

**The Department of Homeland Security
Notice of Funding Opportunity
State Fire Training Systems Grant**

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/documents/19/18243/SAM_New_Grantee_Registration.pdf/8bf1c182-8d35-47e0-99e2-a263fa3d9005

A. Notice of Funding Opportunity (NOFO) Description

Issued By

U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency, U.S. Fire Administration, National Fire Academy

Catalog of Federal Domestic Assistance (CFDA) Number

CFDA 97.043

CFDA Title

State Fire Training Systems Grant

Notice of Funding Opportunity Title

State Fire Training Systems Grant

NOFO Number

DHS-15-USFA-043-000-01

Authorizing Authority for Program

Section 7(f) of the *Federal Fire Prevention and Control Act of 1974*, as amended, (Pub. L. No. 93-498) (15 U.S.C. §2206(f))

Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2015, (Pub. L. No. 114-4)

Program Type

New

Program Overview, Objectives, and Priorities

In accordance with the *Federal Fire Prevention and Control Act of 1974*, the Superintendent of the National Fire Academy (NFA) delivers training in cooperation with State fire service training agencies. This cooperation includes direct delivery of government-funded courses in the States; the distribution and sharing of student manuals, instructor guides, and other course materials and funding to the States to help supplement and tailor their training delivery needs using NFA courses and programs.

The NFA promotes the professional development of the fire and the emergency response community and its allied professionals. NFA supports State and local training organizations to fulfill their obligation to the career and volunteer fire and emergency services. NFA also develops, delivers, and manages educational and training programs having a national focus that are outside State and local training missions or that exceed State and local capabilities because of cost or audience. The programs support the *2014 Quadrennial Homeland Security Review Mission 5: Strengthen National Preparedness and Resilience* and in support of Presidential Policy Directive (PPD-8): National Preparedness through training programs, which support State and local response agencies to build, sustain, and deliver core capabilities to prevent, protect, mitigate, respond to, and recovery from local, regional, and national emergencies.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: \$1,000,000.00

Projected number of Awards: 50

Period of Performance: 12 months

An extension to the Period of Performance for this program is allowed. Extensions to the period of performance may be granted when, due to circumstances beyond the control of the recipient, activities associated with the award cannot be completed within the stated performance period. For details on the requirements for requesting an extension to the Period of Performance, please refer to Section H - Extensions - of the Full Announcement.

Projected Period of Performance Start Date(s): 08/01/2015

Projected Period of Performance End Date(s): 07/31/2016

Funding Instrument

Grant

C. Eligibility Information

Eligible Applicants

State Fire Training Systems as designated by State legislation or Governor's Declaration.

Eligibility Criteria

Applicants must be designated either by legislation or by Governor's declaration as the sole State fire service training agency within a State.

Other Eligibility Criteria

Not Applicable

Maintenance of Effort

Maintenance of effort is NOT required under this program.

Cost Share or Match

Cost share is NOT required under this program.

D. Application and Submission Information

Submission Date and Other Key Dates and Times

Date Posted to Grants.gov:	04/30/2015
Application Submission Deadline:	05/30/2015 at 11:59:00 PM EST
Anticipated Funding Selection Date:	06/30/2015
Anticipated Award Date:	06/30/2015

Applications that are not submitted within the stated Application Submission Deadline will not be reviewed or considered for funding. System issues with the Grants.gov or ND Grants system and/or other unforeseeable circumstances that are out of the applicants control will be taken into consideration with regards to the stated Application Submission Deadline of this NOFO.

Other Key Dates

Event	Suggested Deadline For Completion
Obtaining DUNS Number	Four weeks before actual submission deadline May 2, 2015
Obtaining a valid EIN	Four weeks before actual submission deadline May 2, 2015
Updating SAM registration	Four weeks before actual submission deadline May 2, 2015
Starting application in Grants.gov	One week before actual submission deadline May 23, 2015

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,” read the registration requirements and register if necessary (**allow up to 7-10 business days after you submit before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information**). 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 need assistance applying through Grants.gov, please go to <http://www.grants.gov/web/grants/applicants/grant-application-process.html>, contact support@grants.gov, or call 800-518-4726. FEMA cannot assist applicants with questions related to registering with Grants.gov.

Hard copies of the NOFO can be downloaded from the common electronic “storefront” Grants.gov or via email from Diane Close at diane.close@fema.dhs.gov.

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

Eligible applicants will be notified by FEMA and asked to proceed with submitting their complete application package in ND Grants located <https://portal.fema.gov>. 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.

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

Content and Form of Application Submission

Applying for an award under this program is a multi-step process and requires time to complete. To ensure that an application is submitted on time applicants are advised to start the required steps well in advance of their submission. **Please review the table above under “Submission Dates and Other Key Dates and Times” for estimated deadlines to complete each of the steps listed below.** Failure of an applicant to comply with any of the required steps before the deadline for submitting their application will automatically disqualify their application from funding.

The steps involved in applying for an award under this program are:

1. Applying for, updating, or verifying their DUNS Number
2. Applying for, updating, or verifying their EIN Number
3. Updating or verifying their SAM Number
4. Submitting an initial application in Grants.gov, and
5. Submitting the complete application in ND Grants

In ND Grants applicants will be prompted 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. Forms are located at <http://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1>

- Budget Information for Non-Construction Programs (SF-424A);
- Assurances for Non-Construction Programs (SF-424B);
- Disclosure of Lobbying Activities (SF-LLL).

Applicants will also be prompted to assure compliance with all Standard and Special Terms and Conditions before being eligible to receive an award under this program.

In addition, applicants must submit copies of the following in ND Grants:

- Program and Budget Narrative
- Detailed budget
- Indirect Cost Agreement

Dun and Bradstreet Universal Numbering System (DUNS) Number, System for Award Management (SAM), and Authorized Organizational Representative (AOR)

Before you can apply for a DHS grant at Grants.gov, you must have a DUNS number and must be registered in the System for Awards Management (SAM).

The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the SF-424 form. 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> or by calling DUNS number request line at (866) 705-5711.

FEMA cannot assist applicants with questions related to obtaining a current DUNS number.

System for Award Management. In addition to having a DUNS number, applicants applying electronically through Grants.gov must register with the federal System for Award Management (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>. All applicants must register with SAM in order to apply

online. Failure to register with the SAM will result in your application being rejected by Grants.gov during the submissions process.

Please give yourself plenty of time before your grant application submission deadline to obtain a DUNS number and then to register 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.

Authorized Organizational Representative. The next step in the registration process is creating a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete this process. 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 (E-Biz POC) a representative from your organization who is the contact listed 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 approves an applicant as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR

Authorization visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>. To track an AOR status visit:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>.

Applicants are, therefore, 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. After you have been approved as an AOR you will be able to submit your application online.

Electronic Signature. Applications submitted through Grants.gov constitute a submission as electronically signed applications. The registration and account creation with Grants.gov with E-Biz POC approval, establishes an Authorized Organization Representative (AOR). 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. 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.

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.

Funding Restrictions

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

Pre-award costs are NOT allowed.

Management and Administration (M&A)

Management and Administration costs ARE allowed under this program. Management and Administration costs are activities directly related to implementing the award. FEMA will permit recipients to use up to 25 % of the amount of the award for their M&A.

- Planning related costs are allowed under this program.
- Training related costs are allowed under this program.
- Exercise related costs are NOT allowed under this program.
- Equipment costs are NOT allowed under this program.
- Domestic travel costs are allowed under this program.
- International travel is NOT an allowable cost under this program unless approved in advance otherwise by the managing Federal agency.

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 FEMA before indirect costs are charged to the award.

Other Submission Requirements

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 in order 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.

E. Application Review Information

Criteria

- o Applicants' represent legitimate National Association of Fire Training Directors (NAFTD) State Fire Training directors?
- o Has the basic application submission criteria been submitted:
 - Required Federal forms
 - Budget Worksheet
 - Work plan
 - List of courses to be delivered
 - Must be National Fire Academy (NFA) developed and/or approved courses

Applications will be reviewed to ensure conformance with the Eligibility Criteria in Section C of this NOFO and Section D Content and Form of Application Submission. Applicants that do not meet eligibility or application submission requirements will be removed from consideration.

Review and Selection Process

Applicants will be selected for funding that clearly demonstrate the applicant's ability to develop, deliver, and manage educational and training programs having a national focus and are consistent with the State Fire Training Priorities listed in Appendix A of this NOFO.

F. Federal Award Administration Information

Notice of Award

Notification of award approval is made through the ND Grants system through an automatic e-mail to the awardee point of contact (the “authorized official”) listed in the initial application. The date FEMA approves the award is the “award date.” The awardee 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 the awarding agency 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 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, or the award is otherwise rescinded. Failure to accept the grant award within the 90 day timeframe may result in a loss of funds.

Administrative and National Policy Requirements

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:

<http://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>

Before accepting the award, the authorized official 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.

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 GAO’s Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the

requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?SID=55e12eead565605b4d529d82d276105c&node=2:1.1.2.1.1.6&rgn=div6>.

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend \$500,000 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 GAO's Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year.

Financial and Program Reporting Periods and Due Dates

The following reporting periods and due dates apply:

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

Federal Financial Reporting Requirements

The Federal Financial Reporting Form (FFR) is available here:

http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf, SF-425 OMB #00348-0061

Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425) and must be filed electronically using PARS. An FFR report must be submitted quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. Future awards and fund drawdowns may be withheld if these reports are: delinquent, demonstrate lack of progress, and/or are insufficient in detail.

Program Performance Reporting Requirements

Performance Progress Report (SF-PPR). Recipients are responsible for providing updated performance reports using the SF-PPR on a quarterly basis. The SF-PPR

is due within 30 days after the end of the reporting period. Recipients must complete the cover page of the SF-PPR and submit it as an attachment to the ND Grants system. The SF-PPR can be accessed online at http://www.na.fs.fed.us/fap/SF-PPR_Cover%20Sheet.pdf.

Performance Progress Report must include in the SF-PPR

- Number of NFA course deliveries
- Number of applications sent to National Emergency Training Center (NETC) Admissions (refer to Appendix A)
- Breakdown of Administrative Costs

The OMB Paperwork Reduction Act clearance number for the form, e.g. the Performance Progress Report (PPR) found at: <http://www.fema.gov/media-library/assets/documents/29485> is OMB #0970-0334.

Close Out

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.

If applicable, an inventory of all construction projects that used funds from this program has to be reported using the Real Property Status Report (Standard Form SF 429) available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-429.pdf.

After these reports have been reviewed and approved by the NFA, 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

For Program Questions About Applying for an Award

The Centralized Services Information Desk (CSID) is a non-emergency comprehensive management and information resource developed by DHS for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the Federal, State, and local levels. When necessary, recipients will be directed to a Federal point of contact who can answer specific

programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by e-mail at askcsid@dhs.gov, Monday through Friday, 8:00 a.m. – 5:30 p.m. EST.

For Financial and Administrative Questions About Applying for an Award

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. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.

Office of Environmental Planning and Historic Preservation (OEHP)

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 emily.blanton@fema.dhs.gov.

H. Additional Information

Payment

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. Additional information can be obtained at

<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 Recipient must complete a Standard Form 1199A, Direct Deposit Form.

Monitoring

Grant Award recipients will be monitored programmatically and financially on an annual and as needed basis by FEMA staff to ensure that the activities and project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either 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.

Extensions

Extensions to this program are allowed.

Extensions to the initial period of performance identified in the award will be considered only through formal, written requests to the recipient's respective

NFA Program Specialist and must contain specific and compelling justifications as to why an extension is required. States are advised to coordinate with their NFA Fire Program Specialist as needed, when preparing an extension. All extension requests must address the following:

1. Grant Program, Fiscal Year, and award number;
2. 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;
3. Current status of the activity/activities;
4. Approved period of performance termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both Federal and non-Federal;
7. Budget outlining how remaining Federal and non-Federal funds will be expended;
8. Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

Recipients must submit all proposed extension requests to the NFA for review and approval no later than April 30 of the final year of the Period of Performance. In accordance with United States Fire Administration policy, extensions are typically granted for no more than a three month time period.

Conflict of Interest

To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable State, local, or tribal statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to FEMA, in writing, any real or potential conflict of interest as defined by the Federal, state, local, or tribal statutes or regulations or their own existing policies, that may arise during the administration of the federal award. Recipients and pass-through entities must disclose any real or potential conflicts to their NFA Program Analyst 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 State, local, or tribal statutes or regulations.

Conflicts of interest may arise during the process of 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 FEMA employees.

Appendix A – State Fire Training Systems Grants Program Specific Priorities

State Fire Training Systems, hereafter referred to as the State, must use these funds for the purpose of delivering NFA developed courses.

Eligible Categories of Course Deliveries:

1. Delivery of NFA State Sponsored courses:

The following courses do not require an NFA instructor. Each State may determine the most qualified instructor independent from NFA. Therefore, an instructor list is not provided for these courses.

NFA courses may be found at: <http://www.usfa.fema.gov/nfa/partners.shtm>. Please Note: States have direct access to a wide variety of NFA course materials and are able to download them through their electronic dashboard interface located at. <https://apps.usfa.fema.gov/nfacourses/courseCall/signIn>

Course titles can be found under these categories:

- State/Local Partner Sponsored 2-Day Off Campus Courses
- State Fire Training Office Approved Courses

2. NFA Approved Program Courses:

For the most current listing of NFA approved program courses and/or additional information, please visit our website at http://www.usfa.fema.gov/nfa/sfto_approved/courses/.

3. Chief Officer Training Curriculum (COTC)

The COTC is designed for the newly promoted Chief Officers in both career and volunteer departments. The curriculum (160 hours) will include:

- Emergency Incident Management (80 hours)
- Leadership (32 hours)
- Human Resource Development (32 hours)
- Community Risk Reduction (16 hours)

Additional Requirements

1. The Recipients shall be responsible for all program advertisement and student recruitment. Student admissions will be the responsibility of the State for all courses and must comply with admission standards within each delivery system. NFA shall monitor student data for admission compliance.

2. Student data is to be reported on a quarterly basis through ND Grants. Completed application forms must be submitted to NETC's Office of Admissions within 10 days after the delivery of the training and certificates will be issued upon request. States may issue their own certificates, with acknowledgement that the student completed an NFA course, or as requested by the State, the NFA will e-mail certificates directly to students. Please Note: Completed applications are still required even if the State does not request certificates.
3. All information must be submitted using the NFA reporting tool listed under Other Information of this package.
4. For 6-Day courses: All applicants must submit standard application forms, FEMA Form 119-25-1 (long form) to the State or sponsoring/host organization prior to the start of the class at <http://www.usfa.fema.gov/nfa/about/attend/apply.shtm>. The form, which lists essential applicant information, is required so that all applicants can be thoroughly evaluated. Student admissions, including application review will be the responsibility of the State for all 6-day classes. Application review shall be based on criteria for each specified course. Applications for 6-day classes will be forwarded to NETC's Office of Admissions within 10 days of course completion.
5. Students or their sponsoring agency will be responsible for their own transportation to/from the class site. All arrangements for transportation, housing and meals are to be made through the sponsoring/host organization. Student stipends are not available from the NFA for these offerings.
6. The Recipients are required to pay for the costs of printing and shipping of course materials with the funding provided under this grant. Camera-ready masters of student course materials will be provided separately to the host sponsor as deemed by the State upon request for courses. States must contact the logistical coordinator at FEMA-NFA-OutreachTraining@fema.dhs.gov to obtain a master copy for printing of 6-day courses.
7. Each State shall spend no more than \$20,000 in costs relating directly to the delivery of courses. These costs may include but not be limited to instructor costs, printing of manuals and audiovisual aids, purchase of special training support materials, classroom facility use costs, etc. NOTE: Computer/equipment purchase is not allowed.
8. Each State may use up to 25% of the amount of the award in costs relating directly to administrative costs such as recruiting of students, mailing, and reporting to NFA the necessary feedback for each course. NOTE: Computer/equipment purchase is not allowed.

Other Government Furnished Materials

NFA certificates (completed by the Office of Admissions) upon receipt of Applications (Application Form 119-25-2 for 2-day courses and Application Form 119-25-1 for 6-day) will be e-mailed directly to students.

Completed application forms shall be sent to:

NETC Admissions Office
State Fire Training Grant
16825 South Seton Avenue
Emmitsburg, Maryland 21727