The Department of Homeland Security
Notice of Funding Opportunity (NOFO)
Fiscal Year 2020 Homeland Security National Training Program
National Domestic Preparedness Consortium

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

A. Program Description

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

2. **Assistance Listings (formerly Catalog of Federal Domestic Assistance (CFDA) Number)**
   97.005

3. **Assistance Listings Title (formerly CFDA Title)**
   State and Local Homeland Security National Training Program

4. **Funding Opportunity Title**
   FY 2020 Homeland Security National Training Program (HSNTP) - National Domestic Preparedness Consortium (NDPC)

5. **Funding Opportunity Number**
   DHS-20-NPD-005-00-02

6. **Authorizing Authority for Program**
   Section 1204 of the Implementing Recommendations of the 9/11 Commission Act of 2007, (Pub. L. No. 110-53), (6 U.S.C. § 1102)

7. **Appropriation Authority for Program**
   Department of Homeland Security Appropriations Act, 2020 (Pub. L. No. 116-93)

8. **Announcement Type**
   Initial

9. Program Overview, Objectives, and Priorities

The Department of Homeland Security Fiscal Year (FY) 2020 Homeland Security National Training Program (HSNTP), National Domestic Preparedness Consortium (NDPC) provides funding to eligible applicants to develop and deliver training solutions to address national preparedness gaps, map training to the core capabilities, and ensure training is available and accessible to a nationwide audience.

The NDPC address three of the five basic missions of DHS as specified in the Quadrennial Homeland Security Review through training of State, Local, Tribal and Territorial (SLTT) first responders.

- Prevent terrorism and enhance security
- Safeguard and secure cyberspace
- Ensure resilience to disasters.

The NDPC addresses the below Presidential Policy Directives through training of State, Local, Tribal and Territorial (SLTT) first responders.

- Presidential Policy Directive 8: National Preparedness
- Presidential Policy Directive 21: Critical Infrastructure Security and Resilience

The FY 2020 NDPC plays an important role in the National Training and Education System (NTES), which is part of the larger National Preparedness System (the System). The System is designed to build, sustain, and deliver the core capabilities and achieve the desired outcomes identified in the National Preparedness Goal (the Goal). The Goal is "a secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk." The System provides a consistent and reliable approach to support decision making, resource allocation, and measure progress toward these outcomes.

Every year, States, tribes, and territories provide data to FEMA on their proficiency across 32 core capabilities through the Threat and Hazard Identification and Risk Assessment, Stakeholder Preparedness Reviews, after-action reports, and other sources. This data and information is used to develop the annual National Preparedness Report, providing a shared national picture of preparedness to include training needs relative to capability gaps—including what threats and hazards pose the greatest risks, and the core capabilities most in need of improvement or sustainment. As the National Preparedness System matures, better data on national capabilities can better inform future investment.

FEMA is committed to reducing complexity, increasing efficiency, and improving outcomes. In simple terms, the training return on investment (ROI) is expressed as the benefit to cost ratio for individuals, teams, departments, jurisdictions and regions across the nation to reach and maintain fully qualified/mission capable status. In practice, training ROI is difficult to measure. The cost of training varies significantly depending upon several variables including delivery format (i.e., online, indirect/train-the-trainer,

mobile, resident/on-campus) and competency level (i.e., awareness, performance/operations, management). FEMA uses a systematic approach to optimize the national preparedness training portfolio, align resources to address capability gaps through the most effective and efficient means available, and ensure a sound ROI from the local to the national level. Collaboration with FEMA's training partners is integral to that effort.

The NDPC identifies, develops, tests, and delivers training to State, local, tribal, and territorial (SLTT) emergency response providers, provides on-site and mobile training at the performance and management and planning levels, and facilitates the delivery of training by other training partners of FEMA and DHS. Through collaboration, FEMA and the NDPC members address long-term trends that influence national preparedness—including rising disaster costs, new technology, an older and more diverse population, and emerging threats such as cybersecurity. Focusing on capabilities rather than specific threats and hazards enables communities to build a culture of preparedness and ready the nation for catastrophic disasters.

The FY 2020 NDPC Program supports several strategic priorities that recipients are expected to incorporate these priorities into products and activities funded through the NDPC program to the greatest extent possible:

- Core Capabilities; and
- Community Lifelines.

Core Capabilities: The highest priority of the NDPC is to develop and deliver training to build and sustain the core capabilities identified in the National Preparedness Goal. Recent National Preparedness Reports highlighted gaps in the following areas:

- Operational Coordination;
- Mass Care;
- Mass Search and Rescue;
- Logistics and Supply Chain Management;
- Infrastructure Systems;
- Housing;
- Economic Recovery; and
- Cybersecurity.

Lifelines: Through the NDPC program, FEMA places significant emphasis on development and delivery of training programs that enable community lifelines. Lifelines enable the continuous operation of critical business and government functions and are critical to human health and safety or national economic security. For more information on Lifelines, please refer to the Community Lifelines Implementation Toolkit. The Lifelines are:

- Safety and Security;
- Food, Water, and Sheltering;

- Health and Medical;
- Energy (Power and Fuel);
- Communications;
- Transportation; and
- Hazardous Material.

Sustainment: FEMA is exploring options to improve sustainment of courses developed under the Homeland Security National Training Program Continuing Training Grants (CTG). At present, the majority of CTG courses that are sustained remain with the original recipient. Some CTG courses will be appropriate for sustainment and align with the NDPC training lanes. FEMA will collaborate with NDPC partners in the development and implementation of a plan to improve CTG sustainment.

10. Performance Metrics

The Kirkpatrick Model is used for analyzing and evaluating the results of training and educational programs. It considers any style of training, both informal or formal, to determine aptitude based on four levels of criteria. If possible, individuals take the test or evaluation prior to the training (pre-test) and following training (post-test) to determine the transfer of knowledge for a student.

The Kirkpatrick levels used include level I: the student's assessment of the training setting, material, and instruction; level II: a comparison of pre-course knowledge and skills with post-course knowledge and skills; and, level III: an assessment of post-course applicability at the home organization or jurisdiction (note: for level II evaluation: FEMA training partners use a standard twenty-six-point increase in knowledge as a measure of effective knowledge transfer).

B. Federal Award Information

1. **Available Funding for the NOFO:** $79,000,000

2. **Projected number of Awards:** Five

3. **Period of Performance:** Twenty-four months

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

4. **Projected Period of Performance Start Date(s):** 09/01/2020

5. **Projected Period of Performance End Date(s):** 08/31/2022

6. **Funding Instrument Type:**

   a. **Cooperative Agreements**

The NDPC program, prescribed by this NOFO, is awarded through separate cooperative agreements, as defined by 2 C.F.R. §200.24, and consistent with the Federal Grant and Cooperative Agreement Act of 1977 (Pub. L. No. 95-224), (31 U.S.C. §§6301-6308). FEMA maintains substantial involvement with all recipients as they carry out activities under the award to include financial monitoring and all training development and delivery activities, including the creation and approval of course content, arrangement of learning objectives, establishment of training delivery modes and methods, and use of the Kirkpatrick evaluation model. NTED Training Partners Program (TPP) managers serve as the authority to provide approval and disapproval for all activities over the life cycle of the award.

All applications must be received by the established deadline. The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of the full application. Applicant must confirm receipt of this message. If it is not received, the applicant must reach out to FEMA staff immediately and prior to the close of the application submission period. A list of FEMA contacts can be found in Section G: DHS Awarding Agency Contact Information. FEMA will not review applications that are not received by the deadline or consider them for funding. FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension is defined as technical problems outside of the applicant's control that prevent submission of the application by the deadline, or other exigent or emergency circumstances. If you experience technical issues, you must notify FEMA as soon as possible. Failure to timely notify FEMA of the issue that prevented the filing of the application within the required timeframe will preclude consideration of the cooperative agreement.

C. Eligibility Information

1. Eligible Applicants

- The National Center for Biomedical Research and Training, Louisiana State University;
- The National Energetic Materials Research and Testing Center, New Mexico Institute of Mining and Technology;
- The National Emergency Response and Recovery Training Center, Texas A&M University;
- The Security and Emergency Response Training Center, Transportation Technology Center, Incorporated, in Pueblo, Colorado; and
- The National Disaster Preparedness Training Center, University of Hawaii.

2. Applicant Eligibility Criteria

To receive funding under this program, recipients must be members of the NDPC as defined by 6 U.S.C. § 1102.

3. **Other Eligibility Criteria**
   Not applicable.
4. **Cost Share or Match**
   There is no Cost Share or Match requirement for this program.

D. Application and Submission Information

1. **Key Dates and Times**
   a. **Application Start Date:** 06/03/2020
   b. **Application Submission Deadline:** 07/03/2020 at 11:59:00 *P.M. EST*

   c. **Anticipated Funding Selection Date:** **No later than** 09/01/2020

   d. **Anticipated Award Date:** **No later than** 09/01/2020

   b. **Other Key Dates**

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

2. **Agreeing to Terms and Conditions of the Award**
   By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

3. **Address to Request Application Package**
   Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov.

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

   In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is (800) 462-7585. Applications will be processed through the Grants.gov portal.

4. **Steps Required to Submit an Application, Unique Entity Identifier, and System for Award Management (SAM)**
   To apply for an award under this program, all applicants must:

   a. Apply for, update, or verify their Data Universal Numbering System (DUNS) Number from Dun & Bradstreet (D&B) and Employer ID Number (EIN)

b. In the application, provide a valid Data Universal Numbering System DUNS number, which is currently the unique entity identifier;
c. Have an account with login.gov;
d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
e. Create a Grants.gov account;
f. Add a profile to a Grants.gov account;
g. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
h. Submit an initial application (Standard Form 424) in Grants.gov;
i. Submit the final application in the ND Grants System; and
j. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

Applicants are advised that DHS may not make a federal award until the applicant has complied with all applicable DUNS and SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when DHS is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, DHS may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

5. Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity. For this funding opportunity, DHS/FEMA requires applicants to submit their initial applications through Grants.gov and the final and complete application through the ND Grants System.

6. How to Register to Apply through Grants.gov

Registering in Grants.gov is a multi-step process. Read the instructions below about registering to apply for DHS funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

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

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

grants. If individual applicants are eligible to apply for this grant funding opportunity, then you may begin with step 3, Create a Grants.gov account, listed below.

Creating a Grants.gov account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Complete organization instructions can be found on Grants.gov here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

1) *Obtain a DUNS Number*: All entities applying for funding, including renewal funding, must have a DUNS number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form.

   For more detailed instructions for obtaining a DUNS number, refer to:
   https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

2) *Register with SAM*: All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.

   For more detailed instructions for registering with SAM, refer to:
   https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

3) *Create a Grants.gov Account*: The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: https://www.grants.gov/web/grants/applicants/registration.html

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

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

5) *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR

role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role.
For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

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

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

7. How to Submit an Initial Application to DHS via Grants.gov

Standard Form 424 is the Initial Application.
Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each NOFO, you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html

a. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

b. *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

c. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

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

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

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

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

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

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

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

8. Submitting the Final Application in Grants.gov

After submitting the initial application in Grants.gov, eligible applicants will be notified by DHS/FEMA and asked to proceed with submitting their complete application package in ND Grants. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement. Early registration will allow applicants to have adequate time to start and complete their application.

9. Timely Receipt Requirements and Proof of Timely Submission

As application submission is a two-step process, the applicant with the Authorized Organizational Representative (AOR) role who submitted the application will receive an acknowledgment of receipt, a tracking number (GRANTXXXXXXXX) from Grants.gov, with the successful transmission of the initial application. This notification does not serve as proof of timely submission as the application is not complete until it is submitted in the ND Grants System. All applications must be received in ND Grants by **11:59 PM Eastern Time on 07/03/2020.**

Proof of timely submission is automatically recorded by ND Grants. An electronic date/ time stamp is generated within the system when the application is successfully received by ND Grants. Additionally, the applicant(s) listed as contacts on the application will receive a system-generated email to confirm receipt.

10. Content and Form of Application Submission

The following forms are required to be submitted in either Grants.gov or ND Grants. The Standard Forms (SF), submitted either through Grants.gov, through forms generated in ND Grants, or as an attachment in ND Grants, are available at https://www.grants.gov/web/grants/forms/sf-424-family.html.

a. Grants.gov

- Standard Form 424 (Initial Application)

b. ND Grants

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form LLL, Disclosure of Lobbying Activities
- Standard Form 424C, Budget Information (Construction)
- Indirect Cost Agreement, if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement. If the applicant is not required to have an indirect cost rate agreement but will charge indirect costs and is required to have an indirect cost rate proposal, the applicant must provide a copy of their indirect cost rate proposal with the application. See the section below on indirect costs for more information or contact the relevant Program Analyst or Grants Management Specialist for further instructions.
- Program Narrative
- Program Budget

11. Funding Restrictions

Federal funds made available through this award are restricted to the purpose set forth in this award and must be consistent with the statutory authority for the award. Recipients may not use award funds for matching funds on any other federal award, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, recipients cannot use federal funds to sue the federal government or any other government entity.

12. Allowable Costs

a. Pre-Award Costs

Pre-award costs are allowable only with the prior written approval of DHS/FEMA and if they are included in the award agreement. To request pre-award costs a written request must be included with the application, signed by the Authorized Representative of the entity. The letter must outline what the pre-award costs are for, including a detailed budget breakout of pre-award costs from the post-award costs, and a justification for approval.

b. Management and Administration (M&A) Costs

Management and Administration costs are activities directly related to managing and administering the award. Recipients may use up to five percent (5%) of the amount of the award for their M&A.

c. Indirect Facilities & Administrative (F&A) Costs

Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above.

E. Application Review Information

1. Application Evaluation Criteria

a. Programmatic Criteria

Prior to making a federal award, DHS/FEMA is required by 31 U.S.C. § 3321 note, 41 U.S.C. § 2313 and 2 C.F.R. § 200.205 to review information available through any Office of Management and Budget (OMB) designated repositories of government wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

1) Financial stability.
2) Quality of management systems and ability to meet management standards.
3) History of performance in managing federal award.
4) Reports and findings from audits.
5) Ability to effectively implement statutory, regulatory, or other requirements.

b. Supplemental Financial Integrity Criteria and Review

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently $250,000 (see Section 805 of the National Defense Authorization Act for Fiscal Year 2018, Pub. L. No. 115-91, OMB Memorandum M-18-18 at https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf):

1) DHS/FEMA is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM, which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS) and is accessible through the SAM website.
2) An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
3) DHS/FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.205.

2. Review and Selection Process

The Deputy Administrator of FEMA for Resilience, will, on behalf of the Administrator of FEMA, approve or disapprove the training projects funded through this program.

Prior to making a federal award with a total amount of federal share greater than the simplified acquisition threshold ($250,000.00), DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).

An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants."

F. Federal Award Administration Information

1. Notice of Award

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and

the terms and conditions associated with responsibilities under federal awards. **Recipients must accept all conditions in this NOFO as well as any special terms and conditions in the Notice of Award to receive an award under this program.**

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

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

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

2. **Administrative and National Policy Requirements**
   All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: DHS Standard Terms and Conditions.

   The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made, unless the application is for a continuation award. In that event, the terms and conditions in effect at the time the original award was made will generally apply. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

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

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

   b. **Programmatic Performance Reporting Requirements**

      Federal Financial Report (FFR)
      Recipients must report obligations and expenditures on a quarterly basis through the FFR form (SF-425) to DHS/FEMA. Recipients must file the FFR electronically using the Payment and Reporting Systems (PARS). An FFR must be submitted quarterly throughout the POP, including partial calendar quarters, as well as in periods where no grant award activity occurs. Future awards and fund drawdowns

may be withheld if these reports are delinquent, demonstrate a lack of progress, or are insufficient in detail.

Recipients may review the Federal Financial Reporting Form (FFR) (SF-425) at https://www.gsa.gov/forms-library/Federal-financial-report.

Financial Reporting Periods and Due Dates
The following reporting periods and due dates apply for the FFR:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

c. Additional Performance Reporting Requirements

Financial and Compliance Audit Report
For audits of fiscal years beginning on or after December 26, 2014, recipients that expend $750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of Government and Accountability Office's (GAO) Government Auditing Standards, located at https://www.gao.gov/yellowbook/overview, and the requirements of Subpart F of 2 C.F.R. Part 200, located at http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f.

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

The semi-annual Performance Progress Report must follow the guidance provided by FEMA's National Training and Education Division (NTED) in the NTED Monitoring Policy and Procedure Guide. FEMA/NTED will provide this guide to recipients of a FY 2020 NDPC award as a post-award action.

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

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

d. Closeout Reporting Requirements

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, recipients must submit the following:

1) The final request for payment, if applicable;
2) The final FFR (SF-425);
3) The final progress report detailing all accomplishments;
4) A qualitative narrative summary of the impact of those accomplishments throughout the period of performance; and
5) Other documents required by this NOFO, terms and conditions of the award, or other DHS/FEMA guidance.

After these reports have been reviewed and approved by DHS/FEMA, a closeout 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, unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. § 200.333.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

e. Disclosing Information per 2 C.F.R. § 180.335

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with DHS/FEMA, the recipient must notify DHS/FEMA if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:

1) Are presently excluded or disqualified;
2) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
3) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a)F; or
4) Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to DHS/FEMA in accordance

with 2 C.F.R. § 180.350.

f. Reporting of Matters Related to Recipient Integrity and Performance
Per 2 C.F.R. Part 200, Appendix I § F.3, the additional post-award reporting requirements in 2 C.F.R. Part 200, Appendix XII may apply to applicants who, if upon becoming recipients, have a total value of currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies that exceeds $10,000,000 for any period of time during the period of performance of an award under this funding opportunity. Recipients that meet these criteria must maintain current information reported in FAPIIS about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

4. Monitoring
Per 2 C.F.R. § 200.336, DHS/FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems to review project accomplishments and to provide any required technical assistance. During site visits, DHS/FEMA will review grant recipients' files related to the grant award. As part of any monitoring and program evaluation activities, grant recipients must permit DHS/FEMA, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to DHS/FEMA requests for information relating to the grant program.

G. DHS Awarding Agency Contact Information

1. Contact and Resource Information
Grant Programs Directorate (GPD) Grant Operations Division
GPD's Grant Operations Division Business Office provides support regarding financial matters and budgetary technical assistance. Applicants and recipients can obtain additional guidance and information by contacting the FEMA Call Center at (866) 927-5646 from 9 a.m. to 6 p.m. Eastern Time or via e-mail to ASK-GMD@dhs.gov.

FEMA National Training and Education Division (NTED)
NTED maintains programmatic responsibility for the NDPC program and will maintain the program management function and responsibilities throughout the life cycle of the awarded grant. Contact our NTED point of contact Ms. Jessica Sterling at (202) 212-3042 or via email to jessica.sterling@fema.dhs.gov or Mr. Terry Pruitt at (202) 786-9565 or via email to terry.pruitt@fema.dhs.gov or email at fema-ntes@fema.dhs.gov for additional information.

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

ND Grants: For technical assistance with the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076 from 9 a.m. to 6 p.m. Eastern Time Monday through Friday.

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

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

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

H. Additional Information

1. Period of Performance Extensions

Extensions to your period of performance are allowed. An award's period of performance must be active for a recipient to submit a proposed extension request to FEMA. Recipients should request extensions sparingly and only under exceptional circumstances. Approval is not guaranteed. FEMA will only consider no-cost extensions to the initial period of performance identified in the award. FEMA will consider these requests for extensions made through formal, written requests to FEMA National Training and Education Division (NTED). Extension requests must contain specific and compelling justifications as to why an extension is required. FEMA advises recipients to coordinate with NTED as needed when preparing an extension request. Recipients must submit all proposed extension requests to DHS/FEMA for review and approval no later than 120 days prior to the end of the period of performance. Individual extension requests may not exceed 12 months.

All extension requests must address the following:

- Grant Program, Fiscal Year, and award number;
- Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;

- Current status of the activity/activities;
- Approved period of performance termination date and new project completion date;
- Amount of funds drawn down to date;
- Remaining available funds;
- Budget outlining how remaining funds will be expended;
- Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
- Recipients must provide assurance of task completion for the proposed extended period of performance. Applicants may not modify the original Statement of Work unless approved by FEMA.

2. **Other**

Payments

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. For additional information, refer to https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true.
DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, the recipients must complete a Standard Form 1199A, Direct Deposit Form.

Environmental Planning and Historic Preservation (EHP) Compliance

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

Conflict of Interest

Recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making sub-awards and will serve to eliminate and reduce the impact of conflicts of interest in the sub-award process. Recipients and pass-through entities are also required to follow any applicable federal, state, local, tribal, or territorial statutes or regulations governing conflicts of interest in the making of sub-awards.

The recipient or subrecipient must disclose to the respective Program Manager, in writing, any real or potential conflict of interest as defined by the federal, state, local, tribal, or territorial statutes or regulations or their own existing policies, which may arise during the administration of the federal award within five days of learning of the conflict of interest. Similarly, sub-recipients must disclose any real or potential conflict of interest to the pass-through entity as required by the recipient's conflict of interest policies, or any applicable federal, state, local, tribal, or territorial statutes or regulations.

Conflicts of interest may arise during the process of DHS/FEMA making a federal award in situations where an employee, officer, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, sub-applicant, recipient, subrecipient, or DHS/FEMA employees.

Appendix A: HSNTP/NDPC Program Guidelines and Application Content Requirements

Program Guidelines: FY 2020 HSNTP/NDPC recipients will adhere to the following guidelines:

Training Optimization
FEMA, through the National Training and Education System (NTES), is using a systematic, measurable, and capabilities-based approach to optimize training, ensuring resources are used to address gaps through the most effective and efficient means available. One of the ways of achieving optimization is using a Unified Training Needs Assessment (UTNA) process. Through the UTNA process, the cooperative agreement award recipient will verify that the training solutions to-be-developed, or to-be-sustained target the need, align with the FEMA mission, are not duplicative, and are cost effective in terms of content, modality, and delivery. The NDPC recipient will verify several requirements, detailed in this Appendix, denoted by 'Verify through a completed UTNA.

Non-Duplication of Existing Training Programs
NDPC developed training must not duplicate training provided by the federal, state, local, tribal, or territorial departments and agencies, or other training providers.

Incorporate the National Incident Management System
The National Incident Management System (NIMS) uses a systematic approach to integrate the best existing processes and methods into a unified national framework for incident management. Incident management refers to how incidents are managed across homeland security activities, including prevention, protection, response, mitigation, and recovery. NDPC training programs must be consistent with NIMS to provide a solid foundation across jurisdictions and disciplines to ensure effective and integrated preparedness, planning, and response.

Complex and far-reaching threats and hazards require the engagement of individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government (http://www.fema.gov/whole-community).

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

The FY 2020 NDPC supports investments that improve the ability of jurisdictions nationwide to:

- Prevent a threatened or an actual act of terrorism;

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

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

Use an Adult Learning Approach
Training programs that support the nation's preparedness efforts have long relied on classroom instruction and practical exercises; however, HSNTP/NDPC-funded training programs must be innovative and distinct in comparison to current training offered by other federal, state, and local training academies. To ensure that NDPC training courses are accessible to as many key public and private officials with homeland security responsibilities throughout the nation as possible, training partners must leverage technology when appropriate to reduce student travel and maximize learning outcomes. The adult learning approach encourages traditional classroom instruction with creative uses of interactive web-based and computer-based training, simulations, toolkits, job aids, and other course materials, available for future reference.

Training Must 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. Verify through a completed Training Needs Assessment SOP.

Whole Community Approach to Emergency Management
A community-centric approach for emergency management that focuses on strengthening and leveraging what works well in communities daily offers an 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 daily 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 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 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 community members work together to develop the collective capacity needed to enhance their community's security and resilience.

Participation by the whole community also means equal access to preparedness and recovery activities and programs; meeting the access and functional needs of all individuals; and consistent and active engagement and involvement in all aspects of planning and recovery. Training programs must address, as appropriate, functional needs of both students and the community impacted by the proposed training. Examples of groups which must be offered and have access to the training are as follows: children and adults with physical, mobility, sensory, intellectual, developmental, cognitive or mental health disabilities; older adults; people with chronic or temporary health conditions; women in late stages of pregnancy; people needing bariatric equipment; people with limited English proficiency, low literacy or additional communication needs; people with very low incomes; people without access to transportation; and people experiencing homelessness. Verify through a completed Training Needs Assessment SOP.

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

Application Content
NDPC applications must include the following:

Program Narrative
The applicant must include an explanation of how the proposal addresses the following elements:

- Goals, objectives, and outcomes of the proposal and the activities necessary to accomplish the goals, objectives, and outcomes of the proposal;
- Alignment with the National Preparedness Goal, National Preparedness System, NIMS, and national planning frameworks, including identification of core capabilities and a description of how the training addresses needs identified in the SPR and THIRA and utilizes the Whole Community approach;
- Complete description of the program management structure addressing how the program is 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;

- The ability to build sustainable preparedness at the state, local, tribal, and territorial levels; 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 FEMA and Department of Homeland Security efforts; and
- An adherence to the precepts of Instructional Systems Design (ISD) and the application of adult learning principles, including problem-based learning and incorporation of a blended learning approach.

Verify all aforementioned requirements presented in the Program Narrative through the completed Training Needs Assessment SOP.

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 achieve the final objectives of a project.

The WBS 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, risk management, performance-based evaluations, and a quality control plan. The WBS establishes deliverables arranged on an anticipated timeline. Each descending level represents an increasingly detailed definition of the project objective. Components of the WBS include, but are not limited to, the following:

- A risk management plan describing the approach for identifying and managing risks, and identifying known or postulated events or factors that could prevent a recipient from meeting program objectives (cost, schedule, scope, performance, or quality);
- A 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 the analysis of data; and
- A quality control plan for the development and delivery of programs and courses.

Communicate any delay in the delivery of a task or subtask (to include delivery of products) to FEMA/NTED with an explanation for the delay along with expected subsequent impacts.

Equipment Plan
The applicant must provide an equipment-purchasing plan for proposed equipment purchases that are required to support the program. At a minimum, the plan must detail planned equipment purchases, why they are necessary, and the costs of the equipment.

Detailed Budget
The applicant must provide a detailed budget by task and a summary budget aggregating task costs into the categories of personnel, fringe benefits, travel, equipment, supplies, consultants/contracts, other costs, indirect costs, and the total budget.

Submit the detailed budget with the grant application as a file attachment within ND Grants. 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 M&A costs.

Personnel
The applicant must 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.

Travel
The applicant must provide the total projected cost for travel. Applicants should determine costs by the projected number of trips multiplied by the number of people traveling multiplied by an average cost for travel and per diem (airfare, lodging, meals). Separate travel for development of training and delivery of training in the detailed budget but include all travel costs as a single total in the summary budget. Detail travel performed at the request of NTED under travel for development of training.

Equipment
The applicant must provide the total projected cost for non-expendable items. 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. The applicant may use the organization's own capitalization policy and threshold amount for classification of equipment. 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. List rented or leased equipment costs in the "Contracts" category. Identify and explain equipment purchases.

Supplies
The applicant must 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-recording devices). The 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 project.

Consultants/Contracts
The applicant must provide the total projected cost of consultants and contracts. Identify and justify the type of consultant/contract.

Other Costs
The applicant must provide a total projected cost of miscellaneous items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds).

Indirect Costs
If applicable, a copy of the indirect cost rate agreement must be included in the detailed budget as required for all applicants. If the applicant is not required to have an indirect cost rate agreement but will charge indirect costs and is required to have an indirect cost rate proposal, the applicant must provide a copy of their indirect cost rate proposal with the application. FEMA will evaluate indirect costs as part of the application for federal funds to determine if allowable and reasonable.