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The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year 2018 Homeland Security National Training Program
Continuing Training Grants

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NOTE: If you are going to apply for this funding opportunity and have **not** obtained a **Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at:** http://www.grants.gov/web/grants/register.html. Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO, subsection, Content and Form of Application Submission.

A. Program Description

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

Catalog of Federal Domestic Assistance (CFDA) Number
97.005

CFDA Title
State and Local Homeland Security National Training Program

Notice of Funding Opportunity Title
FY 2018 Homeland Security National Training Program (HSNTP) – Continuing Training Grants (CTG)

NOFO Number
DHS-18-NPD-005-00-01

Authorizing Authority for Program
Department of Homeland Security Appropriations Act, 2018 (Pub. L. No. 115-141)

Appropriation Authority for Program
Department of Homeland Security Appropriations Act, 2018 (Pub. L. No. 115-141)

Program Type
New

Program Overview, Objectives, and Priorities

Overview
The Department of Homeland Security Fiscal Year (FY) 2018 Homeland Security National Training Program (HSNTP), Continuing Training Grants (CTG) plays an important role in the National Preparedness System to build, sustain, and deliver core capabilities in order to achieve the National Preparedness Goal (the Goal). The Goal is "a secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk." The objective of the National Preparedness System is to facilitate an integrated, whole community, risk-informed, capabilities-based approach to preparedness. Complex and far-reaching threats and hazards require the engagement of individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government (http://www.fema.gov/whole-community).

The FY 2018 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 2018 HSNTP/CTG training programs provides funding to eligible applicants to develop and provide training solutions to address 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.

The CTG activities align directly with the FEMA Strategic Plan, in particular, Goal 1 – Build a Culture of Preparedness, Objective 1.3 Help People Prepare for Disasters (through CTG training) and Goal 2 – Ready The Nation for Catastrophic Disasters, Objective 2.1 - Organize the "BEST" (Build, Empower, Sustain, and Train) scalable and capable incident workforce (through CTG training).

FEMA has the option to sustain any training course created under the HSNTP at the end of the award period of performance. Once FEMA determines to sustain a course, after consulting with the course developer, 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 highest priority of the HSNTP/CTG is to develop and deliver training to build and sustain the core capabilities identified in the National Preparedness Goal. FEMA places particular emphasis on development and delivery of training programs addressing training gaps reported through the annual Stakeholder Preparedness Review (SPR) and capability targets set by Threat and Hazard Identification and Risk Assessments (THIRA). For

additional information on the SPR/THIRA, refer to: https://www.fema.gov/stakeholder-preparedness-review.

The FY 2018 HSNTP/CTG Program focuses on training to address gaps within all or some of the following focus areas:
- Housing;
- Cybersecurity;
- Economic Recovery;
- Logistics and Supply Chain Management; and
- Tribal and Rural Preparedness.

Performance Metric
Training outcomes that present a 26-point increase in knowledge, skills, and abilities as captured from the Kirkpatrick training evaluation model - level 2 assessment.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions
Available Funding for the NOFO: $8,000,000

Projected number of Awards: 4-5
FEMA will continue to prioritize funding for Tribal and Rural Preparedness training programs. FEMA may make awards in all or some of the other identified focus areas contingent upon the evaluation of proposals received.

Period of Performance: Thirty-Six (36) Months

FEMA allows extensions to the period of performance. For additional information on period of performance and extensions, refer to additional information in Section H in this NOFO.

Projected Period of Performance Start Date(s):   09/30/2018

Projected Period of Performance End Date(s):   09/29/2021

Funding Instrument

Cooperative Agreements
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 (P.L. No. 95-224), (31 U.S.C. §§6301-6308). FEMA maintains substantial involvement with all non-federal entities in carrying out the activities under each HSNTP/CTG award to include financial monitoring and all training development and delivery activities, including the creation and approval of course content, arrangement of learning objectives, establishment of training delivery modes and methods, and use of Kirkpatrick's four-level training evaluation model. The levels include level 1: the

student's assessment of the training setting, material, and instruction; level 2: a comparison of pre-course knowledge and skills with post-course knowledge and skills; level 3: an assessment of post-course applicability at the home organization or jurisdiction; and level 4: the impact of training on the organization or jurisdiction. FEMA program managers and training specialists provide approval and disapproval for all activities over the life cycle of the award.

C. <u>Eligibility Information</u>

Eligible Applicants
- State governments
- City or township governments
- County governments
- Federally recognized Indian tribal governments (tribal governments)
- 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 and State controlled institutions of higher education

Eligibility Criteria
Training Expertise. Applicants must currently administer an existing training program, consistent with the National Incident Management System (NIMS), 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 that 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.

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.

Other Eligibility Criteria
Not Applicable

Maintenance of Effort (MOE)
There is not a Maintenance of Effort requirement for this program.

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

D. <u>Application and Submission Information</u>

Key Dates and Times

Date Posted to Grants.gov: 07/25/2018

Application Submission Deadline: 08/24/2018 at 11:59:59 PM EST
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 Manager, listed in Section G of this NOFO, as soon as possible.

Anticipated Funding Selection Date: 09/30/2018

Anticipated Award Date: 09/30/2018

Other Key Dates

Event	Suggested Deadline For Completion
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission deadline
Starting application in Grants.gov	One week before actual submission deadline
Submitting complete application in ND grants	One week before actual submission deadline

Address to Request Application Package
Application forms and instructions are available at Grants.gov on the Workspace application platform. To access the application package, select "Applicants" then "Apply for Grants" followed by "Get Application Package." Enter the Funding Opportunity Number or Opportunity Package ID located in this NOFO. Select "Apply" and then "Create Workspace." Follow the prompts to download the instructions and begin the application.

Hardcopies of the NOFO and associated application materials are not available.

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

Initial Applications will be processed through the Grants.gov portal and the complete application will be processed through the ND Grants System.

Applications in Hard Copy are not accepted.

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 "Submission Dates and Other Key Dates and Times" for estimated deadlines to complete each of the seven steps listed below. Failure to comply with the required steps before the application deadline may disqualify the 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. Establishing an AOR in Grants.gov; and
5. Submitting an initial application in Grants.gov.

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

Unique Entity Identifier and System for Award Management (SAM)

All applicants for this award must:

1. Be registered in SAM before submitting its application;
2. Provide a valid DUNS number in its application; and
3. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a DHS FAO.

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

The Standard Language for Using Grants.gov Apply is provided to aid in fulfilling these requirements:

Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages applicants to submit their applications online through Grants.gov.

How to Register to Apply through Grants.gov

1. *Instructions:* Read the instructions below about registering to apply for DHS funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

    The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

    Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants.

    If individual applicants are eligible to apply for this grant funding opportunity, refer to https://www.grants.gov/web/grants/applicants/registration.html.

    Organization applicants can find complete instructions here: https://www.grants.gov/web/grants/applicants/organization-registration.html.

2. *Obtain a DUNS Number*: All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form. For more detailed instructions for obtaining a DUNS number, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html.

3. *Register with SAM*: In addition to having a DUNS number, all organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html.

4. *Create a Grants.gov Account*: The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process.

For more information, follow the on-screen instructions or refer to
https://www.grants.gov/web/grants/applicants/registration.html.

5. *Add a Profile to a Grants.gov Account*: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile.

   For more detailed instructions about creating a profile on Grants.gov, refer to
   https://www.grants.gov/web/grants/applicants/registration/add-profile.html.

6. *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed instructions about creating a profile on Grants.gov, refer to
   https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html.

7. *Track Role Status*: To track your role request, refer to
   https://www.grants.gov/web/grants/applicants/registration/track-role-status.html.

8. *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; **this step is often missed and it is crucial for valid and timely submissions.**

How to Submit an Initial Application to DHS via Grants.gov
Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each notice of funding opportunity announcement, you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to
https://www.grants.gov/web/grants/applicants/workspace-overview.html.
   1. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2. *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission.

3. *Adobe Reader*: If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.
   NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:
   https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

4. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

5. *Complete SF-424 Fields First:* The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

6. *Submit a Workspace*: An application may be submitted through workspace by clicking the "Sign and Submit" button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

7. *Track a Workspace*: After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to
https://www.grants.gov/web/grants/applicants/applicant-training.html.

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the DHS with tracking your issue and understanding background information on the issue.

Submitting the Final Application in Non Disaster Grants System (ND Grants)

After submitting the initial application in Grants.gov, eligible applicants will be notified by DHS/FEMA and asked 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.

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction);
- Standard Form 424B, Standard Assurances (Non-construction);
- Grants.gov Lobbying Form; and
- Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities).

These forms can be found online.

If you need assistance registering for the ND Grants system, please email ndgrants@fema.gov or call (800) 865-4076 from 9 a.m. to 6 p.m. Eastern Standard Time.

Applicants are also be required to submit their Application Narrative and Program Budget into ND Grants.

Timely Receipt Requirements and Proof of Timely Submission

Online Submissions. All applications must be received by **Midnight Eastern Standard Time** on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When DHS successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by DHS.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of

an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Intergovernmental Review *(You may remove this paragraph if not applicable)*
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*).

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 5 percent of the amount of the award for their M&A.

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.

Fringe Benefits
The cost of fringe benefits are allowable in a manner consistent with the Cost Principles for Federal awards at 2 C.F.R. § 200.431. The full text of 2 C.F.R. § 200.431 is at https://www.ecfr.gov/cgi-bin/text-idx?SID=2fbfda2c4f9b5952adfa67429facb2fb&mc=true&node=se2.1.200_1431&rgn=div8

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 must be included with the application, signed by the Authorized Representative of the entity. 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 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.

Other Cost Requirements

Environmental Planning and Historic Preservation (EHP) Compliance
As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Recipients and sub-recipients proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project. FEMA will not fund projects that are initiated without the required EHP review.

Other Submission Requirements
Not Applicable

E. **Application Review Information**

Application Evaluation Criteria
Prior to making a federal award, the DHS FAO 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.
5. Ability to effectively implement statutory, regulatory, or other requirements.

Review and Selection Process

Subject-Matter Expert (SME) Review and Scoring. SMEs from federal, 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, 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 seven categories (described in the evaluation criteria table in Appendix D) and may award a total of 120 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 each scored application.

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.

Prior to making a federal award with a total amount of federal share greater than the simplified acquisition threshold, ($150,000.00) 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.

F. Federal Award Administration Information

Notice of Award
FEMA will notify recipients of awards through the ND Grants system using an automatic e-mail to the recipient point of contact (the "authorized official") listed in the initial application. The date FEMA approves the award is the "award date." The recipient should follow the directions in the notification to accept the award.

Recipients must accept their awards no later than 90 days from the award date. The recipient shall notify FEMA of its intent to accept and proceed with work under the award, or provide a notice of intent to decline through the ND Grants system. For instructions on how to accept or decline an award in the ND Grants system, please use the following link to access the ND Grants Grantee Training Manual.

Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of award have been satisfied. FEMA may rescind the award if the intended recipient does not accept the award or if conditions are not satisfied within a 90-day timeframe.

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

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 at: DHS Standard Terms and Conditions. The applicable DHS Standard Administrative Terms and Conditions will be those in effect at the time the award was made.

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

Federal Financial Reporting Requirements
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.
The Financial Reporting Form (FFR) is available online at: SF-425 *OMB #4040-0014*

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 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: https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR

Program Performance Reporting Requirements.

Performance Progress Reports
Recipients are responsible for providing updated performance reports in Microsoft Word on a semi-annual basis. These is no prescribed government form for this report. The report is due within 30 days after the end of the reporting period. Recipients must submit it as an attachment to the ND Grants system.

The semi-annual Performance Progress Report must follow the guidance provided by FEMA's National Training and Education Division (NTED) in the NTED Monitoring Policy and Procedure Guide. FEMA/NTED will provide this guide to recipients of a FY 2018 HSNTP/CTG award as a post-award action.

Program Performance Reporting Periods and Due Dates
The following reporting periods and due dates apply for the PPR:

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

Close Out Reporting Requirements.
Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

After these reports have been reviewed and approved by FEMA, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as

closed, list any remaining funds that will be 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 any funds that have been drawn down but remain as unliquidated on recipient financial records.

G. **DHS Awarding Agency Contact Information**

Contact and Resource Information

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 from 9 a.m. to 6 p.m. Eastern Standard Time or via e-mail to ASK-GMD@dhs.gov.

FEMA National Training and Education Division (NTED)
NTED maintains programmatic responsibility for the HSNTP/CTG program and will maintain the program management function and responsibilities throughout the life cycle of the awarded grant. Contact the NTED point of contact Mr. Casey Berg at (202) 212-7682 or via e-mail casey.berg@fema.dhs.gov, or Mr. Terry Pruitt at (202) 786-9565 or via e-mail terry.pruitt@fema.dhs.gov, or email NTED at fema-ntes@fema.dhs.gov for additional information.

Systems Information
Grants.gov. For technical assistance with Grants.gov, please call the customer support hotline at (800) 518-4726; the hotline is open 24/7 except for Federal holidays.

ND Grants. For technical assistance with the ND Grants system, please email ndgrants@fema.gov or call (800) 865-4076 from 9 a.m. to 6 p.m. Eastern Standard Time.

For Financial and Administrative Questions
GPD's Grant Operations Division Business Office provides financial support and technical assistance, such as for password resets and registration requests, questions regarding Form 1199A, payment status, amendments, closeouts, and tracking de-obligation and award amounts. The FEMA Call Center at (866) 927-5646 from 9 a.m. to 6 p.m. Eastern Standard Time or via email at ASK-GMD@dhs.gov can provide additional guidance.

GPD Environmental Planning and Historic Preservation (GPD-EHP)
OEHP provides guidance and information about the EHP review process to FEMA programs and its recipients and sub-recipients. All inquiries and communications about EHP compliance for FEMA grant projects or the EHP review process should be sent to: Portia Ross, CFM, Integration and Technology Branch Chief, Office of Environmental Planning and Historic Preservation, FEMA / DHS, 500 C Street, SW, Washington, DC 20472, Desk: 202-212-5929, portia.ross@fema.dhs.gov

Telephone Device for the Deaf (TDD)
The Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this announcement is (800) 462-7585 between 8 a.m. to 8 p.m. Eastern Standard Time, Monday through Friday, except Federal holidays.

H. <u>Additional Information</u>

Extensions
Extensions to this program are allowed. 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 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.

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

Conflict of Interest
Recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making sub-awards and will serve to eliminate and reduce the impact of conflicts of interest in the sub-award 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 sub-awards.

The recipient or sub recipient must disclose to the respective Program Manager, 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, sub recipients 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, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, sub applicant, recipient, sub recipient, or DHS/FEMA employees.

Appendix A - Budget Template (Applicants may recreate and submit as a table or spreadsheet)

Personnel (Add rows as required and modify cell height and width as needed)	% refers to the percent of time/labor planned per person								
Name	Position	Salary	Year 1 %	Total Yr 1	Year 2 %	Total Yr 2	Year 3 %	Total Yr 3	Total
		$	%	$	%	$	%	$	$
		$	%	$	%	$	%	$	$
		$	%	$	%	$	%	$	$
							Total Personnel Costs (Salary)		$

Explain salary changes (e.g., annual scheduled increases) here:

Explain/clarify any figures here:

Fringe Benefits (Add rows as required and modify cell height and width as needed)					
Name	Benefit	Year 1	Year 2	Year 3	Total Fringe
		$	$	$	$
		$	$	$	$
		$	$	$	$
		Total Personnel Costs (Fringe Benefits)			$

Travel (Add rows as required and modify cell height and width as needed)					
Name	# of Trips: From > To and Purpose	Year 1	Year 2	Year 3	Total Travel
		$	$	$	$
		$	$	$	$
		$	$	$	$

Equipment (Add rows as required and modify cell height and width as needed)			
Item	# of Items	Purpose	Cost
			$
			$

Supplies (Add rows as required and modify cell height and width as needed)			
Item	# of Items	Purpose	Cost
			$
			$

Appendix A - Budget Template (Applicants may recreate and submit as a table or spreadsheet)

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, beyond the standard DHS Terms and Conditions.

Title of Term and Condition	Language/Description
Use of DHS Seal	The recipient will use 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 used by the recipient will be commercial-off-the-shelf (COTS) or open source software (OSS). Proprietary systems may 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.

Appendix B – Programmatic Terms and Conditions

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. Printed documents 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. Point of views 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	Equipment may only be purchased if it directly relates to the training being conducted and if it is an approved item in the recipient's budget.
National Guidance Documents	Training curricula developed under this agreement must be consistent with all national policy and doctrine to include the National Preparedness Goal, National Preparedness System, National Incident Management System, and National Planning Frameworks. Where possible, efforts will be made in the development and delivery of training programs to address areas for 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 in the National Preparedness Goal.
Training and Grant Information Dissemination	The Recipient shall coordinate training and grant information sharing and dissemination with FEMA to establish a cooperative framework whereby information that is disseminated, by any means, including but not limited to: press releases, newspapers, newsletters, and, training announcements complies with FEMA goals and objectives.

Appendix B – Programmatic Terms and Conditions

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 approval from the SAA or TPOC, training can be delivered and the training partner may coordinate with the municipality points of contact for scheduling. The recipient agrees to administer Level 1 and 2 evaluation instruments to 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 purchased with this funding. The recipient also has the responsibility to obtain from its sub recipients and contractors data and rights therein necessary to fulfill the recipient's obligation to the government under this award. If a sub recipient 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 sub award or contract without further authorization from NTED.
Budget Review	The recipient is prohibited from obligating, expending, or drawing down funds provided through this award until the required Budget Detail Worksheet and Budget Narrative are reviewed and approved by the Grants Program Directorate (GPD) and a Grant Adjustment Notice (GAN) is issued removing this special condition.
EDAP	If supplementary training deliveries that are in excess of existing funded statements of work or cooperative agreements are warranted, Training Partners may formally request approval for the Excess Delivery Acquisition Program (EDAP). All such requests must first be reviewed and approved by an NTED Program Manager, in writing, prior to scheduling or delivering training.
Program Income	Any tuition or registration fees received in connection with any training conducted during the grant period with courses produced with grant funding shall be considered program income, and shall be used for the purposes authorized under the grant and in accordance with federal regulations.

Appendix B – Programmatic Terms and Conditions

Evaluation	Recipient is responsible for administering a standardized Level I evaluation to all course participants to measure reactions to the course and instructor(s) and a customized Level 2 evaluation to measure student learning. The recipient must submit all training participant Level 1 and Level 2 data electronically into the Registration and Evaluation System (RES) on a biweekly basis. FEMA NTED will provide requirements for Level 3 evaluations that the recipient/sub recipient must provide as directed by FEMA.
Catalog Reference	The recipient agrees to include the following language in all course materials: "FEMA's National Training and Education Division (NTED) offer 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." www.firstrespondertraining.gov has a list of NTED courses. Additionally, 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 NTED must ensure that their instructors meet the standards and protocols of an Instructor Quality Assurance Program (IQAP). A successful 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; and - 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 five applications – one per focus area; applicants may not address more than one focus area in a single application. The objectives of the FY 2018 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:

- **Housing;**
- **Cybersecurity;**
- **Economic Recovery;**
- **Logistics and Supply Chain Management; and**
- **Tribal and Rural Preparedness**

Focus Area 1: Housing

FEMA invites applicants to submit applications that identify current and emerging gaps and corresponding training solutions to address the gaps associated with efforts related to transitioning disaster survivors from interim housing to permanent housing. Effective transition strategies entail implementing case management services which identify address individual households' specific barriers to achieving permanent housing, executing strategies to quickly rehabilitate housing damaged by the disaster, and leveraging existing housing assistance capability to address disaster impacts.

Needs Analysis. Housing 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. Target Audience: Housing training must result in well-informed and prepared communities by focusing training on the following audiences:
- State, Local, Tribal, and Territorial leadership and management;
- Emergency management agencies and offices;
- Economic development organizations;
- Councils of Government;
- Councils of Area Development Districts;
- Non-Profits including Voluntary Organizations;
- Planning organizations Representatives; and
- 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;
- National Disaster Recovery Framework;
- National Preparedness Report;
- FEMA's Pre-Disaster Recovery Planning Guide for Local Governments, 2017;

- National Voluntary Organizations Active in Disaster Long Term Recovery Guide, 2012; and
- Individuals and Households Program Unified Guidance, September 30, 2016.

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 establishing collaborative case services that identify the unmet needs of displaced individuals and households and refers them to resources that assist with overcoming barriers to their achieving permanent housing. Training should address gaining an understanding of roles and capabilities of voluntary organizations active in disasters through long-term recovery committees, the Disaster Case Management Program, and the Individuals and Households Program. Learning objectives should include demonstrating the process of coordinating the collection, sharing and handling of sensitive, personally identifiable information from federal and non-federal sources to ensure a common understanding of each survivors' needs. Training objectives should also include steps for maintaining sequence of delivery and preventing duplication of benefits.
- Describe learning objectives for executing strategies to rapidly rehabilitate damaged housing. Training should include an overview of the Shelter and Temporary Essential Power (STEP), Multi-Family Lease and Repair (MLR) program, and pre-disaster planning and preparedness actions at the state and local levels that will increase the effectiveness of these programs, including the implications for code enforcement, permitting, and utility restoration. Learning objectives should also include best practices for engaging voluntary agencies active in disasters for support with unmet home repair needs.

Focus Area 2: 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. Increasing malicious cyber activity to our Nation's networks and information systems have 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 empower professionals to successfully prevent attacks against devices connected to the Internet (i.e., the Internet of Things (IoT), enhance end user awareness, investigate cybercrime, and secure critical infrastructures,

Standards. Proposed training must be consistent with the following policy, framework, and guidelines found in the following:

- Executive Order 13800: Strengthening the Cybersecurity of Federal Networks and Critical Infrastructure. More information is available at http://www.thecre.com/forum4/wp-content/uploads/2018/05/M-17-25.pdf;
- Executive Order 13833: Enhancing the Effectiveness of Agency Chief Information Officers. More information is available at https://www.whitehouse.gov/presidential-actions/executive-order-enhancing-effectiveness-agency-chief-information-officers/;
- 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; and
- 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 preventing Internet of Things (IoT) based attacks. Training should provide an understanding of the foundational principles, architectures, applications, security and protocols that reinforce the IoT. Training should educate how IoT incorporates a wide range of devices from desktops to smartphones. Training should address applicable laws and policies, technologies, and emerging threats. Training should also address best practices for IoT technologies. Coursework should look at a variety of existing and developing technologies and architectural principles.
- Describe learning objectives for End- User Awareness. Training should address how to execute data security best practices and how to understand malware, ransomware, spam, social engineering, and phishing. Training should also address how to identify and handle threats and share threat information. Coursework should discuss and provide education on policies and procedures, information on who to contact if an employee believes he or she has identified a security threat or risk, and rules for how to handle confidential information.

- Describe learning objectives for Investigating Cybercrime. Training should provide participants with instruction to allow them to understand applicable laws, guidelines, and policies; perform the identification, collection, and examination of digital evidence and artifacts; and set up an analysis lab. Training should address best practices and industry standards for data security. Training should also address how to utilize data encryption methods and how to investigate malicious actors. Coursework should include the work of cybercrime investigation units such as computer forensics, child exploitation investigations, fraud investigation, and Internet Service Provider complaints.
- Describe learning objectives for Securing Critical Infrastructure (CI) and Supervisory Control and Data Acquisition Systems (SCADA). Training should address applicable laws, guidelines, and policies, types of vulnerabilities and threats (e.g., cyber, physical, human error), types of malicious activity and how to detect it, and the partnerships and resources available to support critical infrastructure security and resilience. Training should also address protective measures (e.g., firewalls, access control, and network monitoring systems) and incident response techniques to identify, monitor, and mitigate malicious cyber activity. Training should apply knowledge of industrial control systems (ICS) incidents and how collaboration between cybersecurity professionals, ICS support staff, and engineers can successfully address security challenges. Coursework should educate on continuity of operations for information systems and networks and provide up-to-date ICS knowledge and security skills needed to keep our critical systems safe.

Focus Area 3: Economic Recovery
FEMA, in a partnership with the U.S. Economic Development Administration, invites applicants to submit applications for training solutions that address current and emerging gaps associated with 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, economically viable and more resilient 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;
- Local and Regional Agencies;
- Economic Development Organizations;
- Emergency Managers;
- Agricultural Interests;
- Ranchers and Farmers;
- Economic Development Districts and Councils of Government;
- Councils of Area Development Districts;
- Non-Profits including Voluntary Organizations;

- Small Business Development Centers;
- Supply Chain Organizations;
- Planning Agencies and Organizations;
- Workforce Development Agencies or Associations;
- SCORE Representatives;
- Chamber of Commerce representatives;
- Business Councils; and
- University Centers.

Standards. Proposed training must be consistent with the following policy, framework, and guidelines found in the following:
- Presidential Policy Directive 8;
- National Disaster Recovery Framework 2nd edition;
- National Response Framework 2nd edition;
- National Preparedness Report;
- FEMA's Pre-Disaster Recovery Planning Guide for Local Governments, 2017; and
- Economic Resilience principals.

Training Objectives. Applicants must describe the linkage between gaps identified in their needs analysis and proposed training as well as how their training will address critical economic recovery concepts which include: community economic vulnerability assessments, continuity planning and preparedness, capital access and insurance, workforce development, economic diversification, small business and entrepreneurship, supply chain issues, asset based economic development, and economic resiliency. The training must address the roles of governmental and nongovernmental partners who are needed in disaster recovery, including economic development organizations, local and regional planning organizations, business and trade associations, organizations that work with traditionally underserved populations. Applicants should also address how to manage and coordinate community-level economic recovery efforts in Stafford Act and Non-Stafford Act environments.

Applicants must give special emphasis to the following objectives:
- Low Cost Preparedness and Resilience. Describe learning objectives to encourage agricultural, business, and community disaster resilience planning as a cost savings measure and good business practice. Pre-disaster and resilience planning: Describe learning objectives focusing on planning for disasters and increasing the resilience of businesses and local economies to future disasters, particularly in historically underserved and vulnerable communities. Coursework should include the benefits of developing plans pre-disaster and identifying what local hazard and risks exists (e.g., is a community in an area that is prone to tornadoes, hurricanes, flooding and/or fire or other types of disasters? Are business districts and/or workforce housing located in vulnerable area?). Learning objectives should address what is meant by economic resilience, demonstrate the process of coordinating with emergency management and economic development professionals to obtain information and data on local disaster hazard risks to integrate into their planning efforts, and highlight the collaborative partnerships that will need to be built with the private sector to achieve pre-disaster

planning goals. Central to this objective is the integration of economic development planning efforts with regional and local comprehensive planning, hazard mitigation planning, and emergency response, resilience and recovery planning. Examples of plans to integrate include the Economic Development Administration's (EDA's) Comprehensive Economic Development Strategy (CEDS) and FEMA's Hazard Mitigation Plan.

- 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 build the student's capacity to lead, coordinate, and manage a post-disaster economic recovery effort. This should include the coordination with Federal, state, local, tribal, and territorial partners, and the private sector. Identification and collaboration with key community stakeholders such as economic developers, housing developers, community planners, community service organizations, emergency managers and private sector business organizations and leaders, should be emphasized. Additionally, discussions should include the development of post-incident assessment capabilities, resource coordination, interagency coordination, and long term recovery planning. This includes opportunities to retool local economies post-disaster for greater economic health.

- 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 (e.g., sales, property, employment), job loss, loss of wages, business closures and interruption (e.g., loss of productivity), damage to infrastructure (e.g., including roadways, waterways and railways), damage to property (e.g., commercial, industrial, residential), damage to natural resources (e.g., access to key tourism assets or access to extractive industry resources) and impacts to supply-chain and transportation modes in order to develop solutions. Qualitative objectives should also consider how the student could conduct focus groups, surveys, and other research methods to gather impact evaluations from area farmers, ranchers, businesses, residents, customers and community members.

- 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 and potentially diversify economic and business activities within a state, tribe, territory, and local jurisdiction. Learning should include information on the role of the Small Business Administration and resources such as the Disaster Loan Program, described through the Disaster Preparedness and Recovery Plan and the multiple U.S. Department of Agriculture resources that are available to ranchers, farmers, and others in the agricultural industry. Training should highlight opportunities to incentivize entrepreneurial efforts along with reopening and developing business to aid in community recovery and build resilience. It should also look at some of the key Federal economic recovery programs that have been used during recent disaster recovery efforts (case studies). The discussions should include the importance of capital, contracts, and counseling pre- and post-disaster.

Focus Area 4: Logistics and Supply Chain Management
FEMA invites eligible applicants to submit applications identifying current and emerging national gaps in logistics and supply chain management, as described under *Training Objectives* in this section, and training solutions to address these gaps. During large-scale disasters the supply chains for critical emergency supplies such as food, water, and fuel are often disrupted, resulting in the need for the establishment of temporary Disaster Supply Chains managed by State, Local, Tribal, and Territorial (SLTT) agencies or Voluntary Organizations Active in Disasters (VOADs). Lessons learned during the unprecedented 2017 Hurricane Season reiterates the complexity of planning for and establishing a disaster supply chain that is capable of rapidly sourcing, tracking, transporting, staging, and distributing critical emergency supplies to survivors during a disaster, and illustrates the need to address the gaps presented in the training objectives below. Evaluation criteria is in Section E and in Appendix D of this NOFO.

Needs Analysis. Logistics and supply chain management 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. Logistics and supply chain management training must result in well-informed and prepared communities by focusing training on the following audiences:

- State, Local, Tribal, and Territorial leadership and management;
- Emergency management agencies and offices, particularly logistics and planning staff;
- Emergency management consortiums and associations;
- Councils of Governments;
- Non-Profits including voluntary organizations;
- Planning organizations representatives; and
- Public and private sector disaster logistics stakeholders.

Standards. Proposed training must be consistent with the following policy, framework, and guidelines found in the following:

- Presidential Policy Directive 8;
- Presidential Policy Directive 21;
- National Mass Care Strategy 2018; and
- FEMA IS-26 Guide to Points of Distribution.

Training Objectives. Applicants must describe the linkage between gaps identified in their needs analysis and proposed training while addressing the development of comprehensive Resource and Distribution Management strategies or plans for critical emergency supplies that includes:

- Critical Emergency Supply sourcing (Organic, Donations, Mutual Aid, Private, Federal);
- Typical and atypical multi-modal transportation solutions;
- Logistics Staging Area (LSA) planning and operations;
- Urban, Suburban, and Rural Point of Distribution (POD) planning and operations; and
- End-to-end resource tracking solutions and resource forecasting via burn-rates.

Focus Area 5: Tribal and Rural Preparedness
FEMA invites applicants to submit applications that identify current and emerging national gaps and training solutions to address the gaps in eight specific training topics for tribal and rural communities. Competition in this focus area is restricted to applicants that have demonstrable experience and expertise in tribal and rural training as well as in developing and delivering FEMA-certified courses to tribal and rural communities across the Nation. Eligible applicants must address all eight topics in a single application; applications that do not address all eight topics are ineligible. Evaluation criteria is in Section E and in Appendix D of this NOFO.

Under this Focus Area, FEMA applies the definition of "rural" utilized by the U.S. Census Bureau. In this context, "rural" encompasses all population, housing, and territory not included within an "urban area" delineated by the Census Bureau. The term "urban area" refers generically to urbanized areas of 50,000 or more population and urban clusters of at least 2,500 and less than 50,000 population. See 76 Fed. Reg. 53029. Additional information regarding urban and rural delineations by the Census Bureau can be found at https://www.census.gov/geo/reference/ua/uafaq.html.

Needs Analysis. Tribal and 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. Tribal and 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;
- Police/Law Enforcement;
- Fire Service and Hazardous Materials Response;
- Public Health;
- Environmental;
- Transportation;
- Emergency Medical Service and Hospital Systems;

- Agri-business; and
- Veterinary Medical Service.

Standards. Proposed training must be consistent with the following policy, framework, and guidelines found in the following:
- National Preparedness Goal;
- National Response Framework (NRF);
- National Incident Management System (NIMS);
- Incident Command System (ICS);
- Presidential Policy Directive – 8 (PPD-8);
- National Response Framework (NRF);
- National Disaster Recovery Framework (NDRF);
- National Preparedness Report (NPR); and
- Topic-specific guidelines and regulations (e.g., The Occupational Safety and Health Administration laws and regulations: Hazardous Waste Operations and Emergency Response (HAZWOPER) standard (29 CFR 1910.120(q)(6)).

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:
- Environmental Health. Training in environmental health should address the issues regarding containing the spread of a disease in order to protect the health of the population and managing the health effects due to exposure to an environmental health hazard. Training should target the emergency response community and health care/public health disciplines.
- Hazardous Materials Incidents. 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.
- 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 and coordinators, incident commanders, Emergency Operations Center (EOC) staff and any personnel or

agencies serving or supporting an Incident Command System (ICS). Training must emphasize interagency communications and coordination and response planning for individuals with access and functional needs.

- 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. 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.

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. Additionally, the CTG program does not create degree-awarding courses; any submission that proposes a higher education type course(s) of study may be ineligible.

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

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.

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 online at https://www.firstrespondertraining.gov.

Instructional System Design Specialist on Staff. Each HSNTP/CTG program grant recipient must have a staff member qualified in the field of Instructional System Design whose primary responsibilities are to design and develop instructional content for web-based and/or instructor-led courseware.

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 is found at http://www.fema.gov/media-library-data/20130726-1813-25045-0649/whole_community_dec2011__2_.pdf.

Alignment of HSNTP/CTG to the National Preparedness System. The Nation uses the National Preparedness System to build, sustain, and deliver core capabilities in order to achieve the National Preparedness Goal (the Goal). The Goal is "a secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk." The objective of the National Preparedness System is to facilitate an integrated, whole community, risk-informed, capabilities-based approach to preparedness. Complex and far-reaching threats and hazards require the engagement of individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government (http://www.fema.gov/whole-community).

Recipients will use the components of the National Preparedness System to support building, sustaining, and delivering these core capabilities. The components of the National Preparedness System are: Identifying and Assessing Risk; Estimating Capability Requirements; Building and Sustaining Capabilities; Planning to Deliver Capabilities; Validating Capabilities; and Reviewing and Updating. Additional information on the National Preparedness System is available online at http://www.fema.gov/national-preparedness-system.

The FY 2018 HSNTP/CTG supports investments that improve the ability of jurisdictions nationwide to:

- Prevent a threatened or an actual act of terrorism;
- Protect citizens, residents, visitors, and assets against the greatest threats that pose the greatest risk to the security of the United States;
- Mitigate the loss of life and property by lessening the impact of future catastrophic events;
- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident; and/or
- Recover through a focus on the timely restoration, strengthening, accessibility and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident; and do so in a manner that engages the whole community while ensuring the protection of civil rights.

The core capabilities contained in the Goal are highly interdependent and require the use of existing preparedness networks and activities, improved training and exercise programs, innovation, and appropriate administrative, finance, and logistics systems.

Appendix D – Review and Scoring Information

FEMA and Subject-Matter Experts (SMEs) will both 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.

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 (SME scores 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 (**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 and Delivery Plan
  a. Instructional System Design/ADDIE Model (**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

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	120
Grand Total Possible Final Points	210	

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, through SME reviews, 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, 573 federally recognized tribes, six territories, and numerous local jurisdictions such as cities, counties, towns, and townships. Applications that describe training to address only local, state, or regional preparedness needs and do not propose an appropriate nationwide approach will be ineligible.

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 and 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.

Delivery Method(s): FEMA will review an applicant's description of delivery to determine whether methods are appropriate for the proposed course(s) and whether 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*

in turn teach xx 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

Submit the application narrative (proposal) and the proposed budget as one document through ND Grants as indicated in this NOFO. 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 one page, the remaining one page allowance cannot be applied to increase *Target Audience* from two to three pages). The cover page and indirect cost rate agreement <u>do not count</u> toward 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.
- Executive Summary and Summary of Proposed Training (two pages maximum). The applicant must present an executive summary of the proposal and must include the table as shown in the figure below, with proposal information filled in,

as part of the executive summary. The executive summary should be a combination of a narrative and the completed table.

Figure 1: Executive Summary Table (Applicants may recreate and submit in a similar format)

Column A: Information Requested	Column B: Information Entered by Applicant
Focus Area Addressed	
Number of Proposed Courses	
Total Proposed Cost	$
Cost Per Student – Average of All Courses	$
Total Proposed Student Throughput	Students
Type of Course(s)	Web based Resident ILT Mobile ILT Train-the-Trainer
Training Level(s) Proposed	Awareness Performance Management Executive Leadership
Submitting as an Executive Agent for a Partnership?	Yes | No Partners:
Current or Previous FEMA Training Partner?	Yes | No Funding Award Year(s):
All Training Development Staff Personnel Present or Retained?	Yes | No Number of Personnel to Hire if Awarded:
All Training Delivery Staff Personnel Present or Retained?	Yes | No Number of Personnel to Hire if Awarded:
Number of Months Proposed for Development	Months
Number of Months Proposed for Delivery	Months
Number of States Impacted through Delivery	States
Number of Tribes Impacted through Delivery	Tribes
Number of Territories Impacted through Delivery	Territories

- Needs Analysis (two 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 (two 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 (two 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-and-coordination.
- Organizational Experience (one 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 (three 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 (three 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 toward the total page count limitation.