

**The Department of Homeland Security (DHS)**

**Notice of Funding Opportunity (NOFO)**

**Fiscal Year 2025 Homeland Security National Training Program (HSNTP)**

**Continuing Training Grants (CTG)**

Fraud, waste, abuse, mismanagement, and other criminal or noncriminal misconduct related to this program may be reported to the Office of Inspector General (OIG) Hotline. The toll-free numbers to call are 1 (800) 323-8603 and TTY 1 (844) 889-4357.

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**1. Basic Information**

A. Agency Name	U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA)
B. NOFO Title	Fiscal Year 2025 Homeland Security National Training Program Continuing Training Grants
C. Announcement Type	Initial
D. Funding Opportunity Number	DHS-25-NPD-005-00-96
E. Assistance Listing Number	97.005
F. Expected Total Funding	\$ 5.4 million
G. Anticipated Number of Awards	2-5 awards
H. Expected Award Range	\$0 – \$5.4 million
I. Projected Application Start Date	08/01/2025 12:00 p.m. Eastern Time (ET)
J. Projected Application End Date	08/15/2025 11:59 p.m. Eastern Time (ET)
K. Anticipated Funding Selection Date	September 1, 2025
L. Anticipated Award Date	September 1, 2025
M. Projected Period of Performance Start Date	September 1, 2025
N. Projected Period of Performance End Date	August 31, 2028

<p>O. Executive Summary</p>	<p>Through the Continuing Training Grants (CTG) program, the Department of Homeland Security Fiscal Year (FY) 2025 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.”</p>
<p>P. Agency Contact</p>	<p><b>a. Program Office Contact</b>  National Training and Education Division (NTED) maintains programmatic responsibility for the CTG 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 <a href="mailto:jessica.sterling@fema.dhs.gov">jessica.sterling@fema.dhs.gov</a> or Mr. Samuel Phillips at <a href="mailto:Samuel.Phillips@fema.dhs.gov">Samuel.Phillips@fema.dhs.gov</a> for additional information.</p> <p><b>b. FEMA Grants News</b>  This channel 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. FEMA Grants News Team is reachable at <a href="mailto:fema-grants-news@fema.dhs.gov">fema-grants-news@fema.dhs.gov</a> OR (800) 368-6498, Monday through Friday, 9:00 AM – 5:00 PM ET.</p> <p><b>c. Grant Programs Directorate (GPD) Award Administration Division</b>  GPD’s Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. AAD can be contacted at <a href="mailto:ASK-GMD@fema.dhs.gov">ASK-GMD@fema.dhs.gov</a>.</p> <p><b>d. FEMA Regional Offices</b>  FEMA Regional Offices also may provide fiscal support, including pre- and post-award administration and technical assistance. FEMA Regional Office contact information is available at <a href="https://www.fema.gov/fema-regional-contacts">https://www.fema.gov/fema-regional-contacts</a>.</p> <p><b>e. Civil Rights</b>  Consistent with Executive Order 14173, Ending Illegal Discrimination &amp; Restoring Merit-Based Opportunity, the FEMA Office of Civil Rights is responsible for ensuring compliance with and enforcement of federal civil rights obligations in connection with programs and</p>

	<p>services conducted by FEMA. They are reachable at <a href="mailto:FEMACivilRightsOffice@fema.dhs.gov">FEMACivilRightsOffice@fema.dhs.gov</a>.</p> <p><b>f. Environmental Planning and Historic Preservation</b>  The FEMA Office of Environmental Planning and Historic Preservation (OEHP) provides guidance and information about the EHP review process to FEMA programs and recipients and subrecipients. Send any inquiries regarding compliance for FEMA grant projects under this NOFO to FEMA-OEHP-<a href="mailto:NOFOQuestions@fema.dhs.gov">NOFOQuestions@fema.dhs.gov</a>.</p> <p><b>g. Payment System</b>  FEMA uses FEMA GO for financial reporting, invoicing, and tracking payments. The Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment is used for recipients. For any questions about the system, contact the FEMA GO Helpdesk at <a href="mailto:femago@fema.dhs.gov">femago@fema.dhs.gov</a> or (877) 585-3242, Monday through Friday, 9:00 AM – 6:00 PM ET.</p> <p><b>h. FEMA GO</b>  For technical assistance with the FEMA GO system, please contact the FEMA GO Helpdesk at <a href="mailto:femago@fema.dhs.gov">femago@fema.dhs.gov</a> or (877) 585-3242, Monday through Friday, 9:00 AM – 6:00 PM ET.</p> <p><b>i. FEMA Preparedness Toolkit</b>  The <u>FEMA Preparedness Toolkit</u> (PrepToolkit) provides access to tools and resources needed to implement the National Preparedness System and provide a collaborative space for communities completing the Unified Reporting Tool (URT). Recipients complete and submit their Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR), and other required assessments using the PrepToolkit. For assistance, contact <a href="mailto:support@preptoolkit.fema.dhs.gov">support@preptoolkit.fema.dhs.gov</a>.</p>
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**2. Eligibility**

<p>A. Eligible Entities/Entity Types</p>	<p>Only the following entities or entity types are eligible to apply.</p> <p><b>a. Applicants</b></p> <ul style="list-style-type: none"> <li>• State governments, the District of Columbia, and U.S. territory governments.</li> <li>• City or township governments</li> <li>• County governments</li> <li>• Federally recognized Indian Tribal governments (Tribal governments)</li> <li>• Nonprofits with 501(c)(3) Internal Revenue Service (IRS) status</li> <li>• Nonprofit private institutions of higher education</li> <li>• Nonprofit national associations and organizations</li> </ul>
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	<ul style="list-style-type: none"> <li>• Public and state-controlled institutions of higher education</li> </ul> <p><b>b. Subapplicants</b></p> <p>Subapplicants and subawards are allowed under this Funding Opportunity.</p> <p>Subapplicants should not have foreign nationals or noncitizens included. If a subapplicant has foreign nationals, they must be properly vetted and must adhere to all government statues, polices, and procedures including “staff American, stay in America” and security requirements.</p> <p><b>c. All Recipients – Compliance with Federal Immigration Laws</b></p> <p>An immigration term and condition may be material to the Department of Homeland Security’s decision to make this grant award, and the Department of Homeland Security may take any remedy for noncompliance, including termination, if the state or territorial recipient or any local government subrecipient fails to comply with this term and condition. No final agency determination has been made as of the date of this publication.</p>
<p>B. Project Type Eligibility</p>	<p><b>a. Unallowable Project Types</b></p> <p>This program does not allow construction and renovation projects.</p>
<p>C. Requirements for Personnel, Partners, and Other Parties</p>	<p>Subapplicants should not have foreign nationals or noncitizens included. If a subapplicant has foreign nationals, they must be properly vetted and must adhere to all government statues, polices, and procedures including “staff American, stay in America” and security requirements.</p> <p>Subapplicants/subrecipients must submit short bios and resumes. This should include the type of entity, organizational leadership, and board members along with both the names and addresses of the individuals. Resumes are subject to approval.</p>
<p>D. Maximum Number of Applications</p>	<p>The maximum number of applications that can be submitted is: 1 per applicant, per focus area</p>
<p>E. Additional Restrictions</p>	<p>Applicants/subapplicants or recipients/subrecipients are required to certify their compliance with federal statues, DHS directives, polices, and procedures.</p>

F. References for Eligibility Factors within the NOFO	Please see the following references provided below: <ol style="list-style-type: none"> <li>1. “Responsiveness Review Criteria” not applicable</li> <li>2. “Financial Integrity Criteria” subsection C</li> <li>3. “Supplemental Financial Integrity Criteria and Review” subsection D</li> <li>4. FEMA may/will request financial information such as Employer Identification Number (EIN) and bank information as part of the potential award selection. This will apply to everyone prospered, including subrecipients.</li> </ol>
G. Cost Sharing Requirement	There is no cost share requirement.
H. Cost Share Description, Type and Restrictions	Not applicable.
I. Cost Sharing Calculation Example	Not applicable
J. Required information for verifying Cost Share	Not applicable

**3. Program Description**

A. Background, Program Purpose, and Program History

The Homeland Security National Training Program (HSNTP) Continuing Training Grants (CTG) program, was created to enhance the nation’s ability to prepare for, respond to, and recover from various emergencies. This program provides financial support to state, local, tribal, and territorial governments, as well as non-profit organizations, to develop and deliver specialized training programs. These programs are designed to improve the skills and knowledge of emergency responders and community members in handling incidents such as natural disasters, terrorist attacks, and other emergencies.

The CTG program is integral to the National Preparedness System, which aims to build and sustain core capabilities necessary for achieving a secure and resilient nation. Since its inception, the CTG program has focused on key areas such as public health emergencies, pandemic preparedness, mass care, and enhancing preparedness in tribal and rural communities. Each year, the program evolves to address new and emerging threats, ensuring that communities across the United States are better equipped to face future challenges.

B. Goals and Objectives

FEMA recognizes the importance of education and training in rural communities and Tribal

Nations to improve their abilities to prepare for, respond to, and recover from all hazards. Given the unique challenges faced by rural communities and Tribal Nations, FEMA supports the delivery of training curriculum to specifically support these communities and help them prepare for and respond to all types of disasters. FEMA's objective is to obtain delivery of mission critical, mission essential training to empower states and Tribal Nations that will build capabilities and expand capacity to prepare for, respond to, and recover from complex incidents. This training will specifically address:

- **Critical Infrastructure in Rural Communities and Tribal Nations.** Training should address ways emergency management officials can advocate for and help advance plans to reduce the vulnerability of critical infrastructure to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences. Training should include learning objectives on Industrial Control Systems, Water and Wastewater Systems and Electric Systems.
- **Continuity for Rural Communities and Tribal Nations.** Training should address the needs of government officials and emergency responders in rural communities and Tribal Nations in the development and validation of plans and procedures to ensure the continuity of essential government functions across a spectrum of emergencies.
- **Crisis Management for Rural and Tribal Nation School Based Incidents.** Training should address crisis management training for significant school-based incidents to include bomb threats, active shooter, severe weather, structural/mechanical failures, and hazardous materials releases. Training should focus on the learning needs of rural and Tribal law enforcement officials, fire and EMS professionals/volunteers, school system administrators, staff, and volunteers.

FEMA recognizes that training is essential for National Special Security Event (NSSE) preparedness, as it ensures that all participating agencies (Federal, state, and local) are well-coordinated, capable, and ready to respond effectively to any threat or emergency. High profile events such as FIFA World Cup, NFL Super Bowls, and the Olympics involve large crowds and public figures, and require seamless communications, clear protocols, and precise execution of security plans to avoid putting public safety and national security at risk. FEMA's objective is to obtain training that will strengthen preparations for these events particularly the 2026 FIFA World Cup in the United States and potentially to prepare for the 2028 Summer Olympics. Training will address:

- **Special Event Risk Management and Planning.** Training should develop capabilities for multi-agency collaboration pertaining to sport and special event safety and security through activity-based training.
- **Special Event Incident Management.** Training should focus on the unique aspects of response to an incident occurring during a sports/special event, including considerations for continuity and after-action activities.
- **Special Event Crowd Management, Evacuation, and Protective Action.** Training should provide tools and techniques for conducting crowd management, crowd control, evacuation, and sheltering operations.
- **Special Event Public Information and Emergency Notification.** Training should address pre-event communications, emergency messaging, incident communications, and post-incident communications.

### C. Program Rationale

The CTG program aims to achieve its goals and objectives through a structured approach that focuses on delivering FEMA-certified training solutions to enhance the capabilities of emergency responders.

#### Achieving Goals and Objectives

1. **Training Delivery:** The program focuses on providing training that helps emergency responders before, during, and after disasters.
2. **Addressing Preparedness Gaps:** By targeting specific gaps in preparedness and response capabilities, the program ensures a more integrated and risk-informed approach to emergency management.
3. **Collaboration with FEMA:** CTG works alongside FEMA program managers to provide training courses to communities across the nation.
4. **Strengthening the Emergency Management Workforce:** Aligning with the QHSR's emphasis on building a skilled and ready workforce.

### D. Federal Assistance Type Cooperative Agreement

The CTG program, prescribed by this notice, is awarded through separate cooperative agreements, a form of federal financial assistance defined by [2 C.F.R. § 200.1](#), and consistent with the Federal Grant and Cooperative Agreement Act of 1977 (Pub. L. No. 95-234), (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 activities, including the creation and approval of course content, development of learning objectives, establishment of training delivery modes and methods, and use of the Kirkpatrick evaluation model. NTED Training Partners Program managers provide approval and disapproval for all activities over the life cycle of the award. As a result, FEMA ensures that the resulting training meets agency standards for curriculum design and provides students with standardized, high-quality learning experiences.

### E. Performance Measures and Targets

CTG awardees are required to collect data to allow FEMA to measure performance and outcomes. FEMA will measure performance using the following indicators:

1. In order to demonstrate good financial stewardship, the CTG awardees and FEMA will evaluate the direct cost per student. FEMA's objective is to provide training under this agreement at \$10 in direct costs per student.
2. In order to measure how well the grant helps strengthen preparedness through training CTG awardees will use Kirkpatrick level 1, 2, and 3 evaluations.
  - Level 1 surveys will be utilized to determine how well the training met student needs with a target goal of at least 75% of respondents indicating satisfaction or greater.
  - Level 2 assessments compare pre- and post-test results to determine how much students learned with a target of an overall average of 26-point increase.

- Level 3 assessments are used to measure to what degree students are applying the knowledge and skills gained through training to their roles within their home jurisdiction. There is no applicable target.

#### F. Program-Specific Unallowable Costs

This program does not allow construction and renovation costs and is subject to all Terms & Conditions where restrictions are provided.

#### G. General Funding Requirements

Costs charged to federal awards (including federal and non-federal cost share funds) must comply with applicable statutes, rules and regulations, policies, this NOFO, and the terms and conditions of the federal award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered within the budget period. [2 C.F.R. § 200.403\(h\)](#).

Recipients may not use federal funds or any cost share funds for the following activities:

1. Matching or cost sharing requirements for other federal grants and cooperative agreements (see [2 C.F.R. § 200.306](#)).
2. Lobbying or other prohibited activities under [18 U.S.C § 1913](#) or [2 C.F.R. § 200.450](#).
3. Prosecuting claims against the federal government or any other government entity (see [2 C.F.R. § 200.435](#)).

#### H. Indirect Costs (Facilities and Administrative Costs)

Indirect costs (IDC) are costs incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to specific cost objectives without disproportionate effort. Applicants with a current negotiated IDC rate agreement who desire to charge indirect costs to a federal award must provide a copy of their IDC rate agreement with their applications. Not all applicants are required to have a current negotiated IDC rate agreement. Applicants that are not required to have a negotiated IDC rate agreement, but are required to develop an IDC rate proposal, must provide a copy of their proposal with their applications. Applicants without a current negotiated IDC rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to FEMA for further instructions. Applicants who wish to use a cost allocation plan in lieu of an IDC rate proposal must reach out to FEMA for further instructions. As it relates to the IDC for subrecipients, a recipient must follow the requirements of [2 C.F.R. §§ 200.332](#) and [200.414](#) in approving the IDC rate for subawards.

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

M&A costs are allowed at no greater than 5% of award.

M&A are not overhead costs but are necessary direct costs incurred in direct support of the federal award or as a consequence of it, such as travel, meeting-related expenses, and salaries of

full/part-time staff in direct support of the program. As such, M&A costs can be itemized in financial reports.

J. Pre-Award Costs

Pre-award costs are not allowed.

K. Beneficiary Eligibility

Not applicable.

This NOFO and any subsequent federal awards create no rights or causes of action for any beneficiary.

L. Participant Eligibility

Not applicable

This NOFO and any subsequent federal awards create no rights or causes of action for any participant.

M. Authorizing Authority

Full-Year Continuing Appropriations and Extensions Act, 2025, Pub. L. No. 119-4

N. Appropriation Authority

Full-Year Continuing Appropriations and Extensions Act, 2025 (Pub L. No. 119-4)

O. Budget Period

There will be only a single budget period with the same start and end dates as the period of performance.

P. Prohibition on Covered Equipment or Services

Recipients, sub-recipients, and their contractors or subcontractors must comply with the prohibitions set forth in Section 889 of the [John S. McCain National Defense Authorization Act for Fiscal Year 2019](#), which restrict the purchase of covered telecommunications and surveillance equipment and services. Please see 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200, and [FEMA Policy #405-143-1 - Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services](#) for more information.

#### **4.Application Contents and Format**

A. Pre-Application, Letter of Intent, and Whitepapers

Not applicable.

B. Application Content and Format

Please refer to Appendix A of this NOFO.

### C. Application Components

The following forms or information are required to be submitted via FEMA GO. The Standard Forms (SF) are also available at [Forms | Grants.gov](#).

- SF-424, Application for Federal Assistance
- Grants.gov Lobbying Form, Certification Regarding Lobbying
- SF-LLL, Disclosure of Lobbying Activities

### D. Program-Specific Required Documents and Information

Please refer to Appendix A of this NOFO.

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

- Please refer to Appendix A of this NOFO.

### E. Post-Application Requirements for Successful Applicants

Not applicable.

## **5. Submission Requirements and Deadlines**

### A. Address to Request Application Package

Applications are processed through the FEMA GO system. To access the system, go to <https://go.fema.gov/>.

Steps Required to Apply For An Award Under This Program and Submit an Application:

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

- a. Apply for, update, or verify their Unique Entity Identifier (UEI) number and EIN from the Internal Revenue Service;
- b. In the application, provide an UEI number;
- c. Have an account with [login.gov](#);
- d. Register for, update, or verify their System for Award Management (SAM) account and ensure the account is active before submitting the application;
- e. Register in FEMA GO, add the organization to the system, and establish the Authorized Organizational Representative (AOR). The organization's electronic business point of contact (eBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see <https://www.fema.gov/media-library/assets/documents/181607>;
- f. Submit the complete application in FEMA GO; and
- g. 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.

Per [2 C.F.R. § 25.110\(a\)\(2\)\(iv\)](#), if an applicant is experiencing exigent circumstances that prevents it from obtaining a UEI number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible. Contact [fema-grants-news@fema.dhs.gov](mailto:fema-grants-news@fema.dhs.gov) and provide the details of the exigent circumstances.

How to Register to Apply:

General Instructions:

Registering and applying for an award under this program is a multi-step process and requires time to complete. Below are instructions for registering to apply for FEMA funds. Read the instructions carefully and prepare the requested information before beginning the registration process. Gathering the required information before starting the 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 a UEI number, EIN, and an active SAM registration.

Obtain a UEI Number:

All entities applying for funding, including renewal funding, 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](#).

Obtain Employer Identification Number:

In addition to having a UEI number, all entities applying for funding must provide an 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>.

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 at: [https://secure.login.gov/sign\\_up/enter\\_email?request\\_id=34f19fa8-14a2-438c-8323-a62b99571fd](https://secure.login.gov/sign_up/enter_email?request_id=34f19fa8-14a2-438c-8323-a62b99571fd).

Applicants only have to create a login.gov account once. For existing SAM users, use the same email address for both login.gov and 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>.

Register with SAM:

In addition to having a UEI number, all organizations must register with SAM. Failure to register with SAM will prevent your organization from applying through FEMA GO. SAM registration must be renewed annually and must remain active throughout the entire grant life cycle.

For more detailed instructions for registering with SAM, refer to: [Register with SAM](#)

**Note:** 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 past three years, if applicable.

Register in FEMA GO, Add the Organization to the System, and Establish the AOR:

Applicants must register in FEMA GO and add their organization to the system. The organization's electronic business point of contact (eBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see: [FEMA GO Startup Guide](#)

Note: FEMA GO will support only the most recent major release of the following browsers:

Google Chrome;

Mozilla Firefox;

Apple Safari; and

Microsoft Edge.

Applicants using tablet type devices or other browsers may encounter issues with using FEMA GO.

Submitting the Final Application:

Applicants will be prompted to submit the standard application information, and any program-specific information required. Standard Forms (SF) may be accessed in the Forms tab under the: [SF-424 Family | Grants.gov](#).

Applicants should review these forms before applying to ensure they are providing all required information.

After submitting the final application, FEMA GO will provide either an error message, or an email to the submitting AOR confirming the transmission was successfully received.

B. Application Deadline

08/15/2025; 11:59pm Eastern Time

C. Pre-Application Requirements Deadline  
Not applicable

D. Post-Application Requirements Deadline  
Not applicable

E. Effects of Missing the Deadline

All applications must be completed in FEMA GO by the application deadline. FEMA GO automatically records proof of submission and generates an electronic date/time stamp when FEMA GO successfully receives an application. The submitting AOR will receive via email the official date/time stamp and a FEMA GO tracking number to serve as proof of timely submission prior to the application deadline.

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

## **6. Intergovernmental Review**

A. Requirement Description and State Single Point of Contact

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.

## **7. Application Review Information**

A. Threshold Criteria

1. Application Evaluation Criteria

- a. This notice provides funding to support, target, deliver, and evaluate mission critical and mission essential training solutions for state, local, tribal and territorial partners, which supports the objective of the National Preparedness System to facilitate an integrated, community-centric, risk-informed, capabilities-based approach to preparedness.

B. Application Criteria

Programmatic Criteria

**1. Technical Merit (25 points)**

The proposal will be reviewed and evaluated 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.

**2. National in Scope (25 points)**

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

### **3. Target Audience (15 points)**

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

### **4. Training Plan (25 points)**

FEMA will review the proposal to determine if the training plan correctly incorporates the Instructional System Design, Analysis Design Development Implementation Evaluation (ISD ADDIE) model.

### **5. Budget (15 points)**

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

#### **C. Financial Integrity Criteria**

Before making an award, FEMA is required to review OMB-designated databases for applicants' eligibility and financial integrity information. This is required by [the Payment Integrity Information Act of 2019 \(Pub. L. No. 116-117, § 2 \(2020\)\)](#), [41 U.S.C. § 2313](#), and [the "Do Not Pay Initiative" \(31 U.S.C. 3354\)](#). For more details, please see [2 C.F.R. § 200.206](#).

Thus, the Financial Integrity Criteria may include the following risk-based considerations of the applicant:

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

#### **D. Supplemental Financial Integrity Criteria and Review**

Before making an award expected to exceed the simplified acquisition threshold (currently a total federal share of \$250,000) over the period of performance:

FEMA is required by [41 U.S.C. § 2313](#): to review or consider certain information found in SAM.gov. For details, please see [2 C.F.R. § 200.206\(a\)\(2\)](#).

1. An applicant may review and comment on any information in the responsibility/qualification records available in SAM.gov.
2. Before making decisions in the risk review required by [2 C.F.R. § 200.206](#), FEMA will consider any comments by the applicant.

#### **E. Reviewers and Reviewer Selection**

Reviewers for the CTG program are selected through a process to ensure they have the necessary abilities.

**Expertise and Experience:** Reviewers are selected based on their professional background in emergency management, homeland security, public safety, and related fields. This ensures they have the knowledge to evaluate training proposals effectively.

**Professional Networks and Recommendations:** Potential reviewers are often identified through professional networks and recommendations from peers in the field. This helps in finding individuals who are respected and knowledgeable.

**Previous Experience:** Individuals who have previously served as reviewers for similar grant programs or have experience in grant management are often considered. Their familiarity with the review process and criteria is valuable.

**Difference of Perspectives:** The selection process aims to include reviewers from different backgrounds and regions to ensure a wide range of perspectives and expertise. This helps in making balanced and comprehensive evaluations.

**Training and Orientation:** Selected reviewers typically undergo training or orientation to familiarize them with the specific goals and criteria of the CTG program. This ensures consistency and fairness in the review process.

By following these steps, the CTG program ensures that the reviewers are well-equipped to assess the proposals and select the most effective training programs for funding.

#### F. Merit Review Process

The merit review process for the CTG program is designed to ensure a fair, thorough, and objective evaluation of all applications.

**Initial Screening:** Applications are first reviewed to ensure they meet basic eligibility criteria. This includes checking for completeness and adherence to submission guidelines.

1. **Threshold Screening:** Applications that pass the initial screening are then evaluated against specified threshold criteria. These criteria are outlined in the Notice of Funding Opportunity (NOFO) and typically include factors such as alignment with program goals and the applicant's capacity to deliver the proposed training.
2. **Merit Review Evaluation:** Qualified reviewers, selected for their expertise in relevant fields, conduct a detailed evaluation of the applications. This phase involves scoring applications based on predefined criteria, such as the quality of the training proposal, the potential impact, and the applicant's past performance. Reviewers must disclose any conflicts of interest and maintain confidentiality throughout the process.
3. **Panel Review:** In some cases, a panel of reviewers may be convened to discuss and compare scores, ensuring consistency and fairness in the evaluation process. The panel may also provide recommendations for funding.

4. Selection and Award: Based on the merit review scores and panel recommendations, the final selection of grant recipients is made. The Selection Official considers the reviewers' evaluations, program priorities, and available funding to make the final award decisions.
5. Notification and Feedback: Applicants are notified of the outcome of their submissions. Those who are not selected for funding may receive feedback to help improve future applications.

This structured process ensures that the most effective and impactful training programs are selected for funding, ultimately enhancing community preparedness and resilience.

#### G. Final Selection

The Deputy Administrator, FEMA Resilience, using scores provided by panels, will recommend award recipients for the FEMA Administrator to submit to the Secretary of Homeland Security.

### **8. Award Notices**

#### A. Notice of Award

The Authorized Organization Representative should carefully read the federal award package before accepting the federal award. The federal award package includes instructions on administering the federal award as well as terms and conditions for the award.

By submitting an application, applicants agree to comply with the prerequisites stated in this NOFO and the material terms and conditions of the federal award, should they receive an 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.

FEMA will provide the federal award package to the applicant electronically via FEMA GO. Award packages include an Award Letter, Summary Award Memo, Agreement Articles, and Obligating Document. An email notification of the award package will be sent through FEMA's grant application system to the AOR that submitted the application.

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 through the FEMA GO system.

Funds will remain on hold until the recipient accepts the award through the FEMA GO 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 specified timeframe may result in a loss of funds. The Authorized Organization Representative should carefully read the federal award package before accepting the federal award. The federal award package includes instructions on administering the federal award as well as terms and conditions for the award.

B. Pass-Through Requirements

Not applicable

C. Note Regarding Pre-Award Costs

Not applicable

Even if pre-award costs are allowed, beginning performance is at the applicant and/or sub-applicant's own risk.

D. Obligation of Funds

Funds will not be made available for obligation, expenditure, or drawdown until the applicant's budget (to include Indirect Cost Agreement, if applicable) and budget narrative have been approved by FEMA and the grant award accepted by the recipient.

E. Notification to Unsuccessful Applicants

In the CTG program, notifications to unsuccessful applicants are sent through a formal written communication process.

**Adverse Decision Letter:** Unsuccessful applicants receive an Adverse Decision Letter, which is a formal document outlining the reasons for the application's rejection. This letter is typically sent via email or postal mail, depending on the applicant's preferred method of communication.

**Detailed Feedback:** The letter includes specific feedback on why the application was not selected. This feedback may cover areas such as eligibility issues, deficiencies in the application, or how the proposal scored against the evaluation criteria. This helps applicants understand the specific reasons for the decision.

**Dispute Resolution Information:** The Adverse Decision Letter also provides information on the dispute resolution process. Applicants are informed about their rights to appeal the decision and the steps they need to take if they wish to contest the outcome.

**Future Opportunities:** In some cases, the letter may include suggestions for improving future applications or information about upcoming funding opportunities. This encourages applicants to refine their proposals and reapply in the future.

This structured notification process ensures transparency and provides applicants with valuable insights to enhance their future submissions.

## **9. Post-Award Requirements and Administration**

A. Administrative and National Policy Requirements

Presidential Executive Orders

Recipients must comply with the requirements of Presidential Executive Orders related to grants (also known as federal assistance and financial assistance), the full text of which are incorporated by reference.

In accordance with [Executive Order 14305, Restoring American Airspace Sovereignty \(June 6, 2025\)](#), and to the extent allowed by law, eligible state, local, tribal, and territorial grant recipients under this NOFO are permitted to purchase unmanned aircraft systems, otherwise known as drones, or equipment or services for the detection, tracking, or identification of drones and drone signals, consistent with the legal authorities of state, local, tribal, and territorial agencies. Recipients must comply with all applicable federal, state, and local laws and regulations, and adhere to any statutory requirements on the use of federal funds for such unmanned aircraft systems, equipment, or services.

### Subrecipient Monitoring and Management

Pass-through entities must comply with the requirements for subrecipient monitoring and management as set forth in 2 C.F.R. §§ 200.331-333.

#### B. DHS Standard Terms and Conditions

A recipient under this funding opportunity must comply with the DHS Standard Terms and Conditions in effect as of the date of the federal award. The DHS Standard Terms and Conditions are available online: [DHS Standard Terms and Conditions | Homeland Security](#). For continuation awards, the terms and conditions for the initial federal award will apply unless otherwise specified in the terms and conditions of the continuation award. The specific version of the DHS Standard Terms and Conditions applicable to the federal award will be in the federal award package.

#### C. Financial Reporting Requirements

1. Recipients must report obligations and expenditures through a federal financial report. The Federal Financial Report (FFR) form, also known as Standard Form 425 (SF-425), is available online at: [SF-425 OMB #4040-0014](#).
2. Recipients must submit the FFR quarterly throughout the period of performance (POP) as detailed below:
3. The final FFR is due within 120 calendar days after the end of the POP.

FEMA may withhold future federal awards and cash payments if the recipient does not submit timely financial reports, or the financial reports submitted demonstrate lack of progress or provide insufficient detail.

#### D. Programmatic Performance Reporting Requirements

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.

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 2025 CTG award as a post-award action.

#### E. Closeout Reporting Requirements

Within 120 days after the end of the period of performance, or after an amendment has been issued to close out a federal award, recipients must submit the following:

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

After FEMA approves these reports, it will issue a closeout notice. The notice will indicate the period of performance as closed, list any remaining funds to be de-obligated, and address the record maintenance requirement. Unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in [2 C.F.R. § 200.334](#), this maintenance requirement is three years from the date of the final FFR.

Also, pass-through entities are responsible for closing out those subawards as described in [2 C.F.R. § 200.344](#); subrecipients are still required to submit closeout materials within 90 calendar days of the subaward period of performance end date. When a subrecipient completes all closeout requirements, pass-through entities must promptly complete all closeout actions in time for the recipient to submit all necessary documentation and information to FEMA during the closeout of their prime award. The recipient is responsible for returning any balances of unobligated or unliquidated funds that have been drawn down that are not authorized to be retained per [2 C.F.R. § 200.344\(e\)](#).

#### Administrative Closeout

Administrative closeout is a mechanism for FEMA to unilaterally execute closeout of an award. FEMA will use available award information in lieu of final recipient reports, per [2 C.F.R. § 200.344\(h\)-\(i\)](#). It is an activity of last resort, and if FEMA administratively closes an award, this may negatively impact a recipient's ability to obtain future funding.

#### Additional Reporting Requirements

Anytime there is a change in personnel for any of the awardees and/or subrecipients, their information needs to be submitted for approval (all the previous personal information identified).

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

Before entering into a federal award, the applicant must notify FEMA if it knows that the applicant or any of the principals (as defined at [2 C.F.R. § 180.995](#)) for the federal award:

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

This requirement is fully described in [2 C.F.R. §180.335](#).

Additionally, [2 C.F.R. § 180.350](#) requires recipients to provide immediate notice to FEMA at any time after entering a federal award if:

1. The recipient learns that either it failed to earlier disclose information as required by 2 C.F.R. § 180.335;
2. Due to changed circumstances, the applicant or any of the principals for the federal award now meet the criteria at 2 C.F.R. § 180.335 listed above.

#### G. Reporting of Matters Related to Recipient Integrity and Performance

[Appendix XII to 2 C.F.R. Part 200](#) states the terms and conditions for recipient integrity and performance matters used for this funding opportunity.

If the total value of all active federal grants, cooperative agreements, and procurement contracts for a recipient exceeds \$10,000,000 at any time during the period of performance:

1. The recipient must maintain the currency of information reported in SAM.gov about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII;
2. The required reporting frequency is described in paragraph 4 of Appendix XII.

#### H. Single Audit Report

A recipient expending \$1,000,000 or more in federal awards (as defined by [2 C.F.R. § 200.1](#)) during its fiscal year must undergo an audit. This may be either a single audit complying with [2 C.F.R. § 200.514](#) or a program-specific audit complying with [2 C.F.R. §§ 200.501](#) and [200.507](#). Audits must follow [2 C.F.R. Part 200, Subpart F](#), 2 C.F.R. § 200.501, and the U.S. Government Accountability Office (GAO) [Generally Accepted Government Auditing Standards](#).

#### I. Monitoring and Oversight

Per [2 C.F.R. § 200.337](#), DHS and its authorized representatives have the right of access to any records of the recipient or subrecipient pertinent to a Federal award to perform audits, site visits, and any other official use. The right also includes timely and reasonable access to the recipient's

or subrecipient’s personnel for the purpose of interview and discussion related to such documents or the Federal award in general.

Pursuant to this right and per [2 C.F.R. § 200.329](#), DHS may conduct desk reviews and make site visits to review and evaluate project accomplishments and management control systems as well as provide any required technical assistance. Recipients and subrecipients must respond in a timely and accurate manner to DHS requests for information relating to a federal award.

#### J. Program Evaluation

Title I of the Foundations for Evidence-Based Policymaking Act of 2018, Pub. L. No. 115-435 (2019) (Evidence Act), [PUBL435.PS](#) urges federal awarding agencies to use program evaluation as a critical tool to learn, improve delivery, and elevate program service and delivery across the program lifecycle. Evaluation means “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). OMB A-11, Section 290 (Evaluation and Evidence-Building Activities) further outlines the standards and practices for evaluation activities. Federal agencies are required to specify any requirements for recipient participation in program evaluation activities (2 C.F.R. § 200.301). Program evaluation activities incorporated from the outset in the NOFO and program design and implementation allow recipients and agencies to meaningfully document and measure progress and achievement towards program goals and objectives, and identify program outcomes and lessons learned, as part of demonstrating recipient performance (2 C.F.R. § 200.301).

As such, recipients and subrecipients are required to participate in a Program Office (PO) or a DHS Component-led evaluation, if selected. This may be carried out by a third-party on behalf of the PO or the DHS Component. Such an evaluation may involve information collections including, but not limited to, records of the recipients; surveys, interviews, or discussions with individuals who benefit from the federal award, program operating personnel, and award recipients; and site visits or other observation of recipient activities, as specified in a DHS Component or PO-approved evaluation plan. More details about evaluation requirements may be provided in the federal award, if available at that time, or following the award as evaluation requirements are finalized. Evaluation costs incurred during the period of performance are allowable costs (either as direct or indirect) in accordance with [2 C.F.R. § 200.413](#).

Recipients and subrecipients are also encouraged, but not required, to participate in any additional evaluations after the period of performance ends, although any costs incurred to participate in such evaluations are not allowable and may not be charged to the federal award.

#### K. Additional Performance Reporting Requirements

Not applicable.

#### L. Termination of a Federal Award

1. Paragraph C.XL of the FY 2025 DHS Standard Terms and Conditions, v.3 sets forth a term and condition entitled “Termination of a Federal Award.” The termination provision condition listed below applies to the grant award and the term and condition in Paragraph C.XL of the FY 2025 DHS Standard Terms and Conditions, v.3 does not.

## 2. Termination of Federal Award by FEMA

FEMA may terminate the federal award in whole or in part for one of the following reasons identified in 2 C.F.R. § 200.340:

- a. If the recipient or subrecipient fails to comply with the terms and conditions of the federal award.
- b. With the consent of the recipient, in which case FEMA and the recipient must agree upon the termination conditions. These conditions include the effective date and, in the case of partial termination, the portion to be terminated.
- c. If the federal award no longer effectuates the program goals or agency priorities. Under this provision, FEMA may terminate the award for these purposes for any of the following reasons apply:
  - i. If DHS/FEMA, in its sole discretion, determines that a specific award objective is ineffective at achieving program goals as described in this NOFO;
  - ii. If DHS/FEMA, in its sole discretion, determines that an objective of the award as described in this NOFO will be ineffective at achieving program goals or agency priorities;
  - iii. If DHS/FEMA, in its sole discretion, determines that the design of the grant program is flawed relative to program goals or agency priorities;
  - iv. If DHS/FEMA, in its sole discretion, determines that the grant program is not aligned to either the DHS Strategic Plan, the FEMA Strategic Plan, or successor policies or documents;
  - v. If DHS/FEMA, in its sole discretion, changes or re-evaluates the goals or priorities of the grant program; and determines that the award will be ineffective at achieving the updated program goals or agency priorities or;
  - vi. For other reasons based on program goals or agency priorities described in the termination notice provided to the recipient pursuant to 2 C.F.R. § 200.341.
  - vii. If the awardee falls out of compliance with the Agency's statutory or regulatory authority, award terms and conditions, or other applicable laws.

## 3. Termination of a Subaward by the Pass-Through Entity

The pass-through entity may terminate a subaward in whole or in part for one of the following reasons identified in 2 C.F.R. § 200.340:

- a. If the subrecipient fails to comply with the terms and conditions of the federal award.
- b. With the consent of the subrecipient, in which case the pass-through entity and the subrecipient must agree upon the termination conditions. These conditions include the effective date and, in the case of partial termination, the portion to be terminated.
- c. If the pass-through entities award has been terminated, the pass-through recipient will terminate its subawards.

## 4. Termination by the Recipient or Subrecipient

The recipient or subrecipient may terminate the federal award in whole or in part for the following reason identified in 2 C.F.R. § 200.340: Upon sending FEMA or pass-through entity a written notification of the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if FEMA or pass-through entity determines that the remaining portion of the federal award will not accomplish the purposes for which the federal award was made, FEMA or pass-through entity may terminate the federal award in its entirety.

#### 5. Impacts of Termination

- a. When FEMA terminates the federal award prior to the end of the period of performance due to the recipient's material failure to comply with the terms and conditions of the federal award, FEMA will report the termination in SAM.gov in the manner described at 2 C.F.R. § 200.340(c).
- b. When the federal award is terminated in part or its entirety, FEMA or pass-through entity and recipient or subrecipient remain responsible for compliance with the requirements in 2 C.F.R. §§ 200.344 and 200.345.

#### 6. Notification requirements

FEMA or the pass-through entity must provide written notice of the termination in a manner consistent with 2 C.F.R. § 200.341. The federal award will be terminated on the date of the notification unless stated otherwise in the notification.

#### 7. Opportunities to Object and Appeals

Where applicable, when FEMA terminates the Federal award, the written notification of termination will provide the opportunity and describe the process to object and provide information challenging the action, pursuant to 2 C.F.R. § 200.342.

#### 8. Effects of Suspension and Termination

The allowability of costs to the recipient or subrecipient resulting from financial obligations incurred by the recipient or subrecipient during a suspension or after the termination of a federal award are subject to 2 C.F.R. 200.343.

#### M. Best Practices

While not a requirement in the DHS Standard Terms and Conditions, as a best practice: Entities receiving funds through this program should ensure that cybersecurity is integrated into the design, development, operation, and maintenance of investments that impact information technology (IT) and/ or operational technology (OT) systems. Additionally, "The recipient and subrecipient must take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information." 2 C.F.R. § 200.303(e).

#### N. Payment Information

Recipients will submit payment requests in FEMA GO for FY25 awards under this program.

### **Instructions to Grant Recipients Pursuing Payments**

FEMA reviews all grant payments and obligations to ensure allowability in accordance with [2 C.F.R. § 200.305](#). These measures ensure funds are disbursed appropriately while continuing to support and prioritize communities who rely on FEMA for assistance. Once a recipient submits a payment request, FEMA will review the request. If FEMA approves a payment, recipients will be notified by FEMA GO and the payment will be delivered pursuant to the recipients SAM.gov financial information. If FEMA disapproves a payment, FEMA will inform the recipient.

### **Processing and Payment Timeline**

FEMA must comply with regulations governing payments to grant recipients. See [2 C.F.R. § 200.305](#). For grant recipients other than States, [2 C.F.R. § 200.305\(b\)\(3\)](#) stipulates that FEMA is to make payments on a reimbursement basis within 30 days after receipt of the payment request, unless FEMA reasonably believes the request to be improper. For state recipients, [2 C.F.R. § 200.305\(a\)](#) instructs that federal grant payments are governed by Treasury-State Cash Management Improvement Act (CMIA) agreements ("Treasury-State agreement") and default procedures codified at [31 C.F.R. part 205](#) and [Treasury Financial Manual \(TFM\) 4A-2000, "Overall Disbursing Rules for All Federal Agencies."](#) See [2 C.F.R. § 200.305\(a\)2](#).

Treasury-State agreements generally apply to "major federal assistance programs" that are governed by [31 C.F.R. part 205, subpart A](#) and are identified in the Treasury-State agreement. [31 C.F.R. §§ 205.2, 205.6](#). Where a federal assistance (grant) program is not governed by subpart A, Payment and funds transfers from FEMA to the state are subject to [31 C.F.R. part 205, subpart B](#). Subpart B requires FEMA to "limit a funds transfer to a state to the minimum amounts needed by the state and must time the disbursement to be in accord with the actual, immediate cash requirements of the state in carrying out a federal assistance program or project. The timing and amount of funds transfers must be as close as is administratively feasible to a state's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs." [31 C.F.R. § 205.33\(a\)](#)—Nearly all FEMA grants are not "major federal assistance programs." As a result, payments to states for those grants are subject to the "default" rules of [31 C.F.R. part 205, subpart B](#).

If additional information is needed, a request for information will be issued by FEMA to the recipient; recipients are strongly encouraged to respond to any additional FEMA request for information inquiries within three business days. If an adequate response is not received, the request may be denied, and the entity may need to submit a new reimbursement request; this will re-start the 30-day timeline.

### **Submission Process**

All non-disaster grant program reimbursement requests must be reviewed and approved by FEMA prior to drawdowns.

For all non-disaster reimbursement requests (regardless of system), please ensure submittal of the following information:

1. Grant ID / Award Number
2. Total amount requested for drawdown
3. Purpose of drawdown and timeframe covered (must be within the award performance period)
4. Subrecipient Funding Details (if applicable).
  - Is funding provided directly or indirectly to a subrecipient?
    - If **no**, include statement “This grant funding is not being directed to subrecipients.”
  - If **yes**, provide the following details:
    - The name, mission statement, and purpose of each subrecipient receiving funds, along with the amount allocated and the specific role or activity being reimbursed.
    - Whether the subrecipient’s work or mission involves supporting aliens, regardless of whether FEMA funds support such activities.
    - Whether the payment request includes an activity involving support to aliens.
    - Whether the subrecipient has any diversity, equity, and inclusion practices.
5. Supporting documentation to demonstrate that expenses are allowable, allocable, reasonable, and necessary under [2 CFR part 200](#) and in compliance with the grant’s NOFO, award terms, and applicable federal regulations.

#### O. Immigration Conditions

##### 1. Materiality of Pending Immigration Condition

An immigration term and condition, including those in the DHS Standard Terms and Conditions, may be material to the Department of Homeland Security’s decision to make this grant award, and the Department of Homeland Security may take any remedy for noncompliance, including termination, if the state or territorial recipient or any local government subrecipient fails to comply with this term and condition. No final agency determination has been made as of the date of this publication.

### **10. Other Information**

#### A. Period of Performance Extension

Extensions to the period of performance are allowed.

Recipients should consult with their FEMA point of contact for requirements related to a performance period extension.

#### B. Other Information

##### ***a. Environmental Planning and Historic Preservation (EHP) Compliance***

FEMA is required to consider effects of its actions on the environment and historic properties to ensure that activities, grants and programs funded by FEMA, comply with federal EHP laws, Executive Orders, regulations, and policies.

Recipients and subrecipients proposing projects with the potential to impact the environment or cultural resources, such as the modification or renovation of existing buildings, structures, and facilities, and/or new construction and/or replacement of buildings, structures, and facilities, must participate in the FEMA EHP review process. This includes conducting early engagement to help identify EHP resources, such as threatened or endangered species and historic properties; submitting a detailed project description with supporting documentation to determine whether the proposed project has the potential to impact EHP resources; and, identifying mitigation measures and/or alternative courses of action that may lessen impacts to those resources.

FEMA is sometimes 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. FEMA may recommend mitigation measures and/or alternative courses of action to lessen impacts to EHP resources and bring the project into EHP compliance.

EHP guidance is found at [Environmental Planning and Historic Preservation](#). The site contains links to documents identifying agency EHP responsibilities and program requirements, such as implementation of the National Environmental Policy Act and other EHP laws, regulations, and Executive Orders. DHS and FEMA EHP policy is also found in the [EHP Directive & Instruction](#).

All FEMA actions, including grants, must comply with National Flood Insurance Program (NFIP) criteria or any more restrictive federal, state, or local floodplain management standards or building code ([44 C.F.R. § 9.11\(d\)\(6\)](#)). For actions located within or that may affect a floodplain or wetland, the following alternatives must be considered: a) no action; b) alternative locations; and c) alternative actions, including alternative actions that use natural features or nature-based solutions. Where possible, natural features and nature-based solutions shall be used. If not practicable as an alternative on their own, natural features and nature-based solutions may be incorporated into actions as minimization measures.

The GPD EHP screening form is located at [https://www.fema.gov/sites/default/files/documents/fema\\_ehp-screening\\_form\\_ff-207-fy-21-100\\_5-26-2021.pdf](https://www.fema.gov/sites/default/files/documents/fema_ehp-screening_form_ff-207-fy-21-100_5-26-2021.pdf).

### **b. Procurement Integrity**

When purchasing under a FEMA award, recipients and subrecipients must comply with the federal procurement standards in [2 C.F.R. §§ 200.317-200.327](#). 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). Additional resources, including an upcoming trainings schedule can be found on the PDAT Website: <https://www.fema.gov/grants/procurement>.

Under [2 C.F.R. § 200.317](#) when procuring property and services under a federal award, States (including territories) and Tribal Nations, must follow the same policies and procedures they use

for procurements from their non-federal funds; additionally, states and Tribal Nations must now follow [2 CFR §200.322](#), regarding domestic preferences for Procurements and [2 CFR § 200.327](#) regarding required contract provisions.

Local government and nonprofit recipients or subrecipients must have and use their own documented procurement procedures that reflect applicable State, Local, Tribal, and Territorial (SLTT) laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200.

## 1. Important Changes to Procurement Standards in 2 C.F.R. Part 200

On April 22, 2024, OMB updated various parts of Title 2 of the Code of Federal Regulations, among them the procurement standards. These revisions apply to all FEMA awards with a federal award date or disaster declaration date on or after October 1, 2024, unless specified otherwise. The changes include updates to the federal procurement standards, which govern how FEMA award recipients and subrecipients must purchase under a FEMA award.

More information on OMB's revisions to the federal procurement standards can be found in [Purchasing Under a FEMA Award: 2024 OMB Revisions Fact Sheet](#).

## 2. Competition and Conflicts of Interest

[2 CFR §200.319\(b\)](#), applicable to local government and nonprofit recipients or subrecipients, requires that 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 recipient or subrecipient 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 recipient or subrecipient.

Under this prohibition, unless the recipient or subrecipient 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.

In addition to organizational conflicts of interest, situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;

- 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
- Any arbitrary action in the procurement process.

Under [2 C.F.R. § 200.318\(i\)](#), local government and nonprofit recipients or subrecipients 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 recipient or subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the recipient or subrecipient may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The recipient’s or subrecipient’s standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.**

Under [2 C.F.R. 200.318\(c\)\(2\)](#), if the local government and nonprofit recipient or subrecipient has a parent, affiliate, or subsidiary organization that is not a SLTT government, the recipient or subrecipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the recipient or subrecipient is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The recipient or subrecipient must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

### 3. Supply Schedules and Purchasing Programs

Generally, a recipient or subrecipient may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement.

Information about GSA programs for states, Tribal Nations, and local governments, and their instrumentalities, can be found at [Purchasing Resources and Support for State and Local Governments.pdf](#)

### 4. Procurement Documentation

Per [2 C.F. R § 200.318\(i\)](#), local government and nonprofit recipients or subrecipients 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 Indian Tribes are reminded that in order for any cost to be allowable, it must be adequately documented per [2 CFR §200.403\(g\)](#).

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

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

### ***c. Financial Assistance Programs for Infrastructure***

1. Build America, Buy America Act  
Not applicable

### ***d. Mandatory Disclosures***

The non-Federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award, [2 CFR § 200.113](#).

### ***e. Adaptive Support***

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 qualified individuals with disabilities.

### ***f. Record Retention***

1. 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.

2. Types of Records to Retain

FEMA requires that recipients and subrecipients maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Cancelled checks

#### ***g. 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.

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 [2 C.F.R. § 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 [2 C.F.R. § 44 CFR Part 7](#) and [2 C.F.R. § 44 Part 19](#) or other applicable regulations. If the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA may take other remedies allowed under [2 C.F.R. § 200.339](#).

#### ***h. 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.

#### ***i. 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 – Application Requirements and Focus Area Application**

Applicants may submit a single application *per focus area* proposing to deliver FEMA training to a national audience.

**The FY 2025 CTG Focus Areas are:**

- 1. Delivery of Rural and Tribal Preparedness Training; and**
- 2. Delivery of National Special Security Event Preparedness Training.**

### **Program Requirements**

*Delivery of DHS/Certified Training.* FY 2025 CTG program awards are largely **limited to delivery** of currently developed and certified DHS/FEMA training courses. Exceptions: DHS/FEMA curriculum that is developed but requires updates and course modifications for certification or recertification is allowable. Applications that propose new curriculum development or delivery of non-DHS/FEMA training are ineligible.

*Focus Area Centered.* Applications that do not address the Focus Area and applicable training objectives specifically presented and described in this NOFO, are ineligible.

*Innovation.* Applications should include innovative training approaches and concepts. Examples of innovative approaches may include immersive virtual reality, synchronous and asynchronous virtual training, and in-person demonstrations and drills. Innovative approaches must maximize grant funding for the greatest benefits to students and communities they serve.

*One Submission per Applicant.* An applicant (e.g., a state agency, a Tribal Nation, a training consortium, an institute of higher education, etc.) may only submit one application per focus area. The applicant may include partnerships with other organizations, but a single organization must be identified as the applicant.

*Instructional System Design Specialist on Staff.* Each CTG program grant recipient must have at least one fulltime staff member qualified in the field of Instructional System Design whose primary responsibilities are to design, develop, and evaluate curriculum.

### **Focus Area 1: Delivery of Rural and Tribal Preparedness Training**

Competition for the FY 2025 CTG Competitive Program is restricted to applicants that have demonstrable experience and expertise in developing and delivering FEMA-certified training.

**Training Audience Defined.** The FY 2025 CTG Competitive Program addresses the preparedness needs for the following:

**Rural Communities.** 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.

**Federally Recognized Indian Tribes.** Any American Indian or Alaska Native tribe, band, nation, pueblo, village, or community that is recognized in the most recent list of “Indian Entities Recognized and Eligible to Receive Services from the United States Bureau of Indian Affairs.” See Federally Recognized Indian Tribe List Act of 1994, Public Law 103-454, codified at 25 U.S.C. 5130-5131.49.

**Training Delivery Objectives.** Applicants must present a plan for delivering mission critical, mission essential training to empower states and Tribal Nations by building their capabilities and expanding their capacity to prepare for, respond to, and recover from catastrophic disasters and complex incidents. Applicants must identify training courses at the performance, management, or planning levels for delivery. Awareness level training that provides only fundamental knowledge is not appropriate for an award. Training must include, but is not limited to, the following topics (applicants may propose additional topics for delivery):

- **Critical Infrastructure in Rural Communities and Tribal Nations.** Training should address ways emergency management officials can advocate for and help advance plans to reduce the vulnerability of critical infrastructure to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences. Training should include learning objectives on Industrial Control Systems, Water and Wastewater Systems, and Electric Systems.
- **Continuity for Rural Communities and Tribal Nations.** Training should address the needs of government officials and emergency responders in rural communities and Tribal Nations in the development and validation of plans and procedures to ensure the continuity of essential government functions across a spectrum of emergencies.
- **Crisis Management for Rural and Tribal Nation School Based Incidents.** Training should address crisis management training for significant school-based incidents to include bomb threats, active shooter, severe weather, structural/mechanical failures, and hazardous materials releases. Training should focus on the learning needs of rural and Tribal law enforcement officials, fire and EMS professionals/volunteers, school system administrators, staff, and volunteers.

### **Focus Area 2: Delivery of National Special Security Event Preparedness Training**

Competition for the FY 2025 CTG Competitive Program is restricted to applicants that have demonstrable experience and expertise in developing and delivering FEMA-certified training for the national special security event audience.

**A National Special Security Event (NSSE)** is a designation by the [Department of Homeland Security \(DHS\)](#) for events of national or international significance that are deemed to have a high risk of terrorism or other criminal activity. These events often require extensive federal, state, and local security operations. Examples of NSSEs include Presidential inaugurations, Presidential nominating conventions, major international summits, major sporting events (e.g., FIFA World Cup and NFL Super Bowl), State of the Union addresses, and the United Nations General Assembly.

**Training Delivery Objectives.** The highest priority for this focus area are preparations for the 2026 FIFA World Cup in the United States. Upon conclusion of the World Cup, FEMA may direct the recipient to provide training to prepare for the 2028 Summer Olympics. Training must include, but is not limited to, the following topics (applicants may propose additional topics for delivery):

- **Special Event Risk Management and Planning.** Training should develop capabilities for multi-agency collaboration pertaining to sport and special event safety and security through activity-based training.
- **Special Event Incident Management.** Training should focus on the unique aspects of response to an incident occurring during a sports/special event, including considerations for continuity and after-action activities.
- **Special Event Crowd Management, Evacuation, and Protective Action.** Training should provide tools and techniques for conducting crowd management, crowd control, evacuation, and sheltering operations.
- **Special Event Public Information and Emergency Notification.** Training should address pre-event communications, emergency messaging, incident communications, and post-incident communications.

### **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 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**

<b>Category and Subcategory</b>	<b>Total SME Review Points Possible</b>	<b>Total FEMA Review Points Possible</b>
<b>Technical Merit</b> <ul style="list-style-type: none"> <li>• Focus Area Objectives Addressed</li> <li>• Topic Comprehension (SME scores only)</li> <li>• Innovations in Approach</li> </ul>	<b>25</b>	<b>25</b>
<b>Needs Analysis</b> <ul style="list-style-type: none"> <li>• Training Gaps Identified</li> <li>• Link to Training Proposal</li> </ul>	<b>15</b>	<b>15</b>
<b>National in Scope</b> <ul style="list-style-type: none"> <li>• Communities Impacted</li> <li>• Capacity to Deliver Nationally</li> <li>• NIMS Consistent</li> </ul>	<b>25</b>	<b>25</b>
<b>Target Audience</b> <ul style="list-style-type: none"> <li>a. Alignment to Focus Area Audience</li> <li>b. Student Throughput Goals</li> <li>c. Whole Community Disability Integration</li> </ul>	<b>15</b>	<b>15</b>
<b>Organizational Experience</b> <ul style="list-style-type: none"> <li>a. Relevance to Topic and Delivery</li> <li>b. Historical Success/Student Throughput</li> <li>c. Partnerships with Tribes (Focus Area 1 only)</li> </ul>	<b>20</b>	<b>20</b>
<b>Training Delivery Plan</b> <ul style="list-style-type: none"> <li>a. Instructional System Design/ADDIE Model</li> <li>b. Expertise of Staff</li> <li>c. Timeline</li> <li>d. Learning Objectives</li> </ul>	<b>Not Scored by SMEs</b>	<b>25</b>
<b>Budget</b> <ul style="list-style-type: none"> <li>a. Costs Reasonable/Supported</li> <li>b. Completeness</li> </ul>	<b>Not Scored by SMEs</b>	<b>15</b>
<b>Total Possible Points from SMEs and FEMA Review</b>	<b>100</b>	<b>140</b>
<b>Grand Total Possible Final Points</b>	<b>240</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 the Focus Area. An application that does not address all objectives will result in ineligibility.

*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 a familiarity with current and emerging issues relative to the Focus Area.

*Innovations in Approach:* FEMA will review and judge the unique and innovative attributes in terms of an applicant's approach to maximize 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 present a general assessment of training gaps;
- Identify communities with the greatest risk; and
- Describe how needs are addressed by the proposed solution(s).

### ***National in Scope***

*Communities Impacted:* FEMA will review applications to determine the number of locations and communities directly and indirectly impacted according to each proposal.

*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***

*Alignment to 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.

*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.

*Experience Working with Rural Jurisdictions and Tribes:* For Focus Area 1 only. FEMA will review the applicant’s history as presented in the application narrative to judge their experience working with rural jurisdictions and Tribes.

### ***Training Delivery and Sustainment***

*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 the New World Kirkpatrick Training Evaluation Model. More information is available through the following website: [Introduction-to-the-Kirkpatrick-New-World-Model.pdf \(kirkpatrickpartners.com\)](#).

### ***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.

**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.

<b>Points</b>	<b>Definition</b>
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.

<b>Points</b>	<b>Definition</b>
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</i> approach 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</i> approach 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 FEMA GO 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:

- Maximum number of pages not including cover and indirect cost rate agreement is 15
- Line Spacing: between single spaced (1.0) and 1.5 (applicant’s discretion)
- Typeface: Times New Roman, Arial, Calibri, Cambria, or similar; 12 pt. font size for narrative as appropriate
- Margins: 1 inch. Indentation/Tabs are at 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, Cambria, or similar; 10, 11, or 12 pt. font sizes
- 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
- 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, Cambria, or similar; 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.
- **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 (or similar) 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	Performance Management Planning 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 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 course deliveries per month	Deliveries
Number of World Cup Cities Impacted through Delivery	Cities
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 Focus Area and describe how their training proposal addresses and resolves gaps.

**National Scope** (two pages maximum). The applicant must list the states, local jurisdictions, tribes, and territories (as applicable) 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.

- **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 Delivery Plan** (three pages maximum). 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. The applicant must present these costs and all other expenses in a spreadsheet/table format (or similar) 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.