

**The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Homeland Security National Training Program (HSNTP)
Continuing Training Grants (CTG) Program**

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM . It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: <http://www.grants.gov/web/grants/applicants/applicant-faqs.html>

A. Notice of Funding Opportunity (NOFO) Description

Issued By

U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA), National Preparedness Directorate (NPD), National Training and Education Division (NTED)

Catalog of Federal Domestic Assistance (CFDA) Number

97.005

CFDA Title

State and Local Homeland Security National Training Program (HSNTP)

Notice of Funding Opportunity Title

FY 2015 Homeland Security National Training Program (HSNTP) -
Continuing Training Grants (CTG) Program

NOFO Number

DHS-15-NPD-005-000-01

Authorizing Authority for Program

The Department of Homeland Security Appropriations Act, 2015 (Pub. L. No. 114-4)

Appropriation Authority for Program

The Department of Homeland Security Appropriations Act, 2015 (Pub. L. No. 114-4)

Program Type

New

Program Overview, Objectives, and Priorities

Overview

The Department of Homeland Security Fiscal Year (FY) 2015 Homeland Security National Training Program (HSNTP), Continuing Training Grants (CTG) program plays 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 (the Goal) of a secure and resilient Nation. 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 2015 HSNTP/CTG supports efforts to build and sustain core capabilities across Prevention, Protection, Mitigation, Response, and Recovery mission areas, with specific focus on addressing the training needs of our Nation.

Objectives

FY 2015 HSNTP/CTG training programs will provide training solutions to address specific national preparedness gaps, correlate training needs with exercise activities and outcomes, incorporate the core capabilities identified in the National Preparedness Goal, and ensure training is available and accessible to a nationwide audience.

Priorities

The highest priority of the HSNTP/CTG is to build and sustain the core capabilities identified in the National Preparedness Goal. Particular emphasis will be placed on development and delivery of training programs which address the preparedness gaps in the following specific focus areas:

- Cybersecurity
- Hazardous Materials
- Countering Violent Extremism
- Rural Preparedness

These focus areas, along with associated training objectives which must be addressed by applicants, are described in Appendix C of this NOFO.

B. Federal Award Information Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: \$11,521,000

Projected number of Awards: Between Four (4) and Eight (8) (estimate only)

Period of Performance: Thirty-six (36) Months

Extensions to the period of performance are allowed. For additional information on period of performance extensions, refer to Section H of this NOFO: Additional Information (Extensions).

Projected Period of Performance Start Date(s): 9/30/2015
Projected Period of Performance End Date(s): 10/01/2018
Funding Instrument: Cooperative Agreements

The HSNTF/CTG program, prescribed by this NOFO, is awarded through separate cooperative agreements, as defined by 2 C.F.R. §200.24, and consistent with the *Federal Grant and Cooperative Agreement Act of 1977* (Pub. L. No. 95-224), (31 U.S.C. §§6301-6308). FEMA maintains substantial involvement with all non-federal entities in carrying out the activities contemplated by HSNTF/CTG awards to include financial monitoring and all training development and delivery activities, such as the creation and approval of course content, arrangement of learning objectives, delivery modes and methods, and use of the four-level training evaluation model. FEMA program managers and training specialists provide approval and disapproval for all activities over the life cycle of the award.

C. Eligibility Information

Eligible Applicants:

- State governments
- City or township governments
- County governments
- Native American tribal governments (federally recognized)
- Nonprofits with 501(c)(3) IRS status, other than institution of higher education
- Nonprofit private institutions of higher education
- Nonprofit national associations and organizations
- Public & State controlled institutions of higher education

Eligibility Criteria

Training Expertise. Applicants must either have an existing training program or demonstrable expertise to create and operate a training program that is capable of developing and delivering training for a national whole community audience. For the purposes of the HSNTF/CTG program, the minimum standard for training expertise is defined as the principal activities that an organization conducts which are primarily focused on the development and delivery of training for an external audience, but may include an internal audience, resulting in a change or increase of knowledge, skills, and/or abilities. Training types/modes that meet this definition include web-based training, instructor-led courses conducted in classrooms and/or training areas (to include mobile courses), and seminars and workshops. Drill and exercise-only type activities, without a learning component, do not meet the definition of training expertise for the HSNTF/CTG program. Applications that do not describe an organization with appropriate training expertise are ineligible.

Suspension and Debarment. Applicants must not be on a government debarment or suspension list. Organizations on debarment or suspension lists are ineligible.

Maintenance of Effort

There is no Maintenance of Effort requirement for this program.

Cost Share or Match

No cost share or match is required.

D. Application and Submission Information

Submission Date and Other Key Dates and Times

Date Posted to Grants.gov: 06/26/2015

Start Date of Application Submission: 06/26/2015

Application Submission Deadline: 08/10/2015 at 11:59:59 PM EST

All applications **must** be received by the established deadline. The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of the full application. In general, FEMA will not review applications that are not received by the deadline or consider them for funding. FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, or other exigent or emergency circumstances. If you experience technical issues, you must notify the respective Headquarters (HQ) Program Point of Contact as soon as possible.

Anticipated Funding Selection Date: No later than 09/30/2015

Anticipated Award Date: No later than 09/30/2015

Other Key Dates

The chart below outlines suggested/estimated deadlines for completing the five steps required for a successful application submission prior to the deadline. These dates are only recommendations as applicants are responsible for planning far enough in advance to complete their application. The requirements outlined in the chart below are outside of FEMA's purview. Therefore, FEMA does not guarantee the timeframes for completing those processes. Failure of an applicant to comply with any of the required steps before the deadline for submitting their application may disqualify their application from funding.

Applicants are encouraged to register early for Authorized Organizational Representative (AOR) authorization. The registration process can take four weeks

or more to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

Event	Suggested Deadline For Completion
Obtaining DUNS Number	July 10, 2015
Obtaining a valid EIN	July 10, 2015
Updating SAM registration	July 10, 2015
Submitting application in Grants.gov	August 10, 2015 (firm)

FEMA strongly recommends that organizations submit applications at least five (5) business days before the submission deadline.

Address to Request Application Package

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Applicants” then “Apply for Grants,” read the registration requirements and register if necessary (**Allow up to 7-10 business days after you submit before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information**). In order to obtain the application package select “Download a Grant Application Package”. Enter the CFDA and/or the funding opportunity number located on the cover of this NOFO, select “Download Package,” and then follow the prompts to download the application package.

If you experience difficulties accessing information or have any questions please call the Grants.gov customer support hotline at (800) 518-4726.

Hard copies of the FY 2015 HSNTF/CTG NOFO are not available.

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

Applications will be processed through the Grants.gov portal and FEMA’s Non-Disaster Grants (ND Grants) System.

Content and Form of Application Submission

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. Please review the table above under “Submission Dates and Other Key Dates and Times” for estimated deadlines to complete each of the five steps listed below. Failure of an applicant to comply with any of the required steps before the deadline for submitting their application may 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. Establishing an AOR in Grants.gov
5. Submitting an initial application in Grants.gov

For additional information regarding the DUNS Number, EIN Number, SAM Number, and AOR requirements, please see the section below entitled Dun and Bradstreet Universal Numbering System (DUNS) Number, System for Award Management (SAM), and Authorized Organizational Representative (AOR).

Refer to Appendix E of this NOFO for application narrative proposal requirements.

Submitting an Initial Application in Grants.gov

All applicants must 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 DHS/FEMA to determine eligibility of the applicant. Applicants should complete this initial step on-line, which requires completing:

- Application for Federal Assistance, Standard Form 424 (SF-424)
- Grants.gov (GG) Form Lobbying Form
- Application Narrative – Refer to Appendix E of this NOFO for required format and content

The SF-424 and GG Lobbying Form are available in the [Forms tab under SF-424 family](#). The initial application cannot be started or submitted in Grants.gov until the applicant's registration in SAM is confirmed.

Application forms and instructions are available at Grants.gov by selecting *Apply for Grants*. Enter the CFDA number (97.005) or the Opportunity ID Number noted in this NOFO, 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 DHS/FEMA to determine if an applicant is eligible. Applicants are encouraged to submit their initial application in Grants.gov by August 3, 2015.

If you need assistance applying through Grants.gov, please go to the Grant Application page, contact support@grants.gov, or call 800-518-4726. FEMA cannot assist applicants with questions related to registering with Grants.gov.

Submitting the Complete Application in Non-Disaster Grants System (ND Grants).

Selected applicants will be notified by FEMA and asked to proceed with submitting their complete application package in ND Grants. This step will not occur until after the application period closes on August 10, 2015 and only selected recipients will be notified to complete this step. 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 selected recipients to have adequate time to start and complete their application.

In ND Grants, selected 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 include all required information.

- Budget Information for Non-Construction Programs, (Standard Form (SF) 424A)

- Assurances for Non-construction Programs, (SF - 424B)
- Grants.gov Lobbying Form (if the recipient has engaged or intends to engage in lobbying activities)
- Budget Documents (refer to Appendix B of this NOFO)
- Indirect Cost Rate Agreement, if applicable

Dun and Bradstreet Data Universal Numbering System (DUNS) Number, System for Award Management (SAM), and Authorized Organizational Representative (AOR)

Before you can apply for a DHS grant at [Grants.gov](https://www.grants.gov), you must have a DUNS number and must be registered in SAM.

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

The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the SF-424 form. Instructions for obtaining a DUNS number can be found at the following website: <http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

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 the DUNS number request line at (866) 705-5711. FEMA cannot assist applicants with questions related to obtaining a current DUNS number.

Obtain an Employer Identification Number (EIN)

FEMA requires both the EIN and a DUNS number prior to the issuance of a financial assistance award and for grant award payment; both EIN and DUNS 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 the EIN and social security number are nine-digit numbers). Organizations and individuals submitting their applications must correctly differentiate the EIN from the DUNS since both are nine-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 or incorrect payment to a recipient organization.

Organizations [applying for an EIN](#) should plan on a minimum of two full weeks to obtain an EIN. If you need assistance registering an EIN please contact the [IRS helpline](#). *FEMA cannot assist applicants with questions related to obtaining a current EIN.*

Register with the System for Award Management (SAM)

Applicants applying for grant funds electronically through [Grants.gov](https://www.grants.gov) must register with the Federal SAM. Step-by-step instructions for registering with SAM can be found here: <http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>. All applicants must register with SAM in order to apply online. Failure to

register with SAM will result in your application being rejected by [Grants.gov](https://www.grants.gov) during the submissions process.

Payment under any FEMA award is contingent on the recipient's having a current SAM registration. The SAM registration process must be completed by the applicant. 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 Revenue 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.

SAM sends notifications to the registered user via email 60, 30, and 15 days prior to expiration of the SAM registration for the Entity. SAM registration may lapse due to inactivity. To update or renew your Entity records(s) in SAM you will need to create a SAM User Account and link it to your migrated Entity records.

If you need assistance registering, please go to SAM or call 866-606-8220. *FEMA cannot assist applicants with questions related to registering in SAM or obtaining a current CAGE code.*

Authorized Organizational Representative

The next step in the registration process is creating a username and password with [Grants.gov](https://www.grants.gov) to become an AOR. AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete this process. To read more detailed instructions for creating a profile on Grants.gov visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>.

AOR Authorization

After creating a profile on Grants.gov, the E-Biz Point of Contact (E-Biz POC), a representative from your organization who is the contact listed for SAM, will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approves an applicant as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>. To track an AOR status visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>.

Applicants are, therefore, encouraged to register early. The registration process can take four weeks or more to be completed. Therefore, registration should be done in

sufficient time to ensure it does not impact your ability to meet required submission deadlines. After you have been approved as an AOR you will be able to submit your application online.

Electronic Signature

Applications submitted through Grants.gov constitute a submission as electronically signed applications. The registration and account creation with Grants.gov with E-Biz POC approval establishes an AOR. When you submit the application through Grants.gov, the name of your AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR; this step often is overlooked and it is crucial for valid submissions.

DHS/FEMA may not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time DHS/FEMA is ready to make an award, DHS/FEMA may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372 (see <http://www.fws.gov/policy/library/rgeo12372.pdf>). 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.

Funding Restrictions

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 award, 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.

Environmental Planning and Historic Preservation (EHP) Compliance

As a Federal agency, DHS/FEMA is required to consider the effects of its actions on the environment and 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. Recipients 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 DHS/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 DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, DHS/FEMA also is 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. DHS/FEMA will not fund projects that are initiated without the required EHP review.

Additionally, all recipients are required to comply with FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in FP 108-023-1, *Environmental Planning and Historic Preservation Policy Guidance*, and FP 108.24.4, *Environmental Planning and Historical Preservation Policy*

Pre-Award Costs

Pre-award costs are allowable only with the prior written approval of FEMA and if they are included in the award agreement. To request pre-award costs, a written request must be included with the application. The request must be signed by the Authorized Representative of the entity. The letter must outline what the pre-award costs are for, including a detailed budget break-out of pre-award costs from the post-award costs, and a justification for approval.

Direct Costs

Cost Principles

Costs charged to this award must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E.

Equipment

Equipment costs are allowed under this program only as described in this NOFO. 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 C.F.R. § 200.310 – 2 C.F.R. § 200.316, located at the following website: http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1#se2.1.200_133

Travel

Domestic travel costs are allowed under this program as described in this NOFO. International travel is not an allowable cost under this program unless approved in advance by FEMA.

Construction and Renovation

Construction and renovation are not allowable costs under this program.

Maintenance and Sustainment

Maintenance and Sustainment related costs, such as maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable as described in FEMA Policy FP 205-402-125-1 (<http://www.fema.gov/media-library/assets/documents/32474>).

Management and Administration (M&A)

Management and Administration (M&A) costs are allowed. Recipients may use up to five percent (5%) of the amount of the award for their M&A. M&A activities are defined as those directly relating to the management and administration of HSNTF/CTG funds, such as financial management and monitoring.

Indirect (Facilities and Administrative [F&A] Costs)

Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant federal agency to charge indirect costs to this award. 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, and must be provided to FEMA before indirect costs are charged to the award.

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

E. Application Review Information**Criteria**

FY 2015 HSNTF/CTG applications will be evaluated based on the following eight criteria:

- Technical Merit
- Needs Analysis
- National in Scope
- Target Audience
- Organizational Experience
- Training Development Plan
- Training Delivery Plan
- Budget

For additional information concerning these criteria, please see Appendix D of this NOFO.

Review and Selection Process

Eligibility Screening. Applications will be screened by FEMA's National Training and Education Division for compliance with the eligibility requirement *Training Expertise* as described in Section C of this notice. Any application that does not meet this eligibility requirement will not be reviewed or scored.

Subject Matter Expert (SME) Review and Scoring. Applications that pass eligibility screening will be independently (non panel) reviewed and scored by

programmatic SMEs from federal, state, local, tribal, and territorial governments and agencies, along with SMEs from industry and academia, as appropriate for each focus area. SMEs will score (numerically) each application based on the criteria described in this notice. SMEs will review and score 5 categories (described in the evaluation criteria table in Appendix D) and may award a total of 85 points. SME scores will be averaged to provide a final score.

FEMA Review and Scoring. Applications that pass eligibility screening will be reviewed and scored by FEMA program managers, training specialists (to include Instructional System Design experts), and members of leadership from FEMA's National Preparedness Directorate. FEMA reviewers will also provide scores (numerical) with supporting narrative comments. FEMA will review and score 8 categories (described in the evaluation criteria table in Appendix D) and may award a total of 145 points. FEMA scores will be averaged to provide a final score.

All reviewers will utilize the guidance contained in this notice for evaluation; this includes all focus area objectives and referenced standards. Reviewers will provide narrative support (scoring comments) for all numerical scores.

FEMA senior leadership will review all scoring results and will then apply additional factors such as executive and legislative guidance, alignment with DHS and FEMA strategic priorities, along with investment strategy and budgetary limits in order to prioritize the top-scoring applications. The results will be presented to the Deputy Administrator of FEMA for Protection and National Preparedness, who will, on behalf of the Administrator of FEMA, approve or disapprove the recommended selection of recipients for this program. The Deputy Administrator of FEMA for Protection and National Preparedness will then forward these selections to the Secretary of Homeland Security. All final funding determinations will be made by the Secretary of Homeland Security, who retains the discretion to consider other factors and information in addition to FEMA's funding recommendations.

F. Federal Award Administration Information

Notice of Award

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

Recipients must accept their awards no later than 90 days from the award date. The recipient shall notify FEMA of its intent to accept and proceed with work under the award, or provide a notice of intent to decline through the ND Grants system. For Instructions on how to accept or decline an award in the ND Grants system, please see pages 40-43 in the [ND Grants Grantee Training Manual](#).

Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the award within the 90 day timeframe may result in a loss of funds.

Administrative and National Policy Requirements

Successful applicants for all DHS/FEMA grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are available online at: <http://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>

Before accepting the award the authorized official should carefully read the award package. The award package contains instructions on administering the grant award, as well as terms and conditions with which the recipient must comply. Recipients must accept all the conditions in this NOFO as well as all Terms and Conditions in the Notice of Award to receive an award under this program. Special Terms and Conditions are provided in Appendix B of this notice.

Reporting

Recipients 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.

Federal Financial Reporting Requirements

Federal Financial Report (FFR)

Recipients must report obligations and expenditures ported on a quarterly basis through the FFR (SF-425) to FEMA. Recipients must file the FFR electronically using the Payment and Reporting System (PARS). A FFR must be submitted 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.

Recipients may review the Federal Financial Reporting Form (FFR) (SF-425) here: https://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf, SF-425 OMB #00348-0061.

Financial Reporting Periods and Due Dates

The following reporting periods and due dates apply for the FFR:

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

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=876f827f6fae2c4bce610e9427a6d229&node=sp2.1.200.f&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

Program Performance Reporting Requirements

Performance Progress Reports (SF-PPR)

Recipients are responsible for providing updated performance reports using the SF-PPR on a biannual basis. Recipients must submit the cover page of the SF-PPR as an attachment in the ND Grants system. The SF-PPR can be accessed online at http://www.na.fs.fed.us/fap/SF-PPR_Cover%20Sheet.pdf.

Program Performance Reporting Periods and Due Dates

The following reporting periods and due dates apply for the PPR:

Reporting Period	Report Due Date
January 1 – June 30	July 30
July 1 – December 31	January 30

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, recipients 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. 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 de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

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

G. DHS Awarding Agency Contact Information
Contact and Resource Information

Centralized Scheduling and Information Desk (CSID)

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, recipients 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.

GPD Grant Operations Division

GPD's Grant Operations Division Business Office provides financial support and technical assistance. The Grant Operations Division manages, administers, and conducts application budget review, creates the award package, approves, amends and closes out awards. 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)

The National Preparedness Directorate (NPD)/National Training and Education Division (NTED) has the programmatic responsibility for the HSNTF/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 patrick.cowhey@fema.dhs.gov, or Mr. Terry Pruitt at (202) 786-9565 or via e-mail terry.pruitt@fema.dhs.gov or email NTED firstrespondertraining@fema.dhs.gov.

Systems Information

Grants.gov. For technical assistance with Grants.gov, please call the customer support hotline at (800) 518-4726.

Non-Disaster (ND) Grants. For technical assistance with the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

GPD Environmental Planning and Historic Preservation (GPD-EHP)

The FEMA GPD-EHP Team provides guidance and information about the EHP review process to recipients. All inquiries and communications about GPD projects or the EHP review process, including the submittal of EHP review materials, should be sent to gpd ehpinfo@fema.gov. EHP Technical Assistance, the EHP Screening Form, can be found at <http://www.fema.gov/media-library->

[data/20130726-1806-25045-2839/gpd_ehp_screening_form_omb_1660_0115_june_2011.pdf](#).

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.

Hard Copies of the NOFO

Hard Copies of the NOFO are not available.

H. Additional Information

Extensions

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 requests for extensions made through formal, written requests to FEMA/National Training and Education Division (NTED) will be considered. Extension requests must contain specific and compelling justifications as to why an extension is required. Extension requests may not exceed 12 months. Recipients are advised to coordinate with NTED as needed when preparing an extension request.

All extension requests must address the following:

- Grant Program, Fiscal Year, and award number;
- 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;
- Current status of the activity/activities;
- Approved period of performance termination date and new project completion date;
- Amount of funds drawn down to date;
- Remaining available funds, both federal and non-federal;
- Budget outlining how remaining federal and non-federal funds will be expended;
- Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
- 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.

Payment

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. Additional information can be obtained at the following website:

<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.

Monitoring

Recipients will be monitored on an annual and as needed basis by FEMA 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 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.

Conflict of Interest

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

The recipient or pass-through entity must disclose to FEMA, in writing, any real or potential conflict of interest as defined by the federal, state, local, or tribal statutes or regulations or their own existing policies that may arise during the administration of the federal award. Recipients and pass-through entities must disclose any real or potential conflicts to Program Analyst within five days of learning of the conflict of interest. Similarly, subrecipients must disclose any real or potential conflict of interest to the pass-through entity as required by the Recipient's conflict of interest policies, or any applicable State, local, or tribal statutes or regulations.

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

Appendix A: Budget Template

(Applicants may recreate and submit as a table or spreadsheet)

Personnel (Add rows as required and modify cell height and width as needed) % refers to the percent of time/labor planned per person									
Name	Position	Salary	Year 1 %	Total Yr 1	Year 2 %	Total Yr 2	Year 3 %	Total Yr 3	Total
		\$	%	\$	%	\$	%	\$	\$
		\$	%	\$	%	\$	%	\$	\$
		\$	%	\$	%	\$	%	\$	\$
Total Personnel Costs (Salary)									\$
Explain salary changes (e.g. annual scheduled increases) here:									
Explain/clarify any figures here:									
Fringe Benefits (Add rows as required and modify cell height and width as needed)									
Name	Benefit	Year 1	Year 2	Year 3	Total Fringe				
		\$	\$	\$	\$				
		\$	\$	\$	\$				
		\$	\$	\$	\$				
Total Personnel Costs (Fringe Benefits)					\$				
Travel (Add rows as required and modify cell height and width as needed)									
Name	# of Trips: From > To and Purpose	Year 1	Year 2	Year 3	Total Travel				
		\$	\$	\$	\$				
		\$	\$	\$	\$				
		\$	\$	\$	\$				
Equipment (Add rows as required and modify cell height and width as needed)									
Item	# of Items	Purpose	Cost						
			\$						
			\$						
Supplies (Add rows as required and modify cell height and width as needed)									
Item	# of Items	Purpose	Cost						
			\$						
			\$						

Appendix A: Budget Template

Consultant Costs (Add rows as required and modify cell height and width as needed)						
Name	Purpose	Cost	Total Yr 1	Total Yr 2	Total Yr 3	Total
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
Total Consultant Costs						\$

Explain consultant costs here:

Other Expenses (Add rows as required and modify cell height and width as needed)						
Expense	Source and Purpose	Year 1	Year 2	Year 3	Total Cost	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
Total Personnel Costs (Fringe Benefits)						\$

Explain consultant costs here:

Total Direct Costs (Add rows as required and modify cell height and width as needed)				
Year 1	Year 2	Year 3	Total Direct	
\$	\$	\$	\$	
Total Indirect Costs (Add rows as required and modify cell height and width as needed)				
Year 1	Year 2	Year 3	Total Indirect	
\$	\$	\$	\$	

Grand Total Proposed Federal Government Cost	\$
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Cost Per Student (Add Rows for Courses with Varying Costs)	
Course Title:	\$
Course Title:	\$
Course Title:	\$
Course Title:	\$

Appendix B: Programmatic Terms and Conditions

Programmatic Terms and Conditions are Special Conditions or Agreement Articles that are specific to the HSNTP/CTG Program, beyond the standard DHS Terms and Conditions.

The Fiscal Year 2015 DHS Standard Terms and Conditions can be found here:

<https://www.dhs.gov/sites/default/files/publications/FY%2015%20Standard%20TC%20Version%205.1%202015-2-23.pdf>

Title of Term and Condition	Language/Description
Use of DHS Seal	The recipient will utilize the DHS/FEMA seal and Design Standards when producing training course materials, aids, or other products funded through this award. Any use of the DHS/FEMA seal not addressed by these standards requires preauthorization and approval by NTED.
Assessments and Data Collection	The recipient agrees to cooperate with any assessments, national evaluation efforts, information, or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this Agreement.
Program Authority	The recipient acknowledges that DHS/FEMA reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for federal government purposes: 1) the copyright in any work developed under an award or sub-award; and 2) any rights of copyright to which a recipient or subrecipient purchases ownership with federal support.
Learning Management/Content System Requirements	The recipient agrees that any learning management, learning content, content management systems, browser or computer-based training employed by the recipient will be standards-based, meeting Section 508 accessibility requirements of the Rehabilitation Act Amendments of 1998, 29 U.S.C. 794(d), and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 C.F.R. Part 1194). Systems employed by the recipient will also support content interoperability specifications and standards such as Sharable Content Object Reference Model (SCORM), and ensure compatibility with industry standard relational database management systems (such as Oracle, Microsoft SQL Server, and IBM DB2). The recipient further agrees that any procurement of learning management, learning content management, or content management systems to be employed by the recipient will be commercial-off-the-shelf (COTS) or open source software (OSS). Proprietary systems shall not be procured, and functional customization of COTS products is discouraged. The recipient shall ensure that any data related to NTED program development, training content, and training delivery, or evaluation maintained in such a system is provided to NTED in interoperable formats in keeping with NTED specifications.

	<p>Sections 504 and 508 of the Rehabilitation Act of 1973, as amended states that "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that either receives federal financial assistance or is conducted by any Executive agency or the United States Postal Service." All electronic documents, files, and supporting materials for the course, including classroom materials, shall meet NTED Section 508 requirements. Department of Homeland Security interpretation of Section 508 compliant video states the video must offer closed-captioning as well as a printable transcript. See http://training.fema.gov/devres/ for detailed descriptions for testing course materials for Section 508 compliance. For additional information, please reference the following website: http://www.section508.gov/. The contractor shall provide a letter documenting Section 508 compliance as a deliverable with the final course materials.</p>
Submission and Approval of Course Documents and Disclaimer	<p>The recipient shall submit to NTED for review and comment, all drafts of written documents funded by this Agreement. For documents that are printed by the government, the recipient shall submit a hard copy of the final draft of the written document along with an electronic copy in Microsoft Word or PDF format. The recipient agrees that all publications created with funding under this cooperative agreement shall prominently contain the following statement: "This project was supported by Cooperative Agreement Number (your award number goes here) administered by the U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the author and do not represent the official position or policies of U.S. Department of Homeland Security." Note: This requirement excludes press releases, newsletters, or issue analyses.</p>
Equipment	<p>Equipment may only be purchased if it directly relates to the training being conducted and if it is an approved item in the recipient's budget.</p>
National Guidance Documents	<p>Training curricula developed under this agreement must be consistent with Presidential Policy Directive-8, including the National Preparedness Goal, National Preparedness System, National Incident Management System, National Planning Frameworks, and the National Infrastructure Protection Plan called for under Presidential Policy Directive-21. Where possible, efforts will be made in the development and delivery of training programs to address areas of improvement from the National Preparedness Report. Training providers agree to modify their curricula in accordance with changes to these documents and any others, such as the core capabilities.</p>
Training and Grant Information Dissemination	<p>The Recipient shall coordinate training and grant information sharing and dissemination with FEMA to establish a cooperative framework whereby information that is disseminated, by any means, including but not limited to: press releases, newspapers, newsletters, and, training announcements complies with FEMA goals and objectives.</p>

Responder Training Development Center/Course Review	The recipient is responsible for complying with the online Responder Training Development Center guidelines for the design, development, delivery, and evaluation of each of its courses. The recipient agrees to administer Level 1 and Level 2 evaluation instruments to all course participants and report data to NTED quarterly and upon request. The recipient must also adhere to NTED's established course review process, which requires a minimum of three pilot deliveries and submission of the curriculum to a course review board
Scheduling/Data Reporting Requirements	The recipient is required to comply with the requirements of NTED for scheduling courses and providing data on the type and number of persons trained. The recipient must adhere to any changes in data reporting requirements as directed by NTED. NTED training partners should coordinate and seek approval from the State Administrative Agencies (SAAs) / Training Points of Contact (TPOC) prior to scheduling or delivering in-resident or mobile training within the State and local jurisdiction of the training location. The SAA and/or TPOC will approve the student registration, admittance; attendance and billing before the student can attend the training. For mobile deliveries, after approval is received from the SAA and/or TPOC, training can be delivered and the training partner may coordinate with the municipality points of contact for scheduling.
Patent Rights	The recipient agrees to consult with NTED regarding the allocation of any patent rights that may arise from, or that are purchased with, this funding. The recipient also has the responsibility to obtain from its subrecipients and contractors all data and rights therein necessary to fulfill the recipient's obligation to the government under this award. If a subrecipient or contractor refuses to accept terms affording the government such rights, the recipient shall promptly bring such refusal to the attention of NTED and not proceed with the subaward or contract without further authorization from NTED.
Budget Review	The recipient is prohibited from obligating, expending, or drawing down funds provided through this award until the required Budget Detail Worksheet and Budget Narrative are reviewed and approved by the Grants Program Directorate (GPD) and a Grant Adjustment Notice (GAN) is issued removing this special condition
EDAP	Any tuition or registration fees received in connection with any training conducted during this grant period with courses produced with this grant funding, e.g. Excess Delivery Acquisition Program (EDAP), shall be considered program income and shall be used for the purposes authorized under this award and in accordance with federal regulations.
Evaluation	Recipient is responsible for administering a standardized Level I evaluation to all course participants to measure reactions to the course and instructor(s) and a customized Level 2 evaluation to measure student learning. The recipient must submit all training participant Level 1 and Level 2 data electronically into the Registration and Evaluation System (RES) on a biweekly basis. FEMA NTED will provide requirements for Level 3 evaluations which the recipient/subrecipient must provide as directed by FEMA.

Catalog Reference	<p>The recipient agrees to include the following language in all course materials: FEMA’s National Training and Education Division (NTED) offers a full catalog of courses at no- cost to help build critical skills that responders need to function effectively in mass consequence events. Course subjects range from Weapons of Mass Destruction (WMD) terrorism, cybersecurity, and agro-terrorism to citizen preparedness and public works. NTED courses include multiple delivery methods: instructor led (direct deliveries), train-the-trainers (indirect deliveries), customized (conferences and seminars), and web-based. Instructor led courses are offered in residence (i.e. at a training facility) or through mobile programs, in which courses are brought to state and local jurisdictions that request the training. A full list of NTED courses can be found at www.firstrespondertraining.gov. In addition the recipient agrees to inform all students of the NTED website and opportunities for additional courses.</p>
Instructor Quality Assurance Program	<p>All training partners who develop and deliver training on behalf of the National Training and Education Division (NTED) must ensure that their instructors meet the standards and protocols of an Instructor Quality Assurance Program.</p> <p>A successful instructor quality assurance program (IQAP) requires effective hiring protocols, ongoing monitoring, and continued professional development. It is imperative that training partners develop standards and processes to ensure that individuals selected to become instructors possess the necessary knowledge, skills, and abilities to deliver quality instruction and maintain their skills.</p> <p>Selection of qualified instructors should be based on the following criteria:</p> <ul style="list-style-type: none"> - Education - Experience/Technical Expertise - Special Qualifications - Certifications and Licenses - Instructor Competencies <p>Training partners must develop formal instructor requirements that spell out the criteria, which must be met for each course.</p>

Appendix C: Focus Areas, Objectives, and Other Training Requirements

Focus Areas

Applicants are permitted to submit up to four applications – one per focus area; applicants are not permitted to address more than one focus area in a single application. The objectives of the FY 2015 HSNTF/CTG program are the development and delivery of training in the following focus areas:

- Cybersecurity;
- Hazardous Materials;
- Countering Violent Extremism; and
- Rural Training

Focus Area 1: Cybersecurity

Applicants are invited to submit applications identifying current and emerging national gaps in cybersecurity and training solutions to address these gaps. Our nation's increasing reliance on computer networks and information systems has made cybersecurity a national priority. Evaluation criteria are provided in Section E of this notice.

Needs Analysis. Cybersecurity training proposals must present a needs analysis that defines gaps that could be addressed through innovative training development and delivery that are distinct from other national training programs.

Target Audience. Cybersecurity training must bring together information technology professionals responsible for securing and maintaining computer networks along with physical security managers responsible for access control.

Standards. Proposed training must be consistent with the following policy, framework, and informational documents:

- Presidential Policy Directive 21: Critical Infrastructure Security and Resilience. More information is available at <http://www.whitehouse.gov/the-press-office/2013/02/12/presidential-policy-directive-critical-infrastructure-security-and-resil>
- Executive Order 13636: Improving Critical Infrastructure Cybersecurity. More information is at <http://www.gpo.gov/fdsys/pkg/FR-2013-02-19/pdf/2013-03915.pdf>
- Executive Order 13691: Promoting Private Sector Cybersecurity Information Sharing. More information is available at <http://www.gpo.gov/fdsys/pkg/DCPD-201500098/content-detail.html>
- The National Institute of Standards and Technology (NIST) Framework for Improving Critical Infrastructure Cybersecurity to better manage cybersecurity risk. This document is available at <http://www.nist.gov/cyberframework/upload/cybersecurity-framework-021214.pdf>
- The Nationwide Cyber Security Review (NCSR) findings and recommendations. The NCSR was developed to identify the level of

maturity and risk awareness of state and local government information security systems. More information is available at:
<https://msisac.cisecurity.org/resources/ncsr>.

Training Objectives. Applicants must describe the linkage between gaps identified in their needs analysis and proposed training while addressing the following training objectives:

- Include training on the roles and policies of various and sector-specific federal departments and agencies (e.g. DOD, DHS, DOJ, Commerce) with regards to their cybersecurity and cyber crime responsibilities as well as information on what cybersecurity resources they have available to state, local, tribal, and territorial governments and personnel
- Include learning objectives for developing Cybersecurity Policy. Training should address how to develop and refine organizational policies, plans, and procedures.
- Include learning objectives for Cybersecurity Awareness. Users who have been granted access to a system need to be instructed in how to keep that access information confidential. 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.
- Include learning objectives for Cybersecurity Information Sharing. Training should address best practices for accessing and sharing cyber threat information including situational awareness and analytical products.
- Include learning objectives for Monitoring and Incident Response. Training should address actions and protocols for system failure (to include failure caused by a physical incident such as a natural disaster), a detected or active intrusion, detection or suspected involvement of malware, or Advanced Persistent Threat (APT) actors. A trained response team is critical to timely incident identification, detection, mitigation, response, and recovery to limit the extent and degree of the damage.
- Include learning objectives for Business Continuity/Recovery and Exercises. Training should address system disruption and the risks posed by disruption events such as compromise of confidentiality and integrity, and/or lack of data availability. Training should address Resilience and include methodologies to create and exercise business continuity and incident response plans.
- Include learning objectives for Risk and Vulnerability Management. Training should address risk identification methodologies that include various processes to identify, measure, and manage risk to a system or group of systems and provide a repeatable methodology for conducting risk assessments and monitoring cybersecurity risk on an organizational or community basis. These methodologies should include processes for observation, data analysis, and electronic testing (e.g., vulnerability scanning, penetration testing); tracking and monitoring system weaknesses and

mitigation activities (e.g., Plan of Action); and should address behaviors exhibited by an insider threat.

Focus Area 2: Hazardous Materials (HazMat)

Applicants are invited to submit applications that identify current and emerging national gaps in hazardous materials incident planning, response, and recovery and the training solutions to address these gaps. Evaluation criteria are provided in Section E of this notice.

Needs Analysis. HazMat training proposals must present a needs analysis that defines gaps that could be addressed through innovative training development and delivery, distinct from other national training programs.

Target Audience. HazMat training must target professional and volunteer members of the response community from various sectors and jurisdictions to include:

- State, Local, Tribal, and Territorial leadership and management
- Emergency Management and Civil Defense
- Police/Law Enforcement
- Fire/HazMat
- Public Health
- Environmental Technical Response
- Transportation Sector Response
- Emergency Medical Service and Hospital First Receivers
- Facility representatives

Standards. Proposed training must be consistent with the following standards and policy:

- National Fire Protection Association (NFPA) standards, including NFPA 472: *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*, NFPA 473: *Standard for Competencies for EMS Personnel Responding to Hazardous Materials/Weapons of Mass Destruction Incidents*, and 29 CFR 1910.120 *Hazardous Waste Operations and Emergency Response*
- Executive Order 13650: *Improving Chemical Facility Safety and Security* and the published reports and updates from the Chemical Facility Safety and Security Working Group. <https://www.osha.gov/chemicalexecutiveorder>

Training Objectives. Applicants must describe the linkage between gaps identified in their needs analysis and proposed training while addressing the following training objectives:

- Address planning, response, and mitigation strategies, defensible critical decision-making to save lives and property, and actions for both fixed facility spills/releases, intentional acts in a variety of difference venues (e.g. subway mass transit, sports stadiums, or special security events), and transportation incidents. Training must include rail car 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 mitigate and respond to hazardous materials incidents. Training must address interoperability and integration of the professions/organizations listed as target audience for this focus area.
- Address responder health and safety to prepare for, respond to, and recover from hazardous materials or Chemical, Biological, Radiological, Nuclear, and High Yield Explosive (CBRNE) events. Training should include, but not limited to: conducting on scene health risk assessments and hazard risk analysis, development of incident safety and health plans, air monitoring plans, personal protective equipment selection and use, and safe work practices.
- Address unique preparedness activities for acts of terrorism

Focus Area 3: Countering Violent Extremism (CVE)

Applicants are invited to submit applications that identify current and emerging national gaps in CVE efforts and the training solutions to address these gaps. Evaluation criteria are provided in Section E of this notice.

Needs Analysis. CVE training proposals must present a needs analysis that defines gaps that could be addressed through innovative training development and delivery, distinct from other national training programs.

Target Audience. CVE training must result in well informed and equipped families, communities, and local institutions by focusing training on the following audiences:

- State, Local, Tribal, and Territorial leadership and management
- Community Leadership
- Faith-Based Groups and Organizations
- College and University Campus Communities
- Communities Targeted for Recruitment by Violent Extremists
- Law Enforcement
- Fusion Centers

Standards. Proposed training must be consistent with the following policy, framework, and informational documents:

- The CVE Training Guidance and Best Practices, published by the DHS Office for Civil Rights and Civil Liberties, that can be found at the following website: <http://www.dhs.gov/xlibrary/assets/cve-training-guidance.pdf>
- The White House Approach to Countering Violent Extremism, found at the following website: http://www.whitehouse.gov/sites/default/files/empowering_local_partners.pdf.

Training Objectives. Applicants must describe the linkage between gaps identified in their needs analysis and proposed training while addressing the following training objectives:

- Address all forms of violent extremism and the full spectrum of violent extremism, regardless of ideology, and focus on preventing violent attacks, including assessing the threat it poses to the nation as a whole and within specific communities targeted by groups for radicalization and anticipated future violent extremist threats. Full spectrum means inclusive of any/all existing or potential groups or individuals.
- Include learning objectives aimed at bolstering efforts to innovate and support non-governmental, community-based programs, and strengthening relationships with communities that may be targeted for recruitment by violent extremists
- Address disruption 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
- 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 other violent extremists, including using a more inclusive method of outreach and trust-building between law enforcement and community partners
- Increase cultural competency and awareness of the difference between constitutionally protected activities versus indicators of criminal behavior or radicalization to violence
- Ensure training promotes 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
- Ensure training addresses the protection of individuals’ privacy, civil liberties, and civil rights
- Address the role of the Internet in radicalization to violence and how virtual space can help counter violent extremism

Focus Area 4: Rural Training

Applicants are invited to submit applications that identify current and emerging national gaps in seven training topics that must be addressed in a single application; applications that do not address all seven topics are ineligible. Evaluation criteria are provided in Section E of this notice.

Rural areas are defined by the US Census Bureau as all areas not meeting the following definition of a Metro Area: Metropolitan statistical area (MSA) must include at least one city with 50,000 or more inhabitants or an urbanized area (defined by the Bureau of the Census) with at least 50,000 inhabitants and a total

MSA population of at least 100,000 (75,000 in New England). Counties plus surrounding counties/cities are factored.

Needs Analysis. Rural training proposals must present a needs analysis that defines gaps that could be addressed through innovative training development and delivery, distinct from other national training programs.

Target Audience. Rural training must target the following volunteer and professional individuals and groups as appropriate:

- State, Local, Tribal, and Territorial leadership and management
- Regional Planning Organizations
- Councils of Government
- Councils of Area Development Districts
- Economic Development Districts
- Emergency Management and Civil Defense
- School officials, administrators, and staff members
- Tribal leadership and management
- Police/Law Enforcement
- Fire/HazMat
- Public health
- Environment
- Transportation
- Emergency Medical Service and Hospital Systems
- Agri-business
- Veterinary Medical Service

Training Objectives. Applicants must describe the linkage between gaps identified in their needs analysis and proposed training while considering interdependencies and strategies for integrating all sectors into community emergency preparedness and response efforts. Applications must address all of the following training 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 and demonstrate an understanding of the challenges faced by volunteer forces. Training should address compliance with current competencies identified in the National Fire Protection Association (NFPA) standards, including NFPA 472: *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*, NFPA 473: *Standard for Competencies for EMS Personnel Responding to Hazardous Materials/Weapons of Mass Destruction Incidents*, and 29 CFR 1910.120 *Hazardous Waste Operations and Emergency Response*. Address Executive Order 13650: *Improving Chemical Facility Safety and Security* and the published reports from the Chemical Facility Safety and Security Working

Group. Training for transportation incidents should cover, at a minimum, combustible and flammable petroleum hazards planning and response.

- Mass Fatality Planning and Response. This topic includes training in the areas of mass fatality 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 crisis management 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 emergency operations plan development and testing of EOPs in rural jurisdictions. Training should target rural emergency managers, incident commanders, Emergency Operations Center (EOC) staff and any personnel or agency(ies) serving or supporting an Incident Command System (ICS) structure.
- Rail Car Safety. This topic includes recognizing and characterizing rail car hazards and courses of action to be taken for incidents. Training objectives should include an overview of the rail industry, incident plan development, initial response, public safety measures, and recovery.
- Agroterrorism and Food/Animal Safety. Training in these topics should focus on the risk of an intentional attack on agriculture and food systems and address Homeland Security Presidential Directive (HSPD) 9: *Defense of United States Agriculture and Food* <https://www.hsdl.org/?view&did=444013>. Training should target emergency managers, law enforcement, fire, and EMS professionals/volunteers, hospital providers and staff, agriculture community professionals and associations, veterinary medical service, and other appropriate emergency planners and responders in rural communities.
- Media Engagement Strategies for First Responders. Training in media engagement strategies 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

Alignment to Core Capabilities. FEMA, through the National Training and Education System (NTES), is using a systematic, measureable, and capabilities-based approach to address homeland security and emergency management training and education needs from across the country. One of the principal NTES processes investigates the linkage between course objectives and the 31 national core capabilities; this ‘mapping’ process creates an analytical dataset which informs FEMA on course-to-core capability alignment. Any applicant selected as a grant recipient is subject to the course mapping process. Applicants are not required to address this mapping process in an application.

One Application per Focus Area. A single applicant may only submit one application per focus area and may not submit a single application to address multiple focus areas. Applicants are not prohibited from submitting individual applications to address more than one focus area (i.e. one applicant may submit four applications to address all four focus areas). Individual applications that address more than one focus area are ineligible.

Special Requirements for Rural Training. Applications addressing Focus Area 4: *Rural Training* must address all seven training objectives (topics). Applications that do not address all seven topics are ineligible.

Restriction on Type of Training. The HSNTF/CTG program does not provide funds to organizations in order to attend existing training; organizations submitting applications to this program that primarily request funding to attend existing training are ineligible.

Non Duplication of Training. Applicants should not propose the development of training or educational courses or materials that duplicate existing training courses or materials. Applications that propose training that already exists within the scope and context of the HSNTF/CTG program are ineligible.

Focus Area Centered. Applications that address a topic or focus area other than those specifically presented and described in this document, are ineligible.

Adult Learning. Applicants must describe their training development and delivery using adult learning principles, framed within the ADDIE (Assessment, Design, Development, Implementation, Evaluation) model of the Instructional System Design (ISD). Applications that do not address ADDIE are ineligible. For more information on Adult Learning please refer to the information found at following website:
<https://www.firstrespondertraining.gov>

Whole Community Inclusive. Applicants should present proposals that are consistent with FEMA guidance on whole community preparedness as defined in FDOC 104-008-1 - *A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action*. This document can be found at http://www.fema.gov/media-library-data/20130726-1813-25045-0649/whole_community_dec2011_2_.pdf

Appendix D: Review and Scoring Information

Applications will be scored in eight categories described in the following table.

Evaluation Criteria Table

Category and Sub Category	Total SME Review Points Possible	Total FEMA Review Points Possible
Technical Merit a. Focus Area Objectives Addressed.....10 pts possible b. Topic Comprehension.....5 pts possible c. Uniqueness of Approach/Innovations.....5 pts possible	20	20
Needs Analysis a. Training Gaps Identified.....10 pts possible b. Link to Training Proposal.....5 pts possible	15	15
National in Scope a. States/Local Jurisdictions/Tribes/Territories impacted.....10 pts possible b. Capacity to Deliver Nationally (staffing/logistics/venues).....10 pts possible c. NIMS Consistent.....5 pts possible	25	25
Target Audience a. Focus Area Audience.....5 pts possible b. Student Throughput Goal.....5 pts possible c. Whole Community Disability Integration...5 pts possible	15	15
Organizational Experience a. Relevance to topic and delivery.....5 pts possible b. Historical success/student throughput.....5 pts possible	10	10
Training Development Plan a. ISD (Instructional System Design) ADDIE Model (Assessment Design Development Implementation Evaluation).....10 pts possible b. Expertise of Staff.....5 pts possible c. Timeline.....5 pts possible d. Learning Objectives.....5 pts possible	Not Scored by SMEs	25
Training Delivery Plan a. Delivery Method(s).....5 pts possible b. Expertise of Staff.....5 pts possible c. Timeline.....5 pts possible d. Evaluation Methods.....5 pts possible	Not Scored by SMEs	20
Budget a. Costs Reasonable/Supported.....10 pts possible b. Completeness.....5 pts possible	Not Scored by SMEs	15
Total Possible Points from SMEs and FEMA Review	85	145
Grand Total Possible Final Points	230	

SME: Subject Matter Expert

Scoring Criteria Categories Defined

Technical Merit

Focus Area Objectives Addressed: an applicant's proposal narrative will be compared to the objectives provided in this notice and a point value will be awarded based on completeness and relevancy of content. Applications which only restate training objective statements found in this notice without addressing them within the context of the applicant's proposed program may receive zero points.

Topic Comprehension: an applicant's understanding of the topic will be judged based upon statements provided in the narrative which describe knowledge of the topic to include an awareness of current and emerging issues.

Uniqueness of Approach/Innovations: an applicant's approach to training will be reviewed and judged for unique and innovative attributes for the purpose of maximizing grant investment funding for the greatest national effective impact.

Needs Analysis

Training Gaps Identified: applications will be reviewed to determine if the applicant has presented a clear understanding of preparedness gaps – relevant to the focus area - determined through research of sources other than this notice.

Link to Training Proposal: applications will be reviewed to determine if the proposed training has a direct linkage to the gaps identified by the applicant.

National in Scope

States, Local Jurisdictions, Tribes, and Territories impacted: applications will be judged on the number and diversity of locations and communities directly and indirectly impacted according to the proposal. There are currently: 50 states, 566 federally recognized American Indian and Alaska Native tribes and villages, 6 territories, and numerous local jurisdictions such as cities, counties, towns, and townships.

Capacity to Deliver Nationally: applicant staffing and logistics plans will be reviewed to determine viability to meet national delivery goals.

NIMS Consistent: application content will be reviewed to determine consistency with NIMS, ensuring a common approach to all incidents, where applicable (some training solutions may not require an incident-focused approach).

Target Audience

Focus Area Audience: applications will be reviewed to determine if the proposed training identifies and links to the target audience described in the focus area and to the applicant's needs assessment.

Student Throughput Goal: total student throughput will be judged relevant to the type of delivery (e.g. instructor led on-campus course or an online independent study) and level of training (e.g. awareness v. advanced technical training).

Whole Community Disability Integration: applications will be reviewed to determine if the target student population is inclusive of whole community members as appropriate. Whole community is defined (via reference to a guidance document) in Appendix C, under *Other Training Requirements* in this notice.

Organizational Experience

Relevance to topic and delivery: an applicant's history, as presented in the application narrative, will be reviewed to judge experience relevant to the applied focus area.

Historical success/student throughput: an applicant's history, as presented in the application narrative, will be reviewed to determine previous student throughput, relevant to the applied focus area, and judged for impact on preparedness or other requirements. Awards and honors may be considered in this category.

Training Development Plan

ISD ADDIE Model: an applicant's submission will be reviewed to determine if the training plan conforms to the ISD ADDIE model.

Expertise of Staff: an applicant's descriptions of staff qualifications will be reviewed to determine relevance to the applied focus area within the context of duties and responsibilities of each member in support of training development tasks. This may include plans for recruiting and hiring staff members.

Timeline: an applicant's training development timeline will be reviewed to determine if milestones will be accomplished within a reasonable length of time. Reasonable is defined as all development activities completed between 12 and 18 months from the start of the grant period.

Learning Objectives: an applicant's description of proposed enabling learning objectives will be reviewed and judged to determine alignment with terminal objectives. Terminal objectives will be reviewed and judged to determine relevance to the applied focus area.

Training Delivery Plan

Delivery Method(s): an applicant's description of delivery will be reviewed and judged to determine if methods are appropriate for the proposed course(s) and if the delivery method(s) are appropriate for the whole community.

Train the Trainer: applications that contain a train-the-trainer component must also describe how new "trainers" will deliver second tier training to students and must provide supporting data to justify/explain second tier student throughput goals (e.g. applications which state "*for each train-the-trainer qualified, that person will teach x number of additional students*" must include an explanation for this statement).

Expertise of Staff: the descriptions of staff qualifications will be reviewed to determine relevance to the applied focus area within the context of duties and responsibilities of each member in support of training delivery tasks.

Timeline: an applicant's training delivery timeline will be reviewed to determine if student throughput goals could be accomplished within the 36-month grant timeline.

Evaluation Methods: an applicant's evaluation methods will be reviewed to judge relevance to the proposed course(s) and completeness of method(s). FEMA uses Kirkpatrick's 4-Level Training Evaluation Model.

Budget

Costs Reasonable/Supported: an applicant's proposed cost to the government within individual categories/elements and overall costs will be reviewed and judged by applying the following definition of reasonable cost, found in 2 CFR §200.404: A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when the non-federal entity is predominantly federally-funded.

Completeness: an applicant's budget sheet, as prescribed by the template in Appendix A of this notice will be reviewed to determine if all categories and elements are addressed with dollar amounts and justifications as appropriate.

Scoring Criteria Point Values Defined

Categories with 10 points possible: This scoring range (0 – 10) allows for points to be awarded for categories with complexity not found in categories with 5 point values.

Points	Definition
0	Does not address any required elements
1	<i>Identifies some</i> elements but <i>fails to address</i> any elements/objectives
2	Identifies <i>some</i> elements and <i>marginally</i> addresses the elements/objectives
3	<i>Marginally</i> addresses <i>most</i> elements/objectives
4	<i>Satisfactorily</i> addresses <i>most</i> elements/objectives
5	<i>Satisfactorily</i> addresses <i>all</i> elements/objectives
6	Addresses all elements/objectives with a <i>unique approach</i> or insight applied
7	Addresses all elements/objectives with an <i>additional unique approach</i> or insight applied, <i>well supported</i> by analysis or references
8	Addresses all elements/objectives with an <i>additional unique approach</i> or insight applied, <i>well supported</i> by analysis or references, with <i>specific application</i> to objectives and requirements described in this notice.
9	Addresses all elements/objectives with a <i>superior approach</i> or insight

	applied, <i>fully supported</i> by analysis or references, with <i>specific application</i> to <i>all</i> objectives and requirements described in this notice.
10	Addresses all elements/objectives with an <i>exceptionally superior approach</i> or insight applied, <i>fully supported</i> by analysis or references, with <i>specific application</i> to <i>all</i> objectives and requirements described in this notice.

Categories with 5 points possible: This scoring range (0 – 5) allows for points to be awarded for categories without complexity found in categories with 10 point values.

Points	Definition
0	Does not address any required elements/objectives
1	Identifies <i>some</i> elements and <i>marginally</i> addresses the elements/objectives
2	<i>Satisfactorily</i> addresses <i>most</i> elements/objectives
3	<i>Satisfactorily</i> addresses <i>all</i> elements/objectives
4	Addresses <i>all</i> elements/objectives with an <i>additional unique</i> approach or insight applied, <i>well supported</i> by analysis or references, <i>with specific application</i> to <i>most</i> objectives described in this notice
5	Addresses <i>all</i> elements/objectives with an <i>exceptionally superior</i> approach or insight applied, <i>fully supported</i> by analysis or references, with <i>specific application</i> to <i>all</i> objectives and requirements described in this notice.

Appendix E: Application Narrative Format and Content

The Application Narrative is one of three initial application package items submitted in [Grants.gov](https://www.grants.gov) and is a critical element of the submission as it provides the applicant's proposal to develop and deliver training and it serves as the primary document that FEMA reviews and scores. The application narrative must be submitted electronically in [Grants.gov](https://www.grants.gov) and must be created using Microsoft Word or Adobe Portable Document Format (PDF) and must be submitted as one document. There is no government form for this document. If an application narrative does not follow the format rules, the application narrative may be reformatted by FEMA and only pages 1-15 will be reviewed (not counting the cover page or indirect cost rate agreement). Pages must be formatted as follows:

- Spacing: 1.5
- Typeface: Times New Roman, Arial, Calibri, or Cambria; 12 pt font size for most narrative; exceptions for citations and spreadsheet data follows
- Margins: 1 inch. Indentation/Tabs: Applicant's discretion
- Page Orientation: portrait; exception: landscape may be used for spreadsheets and tables
- Citations (in-text, endnote/footnote): Allowed. Typeface allowed for citations: Times New Roman, Arial, Calibri, or Cambria 10, 11, or 12 pt font sizes
- Maximum number of pages not including cover and indirect cost rate agreement: 15
- Graphics such as pictures, models, charts, and graphs will be accepted but are not required
- Primary font color will be black; however, other colors such as red and blue may be used for emphasis as appropriate
- Bold or italicized font may be used but is not required
- Spreadsheet or table format is acceptable where appropriate (e.g. timelines and matrices) but not mandatory (exception: the budget section must follow the table template provided in Appendix A of this notice). If used, spreadsheet or table data figures, notes, and titles may only be Times New Roman, Arial, Calibri, or Cambria 10, 11, or 12 pt font sizes.

The contents of the narrative proposal must be presented using the following arrangement. Reduction of space in one section does not allow for additional space (rollover/carryover) in another section(s) (e.g. if Training Delivery only uses 1 page, the remaining 1 page allowance cannot be applied to increase Target Audience from 2 to 3 pages). The cover page and indirect cost rate agreement do not count towards the total page count:

- **Cover Page.** The cover page must only display: the title of the proposal (applicant's choice) such as a unique program or project name; the name of the organization submitting the application; and the focus area which is addressed by the application. The cover page does not count towards the total 15-page count limitation. Other information such as training proposal introductions, highlights, summaries, or proposal-specific data is not allowed on the cover page and may be redacted by FEMA prior to scoring. However, unique organizational/institutional graphics and statements which are typically found on organizational/institutional cover pages are allowed.

- **Executive Summary and Description of Training** (2 pages maximum). The applicant must present an executive summary of the proposal that must, at a minimum, include a summary of the following: training proposed, total proposed cost for the federal government; cost per student per course; total number of students to be trained (grand total, all courses); and total number of potential states, local jurisdictions, tribes, and territories directly impacted by the proposal.
- **Needs Analysis** (2 pages maximum). The applicant must present a needs analysis that provides analytical details of preparedness gaps for the chosen focus area and describe how their training proposal addresses and resolves gaps. Applicants may present this data and information in an arrangement of their choice and may use narrative, charts, or graphs or any combination of the three. All sources should be cited. The general target audience (students) must be identified in this section with a clear linkage described between the analyzed need and the targeted audience. Specific audience details will be described in the section: *Target Audience*.
- **National Scope** (2 pages maximum). The applicant must list the states, local jurisdictions, tribes, and territories impacted by the proposal with an explanation of the means to deliver nationally to include staffing plans, training venues to be used, and other logistics details as appropriate. The applicant must also describe how their training will be consistent with the National Incident Management System (NIMS).
- **Target Audience** (2 pages maximum). The applicant must present a description of their intended audience and must explain and support student throughput goals (total number of students, rate of training per course, per month/year) and describe how whole community disability integration will be achieved. Information on disability integration can be found at this website: <https://www.fema.gov/office-disability-integration-coordination>.
- **Organizational Experience** (1 page maximum). The applicant must describe their experience as a training developer and provider using: historical timelines; types of training provided to include topics/training objectives; number of students trained; methods used for development, delivery, and evaluations; communities impacted; awards and honors received; and accreditations and certifications past and current.
- **Training Development and Delivery** (3 pages maximum). The applicant must describe their training development process within the ADDIE model of ISD. The description should be focus area specific and include timeline and milestones, staff assignments (to include the timeline for hiring staff members), enabling and terminal objectives, and development of evaluation criteria and processes. The applicant must describe their training delivery plan to include delivery methods, staff assignments/arrangements (e.g. student-to-instructor or student-to-helpdesk/advisor ratio), use of materials (e.g. software, presentations, study guides, reference material), and course administration requirements and procedures.
- **Budget** (3 pages maximum). The applicant must present a budget that identifies and explains all direct and indirect costs and that also separates and details the costs for development versus delivery and cost per student. These costs and all other expenses must be presented in a spreadsheet/table format as prescribed in

Appendix A of this notice. The categories in the template must be addressed for the 36-month life cycle. The budget portion of the application narrative may be a combination of a narrative and completed spreadsheet. The template provided in Appendix A may be recreated or modified to create additional rows and columns, and may be submitted as a spreadsheet (e.g. MS Excel) – applicants are not required to submit as a MS Word or Adobe PDF product only.

- **Indirect Cost Rate Agreement:** If the applicant has a current Indirect Cost Rate Agreement, the agreement must be provided on, or attached to, the final page of the application narrative. The Indirect Cost Rate Agreement does not count towards the total page count limitation.