

**The Department of Homeland Security (DHS)
Funding Opportunity Announcement (FOA)**

OVERVIEW INFORMATION

Issued By

U.S. Department of Homeland Security (DHS), FEMA, U. S. Fire Administration

Catalog of Federal Domestic Assistance (CFDA) Number

97.043

CFDA Title

State Fire Training Systems Grants

Funding Opportunity Announcement Title

State Fire Training Systems Grants

Authorizing Authority for Program

Federal Fire Prevention and Control Act of 1974 as amended (FFPCA) (15 U.S.C. §2206(f) et seq.)

Appropriation Authority for Program

Public Law 113-6, Consolidated and Further Appropriations Act 2013, Division D, Title III, United States Fire Administration

FOA Number

DHS-13-USFA-043-000-01

Key Dates and Time

Application Start Date:	6/12/2013
Application Submission Deadline Date:	7/12/2013 at 11:59:59 PM EDT
Anticipated Funding Selection Date:	8/2/2013
Anticipated Award Date:	9/1/2013

Other Key Dates

None

Intergovernmental Review

Is an intergovernmental review required? Yes No

FOA EXECUTIVE SUMMARY

Program Type

Select the applicable program type: New Continuation One-time

Date of origin for Program: Fiscal Year 2000

Funding Opportunity Category

Select the applicable opportunity category:

- Discretionary Mandatory
 Competitive Non-competitive
 Sole Source

Application Process

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Components/Directorates must ensure applicants and recipients use the appropriate OMB Standard Forms when applying for financial assistance. Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this announcement. Select “Download Application Package,” and then follow the prompts to download the application package. To download the instructions, go to “Download Application Package” and select “Instructions.”

Eligible Applicants

Other(s), Specialized group

The 50 State Fire Training Systems are the only eligible applicants. The Superintendent of the National Fire Academy (NFA) delivers training in cooperation with State fire service training agencies to States to help bridge the training and competency gaps at the local level. There are 50 State Training agencies and one award will be made to each.

Type of Funding Instrument

Select the applicable funding instrument: Cooperative Agreement Grant

Cost Share or Match

Select the applicable requirement: Cost Match Cost Share Voluntary
 None Required

Maintenance of Effort

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

Management and Administration

None

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

Specifically, grantees should apply the training indirect cost rate (when it is available) or the "offsite" indirect cost rate (when a training rate is not available). The full organized research negotiated rate should not be applied to these training awards. Written exceptions will be made in rare cases upon request and with adequate justification. FEMA will work closely with the grantee to determine the appropriateness of indirect costs for the type of activity and location proposed in the application, in accordance with the negotiated indirect cost rates approved by the grantee's cognizant federal agency.

FULL ANNOUNCEMENT

I. Funding Opportunity Description

Program Overview and Priorities

In accordance with the FFPCA, the Superintendent of the National Fire Academy (NFA) delivers training in cooperation with State fire service training agencies. This cooperation includes direct delivery of government-funded courses in the States; the distribution and sharing of student manuals, instructor guides and other course materials and funding to the States to help supplement and tailor their training delivery needs using NFA courses and programs.

The State Fire Training Systems (SFT) grants were established in FY 2000 to provide direct training assistance to States to help bridge the training and competency gaps at the local level. Recognizing the challenges that the majority of States faced trying to meet their individual training mandates and prepare and respond to new and emerging training needs, the NFA developed this program to help supplement their resources.

Most recently, in FY 2012 approximately 60,000 career and volunteer fire and emergency services personnel received the benefit of training through this direct grant program. Since each State has its own distinct training delivery needs, the SFTA grants provide the greatest amount of flexibility in terms of the broad range of course content and training delivery options that are made available. In FY 2013, individual States will receive \$22,000 to support their fire service training programs; of which \$5,000 may be used for marketing and administrative support costs.

The purpose of this funding opportunity is to augment and provide support for the Nation's 50 State Fire Training Systems in delivering training and education programs to the Nation's fire and emergency services personnel. These grants provide for both monetary and technical assistance that helps States bridge the gaps in their training programs with the delivery of NFA training courses/programs and also for the associated marketing, administrative costs and electronic feedback of student data.

Funding will be provided to support local training initiatives of NFA courses within the following four categories:

1. Delivery of NFA shared State sponsored courses in State and the local surrounding areas. This includes a wide range of course materials from arson detection to fire prevention, leadership and health and safety.
2. Delivery of Enfranchisement courses. This includes specially selected course materials along with the use of approved NFA instructors.
3. NFA Approved Program courses. This includes a wide range of course materials that were developed at the State/local level and that have been peer reviewed.
4. Chief Officer Training Curriculum. This curriculum includes a range of subject matter areas targeting chief officer competencies.

In the past, successful applications have included a work plan along with a narrative project description, a proposed training plan and cost estimates. The work plan will be used as a guide by the program office to approve/disapprove payment requests; therefore, this plan must be specific and must coincide with the amount of funding received for the project description.

Program Objectives

The NFA promotes the professional development of the fire and the emergency response community and its allied professionals. NFA supports State and local training organizations to fulfill their obligation to the career and volunteer fire and emergency services. NFA also develops, delivers, and manages educational and training programs having a national focus that are outside State and local training missions or that exceed State and local capabilities because of cost or audience. The programs are designed to support PPD-8 through training programs which support State and local response agencies to prevent, mitigate, prepare for, and respond to local, regional, and national emergencies.

For additional details on the NPG, please refer to <http://www.fema.gov/pdf/prepared/npg.pdf>.

II. Funding Information Award Amounts, Important Dates, and Extensions

Available Funding for the FOA: **\$1,100,000**

Projected number of Awards: **50**

Projected Award Start Date(s): **09/01/2013**

Projected Award End Date(s): **08/31/2014**

Period of Performance: **12 Months**

Period of Performance

Is an extension to the period of performance permitted? Yes No

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

Extensions to this period of performance will be considered only through formal requests to USFA with specific and compelling justification as to why an extension is required. All extension requests must be submitted to FEMA at least 60 days prior to the end of the period of performance and must address:

- Reason for delay;
- Current status of the activity/activities;
- Approved period of performance termination date and new project completion date;
- Remaining available funds, both Federal and non-Federal;
- Budget outlining how remaining Federal and non-Federal funds will be expended;
- Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

**III. Eligibility Information
Eligibility Criteria**

The 50 State Fire Training Systems are the only eligible applicants. The Superintendent of the NFA delivers training in cooperation with State fire service training agencies to States to help bridge the training and competency gaps at the local level. There are 50 State Training agencies and one award will be made to each.

**IV. Funding Restrictions
Restrictions on Use of Award Funds**

DHS grant funds may only be used for the purpose set forth in the grant, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

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

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

Construction is not allowed under this program.

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

V. Application Review Information and Selection Process
Application Review Information

Applications will be reviewed and recommended for funding by the DHS/FEMA/USFA based on the program criteria identified in Appendix A.

Application Selection Process

Applications will be reviewed and recommended for funding by the DHS/FEMA/USFA and is restricted to the 50 State Fire Training Systems.

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

VI. Post-Selection and Pre-Award Guidelines

Notice of Award

Upon approval of an application, the grant will be awarded to the grantee. The date that is done is the “award date.” Notification of award approval is made through the ND Grants system. Once an award has been approved, a notice is sent to the authorized grant official. Follow the directions in the notification to accept your award documents. The authorized grant official should carefully read the award package.

Administrative and Federal Financial Requirements

A complete list of Federal Financial Requirements is available at: http://www.whitehouse.gov/omb/grants_forms. All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions available in Part 6.1.1 of <http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf>.

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

FFRs must be filed according to the process and schedule below:

FFRs must be filed electronically through PARS.

Reporting periods and due dates:

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

Grant Close-Out Process.

Within 90 days after the end of the period of performance, or after a Grant Adjustment Notice (GAN) has been issued to close out a grant, whichever comes first, grantees must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those throughout the period of performance. After these reports have been reviewed and approved by FEMA, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR. The grantee is responsible for returning any funds that have been drawn down but remain as unliquidated on grantee financial records. As part of the final report grantees should submit the Tangible Personal Property Report (Standard Form SF-428), available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-428.pdf, to provide an inventory of all tangible personal property acquired using HSGP funds. An inventory of all construction projects that used HSGP funds has to be reported using the Real Property Status Report (Standard Form SF 429) available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-429.pdf.

Program Performance Reporting Requirements

Quarterly Performance Reports –

- a. The Recipient shall submit quarterly performance reports electronically through ND Grants within 30 days after the end of each period. Reports are due on July 30, October 30, January 30 and April 30.
- b. The report shall consist of a comparison of actual accomplishments to the approved project objectives.
- c. Copies of Performance Reports shall be submitted to the Grants Management Specialist and the Program Office Contact listed under VII, FEMA Contacts.

The final performance report should provide a narrative on what the Recipient accomplished with the grant funds and any benefits derived.

VII. DHS FEMA USFA Contact Information Contact and Resource Information

1. Centralized Scheduling and Information Desk (CSID): CSID is a non-emergency comprehensive management and information resource developed by DHS for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the

Federal, State, and local levels. CSID can be reached by phone at (800) 368-6498 or by e-mail at ASKCSID@dhs.gov, Monday through Friday, 8:00 AM – 6:00 p.m. (EST).

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

3. Program Office Contact: The DHS/FEMA Project Officer (PO) shall be the official who will be responsible for the technical monitoring of the stages of work and technical performance of the activities described in this document. Additional guidance and information can be obtained by contacting Diane Close, Project Officer, DHS/FEMA/U.S. Fire Administration by phone 301-447-1376 or via e-mail to diane.close@fema.dhs.gov.

VIII. Other Critical Information **Additional Information**

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

The application must be started and submitted using <http://www.grants.gov> after System for Award Management (SAM) <http://www.sam.gov> is confirmed.

When applicants apply through <http://www.grants.gov>, the Standard Form 424 in the initial Grants.gov application will need to be submitted. The Standard Form 424 will be retrieved by ND Grants and the system will automatically populate the relevant data fields in the application.

The application must be completed and final submission made through the ND Grants system located at <https://portal.fema.gov>. If you need assistance registering for the ND Grants system, please contact FEMA’s Enterprise Service Desk at (888) 457-3362. Applicants are encouraged to begin their ND Grants registration at the time of solicitation to ensure they have adequate time to start and complete their application submission. The ND Grants system includes the following required forms and submissions:

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

The program title listed in the CFDA is “SFT”. The CFDA number is 97.043.

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

3. **System for Award Management (SAM):** The application process also involves an updated and current SAM registration by the applicant at <http://www.sam.gov> . Please ensure that your organization's name, address, DUNS number and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in SAM; therefore it is imperative that the information is correct.

**IX. How to Apply
Application Instructions**

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APPLICATIONS WILL NOT BE ACCEPTED THROUGH ANY OTHER WEB PORTAL OR SYSTEM.

**X. Application and Submission Information
Application and Submission Information**

1. In order to ensure that all Grants.gov requirements are known applicants can download the Grants.gov user manual at:

http://www07.grants.gov/assets/GrantsGov_Applicant_UserGuide_R12.2.0_V2.0.pdf

2. For a hardcopy of the full announcement, please email or call a request to: FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.

3. The following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Announcement is: 1-800-462-7585.

4. Applications will be processed and accepted through the Grants.gov and ND Grants portals.

Address to Request Application Package: FEMA makes all funding opportunities available on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions please call the Grants.gov customer support hotline at (800) 518-4726.

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Appendix A – State Fire Training Systems Grants Program Specific Priorities

State Fire Training Systems, hereafter referred to as the State, must use these funds for the purpose of delivering NFA developed courses. Funds unused by a State may be reallocated to other States.

Eligible Categories of Course Deliveries:

1. Delivery of NFA State Sponsored courses:

The following courses do not require a NFA instructor. Each State may determine the most qualified instructor independent from NFA. Therefore, an instructor list is not provided for these courses.

NFA courses may be found at: <http://www.usfa.fema.gov/nfa/partners.shtm>. Course titles can be found under all three categories:

- State/Local Partner Sponsored 2-Day Off Campus Courses
- State Fire Training Office Approved Courses
- State Fire Training Enfranchisement

2. Delivery of Enfranchisement Courses:

a) Six-Day Courses - For these classes, States must use NFA's instructors listed on the NFA Web Page at <http://apps.usfa.fema.gov/nfacourses/main/eligibleInstructors>. All 6-day courses require 2 instructors.

(Instructional kits are limited; do not confirm your course date until you have contacted the NETC logistical contractor to ensure availability of the kit).

b) Two-Day Courses – For these classes, States must use NFA's instructors listed on the NFA Web Page at <http://apps.usfa.fema.gov/nfacourses/main/eligibleInstructors>. Two-day courses require one instructor.

NOTE: The logistical contractor is located on the National Emergency Training Center (NETC) campus in Emmitsburg, Maryland, and can be reached at Linda.Pecher@associates.dhs.gov. NFA instructors must be used to deliver the 6-day and 2-day courses listed above. States requesting 6-day courses must contact the logistical point of contact after the approval of the work plan. The logistical point of contact will ascertain whether the proposed course dates can be scheduled based on availability of media kits for courses. Due to limited instructional kits, course dates may need to be changed. States should contact the logistical point of contact to receive a master set of course manuals/kits for the approved course. The State must return the master set/kit to the logistical point of contact after duplicating the necessary copies.

3. NFA Approved Program Courses:

For the most current listing of NFA approved program courses and/or additional information, please visit our website at http://www.usfa.fema.gov/nfa/sfto_approved/courses/.

4. Chief Officer Training Curriculum (COTC)

The COTC is designed for the newly promoted Chief Officers in both career and volunteer departments. The curriculum (160 hours) will include:

- Emergency Incident Management (80 hours)
- Leadership (32 hours)
- Human Resource Development (32 hours)
- Community Risk Reduction (16 hours)

Additional Requirements

1. The Grantees shall be responsible for all program advertisement and student recruitment. Student admissions will be the responsibility of the State for all courses and must comply with admission standards within each delivery system. NFA shall monitor student data for admission compliance.
2. Student data is to be reported on a quarterly basis to the project officer and contracting officer. Completed application forms must be submitted to NETC's Office of Admissions within 10 days after the delivery of the training and certificates will be issued upon request. States may issue their own certificates, with acknowledgement that the student completed an NFA course, or NFA can mail NFA certificates to the State Training agency after the applications are received. Those certificates will be bulk mailed to the State. If the State is not requesting certificates, completed applications are still required. All information must be submitted using the NFA reporting tool listed under Other Information of this package.
3. For 6-Day courses: All applicants must submit standard application forms, FEMA Form 119-25-1 (long form) to the State or sponsoring/host organization prior to the start of the class at <http://www.usfa.fema.gov/nfa/about/attend/apply.shtm>. The form, which lists essential applicant information, is required so that all applicants can be fairly and correctly evaluated. Student admissions, including application review will be the responsibility of the State for all 6-day classes. Application review shall be based on criteria for each specified course. Applications for 6-day classes will be forwarded to NETC's Office of Admissions within 10 days of course completion.
4. Students or their sponsoring agency will be responsible for their own transportation to/from the class site. All arrangements for transportation, housing and meals are to be made through the sponsoring/host organization. Student stipends are not available from the NFA for these offerings.
5. The Grantees are required to pay for the costs of printing and shipping of course materials with the funding provided under this grant. Camera-ready masters of student course materials will be provided separately to the host sponsor as deemed by the State upon request for courses. States must contact the logistical

coordinator (Linda.Pecher@associates.dhs.gov) to obtain a master copy for printing of 6-day courses.

6. The Grantee's training designee shall communicate with the NFA's logistical contractor located on the NETC campus in Emmitsburg, Maryland at, Linda.Pecher@associates.dhs.gov at least 45 calendar days prior to the start date of each course delivery to request any needed support materials.
7. The Grantee's point of contact shall provide the NFA logistical coordinator (Gaver Technologies, Inc. (GTI), NETC, 16825 South Seton Avenue, Emmitsburg, MD 21727) all completed course/instructor evaluation forms and any other equipment and materials provided or loaned by NFA. These shall be provided to NFA within 10 calendar days after the completion date of the course delivery.
8. Each State shall spend no more than \$22,000 in costs relating directly to the delivery of courses. These costs may include but not be limited to instructor costs, printing/procurement of manuals and audiovisual aids, classroom facility use costs, etc. Computer/equipment purchase is not allowed.
9. Each State shall spend no more than \$5,000 in costs relating directly to administrative costs such as recruiting of students, mailing, and reporting to NFA the necessary feedback for each course. Computer/equipment purchase is not allowed.

Other Government Furnished Materials

NFA certificates (completed by the Office of Admissions) upon receipt of Applications (Application Form 119-25-2 for 2-day courses and Application Form 119-25-1 for 6-day).

Completed application forms shall be sent to:

NETC Admissions Office
State Fire Training Grant
16825 South Seton Avenue
Emmitsburg, Maryland 21727

End-of-course evaluations are not required