

OVERVIEW INFORMATION

Issued By: U.S. Department of Homeland Security (DHS): Federal Emergency Management Agency (FEMA)

Catalogue of Federal Domestic Assistance (CFDA) Number: 97.005

CFDA Title:

State and Local Homeland Security National Training Program

Funding Opportunity Announcement (FOA) Title:

Continuing Training Grants (CTG)

Authorizing Authority for Program:

The Homeland Security Act of 2002, as amended, 6 U.S.C. §101, et seq. (Public Law 107-296). The Consolidated Appropriations Act, 2012, Division D, Title III, State and Local Programs (Public Law 112-74).

Appropriation Authority for Program:

The Consolidated Appropriations Act, 2012, Division D, Title III, State and Local Programs (Public Law 112-74).

FOA Number:

DHS-XX-XXX-XXX-XXX-XX (Provided by granting office or FAPO)

Key Dates and Time:

Application Start Date: 06/12/2012
Application Submission Date: 07/03/2012 at 11:59:59 p.m. EDT
Funding Selection Date: 08/15/2012
Award Date: 09/20/2012

Other Key Dates:

Application Submission Extension: Is an extension to the application submission deadline permitted? Yes No

Intergovernmental Review: Is an intergovernmental review required? Yes No

Applicants must contact their State's Single Point of Contact (SPOC) to find out about and comply with the State's process under Executive Order 12372. Name and addresses of the SPOCs are maintained at the Office of Management and Budget's (OMB) home page at http://www.whitehouse.gov/omb/grants_spo to ensure currency.

FOA EXECUTIVE SUMMARY

Program Type:

New Continuing One-time

Date of origin for Program: 10/2002

Opportunity Category:

Discretionary/Competitive Mandatory/Non-competitive Both

Application Process:

FEMA makes all funding opportunities available on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions, please call the Grants.gov customer support hotline at (800) 518-4726.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select "Apply for Grants," and then select "Download Application Package." Enter the CFDA and/or the funding opportunity number located on the cover of this announcement. Select "Download Application Package," and then follow the prompts to download the application package. To download the instructions, go to "Download Application Package" and select "Instructions."

Eligible Applicants: The FY 2012 CTG is an open and competitive solicitation, available to State, local, tribal, and territorial governments; and those non-profit associations and organizations, including community and faith-based organizations, with a national scope and with a demonstrable expertise relevant to the focus area for which grant funding is requested; and non-profit higher education institutions with existing programs which address the focus area for which grant funding is requested.

For additional information, see the *Eligibility Criteria* section of this FOA.

Type of Funding Instrument: Select the applicable funding instrument

Grant Cooperative Agreement Loan

FEMA requires substantial involvement with these competitive training grants because it collaborates and reviews the curricula of the training as it is developed to assure that the curricula appropriately reflects FEMA's mission and the National Preparedness Goal. In addition, substantial involvement is needed because it evaluates whether the trainers have sufficient credentials to carry out the training; it collaborates and reviews whether sufficient state, tribal and local personnel are attending the trainings and may offer suggestions on how to improve attendance; it collaborates and assures that training provided is sufficiently national in scope so that all areas of the Nation are included; and assures that educational institutions fully appreciate the concrete nature of the

deliverables needed. Additional detailed requirements necessitating substantial involvement are set forth in the Program Terms and Conditions at paragraphs 13 through 30.

Cost Share or Match:

Cost Match Cost Share None Required

Maintenance of Effort:

Is there a Maintenance of Effort (MOE) requirement? Yes No

Management and Administration (M&A): N/A

Indirect Costs: Indirect costs are allowable only if the applicant has an approved indirect cost rate with the cognizant Federal agency. 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. Indirect costs will be evaluated as part of the application for Federal funds to determine if allowable and reasonable.

Specifically, grantees should apply the training indirect cost rate (when it is available) or the “offsite” indirect cost rate (when a training rate is not available). The full organized research negotiated rate should not be applied to these training awards. Written exceptions will be made in rare cases upon request and with adequate justification. FEMA will work closely with the grantee to determine the appropriateness of indirect costs for the type of activity and location proposed in the application, in accordance with the negotiated indirect cost rates approved by the grantee’s cognizant federal agency.

FULL ANNOUNCEMENT

I. Funding Opportunity Description

Program Overview and Priorities:

This year, FY 2012 CTG funds are available to develop and deliver innovative training programs that are national in scope and meet emerging training needs in our Nation's communities. Funding will be provided in the form of cooperative agreements directly to qualified applicants. Funding for this year's solicitation is authorized by *The Consolidated Appropriations Act, 2012* (Public Law No. 112-74).

Program Objectives:

In FY 2012, the emphasis is on the development and delivery of courses in one of the following three focus areas:

- Whole Community Inclusive Planning
- Cyber
- Complex Attacks

These focus areas reflect important components of the National Preparedness Goal that support the core capabilities of the five mission areas: Prevention, Protection, Mitigation, Response, and Recovery. Each applicant is expected to use a combination of readily available resources and their working knowledge of the subject matter to refine the focus area and to shape the overall training program in keeping with current national policies, doctrines, and priorities. Proposed training must be consistent with applicable Federal regulations, policies, and guidance that govern the focus area.

Focus Area 1: Whole Community Inclusive Planning

Training is needed to enhance the ability of local jurisdictions, tribal governments, and community organizations to develop and conduct inclusive emergency planning processes. The purpose of this training will be to provide 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. The training will identify key challenges that can hinder successful collaborative efforts as well as solutions to overcome those challenges. Target audiences include emergency planners, first responders, people with disabilities of all ages, families, people from diverse language and cultural backgrounds, and social service and advocacy organizations serving traditionally underserved and under-included populations. Within this focus area, consideration should be given to address children 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.

This focus area is aligned with the community resilience and planning core capabilities of the Mitigation Mission Area Capabilities and Preliminary Targets as described in the National Preparedness Goal, September 2011.

Focus Area 2: Cybersecurity and Cyber Incident Awareness

Our Nation's dependence on computer networks and information systems has made cybersecurity a priority. Cyber incidents have increased in number and complexity and the ability to manage the risks and consequences associated with these incidents must keep pace. 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 National Preparedness Report (released May 2012) 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.

Cybersecurity training should prepare participants to identify, prevent, protect against, respond to, and recover from cyber incidents at the state and local level. Training programs in this focus area should be directed to information technologists tasked with the creation and maintenance of computer networks and information systems for state and local emergency responders, government managers administering these systems, criminal investigators of cyber crimes and others responsible for the protection of critical information systems.

Finally, 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 is aligned with the cybersecurity core capability within the Protection Mission Area Capabilities and Preliminary Targets as described in the National Preparedness Goal, September 2011.

Focus Area 3: Complex Attacks

Based on a series of Joint Counterterrorism Awareness Workshops conducted around the country to address the potential threat of a complex attack incorporating coordinated terrorist assaults against multiple targets, FEMA identified several training needs to enhance first responder joint planning in responding to this type of event. Specifically, training curriculum is needed to fill the following gaps: integrated training for all first responders (e.g., Police, Fire, Emergency Medical Service, etc.) that would have to respond as a team to a complex attack, awareness training for first responders on gathering and recovering tactical intelligence during a crisis, "care under fire" medical training to first responders when medical personnel are overwhelmed or unable to access a crisis site, public messaging training that provides quick information to the public with strategic messaging goals for a prolonged crisis, and training on interoperable communication needs from tactical teams and incident commanders. The purpose of the training is to provide responders and private sector partners with a better

understanding of the challenges associated with multi-jurisdictional interdiction and response, planning protocols and tools, and command, control and communications (C3) in a dynamic, complex attack. The training audience should include law enforcement as well as first responders, emergency managers and private sector organizations (e.g., hospitals, hotels, and telecommunication providers). This training should be piloted with first responders and then packaged for institutionalization as a permanent course that can be taught to responders throughout the country. This focus area is aligned with the following core capabilities: interdiction and disruption, on-scene security and protection, operational communications, and operational coordination, of the Prevention and Protection Mission Area Capabilities and Preliminary Targets as described in the National Preparedness Goal, September 2011.

Training Should Be National in Scope. 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.

National Preparedness Goal:

Whole Community Inclusive Planning is aligned with the community resilience and planning core capabilities of the Mitigation Mission Area Capabilities and Preliminary Targets.

Cyber Terrorism Prevention and Cyber Security Awareness is aligned with the cybersecurity core capability within the Protection Mission Area Capabilities and Preliminary Targets.

Complex Attacks is aligned with the following core capabilities: interdiction and disruption, on-scene security and protection, operational communications, and operational coordination, of the Prevention and Protection Mission Area Capabilities and Preliminary Targets.

For additional details on the NPG, please refer to <http://www.fema.gov/pdf/prepared/npg.pdf>.

II. Funding Information

Award Amounts, Important Dates, and Extensions:

Available Funding for the FOA: \$3,793,600 (Funding for each of the three focus areas will not exceed \$1,264,533.33 per area)
Projected Award Start Date(s): 10/01/2012
Projected Award End Date(s): 09/30/2015
Period of Performance: 36 Months

Period of Performance: Is an extension to the period of performance permitted?

Yes No

The period of performance of this grant is 36 months. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications as to why an extension is required.

III. Eligibility Information

Eligibility Criteria:

The FY 2012 CTG is an open and competitive solicitation, available to State, local, tribal, and territorial governments; non-profit associations and organizations, including community and faith-based organizations, with a national scope and with a demonstrable expertise relevant to the focus area for which grant funding is requested; and non-profit higher education institutions with existing programs which address the focus area for which grant funding is requested.

Whole Community Approach to Emergency Management

A community-centric approach for emergency management that focuses on strengthening and leveraging what works well in communities on a daily basis offers a more effective path to building societal security and resilience. By focusing on core elements of successful, connected, and committed communities, emergency management can collectively achieve better outcomes in times of crisis, while enhancing the resilience of our communities and the Nation. The three core principles of Whole Community—understanding and meeting the actual needs of the whole community, engaging and empowering all parts of the community, and strengthening what works well in communities on a daily basis—provide a foundation for pursuing a Whole Community approach to emergency management through which security and resiliency can be attained.

Truly enhancing our Nation's resilience to all threats and hazards will require the emergency management community to transform the way the emergency management team thinks about, plans for, and responds to incidents in such a way to support

community resilience. It takes all aspects of a community to effectively prevent, protect against, mitigate, respond to, and recover from threats and hazards. It is critical that individuals take responsibility for their own self-preparedness efforts and that the community members work together to develop the collective capacity needed to enhance their community's security and resilience.

Building community resilience in this manner requires emergency management practitioners to effectively engage with and holistically plan for the needs of the whole community. This includes but is not limited to accommodating people who speak languages other than English, those from diverse cultures or economic backgrounds, people of all ages (i.e., from children and youth to seniors), people with disabilities and other access and functional needs, and populations traditionally underrepresented in civic governance. At the same time, it is important to realign emergency management practices to support local needs and work to strengthen the institutions, assets, and networks that work well in communities on a daily basis. (Ref: A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action, December 2011).

IV. Funding Restrictions

Restrictions on Use of Award Funds:

DHS grant funds may only be used for the purpose set forth in the grant, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

Pre-award costs are allowable only with the written consent of DHS and if they are included in the award agreement.

Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this program. Federal employees may not receive funds under this award.

Construction Costs: Construction costs are not allowable under this solicitation.

Equipment: Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 CFR Part 215, for Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations located at http://www.whitehouse.gov/omb/fedreg/2004/040511_grants.pdf. To the extent State and local governments and tribal entities are eligible, please see 44 CFR Part 13.32 pertaining to those entities. While there is no similar regulation on equipment disposition for for-profit entities, they may be eligible as well under the Guidance. There is guidance

on gains and losses for disposition of equipment under 48 CFR Part 31.205-16 (FAR) that would pertain to for-profits.

Fringe Benefits: Fringe benefits should be based on actual known costs or an established formula. Fringe benefits on overtime hours are limited to *Federal Insurance Contributions Act (FICA)*, Workman's Compensation, and Unemployment Compensation.

Foreign Travel: Foreign travel is not an allowable cost under this solicitation unless approved otherwise by the managing Federal agency.

V. Application Review and Selection Information

Note: Funds will not be made available for obligation, expenditure, or drawdown until the applicant's budget and budget narrative have been approved by FEMA.

The applicant must provide a detailed budget for the funds requested. The detailed budget must be submitted with the grant application as a file attachment within www.grants.gov. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis of computation of all project-related costs, and appropriate narrative.

Application Selection Process:

Proposals must clearly demonstrate the applicant's ability to design, develop, and deliver a training program that is national in scope and provides tailored, specialized training to first responders and/or citizens. The CTG funds must enhance the Nation's capability to prevent, protect against, mitigate, respond to, recover from, risks posed by incidents of national significance, including acts of terrorism and/or catastrophic events in accordance with program guidelines, and guidance from DHS/FEMA. At a minimum, the CTG application must include the following:

- 1) **Program Management Plan:** The applicant must provide a complete program management plan for the entire 36 month period of performance. This plan must include:
 - Goals, objectives, and outcomes of the proposal and the activities to be conducted to accomplish the goals, objectives, and outcomes of the proposal
 - Complete description of the program management structure addressing how the program will be structured, organized, and managed within the recipient's organization. The applicant must provide an organizational chart and describe how the organization will support the program
 - A high-level detailed program schedule to reflect the program life cycle and show phases, deliverables, and outcomes
 - Risk management plan describing the approach for identifying and managing risks, and identifying known or postulated events or factors that could prevent program objectives (cost, schedule, scope, performance, or quality) from being met
 - Performance-based evaluation plan, including program performance measures that

will assess the attainment of goals, objectives, outcomes, and which details a data collection plan including how data will be analyzed

- Quality control plan to be incorporated into the development and delivery of programs and courses

2) Work Breakdown Structure: The applicant will provide a work breakdown structure (WBS) as part of the application. A WBS is a task-oriented schematic of activities that organizes, defines and graphically displays the total work to be accomplished in order to achieve the final objectives of a project. Each descending level represents an increasingly detailed definition of the project objective. It is a system for subdividing a project into manageable work packages, components or elements to provide a common framework for scope/cost/schedule communications, allocation of responsibility, monitoring and management.

- Program Narrative: Must include an explanation of how the proposal addresses the following elements:
 - The ability to build sustainable preparedness at the State, local, and tribal level
 - A capacity-building component for State, local, and tribal jurisdictions to employ themselves (e.g., job aids, planning tools, performance support tools, etc.)
 - A process for identifying lessons learned and best practices for inclusion in ongoing Department of Homeland Security efforts
 - An adherence to the precepts of Instructional Systems Design (ISD), and the application of adult learning principles, including problem-based learning
 - Incorporation of a blended learning approach
 - Congruence with the National Preparedness Goal, National Preparedness System, National Incident Management System (NIMS), national planning frameworks, and National Infrastructure Protection Plan (NIPP)
- Equipment Plan: The applicant must provide an equipment purchasing plan for all proposed equipment purchases that are required to support the program. At a minimum, the plan must detail what equipment will be purchased, why it is necessary, and the costs of the equipment
- Detailed Budget: The applicant must provide a detailed budget by program task and by cost object and a summary budget aggregating task costs into the categories of personnel, fringe benefits, travel, equipment, supplies, consultants/contracts, other costs, indirect costs, and separately defined costs for managing and administering the award (M&A), and the total budget. Any category accumulating “other” costs must include detailed descriptions to account for costs.

Note, that in accordance with OMB Circulars some costs require pre-approvals before expenditures are made. The approval of a budget plan submitted as an application for funds does not constitute *prior* approval for expenditures under an award.

 - **Personnel:** Indicate the total projected salary and wages for all project personnel. Compensation paid for employees engaged in activities must be consistent with that paid for similar work within the applicant organization.
 - **Fringe Benefits:** Fringe benefits should be based on actual known costs or an established formula. Fringe benefits on overtime hours are limited to FICA, Workman’s Compensation, and Unemployment Compensation.

- **Travel:** Provide the total projected cost for travel. Applicants should determine costs by the projected number of trips X the number of people traveling X an average cost for travel and per diem (airfare, lodging, meals). Travel for development of training and delivery of training should be separated in the detailed budget, but be included as a single total in the summary budget. Travel at the request of National Training and Education Division (NTED) should be detailed under travel for development of training.
- **Equipment:** Provide the total projected cost of non-expendable items that need to be purchased. Non-expendable equipment is tangible property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Organization's own capitalization policy and threshold amount for classification of equipment may be used. Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contracts" category. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 CFR Part 215, located at <http://www.whitehouse.gov/sites/default/files/omb/assets/omb/circulars/a1110/2cfr215-0.pdf>
- **Supplies:** Provide the total projected cost of supplies (e.g. office supplies, postage, training materials, copying paper, and other expendable items such as books and hand held tape recorders). Organization's own capitalization policy and threshold amount for classification of supplies may be used. Generally, supplies include any materials that are expendable or consumed during the course of the project.
- **Construction Costs:** Construction costs are not allowable under this solicitation.
- **Consultants/Contracts:** Provide the total projected cost of consultants and contracts. The type of consultant/contract must be identified and justified.
- **Other Costs:** Provide a total projected cost of miscellaneous items (e.g., reproduction, telephone, janitorial or security services, and investigative or confidential funds).
- **Indirect Costs:** Indirect costs are allowable only if the applicant has an approved indirect cost rate with the cognizant Federal agency. 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. Indirect costs will be evaluated as part of the application for Federal funds to determine if allowable and reasonable.

Specifically, grantees should apply the training indirect cost rate (when it is available) or the "offsite" indirect cost rate (when a training rate is not available). The full organized research negotiated rate should not be applied to these training awards. Written exceptions will be made in rare cases upon request and with adequate justification. FEMA will work closely with the grantee to determine the appropriateness of indirect costs for the type of activity and location proposed in the application, in accordance with the negotiated indirect cost rates approved by the grantee's cognizant federal agency.

Total Budget: The total dollar value by category for all activities.

Funds will not be made available for obligation, expenditure, or drawdown until the applicant's budget and budget narrative have been approved by FEMA.

The applicant must provide a detailed budget for the funds requested. The detailed budget must be submitted with the grant application as a file attachment within <http://www.grants.gov>. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis of computation of all project-related costs, any appropriate narrative, and a detailed justification of management and administration (M&A) costs.

VI. Post-Selection and Pre-Award Guidelines

Notice of Award:

1. Upon approval of an application, the grant will be awarded to the grantee. The date that the award documents are issued is the "award date." Notification of award approval is made through the Non-Disaster (ND) Grants System. Once an award has been approved, a notice is sent to the authorized grant official. Follow the directions in the notification to accept your award documents. The authorized grant official should carefully read the award and special condition documents. If you do not receive a notification, please contact your FEMA Program Office for your award number. Once you have the award number, contact the ND Grants Help Desk at (800) 865-4076, to obtain the username and password associated with the new award.
2. FEMA will provide an award package to the Applicant for successful sub-applications. Sub-applicants will receive notice of award from the Applicant. Award packages include an award letter, FEMA Form 76-10A, and Articles of Agreement, which must be signed by the Applicant and returned to FEMA for approval before funds can be obligated.

The period of performance is 36 months and begins on the Project Period/Budget Period start date listed in the award package. Any unobligated funds will be de-obligated at the end of the close-out period. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications why an extension is required. All extension requests must be submitted to FEMA at least 60 days prior to the end of the period of performance and must address:

- Reason for delay;
- Current status of the activity/activities;
- Approved period of performance termination date and new project completion 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
- Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

Administrative and Federal Financial Requirements:

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions available on page 6 of <http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf>.

A complete list of Federal Financial Requirements is available at: http://www.whitehouse.gov/omb/grants_forms.

The recipient and any sub-recipient(s) must, in addition to the assurances made as part of the application, comply and require each of its subcontractors employed in the completion of the project to comply with all applicable statutes, regulations, executive orders, OMB Circulars, terms and conditions of the award, and the approved application.

Programmatic Reporting Requirements:

Reporting requirements must be met throughout the life of the grant (refer to the program guidance and the special conditions found in the award package for a full explanation of these requirements). Any reports or documents prepared as a result of this grant shall be in compliance with Federal “plain English” policies, directives, etc. Please note that the Payment and Reporting System (PARS) will prevent access to funds if reporting requirements are not met on a timely basis.

- 1. Federal Financial Report (FFR) – required quarterly.** Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425), which replaced the SF-269 and SF-272, which is due within 30 days of the end of each calendar quarter (e.g., for the quarter ending March 31, the FFR is due no later than April 30). A report must be submitted for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund draw downs may be withheld if these reports are delinquent. The final FFR is due 90 days after the end date of the performance period.

FFRs must be filed electronically through PARS. FFRs **must be filed according to the process and schedule below:**

Reporting periods and due dates:

- October 1 – December 31; Due January 30
- January 1 – March 31; Due April 30
- April 1 – June 30; Due July 30
- July 1 – September 30; Due October 30

2. Semi-Annual Progress Report (SAPR) – required semi-annually.

Following an award, the awardees will be responsible for providing updated obligation and expenditure information on a regular basis. The SAPR is due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30, and on January 30 for the reporting period of July 1 through December 31). Future awards and fund drawdowns may be withheld if these reports are delinquent. The final SAPR is due 90 days after the end date of the award period.

- 3. Financial and Compliance Audit Report.** Recipients that expend \$500,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO's Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at http://www.whitehouse.gov/sites/default/files/omb/circulars/a133_compliance/2011/Compliance_Supplement_March-2011.pdf. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year. In addition, the Secretary of Homeland Security and the Comptroller General of the United States shall have access to any books, documents, and records of recipients of FY 2012 HSNTF assistance for audit and examination purposes, provided that, in the opinion of the Secretary or the Comptroller, these documents are related to the receipt or use of such assistance. The grantee will also give the sponsoring agency or the Comptroller, through any authorized representative, access to, and the right to examine all records, books, papers or documents related to the grant.

The State shall require that sub-grantees comply with the audit requirements set forth in OMB Circular A-133. Recipients are responsible for ensuring that sub-recipient audit reports are received and for resolving any audit findings.

- 4. Monitoring.** Grant recipients will be monitored periodically by FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring will be accomplished through a combination of desk-based reviews and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, performance and administrative issues relative to each

program and will identify areas where technical assistance and other support may be needed.

The recipient is responsible for monitoring award activities, to include sub-awards, to provide reasonable assurance that the Federal award is administered in compliance with requirements. Responsibilities include the accounting of receipts and expenditures, cash management, maintaining of adequate financial records, and refunding expenditures disallowed by audits.

- 5. Grant Close-Out Process.** Within 90 days after the end of the period of performance, grantees must submit a final FFR and final progress report detailing all 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 grantee is responsible for returning any funds that have been drawdown but remain as unliquidated on grantee financial records.

Required submissions: (1) final SF-425, due 90 days from end of grant period; and (2) final progress report, due 90 days from the end of the grant period.

Student Cost Data. Grantees must submit annually NLT January 31, 2012 data pertaining to average cost per student for resident, non-resident, and web-based training. Total cost will be determined by number of course iteration, number of students, direct cost, and indirect cost.

VII. DHS FEMA Contact Information

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.

VIII. Other Critical Information

- 1. Technical Assistance Program and Planning Support.** 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. This 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 e-mailing FEMA-TARequest@fema.gov.

- 2. Lessons Learned Information Sharing (LLIS) System.** LLIS is a national, online, secure website that houses a collection of peer-validated lessons learned, best practices, and other relevant homeland security documents. LLIS facilitates improved preparedness nationwide by providing response professionals with access to a wealth of validated front-line expertise on effective planning, training, equipping, and operational practices for homeland security.

The LLIS website also includes a national directory of homeland security officials, as well as an updated list of homeland security exercises, events, and conferences. Additionally, LLIS includes online collaboration tools, including secure email and message boards, where users can exchange information. LLIS uses strong encryption and active site monitoring to protect all information housed on the system. The LLIS website is <http://www.llis.gov>.

- 3. Information Bulletins.** Information Bulletins (IBs) provide important updates, clarifications and policy statements related to FEMA grant programs. Grantees should familiarize themselves with the relevant publications. Information Bulletins can be found at: <http://www.fema.gov/government/grant/bulletins/index.shtm>

IX. How to Apply

FEMA makes all funding opportunities available on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions, please call the Grants.gov customer support hotline at (800) 518-4726.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this announcement. Select “Download Application Package,” and then follow the prompts to download the application package. To download the instructions, go to “Download Application Package” and select “Instructions.”

X. Application and Submission Information

- 1. Application 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.
- 2.** 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>

If you need assistance registering for the ND Grants system, please contact FEMA’s Enterprise Service Desk at 1-888-457-3362. The ND Grants system includes the following required forms and submissions:

- CTG Concept Paper (9 page limit), submit as an attachment
- Standard Form 424, Application for Federal Assistance
- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424C, Budget Information (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if grantee has engaged or intends to engage in lobbying activities)
- Grants.gov (GG) Lobbying Form, Certification Regarding Lobbying

The program title listed in the CFDA is “State and Local Homeland Security National Training Program”. The CFDA number is **97.005**.

Please refer to Appendix A for detailed information concerning the Concept Paper requirements and criteria.

Dun and Bradstreet Data Universal Numbering System (DUNS) number. The applicant must provide a DUNS number with their application. This number is a required field within <http://www.grants.gov> and for CCR. Organizations should verify

that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at (866) 705-5711.

Central Contractor Registration (CCR). The application process also involves an updated and current CCR by the applicant, which must be confirmed at <http://www.ccr.gov>.

APPENDIX A

Application Submission Information

Completed applications (concept papers included) must be submitted via Grants.gov no later than 11:59 p.m. EST, July 3, 2012.

Concept papers will be reviewed and evaluated for adherence to formatting guidelines and the requirements established in the 9-page concept paper template. Applicants who do not strictly adhere to the 9-page concept paper template as described in Part X, Section 1, will be rejected.

1. Following the concept paper review, selected applicants will be invited to submit a full proposal. Full proposals will require a 20-page, double-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.

2. **CTG Concept Paper Template and Selection Criteria**
 - a. NTED developed a template that establishes the required headers and content of a reviewable 9-page concept paper. This template helps ensure that submissions are organized in a consistent manner and key data requirements are addressed. Failure to address these data elements in the prescribed format, including page limitations, will result in the rejection of the concept paper from consideration.
 - b. Applicants must use this template to prepare and submit an electronic version of their concept paper as part of their online application kit. In addition to adhering to the concept paper template, applicants must comply with strict format guidelines. The concept paper must: 1) be created and submitted in Microsoft Word (*.doc) or text (*.txt); and 2) not exceed nine (9) double-spaced pages, in 12-point font, with a minimum of 1-inch margins. Single-spaced concept papers (i.e. the equivalent of 18 double-spaced pages) will be rejected. The title page/executive summary and the budget sections are included in the 9-page limit. No additional attachments will be accepted.
 - c. It is important that applicants describe an innovative, multi-year, national-in-scope training program in their concept paper, directly in alignment with one of the three eligible focus areas. Concept papers should clearly identify and explain how training will be accessible to appropriate State and local personnel for effective delivery.

3. The applicant is required to adhere to the following concept paper template section headings, page restrictions, and selection criteria.

Section 1: Title Page/Executive Summary (Limit – 1 Page)

- Training Program Title: Provide a title for your proposed training program.
- Focus Area Addressed: Identify the focus area that your proposed training program addresses. Submit only one concept paper per focus area. Address only one focus area in the concept paper.
- Organization Identifier: Provide the name and address of your organization and the primary point of contact.
- Total Budget: Provide the total dollar amount of your application, as detailed in the budget summary page.
- Total Numbers to be Trained: Provide a projected total number of persons your program will train during its three-year term and the proposed modes of delivery (instructor led, web-based, or combination of delivery modes)
- Executive Summary: In 300 words or less, describe the overall purpose of your training program and how it is unique, innovative, and fulfills CTG guidance requirements. Information contained in this Executive Summary supports an important component of the NTED concept paper review process; failure to provide this summary in a clear and concise manner may unfavorably impact the results of this review. **The Executive Summary is the ONLY section of the concept paper that may be single spaced because of space constraints.**

Section 2: Training Program Narrative (Limit - 2 Pages)

Concisely describe the overall purpose of the proposed multi-year training program. Identify target audiences and the mode of training, while describing training strategies and course content. Briefly explain how the training program will enhance a jurisdiction's capability in the selected focus area, and show how the program is **national in scope**. Describe the intended impact the training will have to assist participants in preventing, mitigating, protecting, responding, and/or recovering from disasters, and what the potential measurable outcomes will be.

Section 3: Training Analysis, Design, and Development (Limit - 1 Page)

Describe the proposed training needs assessment process that will be utilized to define course content, and how data will be used to develop the needs assessment results when designing and developing course content and delivery approaches.

Section 4: Training Implementation and Evaluation (Limit - 1 Page)

Describe how the proposed training will be delivered nationally, how it will reach the target audience across the country, and what venues are proposed to use for delivery of a national training program. Provide realistic and cost-effective national training delivery approaches, consistent with the proposed budget. Describe the type of knowledge and skills that will be evaluated to determine whether course participants have learned the course information and describe the type of evaluation administered to test knowledge, skills, and abilities.

Section 5: Applicant Expertise, Support, and Collaboration (Limit - 2 Pages)

Briefly describe successful past performances related to the chosen subject matter; demonstrate a capacity to develop and deliver courses nationally, on time, and within budget; describe any relevant local, regional, and/or national affiliations and partnerships directly related to this project; provide a brief staffing plan overview that is realistic, fiscally responsible, and attainable. Clearly demonstrate the applicant's experience in the selected focus area either as a knowledgeable stakeholder or as a recognized source of expertise in the field. Demonstrate the proposed training is distinct in comparison to training currently offered by the NTEE components, NTED National Domestic Preparedness Consortium (NDPC), other NTED training partners, other Federal agencies, and training traditionally offered by State and local training academies for routine missions.

Section 6: Budget Section (Limit - 2 Pages)

Page 1 - Provide total estimated costs for the following general categories: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Consultants/Contracts, Other Costs, Indirect Costs, and Total Estimated Budget; ensure allocations are defensible, particularly for equipment, travel, and staffing; provide a defensible indirect cost rate (if applicable). Applicants must provide this one-page itemized budget listing using the prescribed elements stated below.

- **Personnel:** Indicate the total projected salary and wages for all project personnel. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.
- **Fringe Benefits:** Fringe benefits should be based on actual known costs or an established formula. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.
- **Equipment:** Provide the total projected cost of non-expendable items that need to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years. (Note: Organization's own capitalization policy and threshold amount for classification of equipment may be used). Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contracts" category. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 CFR Part 215, located at http://www.whitehouse.gov/omb/fedreg/2004/040511_grants.pdf.
- **Supplies:** Provide the total projected cost of supplies (e.g. office supplies, postage, training materials, copying paper, and other expendable items such as books and hand held tape recorders). Organization's own capitalization policy and threshold amount for classification of supplies may be used. Generally, supplies include any materials that are expendable or consumed during the course of the project.

- **Consultants/Contracts:** Provide the total projected cost of consultants and contracts. The type of consultant/contract must be identified and justified.
- **Other Costs:** Provide a total projected cost of miscellaneous items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds)
- **Indirect Costs:** Indirect costs are allowable only if the applicant has an approved indirect cost rate with the cognizant Federal agency. 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. Indirect costs will be evaluated as part of the application for Federal funds to determine if allowable and reasonable.

Specifically, grantees should apply the training indirect cost rate (when it is available) or the "offsite" indirect cost rate (when a training rate is not available). The full organized research negotiated rate should not be applied to these training awards. Written exceptions will be made in rare cases upon request and with adequate justification. FEMA will work closely with the grantee to determine the appropriateness of indirect costs for the type of activity and location proposed in the application, in accordance with the negotiated indirect cost rates approved by the grantee's cognizant federal agency.

- **Total Estimated Budget:** The total dollar value for all categories.

Page 2 - Provide a one-page written rationale for how the budget was derived and identify key assumptions and methods for cost estimates. This budget narrative should describe major costs associated with the proposed program, referencing the itemized budget line items.

Both sections of the budget are integral to the completion of the 9-page concept paper. Applications missing either budget section will be rejected.

Note: While it is not necessary to complete Standard Form 424A, Budget Information, for CTG purposes, the completion of this form is required by the grants.gov application process. Therefore, applicants may simply insert zeros in all numeric fields.