



Fiscal Year (FY) 2014 Continuing Training Grants (CTG) Program Frequently Asked Questions (FAQs)

1. What is the purpose of the FY 2014 Continuing Training Grants (CTG) Program?

The purpose of the FY 2014 CTG program is to develop and deliver a national training program that provides tailored, specialized training to first responders, homeland security/emergency management officials, and/or citizens to meet emerging training needs in our nation's communities to help prevent, mitigate, protect against, respond to, and recover from disasters. The training must address the requirement that all courses be accessible, complying with section 504 and 508 of the Rehabilitation Act http://www.hhs.gov/web/508/resources/508_508.html.

Funding for this year's Funding Opportunity Announcement (FOA) is authorized by The Consolidated Appropriations Act, 2014 (Public Law No: 113-76).

2. What areas will the FY 2014 CTG Program focus on to address training requirements?

Program Objectives

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

3. How were the six focus areas selected for CTG funding?

The focus areas were selected based on the FY 2014 Consolidated Appropriations Act and the findings in the National Preparedness Report (NPR), the State Preparedness Reports (SPR), and the Threat and Hazard Identification and Risk Assessment (THIRA) reports.

4. How much funding is available under the FY 2014 CTG program?

In FY 2014, a total of \$11,000,000 is available.

5. Who is eligible to apply for FY 2014 CTG funds?

Eligible applicants for the FY 2014 CTG include entities with existing programs or demonstrable expertise relevant to the focus areas in the funding opportunity announcement to include: State, local, tribal, and territorial entities, nonprofit national associations and organizations; non-profit higher education institutions; and non-profits, including community and faith-based organizations. Applicants for the Rural Training focus areas must have

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

6. How are multi-State/multi-jurisdictional applications being defined?

Applications that are submitted on behalf of more than one state or local jurisdiction are strongly encouraged to apply for the FY 2014 CTG. Single states and single jurisdictions remain eligible to apply. Multi-state, multi-jurisdiction applications are meant to encourage collaboration between states and jurisdictions with similar homeland security strategies and approaches. Under a multi-State / multi-jurisdiction submission, one State or local jurisdiction will need to be the applicant on behalf of the other parties. The application should reference the other parties associated with the application.

7. What are the major differences between the FY 2013 and the FY 2014 CTG Funding Opportunity Announcements?

- The focus areas for the competitive pool within CTG are different:
 - In FY13, the focus areas included:
 - Medical Readiness/Immediate Emergency Victim Care at Mass Casualty Events,
 - Countering Violent Extremism, Hazardous Materials/Weapons of Mass Destruction,
 - Emergency Management Leadership,
 - Cybersecurity; and
 - Rural training competitive pool: (1) Isolation and Quarantine and (2) Environmental Health.
 - The FY14 focus areas are:
 - Hazardous Materials /Weapons of Mass Destruction ;
 - Cybersecurity;
 - Countering Violent Extremism;
 - Maturing Public-Private Partnerships;
 - Medical Readiness/Immediate Victim Care at Mass Casualty Events; and
 - Rural Training which include six new training topics;
 - Hazardous Materials;
 - Mass Fatality Planning and Response;
 - Crisis Management for School Based Incidents;
 - Development of Emergency Operations Plans;
 - Bioterrorism Awareness; and
 - Media Engagement Strategies for First Responders.
- The amount of funding available for the competitive portion of the CTG has increased in FY14:
 - In FY13, the available funding was \$7,811,256.
 - In FY14, the total funding available is \$11,000,000.

8. Who will administer the CTG? Is FEMA involved in developing the training programs?

The FY 2014 CTG will be administered by DHS-FEMA's National Training and Education Division. CTG training programs are not administered by the states. The CTG FOA is announced directly to eligible applicants through grants.gov.

FEMA requires substantial federal involvement with the programs awarded within the CTG training programs because they are cooperative agreements. The CTG training supports the core capabilities of the five mission areas of FEMA: Prevention, Protection, Response, Recovery, and Mitigation. FEMA collaborates and reviews the curricula of the training as it is developed to assure that the material appropriately reflects FEMA's mission and the National Preparedness Goal. FEMA also evaluates whether the trainers have sufficient credentials to carry out the training, and whether sufficient state, tribal, and local personnel are attending the trainings. FEMA also collaborates and assures that the training provided is sufficiently national in scope, so all areas of the nation are included.

9. Is this a competitive grant program?

Yes, the FY 2014 CTG is an open and competitive training program.

10. Does funding for the FY 2014 CTG go through the State Administrative Agency?

No. All eligible applicants may apply directly through Grants.gov for the FY 2014 CTG.

11. What are some of the specific training needs to be addressed in the focus area

Hazardous Materials (HazMat)/Weapons of Mass Destruction (WMD)? Training developed in the HazMat/WMD focus area should bring together members of the response community within various jurisdictions for training that uses the resources and protocols required to respond to HazMat/WMD incidents—incidents that are complex in nature as they require members of multiple agencies and disciplines to work together to control threats to responders, the public, infrastructure (e.g., transportation, public works and communication systems), property, and the environment. Applicants should consider the following training objectives:

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

- Create curriculum which utilizes standardized terminology to describe concepts and actions, and comply with the National Incident Management System.

12. What are some of the specific training needs to be addressed in the focus area of Cybersecurity?

The training should include goals and objectives that meet criteria to include, but not limited to, the following:

- **Cybersecurity Policy** – Training to develop and refine policies, plans, and procedures, which are related but serve distinctly different purposes. A policy is the highest level document that states what a company, group, or department will and will not do during a cyber emergency. A plan is the organizational document that describes a methodology for how to achieve the policy's goals. A procedure is the step-by-step instructions to the operator for exactly how a task is to be done. All are essential to a comprehensive approach to cybersecurity.
- **Cybersecurity Awareness and Training** – The most vulnerable aspect of a system is the human component. Users who have been granted access to a system need to be instructed in how to keep that access information confidential. Along with access credentials, users possess other knowledge of an organization that can be valuable to someone with malicious intent. In addition to logical controls, physical controls, a comprehensive company policy, and other important security measures, training should be performed regularly in order to maximize the effectiveness of existing security measures and to reduce the risk of social engineering. Security training and reinforcement of that training through ongoing awareness information sessions has been shown to lower the risks associated with the human component of a security strategy.
- **Monitoring and Incident Response** – In the event of an emergency that involves a system failure, a detected or active intrusion, detection or suspected involvement of malware, or Advanced Persistent Threat (APT) action, having an established protocol and response team is critical to timely incident mitigation and response to limit the extent and degree of the damage. Monitoring and incident response address the need for a proactive approach to system incidents. Rather than waiting for incidents to occur and attempting to shape a response when time and resources are not at optimal levels, preparation ahead of time to include continuous monitoring and information sharing, and maintenance of situational awareness can greatly reduce the damage, as well as the time needed to recover from an adverse event. Recognizing security events for what they are and making management aware of the incidents and their potential for harm is a critical element, not only to limit the damage from cyber attacks, but also to obtain the appropriate support and resources to effectively manage cybersecurity.
- **Disaster Recovery and Business Continuity** – Information Technology (IT) systems are known to be vulnerable to a variety of adverse events, any of which has the potential to impact normal business operations and compromise the confidentiality, integrity, and availability of data. Although planning and mitigation strategies are known to reduce the risks posed by these events, it is impossible to fully eliminate the risks, and the potential damage posed by them. Because of this, due care should be taken to plan what steps an organization will take in the event of a system disruption, no matter the size. By making and testing effective plans ahead of time, the potential damage and loss of productivity, revenue, and sensitive information can be greatly reduced.

- Risk (and Vulnerability) Management – Cyber risk methodologies usually include various processes to identify and measure risk to a system or group of systems and provide a repeatable method for conducting and monitoring risk. Most common to all methodologies are processes for conducting risk assessments performing system testing including observation, data analysis, and electronic testing (e.g., vulnerability scanning, penetration testing); and tracking and monitoring system weaknesses and mitigation activities (e.g., Plan of Action). The risk identification methodology should be standardized and approved by senior management to ensure results are consistent with one another and throughout the organization.

13. What are some of the specific training needs to be addressed in the focus area of Countering Violent Extremism (CVE)

CVE Training should:

- Raise awareness and understanding of violent extremism based on analysis and research, case studies on behaviors and indicators associated with violent extremists, and radicalization to violence
- Counter the “us-versus-them” mentality propagated by terrorist organizations and others, including using a more inclusive method of outreach and trust-building between law enforcement and community partners
- Increasing cultural competency and identify the difference between constitutionally protected, cultural, and religious behavior versus indicators of criminal behavior or radicalization to violence
- Promote and support best practices in community-oriented policing, and community engagement, in order to strengthen partnerships between communities and the Government and promote information-driven, community-based solutions to prevent violent extremism and build community resilience. As an example, training efforts improving the internal community support derived from its network of families and friends in order to improve resistance to the emergence of radicalized violent extremism efforts or in countering the effects of radicalization to violence within individuals. These programs also serve to change perceptions of mistrust for external community partners, such as law enforcement and other agencies.
- Use existing resources located on the Homeland Security Information Network (HSIN) joint DHS and FBI Countering Violent Extremism and Active Shooter (CVE-AS) Web Portal.

14. What are some of the specific training needs to be addressed in the focus area of Maturing Public-Private Partnerships?

Training in this focus area should address and support the following goals for public-private partnerships:

- Provide lessons learned and training tools for building strong public-private partnerships that can strengthen state, local, tribal and territorial Emergency Operation Centers (EOC) plans;
- Promote collaboration, coordination, and communication efforts between government and private sector partners to create more resilient communities and increase jurisdictional capacity to prevent, protect against, respond to, and recover from major incidents;

- Increase the effectiveness of emergency management and homeland security efforts in the public and private sectors by increasing all partners' understanding of each other's capabilities and preparedness efforts;
- Build strong teams (pre-incident) based on mutual understanding that result in faster, more effective response and recovery efforts;
- Share situational awareness during disasters, such as through structured situation reports between a public and private emergency operations centers, or through social media exchanges, as an example. The private sector, too, relies on timely information from the government to make sound business decisions related to operations, customer and employee safety, and supporting communications; and
- Leverage public and private sector communication channels to expand reach and access to timely, vital information.

15. What are some of the specific training needs to be addressed in the focus area of Medical Readiness/Immediate Victim Care at Mass Casualty Events?

Training developed should include the following elements:

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

16. What are some of the specific training needs to be addressed in the focus area of Rural Training?

Training should be developed to address the following topics:

- Hazardous Materials (HazMat) – This topic includes training in the areas of HazMat planning and response at plants and fixed sites, HazMat transportation incident response, HazMat pipeline incident response, and HazMat port (waterways) incident response for rural first responders. Training should be appropriate to accommodate volunteer emergency responders with an understanding of the challenges faced by volunteer forces. Training should support Executive Order 13650: Improving Chemical Safety and Security. <http://www.whitehouse.gov/the-press-office/2013/08/01/executive-order-improving-chemical-facility-safety-and-security>. Training should address compliance with current competencies identified in the

National Fire Protection Association (NFPA) 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents; and address planning, response, and mitigation strategies and actions for transportation incidents. Training for transportation incidents should cover, at a minimum, combustible and flammable petroleum hazards and response.

- Mass Fatality Planning and Response– This topic includes training in the areas of planning and response for rural emergency managers and first responders, and courses for rural morticians and funeral directors.
- Crisis Management for School Based Incidents– This topic includes training on all significant school-based incidents to include bomb threats, active shooter, severe weather, structural/mechanical failures, student demonstrations, and HazMat releases. Training should be targeted for rural law enforcement officials, fire and EMS professionals/volunteers, and school system administrators and staff.
- Development of Emergency Operations Plans (EOP) – This topic includes training on plan development and testing of EOPs in rural jurisdictions. Training should target rural emergency managers, incident commanders, Emergency Operations Center (EOC) staffs and any personnel or agencies serving or supporting an Incident Command System (ICS) structure.
- Bioterrorism Awareness– This topic includes training in the areas of biological threats and the adverse effects of biological contamination; this training should also focus on agro-terrorism and food system disasters. Training should target emergency managers, law enforcement, fire, and EMS professionals/volunteers, hospital providers and staff, agriculture community professionals and associations, and other appropriate emergency planners and responders in rural communities.
- Media Engagement Strategies for First Responders–Training in this topic should focus on dealing with the media in a variety of disaster situations. Training should target rural government officials, emergency managers, public information officers, incident commanders, and others as appropriate within rural communities.

17. How can I access the FY 2014 CTG funding opportunity announcement?

The funding opportunity announcement will be posted from June 16, 2014 through July 16, 2014; the announcement and applications can be found via www.grants.gov. Eligible grantees must apply for funding through www.grants.gov. The application must be completed and submitted through the ND Grants system located at <https://portal.fema.gov>. Training for submitting the applications via ND Grants can be found at <http://www.fema.gov/government/grant/ndgms.shtm>. The www.grants.gov customer support hotline is (800) 518-4726.

18. What is the Catalog of Federal Domestic Assistance (CFDA) Number and Title for this Program?

The CFDA number is 97.005 and the title is State and Local Homeland Security National Training Program.

19. Is one of the goals of the FY 2014 CTG to develop national training programs that are national in scope?

Yes, the delivery of training programs should incorporate geographic diversity when offering the courses, including training at the state, local, tribal, and territorial levels across the 56 states and territories. All applicants will be evaluated on their ability to develop and deliver training programs to participants on a national level. Applicants should describe their course delivery methods and demonstrate their ability to reach a national audience, such as instructor led mobile deliveries, resident, or on-line training.

20. What is the period of performance for the FY 2014 CTG?

The period of performance for the FY 2014 Continuing Training Grants is 36 months. The projected award start date is October 1, 2014 and the projected end date is September 30, 2017.

21. Can eligible applicants apply for funding in more than one identified Focus Area?

Yes, an eligible applicant can apply for funding in more than one identified focus area.

22. What are SAM Accounts?

The acronym “SAM” stands for System for Award Management. All recipients of federal funds must have an account in SAM. Applicants must ensure that their SAM account is active and will not expire prior to September 30, 2014. Applicants will not be able to complete their grant application without an active SAM account. **Establishing a SAM account can take up to 15 business days.** Failure to do so prior to the application period may result in major complications during the application period and you may not receive your award.

23. How are awards determined?

FEMA’s National Preparedness Directorate will facilitate the review and evaluation of each application to ensure the applicants clearly demonstrate their ability to design, develop, and deliver a national training program that provides tailored, specialized training to first responders and/or citizens. FEMA’s administrative, independent peer review process will determine that all applications meet the requirements of the CTG before moving eligible applicants to the full application review process.

FEMA’s National Preparedness Directorate (NPD) will facilitate peer panels of subject-matter experts to review each proposal. The purpose of the peer review process is to ensure objective and unbiased subject-matter expert input into the strengths and weaknesses of proposals submitted under the CTG. Peer reviewers are selected based on their technical expertise and/or knowledge and experience in the development of training curriculum. The panels will discuss each proposal in detail, resolve disparate scoring issues among panel members, and reach a consensus on which proposals should be recommended for funding. There is no predetermined number of proposals that will be funded. The panel may recommend all, some, or none of the proposals for funding with proper justification. NPD will review each report to analyze the justifications and determine the final list of training programs to recommend to FEMA leadership for approval of funding.

24. When will all the awards be announced?

Awards will be announced by the end of the current fiscal year, September 30, 2014.

25. How will information be shared with applicants between the application and award phases?

During the month of August 2014, FEMA will post an update message on www.grants.gov in the same location as the FY 2014 CTG Funding Opportunity Announcement.

26. Who can I contact if I have questions about the FY 2014 CTG?

For questions, contact the Grant Programs Directorate (GPD). FEMA GPD's Grants Management Division will provide fiscal support, including pre- and post-award administration and technical assistance, to the grant programs included in this funding opportunity announcement. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.

National Preparedness Directorate (NPD) / National Training and Education Division (NTED). NPD/NTED has the programmatic responsibility for this FOA and will also maintain the program management function and responsibilities throughout the life-cycle of the awarded grant. Additional guidance and information can be obtained by contacting the NPD/NTED point of contact Mr. Patrick Cowhey at (202) 786-0905 or via e-mail to patrick.cowhey@fema.dhs.gov or Mr. Terry Pruitt at (202) 786-9565 or via email at terry.pruitt@fema.dhs.gov.

Centralized Scheduling and Information Desk (CSID). CSID is a non-emergency comprehensive management and information resource developed by DHS for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the Federal, State and local levels. CSID can be reached by phone at (800) 368-6498 or via e-mail to ASKCsid@fema.dhs.gov. The Grants.gov customer support hotline is (800) 518-4726.