

**The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
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/web/grants/register.html>. Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO, subsection, Content and Form of Application Submission.

A. Program Description

1. Issued By

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

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

97.043

3. Assistance Listings Title (formerly CFDA Title)

State Fire Training Systems Grant

4. Funding Opportunity Title

State Fire Training Systems Grant

5. Funding Opportunity Number

DHS-20-USFA-043-00-01

6. 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))

7. Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2020 (Pub. L. No 116-93)

8. Announcement Type

Initial

9. Program Overview, Objectives, and Priorities

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 the State Fire Training Systems Grant (SFTSG) program providing grants to pay for: the 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. State Fire Training Programs support Mission 5 of the *2018 Quadrennial Homeland Security Review*: Strengthen National Preparedness and Resilience and of Presidential Policy Directive (PPD-8) National Preparedness through training programs.

Objectives

Promote the professional development of the fire and the emergency response community and its allied professionals and support State and local training organizations in fulfilling their obligation to career and volunteer fire and emergency services.

Priorities

Develop, deliver, and manage 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.

10. Performance Metrics

For the government to measure the effectiveness of the State Fire Training Grant Program, and to support each draw-down of award funding, recipients must report course delivery information to include title, date and location the course as well as applications from students who satisfactorily complete the course.

B. Federal Award Information

- | | |
|------------------------------------|----------------|
| 1. Available Funding for the NOFO: | \$1,000,000.00 |
| 2. Projected Number of Awards: | 50 |
| 3. Maximum Award Amount: | \$20,000.00 |
| 4. Period of Performance: | 12 Months |

An extension to the period of performance is permitted. Please refer to Section H of this NOFO for requirements on requesting a performance period extension.

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|---|------------|
| 5. Projected Period of Performance Start Date(s): | 09/01/2020 |
| 6. Projected Period of Performance End Date(s): | 08/30/2021 |

7. Funding Instrument Type

Grant

C. Eligibility Information

1. Eligible Applicants

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

2. Applicant 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.

3. Other Eligibility Criteria

Not Applicable

4. Cost Share or Match

There is not a cost share or match requirement.

D. Application and Submission Information

1. Key Dates and Times

- | | |
|--|---------------------------------|
| a. Application Start Date: | 06/08/2020 |
| b. Application Submission Deadline: | 07/17/2020 at 5:00 PM ET |
| c. Anticipated Funding Selection Date: | No later than 08/14/2020 |
| d. Anticipated Award Date: | No later than 09/30/2020 |

All applications must be received by the established deadline. The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of their submission. For additional information on how an applicant will be notified of application receipt, see the subsection titled "Timely Receipt Requirements and Proof of Timely Submission" in Section D.

FEMA will not review applications that are not received by the deadline or consider them for funding. FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension is defined as technical problems outside of the applicant's control that prevent submission of the application by the deadline, or other exigent or emergency circumstances. If you experience technical issues, you must notify FEMA as soon as possible. Failure to timely notify FEMA of the issue that prevented the filing of the application within the required timeframe will preclude consideration of the grant. A list of FEMA contacts can be found in Section G: DHS Awarding Agency Contact Information. For additional assistance using the ND Grants System, please contact the ND Grants Service Desk at (800) 865-4076 or NDGrants@fema.dhs.gov. The ND Grants Service Desk is available Monday through Friday, 9:00 AM – 6:00 PM ET. For programmatic or grants management questions, please contact your Program Analyst or

Grants Specialist. If applicants do not know who to contact or if there are programmatic questions or concerns, please contact the Centralized Scheduling and Information Desk (CSID) by phone at (800) 368-6498 or by e-mail at askcsid@fema.dhs.gov, Monday through Friday, 9:00 AM – 5:00 PM ET.

e. 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 initial application in Grants.gov	One week before actual submission deadline
Submitting final application in ND grants	By submission deadline

2. Agreeing to Terms and Conditions of the Award

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

3. Address to Request Application Package

Initial Applications will be processed through the Grants.gov portal and final and complete applications will be processed through ND Grants.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>.

Hardcopies of the NOFO may be downloaded from <http://www.grants.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.

Hard copy applications will not be accepted.

4. Steps Required to Submit an Application, Unique Entity Identifier, and System for Award Management (SAM)

To apply for an award under this program, all applicants must:

- a. Apply for, update, or verify their Data Universal Numbering System (DUNS) Number from Dun & Bradstreet (D&B) and Employer ID Number (EIN)
- b. In the application, provide a valid Data Universal Numbering System DUNS number, which is currently the unique entity identifier;
- c. Have an account with login.gov;
- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- e. Create a Grants.gov account;
- f. Add a profile to a Grants.gov account;
- g. Establish an Authorized Organizational Representative (AOR) in Grants.gov;

- h. Submit an initial application (Standard Form 424) in Grants.gov;
- i. Submit the final application in the ND Grants System; and
- j. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

Applicants are advised that DHS may not make a federal award until the applicant has complied with all applicable DUNS and SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when DHS is ready to make a federal award.

Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, DHS may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

5. Electronic Delivery

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

6. How to Register to Apply through Grants.gov

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

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

Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this grant funding opportunity, then you may begin with step 3, Create a Grants.gov account, listed below.

Creating a Grants.gov account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required

application submission deadlines. Complete organization instructions can be found on Grants.gov here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

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

For more detailed instructions for obtaining a DUNS number, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

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

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

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

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

<https://www.grants.gov/web/grants/applicants/registration/add-profile.html>

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

<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

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

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

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

Standard Form 424 (SF-424) is the initial application for this NOFO.

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

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to:

<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

- a. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- b. *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.
- c. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

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

- e. *Complete SF-424 Fields First:* The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.
- f. *Submit a Workspace:* An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
- g. *Track a Workspace Submission:* After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

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

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

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

8. Submitting the Final Application to DHS/FEMA in 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.

If you need assistance registering for the ND Grants system, please contact ndgrants@fema.dhs.gov or (800) 865-4076. For step-by-step directions on using the ND Grants system and other guides, please see <https://www.fema.gov/non-disaster-grants-management-system>.

In ND Grants, applicants will be prompted to submit the standard application information required as described below. The Standard Forms (SF) are auto generated in ND Grants, but applicants may access these forms in advance through the Forms tab under the SF-

424 family on Grants.gov. Applicants should review these forms before applying to ensure they have all the information required:

- SF-424A, Budget Information (Non-construction)
- SF-424B, Standard Assurances (Non-construction)
- SF-LLL, Disclosure of Lobbying Activities
- Indirect Cost Agreement or Proposal, if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. See further information below regarding allowability of indirect costs and documentation requirements, including if the applicant does not have or is not required to have an indirect cost rate agreement or proposal, or contact the relevant DHS/FEMA staff identified in Section G, “DHS Awarding Agency Contact Information” for further instructions.

For program-specific application submission requirements, please refer to the subsection titled “Content and Form of Application Submission” under Section D of this NOFO or to other program documents.

9. Timely Receipt Requirements and Proof of Timely Submission

As application submission is a two-step process, the applicant with the Authorized Organizational Representative (AOR) role who submitted the application will receive an acknowledgment of receipt. This notification does not serve as proof of timely submission as the application is not complete until it is submitted in the ND Grants System. All applications must be received in ND Grants **by 5:00 PM Eastern Time on 06/12/2020.**

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

10. Content and Form of Application Submission

The following forms or information are required to be submitted in either Grants.gov or ND Grants. The Standard Forms (SF) are submitted either through Grants.gov, through forms generated in ND Grants, or as an attachment in ND Grants. Applicants may also access the SFs at <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

a. Grants.gov

- SF-424, Application for Federal Assistance (Initial Application)
- Grants.gov Lobbying Form, Certification Regarding Lobbying

b. ND Grants: Standard Forms or Information

- SF-424A, Budget Information (Non-construction)
- SF-424B, Standard Assurances (Non-construction)
- SF-LLL, Disclosure of Lobbying Activities
- Indirect Cost Rate Agreement or Proposal if the budget includes indirect costs. See further information below regarding allowability of indirect costs and documentation requirements, including if the applicant does not have or is not

required to have an indirect cost rate agreement or proposal, or contact the relevant DHS/FEMA staff identified in Section G, “DHS Awarding Agency Contact Information” for further instructions.

c. ND Grants: Program-Specific Forms or Information

In addition, applicants are also be required to submit the following in ND Grants:

- Program and Budget Narrative
- Detailed Budget

Other Submission Requirements

See Appendix A

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. <https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf>

Funding Restrictions and Allowable Costs

Federal funds made available through this award may only be used for the purpose set forth in this NOFO 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.

See the language below and in Appendix A for additional restrictions on the use of award funds under this program.

Specific Types of Costs

- 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, including computer equipment are NOT allowed under this program.
- Domestic travel costs are allowed under this program.
- Construction is NOT permitted under this program.
- International travel is NOT an allowable cost under this program unless approved in advance by FEMA.

a. Pre-Award Costs

Pre-award costs are NOT allowed.

b. Management and Administration (M&A) Costs

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 5% of the amount of the award for their M&A.

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

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

d. Restrictions on Available Funding

Fifty Percent (50%) of the available award funds will be released during the Period of Performance. The remaining fifty percent (50%) of available award funds will not be released until the final quarterly report is submitted and approved by FEMA and all required student applications have submitted to the NETC Admissions Office.

E. Application Review Information

1. Application Evaluation Criteria

a. Programmatic Criteria

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

b. Financial Integrity Criteria

Prior to making a federal award, the 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 OMB-designated repositories of government wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

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

c. Supplemental Financial Integrity Criteria and Review

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently \$250,000 (*see* Section 805 of the National Defense Authorization Act for Fiscal Year 2018, Pub. L. No. 115-91,

OMB Memorandum M-18-18 at <https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf>:

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

2. Review and Selection Process

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

F. Federal Award Administration Information

1. Notice of Award

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards.

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

Notification of award approval is made through the ND Grants system through an automatic electronic mail to the recipient's authorized official listed in the initial application. The award date will be the date that DHS/FEMA approves the award. The recipient should follow the directions in the notification to confirm acceptance of 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 the ND Grants [Grant Recipient User Guide](#). 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.

2. Administrative and National Policy Requirements

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: [DHS Standard Terms and Conditions](#).

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

3. Reporting

Recipients are required to submit financial (SF-425) and programmatic reports on a quarterly basis as a condition of the award acceptance. Future awards and fund drawdowns may be withheld if these reports are delinquent

a. Federal Financial Reporting Requirements

The Federal Financial Report (FFR) form is available online at: [SF-425 OMB #4040-0014](#)

DHS/FEMA utilizes the Payment and Reporting System ([PARS](#)) for financial reporting, invoicing and tracking payments.

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, or are insufficient in detail.

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.

The following reporting periods and due dates apply to submission of 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

b. Programmatic Performance Reporting Requirements

Recipients are responsible for providing updated performance reports in Microsoft Word on a quarterly basis. 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 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

Performance Progress Report must include:

- Number of NFA course deliveries and course titles
- Number of applications sent to National Emergency Training Center (NETC) Admissions (refer to Appendix A)
- Number of student applications submitted to the NETC Admissions Office

c. Additional Performance Reporting Requirements

Not Applicable

d. Closeout Reporting Requirements

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

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

After these reports have been reviewed and approved by DHS/FEMA, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR, unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. § 200.333.

In addition, any recipient that issues subawards to any subrecipient is responsible for closing out those subawards as described in 2 C.F.R. § 200.343. Recipients acting as

pass-through entities must ensure that they complete the closeout of their subawards in time to submit all necessary documentation and information to DHS/FEMA during the closeout of their prime grant award.

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

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

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

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

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to <DHS FAO> in accordance with 2 C.F.R. § 180.350.

4. Monitoring

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

G. DHS Awarding Agency Contact Information

1. Contact and Resource Information

NFA Program Office

The Program Office is available to answer any questions regarding the program eligibility and requirements.

Diane Close,
Fire Program Specialist
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Centralized Scheduling and Information Desk (CSID)

CSID is a non-emergency comprehensive management and information resource developed by DHS/FEMA for grants stakeholders. CSID provides general information on all DHS/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@fema.dhs.gov, Monday through Friday, 9:00 AM – 5:00 PM ET.

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@fema.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:

Jonathan Sager
Office of Environmental Planning and Historic Preservation
FEMA / DHS
400 C Street, SW
Washington, DC 20472
Cell: 202-600-1792
Jonathan.Sager@fema.dhs.gov.

2. Systems Information

a. Grants.gov

For technical assistance with [Grants.gov](https://www.grants.gov), call the customer support hotline 24 hours per day, 7 days per week (except Federal holidays) at (800) 518-4726 or e-mail at support@grants.gov.

b. Non-Disaster (ND) Grants

For technical assistance with the ND Grants system, please contact the ND Grants Helpdesk at ndgrants@fema.dhs.gov or (800) 865-4076, Monday through Friday, 9:00 AM – 5:00 PM ET.

c. Payment and Reporting System (PARS)

DHS/FEMA uses the [Payment and Reporting System \(PARS\)](#) for financial reporting, invoicing, and tracking payments. DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, recipients must complete a Standard Form 119A, Direct Deposit Form.

H. Additional Information

1. Period of Performance Extensions

Extensions to the period of performance under 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:

- Grant Program, Fiscal Year, and award number;
- Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
- Current status of the activity/activities;
- Approved period of performance termination date and new project completion date;
- Amount of funds drawn down to date;
- Remaining available funds, both Federal and non-Federal;
- Budget outlining how remaining Federal and non-Federal funds will be expended;
- Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
- 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 should 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.

2. 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 subrecipients 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 requested by FEMA in order to determine whether the proposed project has the potential to impact environmental resources 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; otherwise, FEMA might not be able to fund the project due to noncompliance with applicable EHP laws, Executive Orders, regulations, and policies.

3. Appendices

Appendix A – State Fire Training Systems Grants Program Specific Priorities

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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 Acknowledged Courses

2. NFA Acknowledged 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 COTC is a field delivery course and the curriculum is accessed by the States through NFA's electronic dashboard interface. Deliveries of the COTC do not require an NFA instructor. Each State may determine and select the most qualified instructor independent from NFA. 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. Reproduction copy or a PDF version 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 5% 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.