The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year 2017 Homeland Security National Training Program
National Domestic Preparedness Consortium

NOTE: Eligible recipients who plan to apply for this funding opportunity but who have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), should take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. New registration can take an average of 7-10 business days to process in SAM. SAM must send out some information for validation with outside parties before your registration can be activated; this includes **Taxpayer Identification Number (**TIN) validation with the Internal Revenue Service (IRS) and **Commercial and Government Entity (**CAGE) validation /assignment with the Department of Defense (DoD). This timeframe may be longer if the information you provide is flagged for manual validation by either party. If you notice your registration has had a 'Submitted' status for longer than 10 business days, and you have not otherwise been contacted to correct or update information, please contact the Federal Service Desk at 866-606-8220 or **https://www.fsd.gov**. 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

Issued By

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

Catalog of Federal Domestic Assistance (CFDA) Number

97.005

CFDA Title

State and Local Homeland Security National Training Program

Notice of Funding Opportunity Title

FY 2017 Homeland Security National Training Program (HSNTP) - National Domestic Preparedness Consortium (NDPC)

NOFO Number

DHS-17-NPD-005-00-02

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)

Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2017 (Pub. L. No. 115-31)

Program Type

New

Program Overview, Objectives, and Priorities

Overview

The Department of Homeland Security Fiscal Year (FY) 2017 Homeland Security National Training Program (HSNTP), National Domestic Preparedness Consortium (NDPC) plays an important role in the National Preparedness System to build, sustain, and deliver core capabilities in order to achieve 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 objective of the National Preparedness System is to facilitate an integrated, whole community, risk-informed, capabilities-based approach to preparedness. 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).

Objectives

FY 2017 HSNTP/NDPC provides funding to eligible applicants to develop and provide training that furthers national preparedness through programs that address national preparedness gaps, correlate training needs with exercise activities and outcomes, incorporate the core capabilities identified in the National Preparedness Goal, and ensure training is available and accessible to a nationwide audience.

FEMA has the option to sustain any training course created under the HSNTP at the end of the award period of performance. Once FEMA determines to sustain a course, after consulting with the course developer, FEMA may transfer any or all course material to another organization or entity in order to ensure program sustainability and to continue training delivery. FEMA will coordinate the orderly transition of courses between organizations.

Priorities

The highest priority of the HSNTP/NDPC is to develop and deliver training to build and sustain the core capabilities identified in the National Preparedness Goal. FEMA places particular emphasis on development and delivery of training programs addressing training gaps reported through the annual State Preparedness Reports (SPR) and capability targets set by Threat and Hazard Identification and Risk Assessments (THIRA).

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: $79,000,000

Projected number of Awards: Five

Period of Performance: Twenty-Four (24) Months

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

Projected Period of Performance Start Date(s): 09/30/2017

Projected Period of Performance End Date(s): 9/30/2019

Funding Instrument: Cooperative Agreements

The HSNTP/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 four-level training evaluation model. The Kirkpatrick levels include level 1: the student's assessment of the training setting, material, and instruction; level 2: a comparison of pre-course knowledge and skills with post-course knowledge and skills; level 3: an assessment of post-course applicability at the home organization or jurisdiction; and level 4: the impact of training on the organization or jurisdiction. FEMA program managers and training specialists provide approval and disapproval for all activities over the life cycle of the award.

C. Eligibility Information

Eligible Applicants and Funding Amounts

1. New Mexico Institute of Mining and Technology, Energetic Materials Research and Testing Center; $22,000,000;

2. Louisiana State University, National Center for Biomedical Research and Training; $22,000,000;

3. Texas A&M University's Texas Engineering Extension Service, National Emergency Response and Rescue Training Center; $25,000,000

4. University of Hawaii, National Disaster Preparedness Training Center; $5,000,000 and

5. Transportation Technology Center, Inc., National Center for Emergency Response in Surface Transportation; $5,000,000.

Eligibility Criteria

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

Cost Share or Match

There is no Cost Share or Cost Match requirement for this program.

D. Application and Submission Information

Key Dates and Times

Date Posted to Grants.gov: 06/26/2017

Application Submission Deadline: 07/26/2017 at 11:59:59 PM EDT

Applicants must submit their application by the established deadline. The Non-Disaster (ND) Grants System will date stamp a submitted application and applicants will receive an electronic message confirming receipt of the full application. In general, FEMA will not review or consider for funding applications submitted after the established deadline. FEMA may 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 may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, or other exigent or emergency circumstances. Applicants that experience technical issues must notify the respective FEMA Headquarters Program Manager, listed in Section G of this NOFO, as soon as possible.

Anticipated Funding Selection Date: 09/30/2017

Anticipated Award Date: 09/30/2017

Address to Request Application Package

Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov , select "Applicants" then "Apply for Grants." In order to obtain the application package select "Download a Grant Application Package." enter the CFDA and/or the funding opportunity number located on the cover of this NOFO, select "Download Package," and then follow the prompts to download the application package.

If you experience difficulties accessing information or have any questions, please call the Grants.gov customer support hotline at (800) 518-4726.
Hard copies of the FY 2017 HSNTP/NDPC NOFO are not available.

Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is (800) 462-7585.

Initial Applications will be processed through the Grants.gov portal and the complete application will be processed through the ND Grants System

Content and Form of Application Submission

Applying for an award under this program is a multi-step process and requires time to complete. FEMA advises applicants to start the required steps well in advance of their submission.

The steps required to apply for an award are:

1. Applying for, updating, or verifying the DUNS Number;
2. Applying for, updating, or verifying the EIN Number;
3. Updating or verifying the SAM Number;
4. Establishing an AOR in Grants.gov;
5. Submitting an initial application in Grants.gov; and
6. Submitting a final application in ND Grants.

For additional information regarding the DUNS Number, EIN Number, SAM Number, and AOR requirements, please see the section below entitled Dun and Bradstreet Universal Numbering System (DUNS) Number, System for Award Management (SAM), and Authorized Organizational Representative (AOR).

Refer to Appendix B of this NOFO for application content requirements.

Submitting an Initial Application in Grants.gov

Applicants must submit their initial application through *Grants.gov*. Applicants may need to create a *Grants.gov* user profile by visiting the Get Registered section of the *Grants.gov* website. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Applicants should complete this initial step on-line, which requires completing:

- Standard Form 424 (SF-424), Application for Federal Assistance;
- *Grants.gov* (GG) Form Certification Regarding Lobbying Form; and
- Work Breakdown Structure (WBS) - *See Appendix B of this NOFO*).

The required forms are found on *Grants.gov* when selecting the *Package* tab for this opportunity.

FEMA, through the *Grants.gov* website, must confirm the applicant's SAM registration prior to submission of the initial application.

The ND Grants system will retrieve the application information submitted in *Grants.gov*; this action will allow DHS/FEMA to determine if an applicant is eligible. **Applicants are encouraged to submit their initial application in *Grants.gov* at least ten days before the July 26, 2017, application deadline.**

If you experience difficulties accessing information or have any questions, please call the *Grants.gov* customer support hotline at 800-518-4726 or email Grants.gov at support@grants.gov. *DHS/FEMA cannot assist applicants with questions related to registering with Grants.gov.*

Submitting the Final Application Submission in the ND Grants System

DHS/FEMA will notify eligible applicants after the initial application submission in *Grants.gov*. FEMA will request these applicants 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.

FEMA will prompt applicants through ND Grants applicants to submit all of the information contained in the following forms. Applicants should review these forms before applying to ensure they have all the information required:

- Standard Form 424A, Budget Information (Non-construction);
- Standard Form 424B, Standard Assurances (Non-construction);
- Standard Form LLL, Disclosure of Lobbying Activities; and
- Work Breakdown Structure, as described in Appendix B.

If you need assistance registering for the ND Grants system, please contact *ndgrants@fema.gov* or (800) 865-4076.

Unique Entity Identifier and System for Award Management (SAM)

DHS is participating in the Grants.gov initiative that provides the grant community a single site to find and apply for grant funding opportunities; therefore, applicants with electronic access are to submit their applications electronically through http://www.grants.gov/web/grants/applicants/apply-for-grants.html. Before you can apply for a DHS grant at grants.gov, you must have a DUNS number, be registered in SAM, and be approved as an Authorized Organizational Representative (AOR).

Applicants are encouraged to register early. The registration process can take four weeks or more to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

DUNS number. Instructions for obtaining a DUNS number can be found at the following website: http://www.grants.gov//web/grants/applicants/organization-registration/step-1-obtain-duns-number.html. The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the Standard Forms (SF)-424 forms submitted as part of this application.

System for Award Management. In addition to having a DUNS number, applicants applying electronically through Grants.gov must register with SAM.

Step-by-step instructions for registering with SAM can be found here: http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html. Failure to register with SAM will result in your application being rejected by Grants.gov during the submissions process.

Authorized Organizational Representative. The next step in the registration process is creating a username and password with Grants.gov to become an AOR. AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete this process. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR; this step is often missed and it is crucial for valid submissions. To read more detailed instructions for creating a profile on Grants.gov visit: http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html.

AOR Authorization. After creating a profile on Grants.gov, the E-Biz Point of Contact (POC), who is a representative from your organization listed as the contact for SAM, will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approve an individual as the AOR, thereby giving him or her permission to submit applications. After you have been approved as an AOR you will be able to submit your application online. To learn more about AOR Authorization, visit: http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html. To track AOR status, visit: http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html.

Electronic Signature. Applications submitted through Grants.gov constitute a submission as electronically signed applications. When you submit the application through Grants.gov, the name of your AOR on file will be inserted into the signature line of the application.

If you experience difficulties accessing information or have any questions please call the grants.gov customer support hotline at (800) 518-4726 or email grants.gov at support@grants.gov.

The Federal awarding agency may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency 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.

Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their State's Single Point of Contact (SPOC) to comply with the State's process under Executive Order 12372 (see *http://www.fws.gov/policy/library/rgeo12372.pdf)*. Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at *http://www.whitehouse.gov/omb/grants_spoc* to ensure currency.

Environmental Planning and Historic Preservation (EHP) Compliance

As a Federal agency, DHS/FEMA is required to consider the effects of its actions on the environment and historic properties to ensure 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 subrecipients proposing projects that have the potential to affect 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 DHS/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 DHS/FEMA may determine whether the proposed project has the potential to affect environmental resources and historic properties. In some cases, DHS/FEMA is also required to consult with other regulatory agencies and the public to complete the review process. Before release of funds, completion of the EHP review process is required to carry out a proposed project. DHS/FEMA will not fund projects undertaken that are initiated without the required EHP review.

Additionally, all recipients are required to comply with DHS/FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in FP 108-023-1, Environmental Planning and Historic Preservation Policy Guidance, and FP 108.24.4, Environmental Planning and Historical Preservation Policy.

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.

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.

Indirect Facilities & Administrative (F&A) Costs.

Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated

indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. 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, and must be provided to DHS/FEMA before indirect costs are charged to the award.

Fringe Benefits

Each recipient will base fringe benefits 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.

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.

Direct Costs

Cost Principles

Costs charged to this award must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E.

Equipment

This program allows equipment costs.

Travel

This program allows domestic travel costs, as provided for in this NOFO. This program does not allow international travel unless approved in advance by DHS/FEMA.

Construction and Renovation

This program does not allow construction and renovation costs.

E. Application Review Information

Application Evaluation Criteria

Prior to making a Federal award, FEMA is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any 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; and (5) ability to effectively implement statutory, regulatory, or other requirements.

Technical Evaluation Criteria

FEMA will evaluate FY 2017 HSNTP/NDPC applications using a review and approval process. Through this process, FEMA will determine whether the applicant is eligible, all required forms and documents are submitted, all objectives and priorities as they relate to each NDPC member's program focus and capability are addressed, and all program requirements as described in Appendix B of this notice have been properly addressed. The FEMA Assistant Administrator for the National Preparedness Directorate will receive applications that pass this review. FEMA will return applications that do not meet the requirements to the applicant for required changes.

Review and Final Selection Process

The Deputy Administrator, Protection and National Preparedness, will, on behalf of the Administrator of FEMA, approve or disapprove the training projects funded through this program. DHS/FEMA will use the results of its review and selection process to make funding recommendations to the Secretary of Homeland Security. The Secretary of Homeland Security, who retains the discretion to consider other factors, will make all final funding determinations after receiving DHS/FEMA's funding recommendations.

Prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, currently $150,000, 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

Notice of Award

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 and see pages 40-43 in 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.

Administrative and National Policy Requirements

Before accepting the award, the authorized official should carefully read the award package. The award package contains instructions on administering the grant award, as well as terms and conditions with which the recipient must comply. Recipients must accept the conditions in this NOFO as well as Terms and Conditions in the Notice of Award to receive an award under this program. Appendix A of this notice lists the Special Terms and Conditions.
All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are available online at:

DHS Standard Terms and Conditions

The applicable DHS Standard Administrative Terms and Conditions will be those in effect at the time in which the award was made.

Before accepting the award, the AOR should carefully read the award package for 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.

Reporting

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

Federal Financial Reporting Requirements.

Recipients must report obligations and expenditures on a quarterly basis through the FFR (SF-425) to DHS/FEMA. Recipients must file the FFR electronically using the Payment and Reporting System (PARS). Award recipients must submit an FFR quarterly throughout the period of performance, including partial calendar

quarters, as well as for periods where no grant award activity occurs. FEMA may withhold future awards and fund drawdowns if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

Recipients may review the Federal Financial Reporting Form (FFR) (SF-425) here: https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1, SF-425 OMB #4040-0014

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

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 Federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be in accordance with GAO's Government Auditing Standards, located at *http://www.gao.gov/govaud/ybk01.htm*, and 2 CFR 200.501 https://www.ecfr.gov/cgi-bin/text-idx?SID=0c4f373967b2b57207b2b15966ce3753&mc=true&node=sp2.1.200.f&rgn=div6#se2.1.200_1501

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend $500,000 or more from Federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be in accordance with GAO's Government Auditing Standards, located at *http://www.gao.gov/govaud/ybk01.htm*, and 2 CFR 200.501 https://www.ecfr.gov/cgi-bin/text-idx?SID=0c4f373967b2b57207b2b15966ce3753&mc=true&node=sp2.1.200.f&rgn=div6#se2.1.200_1501

Program Performance Reporting Requirements

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 2017 HSNTP/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

Close Out 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, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those 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 recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

G. DHS Awarding Agency Contact Information

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 or via e-mail to ASK-GMD@dhs.gov.

FEMA National Training and Education Division (NTED)

NTED maintains programmatic responsibility for the HSNTP/NDPC program and will maintain the program management function and responsibilities throughout the life cycle of the awarded grant. Contact the NTED point of contact Mr. Patrick Cowhey at (202) 786-0905 or via e-mail patrick.cowhey@fema.dhs.gov, or Mr. Terry Pruitt at (202) 786-9565 or via e-mail terry.pruitt@fema.dhs.gov or email NTED at fema-ntes@fema.dhs.gov for additional information.

Systems Information

Grants.gov. For technical assistance with Grants.gov, please call the customer support hotline at (800)518-4726.

ND Grants. For technical assistance with the ND Grants system, please contact ndgrants@fema.gov or (800)865-4076.

For 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 or via email at ASK-GMD@dhs.gov can provide additional guidance.

GPD Environmental Planning and Historic Preservation (GPD-EHP)

For Environmental Planning and Historic Preservation 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
Cell: 303-386-2316
portia.ross@fema.dhs.gov

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.

H. Additional Information

Extensions
FEMA allows no-cost extensions to the Period of Performance for this program on a case-by-case basis. FEMA will consider only 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. Extension requests may not exceed 12 months. FEMA advises recipients to coordinate with NTED as needed when preparing an extension request.

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, 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
- Recipients must provide assurance of task completion for the proposed extended period of performance. Applicants may not modify the original Statement of Work approved by FEMA.

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.

Monitoring
FEMA staff will monitor the grant and will perform a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each Federal assistance award and will identify areas where technical assistance, corrective actions and other support may be needed.

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 subawards and will serve to eliminate and reduce the impact of conflicts of interest in the subaward 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 subawards.
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, subrecipients 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, subapplicant, recipient, subrecipient, or DHS/FEMA employees.

Appendix A: Programmatic Terms and Conditions

Programmatic Terms and Conditions are Special Conditions or Agreement Articles that are specific to the HSNTP/NDPC, beyond the standard DHS Terms and Conditions.

Title of Term and Condition	Language/Description
Use of DHS Seal	The recipient will use the DHS/FEMA seal and Design Standards when producing training course materials, aids, or other products funded through this award. Any use of the DHS/FEMA seal not addressed by these standards requires preauthorization and approval by NTED.
Assessments and Data Collection	The recipient agrees to cooperate with any assessments, national evaluation efforts, information, or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this Agreement.
Program Authority	The recipient acknowledges that DHS/FEMA reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal government purposes: 1) the copyright in any work developed under an award or sub-award; and 2) any rights of copyright to which a recipient or subrecipient purchases ownership with Federal support.
Learning Management/Content System Requirements	The recipient agrees that any learning management, learning content, content management systems, browser or computer-based training employed by the recipient will be standards-based, meeting Section 508 accessibility requirements of the Rehabilitation Act Amendments of 1998, 29 U.S.C. 794(d), and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 C.F.R. Part 1194). Systems employed by the recipient will also support content interoperability specifications and standards such as Sharable Content Object Reference Model (SCORM), and ensure compatibility with industry standard relational database management systems (such as Oracle, Microsoft SQL Server, and IBM DB2). The recipient further agrees that any procurement of learning management, learning content management, or content management systems used by the recipient will be commercial-off-the-shelf (COTS) or open source software (OSS). Proprietary systems may not be procured, and functional customization of COTS products is discouraged. The recipient shall ensure that any data related to NTED program development, training content, and training delivery, or evaluation maintained in such a system is provided to NTED in interoperable formats in keeping with NTED specifications.

Sections 504 and 508 of the Rehabilitation Act of 1973	Sections 504 and 508 of the Rehabilitation Act of 1973, as amended states that "no qualified individual with a disability in the United States shall be excluded from; denied the benefits of; or be subjected to discrimination under any program or activity that either receives Federal financial assistance or is conducted by any Executive agency or the United States Postal Service." All electronic documents, files, and supporting materials for the course, including classroom materials, shall meet NTED Section 508 requirements. Department of Homeland Security interpretation of Section 508 compliant video states the video must offer closed-captioning as well as a printable transcript. See http://training.fema.gov/devres/ for detailed descriptions for testing course materials for Section 508 compliance. For additional information, please reference the following website: http://www.section508.gov/. The contractor shall provide a letter documenting Section 508 compliance as a deliverable with the final course materials.
Submission and Approval of Course Documents and Disclaimer	The recipient shall submit to NTED for review and comment, all drafts of written documents funded by this Agreement. The recipient shall submit an electronic copy of the final draft of the written document in Microsoft Word or PDF format. The recipient agrees that all publications created with funding under this cooperative agreement shall prominently contain the following statement: "This project was supported by Cooperative Agreement Number (your award number goes here) administered by the U.S. Department of Homeland Security. Point of views or opinions expressed in this document are those of the author and do not represent the official position or policies of the U.S. Department of Homeland Security." Note: This requirement excludes press releases, newsletters, or issue analyses.
Equipment	Equipment may only be purchased if it directly relates to the training being conducted and if it is an approved item in the recipient's budget.
National Guidance Documents	Training curricula developed under this agreement must be consistent with all national policy and doctrine to include the National Preparedness Goal, National Preparedness System, National Incident Management System, and National Planning Frameworks. Where possible, training providers will address areas for improvement from the National Preparedness Report in the development and delivery of training programs. Training providers agree to modify their curricula in accordance with changes to these documents and any others, such as the core capabilities in the National Preparedness Goal.
Training and Grant Information Dissemination	The Recipient shall coordinate training and grant information sharing and dissemination with FEMA to establish a cooperative framework whereby information that is disseminated, by any means, including but not limited to press releases, newspapers, newsletters, and, training announcements complies with FEMA goals and objectives.

Responder Training Development Center/Course Review	The recipient is responsible for complying with the online Responder Training Development Center (RTDC) guidelines for the design, development, delivery, and evaluation of each of its courses. The recipient must also adhere to NTED's established course review process also located on the RTDC site which requires a minimum of three pilot deliveries and submission of the curriculum to a course review board.
Scheduling/Data Reporting Requirements	The recipient is required to comply with the requirements of NTED for scheduling courses and providing data on the type and number of persons trained. The recipient must adhere to any changes in data reporting requirements as directed by NTED. NTED training partners should coordinate and seek approval from the State Administrative Agencies (SAAs)/Training Points of Contact (TPOC) prior to scheduling or delivering in-resident or mobile training within the state and local jurisdiction of the training location. The SAA and/or TPOC will approve the student registration, admittance, attendance, and billing before the student can attend the training. For mobile deliveries, after approval from the SAA or TPOC, training can be delivered and the training partner may coordinate with the municipality points of contact for scheduling. The recipient agrees to administer Level 1 and 2 evaluation instruments to course participants and report data to NTED quarterly and upon request.
Patent Rights	The recipient agrees to consult with NTED regarding the allocation of any patent rights that may arise from or are purchased with this funding. The recipient also has the responsibility to obtain from its subrecipients and contractors data and rights therein necessary to fulfill the recipient's obligation to the government under this award. If a subrecipient or contractor refuses to accept terms affording the government such rights, the recipient shall promptly bring such refusal to the attention of NTED and not proceed with the subaward or contract without further authorization from NTED.
Budget Review	The recipient is prohibited from obligating, expending, or drawing down funds provided through this award until the required Budget Detail Worksheet and Budget Narrative are reviewed and approved by the Grants Program Directorate (GPD) and a Grant Adjustment Notice (GAN) is issued removing this special condition.
EDAP	Any tuition or registration fees received in connection with any training conducted during this grant period with courses produced with this grant funding, *e.g.* Excess Delivery Acquisition Program (EDAP), shall be considered program income and shall be used for the purposes authorized under this award and in accordance with Federal regulations.
Evaluation	The recipient is responsible for administering a standardized Level I Kirkpatrick evaluation to all course participants to measure reactions to the course and instructor(s) and a customized Level 2 Kirkpatrick evaluation to measure student learning. The recipient must submit all

	training participant Level 1 and Level 2 data electronically into the Registration and Evaluation System (RES) on a biweekly basis. FEMA NTED will provide requirements for Level 3 evaluations that the recipient/subrecipient must provide as directed by FEMA.
Catalog Reference	The recipient agrees to include the following language in all course materials: "FEMA's National Training and Education Division (NTED) offer a full catalog of courses at no cost to help build critical skills that responders need to function effectively in mass consequence events. Course subjects range from Weapons of Mass Destruction (WMD) terrorism, cybersecurity, and agro-terrorism to citizen preparedness and public works. NTED courses include multiple delivery methods: instructor led (direct deliveries), train-the-trainers (indirect deliveries), customized (conferences and seminars), and web-based. Instructor led courses are offered in residence (*i.e.* at a training facility) or through mobile programs, in which courses are brought to state and local jurisdictions that request the training. www.firstrespondertraining.gov has a list of NTED courses." Additionally, the recipient agrees to inform all students of the NTED website and opportunities for additional courses.
Instructor Quality Assurance Program	All training partners who develop and deliver training on behalf of the NTED must ensure that their instructors meet the standards and protocols of an Instructor Quality Assurance Program (IQAP). A successful IQAP requires effective hiring protocols, ongoing monitoring, and continued professional development. It is imperative that training partners develop standards and processes to ensure that individuals selected to become instructors possess the necessary knowledge, skills, and abilities to deliver quality instruction and maintain their skills. Selection of qualified instructors should be based on the following criteria: - Education; - Experience/Technical Expertise; - Special Qualifications; - Certifications and Licenses; and - Instructor Competencies. Training partners must develop formal instructor requirements that spell out the criteria, which must be met for each course.

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

Program Guidelines: FY 2017 HSNTP/NDPC recipients will adhere to the following guidelines:

Non-Duplication of Existing Training Programs
HSNTP/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. HSNTP/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.

Alignment of HSNTP/NDPC to the National Preparedness System
The Nation uses the National Preparedness System to build, sustain, and deliver core capabilities in order to achieve 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 objective of the National Preparedness System is to facilitate an integrated, whole community, risk-informed, capabilities-based approach to preparedness. 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 2017 HSNTP/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.

Alignment to Core Capabilities
FEMA, through the National Training and Education System (NTES), uses a systematic, measurable, and capabilities-based approach to address homeland security and emergency management training and education needs from across the country. One of the NTES processes investigates the linkage between course objectives and the 32 national core capabilities; this process creates an analytical dataset that informs FEMA on course-to-core capability alignment. Courses developed and delivered by the NDPC with HSNTP funding are subject to the course mapping process and NDPC members may be required to perform the course mapping for new or recertified courses and adjust course content based on the results of this mapping process.

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 HSNTP/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.

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.

Instructional System Design Specialist on Staff
Each HSNTP/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: HSNTP/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.

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 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 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.

Fringe Benefits. The applicant must base fringe benefits on actual known costs or an established formula. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment.

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 course of 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. FEMA will evaluate indirect costs as part of the application for Federal funds to determine if allowable and reasonable.