 3

### TEMPLATE FOR EDAP TRAINING APPROVAL LETTER

[DATE]

## MEMORANDUM

TO: [NAME]  
[TITLE]  
[NAME OF TRAINING PARTNER ORGANIZATION]

FROM: [NAME]  
[TITLE]  
Training Partners Program  
National Training and Education Division

SUBJECT: Excess Delivery Acquisition Program (EDAP)

The National Training and Education Division (NTED) authorizes under EDAP the [NAME OF TRAINING PARTNER] to deliver [COURSE NUMBER, NAME OF COURSE] to [REQUESTED AUDIENCE] on [DATE/DATES OF DELIVERY] as requested in your letter dated [DATE OF REQUEST LETTER].

Please ensure that [NAME OF TRAINING PARTNER] remains in compliance with the following guidelines:

Any tuition or registration fees received in connection with any training conducted during this grant period with courses produced with this grant funding, i.e., EDAP, shall be considered program income and shall be used for the purposes authorized under this award and in accordance with federal regulations.

If you have any questions, please contact [NAME OF NTED PROGRAM MANAGER (PM)], Program Manager, at [PM PHONE NUMBER].