The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year 2019 Homeland Security National Training Program
National Domestic Preparedness Consortium

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

A. Program Description

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

Assistance Listings Number (formerly Catalog of Federal Domestic Assistance Number)
97.005

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

Notice of Funding Opportunity Title
FY 2019 Homeland Security National Training Program (HSNTP) - National Domestic Preparedness Consortium (NDPC)

NOFO Number
DHS-19-NPD-005-00-03

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
Consolidated Appropriations Act, 2019 (Pub. L. No. 116-6)

Program Type
New

Program Overview, Objectives, and Priorities

Overview

The Department of Homeland Security Fiscal Year (FY) 2019 Homeland Security National Training Program (HSNTP), National Domestic Preparedness Consortium (NDPC) provides funding to eligible applicants to develop and deliver training solutions to address national preparedness gaps, map training to the core capabilities, and ensure training is available and accessible to a nationwide audience.

The FY 2019 NDPC plays an important role in the National Preparedness System to build, sustain, and deliver core capabilities 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

As the National Preparedness System matures, we are getting better data on our capabilities as a nation that we can use to drive our focus and our resources at all levels. States, tribes, and territories provide annual data on their proficiency across 32 core capabilities through the Threat and Hazard Identification and Risk Assessment, Stakeholder Preparedness Reports, after-action reports, and other preparedness data. This data feeds into the National Preparedness Report and forms a shared national picture of training and exercise needs relative to capability gaps—including what threats and hazards are posing the greatest risks, and what core capabilities are most in need of improvement or sustainment. Analytic results help shape prioritization decisions at FEMA and across the nation to make sure we are focusing our time and our resources in the right areas.

The FY 2019 NDPC will highlight lessons learned from the catastrophic disasters of 2017. The purpose is to ensure all FEMA training partners utilize a unified approach and work together on a national level to address the challenges with the greatest impact on the nation's preparedness. Although the 2017 disaster season was characterized by major hurricanes and wildfires, future seasons could be defined by other types of incidents. Through collaboration, FEMA and the NDPC members will address long-term trends that influence national preparedness—including rising disaster costs, new technology, an older and more diverse population, and emerging threats such as cybersecurity. Focusing on capabilities rather than specific threats and hazards enables communities to build a culture of preparedness and ready the nation for catastrophic disasters.

Priorities

The FY 2019 NDPC Program supports several strategic priorities that grantees are expected to incorporate these priorities into products and activities funded through the NDPC program to the greatest extent possible:

- Core Capabilities; and
- Community Lifelines.

Core Capabilities: The highest priority of the NDPC is to develop and deliver training to build and sustain the core capabilities identified in the National Preparedness Goal. The 2018 National Preparedness Report highlighted gaps in the following areas:

- Operational Coordination;
- Infrastructure Systems;
- Housing;
- Economic Recovery; and
- Cybersecurity.

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

- Safety and Security;
- Food, Water, and Sheltering;
- Health and Medical;
- Energy (Power and Fuel);
- Communications;
- Transportation; and
- Hazardous Material.

Return on Investment

The NDPC program aligns with the FEMA Strategic Plan, specifically, Goal 1 – Build a Culture of Preparedness, Objective 1.3 Help People Prepare for Disasters and Goal 2 – Ready The Nation for Catastrophic Disasters, Objective 2.1 - Organize the "BEST" (Build, Empower, Sustain, and Train) scalable and capable incident workforce.

The NDPC program supports FEMA Strategic Plan Objective 1.3, Measure 2:

- To build the capacity and resilience of community-based organizations, a total of 22,000 organizations will receive training from FEMA and its partners by 2022.

The NDPC program is specifically designed and delivered to close critical training gaps by increasing and sustaining knowledge and competency for the Emergency Management, Response, and Recovery communities. The Return on Investment is measured as individuals, teams, departments, jurisdictions and regions reach and maintain fully qualified/mission capable status. FEMA uses a systematic, measurable, and capabilities-based approach to optimize training, align resources to address capability gaps through the most effective and efficient means available, and ensure a sound return on investment.

Through cooperative agreements FEMA requires HSNTP partners, consisting of the National Domestic Preparedness Consortium (NDPC) members and the Continuing Training Grants recipients, to collect and submit data and information required to evaluate training grant effectiveness, as follows:

- Training needs assessments; Course scheduling and student throughput reports;
- Kirkpatrick evaluation reports - levels I, II, and III;
- Training partner audits;
- Performance and financial reviews;
- Annual grant application/statement of work reviews;
- Course design and development management oversight;
- State and tribal training officer training seat allocations;

FEMA uses the data to demonstrate how grantees use the funds to improve preparedness, which is essential to demonstrate value and receive continued support and funding for the program.

Performance Metrics
The Kirkpatrick Model is used for analyzing and evaluating the results of training and educational programs. It considers any style of training, both informal or formal, to determine aptitude based on four levels criteria. If possible, individuals take the test or evaluation prior to the training (pre-test) and following training (post-test) to figure out how much the participant comprehended.

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.

Kirkpatrick Level II Learning: Measures the degree to which participants acquire the intended knowledge, skills, attitude, confidence and commitment based on their participation in the training. As a measure of outcome for its training, FEMA training partners utilize the widely accepted standard of a twenty-six-point increase in knowledge, skills, and abilities as captured from the Kirkpatrick Level 2 assessment. Evaluating at this level is meant to gauge the level participants have developed in expertise, knowledge, or mindset.

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 months

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

Projected Period of Performance Start Date(s): 9/1/2019

Projected Period of Performance End Date(s): 8/31/2021

Funding Instrument

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

C. Eligibility Information

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

Eligible Applicants

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

Other Eligibility Criteria
Not Applicable

Maintenance of Effort (MOE)
There is no Maintenance of Effort requirement for this program.

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

D. Application and Submission Information

Key Dates and Times

Date Posted to Grants.gov: 05/14/2019

Application Submission Deadline: 06/14/2019 at 11:59 p.m. EDT

Anticipated Funding Selection Date: 09/01/2019

Anticipated Award Date: 09/01/2019

Other Key Dates

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

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." To obtain the application package, select "Download a Grant Application Package." Enter the Assistance Listings (formerly 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.

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

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

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

Applications in Hard Copy are not accepted.

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. **Applicants should review the table above under Other Key Dates for estimated deadlines to complete each required step.** 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. Required application content is located in Appendix B.

Unique Entity Identifier and System for Award Management (SAM)
All applicants for this award must:

- Be registered in SAM before submitting its application;
- Provide a valid DUNS number in its application; and
- Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by DHS/FEMA.

DHS 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 DHS is ready to make a federal award, DHS may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Electronic Delivery
DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages applicants to submit their applications online through Grants.gov.

How to Register to Apply through Grants.gov
Instructions: Read the instructions below about registering to apply for DHS funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

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

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

- If individual applicants are eligible to apply for this grant funding opportunity, refer to https://www.grants.gov/web/grants/applicants/registration.html Organization applicants can find complete instructions here: https://www.grants.gov/web/grants/applicants/organization-registration.html.

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

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

- Register with SAM: In addition to having a DUNS number, all organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html.
- Create a Grants.gov Account: The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. For more information, follow the on-screen instructions or refer to https://www.grants.gov/web/grants/applicants/registration.html.

- Add a Profile to a Grants.gov account: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile. For more detailed instructions about creating a profile on Grants.gov, refer to https://www.grants.gov/web/grants/applicants/registration/add-profile.html.

- EBiz POC Authorized Profile Roles: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the Authorized Organization Representative (AOR) role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role.
  For more detailed instructions about creating a profile on Grants.gov, refer to https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html.

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

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

How to Submit an Initial Application to DHS via Grants.gov
Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different Webforms within an application. For each Notice of Funding Opportunity, you can create individual instances of a workspace. Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to https://www.grants.gov/web/grants/applicants/workspace-overview.html.

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

- Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission.

- Adobe Reader: If you decide not to apply by filling out Webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

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

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

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

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

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

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

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

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center at 1-800-518-4726 and get a ticket number. The Grants.gov Applicant Support is available 24/7 (except federal holidays). The Support Center ticket number will assist DHS with tracking your issue and understanding background information on the issue.

Submitting an Initial Application in Grants.gov
The initial application cannot be started or submitted in Grants.gov unless the applicant's registration in SAM is confirmed.

The initial application in grants.gov requires completing Standard Form 424 (SF424), Application for Federal Assistance. Application forms and instructions are available at Grants.gov. Applicants must now use the grants.gov Workspace to apply. The Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each NOFO you can create individual instances of a workspace.

Applicants are encouraged to submit their initial application in Grants.gov at least 7 days before the final application deadline.

In addition, Grants.gov recommends submitting application packages through the workspace at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

Applications submitted through Grants.gov constitute an electronically signed application.

When submitting the application through Grants.gov, the name of the applicant's AOR will be inserted into the signature line of the application.

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

In ND Grants applicants will be prompted to submit all the information contained in the following forms:

- Application Narrative (Appendix B of this NOFO);

- Standard Form 424A, Budget Information (Non-construction);
- Standard Form 424B, Standard Assurances (Non-construction);
- Grants.gov Lobbying Form; and
- Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities).

These forms can be found online.

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

Applicants are also being required to submit their Application Narrative and Program Budget into ND Grants.

Timely Receipt Requirements and Proof of Timely Submission
Online Submissions. All applications must be received by **Midnight Eastern Standard Time** on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking Number in an email serving as proof of their timely submission.

When DHS successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by DHS.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

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 https://www.archives.gov/Federal-register/codification/executive-order/12372.html; https://www.whitehouse.gov/wp-content/uploads/2017/11/SPOC-Feb.-2018.pdf.

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 and applicable regulations. 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.

Other Cost Requirements
Not Applicable

Environmental Planning and Historic Preservation (EHP) Compliance

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

Other Submission Requirements
Not Applicable

E. Application Review Information

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

- Financial stability;
- Quality of management systems and ability to meet management standards;
- History of performance in managing federal award;
- Reports and findings from audits; and
- Ability to effectively implement statutory, regulatory, or other requirements.

Technical Evaluation Criteria
FEMA will evaluate FY 2019 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 Selection Process
The Deputy Administrator of FEMA for Resilience, will, on behalf of the Administrator of FEMA, approve or disapprove the training projects funded through this program.

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

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

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

Supplemental Financial Integrity Review
If the anticipated federal share of a federal award will be greater than the simplified acquisition threshold, currently $250,000 (see Section 805 of the National Defense Authorization Act for Fiscal year 2008, Pub. L. No. 115-91, OMB Memorandum M-18-18 at https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf):

- Prior to making a federal award with a total amount of federal share greater than the simplified acquisition threshold, 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 C.F.R. § 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 to access the ND Grants Grantee Training Manual.

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

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 NOFO lists the Special Terms and Conditions.

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

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

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 listed within this NOFO as a condition of their award acceptance. Future awards and fund drawdowns may be withheld if these reports are delinquent.

Federal Financial Reporting Requirements

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

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

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

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

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

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 2019 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 or longer, such as in cases of litigation or audit, as described in the regulations, *see* 2 C.F.R. § 200.333.

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

Disclosing Information per 2 C.F.R. § 180.335
This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with a federal agency, the recipient must notify the federal agency if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335. At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to the federal agency in accordance with 2 C.F.R. § 180.350.

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 from 9 a.m. to 6 p.m. Eastern Time or via e-mail to ASK-GMD@dhs.gov.

FEMA National Training and Education Division (NTED)
NTED maintains programmatic responsibility for the NDPC program and will maintain the program management function and responsibilities throughout the life cycle of the awarded grant. Contact our NTED point of contact Ms. Jessica Sterling at (202) 212-3042 or via email

to jessica.sterling@fema.dhs.gov or Mr. Terry Pruitt at (202) 786-9565 or via email to terry.pruitt@fema.dhs.gov or email at fema-ntes@fema.dhs.gov for additional information.

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

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

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

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

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

H. Additional Information

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

All extension requests must address the following:

- Grant Program, Fiscal Year, and award number;
- Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
- Current status of the activity/activities;
- Approved period of performance termination date and new project completion date;
- Amount of funds drawn down to date;
- Remaining available funds;
- Budget outlining how remaining funds will be expended;
- Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
- Recipients must provide assurance of task completion for the proposed extended period of performance. Applicants may not modify the original Statement of Work unless approved by FEMA.

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

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

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

Appendix A: Programmatic Terms and Conditions
Programmatic Terms and Conditions are Special Conditions or Agreement Articles that are specific to the 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. 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. Printed documents by the government, 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, efforts will be made in the development and delivery of training programs to address areas for improvement from the National Preparedness Report. 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.
Training Resource Development Center /Course Review	The recipient is responsible for complying with the online Training Resource Development Center 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, 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 purchased with this funding. The recipient also has the responsibility to obtain from its sub recipients 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 sub award 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	If supplementary training deliveries that are in excess of existing funded statements of work or cooperative agreements are warranted, Training Partners may formally request approval for the Excess Delivery Acquisition Program (EDAP). All such requests must first be reviewed and approved by an NTED Program Manager, in writing, prior to scheduling or delivering training.
Program Income	Any tuition or registration fees received in connection with any training conducted during the grant period with courses produced with grant funding shall be considered program income and shall be used for the purposes authorized under the grant and in accordance with federal regulations.
Evaluation	Recipient is responsible for administering a standardized Level I evaluation to all course participants to measure reactions to the course and instructor(s) and a customized Level 2 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/sub recipient 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 lists NTED's 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 2019 HSNTP/NDPC recipients will adhere to the following guidelines:

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

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

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

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 2019 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 are required to perform the course mapping for new or recertified courses and may need to adjust course content based on the results of this mapping process. Verify through a completed Training Needs Assessment SOP.

Use an Adult Learning Approach
Training programs that support the nation's preparedness efforts have long relied on classroom instruction and practical exercises; however, HSNTP/NDPC-funded training

programs must be innovative and distinct in comparison to current training offered by other federal, state, and local training academies. To ensure that NDPC training courses are accessible to as many key public and private officials with homeland security responsibilities throughout the nation as possible, training partners must leverage technology when appropriate to reduce student travel and maximize learning outcomes. The adult learning approach encourages traditional classroom instruction with creative uses of interactive web-based and computer-based training, simulations, toolkits, job aids, and other course materials, available for future reference.

Training Must Be National in Scope
Delivery of training programs will incorporate geographic diversity when offering courses, including providing training at the state, local, tribal, and territorial levels. Verify through a completed Training Needs Assessment SOP.

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

Truly enhancing our nation's resilience to threats and hazards will require the emergency management community to transform the way the emergency management team thinks about, plans for, and responds to incidents in a way to support community resilience. It takes all aspects of a community to effectively prevent, protect against, mitigate, respond to, and recover from threats and hazards. It is critical that individuals take responsibility for their own self-preparedness efforts and that community members work together to develop the collective capacity needed to enhance their community's security and resilience.

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

Instructional System Design Specialist on Staff

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

Application Content
NDPC applications must include the following:

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

- Goals, objectives, and outcomes of the proposal and the activities necessary to accomplish the goals, objectives, and outcomes of the proposal;
- Alignment with the National Preparedness Goal, National Preparedness System, NIMS, and national planning frameworks, including identification of core capabilities and a description of how the training addresses needs identified in the SPR and THIRA and utilizes the Whole Community approach;
- Complete description of the program management structure addressing how the program is organized and managed within the recipient's organization. The applicant must provide an organizational chart and describe how the organization will support the program;
- A high-level detailed program schedule to reflect the program life cycle and show phases, deliverables, and outcomes;
- The ability to build sustainable preparedness at the state, local, tribal, and territorial levels; a capacity-building component for state, local, and tribal jurisdictions to employ themselves (e.g., job aids, planning tools, performance support tools, etc.);
- A process for identifying lessons learned and best practices for inclusion in ongoing FEMA and Department of Homeland Security efforts; and
- An adherence to the precepts of Instructional Systems Design (ISD) and the application of adult learning principles, including problem-based learning and incorporation of a blended learning approach.

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

Work Breakdown Structure. The applicant will provide a work breakdown structure (WBS) as part of the application. A WBS is a task-oriented schematic of activities that organizes, defines, and graphically displays the total work to achieve the final objectives of a project.

The WBS is a system for subdividing a project into manageable work packages, components or elements to provide a common framework for scope/cost/schedule communications, allocation of responsibility, risk management, performance-based evaluations, and a quality control plan. The WBS establishes deliverables arranged on an anticipated timeline. Each descending level represents an increasingly detailed definition of the project objective. Components of the WBS include, but are not limited to, the following:

- A risk management plan describing the approach for identifying and managing risks, and identifying known or postulated events or factors that could prevent a recipient from meeting program objectives (cost, schedule, scope, performance, or quality);
- A performance-based evaluation plan, including program performance measures that will assess the attainment of goals, objectives, outcomes, and which details a data collection plan including the analysis of data; and
- A quality control plan for the development and delivery of programs and courses.

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

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

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

Submit the detailed budget with the grant application as a file attachment within ND Grants. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis of computation of all project-related costs, any appropriate narrative, and a detailed justification of M&A costs.

Personnel. The applicant must indicate the total projected salary and wages for all project personnel. Compensation paid for employees engaged in activities must be consistent with that paid for similar work within the applicant organization.

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 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.