The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year 2016 Homeland Security National Training Program
Continuing Training Grants Program

NOTE: Eligible applicants who plan to apply for this funding opportunity but who have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), should 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 the submission of a SAM registration before the registration becomes active in SAM, then an additional 24 hours for Grants.gov to recognize the information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: http://www.grants.gov/web/grants/register.html. Section D of this NOFO contains detailed information regarding DUNS and SAM.

A. Program Description

Issued By

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

Catalog of Federal Domestic Assistance (CFDA) Number

97.005

CFDA Title

Homeland Security National Training Program

Notice of Funding Opportunity Title

Fiscal Year 2016 Homeland Security National Training Program / Continuing Training Grants Program

NOFO Number

DHS-16-NPD-005-00-01

Authorizing Authority for Program

Department of Homeland Security Appropriations Act, 2016 (Pub. L. No. 114-113)

Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2016 (Pub. L. No. 114-113)

Program Type

New

Program Overview, Objectives, and Priorities

Overview

The Department of Homeland Security Fiscal Year (FY) 2016 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 2016 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 2016 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.

FEMA has the option to sustain any training course created under the HSNTP at the end the awards' approved period of performance. FEMA may transfer any or all course material to another organization or entity in order to ensure program sustainability and to continue training delivery. FEMA will coordinate the orderly transition of courses between organizations.

Priorities
The National Preparedness System is the instrument the Nation employs to build, sustain, and deliver core capabilities in order to achieve the Goal of a secure and resilient Nation. Complex and far-reaching threats and hazards require a collaborative and whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. The guidance, programs, processes, and systems that support each component of the National Preparedness System allows for the integration of preparedness efforts that build, sustain, and deliver core capabilities and achieve the desired outcomes identified in the Goal while maintaining the civil rights of individuals.

The highest priority of the HSNTP/CTG is to build and sustain the core capabilities identified in the National Preparedness Goal. FEMA's assessment of national training gaps, as reported in the National Preparedness Report, executive orders, and congressional reports concludes with the identification of the following priority focus areas, appropriate for the HSNTP/CTG program:
- Cybersecurity;
- Hazardous Materials;
- Economic Recovery; and
- Rural Preparedness

Appendix C of this NOFO describes these focus areas, along with associated training objectives addressed by applicants.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the HSNTP/CTG NOFO: $11,521,000

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

Period of Performance: Thirty-six (36) months

> FEMA may allow an extension to the Period of Performance for this program. For details on the requirements for requesting an extension to the Period of Performance, please refer to Section H of this NOFO.

Projected Period of Performance Start Date: 10/01/2016

Projected Period of Performance End Date: 09/30/2016

Funding Instrument: Cooperative Agreement.

> The HSNTP/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 HSNTP/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) Internal Revenue Service (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 currently administer an existing training program, relevant to the selected focus area(s), or have demonstrable expertise to create and

administer a training program capable of developing and delivering training for a national whole community audience, relevant to the selected focus area(s). For the purposes of the HSNTP/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 which measure a change in knowledge, skill, and/or abilities. Drill and exercise-only type activities, without a learning component, do not meet the definition of training expertise for the HSNTP/CTG program. Organizations that do not describe suitable expertise in training are ineligible. Additionally, competition in the rural preparedness focus area is restricted to applicants that have demonstrable experience and expertise in rural training as well as in developing and delivering FEMA-certified courses to rural communities across the Nation.

Organizational Partnerships. Eligible applicants may submit an application individually or as the submitting member (e.g. executive agent) of a partnership such as a consortium. However, only one organization may serve as the applicant.

Cost Share or Match

Cost share or match is not required for the FY 2016 HSNTP CTG.

D. Application and Submission Information

Key Dates and Times

Date Posted to *Grants.gov*:   07/18/2016

Application Submission Deadline: 08/22/2016 at 11:59:59 p.m. Eastern Time

Applicants **must** submit their application by the established deadline. The Non-Disaster (ND) Grants System will date stamp a submitted application and applicants will receive an electronic message confirming receipt of the full application. In general, FEMA will not review or consider for funding applications submitted after the established deadline. FEMA may 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. Applicants that experience technical issues must notify the respective FEMA Headquarters Program Analyst before the application deadline (see Section G of this NOFO for contact information).

Anticipated Funding Selection Date: September 30, 2016

Anticipated Award Date: September 30, 2016

Other Key Dates (see below for additional information)

The chart below presents suggested 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 outline in the chart are outside of DHS/FEMA's purview. Therefore, DHS/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. 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 the ability to meet required submission deadlines.

Event	Suggested Deadline For Completion
Obtaining DUNS Number	07/22/2016
Obtaining a valid EIN	07/22/2016
Updating SAM registration	07/22/2016
Starting application in Grants.gov	08/08/2016
Submitting initial application in Grants.gov	08/22/2016
Submitting complete application in ND Grants	According to instructions provided by FEMA to selected organizations (see section D *Submitting the Final Application Submission in the ND Grants System* in this NOFO)

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." 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.

Hard copies of the NOFO are not available.

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

Applications will be processed through the *Grants.gov* portal and DHS/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. FEMA advises applicants to start the required steps well in advance of their submission. **Please review the table above under "Suggested Deadline for Completion" 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 application deadline may disqualify their application from funding.

The steps required to apply for an award are:
    1. Applying for, updating or verifying the DUNS Number;
    2. Applying for, updating or verifying the EIN Number;
    3. Updating or verifying the SAM Number;
    4. Submitting an initial application in Grants.gov, and
    5. Submitting the complete application in ND Grants

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

Unique Entity Identifier and System for Award Management (SAM)
Before applying for a DHS/FEMA grant at grants.gov, applicants must have a DUNS number, an active SAM registration, and have an approved AOR.

Applicants are encouraged to register early. The registration process can take 4 weeks or more to be completed. Therefore, registration completed in sufficient time ensures the applicant's ability to meet required submission deadlines.

Obtain an Employer Identification Number (EIN)
DHS/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 Internal Revenue Service (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. Incorrect numbers in the application may cause a delay in the issuance of the funding award or incorrect payment to a recipient organization may result.

Organizations applying for an EIN should plan on a minimum of 2 weeks to obtain an EIN. For assistance in registering an EIN, please contact the IRS helpline. DHS/FEMA cannot assist applicants with questions related to obtaining a current EIN.

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. Applicants should follow the instructions for obtaining a DUNS number 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. DHS/FEMA cannot assist applicants with questions related to obtaining a current DUNS number.

System for Award Management
Applicants applying for grant funds electronically through Grants.gov must register with 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 the SAM will result in an application rejection by Grants.gov during the submissions process.

Payment under any DHS/FEMA award is contingent on the recipient's having a current SAM registration. The applicant must complete the SAM registration process. It is imperative that the information provided by the applicant is correct and current. Please ensure that the 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 DHS/FEMA awards.

SAM registration is a multi-step process including validating the EIN with the 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 the Entity records(s) in SAM applicants will need to create a SAM User Account and link it to the migrated Entity records.

For assistance registering, please go to SAM or call 866-606-8220. *DHS/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 to become an Authorized Organizational Representative (AOR). AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete this process. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR; this often-missed step is crucial for valid submissions. 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 (POC) who is a representative from the applicant organization listed as the contact for SAM, will receive an email to grant the AOR permission to submit applications on behalf of the organization. The E-Biz POC will then log in to Grants.gov and approve an individual as the AOR, thereby granting 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.

Electronic Signature
Applications submitted through Grants.gov constitute a submission as electronically signed applications. When submitting the application through Grants.gov, the name of the applicant's AOR will be inserted into the signature line of the application.

Applicants should call the grants.gov customer support hotline at (800) 518-4726 or email Grants.gov at support@grants.gov if they experience difficulties accessing information or who have questions.

The federal awarding agency may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award.

Submitting an Initial Application in Grants.gov
All applicants must submit their initial application through Grants.gov. Applicants may need to 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:
- Standard Form 424 (SF-424), Application for Federal Assistance;
- Grants.gov (GG) Form Certification Regarding Lobbying Form; and
- Application Narrative (*See Appendix E of this NOFO*)

The first two forms are available in the Forms tab under SF-424 Family. FEMA, through the Grants.gov website, must confirm the applicant's SAM registration prior to submission of the initial application.

The ND Grants system will retrieve the application information submitted in Grants.gov; this action will allow DHS/FEMA to determine if an applicant is eligible. **Applicants are encouraged to submit their initial application in Grants.gov at least ten days before the August 22, 2016, application deadline.**

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

support@grants.gov. *DHS/FEMA <u>cannot</u> assist applicants with questions related to registering with* Grants.gov.

Submitting the Final Application Submission in the ND Grants System
FEMA, through ND Grants, will notify only selected applicants, after reviewing and scoring all initial applications submitted in Grants.gov, to proceed with submitting their complete application package in ND Grants. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement. Early registration will allow applicants to have adequate time to start and complete their application.

FEMA, through ND Grants, will prompt selected applicants to submit all of the information contained in the following forms. Applicants should review these forms before applying to ensure they have all the information required:
- Standard Form 424A, Budget Information (Non-construction);
- Standard Form 424B, Standard Assurances (Non-construction); and
- Standard Form LLL, Disclosure of Lobbying Activities.

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

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). The Office of Management and Budget maintains the names and addresses of the SPOCs at http://www.whitehouse.gov/omb/grants_spoc.

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/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with federal EHP regulations, laws, and Executive Orders as applicable. Recipients and subrecipients proposing projects that have the potential to affect 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 is also required to consult with other regulatory agencies and the public in order to complete the review process. Completion of the EHP review process is required before releasing funds to carry out a proposed project. DHS/FEMA will not fund projects undertaken that are initiated without the required EHP review.

Additionally, all recipients are required to comply with DHS/FEMA EHP Policy

Guidance. FP 108-023-1, Environmental Planning and Historic Preservation Policy Guidance, and FP 108.24.4, Environmental Planning and Historical Preservation Policy provide this guidance.

Funding Restrictions
Federal funds made available through this award are restricted to the purpose set forth in this award and must be consistent with the statutory authority for the award. Recipients may not use award funds for matching funds on any other Federal award, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, recipients cannot use federal funds to sue the Federal government or any other government entity.

Management and Administration (M&A) Costs
Management and administration costs are activities directly related to managing and administering the award. Recipients may use up to a maximum of five percent (5%) of the amount of the award for M&A purposes.

Indirect (Facilities & 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 DHS/FEMA before indirect costs are charged to the award.

Pre-award Costs
Pre-award costs are allowable only with the prior written approval of DHS/FEMA and if they are included in the award agreement. To request pre-award costs, a written request signed by the Authorized Representative of the entity must be included with the application. The letter must outline what the pre-award costs are for, including a detailed budget breakout 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
This program allows equipment related costs.

Travel
This program allows domestic travel costs, as provided for in this NOFO. This program does not allow international travel unless approved in advance by DHS/FEMA.

Construction and Renovation
This program does not allow construction and renovation costs.

E. **Application Review Information**

Application Evaluation Criteria

Prior to making a Federal award, the Federal awarding agency is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award; (4) reports and findings from audits; and (5) ability to implement statutory, regulatory, or other requirements.

Eligibility Screening. FEMA's National Training and Education Division (NTED) will screen all applications, checking for compliance with the eligibility requirement *Training Expertise* as described in Section C of this NOFO. FEMA will not review or score any application that does not meet this eligibility requirement.

Review and Selection Process

Prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).

An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR §200.205 *Federal awarding agency review of risk posed by applicants*.

Subject Matter Expert (SME) Review and Scoring. SMEs from federal (e.g. DHS Office of Cybersecurity and Communications and the Department of Commerce Economic Development Administration), state, local, tribal, and territorial governments and agencies, along with SMEs from industry and academia, as appropriate for each focus area, will review and score eligible applications. SMEs will score (numerically) each application based on the criteria described in this NOFO. SMEs will review and score five categories (described in the evaluation criteria table in Appendix D) and may award a total of 90 points. An average of SME scores will result in the final SME score.

FEMA Review and Scoring. FEMA program managers, training specialists (to include instructional systems design experts), and members of leadership from FEMA's National Preparedness Directorate will review and score applications that pass eligibility

screening, as described in Section C *Eligible Applicants* and *Eligibility Criteria*. FEMA will review and score eight categories (described in the evaluation criteria table in Appendix D) and may award a total of 145 points. An average of FEMA scores will result in the final FEMA 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 (i.e. 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 Deputy Administrator of FEMA for Protection and National Preparedness, will review results and, on behalf of the Administrator of FEMA, approve or disapprove the recommended selection of recipients for this program. The Secretary of Homeland Security retains the discretion to consider other factors and approves all final funding determinations.

F. Federal Award Administration Information

Notice of Award
The ND Grants system, through an automatic electronic mail message, will notify awardees. The "award date" will be the date that DHS/FEMA approves the award. The awardee should follow the directions in the notification to confirm acceptance of the award.

Recipients must accept their awards no later than 90 days from the award date. The recipient shall notify the awarding agency of its intent to accept and proceed with work under the award 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 Recipient 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. FEMA may rescind the award if the recipient does not accept the grant award within the 90-day timeframe.

Administrative and National Policy Requirements
All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are available online:

DHS Standard Terms and Conditions

Once FEMA makes an award, the applicable DHS Standard Administrative Terms and Conditions will be in effect.

Before accepting the award, the AOR should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this program.

Federal Financial Reporting Requirements.

Federal Financial Report (FFR)
Recipients must report obligations and expenditures on a quarterly basis through the FFR (SF-425) to DHS/FEMA. Recipients must file the FFR electronically using the Payment and Reporting System (PARS). Award recipients must submit an FFR quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. FEMA may withhold future awards and fund drawdowns 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: http://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 Government and Accountability Office's (GAO) Government Auditing Standards, located at http://www.gao.gov/govaud/ybk01.htm, and the requirements of Subpart F of 2 C.F.R. Part 200, located at http://www.ecfr.gov/cgi-bin/text-idx?SID=55e12eead565605b4d529d82d276105c&node=2:1.1.2.1.1.6&rgn=div6.

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend $500,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be 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 to the ND Grants system. The SF-PPR is 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

Closeout Reporting Requirements
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 within 90 days after the end of the period of performance or after the issuance of an amendment to close out a grant, whichever comes first. Recipients will submit the following for closeout:

1) Final request for payment, if applicable;
2) SF-425 –Final FFR; through the ND Grants system
3) SF-PPR – Final Performance Progress Report; through the ND Grants system
4) A qualitative narrative summary on the impact of those accomplishments throughout the entire PoP submitted to the respective HQ Program Analyst in a Word document; and
5) Other documents required by program guidance or terms and conditions of the award.

FEMA will issue a close out notice following the approval of all reports – this action will close the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

The recipient is responsible for returning to FEMA any drawn down funds that remain as unliquidated on the recipient's financial records.

G. DHS/FEMA Awarding Agency Contact Information

Contact and Resource Information

Grant Programs Directorate (GPD) Grant Operations Division
GPD's Grant Operations Division Business Office provides support regarding financial matters and budgetary technical assistance. Applicants and recipients can obtain additional guidance and information 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)
FEMA's National Preparedness Directorate (NPD)/National Training and Education Division (NTED) has the programmatic responsibility for the HSNTP/CTG program. NTED will maintain the program management function and responsibilities throughout the life cycle of the awarded grant. The following NTED points of contact can provide additional guidance: 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 DHS/FEMA GPD-EHP Team provides guidance and information about the EHP review process to recipients and sub recipients. Send all inquiries and communications about GPD projects or the EHP review process, including the submittal of EHP review materials, to gpdehpinfo@fema.gov. EHP Technical Assistance, including the EHP Screening Form, is online.

H. Additional Information

Payments
FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. For additional information, refer to 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 recipients must complete a Standard Form 1199A, Direct Deposit Form.

Monitoring
FEMA staff will monitor the grant and perform a desk-based review, 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
Recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards and will serve to eliminate and reduce the impact of conflicts of interest in the subaward process. Recipients and pass-through entities are also required to follow any applicable federal, state, local, tribal, or territorial statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or subrecipient must disclose to the respective Program Analyst, in writing, any real or potential conflict of interest as defined by the federal, state, local, tribal or territorial statutes or regulations or their own existing policies, which may arise during the administration of the federal award 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 federal, state, local, tribal, or territorial statutes or regulations.

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

Extensions
FEMA allows no-cost extensions to the Period of Performance for this program on a case-by-case basis. FEMA will consider only no-cost extensions to the initial period of performance identified in the award. FEMA will consider these requests for extensions made through formal, written requests to the FEMA National Training and Education Division (NTED). Extension requests must contain specific and compelling justifications as to why an extension is required. Extension requests may not exceed 12 months. FEMA advises recipients 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
- Recipients must provide assurance of task completion for the proposed extended period of performance. Applicants may not modify the original Statement of Work approved by FEMA.

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)		$

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 other 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	**$**

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.

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 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.

Sections 504 and 508 of the Rehabilitation Act of 1973	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.
Submission and Approval of Course Documents and Disclaimer	The recipient shall submit to NTED for review and comment, all drafts of written documents funded by this Agreement. For documents printed by the government, the recipient shall submit an electronic copy of the final draft of the written document 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 the U.S. Department of Homeland Security." Note: This requirement excludes press releases, newsletters, or issue analyses.
Equipment	Recipients may purchase equipment if it directly relates to the training conducted and if it is an approved item in the recipient's budget.
National Guidance Documents	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 in the development and delivery of training programs 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.
Training and Grant Information Dissemination	The recipient shall not share or disseminate training or grant information without first receiving approval from FEMA NTED. This includes, but is not limited to press releases, newspapers, newsletters, and, training announcements.

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 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 FEMA receives approval from the SAA and/or TPOC, delivery of training is authorized and the training partner may coordinate with the municipality points of contact for scheduling. 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.
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.
Excess Delivery Acquisition Program (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. 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. Additionally, recipients and sub recipients will conduct and report Level 3 evaluations, as directed by FEMA. Level 3 evaluations are conducted following a student's return to home jurisdiction or place of employment.
Catalog Reference	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 are found at www.firstrespondertraining.gov. In addition, the recipient agrees to inform all students of the NTED website and opportunities for additional courses.
Instructor Quality Assurance Program	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. 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. Selection of qualified instructors should be based on the following criteria: - Education - Experience/Technical Expertise - Special Qualifications - Certifications and Licenses - Instructor Competencies Training partners must develop formal instructor requirements that spell out the criteria, which must be met for each course.

Focus Areas

Applicants may submit up to four applications – one per focus area; applicants may not address more than one focus area in a single application. The objectives of the FY 2016 HSNTP/CTG program are to 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 through the development and delivery of training in the following focus areas:

- Cybersecurity;
- Hazardous Materials;
- Economic Recovery; and
- Rural Preparedness

Focus Area 1: Cybersecurity

FEMA invites eligible applicants to submit applications identifying current and emerging national gaps in cybersecurity, as described under *Training Objectives* in this section, 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 is in Section E and in Appendix D of this NOFO.

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 enable professionals responsible for securing computer networks and access control systems to understand the vulnerabilities inherent in the software and systems they are maintaining, methods of defending against actual or potential threats, including mitigating resulting damage, and maintaining workflow in the event of a cybersecurity incident.

Standards. Proposed training must be consistent with the following policy, framework, and guidelines found in the following:
- Presidential Policy Directive 21: Critical Infrastructure Security and Resilience. More information is available at https://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 available at https://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-201600098/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 National Cybersecurity Workforce Framework. This document is available at https://niccs.us-cert.gov/training/tc/framework
- The Nationwide Cyber Security Review (NCSR) findings and recommendations. The NCSR identifies the level of maturity and risk awareness of state and local government information. This document is available at https://msisac.cisecurity.org/resources/ncsr/documents/NCSRFAQv3.0.pdf

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

- Describe learning objectives for Technical Countermeasures. Training should address gaining an understanding of online threats, including sources, motivations, standard targets, and forms of damage; researching, installing, and configuring effective antivirus, firewall, and other defense software; communicating effects of threats and attempts at breaching a network; and gaining knowledge of applicable law enforcement and security authorities and methods (including language and protocol) of providing threat information.
- Describe learning objectives for Continuity for Cyber Systems. Training regarding Continuity for Cyber Systems should address understanding network and control system risks and vulnerabilities and continuity of operations planning and its application to networks and control systems. Training should also address developing organizational strategies for network risk mitigation, troubleshooting, detecting, tracing, identify, and fixing network connectivity; and performing critical data backups, storing critical data on alternative storage platforms, and retrieving critical data as needed. Lastly, objectives should cover prioritizing data retrieval and network revival based on individual circumstances.
- Describe learning objectives for Mobile Device and Application Security. Training will address, at minimum, iPhone and Android mobile platforms as the two most pervasive systems and unique vulnerabilities of each; understanding emerging threats, signaling types, and application access permission; securing mobile devices from unsolicited application downloads; managing application stores; and restoring connectivity in the event of an application-borne attack.

Focus Area 2: Hazardous Materials (HazMat)
FEMA invites applicants to submit applications that identify current and emerging national gaps and training solutions to address these gaps specific to the planning activities, and response tactics, techniques, and procedures for HazMat incidents.

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

Applications must focus on the unique considerations for incidents involving crude oil shipped by rail and fertilizer grade ammonium nitrate (FGAN) and technical grade ammonium nitrate (TGAN) storage incidents. Evaluation criteria is in Section E and in Appendix D of this NOFO.

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 and emergency management 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
- Transportation Sector Response
- Public Works
- Emergency Medical Service
- Hazmat storage facility representatives; this must include FGAN and TGAN storage facility representatives

Standards. Proposed training must be consistent with the following policy, framework, and guidelines found in the following:
- The National Incident Management System (NIMS) and Incident Command System (ICS). https://www.fema.gov/national-incident-management-system
- National Fire Protection Association (NFPA) standards, including NFPA 400: Hazardous Materials Code, Chapter 11 - Ammonium Nitrate Solids and Liquids; 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, and 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
- The US Chemical Safety Board (CSB) *West Fertilizer Final Investigation Report* http://www.csb.gov/west-fertilizer-explosion-and-fire-/

Training Objectives. Applicants must describe the linkage between gaps identified in their needs analysis and proposed training while addressing the following training program topics:
- Describe learning objectives to evaluate planning for crude by rail and FGAN/TGAN incidents and incorporate lessons learned; this objective must

include appropriate vulnerability analysis methodology to evaluate at-risk populations, critical infrastructure, and the environment.

- Describe learning objectives for informing local communities regarding the quantities and types of hazardous materials transported through their jurisdictions
- Describe learning objectives to collaborate with State Emergency Response Commissions, Tribal Emergency Response Commission, Local Emergency Planning Committees, and Tribal Emergency Planning Committees. Objectives must address working with and building relationships with mutual aid departments and rail industry representatives to prioritize immediate actions and response operations for crude by rail incidents.
- Describe learning objectives to identify products shipped by rail, identify rail car design and construction, and analyze the chemical and physical properties of hazards.
- Describe learning objectives to formulate on-scene emergency response and decision-making for crude by rail and FGAN/TGAN incidents; this must include risk assessment, scene size-up, safety and security, hazard analysis, air monitoring, and plume dispersion modeling.
- Describe learning objectives for plans and strategies that support continuity of unified command from response into recovery. Objectives addressing decision-making must include the coordination between railroad operators and public-sector response and recovery agencies.
- Describe learning objectives for information sharing and decision making at appropriate levels of government in accordance with NIMS and local procedures; this objective must include the incorporation of public warning and alert notifications.
- Describe learning objectives to conduct extinguishment, container cooling, product removal and transfer, and control techniques such as diking, diversion, and retention.
- Describe learning objectives that emphasize deliberate planning to address recovery requirements throughout all phases of an incident.
- Describe learning objectives to evaluate previous FGAN and TGAN fire and explosion incidents and incorporate lessons learned. The US Chemical Safety Board Investigation Report provides this information; although applicants must review and apply information found in the CSB report, they are not limited to this report. http://www.csb.gov/west-fertilizer-explosion-and-fire-/
- Describe learning objectives to identify and evaluate hazards posed by other materials and chemicals stored near FGAN and TGAN, including FGAN and TGAN incompatibility with those materials and chemicals
- Describe learning objectives to develop and apply pre-incident plans and checklists for fires involving FGAN and TGAN
- Describe learning objectives to formulate on-scene emergency response and decision-making tools for FGAN and TGAN fires, including risk assessment, scene size-up, and situational awareness in compliance with national and local standards

Focus Area 3: Economic Recovery
FEMA, in a partnership with the Economic Development Administration, invites applicants to submit applications that identify current and emerging gaps and corresponding training solutions to address the gaps associated with efforts related to post-disaster economic recovery. Economic recovery entails returning economic and business activities (including food and agriculture) to a healthy state and developing new business and employment opportunities that result in a sustainable and economically viable community.

Needs Analysis. Economic recovery 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. Economic recovery training must result in well-informed and prepared communities by focusing training on the following audiences:
- State, Local, Tribal, and Territorial leadership and management
- Economic development organizations
- Councils of Government
- Councils of Area Development Districts
- Non-Profits including Voluntary Organizations
- Small Business Development Centers
- Economic Development Districts
- Supply Chain Concerns
- Planning organizations representatives
- Emergency managers
- Workforce Development Agencies or Associations
- SCORE representatives
- Chamber of Commerce representatives

Standards. Proposed training must be consistent with the following policy, framework, and guidelines found in the following:
- Presidential Policy Directive – 8 (PPD-8)
- National Disaster Recovery Framework (NDRF)
- National Preparedness Report (NPR)

Training Objectives. Applicants must describe the linkage between gaps identified in their needs analysis and proposed training while addressing the general recovery objectives consisting of: Assessment and Evaluation, Community Planning, Cash Flow, Business Resumption, Capital Access and Insurance, Workforce Development, Economic Development, Small Business, Marketing and Communications, and Resiliency. Applicants should also address how to manage and coordinate community-level economic recovery efforts that integrate resilience considerations in Stafford Act and Non-Stafford Act environments. Applicants must give special emphasis to the following objectives:

- Pre-disaster planning. Describe learning objectives focusing on entities planning for disasters, focusing on disaster recovery efforts resulting in resilience and sustainability of businesses and local economies in post disaster environment. This should include the integration of economic development planning, redevelopment planning, regional planning, hazard mitigation planning, and emergency response planning. The integration of these planning efforts should demonstrate the development of partnerships between economic development professionals and local emergency management.
- Post-disaster planning. Describe learning objectives focusing on entities developing post-disaster plans addressing intermediate and long-term recovery efforts including the sustaining of partnerships. Learning objectives should also focus on building the student's capacity to lead, coordinate, and manage a post-disaster economic recovery effort. This should include the development of post-incident assessment capabilities, resource coordination and integration, and long term recovery planning.
- Post-disaster economic impact assessment. Describe learning objectives focusing on the steps needed to perform post-disaster economic assessments that consider quantitative and qualitative information to describe the post-disaster economic impact. Learning objectives should explore how the student can use measures such as: tax revenue loss (sales, property, employment), job loss, loss of wages, business closures and interruption (loss of productivity), damage to infrastructure, damage to property (commercial, industrial, residential), and damage to natural resources (like access to key tourism assets or access to extractive industry resources). Qualitative objectives should also consider how the student could conduct focus groups, surveys, and other research methods to gather impact evaluations from area businesses, residents, and customers.
- Post-disaster coordination and management. Describe learning objectives to design, develop, coordinate, and implement a comprehensive and flexible management plan to coordinate Federal, state, local, private, and philanthropic resources to recover economic and business activities within a state, tribe, territory, and local jurisdiction

Focus Area 4: Rural Preparedness
FEMA invites applicants to submit applications that identify current and emerging national gaps and training solutions to address the gaps in seven specific training topics for rural communities. Competition in this focus area is restricted to applicants that have demonstrable experience and expertise in rural training as well as in developing and delivering FEMA-certified courses to rural communities across the Nation. Eligible applicants must address all seven topics in a single application; applications that do not address all seven topics are ineligible. Evaluation criteria is in Section E and in Appendix D of this NOFO.

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). The population of counties plus surrounding counties/cities are factored in this definition. In other words, an area cannot be considered rural if a neighboring county or city meets the definition of a Metropolitan statistical area.

Needs Analysis. Rural training proposals must present a needs analysis that defines gaps 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:
- 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 target 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 for incidents involving the transportation of crude oil and other hazardous materials. 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 32 national core capabilities; this 'mapping' process creates an analytical dataset that informs FEMA on course-to-core capability alignment. Courses developed and delivered by a recipient of HSNTP/CTG funding are subject to the course mapping process and recipients may be required to perform the course mapping for new or recertified courses and adjust course content based on the results of this mapping process.

One Application per Focus Area. An 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 Preparedness Training. Applications addressing Focus Area 4: *Rural Preparedness* must address all seven training objectives (topics). Applications that do not address all seven topics are ineligible. Additionally, competition in this focus area is restricted to applicants that have demonstrable experience and expertise in rural training as well as in developing and delivering FEMA-certified courses to rural communities across the Nation. Finally, the recipient of an award for rural preparedness training must prioritize grant funds to develop and deliver training for the seven topics according to the following priority groups:

    First Priority:
- Crisis Management for School Based Incidents/Safety
- Emergency Operations Plans
- Rail Car Safety
- Hazmat

    Second Priority:
- Mass Fatality Planning and Response
- Media Engagement Strategies/Media Relations
- Agro-Terrorism / Food and Animal Safety

Restriction on Type of Training. The HSNTP/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. Applicants must explain how proposed coursework is distinct from existing training. Applications that propose training that already exists within the scope and context of the HSNTP/CTG program are ineligible.

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

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

Adult Learning. Applicants must describe their training development and delivery using adult learning principles, framed within the ADDIE (Assessment, Design, Development, Implementation, and Evaluation) model of the Instructional Systems 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

FEMA and Subject Matter Experts (SME) will score applications using the categories described in the following table. 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 Deputy Administrator of FEMA for Protection and National Preparedness, will review results and, on behalf of the Administrator of FEMA, approve or disapprove the recommended selection of recipients

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 (Scored by SMEs only) **10 pts possible**
  c. Uniqueness of Approach/Innovations…..**5 pts possible**
	25	**15**

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	**90**	**140**
Grand Total Possible Final Points	**230**	

Scoring Criteria Categories Defined
Technical Merit
Focus Area Objectives Addressed: FEMA will compare an applicant's proposal narrative to the objectives provided in this NOFO and will award a point value based on completeness and relevancy of content. Applications, which only restate training objective statements found in this NOFO without addressing them within the context of the applicant's proposed program, may receive zero points. Applicants should address all objectives listed for a selected focus area. An application that does not address all objectives will not result in ineligibility; FEMA will score accordingly.

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

Uniqueness of Approach/Innovations: FEMA will review and judge the unique and innovative attributes in terms of an applicant's approach to training for maximizing grant investment funding.

Needs Analysis
Training Gaps Identified: FEMA will review applications 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 NOFO.

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

National in Scope
Impact on States, Local Jurisdictions, Tribes, and Territories: FEMA will review applications to determine the number and diversity of locations and communities directly and indirectly impacted according to each 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: FEMA will review applicant staffing and logistics plans to determine viability to meet national delivery goals.

NIMS Consistent: FEMA will review application content to determine consistency with NIMS, ensuring a common approach to all incidents, where applicable.

Target Audience

Focus Area Audience: FEMA will review applications 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: FEMA will review the total student throughput relevant to the type of delivery (e.g. instructor led mobile course or an online independent study) and level of training (e.g. awareness v. performance training).

Whole Community Disability Integration: FEMA will review the target student population to determine whole community inclusiveness as appropriate. The definition of whole community is in Appendix C, under *Other Training Requirements* in this NOFO.

Organizational Experience

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

Historical success/student throughput: FEMA will review an applicant's history, as presented in the application narrative, to determine previous student throughput relevant to the applied focus area and judge for impact on preparedness or other requirements. FEMA will consider awards and honors in this category. FEMA will not consider any letters of endorsement or support, submitted separately from an application. Statements of endorsement or support testimony must be included in the application narrative within the Organizational Experience section only.

Training Development Plan

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

Expertise of Staff: FEMA will review an applicant's descriptions of staff qualifications 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 detailed plans for recruiting and hiring staff members.

Timeline: FEMA will review an applicant's training development timeline to determine the feasibility of milestones. FEMA defines reasonable time as all development activities completed between 12 and 18 months from the start of the grant period.

Learning Objectives: FEMA will review an applicant's description of proposed enabling learning objectives to determine alignment with terminal objectives. FEMA will judge an applicant's terminal objectives to determine relevance to the applied focus area.

Training Delivery Plan
Delivery Method(s): FEMA will review an applicant's description of delivery to determine if methods are appropriate for the proposed course(s) and if the delivery mode(s) and method(s) are appropriate for the whole community.

Train the Trainer: FEMA will review applications that contain a train-the-trainer component to determine if the plan describes the second tier training to students. Applicants 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: FEMA will review the descriptions of staff qualifications 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: FEMA will review training delivery timelines to determine if student throughput goals are achievable within the 36-month grant timeline.

Evaluation Methods: FEMA will review an applicant's evaluation methods to judge relevance to the proposed course(s) and completeness of method(s). FEMA uses Kirkpatrick's Training Evaluation Model. More information is available through the following website:
http://www.kirkpatrickpartners.com/OurPhilosophy/TheKirkpatrickModel

Budget
Costs Reasonable/Supported: FEMA will review an applicant's proposed cost to the government within individual categories/elements and overall costs. FEMA will judge costs 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 costs incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

Completeness: FEMA will review an applicant's budget sheet, as prescribed by the template in Appendix A of this NOFO to determine if an applicant addressed all categories and elements 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	*Identifies some* elements but *fails to address* any elements/objectives

2	Identifies *some* elements and *marginally* addresses the elements/objectives
3	*Marginally* addresses *most* elements/objectives
4	*Satisfactorily* addresses *most* elements/objectives
5	*Satisfactorily* addresses *all* elements/objectives
6	Addresses all elements/objectives with a *unique approach* or insight applied
7	Addresses all elements/objectives with an *additional unique approach* or insight applied, *well supported* by analysis or references
8	Addresses all elements/objectives with an *additional unique approach* or insight applied, *well supported* by analysis or references, with *specific application* to objectives and requirements described in this NOFO.
9	Addresses all elements/objectives with a *superior approach* or insight applied, *fully supported* by analysis or references, with *specific application* to *all* objectives and requirements described in this NOFO.
10	Addresses all elements/objectives with an *exceptionally superior approach* or insight applied, *fully supported* by analysis or references, with *specific application* to *all* objectives and requirements described in this NOFO.

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 *some* elements and *marginally* addresses the elements/objectives
2	*Satisfactorily* addresses *most* elements/objectives
3	*Satisfactorily* addresses *all* elements/objectives
4	Addresses *all* elements/objectives with an *additional unique* approach or insight applied, *well supported* by analysis or references, *with specific application* to *most* objectives described in this NOFO.
5	Addresses *all* elements/objectives with an *exceptionally superior* approach or insight applied, *fully supported* by analysis or references, with *specific application* to *all* objectives and requirements described in this NOFO.

Appendix E – Application Narrative Format and Content

The application narrative is one of three initial application package items submitted in Grants.gov and is a critical element of the submission, as it provides the applicant's proposal to develop and deliver training and serves as the primary document that FEMA reviews and scores. Submit the application narrative electronically in Grants.gov using Microsoft Word or Adobe Portable Document Format (PDF). Submit all application narrative (proposal) items as one document. There is no government form for this document. If an application narrative does not follow the format rules, FEMA may reform the application narrative and will review only pages 1-15 (not counting the cover page or indirect cost rate agreement).

Format. Applicants must format pages according to the following guidance:
- 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 NOFO). 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.

Content. An applicant must present the contents of the narrative proposal 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. FEMA does not allow other information such as training proposal introductions, highlights, summaries, or proposal-specific data on the cover page. However, FEMA allows unique organizational/institutional graphics and statements, typically found on organizational/institutional cover pages.

Appendix E – Application Narrative Format and Content

- **Executive Summary and Description of Training** (2 pages maximum). The applicant must present an executive summary of the proposal. This summary must at 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. The applicant must cite all sources. The application must describe the general target audience (students) in this section with a clear linkage described between the analyzed need and the targeted audience. The applicant will describe specific audience details 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, 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 is available at 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 separates and details the costs for

development versus delivery and cost per student. The applicant must present these costs and all other expenses in a spreadsheet/table format as prescribed in Appendix A of this NOFO. The applicant must address the categories in the template for a 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 budget as a MS Word or Adobe PDF product only.

- **Indirect Cost Rate Agreement:** The applicant must attach an indirect cost rate agreement if the applicant has an agreement. Some applicants will not have an indirect cost rate agreement. The agreement does not count towards the total page count limitation.