



FEMA

Fiscal Year (FY) 2016 Program to Prepare Communities for Complex Coordinated Terrorist Attacks (CCTA Program) Frequently Asked Questions (FAQs)

1. What is the purpose of FY 2016 CCTA Program?

The FY 2016 CCTA Program, authorized by Section 543 of the Department of Homeland Security Appropriations Act, 2016 (Pub. L. No. 114-113), is intended to enhance preparedness and build capacity for jurisdictions to address complex coordinated terrorist attacks across the Nation. The FY 2016 CCTA Program provides funding to local, state, tribal, and territorial jurisdictions of various types, sizes, and capabilities to improve their ability to prepare for, prevent, and respond to complex coordinated terrorist attacks in collaboration with the whole community. The whole community approach should aim to include individuals and communities, the private and nonprofit sectors, faith-based organizations, and all levels of government (local, regional/metropolitan, state, tribal, territorial, insular area, and Federal).

2. What are complex coordinated terrorist attacks?

Complex coordinated terrorist attacks are acts of terrorism that: involve synchronized and independent team(s) at multiple locations sequentially or in close succession, initiated with little or no warning, and employing one or more weapon systems: firearms, explosives, fire as a weapon, and other non-traditional attack methodologies which are intended to result in large numbers of casualties.

3. How much funding is available under the FY 2016 CCTA Program?

The total amount of competitive funding to be distributed under the FY 2016 CCTA Program is **\$35,940,000**. Applicants applying for grant funds are eligible to apply for up to, but no more than, **\$2,500,000**. The breakdown of available funding for the FY 2016 CCTA Program is as follows:

- **\$35.94 million** will be distributed to jurisdictions to implement their proposed projects.
- **\$2.00 million** will be set aside to provide technical assistance to CCTA Program grant recipients to assist them with addressing gaps and challenges where needed to reach their project goals.

4. What activities will be supported by the FY 2016 CCTA Program?

FY 2016 CCTA Program grant recipients will receive funding to execute their projects across the following four activities:

- Identifying capability gaps related to preparing for, preventing, and responding to a complex coordinated terrorist attack.
- Developing and/or updating plans, annexes, and processes to address the identified gaps.
- Training personnel and the whole community to implement the plans and processes and build needed capabilities.
- Conducting exercise(s) to validate capabilities and identify opportunities for additional corrective action.

5. Who is eligible to apply for FY 2016 CCTA Program funds?

Eligible applicants include:

- Local governments (as defined by [2 C.F.R. § 200.64](#), includes any unit of government within a state, including a: (a) County; (b) Borough; (c) Municipality; (d) City; (e) Town; (f) Township; (g) Parish; (h) Local public authority, including any public housing agency under the United States Housing Act of 1937; (i) Special district; (j) School district; (k) Intrastate district; (l) Council of governments, whether or not incorporated as a nonprofit corporation under state law; and (m) Any other agency or instrumentality of a multi-, regional, or intra-state or local government;
- State and territorial governments (includes all 56 States and territories, which consists of any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and
- Federally-recognized Tribal governments.

DHS/FEMA will only accept one application from each applicant. Any applicant who submits two or more applications for this program may be disqualified.

6. If a jurisdiction's applicant type is not listed in "#9. Type of Applicant" of the Standard Form 424 (SF-424): Application for Federal Assistance, what should they select?

If applicants are not able to locate their applicant type from the options listed in "#9. Type of Applicant" within the SF-424 form, they may select "Other" and specify their applicant type.

7. Can applicants partner with other jurisdictions?

Applicants may choose and are encouraged to partner with multiple jurisdictions.

Applications must include:

- Names of all additional jurisdiction(s) partnering on the project.
- A letter of support from the primary applicant's appropriate senior executive official (e.g., Governor, Mayor, County Executive, City Manager) that supports the project and participation of additional jurisdictions.
- If applicable, information on the relationship between the applicant and partnering jurisdictions, e.g. existing letters of cooperation/support or administrative agreements, such as Memoranda of Understanding (MOU).

8. Is a letter of support required from all partnering jurisdiction(s)?

No. A letter of support is only required from the primary applicant's appropriate senior executive official (e.g., Governor, Mayor, County Executive, City Manager).

9. If an applicant submits an application that includes other jurisdictions/agencies as partners, are the partnering jurisdictions/agencies excluded from submitting their own application for a different project?

No. For the purpose of this program, “applicant” is used to refer to the jurisdiction/agency identified in the “APPLICANT INFORMATION” section of the SF-424. An applicant may submit only one application for this program. If multiple applications are received from the same applicant, the applicant will be disqualified. Jurisdictions/agencies identified as a partner in an application are not excluded from submitting an application for their jurisdiction/agency.

10. Are law enforcement and fire agencies eligible applicants for the FY 2016 CCTA Program?

Yes. Law enforcement and fire service may apply as a primary applicant and can only submit one application per agency. However, FEMA encourages applicants to partner with other agencies to improve their ability to prepare for, prevent, and respond to complex coordinated terrorist attacks in collaboration with the whole community.

11. For a project with partnering jurisdictions, are applicants expected to have an MOU in place at the time of application?

An existing MOU is not required when identifying partnerships. However, if an existing MOU is in place, applicants are encouraged to mention that in the application.

12. Do funding requests for the FY 2016 CCTA Program require approval through the State Administrative Agency (SAA)?

No. All eligible applicants may apply directly through Grants.gov for the FY 2016 CCTA Program. Eligible applicants are not required to submit their application through their SAA.

13. What is the difference between the FY 2016 CCTA Program and other Homeland Security grant programs?

FEMA and the Department of Homeland Security (DHS) administer a number of grant programs designed to assist local, state, tribal, and territorial jurisdictions in preparedness for acts of terrorism and other hazards. The FY 2016 CCTA Program will focus on enhancing preparedness and resilience for communities who present a funding need, based on resource limitations and identified capability gaps, and a regional and sustainable approach for implementing their project. Different from traditional homeland security grant programs, the FY 2016 CCTA Program will directly fund jurisdictions of all types, sizes, and capabilities to enhance their preparedness specifically for complex coordinated terrorist attacks, which have recently emerged as a potential threat. The FY 2016 CCTA Program also promotes an emphasis on creative, innovative, and replicable approaches as well as the development and sharing of lessons learned and best practices associated with preparing for complex coordinated terrorist attacks between jurisdictions to assist in the larger homeland security preparedness mission.

14. What are the key milestones associated with the FY 2016 CCTA Program?

The key milestones associated with FY 2016 CCTA Program are:

- December 7, 2016: Release date for FY 2016 CCTA Program Notice of Funding Opportunity (NOFO)
- February 10, 2017: Applications due to DHS/FEMA
- April 10, 2017: Anticipated Award Announcement

15. How will FY 2016 CCTA Program funds be allocated?

FY 2016 CCTA Program recipients will be selected through a competitive review process. Applications will be reviewed and scored by a review panel comprised of personnel from FEMA, select other Federal Agencies, and external (non-Federal) subject matter experts (as necessary) representing organizations that have experience and/or advanced training in addressing complex coordinated terrorist attacks. FEMA senior leadership will review all scoring results in order to prioritize the top-scoring applications. The Administrator of FEMA will approve or disapprove the recommended selection of recipients for this program. The Secretary of Homeland Security retains the discretion to consider other factors and approves all final funding determinations.

The review panel will score applications based on the evaluation criteria detailed in the FY 2016 CCTA Program NOFO, taking into consideration completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed project.

16. What criteria will be used to determine which applications are funded?

FEMA will make award decisions based on the following criteria:

- **Need:** Demonstrate a need for funding support, including identification of their capability gaps related to complex coordinated terrorist attacks and an explanation of resource limitations to address the identified gaps.
- **Design and Implementation:** Demonstrate an effective and sustainable project approach for achieving the program objectives within the 36-month period of performance, including the specific project implementation, project management, and regional and whole community approaches. Applicants will also be evaluated on their use of creative and innovative project approaches and plan to share project results with other jurisdictions to amplify the impact of their project.
- **Impact:** Demonstrate the proposed project's impact, including how the project will increase the jurisdiction's preparedness and resilience for complex coordinated terrorist attacks and how collaboration with identified regional partners and whole community stakeholders will enhance project effectiveness.
- **Budget:** Demonstrate a reasonable and cost-effective budget, including explanation of reasonable project costs across the requested categories and the project's relative cost effectiveness.

17. How is a “regional” approach defined for the purposes of this program?

A regional approach is the applicant partnering with two or more jurisdictions on the project’s implementation and should achieve cost effectiveness, support regional efficiency and resilience, and benefit more than one jurisdiction (state, county, tribe, parish, town, township, city, or village) directly from the activities implemented with the grant funds.

18. What if applicants have already received a Joint Counterterrorism Awareness Workshop Series (JCTAWS) or participated in the Integrated Emergency Management Course (IEMC): Preparing Communities for a Complex Coordinated Attack (CCA)?

Applicants that have received a JCTAWS or participated in the E912 IEMC are eligible to apply to the FY 2016 CCTA. The Project Narrative requires applicants to list all Federal preparedness grant funding, training, and/or technical assistance received (DHS, the Department of Justice [DOJ], and from other Federal grant making authorities) in the past 3 years related to preparing for, preventing, or responding to a complex coordinated attack to include specific funding amounts, training names, and technical assistance topics.

19. Will applicants have the opportunity to develop and present their own budget proposals, or will all awards be of an equal amount?

Yes. FEMA anticipates proposals from communities of differing sizes, needs, and existing resources. For this reason, we anticipate awards of differing amounts, to be determined and justified by an applicant’s demonstration of a reasonable and cost-effective budget, including explanation of costs across the requested categories and anticipated cost effectiveness.

20. Will FEMA only fund applications for the full amount requested, or will some projects be awarded for less than requested?

FEMA may scale back projects as needed. Applicants will be evaluated on their anticipated use of funds (identified in their Budget Detail Worksheet and described in the Budget section of the Project Narrative), proposing a project budget that supports and justifies the financial needs of their project.

21. Will there be an appeals process should an application not be selected for funding?

No. The FY 2016 CCTA Program was created as a discretionary grant program. Funding decisions will be based upon the recommendations of a panel of subject matter experts and the Secretary’s determination of awardees will be final.

22. Are non-government entities such as non-for-profit and for profit agencies eligible for funding as subapplicants/subgrantees under the FY 2016 CCTA Program?

A non-government entity is not eligible as a primary applicant. However, a subaward to a non-profit or for-profit organization is allowable if such subaward furthers the purposes of the grant award. A contract or a subaward are the only methods a recipient can transfer or disburse money to another non-Federal entity. The Super Circular provides guidance to recipients at 2 C.F.R. § 200.330 regarding whether such disbursement of funds is a contract or a subaward and to ensure the disbursement is in compliance with the requirements governing contracts and subawards under the Super Circular. The determination of whether the disbursement of funds by the recipient to another non-Federal entity is only governed by the terms of its Federal award (which includes the Super Circular).

23. What personnel costs are allowable under this grant?

Personnel hiring, overtime, and backfill expenses, including related fringe benefits, are permitted under this grant program in order to perform gap identification, planning and plan development, training, and exercise activities only as described in the NOFO. Additionally, overtime costs for backfill, and overtime to allow personnel to train or participate in exercises, are also allowed under this program only as described in this NOFO.

The hiring of personnel to perform traditional day to day duties, tasks, and functions, not directly related to gap identification, planning and plan development, training or exercise activities as described in the NOFO, are **NOT** an allowable cost under this program.

24. Are equipment costs allowable under this grant?

Operational equipment, such as incident command vehicles, are **NOT** an allowable cost under this program. Some equipment costs are eligible but are specifically limited to testing and exercising response and preparedness plans safely and comprehensively (e.g., safety equipment, simunitions) and are only allowed to support training and exercise activities. This excludes equipment used for fulfilling traditional public safety duties and purchases of Information Technology equipment (e.g. hardware, software).

Such equipment costs are only allowable under this program with the prior written approval of DHS/FEMA. To request equipment, the Authorized Representative must sign a written request that outlines the equipment costs.

Unallowable equipment costs are considered ineligible for award and should not be included in an applicant's Budget Detail Worksheet.

25. Are food and beverages allowable costs? What about for exercises?

Such costs incurred by non-Federal entities under Federal grant awards are governed by the Cost Principles at 2 C.F.R. Part 200, Subpart E. The purchase of food and beverage is **NOT** an allowable expense of the CCTA Program under the Cost Principles when it is considered to be a good or service for personal use (See 2 C.F.R. §200.445).

26. Is an Environmental Planning and Historic Preservation (EHP) certification required for grant recipients?

If it is determined that the project requires EHP review, it will have to be approved by FEMA's EHP office. The EHP review must be completed by FEMA before initiating any work on any FEMA funded project, even if a previous award/year/program/project has an approved EHP review. EHP review is required (post award) for the entire project prior to starting the project.

27. What types of technical assistance will be provided to CCTA Program grant recipients?

FEMA will develop, schedule, and deliver technical assistance tailored to meet the needs of the requesting grant recipient. Technical assistance is intended to provide the grant recipient with subject matter expertise specifically related to completing the activities (i.e., identifying gaps, planning, training, and exercising) in the context of enhancing preparedness for complex coordinated terrorist attacks and achieving the goals outlined in the grant recipient's application. Technical assistance deliveries may take a variety of forms, such as information resources; models, tools and templates; and onsite workshops that can be combined or modified to meet the specific needs of the requesting grant recipient. The technical assistance will be delivered to grant recipients at no additional cost.

28. Where is the FY 2016 CCTA Program NOFO located?

The FY 2016 CCTA Program NOFO is located online at: <http://www.fema.gov/grants> as well as on www.grants.gov.

29. How will the FY 2016 CCTA Program applications be submitted?

Applying for an award under the FY 2016 CCTA Program is a multi-step process. Eligible applicants must submit their initial application through the Grants.gov portal at <http://www.grants.gov>. Applicants in need of Grants.gov support should contact the Grants.gov customer support hotline at (800) 518-4726.

Eligible applicants will be notified by DHS/FEMA after the initial application is submitted in Grants.gov and asked to proceed with submitting their complete application package in the [Non Disaster \(ND\) Grants System](#). Applicants in need of technical support with the ND Grants System should contact ndgrants@fema.gov or (800) 865-4076.

Completed applications must be submitted no later than 11:59:59 p.m. ET, February 10, 2017. If applicants have any questions regarding the application process, they should contact the FEMA Grant Programs Directorate Call Center at (866) 927-5646.

30. What is the timeline for an applicant to accept an award?

Recipients must accept their awards no later than 60 days from the award date. The recipient shall notify the awarding agency of its intent to accept and proceed with work under the award through the ND Grants system. For instructions on how to accept or decline an award in the ND Grants system, please see the ND Grants Recipient Training Manual.

31. What other resources are available to address programmatic, technical, and financial questions?

- For financial-related questions, including pre-and post-award administration and technical assistance, applicants may contact the FEMA Grant Programs Directorate Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.
- FEMA’s Protection and National Preparedness (PNP) Office of Counterterrorism and Security Preparedness Office (OCSP) has the programmatic responsibility for this NOFO. For additional program-specific information, applicants may contact the Program Office at FEMA-CCTA@fema.dhs.gov.
- The Centralized Scheduling and Information Desk (CSID) is a non-emergency comprehensive management and information resource developed by DHS for grants stakeholders. CSID can be reached by phone at (800) 368-6498 or via e-mail to ASKSid@fema.dhs.gov. The Grants.gov customer support hotline is (800) 518-4726. CSID hours of operation are from 9:00 a.m. to 5:00 p.m. EDT, Monday through Friday.
- The Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this announcement is: (800) 462-7585.

32. What is the FY 2016 CCTA Program period of performance?

The period of performance is thirty-six (36) months.

33. Why does the CCTA Program reference Fiscal Year 2016?

The CCTA Program funding was allocated to FEMA in FY 2016 per Section 543 of the Department of Homeland Security Appropriations Act, 2016 (Pub. L. No. 114-113). The projected period of performance for the FY 2016 CCTA Program is June 8, 2017 – June 7, 2020.

34. How is the FY 2016 CCTA Program different from the FY 2016 Countering Violent Extremism (CVE) Grant Program?

The purpose of the FY 2016 CCTA Program is to improve the ability of local, state, tribal, and territorial jurisdictions to prepare for, prevent, and respond to complex coordinated terrorist attacks. The purpose of the FY 2016 CVE Grant Program is to develop new efforts and expand existing efforts at the community level to counter recruitment and radicalization to violence by funding activities that enhance the resilience of communities being targeted by violent extremists. Community engagement initiatives designed to counter radicalization, and the development of mechanisms to assess and prevent radicalization, such as in detention facilities are **NOT** an allowable cost under the FY 2016 CCTA Program.

In the context of this program and in accordance with the National Prevention Framework, “prevention” covers the capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. The National Prevention Framework focuses solely on terrorist activities—and specifically on imminent threats or acts of terrorism on U.S. soil.

35. Who will conduct monitoring to ensure recipients meet project goals, objectives, performance requirements, timelines, milestone completion, budget, and other related program criteria?

The FEMA Regional offices will be responsible for programmatic monitoring of FY 2016 CCTA Program recipients through the program performance reporting requirements identified in the NOFO. The FEMA Grant Programs Directorate (GPD) will be responsible for financial monitoring of FY 2016 CCTA Program recipients through regular desk reviews and quarterly cash management analyses.

36. Does the FY 2016 CCTA Program have a National Incident Management System (NIMS) requirement?

Yes. Prior to allocation of FY 2016 CCTA Program awards, recipients must ensure and maintain adoption and implementation of NIMS.

37. Where is the CCTA Program webinar presentation located?

The CCTA Program webinar presentation is located online at: <https://www.fema.gov/media-library/assets/documents/127506>.