

# OVERVIEW INFORMATION

**Issued By:** U.S. Department of Homeland Security (DHS): Federal Emergency Management Agency

**Catalogue of Federal Domestic Assistance (CFDA) Number:** 97.005

**CFDA Title:**

State and Local Homeland Security National Training Program

**Funding Opportunity Announcement Title:**

*Homeland Security National Training Program (HSNTP)/National Domestic Preparedness Consortium*

**Authorizing Authority for Program:**

*Implementing Recommendations of the 9/11 Commission Act of 2007 (Public Law 110-53) – Section 1204, 6 U.S.C §1102.*

**Appropriation Authority for Program:**

*The Consolidated Appropriations Act, 2012, Division D, Title III, State and Local Programs (Public Law 112-74).*

**FOA Number:**

DHS-12-NPD-005-000-02

**Key Dates and Time:**

Application Start Date: 07/19/2012  
Application Submission Date: 08/17/2012 at 11:59:59 PM EDT  
Funding Selection Date: 07/01/2012  
Award Date: 09/01/2012

**Other Key Dates:** N/A

**Application Submission Extension:** Is an extension to the application submission deadline permitted?  Yes  No

**Intergovernmental Review:** Is an intergovernmental review required?  Yes  No

# FOA EXECUTIVE SUMMARY

**Program Type:**

New  Continuing  One-time

Date of origin for Program: 1998

**Opportunity Category:**

Discretionary/Competitive  Mandatory/Non-competitive  Both

**Application Process:**

DHS makes all funding opportunities available through the common electronic “storefront” grants.gov, accessible on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions please call the grants.gov customer support hotline at (800) 518-4726.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this announcement. Select “Download Application Package,” and then follow the prompts to download the application package. To download the instructions, go to “Download Application Package” and select “Instructions.”

**Eligible Applicants:** The following entities are eligible to apply directly to FEMA under this solicitation:

Louisiana State University (LSU), National Center for Bio-Medical Research and Training (NCBRT)

New Mexico Institute of Mining and Technology (NMIMT), Energetic Materials Research and Testing Center

Texas A&M University’s Texas Engineering Extension Service (TEEX), National Emergency Response and Rescue Training Center (NERRTC)  
University of Hawaii (UH), National Disaster Preparedness Training Center (NDPTC)

**Type of Funding Instrument:** Select the applicable funding instrument

Grant  Cooperative Agreement  Loan

**Cost Share or Match:**

Cost Match  Cost Share  None Required

**Maintenance of Effort:**

Is there a Maintenance of Effort (MOE) requirement?  Yes  No

**Management and Administration:** None

**Indirect Costs:**

Indirect costs are allowable only if the applicant has an appropriate Federally approved indirect cost rate agreement. Indirect costs will be evaluated as part of the application for Federal funds, and considered as to allowability, allocability, and reasonableness. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant federal agency) will be required at application.

Where available, applicable and appropriate, grantees should use an "offsite" indirect cost rate rather than the full negotiated rate. FEMA will work closely with the grantee to determine the appropriateness of indirect costs for the type of activity and location proposed in the application, in accordance with the negotiated indirect cost rates approved by the grantee's cognizant federal agency.

# FULL ANNOUNCEMENT

## I. Funding Opportunity Description

### ***Program Overview and Priorities:***

The Fiscal Year (FY) 2012 Homeland Security National Training Program (HSNTP) provides funds to support nationwide training initiatives and further the mission of FEMA. Based upon their current activities and identified needs, the National Preparedness Directorate (NPD) will invite select organizations to be eligible to apply under this solicitation. Cooperative agreements will be awarded to these eligible applicants to design, develop, and deliver training content and support for Federal, State, local, and tribal jurisdictions in accordance with FEMA doctrine and approved Homeland Security Strategies. Funding for this year's solicitation is authorized by The Implementing Recommendations of the 9/11 Commission Act of 2007 (Public Law 110-53) – Section 1204.

### ***Program Objectives:***

FY 2012 HSNTP must support the FEMA all-hazards mission, and should address several key areas in order to ensure continued federal support. These priority areas include the use of existing training mechanisms, linking training to exercise activities, incorporating National Preparedness System components including the Whole Community approach, utilizing a national delivery approach, and delivering curriculum via an integrated, collaborative approach. The following section provides recommendations in support of these priorities.

### **Use Existing Training Mechanisms**

Training must not duplicate training provided by the states or other National training providers; as such, the use of existing mechanisms is recommended to coordinate training development and delivery, and ensure that training requirements adapt to meet evolving needs and deficiencies. In order to meet needs at the state, local, and regional levels training priorities in the State Homeland Security Strategies must be leveraged to develop courses to fulfill these needs and complement existing training.

### **Link Training and Exercises to Align Resources**

Linking training and exercises is imperative for ensuring that course participants are adequately trained to perform the tasks of each exercise and in real life events. By aligning existing and developing training with the target capabilities, courses can be linked to exercises and evaluated based on the effectiveness of the training.

### **Incorporate the National Preparedness Curriculum**

Training programs must incorporate the tenets of the National Incident Management System (NIMS), National Preparedness Goal and the National Preparedness System and should incorporate the concepts of the Whole Community approach. By aligning the design and development of training curricula to DHS and FEMA policy, this approach will reinforce the foundational doctrine that delineates the manner in which the Nation prepares for mass consequence events.

### **Use an Adult Learning Approach**

Training programs that support the Nation's preparedness have long relied on classroom instruction and practical exercises; however, HSNTTP training programs must be innovative and distinct in comparison to current training offered by other Federal, state, and local training academies. To ensure that HSNTTP training courses are accessible to as many key public and private officials with homeland security responsibilities throughout the Nation as possible, training partners must leverage technology, when appropriate, to reduce student travel and maximize learning outcomes. The adult learning approach encourages traditional classroom instruction with creative uses of interactive web-based and computer-based training, simulations, toolkits, job aids, and/or other leave-behind materials.

### **Training is National in Scope**

Delivery of training programs will incorporate geographic diversity when offering courses, including providing training at the state, local, tribal and territorial levels across the 56 states and territories.

Overall, the FY 2012 HSNTTP supports the continuing training needs of State, local and tribal emergency responder communities and consists of institutions with specialized training programs that address current training gaps. Each program designs, develops, and consistently delivers high quality homeland security curricula to meet the demand of preparing state and local jurisdictions to prevent, protect, respond to, and recover from acts of terrorism and/or catastrophic events. In general, these training programs supplement the overall FEMA training curriculum offered by the National Training and Education Division (NTED), Emergency Management Institute (EMI) and Center for Domestic Preparedness (CDP).

## II. Funding Information

### **Award Amounts, Important Dates, and Extensions:**

Available Funding for the FOA: \$66,257,000  
Projected Award Start Date(s): 09/01/2012  
Projected Award End Date(s): 08/31/2013  
Period of Performance: 12 Months

**Period of Performance:** Is an extension to the period of performance permitted?

Yes  No

The period of performance of this grant is 12 months. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications as to why an extension is required.

## III. Eligibility Information

### **Eligibility Criteria:**

The HSNTF is a closed solicitation, available only to eligible organizations listed below. Receipt of funds under the FY 2012 HSNTF is contingent upon submission and approval of the online application. The deadline for applications is 11:59 PM EST, XXXX, 2012.

## IV. Funding Restrictions

### **Restrictions on Use of Award Funds:**

DHS grant funds may only be used for the purpose set forth in the grant, and 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.

Pre-award costs are allowable only with the written consent of DHS and if they are included in the award agreement.

Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this program. Federal employees may not receive funds under this award.

Construction Costs: Construction costs are not allowable under this solicitation.

Equipment: Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 CFR Part 215, located at [http://www.whitehouse.gov/omb/fedreg/2004/040511\\_grants.pdf](http://www.whitehouse.gov/omb/fedreg/2004/040511_grants.pdf).

Fringe Benefits: Fringe benefits should be based on actual known costs or an established formula. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Indirect Costs: Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) will be required prior to an award. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. Applicant must identify their negotiated indirect cost rate.

Foreign Travel: Foreign travel is not an allowable cost under this solicitation unless approved otherwise by the managing Federal agency.

## V. Application Review and Selection Information

Proposals must clearly demonstrate the applicant's ability to design, develop and deliver a training program of National scope which provides tailored, specialized training to first responders and/or citizens. The HSNTF funds must enhance the Nation's capability to prevent, protect against, respond to, or recover from risks posed by incidents of national significance, including acts of terrorism and/or catastrophic events in accordance with program guidelines, and guidance from DHS/FEMA. At a minimum, the application must include the following:

- 1) Program Management Plan: The applicant must provide a complete program management plan for the entire 12 month period of performance. This plan must include:
  - Goals, objectives, and outcomes of the proposal and the activities to be conducted to accomplish the goals, objectives, and outcomes of the proposal
  - Complete description of the program management structure addressing how the program will be structured, organized, and managed within the recipient's organization. The applicant must provide an organizational chart and describe how the organization will support the program
  - A high-level detailed program schedule to reflect the program life cycle and show phases, deliverables, and outcomes
  - Risk management plan describing the approach for identifying and managing risks, and identifying known or postulated events or factors that could prevent program objectives (cost, schedule, scope, performance, or quality) from being met
  - Performance-based evaluation plan, including program performance measures that will assess the attainment of goals, objectives, outcomes, and which details a data collection plan including how data will be analyzed
  - Quality control plan to be incorporated into the development and delivery of programs and courses
  
- 2) Work Breakdown Structure: The applicant will provide a work breakdown structure (WBS) as part of the application. A WBS is a task-oriented schematic of activities that organizes, defines and graphically displays the total work to be accomplished in order to achieve the final objectives of a project. Each descending level represents an increasingly detailed definition of the project objective. It is a system for subdividing a project into manageable work packages, components or elements to provide a common framework for scope/cost/schedule communications, allocation of responsibility, monitoring and management.
  - Program Narrative: Must include an explanation of how the proposal addresses the following elements:
    - The ability to build sustainable preparedness at the State, local, and tribal level
    - A capacity-building component for State, local, and tribal jurisdictions to employ themselves (e.g., job aids, planning tools, performance support tools, etc.)
    - A process for identifying lessons learned and best practices for inclusion in ongoing Department of Homeland Security efforts
    - An adherence to the precepts of Instructional Systems Design (ISD), and the

- application of adult learning principles, including problem-based learning
  - Incorporation of a blended learning approach
  - Congruence with the National Preparedness Goal, National Preparedness System, national planning frameworks, NIMS, and National Infrastructure Protection Plan (NIPP), as well as the principles of the Whole Community approach
- Equipment Plan: The applicant must provide an equipment purchasing plan for all proposed equipment purchases that are required to support the program. At a minimum, the plan must detail what equipment will be purchased, why it is necessary, and the costs of the equipment
- Detailed Budget: The applicant must provide a detailed budget by task and a summary budget aggregating task costs into the categories of personnel, fringe benefits, travel, equipment, supplies, consultants/contracts, other costs, indirect costs, and the total budget
  - **Personnel:** Indicate the total projected salary and wages for all project personnel. Compensation paid for employees engaged in activities must be consistent with that paid for similar work within the applicant organization.
  - **Fringe Benefits:** Fringe benefits should be based on actual known costs or an established formula. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.
  - **Travel:** Provide the total projected cost for travel. Applicants should determine costs by the projected number of trips X the number of people traveling X an average cost for travel and per diem (airfare, lodging, meals). Travel for development of training and delivery of training should be separated in the detailed budget, but be included as a single total in the summary budget. Travel at the request of NTED should be detailed under travel for development of training.
  - **Equipment:** Provide the total projected cost of non-expendable items that need to be purchased. Non-expendable equipment is tangible property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Organization's own capitalization policy and threshold amount for

classification of equipment may be used. Expendable items should be included either in the “Supplies” category or in the “Other” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contracts” category. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 CFR Part 215, located at [http://www.whitehouse.gov/omb/fedreg/2004/040511\\_grants.pdf](http://www.whitehouse.gov/omb/fedreg/2004/040511_grants.pdf).

- **Supplies:** Provide the total projected cost of supplies (e.g. office supplies, postage, training materials, copying paper, and other expendable items such as books and hand held tape recorders). Organization’s own capitalization policy and threshold amount for classification of supplies may be used. Generally, supplies include any materials that are expendable or consumed during the course of the project.
  
- **Construction Costs:** Construction costs are not allowable under this solicitation.
  
- **Consultants/Contracts:** Provide the total projected cost of consultants and contracts. The type of consultant/contract must be identified and justified.
  
- **Other Costs:** Provide a total projected cost of miscellaneous items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds).
  
- **Total Budget:** The total dollar value by category for all activities.

***Application Selection Process:***

The application will be reviewed by the NIC Program Office and GPD, and the award will be made by GPD Assistance Officers.

Funds will not be made available for obligation, expenditure, or drawdown until the applicant's budget and budget narrative have been approved by FEMA.

The applicant must provide a detailed budget for the funds requested. The detailed budget must be submitted with the grant application as a file attachment within [www.grants.gov](http://www.grants.gov). The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis of computation of all project-related costs, any appropriate narrative, and a detailed justification of management and administrative (M&A) costs.

## VI. Post-Selection and Pre-Award Guidelines

### ***Notice of Award:***

1. Upon approval of an application, the grant will be awarded to the grantee. The date that this is done is the "award date." **Notification of award approval is made through the Non-Disaster (ND) Grants System. Once an award has been approved, a notice is sent to the authorized grant official.** Follow the directions in the notification to accept your award documents. The authorized grant official should carefully read the award and special condition documents. If you do not receive a notification, please contact your FEMA Program Office for your award number. Once you have the award number, contact the ND Grants Help Desk at (800) 865 4076, to obtain the username and password associated with the new award.
2. FEMA will provide an award package to the Applicant for successful subapplications. Subapplicants will receive notice of award from the Applicant. Award packages include an award letter, FEMA Form 76-10A, and Articles of Agreement, which must be signed by the Applicant and returned to FEMA for approval before funds can be obligated.

The period of performance is 12 months and begins on the Project Period/Budget Period start date listed in the award package. Any unobligated funds will be de-obligated at the end of the close-out period. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications why an extension is required. All extension requests must be submitted to FEMA at least 60 days prior to the end of the period of performance and must address:

- Reason for delay;
- Current status of the activity/activities;
- Approved period of performance termination date and new project completion date;
- Remaining available funds, both Federal and non-Federal;
- Budget outlining how remaining Federal and non-Federal funds will be expended;
- Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and

- Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

### ***Administrative and Federal Financial Requirements:***

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions available on page 1 of 6.1.1: <http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf>.

A complete list of Federal Financial Requirements is available at:  
[http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms)

The recipient and any sub-recipient(s) must, in addition to the assurances made as part of the application, comply and require each of its subcontractors employed in the completion of the project to comply with all applicable statutes, regulations, executive orders, OMB Circulars, terms and conditions of the award, and the approved application.

- 1. Federal Financial Report (FFR) – required quarterly.** Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425), which replaced the SF-269 and SF-272, which is due within 30 days of the end of each calendar quarter (e.g., for the quarter ending March 31, the FFR is due no later than April 30). A report must be submitted for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund draw downs may be withheld if these reports are delinquent. The final FFR is due 90 days after the end date of the performance period.

FFRs must be filed electronically through PARS. FFRs **must be filed according to the process and schedule below:**

Reporting periods and due dates:

- October 1 – December 31; Due January 30
- January 1 – March 31; Due April 30
- April 1 – June 30; Due July 30
- July 1 – September 30; Due October 30

- 2. Financial and Compliance Audit Report.** Recipients that expend \$500,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO's Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the

recipient's fiscal year. In addition, the Secretary of Homeland Security and the Comptroller General of the United States shall have access to any books, documents, and records of recipients of FY 2012 HSNTF assistance for audit and examination purposes, provided that, in the opinion of the Secretary or the Comptroller, these documents are related to the receipt or use of such assistance. The grantee will also give the sponsoring agency or the Comptroller, through any authorized representative, access to, and the right to examine all records, books, papers or documents related to the grant.

The State shall require that sub-grantees comply with the audit requirements set forth in OMB Circular A-133. Recipients are responsible for ensuring that sub-recipient audit reports are received and for resolving any audit findings.

- 3. Monitoring.** Grant recipients will be monitored periodically by FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring will be accomplished through a combination of desk-based reviews and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, performance and administrative issues relative to each program and will identify areas where technical assistance and other support may be needed.

The recipient is responsible for monitoring award activities, to include sub-awards, to provide reasonable assurance that the Federal award is administered in compliance with requirements. Responsibilities include the accounting of receipts and expenditures, cash management, maintaining of adequate financial records, and refunding expenditures disallowed by audits.

- 4. Grant Close-Out Process.** Within 90 days after the end of the period of performance, grantees must submit a final FFR and final progress report detailing all accomplishments throughout the period of performance. After these reports have been reviewed and approved by FEMA, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR. The grantee is responsible for returning any funds that have been drawdown but remain as unliquidated on grantee financial records.

**Required submissions: (1) final SF-425, due 90 days from end of grant period; and (2) final progress report, due 90 days from the end of the grant period.**

**Student Cost Data.** Grantees must submit NLT January 31<sup>st</sup> data pertaining to average cost per student for resident, non-resident, and web-based training. Total cost will be determined by number of course iteration, number of students, direct cost, and indirect cost.

### ***Programmatic Reporting Requirements:***

Reporting requirements must be met throughout the life of the grant (refer to the program guidance and the special conditions found in the award package for a full explanation of these requirements). Any reports or documents prepared as a result of this grant shall be in compliance with Federal “plain English” policies, directives, etc. Please note that PARS contains edits that will prevent access to funds if reporting requirements are not met on a timely basis.

### **Semi-Annual Progress Reporting (SAPR) – required semi-annually.**

Following an award, the awardees will be responsible for providing updated obligation and expenditure information on a regular basis. The CAPR is due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30, and on January 30 for the reporting period of July 1 through December 31). Future awards and fund drawdowns may be withheld if these reports are delinquent. The final CAPR is due 90 days after the end date of the award period.

## **VII. DHS FEMA Contact Information**

**Grant Programs Directorate (GPD).** FEMA GPD’s Grants Management Division will provide fiscal support, including pre- and post-award administration and technical assistance, to the grant programs included in this solicitation. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to [ASK-GMD@dhs.gov](mailto:ASK-GMD@dhs.gov).

**National Preparedness Directorate (NPD) / National Training and Education Division (NTED).** NPD/NTED has the programmatic responsibility for this solicitation action and will also maintain the program management function and responsibilities throughout the life-cycle of the awarded grant. Additional guidance and information can be obtained by contacting the NPD/NTED point of contact Mr. Willie Johnson Jr. at (202) 786-9567 or via e-mail to [willie.Johnsonjr@fema.gov](mailto:willie.Johnsonjr@fema.gov).

**Centralized Scheduling and Information Desk (CSID).** CSID is a non-emergency comprehensive management and information resource developed by DHS for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the Federal, State and local levels. CSID can be reached by phone at (800) 368-6498 or via e-mail to [ASKCSID@dhs.gov](mailto:ASKCSID@dhs.gov).

## **VIII. Other Critical Information**

- 1. Technical Assistance Program and Planning Support.** The Technical Assistance Program provides direct support assistance on a first-come, first-served basis (and

subject to the availability of funding) to eligible organizations to enhance their capacity and preparedness to prevent, protect against, respond to, and recover from terrorist and all hazard threats. In addition to the risk assessment assistance already being provided, FEMA also offers a variety of other direct support assistance programs.

The Technical Assistance Program also provides access to planning support. The planning support aids jurisdictions by increasing their understanding of the complex issues faced in planning for various hazards and threats. This support includes leveraging subject matter experts from around the country as well as enabling knowledge transfer from jurisdiction to jurisdiction.

More information can be found at [http://www.fema.gov/about/divisions/pppa\\_ta.shtm](http://www.fema.gov/about/divisions/pppa_ta.shtm) or by e-mailing [FEMA-TARequest@fema.gov](mailto:FEMA-TARequest@fema.gov).

- 2. Lessons Learned Information Sharing (LLIS) System.** LLIS is a national, online, secure website that houses a collection of peer-validated lessons learned, best practices, and other relevant homeland security documents. LLIS facilitates improved preparedness nationwide by providing response professionals with access to a wealth of validated front-line expertise on effective planning, training, equipping, and operational practices for homeland security.

The LLIS website also includes a national directory of homeland security officials, as well as an updated list of homeland security exercises, events, and conferences. Additionally, LLIS includes online collaboration tools, including secure email and message boards, where users can exchange information. LLIS uses strong encryption and active site monitoring to protect all information housed on the system. The LLIS website is <http://www.llis.gov>.

**Information Bulletins.** Information Bulletins (IBs) provide important updates, clarifications and policy statements related to FEMA grant programs. Grantees should familiarize themselves with the relevant publications. Information Bulletins can be found at: <http://www.fema.gov/government/grant/bulletins/index.shtm>

## IX. How to Apply

FEMA makes all funding opportunities available through the common electronic “storefront” [grants.gov](http://www.grants.gov), accessible on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions please call the [grants.gov](http://www.grants.gov) customer support hotline at (800) 518-4726.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this announcement. Select “Download Application Package,” and then follow the prompts to download the application package. To

download the instructions, go to “Download Application Package” and select “Instructions.”.

## X. Application and Submission Information

- 1. Application via [www.grants.gov](http://www.grants.gov).** All applicants must file their applications using the Administration’s common electronic “storefront” - [www.grants.gov](http://www.grants.gov). Eligible grantees must apply for funding through this portal, accessible on the Internet at [www.grants.gov](http://www.grants.gov).

The application must be started and submitted using [www.grants.gov](http://www.grants.gov) after Central Contractor Registration (CCR) is confirmed. The on-line application includes the following required forms and submissions:

- HSNTF Program Proposal, in full – Submitted as an attachment
- Standard Form 424, Application for Federal Assistance

The application must be completed and submitted through the ND Grants system located at <https://portal.fema.gov>. If you need assistance registering for the ND Grants system, please contact FEMA’s Enterprise Service Desk at 1-888-457-3362. The ND Grants system includes the following required forms and submissions:

- HSNTF Program Proposal, in full as detailed in Section V – Submitted as an attachment
- Standard Form 424, Application for Federal Assistance
- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities)
- Grants.gov (GG) Lobbying Form, Certification Regarding Lobbying

The program title listed in the CFDA is “State and Local Homeland Security National Training Program.” The CFDA number is **97.005**

- 2. Dun and Bradstreet Data Universal Numbering System (DUNS) number.** The applicant must provide a DUNS number with their application. This number is a required field within [www.grants.gov](http://www.grants.gov) and for CCR. Organizations should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at (866) 705-5711.

- 3. Central Contractor Registration (CCR).** The application process also involves an updated and current CCR by the applicant, which must be confirmed at <http://www.ccr.gov>.