



Fiscal Year (FY) 2012 Continuing Training Grants (CTG) Program Frequently Asked Questions (FAQs)

1. What is the purpose of the FY 2012 Continuing Training Grants (CTG) Program?

The purpose of the FY 2012 CTG program is to develop and deliver a national training program that provides tailored, specialized training to first responders and/or citizens to meet emerging training needs in our nation's communities to help prevent, protect against, respond to, recover from and mitigate terrorist attacks, major disasters and other emergencies. The training must address the requirement that all courses be accessible, complying with section 504 and 508 of the Rehabilitation Act.

Funding for this year's solicitation is authorized by *The Consolidated Appropriations Act, 2012* (Public Law No. 112-74). Emphasis is on the development and delivery of courses in one of the following three focus areas:

- Whole Community Inclusive Planning
- Cyber
- Complex Attacks

2. Why were the three focus areas chosen for CTG funding?

These three components reflect important components of the National Preparedness Goal that support the core capabilities of FEMA's five mission areas: Prevention, Protection, Response, Recovery, and Mitigation that are vital in preparing the nation for dealing with all types of disasters.

3. What are some of the specific training needs to be addressed in the three focus areas of Whole Community?

Training is needed to enhance the ability of state and local jurisdictions, tribal governments, non-profit associations and organizations, including community and faith-based organizations, and non-profit higher-education institutions to develop and conduct inclusive emergency planning processes. Training provides emergency managers, community leaders, and members of community organizations with a greater understanding of the roles each has to play in ensuring that the whole community is actively involved in planning for, responding to, and recovering from the full range of threats and hazards. Whole community inclusive training will identify key challenges that can hinder successful collaborative efforts as well as solutions to overcome those challenges. Target audiences for the FY 2012 CTG program include emergency managers, first responders, people with disabilities of all ages, families, people from diverse language and cultural backgrounds, social service and advocacy organizations serving the traditionally

underserved and under-included populations. Within this focus area, one possible consideration might also be given to address children's preparedness and reunification efforts as it relates to whole community inclusive planning. This effort is designed to raise awareness on the importance of having reunification plans in place should a disaster strike without advanced warning. Whole Community Inclusive Planning aligns with the community resilience and planning core capabilities of the Mitigation Mission Area Capabilities and Preliminary Targets described in the National Preparedness Goal of September 2011.

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

Our nation's dependence on computer networks and information systems has made cybersecurity a national priority. The United States must keep pace managing the risks and consequences associated with cyber incidents as they have increased in number and complexity. Cybersecurity, as a focus area, supports the National Infrastructure Protection Plan by helping to mitigate the risk to critical information systems and other key resources, and is identified in the May 2012 National Preparedness Report as a national area for improvement.

States indicated through the State Preparedness Reports that cybersecurity was the National Preparedness Goal core capability with the lowest average self-assessed capability level. As a result, cybersecurity training should prepare participants to identify, prevent, protect against, respond to, and recover from cyber incidents at the state and local level. Training in cybersecurity should be directed to information technologists tasked with the creation and maintenance of computer networks and information systems for state and local emergency responder, government managers administering these systems, criminal investigators of cyber crimes and others responsible for the protection of critical information systems. Cybersecurity training programs should be developed with enough flexibility so that they can apply to results from the Threat and Hazard Identification and Risk Assessment (THIRA) that can be implemented at the State and local level to manage risk, including identification of mitigation opportunities and supporting preparedness activities. This focus area aligns with the cybersecurity core capability within the Protection Mission Area Capabilities and Preliminary Targets described in the National Preparedness Goal of September 2011.

5. What are some of the specific training needs to be addressed in the focus area of Complex Attacks?

Complex attacks became a focus area for training based on a series of Joint Counterterrorism Awareness Workshops jointly by Department of Homeland Security (DHS), FEMA, the Federal Bureau of Investigation (FBI), National Counterterrorism Center (NCTC) that were conducted around the country to address the potential threat of a complex attack incorporating coordinated terrorist assaults against multiple targets. From those workshops, FEMA identified several training needs to enhance first responder joint planning in responding to this type of event. Course curriculum would focus training for first responders such as police, fire and emergency medical personnel to respond as one team to a complex attack, providing awareness training for first responders to gather and recover tactical intelligence during a crisis, such as how to respond when medical personnel are overwhelmed or unable to access a crisis site, public messaging training to provide quick information to the public with strategic messaging goals for a prolonged crisis, and training on interoperable communication needs from tactical teams and

commanders. Complex Attack training courses will provide responders and private sector partners with a better understanding of the challenges associated with multi-jurisdictional interdiction and response, response, planning protocols and tools, such as command, control, and communications needs in a dynamic, complex attack. Complex attack training courses should include law enforcement, first responders, emergency managers and private sector organizations such as hospitals, hotels, and telecommunication providers that eventually should be taught to all first responders. This focus area aligns with the core capabilities including interdiction and disruption, on-scene security and protection, operational communications, operational coordination of the Prevention and Protection Mission Area Capabilities and Targets as described in the National Preparedness Goal, September 2011.

6. How much funding is available under the FY 2012 CTG program?

A Congressional appropriation of \$3,793,600 will be provided competitively to eligible candidates under the FY 2012 CTG program. The FY 2012 CTG program grants will focus on three areas: Whole Community Inclusive Planning, Cybersecurity, and Complex Attacks. Funding for each of the three focus areas will not exceed \$1,264,533.33 per area. Funding will be provided in the form of cooperative agreements awarded directly to the selected applicants.

7. Who is eligible to apply for FY 2012 CTG funds?

Eligible applicants for the FY 2012 CTG grant program include state, local, tribal, and territorial governments; national associations, organizations and non-profits, including national community and faith-based organizations, with a demonstrable, expertise relevant to the focus area for which grant funding is being requested; non-profit higher education institutions with existing programs that address the focus area for which grant funding is requested.

8. What Agency will issue the CTG Program Issued by?

The FY 2012 CTG will be administered by the Department of Homeland Security's Federal Emergency Management Agency (FEMA).

9. Is FEMA involved in the development of the training programs?

FEMA requires substantial involvement with these training grants, because such 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. The Agency collaborates and reviews whether sufficient state, tribal, and local personnel are attending the trainings and may offer suggestions on how to improve attendances. FEMA also collaborates and assures that the training provided is sufficiently national in scope, so all areas of the nation are included; and it assures that educational institutions fully appreciate the concrete nature of the deliverables needed.

10. Is this a competitive grant program?

Yes, the FY 2012 CTG is an open and competitive training program solicitation.

11. What is the Catalogue 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.

12. Is the FY 2012 CTG a national training program?

Yes, the delivery of training programs will incorporate geographic diversity when offering the courses, including training at the state, local, tribal, and territorial levels across the 56 states and territories.

13. Under FY 2012 CTG, eligible applicants may apply and propose to develop and deliver training programs that are national in scope. What is meant by national in scope?

The delivery of training programs will incorporate geographic diversity when offering courses, including providing 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.

14. What is the period of performance for the FY '12 Continuing Training Grants (CTG)

The period of performance for the FY 2012 Continuing Training Grants is 36 months. The projected award start date is October 1, 2012 and the projected end date is September 30, 2015.

15. 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.

16. Does funding for the FY 2012 CTG go through the State Administrative Agency?

No. All eligible applicants may apply directly through Grants.gov for the FY 2012 CTG.

17. How can I access the FY 2012 CTG funding opportunity announcement?

Applications can be found via www.grants.gov. All applicants must file their applications using the Administration's common electronic "storefront" - www.grants.gov. Eligible grantees must apply for funding through this portal, accessible on the Internet at 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. Additional guidance and information can be obtained by contacting the National Preparedness Directorate/National Training and Education Division point of contact Mr. Willie Johnson Jr. at (202) 786-9567 or via e-mail to Willie.Johnsonjr@fema.gov.

18. What is the process for applying for the CTG competitive grant program?

Applicants must submit completed applications, including a nine-page concept paper through grants.gov no later than 11:59 p.m. EST, on July 3, 2012. The concept papers will be reviewed and evaluated for adherence to formatting guideless and the requirements established in the nine-page concept template as described in Part X, Section 1 of the Funding Opportunity

Announcement (FOA). Applicants who do not strictly adhere to the nine-page concept paper template as described in Part X, Section 1, will be rejected.

Applicants must submit only one concept paper per focus area. Identify the training program title, focus area to be addressed, your organization, budget, total numbers to be trained and an executive summary that describes in 300 words or less, the overall purpose of the training program and how it fulfills the CTG guidance requirements. Information in the Executive Summary supports an important component of the concept paper review process; failure to provide a clear, concise summary may unfavorably impact the results of the review. The Executive Summary is the ONLY section of the concept paper that may be single space because of space constraints.

Following a concept paper review, selected applicants will be invited to submit a full proposal. Full proposals will require a 20-page, doubled-spaced submission entailing more in-depth selection criteria and concluding with a rigorous and comprehensive competitive peer review process by independent Subject Matter Experts (SMEs). Final awards will be made on or before September 30, 2012.

19. How are awards determined?

FEMA's National Preparedness Directorate will coordinate a two-tiered review process. In the first tier, applicants must submit a concept paper that clearly demonstrates their ability to design, develop, and deliver a national training program that is provides tailored, specialized training to first responder and/or citizens. FEMA's administrative, independent peer review process will determine that all applications meet the requirements of the CTG concept paper before moving eligible applicants to the second tier process.

Those applicants that have met all CTG requirements in the concept papers, then submit a full CTG proposal that outlines a program management plan including goals, objectives, and outcomes of activities to be accomplished, including a risk management plan, performance-based evaluation plan, a course quality control plan, tasks to be completed in the course, equipment, budget, personnel, supplies and other costs as outlined in the announcement.

FEMA's National Preparedness Directorate (NPD) will coordinate a pool of subject matter experts for a peer review panel for 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 for the Prevention, Protection, Response, Recovery, and Mitigation from terrorism or other catastrophic incidents. 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 the FEMA leadership for approval of funding.

20. When will all the awards be announced?

Awards will be announced by the end of the current fiscal year, September 30, 2012.

21. Will technical assistance be available to those applicants who may need it?

The Technical Assistance Program provides direct support assistance on a first-come, first-served basis (and subject to the availability of funding) to eligible organizations to enhance their capacity and preparedness to prevent, protect against, respond to, and recover from terrorist and all-hazard threats. In addition to the risk assessment assistance already being provided, FEMA also offers a variety of other direct support assistance programs.

The Technical Assistance Program also provides access to planning support. The planning support aids jurisdictions by increasing their understanding of the complex issues faced in planning for various hazards and threats. The support includes leveraging subject matter experts from around the country, as well as enabling knowledge transfer from jurisdiction to jurisdiction.

More information can be found at http://www.fema.gov/about/divisions/pppa_ta.shtm or by emailing FEMA-TARequest@fema.gov.

22. Who can I contact if I have questions about the FY '12 Continuing Training Grants?

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 solicitation. 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 solicitation action 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. Willie Johnson Jr. at (202) 786-9567 or via e-mail to Willie.Johnsonjr@fema.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.gov. **The Grants.gov customer support hotline is (800) 518-4726.**