

**The Department of Homeland Security (DHS)  
 Notice of Funding Opportunity (NOFO)  
 Fiscal Year 2022 Homeland Security National Training Program (HSNTP)  
 Continuing Training Grants (CTG)**

Effective April 4, 2022, the Federal Government transitioned from using the Data Universal Numbering System or DUNS number, to a new, non-proprietary identifier known as a Unique Entity Identifier or UEI. For entities that had an active registration in SAM.gov prior to the April 4 date, the UEI has automatically been assigned and no action is necessary. For all entities filing a new registration in SAM.gov on or after April 4, 2022, the UEI will be assigned to that entity as part of the SAM.gov registration process.

Unique Entity Identifier registration information is available on GSA.gov at: [Unique Entity Identifier Update | GSA](#).

Grants.gov registration information can be found at: <https://www.grants.gov/web/grants/register.html>. Detailed information regarding UEI and SAM is also provided in Section D of this NOFO.

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## **A. Program Description**

### **1. Issued By**

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

### **2. Assistance Listings Number**

97.005

### **3. Assistance Listings Title**

State and Local Homeland Security National Training Program

### **4. Funding Opportunity Title**

Fiscal Year 2022 Homeland Security National Training Program (HSNTP) – Continuing Training Grants (CTG)

### **5. Funding Opportunity Number**

DHS-22- NPD-005-00-04

### **6. Authorizing Authority for Program**

Department of Homeland Security Appropriations Act, 2022, (Pub. L. No. 117-103)

### **7. Appropriation Authority for Program**

Department of Homeland Security Appropriations Act, 2022, (Pub. L. No. 117-103)

### **8. Announcement Type**

Initial

### **9. Program Category**

Homeland Security National Training Program (HSNTP) – Continuing Training Grants (CTG)

## **10. Program Overview, Objectives, and Priorities**

### **a. Overview**

Through its Continuing Training Grants (CTG) program, the Department of Homeland Security Fiscal Year (FY) 2022 Homeland Security National Training Program (HSNTP) plays an important role in the National Preparedness System. The CTG program supports building, sustaining, and delivering core capabilities through the development and delivery of training to achieve the National Preparedness Goal (the Goal), which 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”.

Specifically, the CTG program provides funding for eligible applicants to support and target training solutions for state, local, tribal, and territorial (SLTT) partners, supporting the

objective of the National Preparedness System to facilitate an integrated, whole community, risk-informed, capabilities-based approach to preparedness.

The Fiscal Year 2022 CTG program's purpose is to address specific threats and gaps through the development and delivery of learning solutions and facilitate a national whole community approach to focus on the challenges with the greatest impact on the Nation's preparedness. FEMA, through CTG recipients, will concentrate on developing training to address national priorities while considering the challenges presented by a pandemic environment.

The CTG program supports multiple goals and objectives of the [2022-2026 FEMA Strategic Plan](#), particularly Goal 3: Promote and sustain a ready FEMA and prepared nation and Objective 3.1 to Strengthen the emergency management workforce. Training developed under this Funding Opportunity will address two of the five core DHS mission areas; prevent terrorism and enhance security and ensure resilience to disasters as specified in the DHS Strategic Plan: <https://www.dhs.gov/publication/department-homeland-securitys-strategic-plan-fiscal-years-2020-2024>

**b. Objectives**

The FY 2022 CTG program supports Presidential Policy Directive 8: National Preparedness and aims to close national capability gaps through training that follows specific criteria and provides a return on investment.

**Closing Capability Gaps.** States and territories provide annual data on their proficiency across [32 core capabilities](#) through the [Threat and Hazard Identification and Risk Assessment](#), [Stakeholder Preparedness Reviews](#), exercise and real world after-action reports, and other preparedness data. This data feeds into the [National Preparedness Report](#), which summarizes progress made, and challenges that remain, in building and sustaining the capabilities needed to prevent, protect against, mitigate, respond to, and recover from the threats, hazards, and incidents that pose the greatest risk to the nation. This annual report offers all levels of government, tribes, and the private and nonprofit sectors, and the public practical insights into preparedness that support decisions about program priorities, resource allocation, and actions that can create more resilient communities.

**c. Priorities**

**FEMA Strategic Plan Alignment:** Applications should propose solutions that align with the goals and objectives established in the [2022 – 2026 FEMA Strategic Plan](#). Specifically:

- Instill equity as a foundation of emergency management through learning. Training produced through the FY 2022 CTG program must convey the fact that disasters affect individuals and communities differently, and through training, offer solutions to reducing barriers to access, and deliver equitable outcomes for all whom we serve.
- Lead the whole of community in climate resilience through learning. Training produced through the FY 2022 CTG program must convey the fact that we are facing a climate crisis and that as a nation, we must integrate planning for future conditions.
- Promote and sustain a prepared nation through learning. Training produced through the FY 2022 CTG program must recognize that the demands on emergency managers

will only continue to increase. Training should include new approaches for preparedness investments, community engagement, and response and recovery approaches to ensure communities are better prepared.

**Innovation:** Applications should include innovative training and technical assistance ideas and concepts that can help solve the tough problems that the Nation’s emergency management community is expected to confront. These innovations should be replicable, satisfy a specific need, and include processes where new ideas result in useful products.

**Focus Areas:** The FY 2022 CTG Focus Areas are:

- Operationalize Climate Resilience for Equitable Outcomes; and
- Rural and Tribal Preparedness for Equitable Outcomes.

Note: Please refer to Appendix B of this NOFO for specific requirements related to each focus area including standards, intended audience, required training objectives, and other key factors.

The following table displays alignment between the focus areas and the 2022-2026 FEMA Strategic Plan along with learning solution examples that are appropriate for the FY 2022 CTG program.

Focus Area	Strategic Goal Objectives	Learning Solution Examples
Operationalize Climate Resilience for Equitable Outcomes	<p><b>Objective 1.3:</b> Achieve equitable outcomes for those we serve</p> <p><b>Objective 2.1:</b> Increase climate literacy among the emergency management community</p> <p><b>Objective 2.2:</b> Build a climate resilient nation</p> <p><b>Objective 3.1:</b> Strengthen the emergency management workforce</p>	<ul style="list-style-type: none"> <li>• Online Training</li> <li>• In-person instructor-led training</li> <li>• Synchronous, virtual instructor-led training</li> <li>• Asynchronous, virtual instructor-led training</li> <li>• Facilitated workshops and seminars</li> </ul>
Rural and Tribal Preparedness for Equitable Outcomes	<p><b>Objective 1.3:</b> Achieve equitable outcomes for those we serve</p> <p><b>Objective 2.1:</b> Increase climate literacy among the emergency management community</p> <p><b>Objective 2.2:</b> Build a climate resilient nation</p>	<ul style="list-style-type: none"> <li>• Online Training</li> <li>• In-person instructor-led training</li> <li>• Synchronous, virtual instructor-led training</li> <li>• Asynchronous, virtual instructor-led training</li> <li>• Facilitated workshops and seminars</li> </ul>

	<b>Objective 3.1:</b> Strengthen the emergency management workforce	
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Equity in emergency management: Equity in emergency management requires proactively prioritizing actions that reinforce cultural competency, accessibility, and inclusion, as well as reflect the historical context of specific groups of people. To that end, CTG applicants are strongly encouraged to explore how funded activities can address the needs of underserved, at-risk communities to help ensure consistent and systematic, fair, just, and impartial treatment of all individuals before, during and after a disaster.

The focus on equity and investing in strategies that meet the needs of underserved communities will strengthen the whole of community system of emergency management. Substantial and ongoing prioritization of, and investment in, underserved communities is essential for the entire system to be effective and efficient. Engaging the whole community requires all members of the community to be part of the emergency management team, including representatives of underserved communities, diverse community members, social and community service groups and institutions, faith-based and disability advocacy groups, academia, professional associations, the private and nonprofit sectors, and government agencies that may not traditionally have been directly involved in emergency management. The whole community includes children; older adults; individuals with disabilities and others with access and functional needs; those from religious, racial, and ethnically diverse backgrounds; people with limited English proficiency; and owners of animals including household pets and service animals.

## 11. Performance Measures

The New World Kirkpatrick Model is applied for analyzing and evaluating the results of training and educational programs. This model considers any style of training, both informal and formal, to assess learning.

FEMA applies the New World Kirkpatrick Model for the FY 2022 CTG program as follows:

Level 1: a student's assessment of the training setting, material, and instruction. This is evaluated through surveys administered during or directly following curriculum delivery and uses a numerical (e.g., Likert Scale) and narrative responses. Results are reported to the FEMA NTED Training Partners Program Branch and assessed to measure experiences compared with standards and student expectations. NTED reports the percentage of trainings where the majority of students have a positive learning experience.

Level 2: a comparison of pre-course knowledge and skills with post-course knowledge and skills; this is evaluated through testing administered during or directly following curriculum delivery. Results are reported to the FEMA NTED Training Partners Program Branch and assessed to measure knowledge transfer compared with an established standard of a twenty-six-point increase. NTED reports the percentage of students that meet or exceed a pre-post 26 point increase standard.

Level 3: an assessment of learning applicability at the home organization or jurisdiction, through surveys administered following curriculum delivery, typically 90 to 180 days after training, using a numerical (e.g., Likert) scale and narrative responses. NTED reports the percentage of students that self-report application of learning.

FEMA's First Responder Training System (FRTS) provides the Systems Development Life Cycle (SDLC) and project management support for all of its components. The FRTS serves internal/external stakeholders to accomplish training related activities through a public and administrative web presence to include: an online searchable National Preparedness Course Catalog for approved NTED, Emergency Management Institute (EMI) and the Center for Domestic Preparedness (CDP) training and education programs; a robust course development tool for the Training Partners Program (TPP) Training Providers; submission tool for requests to review non-FEMA training (state and federal courses); scheduling information from Training Providers; and a data collection and reporting tool, the Registration and Evaluation System (RES). The RES is an especially critical component of the FRTS which manages course registration and evaluation data (Kirkpatrick's' Level 1 Reaction, Level 2 Learning, and Level 3 Application).

### **Sustainment**

FEMA has the option to sustain any training course created under the HSNTP/CTG at the end of the award period of performance. Once FEMA determines to sustain a course, after consulting with the award recipient, FEMA may transfer any or all course material to another organization or entity to ensure program sustainability and to continue training delivery. FEMA will coordinate the orderly transition of courses between organizations. Not all training developed under this Funding Opportunity will be sustained. Only those courses that meet quality standards as determined through course evaluation and demand as determined through stakeholder requests for continued course delivery will be considered for sustainment. The sustainment of any course must enhance the response capabilities of the Nation's first responders.

## **B. Federal Award Information**

1. **Available Funding for the NOFO:** **\$6,000,000**

Of this funding, not less than \$3,000,000 will be awarded FEMA-certified for rural and tribal training.

2. **Projected Number of Awards:** **3-5**

3. **Maximum Award Amount:** **\$3,000,000**

4. **Period of Performance:** **36 months**

Extensions to the period of performance are allowed. For additional information on period of performance extensions, please refer to Section H of this NOFO.

FEMA awards under most programs, including this program, only include one budget period, so it will be same as the period of performance. See 2 C.F.R. § 200.1 for definitions of “budget period” and “period of performance.”

- 5. Projected Period of Performance Start Date(s):** 09/01/2022
- 6. Projected Period of Performance End Date(s):** 08/31/2025
- 7. Funding Instrument Type:** Cooperative Agreement

The CTG program, prescribed by this NOFO, is awarded through separate cooperative agreements, as defined by [2 C.F.R. § 200.1](#), 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 Performance Metrics as listed within this NOFO. Each Training Partner is assigned a Program Manager (PM). PMs maintain extensive involvement from the initial engagement at annual kickoff meetings and throughout the Period of Performance (POP) to award closeout. FEMA’s substantial involvement is designed to ensure the successful development and implementation of each CTG program in a timely and cost-effective manner.

### **C. Eligibility Information**

#### **1. Eligible Applicants**

- State governments, the District of Columbia, and U.S. territory governments
- City or township governments
- County governments
- Federally recognized Indian tribal governments (tribal governments)
- Nonprofits with 501(c)(3) Internal Revenue Service (IRS) status
- Nonprofit private institutions of higher education
- Nonprofit national associations and organizations
- Public and state controlled institutions of higher education

#### **2. Applicant Eligibility Criteria**

**Training Expertise.** Applicants must currently administer an existing training program, consistent with the National Incident Management System (NIMS), relevant to the selected Focus Area(s), or have demonstrable expertise to create and administer a training program capable of developing and delivering training for a national whole community audience, relevant to the selected Focus Area(s).

For the purposes of the CTG program, the minimum standard for training expertise is defined as the principal activities that an organization conducts which are primarily focused on the development and delivery of training for an external audience, but may include an internal audience, resulting in a change or increase of knowledge, skills, and/or abilities.

Training types/modes that meet this definition include web-based training, instructor-led courses conducted in classrooms and/or training areas (to include mobile courses), and seminars and workshops that measure a change in knowledge, skill, and/or abilities. Drill and exercise-only type activities, without a learning component, do not meet the definition of training expertise for the CTG program. Organizations that do not describe suitable expertise in training are ineligible.

**Organizational Partnerships.** Eligible applicants may apply individually or as the submitting member (e.g., executive agent) of a partnership such as a consortium. However, only one organization may serve as the applicant.

### 3. Cost Share or Match

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

## **D. Application and Submission Information**

### 1. Key Dates and Times

- a. *Application Start Date:* 07/14/2022
- b. *Application Submission Deadline:* 08/15/2022 at 5:00:00 PM ET  
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 of this NOFO.

**FEMA will not review applications that are received after the deadline or consider these late applications 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 may include technical problems outside of the applicant’s control that prevent submission of the application by the deadline, other exigent or emergency circumstances, or statutory requirements for FEMA to make an award.

**Applicants experiencing technical problems outside of their control must notify FEMA as soon as possible and before the application deadline.** Failure to timely notify FEMA of the issue that prevented the timely filing of the application may preclude consideration of the award. “Timely notification” of FEMA means prior to the application deadline and within 48 hours after the applicant became aware of the issue.

A list of FEMA contacts can be found in Section G of this NOFO, “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](mailto:NDGrants@fema.dhs.gov). The ND Grants Service Desk is available Monday through Friday, 9:00 a.m. – 6:00 p.m. Eastern Time (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](mailto:askcsid@fema.dhs.gov), Monday through Friday, 9:00 AM – 5:00 PM ET.

- c. **Anticipated Funding Selection Date:** No later than 09/01/2022
- d. **Anticipated Award Date:** No later than 09/01/2022 at 11:59:00
- e. **Other Key Dates**

Event	Suggested Deadline for Completion
Obtaining a UEI 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	By the application 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 are processed through the [Grants.gov](http://www.grants.gov) portal. Final applications are completed and submitted through FEMA’s Non-Disaster Grants (ND Grants) System. Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>.

Hard copies of the NOFO can be downloaded at [Grants.gov](http://www.grants.gov) or obtained via email from the Awarding Office points of contact listed in Section G of this NOFO, “DHS Awarding Agency Contact Information” or by TTY (800) 462-7585.

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

Applications will be processed through the Grants.gov portal.

## 4. Steps Required to Obtain a Unique Entity Identifier, Register in the System for Award Management (SAM), and Submit an Application

Applying for an award under this program is a multi-step process and requires time to complete. Applicants are encouraged to register early as the registration process can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

Please review the table above for estimated deadlines to complete each of the steps listed. Failure of an applicant to comply with any of the required steps before the deadline for submitting an application may disqualify that application from funding.

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

- a. Apply for, update, or verify their Unique Entity Identifier (UEI) number from SAM.gov and Employer Identification Number (EIN) from the Internal Revenue Service;
- b. In the application, provide a valid UEI number, which is currently the unique entity identifier;
- c. Have an account with [login.gov](https://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. Register in ND Grants
- i. Submit an initial application in Grants.gov;
- j. Submit the final application in ND Grants, including electronically signing applicable forms; and
- k. 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. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Specific instructions on how to apply for, update, or verify a UEI number or SAM registration or establish an AOR are included below in the steps for applying through Grants.gov.

Applicants are advised that FEMA may not make a federal award until the applicant has complied with all applicable UEI 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 FEMA 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, FEMA 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.

Per [2 C.F.R. § 25.110\(c\)\(2\)\(iii\)](https://www.ecfr.gov/current/title-47/chapter-I/subchapter-B/part-25/subpart-110/section-25.110(c)(2)(iii)), if an applicant is experiencing exigent circumstances that prevents it from receiving a UEI number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible by contacting [askcsid@fema.dhs.gov](mailto:askcsid@fema.dhs.gov) and providing the details of the circumstances that prevent completion of these requirements. If FEMA determines that there are exigent circumstances and FEMA has decided to make an award, the applicant will be required to obtain a UEI number and complete SAM registration within 30 days of the federal award date.

## 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, FEMA requires applicants to submit initial applications through Grants.gov and a final application through ND Grants.

## 6. How to Register to Apply through Grants.gov

### a. *General Instructions:*

Registering and applying for an award under this program is a multi-step process and requires time to complete. Read the instructions below about registering to apply for FEMA 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.** To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission.

Organizations must have an UEI Number, an EIN, an active System for Award Management (SAM) registration, and Grants.gov account to apply for grants.

Organizations must also have a Grants.gov account to apply for an award under this program. Creating a Grants.gov account can be completed online in minutes, but UEI 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>.

If individual applicants are eligible to apply for this grant funding opportunity, refer to: <https://www.grants.gov/web/grants/applicants/registration.html>.

### b. *Obtain a UEI Number:*

All entities applying for funding, including renewal funding, prior to April 4, 2022, must have a UEI number. Applicants must enter the UEI number in the applicable data entry field on the SF-424 form.

For more detailed instructions for obtaining a UEI number, refer to: [Sam.gov](https://www.sam.gov).

### c. *Obtain Employer Identification Number*

In addition to having a UEI number, all entities applying for funding must provide an Employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

**d. *Create a login.gov account:***

Applicants must have a login.gov account in order to register with SAM or update their SAM registration. Applicants can create a login.gov account here:

[https://secure.login.gov/sign\\_up/enter\\_email?request\\_id=34f19fa8-14a2-438c-8323-a62b99571fd3](https://secure.login.gov/sign_up/enter_email?request_id=34f19fa8-14a2-438c-8323-a62b99571fd3).

Applicants only have to create a login.gov account once. For applicants that are existing SAM users, use the same email address for the login.gov account as with SAM.gov so that the two accounts can be linked.

For more information on the login.gov requirements for SAM registration, refer to <https://www.sam.gov/SAM/pages/public/loginFAQ.jsf>.

**e. *Register with SAM:***

All organizations applying online through Grants.gov must register with 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>.

Note: As a new requirement per 2 C.F.R. § 25.200, applicants must also provide the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

**I. ADDITIONAL SAM REMINDERS**

Existing SAM.gov account holders should check their account to make sure it is "ACTIVE." SAM registration should be completed at the very beginning of the application period and should be renewed annually to avoid being "INACTIVE." **Please allow plenty of time before the grant application submission deadline to obtain a UEI number and then to register in SAM. It may be four weeks or more after an applicant submits the SAM registration before the registration is active in SAM, and then it may be an additional 24 hours before FEMA's system recognizes the information.**

It is imperative that the information applicants provide is correct and current. Please ensure that your organization's name, address, UEI number, and Employer Identification Number, or EIN, are up to date in SAM and that the UEI number used in SAM is the same one used to apply for all other FEMA awards. Payment under any FEMA award is contingent on the recipient's having a current SAM registration.

## II. HELP WITH SAM

The SAM quick start guide for new recipient registration and SAM video tutorial for new applicants are tools created by the General Services Administration (GSA) to assist those registering with SAM. If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at <https://www.fsd.gov/fsd-gov/home.do> or call toll free (866) 606-8220.

### f. *Create a Grants.gov Account:*

The next step in the registration process is to create an account with Grants.gov. If applicable, applicants must know their organization's UEI 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>.

See also Section D.8 in this NOFO, “Submitting the Final Application in ND Grants,” for instructions on how to register early in ND Grants.

### g. *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 UEI Number for the organization in the UEI 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>.

### h. *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 are 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>.

### i. *Track Role Status:*

To track your role request, refer to:

<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>.

### j. *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.**

## 7. How to Submit an Initial Application to FEMA via Grants.gov

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

Grants.gov applicants can apply online using a workspace. A 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 Notice of Funding Opportunity, you can create individual instances of a workspace. Applicants are encouraged to submit their initial applications in Grants.gov at least seven days before the application deadline.

In Grants.gov, applicants need to submit the following forms:

- SF-424, Application for Federal Assistance; and
- Grants.gov Lobbying Form, Certification Regarding Lobbying.

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.

### c. *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-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 UEI 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:***

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.

**h. *Additional Training and Applicant Support:***

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

Grants.gov provides applicants 24/7 (except federal holidays) support via the toll-free number (800) 518-4726, email at [support@grants.gov](mailto:support@grants.gov) and the website at <https://www.grants.gov/support.html>. 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 FEMA with tracking your issue and understanding background information on the issue.

**8. *Submitting the Final Application in ND Grants***

After submitting the initial application in Grants.gov, eligible applicants will be notified by 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 or, at the latest, seven days before the application deadline. Early registration will allow applicants to have adequate time to start and complete their applications.

Applicants needing assistance registering for the ND Grants system should contact [ndgrants@fema.dhs.gov](mailto: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/grants/guidance-tools/non-disaster-grants-management-system>.

In ND Grants, applicants will be prompted to submit the standard application information and any program-specific information required as described in Section D.10 of this NOFO, “Content and Form of Application Submission.” 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](https://www.grants.gov/web/grants/forms/sf-424-family.html). Applicants should review these forms before applying to ensure they have all the information required.

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

## 9. Timely Receipt Requirements and Proof of Timely Submission

As application submission is a two-step process, the applicant with the AOR role who submitted the application in Grants.gov will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of its initial application. **This notification does not serve as proof of timely submission, as the application is not complete until it is submitted in ND Grants.** Applicants can also view the ND Grants Agency Tracking Number by accessing the Details tab in the submitted workspace section in Grants.gov, under the Agency Tracking Number column. Should the Agency Tracking Number not appear, the application has not yet migrated from Grants.gov into the ND Grants System. Please allow 24 hours for your ND Grants application tracking number to migrate.

All applications must be received in ND Grants by **5:00 PM ET** on the application deadline. 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.

**Applicants who experience system-related issues will be addressed until 3:00 PM ET on the date applications are due.** No new system-related issues will be addressed after this deadline. Applications not received by the application submission deadline will not be accepted.

## 10. Content and Form of Application Submission

### a. *Standard Required Application Forms and Information*

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>.

### I. GRANTS.GOV

- i. **SF-424, Application for Federal Assistance**, initial application submitted through Grants.gov
- ii. **Grants.gov Lobbying Form, Certification Regarding Lobbying**, submitted through Grants.gov

## II. ND GRANTS

- i. **SF-424A, Budget Information (Non-Construction)**, submitted via the forms generated by ND Grants
- ii. **SF-424B, Standard Assurances (Non-Construction)**, submitted via the forms generated by ND Grants
- iii. **SF-LLL, Disclosure of Lobbying Activities**, submitted via the forms generated by ND Grants
- iv. **Indirect Cost Agreement or Proposal**, submitted as an attachment in ND Grants if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. If the applicant does not have or is not required to have an indirect cost rate agreement or proposal, please see Section D.13 of this NOFO, “Funding Restrictions and Allowable Costs,” for further information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal might be available, contact the relevant FEMA staff identified in Section G of this NOFO, “DHS Awarding Agency Contact Information” for further instructions.

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

### b. *Program-Specific Required Forms and Information*

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

The following program-specific forms or information are required to be submitted in:

#### a. Grants.gov

- Standard Form 424 (Initial Application)

#### b. ND Grants

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

The Program Office suggests that applicants use their 26% “Off Campus-All Programs” or similar) indirect cost rate. In general, this would apply since recipients will not likely host

any student in-person/direct training or deliveries on campus/on-site. This rate aligns to existing NTED/TPP Training Partners for the design, development, and implementation of non-resident training courses.

### **11. Other Submission Requirements**

Not applicable

### **12. 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/2020/01/spoc\\_1\\_16\\_2020.pdf](https://www.whitehouse.gov/wp-content/uploads/2020/01/spoc_1_16_2020.pdf)).

### **13. Funding Restrictions and Allowable Costs**

All costs charged to awards covered by this NOFO must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in the NOFO, or the terms and conditions of the award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered, within the period of performance of the award. *See* 2 C.F.R. § 200.403(h) (referring to budget periods, which for FEMA awards under this program is the same as the period of performance).

In general, the Cost Principles establish standards for the allowability of costs, provide detailed guidance on the cost accounting treatment of costs as direct or administrative costs, and set forth allowability principles for selected items of cost. More specifically, except as otherwise stated in this NOFO, the terms and condition of an award, or other program materials, costs charged to awards covered by this NOFO must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E. In order to be allowable, all costs charged to a FEMA award or applied to the cost share must be reasonable in nature and amount and allocable to the particular FEMA award.

Additionally, all costs charged to awards must comply with the grant program's applicable statutes, policies, requirements in this NOFO as well as with the terms and conditions of the award. If FEMA staff identify costs that are inconsistent with any of these requirements, these costs may be disallowed, and FEMA may recover funds as appropriate, consistent with applicable laws, regulations, and policies.

As part of those requirements, grant recipients and subrecipients may only use federal funds or funds applied to a cost share for the purposes set forth in this NOFO and the terms and conditions of the award, and those costs must be consistent with the statutory authority for the award.

Grant funds may not be used for matching funds for 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.

## Allowable Costs

### 1. Management and Administration (M&A) Costs

### 2. Indirect Facilities & Administrative (F&A) Costs

#### a. *Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services*

Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the [John S. McCain National Defense Authorization Act for Fiscal Year 2019 \(FY 2019 NDAA\)](#), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

Additional guidance is available at [FEMA Policy 405-143-1: Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services](#).

**Effective August 13, 2020**, FEMA recipients and subrecipients **may not** use any FEMA funds under open or new awards to:

- (1) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system.
- (2) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
- (3) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

#### I. REPLACEMENT EQUIPMENT AND SERVICES

FEMA grant funding may be permitted to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the NOFO.

#### II. DEFINITIONS

Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:

- i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);

- ii. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or
- iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of "covered telecommunications equipment or services." See 2 C.F.R. § 200.471.

***b. Management and Administration (M&A Costs)***

M&A activities are those directly relating to the management and administration of the CTG funds, such as financial management and monitoring. M&A costs are not operational costs. They are the necessary costs incurred in direct support of the grant or as a result of the grant and should be allocated across the entire lifecycle of the grant. Recipients may use up to 5% of the amount of the award for M&A purposes associated with the CTG award.

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

Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current 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. Not all applicants are required to have a current negotiated indirect cost rate agreement. 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. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to the FEMA Program Analyst and Grants Management Specialist for further instructions. Applicants who wish to use a cost allocation plan in lieu of an indirect cost rate must also reach out to the FEMA Program Analyst, Grants Management Specialist, or other relevant FEMA position for further instructions. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above or based upon on the de minimis rate or cost allocation plan, as applicable.

***d. Other Direct Costs***

Cost Principles

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

#### Equipment

This program allows equipment costs.

#### Travel

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

#### Construction and Renovation

This program does not allow construction and renovation costs.

### **E. Application Review Information**

#### **1. Application Evaluation Criteria**

##### **a. Programmatic Criteria**

###### **i. Technical Merit**

The proposal will be reviewed and judged on an applicant's understanding of the topic based upon statements provided in the narrative that describe knowledge of the topic to include an awareness of current and emerging issues.

###### **ii. National in Scope**

FEMA will review the proposal to determine the number and diversity of locations and communities directly and indirectly impacted according to each proposal.

###### **iii. Target Audience**

FEMA will review the proposal to determine if the proposed training identifies and links to the target audience.

###### **iv. Training Development and Plan**

FEMA will review the proposal to determine if the training plan correctly incorporates the International Systems Design (ISD) Assessment, Design, Development, Implementation, and Evaluation (ADDIE) model.

###### **v. Budget**

FEMA will review the budget to determine if an applicant addressed all categories and elements with dollar amounts and justifications as appropriate.

##### **b. Financial Integrity Criteria**

Prior to making a federal award, FEMA is required by 31 U.S.C. § 3354, as amended by the Payment Integrity Information Act of 2019, Pub. L. No. 116-117 (2020); 41 U.S.C. § 2313; and 2 C.F.R. § 200.206 to review information available through any Office of Management and Budget (OMB)-designated repositories of governmentwide eligibility qualification or financial integrity information, including whether the applicant is suspended or debarred. FEMA may also pose additional questions to the applicant to aid in conducting the pre-award risk review. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

###### **i. Financial stability;**

###### **ii. Quality of management systems and ability to meet management standards.**

- iii. History of performance in managing federal award'
- iv. Reports and findings from audits; and
- v. 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:

- i. FEMA is required to review and consider any information about the applicant, including information on the applicant's immediate and highest-level owner, subsidiaries, and predecessors, if applicable, that is in the designated integrity and performance system accessible through the System for Award Management (SAM), which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS).
- ii. An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
- iii. 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. § 200.206.

## **2. Review and Selection Process**

**Subject-Matter Expert (SME) Review and Scoring.** SMEs from federal, state, local, tribal, and territorial governments and agencies, along with SMEs from industry and academia, as appropriate for each Focus Area, will review and score eligible applications. SMEs will score (numerically) each application based on the criteria described in this NOFO. SMEs will review and score five categories (described in the evaluation criteria table in Appendix C) and may award a total of 90 points. An average of SME scores will result in the final SME score.

**FEMA Review and Scoring.** FEMA program managers, training specialists, and members of leadership from FEMA's National Preparedness Directorate will review and score applications that pass eligibility screening, as described in Section C Eligible Applicants and Eligibility Criteria. FEMA will review and score seven categories (described in the evaluation criteria table in Appendix C) and may award a total of 130 points. An average of FEMA scores will result in the final FEMA score.

All reviewers will utilize the guidance contained in this notice for evaluation; this includes all Focus Area objectives and referenced standards. Reviewers will provide narrative support (i.e., scoring comments) for each scored application.

FEMA senior leadership will review all scoring results and will then apply additional factors such as executive and legislative guidance, alignment with DHS and FEMA strategic

priorities, along with investment strategy and budgetary limits in order to prioritize the top-scoring applications.

## **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 specific 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 recipient should follow the directions in the notification to confirm acceptance of the award.

Recipients must accept their awards no later than 30 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 see the ND Grants Grant Recipient User Guide, which is available at <https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system> along with other ND Grants materials.

Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of the award have been satisfied or until the award is otherwise rescinded. Failure to accept a grant award within the 30-day timeframe may result in a loss of funds.

### **2. Administrative and National Policy Requirements**

In addition to the requirements of in this section and in this NOFO, FEMA may place specific terms and conditions on individual awards in accordance with 2 C.F.R. Part 200.

#### **a. *DHS Standard Terms and Conditions***

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.

#### **b. *Ensuring the Protection of Civil Rights***

As the nation works toward achieving the [National Preparedness Goal](#), it is important to continue to protect the civil rights of individuals. Recipients and subrecipients must carry out their programs and activities, including those related to the building, sustainment, and

delivery of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

Federal civil rights statutes, such as Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964, along with DHS and FEMA regulations, prohibit discrimination on the basis of race, color, national origin, sex, religion, age, disability, limited English proficiency, or economic status in connection with programs and activities receiving [federal financial assistance](#) from FEMA.

The DHS Standard Terms and Conditions include a fuller list of the civil rights provisions that apply to recipients. These terms and conditions can be found in the [DHS Standard Terms and Conditions](#). Additional information on civil rights provisions is available at <https://www.fema.gov/office-equal-rights>.

Monitoring and oversight requirements in connection with recipient compliance with federal civil rights laws are also authorized pursuant to 44 C.F.R. Part 7.

**c. *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 historic properties to ensure that all activities and programs funded by FEMA, including grant-funded projects, comply with federal EHP laws, Executive Orders, regulations, and policies, as applicable.

All non-critical new construction or substantial improvement of structures in a Special Flood Hazard Area must, at a minimum, apply the flood elevations of the Federal Flood Risk Management Standard's Freeboard Value Approach unless doing so would cause the project to be unable to meet applicable program cost-effectiveness requirements. All other types of projects may choose to apply the flood elevations of the Federal Flood Risk Management Standard's Freeboard Value Approach. See Executive Order (EO) 14030, Climate-Related Financial Risk and FEMA Policy #-206-21-0003, Partial Implementation of the Federal Flood Risk Management Standard for Hazard Mitigation Assistance Programs (Interim).

**Recipients and subrecipients proposing projects that have the potential to impact the environment, including, but not limited to, the 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 along with any 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. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not in compliance with applicable EHP laws, Executive Orders, regulations, and policies.

DHS and FEMA EHP policy is found in directives and instructions available on the [FEMA.gov EHP page](#), the FEMA website page that includes documents regarding EHP responsibilities and program requirements, including implementation of the National Environmental Policy Act and other EHP regulations and Executive Orders. Individual FEMA programs have separate procedures to conduct and document EHP review. Guidance for individual grant programs are available from applicable program offices.

**d. *National Incident Management System (NIMS) Implementation***

In expending funds under this program, recipients that are state, local, tribal, or territorial governments must ensure and maintain adoption and implementation of NIMS. The state, local, tribal, or territorial government must show adoption of NIMS during any point of the period of performance. The list of objectives used for progress and achievement reporting is at <https://www.fema.gov/emergency-managers/nims/implementation-training>.

Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment, and/or supplies) to meet incident needs. Using standardized resource management concepts such as typing, credentialing, and inventorying, promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management, NIMS resource typing definitions, job titles, and position qualifications is on FEMA's website at <https://www.fema.gov/emergency-managers/nims/components>.

FEMA developed the [National Incident Management System Guideline for the National Qualification System](#) to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes and identifies tools which Federal Emergency Response Officials and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

Although state, local, tribal, and private sector partners (including nongovernmental organizations) are not required to credential their personnel in accordance with these guidelines, FEMA strongly encourages them to do so to leverage the federal investment in the Federal Information Processing Standards 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction.

Additional information about NIMS in general is available at <https://www.fema.gov/emergency-managers/nims>.

**3. Reporting**

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

**a. Financial Reporting Requirements**

**I. FEDERAL FINANCIAL REPORT (FFR)**

Recipients must report obligations and expenditures through the FFR form (SF-425) to FEMA.

Recipients may review the Federal Financial Reporting Form (FFR) (SF-425) at <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1>.

Recipients must file the FFR electronically using the Payment and Reporting Systems ([PARS](#)).

**II. FFR REPORTING PERIODS AND DUE DATES**

An FFR must be submitted quarterly throughout the POP, including partial calendar quarters, as well as in periods where no grant award activity occurs. The final FFR is due within 120 days after the end of the POP. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

Except for the final FFR due at 120 days after the end of the POP for purposes of closeout, 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

**ADDITIONAL PROGRAMMATIC REPORTING REQUIREMENTS**

**Performance Progress Reports**

Recipients are responsible for providing updated performance reports in Microsoft Word on a semi-annual basis. There 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 2022 CTG 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

**c. *Closeout Reporting Requirements***

**I. CLOSEOUT REPORTING**

Within 120 days after the end of the period of performance for the prime award or after an amendment has been issued to close out an award before the original POP ends, recipients must liquidate all financial obligations and must submit the following:

- i. The final request for payment, if applicable.
- ii. The final FFR (SF-425).
- iii. The final progress report detailing all accomplishments, including a narrative summary of the impact of those accomplishments throughout the period of performance.
- iv. Other documents required by this NOFO, terms and conditions of the award, or other FEMA guidance.

In addition, pass-through entities are responsible for closing out their subawards as described in 2 C.F.R. § 200.344; subrecipients are still required to submit closeout materials within 90 days of the period of performance end date. When a subrecipient completes all closeout requirements, pass-through entities must promptly complete all closeout actions for subawards in time for the recipient to submit all necessary documentation and information to FEMA during the closeout of the prime award.

After the prime award closeout reports have been reviewed and approved by 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 at least three years from the date of the final FFR. The record retention period may be longer, 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. § 200.334.

The recipient is responsible for refunding to FEMA any balances of unobligated cash that FEMA paid that are not authorized to be retained per 2 C.F.R. § 200.344(d).

**II. ADMINISTRATIVE CLOSEOUT**

Administrative closeout is a mechanism for FEMA to unilaterally move forward with closeout of an award using available award information in lieu of final reports from the recipient per 2 C.F.R. § 200.344(h)-(i). It is a last resort available to FEMA, and if FEMA needs to administratively close an award, this may negatively impact a recipient's ability to obtain future funding. This mechanism can also require FEMA to make cash or cost adjustments and ineligible cost determinations based on the information it has, which may result in identifying a debt owed to FEMA by the recipient.

When a recipient is not responsive to FEMA's reasonable efforts to collect required reports needed to complete the standard closeout process, FEMA is required under 2 C.F.R. § 200.344(h) to start the administrative closeout process within the regulatory timeframe. FEMA will make at least three written attempts to collect required reports before initiating administrative closeout. If the recipient does not submit all required reports in accordance with 2 C.F.R. § 200.344, this NOFO, and the conditions of the award, FEMA must proceed to administratively close the award with the information available within one year of the period of performance end date. Additionally, if the recipient does not submit all required reports within one year of the period of performance end date, per 2 C.F.R. § 200.344(i), FEMA must report in FAPIIS the recipient's material failure to comply with the terms and conditions of the award.

If FEMA administratively closes an award where no final FFR has been submitted, FEMA uses that administrative closeout date in lieu of the final FFR submission date as the start of the record retention period under 2 C.F.R. § 200.334.

In addition, if an award is administratively closed, FEMA may decide to impose remedies for noncompliance per 2 C.F.R. § 200.339, consider this information in reviewing future award applications, or apply special conditions to existing or future awards.

**d. *Additional Reporting Requirements***

**I. 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 FEMA, the recipient must notify 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:

- i. Are presently excluded or disqualified;
- ii. 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;
- iii. 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
- iv. 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 FEMA in accordance with 2 C.F.R. § 180.350.

**II. REPORTING OF MATTERS RELATED TO RECIPIENT INTEGRITY AND PERFORMANCE**

Per 2 C.F.R. Part 200, Appendix I § F., the additional post-award reporting requirements in 2 C.F.R. Part 200, Appendix XII may apply to applicants who, if upon becoming recipients, have a total value of currently active grants, cooperative agreements, and procurement

contracts from all federal awarding agencies that exceeds \$10,000,000 for any period of time during the period of performance of an award under this funding opportunity.

Recipients that meet these criteria must maintain current information reported in FAPIIS about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

### **III. SINGLE 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, also known as the single audit report.

The audit must be performed in accordance with the requirements of U.S. Government 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>.

### **4. Monitoring and Oversight**

Per 2 C.F.R. § 200.337, FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems to review award progress and to provide any required technical assistance. During site visits or desk reviews, FEMA will review recipients' files related to the award. As part of any monitoring and program evaluation activities, recipients must permit 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 FEMA requests for information relating to the award.

Effective monitoring and oversight help FEMA ensure that recipients use grant funds for their intended purpose(s); verify that projects undertaken are consistent with approved plans; and ensure that recipients make adequate progress toward stated goals and objectives. Additionally, monitoring serves as the primary mechanism to ensure that recipients comply with applicable laws, rules, regulations, program guidance, and requirements. FEMA regularly monitors all grant programs both financially and programmatically in accordance with federal laws, regulations (including 2 C.F.R. Part 200), program guidance, and the terms and conditions of the award. All monitoring efforts ultimately serve to evaluate progress towards grant goals and proactively target and address issues that may threaten grant success during the period of performance.

FEMA staff will periodically monitor recipients to ensure that administrative processes, policies and procedures, budgets, and other related award criteria are meeting Federal Government-wide and FEMA regulations. Aside from reviewing quarterly financial and programmatic reports, FEMA may also conduct enhanced monitoring through either desk-based reviews, onsite monitoring visits, or both. Enhanced monitoring will involve the review and analysis of the financial compliance and administrative processes, policies,

activities, and other attributes of each federal assistance award, and it will identify areas where the recipient may need technical assistance, corrective actions, or other support.

Financial and programmatic monitoring are complementary processes within FEMA's overarching monitoring strategy that function together to ensure effective grants management, accountability, and transparency; validate progress against grant and program goals; and safeguard federal funds against fraud, waste, and abuse. Financial monitoring primarily focuses on statutory and regulatory compliance with administrative grant requirements, while programmatic monitoring seeks to validate and assist in grant progress, targeting issues that may be hindering achievement of project goals and ensuring compliance with the purpose of the grant and grant program. Both monitoring processes are similar in that they feature initial reviews of all open awards, and additional, in-depth monitoring of grants requiring additional attention.

Recipients and subrecipients who are pass-through entities are responsible for monitoring their subrecipients in a manner consistent with the terms of the federal award at 2 C.F.R. Part 200, including 2 C.F.R. § 200.332. This includes the pass-through entity's responsibility to monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

In terms of overall award management, recipient and subrecipient responsibilities include, but are not limited to: accounting of receipts and expenditures, cash management, maintaining adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring if acting as a pass-through entity, or other assessments and reviews, and ensuring overall compliance with the terms and conditions of the award or subaward, as applicable, including the terms of 2 C.F.R. Part 200.

## 5. PROGRAM EVALUATION

Recipients and subrecipients are encouraged to incorporate program evaluation activities from the outset of their program design and implementation to meaningfully document and measure their progress towards the outcomes proposed. Title I of the Foundations for Evidence-Based Policymaking Act of 2018 ([Evidence Act](#)), [Pub. L. No. 115-435 \(2019\)](#) defines evaluation as “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” Evidence Act § 101 (codified at 5 U.S.C. § 311). Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

It is important to distinguish activities that would use program evaluation methodologies to determine aggregate outcomes or impacts of programs, policies, or organizations from the performance activities described in section A.11 of this announcement, including use of the New World Kirkpatrick Model to assess learning outcomes of individuals. The same data collected for performance measures can be used for program evaluation, however, these analysis are distinct activities.

Evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation, and such costs may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation. (2 C.F.R. §200).

In addition, recipients are required to participate in a DHS-led evaluation if selected, which may be carried out by a third-party on behalf of the Program Office or DHS. By accepting grant funds, recipients agree to participate in the evaluation, which may include analysis of individuals who benefit from the grant, and provide access to program operating personnel and participants, as specified by the evaluator(s) for six months after the period of performance.

## **G. DHS Awarding Agency Contact Information**

### **1. Contact and Resource Information**

#### **a. Program Office Contact**

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

#### **b. Centralized Scheduling and Information Desk (CSID)**

CSID is a non-emergency comprehensive management and information resource developed by FEMA for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. When necessary, recipients will be directed to a federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by e-mail at [askcsid@fema.dhs.gov](mailto:askcsid@fema.dhs.gov), Monday through Friday, 9:00 AM – 5:00 PM ET.

#### **c. Grant Programs Directorate (GPD) Award Administration Division**

GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the AAD's Help Desk via e-mail at [ASK-GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov).

#### **d. FEMA Regional Offices**

FEMA Regional Office contact information is available at <https://www.fema.gov/fema-regional-contacts>.

#### **e. Equal Rights**

The FEMA Office of Equal Rights (OER) is responsible for compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA and recipients of FEMA financial assistance. All inquiries and communications about federal civil rights compliance for FEMA grants under this NOFO should be sent to [FEMA-CivilRightsOffice@fema.dhs.gov](mailto:FEMA-CivilRightsOffice@fema.dhs.gov).

**f. *Environmental Planning and Historic Preservation***

The FEMA Office of Environmental Planning and Historic Preservation (OEHP) provides guidance and information about the EHP review process to FEMA programs and FEMA's recipients and subrecipients. All inquiries and communications about EHP compliance for FEMA grant projects under this NOFO or the EHP review process should be sent to [FEMA-OEHP-NOFOQuestions@fema.dhs.gov](mailto:FEMA-OEHP-NOFOQuestions@fema.dhs.gov).

**g. *Other Contact Information***

**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](mailto:ASK-GMD@dhs.gov) can provide additional guidance.

**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.

**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](mailto: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.gov](mailto:ndgrants@fema.gov) or (800) 865-4076, Monday through Friday, 9:00 AM – 6:00 PM ET. User resources are available at <https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system>.

**c. *Payment and Reporting System (PARS)***

FEMA uses the [Payment and Reporting System \(PARS\)](#) for financial reporting, invoicing, and tracking payments. 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 1199A, Direct Deposit Form. If you have questions about the online system, please call the Customer Service Center at (866) 927-5646 or email [ask-GMD@fema.dhs.gov](mailto:ask-GMD@fema.dhs.gov).

**d. *FEMA Preparedness Toolkit***

The [FEMA Preparedness Toolkit \(PrepToolkit\)](#) provides access to the tools and resources needed to implement the National Preparedness System and provide a collaborative community space for communities completing the Threat and Hazard Identification and Risk

Assessment (THIRA) and Stakeholder Preparedness Review (SPR). Recipients complete and submit their THIRA/SPR using the online Unified Reporting Tool (URT), the data collection and management tool hosted on PrepToolkit.), and other required assessments using the tools on PrepToolkit. For assistance, contact [support@preptoolkit.fema.dhs.gov](mailto:support@preptoolkit.fema.dhs.gov).

## **H. Additional Information**

### **1. Termination Provisions**

FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at 2 C.F.R. §§ 200.344-200.345 even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards.

#### **a. *Noncompliance***

If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. If the noncompliance can be corrected, FEMA may first attempt to direct the recipient to correct the noncompliance. This may take the form of a Compliance Notification. If the noncompliance cannot be corrected or the recipient is non-responsive, FEMA may proceed with a Remedy Notification, which could impose a remedy for noncompliance per 2 C.F.R. § 200.339, including termination. Any action to terminate based on noncompliance will follow the requirements of 2 C.F.R. §§ 200.341-200.342 as well as the requirement of 2 C.F.R. § 200.340(c) to report in FAPIIS the recipient's material failure to comply with the award terms and conditions. See also the section on Actions to Address Noncompliance in this NOFO.

#### **b. *With the Consent of the Recipient***

FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

#### **c. *Notification by the Recipient***

The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of 2 C.F.R. §§ 200.341-200.342 in deciding to fully terminate the award.

### **2. Period of Performance Extensions**

Extensions to the period of performance (POP) for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests to FEMA National Training and Education Division (NTED) and must contain specific and compelling justifications as to why an extension is required. Recipients are advised to coordinate with NTED as needed when preparing an extension request.

All extension requests must address the following:

- a. The grant program, fiscal year, and award number;
- b. Reason for the delay –including details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the deadline;
- c. Current status of the activity(ies);
- d. Approved POP termination date and new project completion date;
- e. Amount of funds drawn down to date;
- f. Remaining available funds, both federal and, if applicable, non-federal;
- g. Budget outlining how remaining federal and, if applicable, non-federal funds will be expended;
- h. Plan for completion, including milestones and timeframes for achieving each milestone and the position or person responsible for implementing the plan for completion; and
- i. Certification that the activity(ies) will be completed within the extended POP without any modification to the original statement of work, as described in the application, and as approved by FEMA.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

- a. Contractual commitments by the recipient or subrecipient with vendors prevent completion of the project, including delivery of equipment or services, within the existing POP;
- b. The project must undergo a complex environmental review that cannot be completed within the existing POP;
- c. Projects are long-term by design, and therefore acceleration would compromise core programmatic goals; or
- d. Where other special or extenuating circumstances exist.

Recipients should submit all proposed extension requests to FEMA for review and approval at least 90 days prior to the end of the POP to allow sufficient processing time.

### **3. Disability Integration**

Pursuant to Section 504 of the Rehabilitation Act of 1973, recipients of FEMA financial assistance must ensure that their programs and activities do not discriminate against other qualified individuals with disabilities.

Grant recipients should engage with the whole community to advance individual and community preparedness and to work as a nation to build and sustain resilience. In doing so, recipients are encouraged to consider the needs of individuals with disabilities into the activities and projects funded by the grant.

FEMA expects that the integration of the needs of people with disabilities will occur at all levels, including planning; alerting, notification, and public outreach; training; purchasing of equipment and supplies; protective action implementation; and exercises/drills.

The following are examples that demonstrate the integration of the needs of people with disabilities in carrying out FEMA awards:

- a. Include representatives of organizations that work with/for people with disabilities on planning committees, work groups and other bodies engaged in development and implementation of the grant programs and activities.
- b. Hold all activities related to the grant in locations that are accessible to persons with physical disabilities to the extent practicable.
- c. Acquire language translation services, including American Sign Language, that provide public information across the community and in shelters.
- d. Ensure shelter-specific grant funds are in alignment with FEMA's [Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters](#).
- e. If making alterations to an existing building to a primary function area utilizing federal funds, complying with the most recent codes and standards and making path of travel to the primary function area accessible to the greatest extent possible.
- f. Implement specific procedures used by public transportation agencies that include evacuation and passenger communication plans and measures for individuals with disabilities.
- g. Identify, create, and deliver training to address any training gaps specifically aimed toward whole-community preparedness. Include and interact with individuals with disabilities, aligning with the designated program capability.
- h. Establish best practices in inclusive planning and preparedness that consider physical access, language access, and information access. Examples of effective communication access include providing auxiliary aids and services such as sign language interpreters, Computer Aided Real-time Translation (CART), and materials in Braille or alternate formats.

FEMA grant recipients can fund projects towards the resiliency of the whole community, including people with disabilities, such as training, outreach and safety campaigns, provided that the project aligns with this NOFO and the terms and conditions of the award.

#### **4. Conflicts of Interest in the Administration of Federal Awards or Subawards**

For conflicts of interest under grant-funded procurements and contracts, refer to the section on Procurement Integrity in this NOFO and 2 C.F.R. §§ 200.317 – 200.327.

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

The recipient or pass-through entity must disclose to the respective Program Analyst or Program Manager, in writing, any real or potential conflict of interest that may arise during the administration of the federal award, as defined by the federal or SLTT statutes or regulations or their own existing policies, within five days of learning of the conflict of

interest. Similarly, subrecipients, whether acting as subrecipients or as pass-through entities, must disclose any real or potential conflict of interest to the recipient or next-level pass-through entity as required by the recipient or pass-through entity's conflict of interest policies, or any applicable federal or SLTT statutes or regulations.

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

## 5. Procurement Integrity

Through audits conducted by the DHS Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some FEMA recipients have not fully adhered to the proper procurement requirements at 2 C.F.R. §§ 200.317 – 200.327 when spending grant funds. Anything less than full compliance with federal procurement requirements jeopardizes the integrity of the grant as well as the grant program. To assist with determining whether an action is a procurement or instead a subaward, please consult 2 C.F.R. § 200.331. For detailed guidance on the federal procurement standards, recipients and subrecipients should refer to various materials issued by FEMA's Procurement Disaster Assistance Team (PDAT), such as the PDAT Field Manual and Contract Provisions Guide. Additional resources, including an upcoming trainings schedule can be found on the PDAT Website: <https://www.fema.gov/grants/procurement>.

The below highlights the federal procurement requirements for FEMA recipients when procuring goods and services with federal grant funds. FEMA will include a review of recipients' procurement practices as part of the normal monitoring activities. **All procurement activity must be conducted in accordance with federal procurement standards at 2 C.F.R. §§ 200.317 – 200.327.** Select requirements under these standards are listed below. The recipient and any of its subrecipients must comply with all requirements, even if they are not listed below.

Under 2 C.F.R. § 200.317, when procuring property and services under a federal award, states (including territories) must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states must now follow 2 C.F.R. § 200.321 regarding socioeconomic steps, 200.322 regarding domestic preferences for procurements, 200.323 regarding procurement of recovered materials, and 2 C.F.R. § 200.327 regarding required contract provisions.

**All other non-federal entities, such as tribes (collectively, non-state entities),** must have and use their own documented procurement procedures that reflect applicable SLTT laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200. These standards include, but are not limited to, providing for full and open competition consistent with the standards of 2 C.F.R. § 200.319 and § 200.320.

**a. *Important Changes to Procurement Standards in 2 C.F.R. Part 200***

OMB recently updated various parts of Title 2 of the Code of Federal Regulations, among them, the procurement standards. States are now required to follow the socioeconomic steps in soliciting small and minority businesses, women’s business enterprises, and labor surplus area firms per 2 C.F.R. § 200.321. All non-federal entities should also, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States per 2 C.F.R. § 200.322. More information on OMB’s revisions to the federal procurement standards can be found in *Purchasing Under a FEMA Award: OMB Revisions Fact Sheet*.

The recognized procurement methods in 2 C.F.R. § 200.320 have been reorganized into informal procurement methods, which include micro-purchases and small purchases; formal procurement methods, which include sealed bidding and competitive proposals; and noncompetitive procurements. The federal micro-purchase threshold is currently \$10,000, and non-state entities may use a lower threshold when using micro-purchase procedures under a FEMA award. If a non-state entity wants to use a micro-purchase threshold higher than the federal threshold, it must follow the requirements of 2 C.F.R. § 200.320(a)(1)(iii)-(iv). The federal simplified acquisition threshold is currently \$250,000, and a non-state entity may use a lower threshold but may not exceed the federal threshold when using small purchase procedures under a FEMA award. See 2 C.F.R. § 200.1 (citing the definition of simplified acquisition threshold from 48 C.F.R. Part 2, Subpart 2.1).

See 2 C.F.R. §§ 200.216, 200.471, and Appendix II as well as section D.13.a of the NOFO regarding prohibitions on covered telecommunications equipment or services.

**b. *Competition and Conflicts of Interest***

Among the requirements of 2 C.F.R. § 200.319(b) applicable to all non-federal entities other than states, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest and interprets this restriction as applying to contractors that help a non-federal entity develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when those former employees worked on such activities while they were employees of the non-federal entity.

Under this prohibition, unless the non-federal entity solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with 2 C.F.R. §§ 200.317 – 200.327, federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of those specifications. This rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees.

Additionally, some of the situations considered to be restrictive of competition include, but are not limited to:

1. Placing unreasonable requirements on firms for them to qualify to do business;
2. Requiring unnecessary experience and excessive bonding;
3. Noncompetitive pricing practices between firms or between affiliated companies;
4. Noncompetitive contracts to consultants that are on retainer contracts;
5. Organizational conflicts of interest;
6. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
7. Any arbitrary action in the procurement process.

Per 2 C.F.R. § 200.319(c), non-federal entities other than states must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed SLTT geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Under 2 C.F.R. § 200.318(c)(1), non-federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.** Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity.

Under 2 C.F.R. 200.318(c)(2), if the recipient or subrecipient (other than states) has a parent, affiliate, or subsidiary organization that is not a state, local, tribal, or territorial government, the non-federal entity must also maintain written standards of conduct covering organizational conflicts of interest. In this context, organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The non-federal entity must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

**c. *Supply Schedules and Purchasing Programs***

Generally, a non-federal entity may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement.

**I. GENERAL SERVICES ADMINISTRATION SCHEDULES**

States, tribes, and local governments, and any instrumentality thereof (such as local education agencies or institutions of higher education) may procure goods and services from a General Services Administration (GSA) schedule. GSA offers multiple efficient and effective procurement programs for state, tribal, and local governments, and instrumentalities thereof, to purchase products and services directly from pre-vetted contractors. The GSA Schedules (also referred to as the Multiple Award Schedules and the Federal Supply Schedules) are long-term government-wide contracts with commercial firms that provide access to millions of commercial products and services at volume discount pricing.

Information about GSA programs for states, tribes, and local governments, and instrumentalities thereof, can be found at <https://www.gsa.gov/resources-for/programs-for-State-and-local-governments> and <https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/schedule-buyers/state-and-local-governments>.

For tribes, local governments, and their instrumentalities that purchase off of a GSA schedule, this will satisfy the federal requirements for full and open competition provided that the recipient follows the GSA ordering procedures; however, tribes, local governments, and their instrumentalities will still need to follow the other rules under 2 C.F.R. §§ 200.317 – 200.327, such as solicitation of minority businesses, women’s business enterprises, small businesses, or labor surplus area firms (§ 200.321), domestic preferences (§ 200.322), contract cost and price (§ 200.324), and required contract provisions (§ 200.327 and Appendix II).

**II. OTHER SUPPLY SCHEDULES AND PROGRAMS**

For non-federal entities other than states, such as tribes, local governments, and nonprofits, that want to procure goods or services from a state supply schedule, cooperative purchasing program, or other similar program, in order for such procurements to be permissible under federal requirements, the following must be true:

- i. The procurement of the original contract or purchasing schedule and its use by the non-federal entity complies with state and local law, regulations, and written procurement procedures;
- ii. The state or other entity that originally procured the original contract or purchasing schedule entered into the contract or schedule with the express purpose of making it available to the non-federal entity and other similar types of entities;
- iii. The contract or purchasing schedule specifically allows for such use, and the work to be performed for the non-federal entity falls within the scope of work under the contract as to type, amount, and geography;
- iv. The procurement of the original contract or purchasing schedule complied with all the procurement standards applicable to a non-federal entity other than states under at 2 C.F.R. §§ 200.317 – 200.327; and

- v. With respect to the use of a purchasing schedule, the non-federal entity must follow ordering procedures that adhere to applicable state, tribal, and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200.

If a non-federal entity other than a state seeks to use a state supply schedule, cooperative purchasing program, or other similar type of arrangement, FEMA recommends the recipient discuss the procurement plans NTED.

#### d. *Procurement Documentation*

Per 2 C.F.R. § 200.318(i), non-federal entities other than states and territories are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, selection of contract type, contractor selection or rejection, and the basis for the contract price. States and territories are encouraged to maintain and retain this information as well and are reminded that in order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g).

Examples of the types of documents that would cover this information include but are not limited to:

1. Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
2. Responses to solicitations, such as quotes, bids, or proposals;
3. Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
4. Contract documents and amendments, including required contract provisions; and
5. Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.

## 6. Record Retention

### a. *Record Retention Period*

Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award generally must be maintained for at least three years from the date the final FFR is submitted. *See* 2 C.F.R. § 200.334. Further, if the recipient does not submit a final FFR and the award is administratively closed, FEMA uses the date of administrative closeout as the start of the general record retention period.

The record retention period **may be longer than three years or have a different start date** in certain cases. These include:

1. Records for real property and equipment acquired with federal funds must be retained for **three years after final disposition of the property**. *See* 2 C.F.R. § 200.334(c).
2. If any litigation, claim, or audit is started before the expiration of the three-year period, the records **must be retained until** all litigation, claims, or audit findings involving the records **have been resolved and final action taken**. *See* 2 C.F.R. § 200.334(a).

3. The **record retention period will be extended if the recipient is notified in writing** of the extension by FEMA, the cognizant or oversight agency for audit, or the cognizant agency for indirect costs. *See* 2 C.F.R. § 200.334(b).
4. Where FEMA requires recipients to report program income after the period of performance ends, the **program income record retention period begins at the end of the recipient's fiscal year in which program income is earned**. *See* 2 C.F.R. § 200.334(e).
5. For indirect cost rate proposals, cost allocation plans, or other rate computations records, the start of the record retention period depends on whether the indirect cost rate documents were submitted for negotiation. If the **indirect cost rate documents were submitted for negotiation, the record retention period begins from the date those documents were submitted** for negotiation. If indirect cost rate documents were **not submitted for negotiation, the record retention period begins at the end of the recipient's fiscal year or other accounting period covered by that indirect cost rate**. *See* 2 C.F.R. § 200.334(f).

**b. Types of Records to Retain**

FEMA requires that non-federal entities maintain the following documentation for federally funded purchases:

1. Specifications;
2. Solicitations;
3. Competitive quotes or proposals;
4. Basis for selection decisions;
5. Purchase orders;
6. Contracts;
7. Invoices; and
8. Canceled checks.

Non-federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of any relevant documentation and records, including purchasing documentation along with copies of canceled checks for verification. *See, e.g.*, 2 C.F.R. §§ 200.318(i), 200.334, 200.337.

In order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g). Non-federal entities who fail to fully document all purchases may find their expenditures questioned and subsequently disallowed.

**7. National Incident Management System (NIMS) Implementation**

Incident management activities require carefully managed resources (personnel, teams, facilities, equipment, and supplies). NIMS defines a national, interoperable approach for sharing resources, coordinating, and managing incidents, and communicating information. Incident management refers to how incidents are managed across all homeland security activities, including prevention, protection, mitigation, response, and recovery.

Utilization of the standardized resource management concepts such as typing, credentialing, and inventorying promote a strong national mutual aid capability needed to support delivery of core capabilities. Recipients should manage resources purchased or supported with FEMA grant funding according to NIMS resource management guidance.

Additional information on resource management and NIMS resource typing definitions and job titles/position qualifications is on FEMA's website at <https://www.fema.gov/emergency-managers/nims/components>. Additional information about NIMS in general is available at <https://www.fema.gov/emergency-managers/nims>.

## **8. Actions to Address Noncompliance**

Non-federal entities receiving financial assistance funding from FEMA are required to comply with requirements in the terms and conditions of their awards or subawards, including the terms set forth in applicable federal statutes, regulations, NOFOs, and policies. Throughout the award lifecycle or even after an award has been closed, FEMA or the pass-through entity may discover potential or actual noncompliance on the part of a recipient or subrecipient. This potential or actual noncompliance may be discovered through routine monitoring, audits, closeout, or reporting from various sources.

In the case of any potential or actual noncompliance, FEMA may place special conditions on an award per 2 C.F.R. §§ 200.208 and 200.339, FEMA may place a hold on funds until the matter is corrected, or additional information is provided per 2 C.F.R. § 200.339, or it may do both. Similar remedies for noncompliance with certain federal civil rights laws are authorized pursuant to 44 C.F.R. Parts 7 and 19.

In the event the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA might take other remedies allowed under 2 C.F.R. § 200.339. These remedies include actions to disallow costs, recover funds, wholly or partly suspend or terminate the award, initiate suspension and debarment proceedings, withhold further federal awards, or take other remedies that may be legally available. For further information on termination due to noncompliance, see the section on Termination Provisions in the NOFO.

FEMA may discover and take action on noncompliance even after an award has been closed. The closeout of an award does not affect FEMA's right to disallow costs and recover funds as long the action to disallow costs takes place during the record retention period. *See* 2 C.F.R. §§ 200.334, 200.345(a). Closeout also does not affect the obligation of the non-federal entity to return any funds due as a result of later refunds, corrections, or other transactions. 2 C.F.R. § 200.345(a)(2).

The types of funds FEMA might attempt to recover include, but are not limited to, improper payments, cost share reimbursements, program income, interest earned on advance payments, or equipment disposition amounts.

FEMA may seek to recover disallowed costs through a Notice of Potential Debt Letter, a Remedy Notification, or other letter. The document will describe the potential amount owed,

the reason why FEMA is recovering the funds, the recipient's appeal rights, how the amount can be paid, and the consequences for not appealing or paying the amount by the deadline.

If the recipient neither appeals nor pays the amount by the deadline, the amount owed will become final. Potential consequences if the debt is not paid in full or otherwise resolved by the deadline include the assessment of interest, administrative fees, and penalty charges; administratively offsetting the debt against other payable federal funds; and transferring the debt to the U.S. Department of the Treasury for collection.

FEMA notes the following common areas of noncompliance for FEMA's grant programs:

1. Insufficient documentation and lack of record retention.
2. Failure to follow the procurement under grants requirements.
3. Failure to submit closeout documents in a timely manner.
4. Failure to follow EHP requirements.
5. Failure to comply with the POP deadline.

## 9. Audits

FEMA grant recipients are subject to audit oversight from multiple entities including the DHS OIG, the GAO, the pass-through entity, or independent auditing firms for single audits, and may cover activities and costs incurred under the award. Auditing agencies such as the DHS OIG, the GAO, and the pass-through entity (if applicable), and FEMA in its oversight capacity, must have access to records pertaining to the FEMA award. Recipients and subrecipients must retain award documents for at least three years from the date the final FFR is submitted, and even longer in many cases subject to the requirements of 2 C.F.R. § 200.334. In the case of administrative closeout, documents must be retained for at least three years from the date of closeout, or longer subject to the requirements of 2 C.F.R. § 200.334. If documents are retained longer than the required retention period, the DHS OIG, the GAO, and the pass-through entity, as well as FEMA in its oversight capacity, have the right to access these records as well. *See* 2 C.F.R. §§ 200.334, 200.337.

Additionally, non-federal entities must comply with the single audit requirements at 2 C.F.R. Part 200, Subpart F. Specifically, non-federal entities, other than for-profit subrecipients, that expend \$750,000 or more in federal awards during their fiscal year must have a single or program-specific audit conducted for that year in accordance with Subpart F. 2 C.F.R. § 200.501. A single audit covers all federal funds expended during a fiscal year, not just FEMA funds. The cost of audit services may be allowable per 2 C.F.R. § 200.425, but non-federal entities must select auditors in accordance with 2 C.F.R. § 200.509, including following the proper procurement procedures. The objectives of single audits are to:

1. Determine whether financial statements conform to generally accepted accounting principles (GAAP);
2. Determine whether the schedule of expenditures of federal awards is presented fairly;
3. Understand, assess, and test the adequacy of internal controls for compliance with major programs; and
4. Determine whether the entity complied with applicable laws, regulations, and contracts or grants.

For single audits, the auditee is required to prepare financial statements reflecting its financial position, a schedule of federal award expenditures, and a summary of the status of prior audit findings and questioned costs. The auditee also is required to follow up and take appropriate corrective actions on new and previously issued but not yet addressed audit findings. The auditee must prepare a corrective action plan to address the new audit findings. 2 C.F.R. §§ 200.508, 200.510, 200.511.

Non-federal entities must have an audit conducted, either single or program-specific, of their financial statements and federal expenditures annually or biennially pursuant to 2 C.F.R. § 200.504. Non-federal entities must also follow the information submission requirements of 2 C.F.R. § 200.512, including submitting the audit information to the [Federal Audit Clearinghouse](#) within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The audit information to be submitted include the data collection form described at 2 C.F.R. § 200.512(c) and Appendix X to 2 C.F.R. Part 200 as well as the reporting package described at 2 C.F.R. § 200.512(b).

The non-federal entity must retain one copy of the data collection form and one copy of the reporting package for three years from the date of submission to the Federal Audit Clearinghouse. 2 C.F.R. § 200.512; *see also* 2 C.F.R. § 200.517 (setting requirements for retention of documents by the auditor and access to audit records in the auditor's possession).

FEMA, the DHS OIG, the GAO, and the pass-through entity (if applicable), as part of monitoring or as part of an audit, may review a non-federal entity's compliance with the single audit requirements. In cases of continued inability or unwillingness to have an audit conducted in compliance with 2 C.F.R. Part 200, Subpart F, FEMA and the pass-through entity, if applicable, are required to take appropriate remedial action under 2 C.F.R. § 200.339 for noncompliance, pursuant to 2 C.F.R. § 200.505.

## **10. Payment Information**

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 SF-1199A, Direct Deposit Form.

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>.

## **11. Whole Community Preparedness**

Preparedness is a shared responsibility that calls for the involvement of everyone—not just the government—in preparedness efforts. By working together, everyone can help keep the nation safe from harm and help keep it resilient when struck by hazards, such as natural disasters, acts of terrorism, and pandemics.

[Whole Community](#) includes:

1. Individuals and families, including those with access and functional needs;

2. Businesses;
3. Faith-based and community organizations;
4. Nonprofit groups;
5. Schools and academia;
6. Media outlets; and
7. All levels of government, including state, local, tribal, territorial, and federal partners.

The phrase “Whole Community” or “Whole of Community” often appears in preparedness materials, as it is one of the guiding principles. It means two things:

1. Involving people in the development of national preparedness documents; and
2. Ensuring their roles and responsibilities are reflected in the content of the materials.

## **12. Appendices**

**Appendix A – Budget Template (Applicants may recreate and submit as a table or spreadsheet)**

Personnel (Add rows as required and modify cell height and width as needed)   % refers to the percent of time/labor planned per person									
Name	Position	Salary	Year 1 %	Total Yr. 1	Year 2 %	Total Yr. 2	Year 3 %	Total Yr. 3	Total
		\$	%	\$	%	\$	%	\$	\$
		\$	%	\$	%	\$	%	\$	\$
		\$	%	\$	%	\$	%	\$	\$
<b>Total Personnel Costs (Salary)</b>									\$
Explain salary changes (e.g., annual scheduled increases) here:									
Explain/clarify any figures here:									
Fringe Benefits (Add rows as required and modify cell height and width as needed)									
Name		Benefit			Year 1	Year 2	Year 3	Total Fringe	
					\$	\$	\$	\$	
					\$	\$	\$	\$	
					\$	\$	\$	\$	
<b>Total Personnel Costs (Fringe Benefits)</b>									\$
Travel (Add rows as required and modify cell height and width as needed)									
Name		# of Trips: From > To and Purpose			Year 1	Year 2	Year 3	Total Travel	
					\$	\$	\$	\$	
					\$	\$	\$	\$	
					\$	\$	\$	\$	
Equipment (Add rows as required and modify cell height and width as needed)									
Item		# of Items	Purpose				Cost		
							\$		
							\$		
Supplies (Add rows as required and modify cell height and width as needed)									
Item		# of Items	Purpose				Cost		
							\$		

Consultant Costs (Add rows as required and modify cell height and width as needed)						
Name	Purpose	Cost	Total Yr. 1	Total Yr. 2	Total Yr. 3	Total
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
<b>Total Consultant Costs</b>						\$
Explain consultant costs here:						
Other Expenses (Add rows as required and modify cell height and width as needed)						
Expense	Source and Purpose	Year 1	Year 2	Year 3	Total Cost	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
<b>Total Personnel Costs (Fringe Benefits)</b>						\$
Explain other costs here:						
Total Direct Costs (Add rows as required and modify cell height and width as needed)						
Year 1	Year 2	Year 3	Total Direct			
\$	\$	\$	\$			
Total Indirect Costs (Add rows as required and modify cell height and width as needed)						
Year 1	Year 2	Year 3	Total Indirect			
\$	\$	\$	\$			

## Appendix B – Focus Areas and Related Requirements

### Applications

Applicants may submit up to two applications. However, each application may only address a single Focus Area. The objectives of the FY 2022 CTG program are to provide training solutions to address specific national preparedness gaps and ensure training is available and accessible to a nationwide audience through the development and delivery of training in the Focus Areas listed below.

### Focus Area 1: Operationalize Climate Resilience for Equitable Outcomes

**Background.** Comprehensive research and experience from the field highlight that current and emerging climate risks are associated with catastrophic impacts resulting in critical infrastructure failures and significant disruptions across our geographically diverse nation. Ultimately, our changing climate is reshaping planning scenarios, capability assessments, and emergency response exercises, demonstrating the need for the emergency management and first responder communities to adapt to future climate conditions. Climate change is resulting in more frequent, more intense, and more destructive disasters and it is disproportionately affecting vulnerable and underserved communities. Future climate conditions and social disparities must inform preparedness activities for communities to equitably prepare for disasters.

**Training Objectives and Other Training Requirements.** To foster a climate resilient nation that implement preparedness activities equitably, FEMA invites applicants to submit grant applications for training development and delivery programs to advance FEMA Strategic Plan Objective 1.3 – Achieve Equitable Outcomes for Those We Serve, Objective 2.1 – Increase Climate Literacy Among the Emergency Management Community, and Objective 3.1 – Strengthen the Emergency Management Workforce. The proposed programs must help build a foundation necessary to support the development of a broad nationwide understanding of climate and proactively operationalize climate resilience for the emergency management and first responder communities. Training should focus on how people affect our climate, how climate affects communities, and effective strategies to integrate future climate conditions and social disparities in preparedness planning, capability assessments, exercises, and mitigation, response, and recovery operations. Training should also emphasize climate science and offer ways to apply climate science data to assess for the range of direct or indirect risks resulting from weather events (e.g., heatwaves, floods, wildfires, and severe storms), and longer-term shifts in the climate (e.g., increased weather variability, sea level rise, and rising average temperatures).

**Needs Analysis.** Climate change and equity are inseparable. Proposals must present a needs analysis defining gaps in the integration of climate literacy and social vulnerability with preparedness activities that could be addressed through innovative training development and delivery that is uniquely distinct from other national training programs.

**Target Audience.** The proposed training programs under this grant opportunity must support the emergency management and first responder communities.

**Standards.** Proposed training must be consistent with the policy, framework, and guidelines found in the following:

- [The 2022-2026 FEMA Strategic Plan](#);
- [The National Preparedness Report](#);
- [Justice40](#);
- [Climate and Economic Justice Screening Tool](#); and
- [Environmental Justice Screening and Mapping Tool](#)

**Training Objectives.** Applicants should fundamentally address climate science, describe the linkages and gaps between climate literacy and emergency preparedness, outline social vulnerabilities and disparities associated with climate change impacts, and offer scenario-based preparedness planning and readiness training. Training should include opportunities for either virtual or in-person delivery. Applicants should define how the proposed training program will address the following training topics:

1. **Describe learning objectives that provide a general understanding on how to assess the credibility of climate science information to help inform risk communication strategies involved in preparedness activities.** Emergency managers and first responders require factual climate data and information and must be able to separate the factual from the non-scientific for effective, accurate risk communication—an important factor for enhancing community resilience. As risk perception can vary across communities there are opportunities to apply credible climate data and information for improved risk awareness and better risk reduction.<sup>1,2</sup> Training must help emergency managers and first responders assess the credibility of climate information to ensure that risk communications are effective for preparedness activities and are evidence based. Training should provide an understanding of how to assess climate information with insights on how the information shapes risk perception across diverse populations. Training should also highlight risk communication methods such as storytelling to raise awareness, gain commitment from community members, and support preparedness planning and readiness efforts.
2. **Describe learning objectives that provide a basic understating of climate science, and how people affect our climate.** Training should span a range of climate risk scenarios which may impact our nation and offer preparedness concepts that include strategies to mitigate risk and enhance community resilience.
  - a. A climate science overview should differentiate between weather events, such as heatwaves, floods, wildfires and severe storms, and longer-term shifts in the climate – such as extreme weather variability, sea level rise, and rising average temperatures.
  - b. A climate literacy component should generally illustrate how climate models can inform past and future climate conditions, explain the limitations of climate

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<sup>1</sup> Cacciatore, M. A. (2021). Misinformation and public opinion of science and health: Approaches, findings, and future directions. *Proceedings of the National Academy of Sciences of the United States of America*, 118(15). <https://doi.org/10.1073/pnas.1912437117>

<sup>2</sup> Scheufele, D. A., Hoffman, A. J., Neeley, L., & Reid, C. M. (2021). Misinformation about science in the public sphere. *Proceedings of the National Academy of Sciences of the United States of America*, 118(15), 15–17. <https://doi.org/10.1073/pnas.2104068118>

models and highlight the relevance of climate models in planning preparedness activities and readiness training.

- c. Training should also highlight how global-economic, environmental, and cultural actions are influencing climate change with a focus on the United States for context as greenhouse gas levels are increasing because of human consumption practices and economic activities.
- 3. Describe social vulnerabilities and disparities affecting communities and how climate change is disproportionately impacting these communities.** Climate change affects all Americans regardless of socioeconomic status. However, communities and individuals are not experiencing climate change impacts equitably due to social vulnerabilities and disparities.

    - a. Training should outline how climate change has and will continue to impact society and how it disproportionately affects certain populations.
    - b. Training should present summaries on risks related to weather events and long-term shifts in the climate. Understanding the comparative risks to vulnerable populations is critical for developing effective and equitable strategies for preparing for disasters, which can be exacerbated by climate change.<sup>3</sup>
    - c. Training should outline available tools that emergency managers and first responders can use to identify social disparities such as, the [Climate and Economic Justice Screening Tool](#), [Environmental Justice Screening and Mapping Tool](#), and more.
  - 4. Describe learning objectives that can provide historical as well as prospective future climate change impacts to the built and natural environment, which can result in significant disruptions to community lifelines and supply chain networks.** The built environment includes things such as bridges, highways, railways, human-made levees, causeways, breakwater structures, and airfields. The natural environment includes features such as floodplains, barrier islands, aquifer systems, river terraces, coastal dunes, and exposed bedrock landscapes.

    - a. Training should outline how climate models can assess and evaluate how future climate conditions may impact both human-made and natural environments. Learning objectives should describe the applicability of scientifically tested models to prepare first responders and emergency managers for disruptions to community lifelines and supply chain networks as well as the potential for natural environment destabilization. Emergency managers should be made aware of the array of worse case scenarios through videos and interactive tools.
    - b. Coursework should also provide an awareness of the various web-based climate resources available from the federal government such as, the [Resilience Analysis and Planning Tool](#) (RAPT) and the [National Risk Index](#) (NRI), and more.

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<sup>3</sup> EPA. 2021. Climate Change and Social Vulnerability in the United States: A Focus on Six Impacts. U.S. Environmental Protection Agency, EPA 430-R-21-003. <https://www.epa.gov/cira/social-vulnerability-report>

5. **Describe learning objectives that can help operationalize climate literacy and social vulnerabilities and disparities in preparedness planning and decision making, and readiness training.** The training should outline the gaps in preparedness and the range of preparedness activities required to anticipate and address future climate conditions.
- a. Learning objectives should describe how to integrate social vulnerabilities and disparities with preparedness activities such as planning scenarios, capability assessments, risk communications, and emergency response exercises.
  - b. Training should incorporate various disaster scenario examples considering future climate conditions and social conditions to illustrate and emphasize the range of possible preparedness activities that can be conducted by the emergency management and first responder communities.

## **Focus Area 2: Equity in Tribal and Rural Preparedness**

FEMA invites applicants to submit applications that identify current and emerging national gaps and training solutions to address the gaps in eight specific training objectives for tribal and rural communities. Competition in this Focus Area is restricted to applicants that have demonstrable experience and expertise in tribal and rural training as well as in developing and delivering FEMA-certified courses to tribal and rural communities across the Nation. Eligible applicants must address all eight objectives in a single application; applications that do not address all eight objectives are ineligible. Evaluation criteria is in Section E and in Appendix C of this NOFO.

Under this Focus Area, FEMA applies the definition of “rural” utilized by the U.S. Census Bureau. In this context, “rural” encompasses all population, housing, and territory not included within an “urban area” delineated by the Census Bureau. The term “urban area” refers generically to urbanized areas of 50,000 or more population and urban clusters of at least 2,500 and less than 50,000 population. Additional information regarding urban and rural delineations by the Census Bureau can be found at <https://www.census.gov/programs-surveys/geography.html>.

**Needs Analysis.** Applicants must present research-based gap analysis clearly linked to the training objectives stated in the sections that follow and linked to the applicant’s proposed training solutions for tribal and rural preparedness. See *Appendix C – Review and Scoring Information* for more information.

**Target Audience.** Tribal and Rural training must target the following volunteer and professional individuals and groups as appropriate:

- State, local, tribal, and territorial leadership and management;
- Regional planning organizations;
- Councils of government;
- Councils of area development districts;
- Economic Development Districts;
- Emergency Management and Civil Defense;
- School officials, administrators, and staff members;
- Police/Law enforcement;
- Fire service and hazardous materials response;

- Public health;
- Environmental;
- Transportation;
- Emergency medical service and hospital systems;
- Agri-business; and
- Veterinary medical service.

**Standards.** Proposed training must be consistent with the policy, framework, and guidelines found in the following:

- [Presidential Policy Directive 8](#);
- <https://www.fema.gov/about/strategic-plan> [National Disaster Recovery Framework](#);
- [National Preparedness Report](#); and
- Topic-specific guidelines and regulations (e.g., The Occupational Safety and Health Administration laws and regulations: Hazardous Waste Operations and Emergency Response (HAZWOPER) standard ([29 CFR 1910.120\(q\)\(6\)](#))).

**Training Objectives.** Applicants must describe the linkage between gaps identified in their needs analysis and proposed training while considering interdependencies and strategies for integrating all sectors into community emergency preparedness and response efforts.

Applications must address the following training objectives:

- **Environmental Health:**  
Training in environmental health should address issues regarding containing the spread of a disease to protect the health of the population and managing health effects due to exposure to an environmental health hazard. Training should target the emergency response community and health care/public health disciplines.
- **Hazardous Materials Incidents:**  
This objective includes training in the areas of hazardous materials (HAZMAT) planning and response at plants and fixed sites, Hazmat transportation incident response, Hazmat pipeline incident response, and Hazmat port (waterways) incident response for rural first responders. Training should be appropriate to accommodate volunteer emergency responders and demonstrate an understanding of the challenges faced by volunteer forces.
- **Mass Fatality Planning and Response:**  
This objective includes training in the areas of mass fatality planning and response for rural emergency managers and first responders, and courses for rural morticians and funeral directors.
- **Crisis Management for School Based Incidents:**  
This objective includes crisis management training on all significant school-based incidents to include bomb threats, active shooter, severe weather, structural/mechanical failures, student demonstrations, and Hazmat releases. Training should target rural law enforcement officials, fire and EMS professionals/volunteers, and school system administrators and staff.

- **Development of Emergency Operations Plans (EOP):**  
This objective includes training on emergency operations plan development and testing of EOPs in rural jurisdictions. Training should target rural emergency managers and coordinators, incident commanders, Emergency Operations Center (EOC) staff and any personnel or agencies serving or supporting an Incident Command System (ICS). Training must emphasize interagency communications and coordination and response planning for individuals with access and functional needs.
- **Rail Car Safety:**  
This objective includes recognizing and characterizing rail car hazards and courses of action for incidents involving the transportation of crude oil and other hazardous materials. Training objectives should include an overview of the rail industry, incident plan development, initial response, public safety measures, and recovery.
- **Agroterrorism and Food/Animal Safety:**  
Training in these objectives should focus on the risk of an intentional attack on agriculture and food systems and address [Homeland Security Presidential Directive \(HSPD\) 9: Defense of United States Agriculture and Food](#). Training should target emergency managers, law enforcement, fire, and EMS professionals/volunteers, hospital providers and staff, agriculture community professionals and associations, veterinary medical service, and other appropriate emergency planners and responders in rural communities.
- **Media Engagement Strategies for First Responders:**  
Training in media engagement strategies should focus on dealing with the media in a variety of disaster situations. Training should target rural government officials, emergency managers, public information officers, incident commanders, and others as appropriate within rural communities.
- **Describe learning objectives that addresses operating in a COVID or other pandemic environment:**  
Address preparedness planning activities for rural and/or tribal jurisdictions.

### **Other Application and Program Requirements**

*Training Optimization.* FEMA, through the National Training and Education System (NTES), is using a systematic, measurable, and capabilities-based approach to optimize training, ensuring resources are used to address gaps through the most effective and efficient means available. One of the ways of achieving optimization is through the use of a Training Needs Assessment, using the NTED-prescribed Unified Training Needs Assessment (UTNA) Directive. The CTG cooperative agreement award recipient will verify that the training solutions to-be-developed target the need, align with the FEMA mission, are not duplicative, and are cost effective in terms of content, modality, and delivery. This is a requirement for recipients only, and not an application requirement. For additional information concerning the UTNA, please email [firstrespondertraining@fema.dhs.gov](mailto:firstrespondertraining@fema.dhs.gov).

*Innovation:* Applications should include innovative training and technical assistance ideas and concepts that can help to solve the tough problems that the nation's emergency management community is expected to confront. The innovations should be replicable, satisfy a specific need, and include processes where new ideas result in useful products.

*One Application per Focus Area:* An applicant may only submit one application per Focus Area and may not submit a single application to address multiple Focus Areas. Applicants are not prohibited from submitting individual applications to address more than one Focus Area (i.e., one applicant may submit four applications to address all three Focus Areas). Individual applications that address more than one Focus Area are ineligible.

*Restriction on Type of Training:* The CTG program does not provide funds to organizations to attend existing training; organizations submitting applications to this program that primarily request funding to attend existing training are ineligible. Additionally, the CTG program does not create degree-awarding courses; any submission that proposes a higher education type course(s) of study may be ineligible.

*Non-Duplication of Training:* Applicants should not propose the development of training or educational courses or materials that duplicate existing training courses or materials. Applicants must explain how proposed coursework is distinct from existing training. Applications that propose training that already exists within the scope and context of the CTG program are ineligible. Existing training courses can be found by researching the National Preparedness Training Catalog, using the following link: <https://www.firstrespondertraining.gov/frts/npsc>.

*Focus Area Centered:* Applications that address a topic or Focus Area other than those specifically presented and described in this NOFO, are ineligible.

*Adult Learning:* Applicants must describe their training development and delivery using adult learning principles, framed within the ISD ADDIE model. Applications that do not address ADDIE are ineligible. For more information on Adult Learning, please refer to the information found online at <https://www.firstrespondertraining.gov/trdc/state/>.

*Instructional System Design Specialist on Staff:* Each CTG 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.

*Whole Community Inclusive:* Applicants should present proposals that are consistent with FEMA guidance on whole community preparedness as defined in FDOC 104-008-1 - *A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action*. This document is found using [this link](#).

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 online at <http://www.fema.gov/national-preparedness-system>.

*Pandemic Environment;* When developing training for all Focus Areas/focus areas, emphasis should be placed on training methods appropriate for the COVID-19 or other pandemic environment.

## Appendix C – Review and Scoring Information

FEMA and subject-matter experts (SMEs) will both score applications using the categories described in the following table. FEMA senior leadership will review all scoring results and will then apply additional factors such as executive and legislative guidance, alignment with DHS and FEMA strategic priorities, along with investment strategy and budgetary limits in order to prioritize the top-scoring applications.

### Evaluation Criteria Table

Category and Subcategory	Total SME Review Points Possible	Total FEMA Review Points Possible
<b>Technical Merit</b> - Focus Area Objectives Addressed (10 pts possible) - Topic Comprehension (SME scores only) (10 pts possible) - Uniqueness of Approach/Innovations (5 pts possible)	25	25
<b>Needs Analysis</b> • Training Gaps Identified (including pandemic preparedness) (10 pts possible) • Link to Training Proposal (5 pts possible)	15	15
<b>National in Scope</b> • States/Local Jurisdictions/Tribes/Territories impacted (10 pts possible) • Capacity to Deliver Nationally (10 pts possible) • NIMS Consistent (5 pts possible)	25	25
<b>Target Audience</b> a. Focus Area Audience (5 pts possible) b. Student Throughput Goal (5 pts possible) c. Whole Community Disability Integration (5 pts possible)	15	15
<b>Organizational Experience</b> a. Relevance to Topic and Delivery (5 pts possible) b. Historical Success/Student Throughput (5 pts possible)	10	10
<b>Training Development and Delivery Plan</b> a. Instructional System Design/ADDIE Model (10 pts possible) b. Expertise of Staff (5 pts possible) c. Timeline (5 pts possible) d. Learning Objectives (5 pts possible)	Not Scored by SMEs	25
<b>Budget</b> a. Costs Reasonable/Supported (10 pts possible) b. Completeness (5 pts possible)	Not Scored by SMEs	15
<b>Total Possible Points from SMEs and FEMA Review</b>	<b>90</b>	<b>130</b>
<b>Grand Total Possible Final Points</b>	<b>220</b>	

## Scoring Criteria Categories Defined

### Technical Merit

*Focus Area Objectives Addressed:* FEMA will compare an applicant's proposal narrative to the objectives provided in this NOFO and will award a point value based on completeness and relevancy of content. Applications, which only restate training objective statements found in this NOFO without addressing them within the context of the applicant's proposed program, may receive zero points. Applicants should address all objectives listed for a selected Focus Area. An application that does not address all objectives will result in ineligibility; FEMA will score accordingly.

*Topic Comprehension:* Applications will be reviewed and judged on an applicant's understanding of the topic based upon statements provided in the narrative that describe knowledge of the topic to include an awareness of current and emerging issues.

*Uniqueness of Approach/Innovations:* FEMA will review and judge the unique and innovative attributes in terms of an applicant's approach to training for maximizing grant investment funding.

### Needs Analysis

*Training Gaps Identified:* FEMA will review applications to determine if the applicant has presented a clear understanding of preparedness gaps relevant to the Focus Area determined through research of sources other than this NOFO. As a minimum, an applicant must:

- Identify and assess key stakeholders associated with the proposed solution;
- Explain how the proposed solution aligns with the FEMA mission;
- Describe how organizational, occupational, and individual needs are addressed by the proposed solution; and
- Identify and analyze any past or current solutions related to the Focus Area.

*Link to Training Proposal:* FEMA will review applications to determine if the proposed training has a direct linkage to the gaps identified by the applicant.

### National in Scope

*Impact on States, Local Jurisdictions, Tribes, and Territories:* FEMA will review applications to determine the number and diversity of locations and communities directly and indirectly impacted according to each proposal. There are currently: 50 states, 573 federally recognized tribes, 6 territories, and numerous local jurisdictions such as cities, counties, towns, and townships. Applications that describe training to address only local, state, or regional preparedness needs and do not propose an appropriate nationwide approach will be ineligible.

*Capacity to Deliver Nationally:* FEMA will review applicant staffing and logistics plans to determine viability to meet national delivery goals.

*NIMS Consistent:* FEMA will review application content to determine consistency with NIMS, ensuring a common approach to all incidents, where applicable.

### **Target Audience**

*Focus Area Audience:* FEMA will review applications to determine whether the proposed training identifies and links to the target audience described in the Focus Area and to the applicant's needs assessment.

*Student Throughput Goal:* FEMA will review the total number of students planned, relevant to the type of delivery (e.g., instructor led mobile course or an online independent study) and level of training (e.g., awareness v. performance training).

*Whole Community Disability Integration:* FEMA will review the target student population to determine whole community inclusiveness as appropriate. The definition of whole community is in Appendix C, under *Other Training Requirements* in this NOFO. Disability Integration includes accessibility—defined and described within [Section 508 of the Rehabilitation Act—found using this link](#).

### **Organizational Experience**

*Relevance to topic and delivery:* FEMA will review an applicant's history, as presented in the application narrative, to judge experience relevant to the applied Focus Area.

*Historical success/student throughput:* FEMA will review an applicant's history, as presented in the application narrative, to determine previous student throughput relevant to the applied Focus Area and judge for impact on preparedness or other requirements. FEMA will consider awards and honors in this category. FEMA will not consider any letters of endorsement or support, submitted separately from an application. Statements of endorsement or support testimony must be included in the application narrative within the Organizational Experience section only.

### **Training Development and Plan**

*ISD ADDIE Model:* FEMA will review an applicant's submission to determine if the training plan correctly incorporates the ISD ADDIE model.

*Expertise of Staff:* FEMA will review an applicant's descriptions of staff qualifications to determine relevance to the applied Focus Area within the context of duties and responsibilities of each member in support of training development tasks. This may include detailed plans for recruiting and hiring staff members.

*Timeline:* FEMA will review an applicant's training development timeline to determine the feasibility of milestones. FEMA defines reasonable time as all development activities completed between 12 and 18 months from the start of the grant period.

*Learning Objectives:* FEMA will review an applicant’s description of proposed enabling learning objectives to determine alignment with terminal objectives. FEMA will judge an applicant’s terminal objectives to determine relevance to the applied Focus Area.

*Delivery Method(s):* FEMA will review an applicant’s description of delivery to determine whether methods are appropriate for the proposed course(s) and whether the delivery mode(s) and method(s) are appropriate for the whole community.

*Train the Trainer:* FEMA will review applications that contain a train-the-trainer component to determine if the plan describes the second-tier training to students. Applicants must provide supporting data to justify/explain second tier student throughput goals (e.g., applications which state “for each train-the-trainer qualified, that person will in turn teach xx number of additional students” must include an explanation for this statement).

*Expertise of Staff:* FEMA will review the descriptions of staff qualifications to determine relevance to the applied Focus Area within the context of duties and responsibilities of each member in support of training delivery tasks.

*Timeline:* FEMA will review training delivery timelines to determine if student throughput goals are achievable within the 36-month grant timeline.

*Evaluation Methods:* FEMA will review an applicant’s evaluation methods to judge relevance to the proposed course(s) and completeness of method(s). FEMA uses Kirkpatrick's Training Evaluation Model. More information is available through the following website: <http://www.kirkpatrickpartners.com/OurPhilosophy/TheKirkpatrickModel>.

## **Budget**

*Costs Reasonable/Supported:* FEMA will review an applicant’s proposed cost to the government within individual categories/elements and overall costs. FEMA will judge costs by applying the following definition of reasonable cost, found in [2 CFR §200.404](#). A cost is reasonable if, in its nature and amount, it does not exceed costs incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

*Completeness:* FEMA will review an applicant’s budget sheet, as prescribed by the template in Appendix A of this NOFO to determine whether an applicant addressed all categories and elements with dollar amounts and justifications as appropriate.

## **Scoring Criteria Point Values Defined**

**Categories with 10 points possible:** This scoring range (0 – 10) allows for points to be awarded for categories with complexity not found in categories with five-point values.

Points	Definition
0	Does not address any required elements
1	<i>Identifies some</i> elements but <i>fails to address</i> any elements/objectives
2	Identifies <i>some</i> elements and <i>marginally</i> addresses the elements/objectives
3	<i>Marginally</i> addresses <i>most</i> elements/objectives
4	<i>Satisfactorily</i> addresses <i>most</i> elements/objectives
5	<i>Satisfactorily</i> addresses <i>all</i> elements/objectives
6	Addresses all elements/objectives with a <i>unique approach</i> or insight applied
7	Addresses all elements/objectives with an <i>additional unique approach</i> or insight applied, <i>well supported</i> by analysis or references
8	Addresses all elements/objectives with an <i>additional unique approach</i> or insight applied, <i>well supported</i> by analysis or references, with <i>specific application</i> to objectives and requirements described in this NOFO.
9	Addresses all elements/objectives with a <i>superior approach</i> or insight applied, <i>fully supported</i> by analysis or references, with <i>specific application</i> to <i>all</i> objectives and requirements described in this NOFO.
10	Addresses all elements/objectives with an <i>exceptionally superior approach</i> or insight applied, <i>fully supported</i> by analysis or references, with <i>specific application</i> to <i>all</i> objectives and requirements described in this NOFO.

**Categories with 5 points possible:** This scoring range (0 – 5) allows for points to be awarded for categories without complexity found in categories with 10-point values.

Points	Definition
0	Does not address any required elements/objectives
1	Identifies <i>some</i> elements and <i>marginally</i> addresses the elements/objectives
2	<i>Satisfactorily</i> addresses <i>most</i> elements/objectives
3	<i>Satisfactorily</i> addresses <i>all</i> elements/objectives
4	Addresses <i>all</i> elements/objectives with an <i>additional unique approach</i> or insight applied, <i>well supported</i> by analysis or references, <i>with specific application</i> to <i>most</i> objectives described in this NOFO.
5	Addresses <i>all</i> elements/objectives with an <i>exceptionally superior approach</i> or insight applied, <i>fully supported</i> by analysis or references, with <i>specific application</i> to <i>all</i> objectives and requirements described in this NOFO.

## Appendix D – Application Narrative Format and Content

Submit the application narrative (proposal) and the proposed budget as one document through ND Grants as indicated in this NOFO. There is no government form for this document. If an application narrative does not follow the format rules, FEMA may reform the application narrative and will review only pages 1-15 (not counting the cover page or indirect cost rate agreement).

**Format.** Applicants must format pages according to the following guidance:

- Line Spacing: 1.5;
- Typeface: Times New Roman, Arial, Calibri, or Cambria; 12 pt. font size for most narrative; exceptions for citations and spreadsheet data follows;
- Margins: 1 inch. Indentation/Tabs: Applicant’s discretion;
- Page Orientation: portrait; exception: landscape may be used for spreadsheets and tables;
- Citations (in-text, endnote/footnote): Allowed. Typeface allowed for citations: Times New Roman, Arial, Calibri, or Cambria 10, 11, or 12 pt. font sizes;
- Maximum number of pages not including cover and indirect cost rate agreement is 15;
- Graphics such as pictures, models, charts, and graphs will be accepted but are not required;
- Primary font color will be black; however, other colors such as red and blue may be used for emphasis as appropriate;
- Bold or italicized font may be used but is not required; and
- Spreadsheet or table format is acceptable where appropriate (e.g., timelines and matrices) but not mandatory (exception: the budget section must follow the table template provided in Appendix A of this NOFO). If used, spreadsheet or table data figures, notes, and titles may only be Times New Roman, Arial, Calibri, or Cambria 10, 11, or 12 pt. font sizes.

**Content.** An applicant must present the contents of the narrative proposal using the following arrangement. Reduction of space in one section does not allow for additional space (rollover/carryover) in another section(s) (e.g., if *Training Delivery* only uses one page, the remaining one-page allowance cannot be applied to increase *Target Audience* from two to three pages). The cover page and indirect cost rate agreement do not count toward the total page count:

- Cover Page. The cover page must only display the title of the proposal (applicant’s choice) such as a unique program or project name; the name of the organization submitting the application; and the Focus Area which is addressed by the application. The cover page does not count towards the total 15-page count limitation. FEMA does not allow other information such as training proposal introductions, highlights, summaries, or proposal-specific data on the cover page. However, FEMA allows unique organizational/institutional graphics and statements, typically found on organizational/institutional cover pages.
- Executive Summary and Summary of Proposed Training (two pages maximum). The applicant must present an executive summary of the proposal and must include the table as shown in the figure below, with proposal information filled in, as part of the executive summary. The executive summary should be a combination of a narrative and the completed table.

**Figure 1: Executive Summary Table** (Applicants may recreate and submit in a similar format)

<b>Column A: Information Requested</b>	<b>Column B: Information Entered by Applicant</b>
Focus Area Addressed	
Number of Proposed Courses	
Total Proposed Cost	\$
Cost Per Student – Average of All Courses	\$
Total Proposed Student Throughput	Students
Type of Course(s)	Web based Resident ILT Mobile ILT Train-the-Trainer
Training Level(s) Proposed	Awareness Performance Management Executive Leadership
Submitting as an Executive Agent for a Partnership?	Yes   No
	Partners:
Current or Previous FEMA Training Partner?	Yes   No
	Funding Award Year(s):
All Training Development Staff Personnel Present or Retained?	Yes   No
	Number of Personnel to Hire if Awarded:
All Training Delivery Staff Personnel Present or Retained?	Yes   No
	Number of Personnel to Hire if Awarded:
Number of Months Proposed for Development	Months
Number of Months Proposed for Delivery	Months
Number of States Impacted through Delivery	States
Number of Tribes Impacted through Delivery	Tribes
Number of Territories Impacted through Delivery	Territories

- Needs Analysis (two pages maximum). The applicant must present a needs analysis that provides analytical details of preparedness gaps for the chosen Focus Area and describe how their training proposal addresses and resolves gaps. In addition, through the needs analysis, an applicant must:
  - Identify and assess key stakeholders associated with the proposed solution;
  - Explain how the proposed solution aligns with the FEMA mission;

- Describe how organizational, occupational, and individual needs are addressed by the proposed solution; and
- Identify and analyze any past or current solutions related to the Focus Area.
  - Applicants may present this data and information in an arrangement of their choice and may use narrative, charts, or graphs or any combination of the three. The applicant must cite all sources. The application must describe the general target audience (students) in this section with a clear linkage described between the analyzed need and the targeted audience. The applicant will describe specific audience details in the section: Target Audience.
- National Scope (two pages maximum). The applicant must list the states, local jurisdictions, tribes, and territories impacted by the proposal with an explanation of the means to deliver nationally to include staffing plans, training venues, and other logistics details as appropriate. The applicant must also describe how their training will be consistent with the National Incident Management System (NIMS).
- Target Audience (two pages maximum). The applicant must present a description of their intended audience and must explain and support student throughput goals (total number of students, rate of training per course, per month/year) and describe how whole community disability integration will be achieved. Information on disability integration is available at <https://www.fema.gov/office-disability-integration-and-coordination>.
- Organizational Experience (one page maximum). The applicant must describe their experience as a training developer and provider using historical timelines; types of training provided to include topics/training objectives; number of students trained; methods used for development, delivery, and evaluations; communities impacted; awards and honors received; and accreditations and certifications past and current.
- Training Development and Delivery (three pages maximum). The applicant must describe their training development process within the ADDIE model of ISD. The description should be Focus Area specific and include timeline and milestones, staff assignments (to include the timeline for hiring staff members), enabling and terminal objectives, and development of evaluation criteria and processes. The applicant must describe their training delivery plan to include delivery methods, staff assignments/arrangements (e.g., student-to-instructor or student-to-helpdesk/advisor ratio), use of materials (e.g., software, presentations, study guides, reference material), and course administration requirements and procedures.
- Budget (three pages maximum). The applicant must present a budget that identifies and explains all direct and indirect costs and separates and details the costs for development versus delivery and cost per student. The applicant must present these costs and all other expenses in a spreadsheet/table format as prescribed in Appendix A of this NOFO. The applicant must address the categories in the template for a 36-month life cycle. The budget portion of the application narrative may be a combination of a narrative and completed spreadsheet. The template provided in Appendix A may be recreated or modified to create additional rows and columns, and may be submitted as a spreadsheet (e.g., MS Excel) – applicants are not required to submit budget as a MS Word or Adobe PDF product only.
- Indirect Cost Rate Agreement. The applicant must attach an indirect cost rate agreement if the applicant has an agreement. Some applicants will not have an indirect cost rate agreement. The agreement does not count toward the total page count limitation.

Appendix E – Semi-Annual Progress Report-Supplemental Questions

**Semi-Annual Progress Report-Supplemental Questions**

**[Enter Grant Award Number Here]**  
**(Enter Current Reporting Period Here)**

**Note: Please attach your responses to the Categorical Assistance Progress Report (CAPR). The information below addresses the narrative section of the CAPR (Block #12).**

**Section I: Information about Grantee Contact**

Is contact person still the same? ___Yes ___ No		
If no, please provide name, phone number, and email address of new contact person:		
Name:	Phone:	Email Address:

**Section II: Information about Grant Approved Budget**

3. Category	Approved Budget	3. Expenditures This Period	4. Expenditures to Date
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Construction			
Consultants/Contracts			
Other			
<b>Total Direct Costs</b>			
<b>Indirect Costs</b>			
<b>Total Project Costs</b>			

## **Section III: Information about Project/Training Activities**

### Part A: Basic Program Information

**Note: Provide this information once only and copy it to future reports**

1. What are the objectives of your grant? Provide timelines for accomplishment of each as stated in your approved application or time/task plan.
  
2. What professional discipline(s) does your training program serve?
  
3. What courses do you or will you offer? (Course title and short description of each)
  
4. How many individuals do you plan to train in each of the courses?
  
5. What is the length of each course? (List each course by name with number of hours/length of course)
  
6. In addition to the courses you offer, are there other deliverables under this grant? If so, what are they and when will they be submitted?

### **Part B.: Results Achieved During Reporting Period**

Using the list of objectives from Question #1, give a brief description of the status of each. List the tasks that remain and assign a percentage to the amount of work completed to date (i.e. 75% complete).

Is your training program still in the developmental stage? If yes, when do you anticipate offering the first course? If no, what date did you begin offering training?

1. Have you received approval from the National Training and Education Division (NTED) for the course(s) you are offering? (List each course and date you received approval)

- a. If you have not received approval, have you submitted your course curriculum for review?
  - b. For courses that have been approved more than three years ago, have they been updated and recertified? If not, what schedule have you set to get your course recertified?
2. Has your program experienced delays in implementation? If yes, describe the problem and what steps have been taken to overcome it?
3. What type of assessment or test do you offer to measure the participants' knowledge of the course material before and after taking the course? (E.g. short answer exam, multiple choice, practical exercise, etc.). Please provide a copy of the assessment tool or test for each TED-approved course with this report, or, indicate you have done so previously. If you have not yet developed the tool, when will it be developed? (As of January 1, 2006, all assessment tools must be submitted as part of the course review process.
4. What problems has your training program experienced during the reporting period? (Include things such as low enrollment, test results below expected, etc.)
5. What steps have been taken to correct the problems?
6. What successes did your program have during the reporting period?
7. How will the training you offer be continued or institutionalized once federal funds are no longer available?