The Department of Homeland Security
Funding Opportunity Announcement

OVERVIEW INFORMATION

Issued By
> U.S. Department of Homeland Security (DHS): Federal Emergency Management Agency (FEMA), National Preparedness Directorate, National Training and Education Division

Catalog of Federal Domestic Assistance Number
> 97.005

CFDA Title
> State and Local Homeland Security National Training Program

Funding Opportunity Announcement Title
> FY 2014 Continuing Training Grants (CTG)

Authorizing Authority for Program
> The Department of Homeland Security Appropriations Act, 2014 (Pub. L. 113-76)

Appropriation Authority for Program
> The Department of Homeland Security Appropriations Act, 2014 (Pub. L.113-76)

FOA Number
> DHS-14-NPD-005-000-02

Key Dates and Time

Application Start Date:	6/16/14
Application Submission Deadline Date:	7/23/14 at 11:59:59 ET
Anticipated Funding Selection Date:	8/22/14
Anticipated Award Date:	9/5/14

Other Key Dates
> Not Applicable

Intergovernmental Review
> Pursuant to Executive Order 12372, an intergovernmental review may be required by applicable State law or regulation. Applicants must contact their state's Single Point of Contact (SPOC) to find out about and comply with the state's process under Executive Order 12372. Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at *http://www.whitehouse.gov/omb/grants_spoc* to ensure currency.

FOA EXECUTIVE SUMMARY

Program Type

Select the applicable program type: ☒ New ☐ Continuation ☐ One-time

Date of origin for Program:
2002

Funding Opportunity Category

Select the applicable opportunity category:

☒ Discretionary ☐ Mandatory

☒ Competitive ☐ Non-competitive

☐ Sole Source

Application Process

DHS makes all funding opportunities available through the common electronic "storefront" grants.gov, accessible on the Internet at http://www.grants.gov. If you experience difficulties accessing information or have any questions please call the grants.gov customer support hotline at (800) 518-4726.

Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov , select "Apply for Grants," and then select "Download Application Package." Enter the CFDA and/or the funding opportunity number located on the cover of this announcement. Select "Download Application Package," and then follow the prompts to download the application package. To download the instructions, go to "Download Application Package" and select "Instructions."

Eligible Applicants

The FY 2014 CTG is available to entities with existing programs or demonstrable expertise relevant to the focus areas herein to include; state, local, tribal, and territorial entities, nonprofit national associations and organizations; non-profit higher education institutions; and non-profits, including community and faith-based organizations.

Type of Funding Instrument

Select the applicable funding instrument: ☒ Cooperative Agreement ☐ Grant

Program authority and responsibility under this cooperative agreement resides with FEMA. Accordingly, FEMA will be substantially involved in the activities of the recipient beyond the level involved with typical award administration activities.

Specifically, FEMA will work with the recipient to review and refine work plans to ensure program goals and objectives can be effectively accomplished. The recipient shall not develop or engage in the development of tasks not approved in recipient's application without post-award approval from the program office, and the issuance of a Grant Amendment from FEMA.

In addition, FEMA will monitor the project on a continual basis by maintaining ongoing contact with the recipient and will provide input to the program's direction, in consultation with the recipient, as needed.

Cost Share or Match
There is no Cost Match or Cost Share requirement for this program.

Maintenance of Effort
Is there a Maintenance of Effort (MOE) requirement? ☐ Yes ☒ No

Management and Administration
Management and Administration (M&A) activities are those directly relating to the administration of the award, such as financial management and monitoring. Grantees may use up to 5% of the amount of the award for their M&A.

Indirect Cost
Indirect costs are allowable only if the applicant has an approved indirect cost rate agreement with the cognizant Federal agency. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application. Indirect costs will be evaluated as part of the application for Federal funds to determine if allowable and reasonable.

Specifically, grantees should apply the training indirect cost rate (when it is available) or the "offsite" indirect cost rate (when a training rate is not available). The full organized research negotiated rate should not be applied to these training awards. Written exceptions will be made in rare cases upon request and with adequate justification. FEMA will work closely with the grantee to determine the appropriateness of indirect costs for the type of activity and location proposed in the application, in accordance with the negotiated indirect cost rates approved by the grantee's cognizant Federal agency.

FULL ANNOUNCEMENT

I. Funding Opportunity Description

Program Overview and Priorities

The Continuing Training Grant (CTG) program develops and delivers innovative training programs that are national in scope and have an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (NPG) of a secure and resilient Nation (http://www.fema.gov/national-preparedness-goal). Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government. The FY 2014 CTG program supports efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas.

Program Objectives

The objectives of the CTG program in FY 2014 are for the development and delivery of training in the following focus areas:

- Hazardous Materials (HazMat)/Weapons of Mass Destruction (WMD)
- Cybersecurity
- Countering Violent Extremism (CVE)
- Maturing Public-Private Partnerships
- Medical Readiness/Immediate Victim Care at Mass Casualty Events
- Rural Training

Focus Area 1:

Hazardous Materials (HazMat)/Weapons of Mass Destruction (WMD)

FEMA's HazMat/WMD training programs are designed to complement the programs within the state, local, tribal, territorial, and private sectors, while maximizing training resources and facilities owned by FEMA or operated by FEMA's partners, resulting in increased national preparedness. FEMA-certified HazMat/WMD programs maximize the use of world-class training facilities capable of recreating simulated tanker car incidents; detection, monitoring and sampling of toxic chemical agents, biological materials, radiation sources, and explosive materials; medical treatment and patient management in a fully operational hospital; and functional emergency operations centers supported by state-of-the-art simulations and robust communications platforms. These institutions include faculty from the emergency response community that serve as nationally recognized subject-matter experts who hail from the community of practice at the state, local, tribal, and territorial levels of government.

Training developed in the HazMat/WMD focus area should bring together members of the response community within various jurisdictions for training that uses the resources

and protocols required to respond to HazMat/WMD incidents—incidents that are complex in nature as they require members of multiple agencies and disciplines to work together to control threats to responders, the public, infrastructure (e.g., transportation, public works and communication systems), property, and the environment.

Training should be tailored to address the hazards facing responders, agencies, and jurisdictions during a complex HazMat/WMD incident or attack. Training recipients should include career and volunteer firefighters, emergency medical technicians, law enforcement, specialized emergency response teams (e.g., hazardous materials, search and rescue, and explosive ordnance disposal), emergency managers, skilled support personnel (e.g., public works, private industry, and health departments), and private sector organizations. Training should be appropriate for volunteer emergency responders with an understanding of the challenges faced by volunteer forces.

Training should be national in scope, while distinct from other, national training programs. Multi-jurisdictional training may be conducted at local fire academies or other training facilities, and should include the core capabilities of interdiction and disruption, on-scene security and protection, operational communications, and operational coordination.

Applicants should consider the following training objectives:
- Support Executive Order 13650: Improving Chemical Facility Safety and Security. http://www.whitehouse.gov/the-press-office/2013/08/01/executive-order-improving-chemical-facility-safety-and-security;
- Achieve compliance with current competencies identified in the National Fire Protection Association (NFPA) 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents;
- Deliver training which addresses planning, response, mitigation strategies and actions for transportation incidents. Training on this topic should cover, at a minimum, combustible and flammable petroleum hazards and response;
- Increase knowledge, skills, and abilities to achieve the core capabilities of interdiction and disruption, on-scene security and protection, operational communications, and operational coordination to enhance a jurisdiction's capability to prepare for, mitigate, and respond to hazardous materials and weapons of mass destruction (WMD) complex incidents through awareness of other first responders' roles and responsibilities and practical applications;
- Address preparedness and response capability for acts of terrorism; and
- Create curriculum which utilizes standardized terminology to describe concepts and actions, and comply with the National Incident Management System.

Focus Area 2:

Cybersecurity
Our Nation's increasing reliance on computer networks and information systems has made cybersecurity a national priority. Cyber incidents have increased in number and

complexity and the ability to manage the risks and consequences associated with these incidents must keep pace, especially where there is the potential for physical impact and cascading consequences. Cybersecurity supports Executive Order 13636, Improving Critical Infrastructure Cybersecurity, and Presidential Policy Directive 21, Critical Infrastructure Security and Resilience. Training in this Focus Area will support mitigation of the cyber threat to critical infrastructure, and will help to achieve improvement goals described in the 2013 National Preparedness Report. (http://www.fema.gov/national-preparedness-report). The 2013 State Preparedness Report indicates that cybersecurity is the lowest-rated core capability.

In February 2014, the National Institute of Standards and Technology released the Framework for Improving Critical Infrastructure Cybersecurity, (http://www.nist.gov/cyberframework/upload/cybersecurity-framework-021214-final.pdf) providing voluntary guidelines based on existing standards, guidelines, and practices - for reducing cyber risks to critical infrastructure. The Framework suggests that organizations categorize and assess all activities related to cybersecurity into five basic functions: identification, protection, detection, response, and recovery. The Framework can be used to identify and prioritize actions for reducing cybersecurity risk, and is a tool for aligning policy, business, and technological approaches to managing that risk. As directed by Executive Order (EO) 13636, the Department of Homeland Security (DHS) is partnering with the critical infrastructure community to establish a voluntary program to support increased security and resilience of the Nation's cyber infrastructure, through use of the Framework. The Critical Infrastructure Cyber Community (C3) Voluntary Program will be the coordination point within the federal government for critical infrastructure owners and operators interested in improving their cyber risk management processes.

In 2011, the Department of Homeland Security, in coordination with the Multi-State Information Sharing and Analysis Center and the National Association of State Chief Information Officers, developed the Nationwide Cyber Security Review (NCSR). The NCSR was developed to identify the level of maturity and risk awareness of State and local government information security programs. Among other things, the results showed that state and local governments are at substantial risk because of the growing number of cyber threats.

The NCSR revealed that cybersecurity training should be a top priority and that participants should be prepared to identify, prevent, protect against, respond to, and recover from cyber incidents at the state and local levels. Another finding was that training programs in this focus area should be directed to network managers and operators tasked with the creation and maintenance of computer and information systems.

The training should include goals and objectives that meet criteria to include, but not limited to, the following:
- Cybersecurity Policy – Training to develop and refine policies, plans, and procedures, which are related but serve distinctly different purposes. A policy is the highest level document that states what a company, group, or department will

and will not do during a cyber emergency. A plan is the organizational document that describes a methodology for how to achieve the policy's goals. A procedure is the step-by-step instructions to the operator for exactly how a task is to be done. All are essential to a comprehensive approach to cybersecurity.

- Cybersecurity Awareness and Training – The most vulnerable aspect of a system is the human component. Users who have been granted access to a system need to be instructed in how to keep that access information confidential. Along with access credentials, users possess other knowledge of an organization that can be valuable to someone with malicious intent. In addition to logical controls, physical controls, a comprehensive company policy, and other important security measures, training should be performed regularly in order to maximize the effectiveness of existing security measures and to reduce the risk of social engineering. Security training and reinforcement of that training through ongoing awareness information sessions has been shown to lower the risks associated with the human component of a security strategy.

- Monitoring and Incident Response – In the event of an emergency that involves a system failure, a detected or active intrusion, detection or suspected involvement of malware, or Advanced Persistent Threat (APT) action, having an established protocol and response team is critical to timely incident mitigation and response to limit the extent and degree of the damage. Monitoring and incident response address the need for a proactive approach to system incidents. Rather than waiting for incidents to occur and attempting to shape a response when time and resources are not at optimal levels, preparation ahead of time to include continuous monitoring and information sharing, and maintenance of situational awareness can greatly reduce the damage, as well as the time needed to recover from an adverse event. Recognizing security events for what they are and making management aware of the incidents and their potential for harm is a critical element, not only to limit the damage from cyber attacks, but also to obtain the appropriate support and resources to effectively manage cybersecurity.

- Disaster Recovery and Business Continuity – Information Technology (IT) systems are known to be vulnerable to a variety of adverse events, any of which has the potential to impact normal business operations and compromise the confidentiality, integrity, and availability of data. Although planning and mitigation strategies are known to reduce the risks posed by these events, it is impossible to fully eliminate the risks, and the potential damage posed by them. Because of this, due care should be taken to plan what steps an organization will take in the event of a system disruption, no matter the size. By making and testing effective plans ahead of time, the potential damage and loss of productivity, revenue, and sensitive information can be greatly reduced.

- Risk (and Vulnerability) Management – Cyber risk methodologies usually include various processes to identify and measure risk to a system or group of systems and provide a repeatable method for conducting and monitoring risk. Most common to all methodologies are processes for conducting risk assessments performing system testing including observation, data analysis, and electronic testing (e.g., vulnerability scanning, penetration testing); and tracking and monitoring system weaknesses and mitigation activities (e.g., Plan of Action).

The risk identification methodology should be standardized and approved by senior management to ensure results are consistent with one another and throughout the organization.

Finally, the NCSR stipulated that training programs should be developed with enough flexibility so they can apply to results from the Threat and Hazard Identification and Risk Assessment (THIRA) and be implemented at the state and local levels to manage risk, including identification of mitigation opportunities and other supporting preparedness activities.

The target audience for this training is information technology professionals responsible for creating and maintaining computer networks and information systems for state, local, tribal, and territorial emergency responders, along with government managers administering these systems and jurisdictions, and law enforcement investigators of cyber crimes. This focus area is aligned with the cybersecurity core capability within the Protection Mission Area as described in the National Preparedness Goal, September 2011.

Focus Area 3:

Countering Violent Extremism (CVE)
According to the White House Strategic Implementation Plan (SIP) For Empowering Local Partners to Prevent Violent Extremism in the United States, "Protecting our Nation's communities from violent extremist recruitment and radicalization is a top national security priority. It is an effort that requires creativity, diligence, and commitment to our fundamental rights and principles."

CVE is vital to the public safety and to homeland security. The SIP identifies the Federal Government's focus on three core areas of activity: (1) enhancing engagement with and support to local communities that may be targeted by violent extremists; (2) building government and law enforcement expertise for preventing violent extremism; and (3) countering violent extremist propaganda while promoting our ideals.

In addition, the Department of Homeland Security (DHS) has laid out three broad objectives concerning its CVE efforts:
  • Support and coordinate efforts to better understand the phenomenon of violent extremism, including assessing the threat it poses to the Nation as a whole and within specific communities;
  • Bolster efforts to innovate and support non-governmental, community-based programs, and strengthen relationships with communities that may be targeted for recruitment by violent extremists; and
  • Disrupt and deter recruitment or individual mobilization through support for local law enforcement programs, including information-driven, community-oriented policing efforts that for decades have proven effective in preventing violent crime.

Based on focus group studies with state, local, and tribal law enforcement officers at fusion centers and in surrounding communities, DHS has identified a need to develop

additional training for state, local, and tribal law enforcement relevant to CVE. The primary training audience for this focus area is the Nation's more than 800,000 state, local, territorial, and tribal law enforcement officers and fusion center analysts, who work to protect communities from a range of threats including, but not limited to, violent extremism.

The award recipient will coordinate with the DHS/FEMA leadership, program staff, and operational staff to prioritize the emerging training requirements related to identifying and countering violent extremism. The applicant is expected to use a combination of readily available resources and their working knowledge of the subject matter to refine the focus area and to shape the overall training program in keeping with current national policies, doctrines, and priorities, to include the CVE Training Guidance and Best Practices, published by the DHS Office of Civil Rights and Civil Liberties, that can be found at http://www.dhs.gov/xlibrary/assets/cve-training-guidance.pdf

The protection of individuals' privacy, civil liberties, and civil rights is paramount within CVE training materials. As noted in the White House National Strategy, "protecting our fundamental rights and liberties is an important end in itself, and also helps counter violent extremism by ensuring nonviolent means for addressing policy concerns; safeguarding equal and fair treatment; and making it more difficult for violent extremists to divide our communities."

CVE Training should:
- Raise awareness and understanding of violent extremism based on analysis and research, case studies on behaviors and indicators associated with violent extremists, and radicalization to violence;
- Counter the "us-versus-them" mentality propagated by terrorist organizations and others, including using a more inclusive method of outreach and trust-building between law enforcement and community partners;
- Increasing cultural competency and identifying the difference between constitutionally protected, cultural, and religious behavior versus indicators of criminal behavior or radicalization to violence;
- Promote and support best practices in community-oriented policing, and community engagement, in order to strengthen partnerships between communities and the Government and promote information-driven, community-based solutions to prevent violent extremism and build community resilience. As an example, training efforts improving the internal community support derived from its network of families and friends in order to improve resistance to the emergence of radicalized violent extremism efforts or in countering the effects of radicalization to violence within individuals. These programs also serve to change perceptions of mistrust for external community partners, such as law enforcement and other agencies; and

All resources developed, to include training, support materials, and/or outreach guides, will be added to the respective CVE-AS Web Portal site through the CVE-AS Program Manager to further awareness and enhance existing information and outreach networks. In addition, the CVE training may address gaps identified through additional research and

analysis and must be guided by the five priority areas as identified in the Strategic Implementation Plan (SIP) For Empowering Local Partners to Prevent Violent Extremism in the United States, to include:

- The role of the Internet in radicalization to violence and how virtual space can help counter violent extremism;
- Single-actor terrorism (so called "lone wolves"), including lessons learned from similar phenomena, such as active shooters;
- Counter radicalization and disengagement from terrorism and violent extremism;
- Non-al-Qa'ida related radicalization to violence and anticipated future violent extremist threats; and
- Pre-operational indicators and analysis of known case studies of extremist violence in the United States.

The applicant should ensure that the training aligns with the Federal approach to CVE, including prioritizing civil rights and civil liberties and building partnerships with communities. (See the White House Approach to Countering Violent Extremism. http://www.whitehouse.gov/sites/default/files/empowering_local_partners.pdf.)

Further, the applicant must address community engagement to ensure that those communities that may be targeted by violent extremists or recruitment by violent extremists are aware of these efforts. This should follow two tracks:

- Community and faith-based engagement related to the threat of violent extremism to raise awareness, build broad partnerships, and promote empowerment; and,
- Community and faith-based engagement to promote the sharing of information, and participation in multi-disciplinary prevention efforts.

Focus Area 4:

Maturing Public-Private Partnerships

FEMA believes that every community benefits from public-private collaboration in emergency management. This philosophy is central to everything we do. We are better able to serve our neighbors, fellow citizens, and our nation's disaster survivors in particular, when public sector and private sector representatives are both active members of the same team. FEMA believes in the value of public-private partnerships and has worked steadily to provide tools, models, and resources designed to inspire their creation and nurture their success.

Through public-private partnerships both government and the private sector can:

- Enhance situational awareness
- Improve decision making
- Access more resources
- Expand reach and access for communication efforts
- Improve coordination with other efforts by segments of the private sector
- Increase the effectiveness of emergency management efforts
- Maintain strong relationships, built on mutual understanding

- Create more resilient communities

Public and private sector partnerships, used during joint planning, response, and recovery efforts can yield benefits for the whole community. One of the major benefits of this partnership is that it allows each partner (public and private) to focus on gaps which the other does not address and aids in the coordination of mutual support. By doing this, the private sector benefits from minimal business interruption and the government benefits by using its resources more effectively. Working together, the public and private sectors can ensure effective prevention, protection, mitigation, response, and recovery.

As disaster relief operations become more complex, there is also an increasing need for societies to become resilient in the face of disasters. And while in recent years there has been excellent progress toward this objective, we remain a far stretch from fully achieving societal resilience. But public-private partnerships, if properly defined, implemented, and regulated, adapt disaster management practices to the increasing complexity of today's large-scale emergencies. In this way, public-private partnerships bolster societal resilience. Training in this focus area should address and support the following goals for public-private partnerships:
- Provide lessons learned and training tools for building strong public-private partnerships that can strengthen state, local, tribal and territorial Emergency Operation Centers (EOC);
- Promote collaboration, coordination, and communication efforts between government and private sector partners to create more resilient communities and increase jurisdictional capacity to prevent, protect against, respond to, and recover from major incidents;
- Increase the effectiveness of emergency management and homeland security efforts in the public and private sectors by increasing all partners' understanding of each other's capabilities and preparedness efforts;
- Navigate the legal structures involved in establishing non-contractual relationships with the private sector;
- Build strong teams (pre-incident) based on mutual understanding that result in faster, more effective response and recovery efforts;
- Share situational awareness during disasters, such as through structured situation reports between a public and private emergency operations centers, or through social media exchanges, as an example. The private sector, too, relies on timely information from the government to make sound business decisions related to operations, customer and employee safety, and supporting communications; and
- Leverage public and private sector communication channels to expand reach and access to timely, vital information.

The audience for this training should include personnel from Federal departments and agencies, including Sector-Specific Agencies (SSAs); state, local, tribal, and territorial (SLTT) governments who have a likelihood (based on position and assigned duties) of collaborating on public-private partnership efforts.

Focus Area 5:

Medical Readiness/Immediate Victim Care at Mass Casualty Events
The immediate impacts of mass casualty events upon victims and the whole community demand a prepared force of professionals, trained to effectively respond and act to save lives, mitigate suffering, and prevent further injury, illness, or death. Responders in the law enforcement, fire, and EMS communities are the primary targets for this focus area. Training developed should include the following elements:

- Mass casualty planning, training, and exercises oriented specifically with law enforcement, fire, and EMS providers to rapidly deploy in a coordinated effort into areas that have been cleared, but not secured, in order to initiate treatment at or near the point of injury and effect rescue of survivors.
- Develop and exercise plans, which ensure the health and safety of first responders and citizen responders; and training focused on the prevention and detection of secondary attacks.
- Enhancing coordination between law enforcement, fire, first responder agencies, EMS systems, local healthcare delivery and trauma systems that provide victim triage, treatment, and transport to ensure patients are distributed to appropriate levels of definitive emergency care.
- Establishing protocols that incorporate the guidelines on the medical principles of Tactical Emergency Casualty Care and conduct training for responders.
- Empowering community members through public education and training, such as Community Emergency Response Teams (CERTs), about life sustaining actions, including aggressive hemorrhage control measures for severe bleeding and use of tourniquets to support survivors and providers in a mass casualty event.

Applicants are strongly encouraged to utilize existing relationships with law enforcement, fire, and EMS agencies at the local, State, private, and Federal levels to emphasize collaboration strategies that substantially reduce and mitigate the impact of mass casualty events.

Focus Area 6:

Rural Training
Ensuring that emergency responders in small, rural, and remote communities are properly trained to deal with all-hazards events is essential. Competition in this focus area is restricted to applicants that have demonstrable experience and expertise in rural training

as well as in developing and delivering FEMA-certified courses to rural communities across the Nation.

Funding is available for the development and delivery of training in the following topics:

- Hazardous Materials (HazMat) – This topic includes training in the areas of HazMat planning and response at plants and fixed sites, HazMat transportation incident response, HazMat pipeline incident response, and HazMat port (waterways) incident response for rural first responders. Training should be appropriate to accommodate volunteer emergency responders with an understanding of the challenges faced by volunteer forces. Training should support Executive Order 13650: Improving Chemical Safety and Security. http://www.whitehouse.gov/the-press-office/2013/08/01/executive-order-improving-chemical-facility-safety-and-security. Training should address compliance with current competencies identified in the National Fire Protection Association (NFPA) 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents; and address planning, response, and mitigation strategies and actions for transportation incidents. Training for transportation incidents should cover, at a minimum, combustible and flammable petroleum hazards and response.
- Mass Fatality Planning and Response– This topic includes training in the areas of planning and response for rural emergency managers and first responders, and courses for rural morticians and funeral directors.
- Crisis Management for School Based Incidents– This topic includes training on all significant school-based incidents to include bomb threats, active shooter, severe weather, structural/mechanical failures, student demonstrations, and HazMat releases. Training should be targeted for rural law enforcement officials, fire and EMS professionals/volunteers, and school system administrators and staff.
- Development of Emergency Operations Plans (EOP) – This topic includes training on plan development and testing of EOPs in rural jurisdictions. Training should target rural emergency managers, incident commanders, Emergency Operations Center (EOC) staffs and any personnel or agencies serving or supporting an Incident Command System (ICS) structure.
- Bioterrorism Awareness– This topic includes training in the areas of biological threats and the adverse effects of biological contamination; this training should also focus on agro-terrorism and food system disasters. Training should target emergency managers, law enforcement, fire, and EMS professionals/volunteers, hospital providers and staff, agriculture community professionals and associations, and other appropriate emergency planners and responders in rural communities.
- Media Engagement Strategies for First Responders–Training in this topic should focus on dealing with the media in a variety of disaster situations. Training should target rural government officials, emergency managers, public information

officers, incident commanders, and others as appropriate within rural communities.

Other Training Requirements

Use Existing Training Mechanisms

CTG-developed training must not duplicate training provided by Federal, state, local, tribal, or territorial agencies. Additionally, application and use of existing standards and media (e.g. on-line, computer based) is recommended to ensure that training delivery adapts to meet evolving needs of students.

Link Training and Exercises to Align Resources

Linking training and exercises is imperative for ensuring that course participants are adequately trained to perform the tasks of each exercise and in real life events. Training must be linked to relevant core capabilities.

Incorporate the National Incident Management System The National Incident Management System (NIMS)

(http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf) identifies concepts and principles that answer how to manage emergencies from preparedness to recovery regardless of their cause, size, location or complexity. NIMS provides a consistent, nationwide approach and vocabulary for multiple agencies or jurisdictions to work together to build, sustain and deliver the core capabilities needed to achieve a secure and resilient Nation. Training programs must be consistent with NIMS in order to provide a solid foundation across jurisdictions and disciplines to ensure effective and integrated preparedness, planning and response.

National Preparedness System

The National Preparedness System is the instrument the Nation will employ to build, sustain, and improve core capabilities in order to achieve the National Preparedness Goal (Goal) of a secure and resilient Nation. The objective of the National Preparedness System is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The guidance, programs, processes, and systems that support each component of the National Preparedness System enable a collaborative, whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government (http://www.fema.gov/whole-community).

National preparedness is a shared responsibility of the whole community. Every member must be given the opportunity to contribute. To that end, the National Preparedness Goal defines success as a secure and resilient Nation with the capabilities required by the whole community – including individuals and citizens – to prevent, protect against, mitigate, respond to, and recover from disasters.

FY 2014 CTG plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core

capabilities. Core capabilities are essential for the execution of critical tasks for each of the five mission areas outlined in the Goal. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government. CTG supports all core capabilities in the Prevention, Protection, Mitigation, Response, and Recovery mission areas based on the focus areas of each award and their allowable costs.

The highest priority of CTG is to build and sustain the core capabilities identified in the Goal. Particular emphasis will be placed on capabilities that address the greatest risks to the security and resilience of the United States, and the greatest risks along the Nation's borders. Funding will support training that can be utilized anywhere in the Nation.

The FY 2014 CTG supports core capabilities in the five mission areas:
- Prevention. Prevent, avoid or stop an imminent, threatened or actual act of terrorism.
- Protection. Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- Mitigation. Reduce the loss of life and property by lessening the impact of future disasters.
- Response. Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- Recovery. Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

The core capabilities contained in the Goal are highly interdependent and require the use of existing preparedness networks and activities to improve training and exercise programs, promote innovation, and ensure that the appropriate administrative, finance, and logistics systems are in place and functioning.

Use an Adult Learning Approach
Training programs that support the Nation's preparedness efforts have long relied on classroom instruction and practical exercises; however, CTG training programs must be innovative and distinct in comparison to current training offered by other Federal, State, and local training academies. To ensure that CTG training courses are accessible to as many key public and private officials with homeland security responsibilities throughout the Nation as possible, training partners must leverage technology, when appropriate, to reduce student travel and maximize learning outcomes. The adult learning approach encourages traditional classroom instruction with creative uses of interactive web-based and computer-based training, simulations, toolkits, job aids, and/or other leave behind materials.

Training Should Be National in Scope

Delivery of training programs will incorporate geographic diversity when offering courses, including providing training at the State, local, tribal, and territorial levels. All applicants will be evaluated on their ability to develop and deliver training programs to participants on a national level. Applicants should describe their course delivery methods and demonstrate their ability to reach a national audience, such as instructor led mobile deliveries, resident, or on-line training.

Whole Community Approach to Emergency Management

A community-centric approach for emergency management that focuses on strengthening and leveraging what works well in communities on a daily basis offers an effective path to building societal security and resilience. By focusing on core elements of successful, connected, and committed communities, emergency management can collectively achieve better outcomes in times of crisis, while enhancing the resilience of our communities and the Nation. The three core principles of whole community—understanding and meeting the actual needs of the whole community, engaging and empowering all parts of the community, and strengthening what works well in communities on a daily basis—provide a foundation for pursuing a whole community approach to emergency management through which security and resiliency can be attained.

Truly enhancing our Nation's resilience to all threats and hazards will require the emergency management community to transform the way the emergency management team thinks about, plans for, and responds to incidents in such a way to support community resilience. It takes all aspects of a community to effectively prevent, protect against, mitigate, respond to, and recover from threats and hazards. It is critical that individuals take responsibility for their own self-preparedness efforts and that community members work together to develop the collective capacity needed to enhance their community's security and resilience.

Building community resilience in this manner requires emergency management practitioners to effectively engage with and holistically plan for the needs of the whole community. This includes but is not limited to accommodating people who speak languages other than English, those from diverse cultures or economic backgrounds, people of all ages (i.e., from children and youth to seniors), people with disabilities and others with access and functional needs, and populations traditionally underrepresented in civic governance. At the same time, it is important to realign emergency management practices to support local needs and work to strengthen the institutions, assets, and networks that work well in communities on a daily basis. (Ref: A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action, December 2011).

II.   Funding Information

Award Amounts, Important Dates, and Extensions

Available Funding for the FOA: $11,000,000
Projected number of Awards: 8
Projected Award Start Date(s):   10/1/14
Projected Award End Date(s):   9/30/17
Period of Performance: 36 Months

Period of Performance

Is an extension to the period of performance permitted? ☒ Yes ☐ No
No-cost extensions to the Period of Performance for this program are allowed on a case-by-case basis. Only no-cost extensions to the initial period of performance identified in the award will be considered only through formal, written requests to FEMA/National Training and Education Division (NTED) and must contain specific and compelling justifications as to why an extension is required. Grantees are advised to coordinate with NTED as needed, when preparing an extension. All extension requests must address the following:

1. Grant Program, Fiscal Year, and award number;
2. Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
3. Current status of the activity/activities;
4. Approved period of performance termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both Federal and non-Federal;
7. Budget outlining how remaining Federal and non-Federal funds will be expended;
8. Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

Extension requests will not exceed 12 months.

III.   Eligibility Information

Eligibility Criteria

The FY 2014 CTG is a competitive program, which is available to entities with existing training programs or demonstrable expertise relevant to the focus areas in the funding opportunity announcement to include; State, local, tribal, and territorial entities, nonprofit national associations and organizations; non-profit higher education institutions; and non-profits, including community and faith-based organizations. Multi-State/multi-jurisdictional applicants are strongly encouraged to apply.

IV. Funding Restrictions

Restrictions on Use of Award Funds

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

Construction Costs: Construction costs are not allowable under this funding opportunity announcement.

Equipment: Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 CFR Part 215, located at http://www.whitehouse.gov/omb/fedreg/2004/040511_grants.pdf.

Fringe Benefits: Fringe benefits should be based on actual known costs or an established formula. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Foreign Travel: Foreign travel is not an allowable cost under this funding opportunity announcement unless approved otherwise by the managing Federal agency.

i. Other Cost Requirements

Environmental Planning and Historic Preservation (EHP) Compliance
As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Grantees and sub-grantees proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project.

V. **Application Review Information and Selection Process**
Applicants are restricted to one application per focus area but may apply for more than one focus area. Applications will be evaluated in the following four areas:

i. Eligibility
Applications will be evaluated based on the Eligibility Criteria in Section II of this FOA. Applicants that do not meet eligibility requirements will be removed from consideration. Multi-State/multi-jurisdictional applicants are strongly encouraged to apply.

ii. Completeness of Application
Complete applications must clearly demonstrate the applicant's ability to design, develop, and deliver a training program of national scope which provides tailored, specialized training to first responders and/or citizens. The CTG funds must enhance the Nation's capability to prevent, protect against, mitigate, respond to, or recover from risks posed by incidents of national significance, including acts of terrorism and/or catastrophic events in accordance with program guidelines, and guidance from DHS/FEMA. See Section X Application Submission Information on the requirements for submitting an application.

iii. Subject Matter Expert (SME) Review
Subject Matter Experts evaluate the following:
- All sections included in the application
- Each application's content for compliance with guidance and technical merit
- The applicant's ability to deliver training that is national in scope, and
- Analyzes relevance to training objectives outlined in focus area descriptions within the funding opportunity announcement

iv. FEMA Review
FEMA Staff then performs the following:
- Adjudicate context to correlate related programs, services, and activities to determine where the greatest opportunity is to magnify the effect of the CTG program
- Judge relevance to priority initiatives such as the White House School Safety Initiative, the Quadrennial Homeland Security Review (QHSR), the NIPP, and the Framework for Improving Critical Infrastructure Cybersecurity
- Assess correlation to the FEMA Administrator's Intent
- Validate history of past performance
- Confirm relevancy to national standards (e.g., NFPA) where applicable
- Certify alignment with Homeland Security Grant Program priorities, and
- Supports Whole Community Approach to Training

The full application will be evaluated and scored for each required criteria element. The elements are listed in each required section.

Application Selection Process

Award recommendations are based on results from the SME and FEMA Review.

VI.   Post-Selection and Pre-Award Guidelines

Notice of Award

Notification of award approval is made through the Non Disaster (ND) Grants system through an automatic e-mail to the awardee point of contact (the "authorized official") listed in the initial application. The date the approval of award is the "award date." The awardee should follow the directions in the notification to accept the award.

Grantees must accept their awards no later than 90 days from the award date. The grantee shall notify the awarding agency of its intent to accept and proceed with work under the award, or provide a written notice of intent to decline. Funds will remain on hold until the grantee accepts the award through official correspondence (e.g., written, electronic signature, signed letter or fax to the Programs Office) and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within the 90 day timeframe may result in a loss of funds.

Administrative and Federal Financial Requirements

Before accepting the award the authorized official should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal awards. Grantees must accept all conditions in this FOA as well as any Special Terms and Conditions in the Award notice to receive an award under this program.

i.   Standard Terms and Conditions

A complete list of Federal Financial Requirements is available at: *http://www.whitehouse.gov/omb/grants_forms*. All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are enumerated in the DHS Chief Financial Officer *Financial Management Policy Manual* and are available online at: *http://www.dhs.gov/sites/default/files/publications/Proposed%20FY%2014%20Standard%20TC%202013-12-04.pdf*

ii.   Payment

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. Additional information can be obtained at https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true.

DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to Recipients. To enroll in the DD/EFT, the Recipient must complete a Standard Form 1199A, Direct Deposit Form.

VII.   Program Performance Reporting Requirements

Awardees are required to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and fund drawdowns may be withheld if these reports are delinquent.

i. **Financial and Compliance Audit Report:**

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend $750,000 or more from all Federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of GAO's Government Auditing Standards, located at *http://www.gao.gov/govaud/ybk01.htm*, and the requirements of Subpart F of 2 C.F.R. Part 200, located at *http://www.ecfr.gov/cgi-bin/text-idx?SID=55e12eead565605b4d529d82d276105c&node=2:1.1.2.1.1.6&rgn=div6*.

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend $500,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO's Government Auditing Standards, located at *http://www.gao.gov/govaud/ybk01.htm*, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at *http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012*. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year.

ii. **Financial and Program Reporting Periods and Due Dates**

The following reporting periods and due dates apply:

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

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

Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425) and must be filed electronically using PARS. The SF-425 form is available at *http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf.* An FFR report must be submitted for quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

iv. **Program Performance Reporting Requirements**

Performance Progress Report (SF-PPR). Awardees are responsible for providing updated performance reports using the SF-PPR on a semi-annual basis. The SF-PPR

is due within 30 days after the end of the reporting period Grantees must complete the cover page of the SF-PPR and submit it as an attachment to the ND Grants system. The SF-PPR can be accessed online at http://www.na.fs.fed.us/fap/SF-PPR_Cover%20Sheet.pdf.

v. Monitoring

Grant Award recipients will be monitored programmatically and financially on an annual and as needed basis by FEMA staff to ensure that the activities and project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each Federal assistance award and will identify areas where technical assistance, corrective actions and other support may be needed.

vi. Close Out

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, grantees must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. As part of the final report, grantees must also submit the Tangible Personal Property Report (SF-428), available at *http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-428.pdf*, to provide an inventory of all tangible personal property acquired using CTG funds.

After these reports have been reviewed and approved by FEMA a close-out 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 three years from the date of the final FFR.

The grantee is responsible for returning any funds that have been drawn down, but remain as unliquidated on grantee financial records.

VIII. DHS – FEMA - Contact Information
Contact and Resource Information

For Program Questions About Applying for an Award
The Centralized Services Information Desk (CSID) is a non-emergency comprehensive management and information resource developed by DHS for grants stakeholders. CSID 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, grantees will be directed to a Federal point of contact who can answer specific programmatic questions or concerns. CSID can be

reached by phone at (800) 368-6498 or by e-mail at askcsid@dhs.gov, Monday through Friday, 8:00 a.m. – 5:30 p.m. EST.

For Financial and Administrative Questions About Applying for an Award GPD's Grant Operations Division Business Office provides financial support and technical assistance, such as for password resets and registration requests, questions regarding Form 1199A, payment status, amendments, closeouts, and tracking de- obligation and award amounts. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.

FEMA National Training and Education Division (NTED)
Contact the National Preparedness Directorate (NPD)/National Training and Education (NTE)/ National Training and Education Division (NTED). NTED has the programmatic responsibility for the CTG program and will also maintain the program management function and responsibilities throughout the life-cycle of the awarded grant. Additional guidance and information can be obtained by contacting the NTED point of contact Mr. Patrick Cowhey at (202) 786-0905 or via e-mail to patrick.cowhey@fema.dhs.gov.

Office of Environmental Planning and Historic Preservation (OEHP)
OEHP provides guidance and information about the EHP review process to FEMA programs and its grantees and sub-grantees. All inquiries and communications about EHP compliance for FEMA grant projects or the EHP review process should be sent to emily.blanton@fema.dhs.gov.

IX. Other Critical Information
Additional Information
Not Applicable

X. How to Apply
Application Instructions
Applying for an award under this program is a multi-step process and requires time to complete. To ensure that an application is submitted on time applicants are advised to start the required steps well in advance of their submission. **Applicants should allow at least 15 business days (three weeks) to complete the five steps of applying listed below.** Failure of an applicant to comply with any of the required steps before the deadline for submitting their application will automatically disqualify their application from funding.

The steps involved in applying for an award under this program are:

1. Applying for, updating or verifying their DUNS Number
2. Applying for, updating or verifying their EIN Number
3. Updating or verifying their SAM Number
4. Submitting an initial application in grants.gov, and
5. Submitting the complete application in ND Grants

1. **Obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) Number**

   The applicant must provide a DUNS number with their application. This number is a required field for all subsequent steps in the application submission. Applicants should verify they have a DUNS number, or take the steps necessary to obtain one.

   Applicants can receive a DUNS number at no cost by calling DUNS number request line at (866) 705-5711. FEMA <u>cannot</u> assist applicants with questions related to obtaining a current DUNS number.

2. **Obtain an Employer Identification Number (EIN)**

   FEMA requires both the EIN and a DUNS number prior to the issuance of a funding award and for grant award payment; both are also required to register with SAM (see below). The EIN base for an organization is the IRS Tax ID number, for individuals it is their social security number, both of which are nine-digit numbers. Organizations and individuals submitting their applications must correctly identify the EIN from the DUNS since both are 9-digit numbers. If these numbers are not correctly identified in the application, this may result in a delay in the issuance of the funding award and/or incorrect payment to a grantee organization.

   Organization applicants applying for an EIN should plan on a minimum of 2 full weeks to obtain an EIN.

   If you need assistance registering an EIN, please go to http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online. FEMA <u>cannot</u> assist applicants with questions related to obtaining a current EIN.

3. **Register with the System for Award Management (SAM)**

   Payments are contingent on the information provided in SAM and must be completed by the applicant at http://www.sam.gov. It is imperative that the information provided by the applicant is correct and current. Please ensure that your organization's name, address, DUNS number and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all other FEMA awards.

   SAM registration is a multi-step process including validating your EIN with the Internal review Service (IRS) to obtain a Commercial and Government Entity (CAGE) code. The CAGE code is only valid for one year after issuance and must be current at the time of application. If you need assistance registering with SAM, please go to https://www.fsd.gov/ or call 866-606-8220. FEMA <u>cannot</u> assist applicants with questions related to obtaining a current CAGE code.

4. **Initial Application Submission in Grants.gov.**

   All applicants submit their initial application through Grants.gov. Applicants may need to first create a grants.gov user profile by visiting the Get Registered section of the grants.gov website. Successful completion of this step is necessary for FEMA to determine eligibility of the applicant. Applicants should complete this step at http://www.grants.gov. The initial on-line application in grants.gov requires completing:

- Standard Form 424 (SF424), which is labeled Application for Federal Assistance, must include the application narrative (15 pages maximum) as an attachment to the SF424. The application narrative is described in Section XI of this FOA, titled "Application Format" pages 27-30.

- grants.gov (GG) Form Certification Regarding Lobbying Form.

Both forms are available in the Forms tab under SF-424 Family. The initial application cannot be started or submitted in Grants.gov unless the applicants registration in SAM is confirmed.

Application forms and instructions are available at grants.gov. To access these materials, go to http://www.grants.gov, select *Apply for Grants*, enter the CFDA number or the Opportunity ID Number noted in this FOA, select *Download Application Package*, and follow the prompts to download the application package. The information submitted in grants.gov will be retrieved by ND Grants, which will allow FEMA to determine if an applicant is eligible. Applicants are encouraged to submit their initial application in grants.gov at least ten days before the application deadline.

If you need assistance applying through grants.gov, please go to http://www.grants.gov/web/grants/applicants/grant-application-process.html, contact support@grants.gov, or call 800-518-4726. FEMA cannot assist applicants with questions related to registering with grants.gov.

5. Final Application Submission in Non Disaster Grants System (ND Grants).
After the closing date, FEMA will ask selected eligible applicants to submit their complete application package in ND Grants located https://portal.fema.gov. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement. Early registration will allow applicants to have adequate time to start and complete their application.

If you need assistance registering for the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

XI. <u>Application and Submission Information</u>
Application and Submission Information
In ND Grants applicants will be prompted to submit all of the information contained in the following forms. Applicants should review these forms before applying to ensure they have all the information required.
- Standard Form 424A, Budget Information (Non-construction);
- Standard Form 424B, Standard Assurances (Non-construction);
- Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities).

In addition applicants must submit copies of the following in ND Grants:

Application Format

Applications submitted must meet certain format and content requirements. In order to receive full credit for this section, applications must meet the following criteria in the application:

- Doubled spaced
- Times New Roman, 12 point font
- One inch margins
- All required sections: Executive Summary, Description of Training, Analysis of Need, Training that is National in Scope, Capacity to Deliver Training that is National in Scope, Timeline, and Budget
- Application not to exceed 15 pages. If the application contains more than 15 pages the application runs the risk that the excess pages may not be reviewed.

Applications must be created in Microsoft Word (.docx) or text (.txt) and:
- Include an Executive Summary not to exceed two (2) pages confirming the application's intent for applying for an award.
- Executive Summary must include a description of the training program being proposed and the focus area that the training addresses.
- Executive Summary must include a description of the application's qualifying factors (i.e., application is in partnership with a multi-state, multi-jurisdiction, tribal, or territorial government; non-profit association or organization; community or faith-based organization; or non-profit higher education institution).
- Executive Summary must also include a confirmation that the application is not listed on a debarment list.

Application Content

At a minimum, the application must include the following sections:

1. **Description of Training**
   - 3 pages maximum
   - Application provides a clear description of the 3-year proposed national training program and describes how the training addresses the identified focus area.
   - Application describes the number of courses to be developed, and if more than one course, describes how the courses interrelate or build upon each other.
   - Application describes the length of time of each course(s), including the number of times it proposes to deliver each.
   - Application explains the course(s) goals and learning objectives.
   - Application clearly identifies and describes the target audience (disciplines) and discusses its strategy for reaching out to large numbers of these participants across the nation.
   - Application specifies how it will identify and recruit individuals to attend training including the sources it will tap into to recruit individuals for training courses and what will be done to ensure that it can reach a national audience.
   - Application describes the course prerequisites, specifically the general skills and knowledge required for maximum learning.
   - Application describes the training level to which its course(s) is/are geared among the following:
     - Awareness - Designed for responders who require the skills necessary to

recognize and report a potential catastrophic incident or who are likely to witness or investigate an event involving the use of hazardous/explosive devices.
- ⬩ Performance - Designed for first responders who perform tasks during the initial response to a catastrophic event, such as safeguarding the at- risk public, rescuing victims, decontaminating victims, etc.
- ⬩ Management/Planning – Designed for managers who build plans and coordinate the response to a mass consequence man-made or natural event.
- ⬩ Other: Application could not accurately fit its course(s) into one of the existing categories, but described its course(s) in enough detail for review panel to understand the training level.
- Application realistically identifies the number of people it will train during the three years of the project and specifies how many will be trained in each delivery method (i.e., classroom, web, etc.).
- Application describes the intended impact the training will have to assist participants in preventing, protecting, responding, and/or recovering from acts of terrorism and/or catastrophic events, and what the potential measurable outcomes will be.
- Application describes a performance-based evaluation plan that includes program performance measures that will assess the attainment of goals, objectives, and outcomes and details a data collection plan including how data will be analyzed.
- Application describes what instructional methods it will use in its blended learning strategy (classroom, web-based, etc.) and why.
- Application describes the sequence and how different methods will be combined to form a cohesive training program for the target audience.

2. **Analysis of Need**
   - 2 pages maximum
   - If a needs analysis was conducted, application describes the sources analyzed and reviewed to identify the need for this particular training.
   - Application describes results of the analysis; including the gaps identified that point to a need for this particular training.
   - If a needs analysis was not conducted, the application describes how they arrived at the need for the proposed training, and what analysis they will do to verify the need for it.
   - Application describes training that currently exists that addresses the training they are proposing or includes a statement that none exists.

3. **Training Program that is National in Scope**
   - 1 page maximum
   - Application identifies an overall approach that will be taken to develop and deliver its training program to participants on a national level.
   - Application describes how its program will translate to participants nationally (e.g., a participant in Kansas could utilize the same information as a participant in Maine).
   - Application describes the delivery method of course (i.e., mobile, residential, or on- line) and, if not on-line, describes the number of sites and site locations.

4. **Capacity to Deliver Training that is National in Scope**
   - 1 page maximum
   - Application provides an overview of past successes in similar efforts.
   - Application describes the technical expertise of each proposed staff member relevant to the focus area.
   - Application describes a staffing plan that demonstrates its capacity to support a large scale training effort.
   - Application describes the efforts it proposes to sustain the training program beyond the Federal funding it receives for the development and delivery of this program during this period of performance.
   - Application describes any partnerships it will enter into and how it will strengthen the program.

5. **Timeline**
   - 2 pages maximum
   - Application presents a timeline, going from 1-36 months and includes at a minimum, the following major milestones:
     - Hiring of key staff
     - Analysis phase, if applicable
     - Design phase
     - Development phase
     - Course pilots
     - Implementation phase (course delivery)
   - Application provides justification for course development lasting longer than 18 months.

6. **Budget Narrative and detailed budget**
   - 3 pages maximum
   - Application provides a budget justification to include the following areas:
     - Divides the budget between development and delivery costs and explains how those separate budgets support the other (Development includes everything prior to the delivery of the courses.)
     - Explains what percentage is devoted to development versus delivery
   - Application explains the cost per student for delivery (the portion of the budget devoted to delivery divided by the number of students in the project to be trained.)
   - Application ensures:
     - The budget is directly related to and supports the activities described in the proposal. Detailed budget utilizes required budget categories included in the proposal (personnel, fringe benefits, travel, equipment, supplies, consultants/contractors, etc.)
     - The budget is complete, allowable, and cost effective in accomplishing the tasks in the proposal.
     - The budget supports the total cost of the development and delivery of training, including numbers to be trained, that are reflected in the proposal.

7. Indirect Cost Rate Agreement
- 1 page maximum
- Include a copy of an "Indirect Cost Rate Agreement" between the applicant and a cognizant Federal Agency.

Applicants will also be prompted to assure compliance with all Standard and Special Terms and Conditions before being eligible to receive an award under this program.

If you need assistance registering for the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Hard copies of the FOA
Hard copies of the FOA can be downloaded from the common electronic "storefront" grants.gov or via email from mailto:patrick.cowhey@fema.dhs.gov.

Telephone Device for the Deaf (TDD)
The Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Announcement is: (800) 462-7585.