

Department of Homeland Security
Funding Opportunity Announcement
State Fire Training Systems Grants

Overview Information

Issued By

U.S. Department of Homeland Security, Federal Emergency Management Agency,
United States Fire Administration, National Fire Academy

Catalog of Federal Domestic Assistance Number

97.043

CFDA Title

State Fire Training Systems Grants

Funding Opportunity Announcement Title

FY 2014 State Fire Training Systems Grants

Authorizing Authority for Program

Section 7(f) of the *Federal Fire Prevention and Control Act of 1974* (Pub. L. No. 93-498), as amended, (15 U.S.C. §2206(f))

Appropriation Authority for Program

The Department of Homeland Security Appropriations Act, 2014 (Pub. L. No. 113-76).

Opportunity ID Number

DHS-14-USFA-043-000-01

Key Dates and Time

Application Start Date:	4/30/2014
Application Submission Deadline:	5/30/2014 at 11:59 p.m. ET
Anticipated Program Office Review Dates:	4/30/2014 – 6/13/2014
Anticipated Funding Selection Date:	6/30/2014
(Anticipated) Award Date:	6/30/2014

Other Key Dates

(Projected) Award Start Date(s):	8/1/2014
(Projected) Award End Date(s):	7/30/2015

Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their State's Single Point of Contact (SPOC) to comply with the State's process under Executive Order 12372 (see <http://www.fws.gov/policy/library/rgeo12372.pdf>). Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at http://www.whitehouse.gov/omb/grants_spoc to ensure currency.

FOA Executive Summary

Program Type

New

Date of origin for Program:

April 1, 2000

Funding Opportunity Category

Discretionary / Noncompetitive

Application process

DHS makes all funding opportunities available through the common electronic “storefront” grants.gov, accessible on the internet at <http://www.grants.gov>. For details on how to apply through grants.gov please read Section IX How to Apply.

Eligible Applicants

State Fire Training Systems as designated by State legislation or Governor’s Declaration.

Type of Funding Instrument

Grant

Cost Share

A cost share is NOT required for this program. Please refer to Section III Eligibility Information for details.

Maintenance of Effort

A Maintenance of Effort of is NOT required for this program. Please refer to Section III Eligibility Information for details.

Management and Administration

Management and Administration Costs are allowed for this program. Please refer to Section IV Cost Restrictions for details.

Indirect Costs

Indirect Costs are allowed for this program. Please refer to Section IV Cost Restrictions for details.

Full FOA Announcement

I. Funding Opportunity Description

a. Program Overview

The State Fire Training Systems (SFT) Program provides direct training assistance to States to help bridge the training and competency gaps within the Nation’s fire and emergency response community.

b. Program Priorities

To advance the professional development of the fire service, the emergency response community and allied professionals through training programs that inform prevention, preparation and response to local, regional, and national emergencies.

c. Program Objectives

To develop, deliver, and manage educational and training programs having a national focus, meet state and local needs and are outside State and local training missions or exceed State and local capabilities because of cost or audience.

II. Funding Information

a. Available Funding for the FOA

\$1,000,000.00

b. Allocations

Projected number of Awards

50

Fiscal Year	Application Received	Number of Awards	Average Award
2011	50	48	\$26,000
2012	50	46	\$24,000
2013	50	47	\$22,000

c. Award Date

Please refer to Key Dates and Times on page 1.

d. Period of Performance

12 Months

i. Extensions to the Period of Performance

An extension to the Period of Performance for this program is allowed. Extensions to the period of performance may be granted when, due to circumstances beyond the control of the grantee, activities associated with the award cannot be completed within the stated performance period. For details on the requirements for requesting an extension to the Period of Performance, please refer to Section VI. C. vi.1. “Extensions” of the Full Announcement.

III. Eligibility Information

a. Eligibility Criteria

i. Cost Share

Cost share is NOT required under this program.

ii. Maintenance of Effort

A maintenance of effort is NOT required under this program.

iii. Pass through funding

Pass through funding is NOT required under this program.

iv. Other Eligibility Requirements

Not Applicable

IV. Funding Restrictions

a. Restrictions on Use of Award Funds

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

i. Pre-award costs

Pre-award costs are NOT allowed.

ii. Direct Costs

Management and Administration

Management and Administration costs ARE allowed under this program. Management and Administration costs are activities directly related to implementing the award. Grantees may use up to 25 % of the amount of the award for their M&A.

Planning

Planning related costs are allowed under this program.

Training

Training related costs are allowed under this program.

Exercises

Exercise related costs are NOT allowed under this program.

Equipment

Equipment costs are NOT allowed under this program.

Travel

Domestic

Domestic travel costs are allowed under this program as described in this FOA.

International

International travel is not an allowable cost under this program unless approved in advance by the managing Federal agency.

Construction and Renovation

Construction and renovation costs are NOT allowed under this program.

iii. Indirect Costs

Indirect costs are allowable under this program, but only if the applicant has an approved indirect cost rate agreement 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.

iv. Other Cost Requirements

Environmental Planning and Historic Preservation (EHP) Compliance

As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Grantees and sub-grantees proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project.

V. Application Review Information and Selection Process

a. Application Review Information

Applications will be reviewed to ensure conformance with the Eligibility Criteria in Section III of this FOA and Application Submission Criteria in Section IX (5). Applicants that do not meet eligibility or application submission requirements will be removed from consideration.

b. Application Selection Process

Applicants will be selected for funding that clearly demonstrate the applicant's ability to develop, deliver, and manage educational and training programs having a national focus and are consistent with the SFT Priorities listed in Appendix A of this FOA.

VI. Post-Selection and Pre-Award Guidelines

a. Notice of Award

Notification of award approval is made through the ND Grants system through an automatic e-mail to the awardee point of contact (the “authorized official”) listed in the initial application. The date the approval of award is the “award date.” The awardee should follow the directions in the notification to accept the award.

Grantees must accept their awards no later than 90 days from the award date. The grantee shall notify the awarding agency of its intent to accept and proceed with work under the award, or provide a written notice of intent to decline. Funds will remain on hold until the grantee accepts the award through official correspondence (e.g., written, electronic signature, signed letter or fax to the Programs Office) and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within the 90 day timeframe may result in a loss of funds.

b. Administrative and Federal Financial Requirements

Before accepting the award the authorized official should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal awards. Grantees must accept all conditions in this FOA as well as any Special Terms and Conditions in the Award notice to be receive an award under this program.

i. Standard Terms and Conditions

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 at:

<https://www.dhs.gov/publication/fy14-dhs-standard-terms-and-conditions>.

ii. Payment

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. Additional information can be obtained at <https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true>.

DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to Recipients. To enroll in the DD/EFT, the Recipient must complete a Standard Form 1199A, Direct Deposit Form.

c. Reporting Requirements

Awardees are required to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and fund drawdowns may be withheld if these reports are delinquent.

i. Financial and Compliance Audit Report:

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend \$750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of GAO’s Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?SID=55e12eead565605b4d529d82d276105c&node=2:1.1.2.1.1.6&rgn=div6>.

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend \$500,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO’s Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient’s fiscal year.

ii. Financial and Program Reporting Periods and Due Dates

The following reporting periods and due dates apply:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30

July 1 – September 30	October 30
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iii. Federal Financial Report (FFR).

Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425) and must be filed electronically using PARS. The SF-425 form is available at http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf. An FFR report must be submitted quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

iv. Program Performance Reporting Requirements

Performance Progress Report (SF-PPR). Awardees are responsible for providing updated performance reports using the SF-PPR on a quarterly basis. The SF-PPR is due within 30 days after the end of the reporting period. Grantees must complete the cover page of the SF-PPR and submit it as an attachment to the ND Grants system. The SF-PPR can be accessed online at http://www.na.fs.fed.us/fap/SF-PPR_Cover%20Sheet.pdf.

Performance Progress Report must include in the SF-PPR

- Number of National Fire Academy (NFA) course deliveries
- Number of applications sent to National Emergency Training Center (NETC) Admissions (refer to Appendix A, page 13)
- Breakdown of Administrative Costs

v. Monitoring

Grant Award recipients will be monitored programmatically and financially on an annual and as needed basis by FEMA staff to ensure that the activities and project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each Federal assistance award and will identify areas where technical assistance, corrective actions and other support may be needed.

vi. Close Out

Within 90 days after the end of the period of performance, or after an amendment 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 accomplishments throughout the period of performance.

After these reports have been reviewed and approved by the National Fire Academy, 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.

1. Extensions

Extensions to the initial period of performance identified in the award will be considered only through formal, written requests to the grantee's respective National Fire Academy Fire Program Specialist and must contain specific and compelling justifications as to why an extension is required. States are advised to coordinate with their FEMA Fire Program Specialist as needed, when preparing an extension. All extension requests must address the following:

1. Grant Program, Fiscal Year, and award number;
2. Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
3. Current status of the activity/activities;
4. Approved period of performance termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both Federal and non-Federal;
7. Budget outlining how remaining Federal and non-Federal funds will be expended;
8. Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
9. 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.

Awardees must submit all proposed extension requests to the National Fire Academy for review and approval no later than April 30 of the final year of the Period of Performance. In accordance with United States Fire Administration policy, extensions are typically granted for no more than a three month time period.

VII. DHS - FEMA - National Fire Academy Contact Information

a. Applying for an Award

a. For Program Questions About Applying for an Award

The Centralized Services Information Desk (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. When necessary, grantees will be directed to a Federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by e-mail at askcsid@dhs.gov, Monday through Friday, 8:00 a.m. – 5:30 p.m. EST.

b. For Financial and Administrative Questions About Applying for an Award

GPD's Grant Operations Division Business Office provides financial support and technical assistance, such as for password resets and registration requests, questions regarding Form 1199A, payment status, amendments, closeouts, and tracking de-obligation and award amounts. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.

c. Office of Environmental Planning and Historic Preservation (OEHP)

OEHP provides guidance and information about the EHP review process to FEMA programs and its grantees and sub-grantees. All inquiries and communications about EHP compliance for FEMA grant projects or the EHP review process should be sent to emily.blanton@fema.dhs.gov.

VIII. Other Critical Information

For details on applying for, implementing or closing out this award. Please refer to Sections VI Post Selection and Pre-award Guidelines, IX How to Apply and X. Application and Submission Requirements.

IX. How to Apply

Applying for an award under this program is a multi-step process and requires time to complete. To ensure that an application is submitted on time applicants are advised to start the required steps well in advance of their submission. **Applicants should allow at least 15 business days (three weeks) to complete the five steps of applying listed below.** Failure of an applicant to comply with any of the required steps before the deadline for submitting their application will automatically disqualify their application from funding.

The steps involved in applying for an award under this program are:

1. Applying for, updating or verifying their DUNS Number
2. Applying for, updating or verifying their EIN Number
3. Updating or verifying their SAM Number
4. Submitting an initial application in grants.gov, and
5. Submitting the complete application in ND Grants

1. Obtain a 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 for all subsequent steps in the application submission. Applicants should verify they have a DUNS number, or take the steps necessary to obtain one.

Applicants can receive a DUNS number at no cost by calling DUNS number request line at (866) 705-5711. FEMA cannot assist applicants with questions related to obtaining a current DUNS number.

2. Obtain an Employer Identification Number (EIN)

FEMA requires both the EIN and a DUNS number prior to the issuance of a funding award and, for grant award payment; both are also required to register with SAM (see below). The EIN base for an organization is the IRS Tax ID number, for individuals it is their social security number, both of which are nine-digit numbers. Organizations and individuals submitting their applications must correctly identify the EIN from the DUNS since both are 9-digit numbers. If these numbers are not correctly identified in the application, this may result in a delay in the issuance of the funding award and/or incorrect payment to a grantee organization.

Organization applicants applying for an EIN should plan on a minimum of 2 full weeks to obtain an EIN.

If you need assistance registering an EIN, please go to [http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online). FEMA cannot assist applicants with questions related to obtaining a current EIN.

3. Register with the System for Award Management (SAM)

Payments are contingent on the information provided in SAM and must be completed by the applicant at <http://www.sam.gov>. It is imperative that the information provided by the applicant is correct and current. 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 other FEMA awards.

SAM registration is a multi-step process including validating your EIN with the Internal Revenue Service (IRS) to obtain a Commercial and Government Entity (CAGE) code. The CAGE code is only valid for one year after issuance and must be current at the time of application. If you need assistance registering with SAM, please go to <https://www.fsd.gov/> or call 866-606-8220. FEMA cannot assist applicants with questions related to obtaining a current CAGE code.

4. Initial Application Submission in Grants.gov.

All applicants submit their initial application through Grants.gov. Applicants may need to first create a grants.gov user profile by visiting the Get Registered section of the grants.gov website. Successful completion of this step is necessary for FEMA to determine eligibility of the applicant. Applicants should complete this step at <http://www.grants.gov>. The initial on-line application in grants.gov requires completing

- Standard Form 424 (SF424), Application for Federal Assistance, and

- grants.gov (GG) Form Certification Regarding Lobbying Form.

Both forms are available in the Forms tab under SF-424 Family. The initial application cannot be started or submitted in Grants.gov unless the applicants registration in SAM is confirmed.

Application forms and instructions are available at grants.gov. To access these materials, go to <http://www.grants.gov>, select *Apply for Grants*, enter the CFDA number or the Opportunity ID Number noted in this FOA, select *Download Application Package*, and follow the prompts to download the application package. The information submitted in grants.gov will be retrieved by ND Grants, which will allow FEMA to determine if an applicant is eligible. Applicants are encouraged to submit their initial application in grants.gov at least ten days before the application deadline.

If you need assistance applying through grants.gov, please go to <http://www.grants.gov/web/grants/applicants/grant-application-process.html>, contact support@grants.gov, or call 800-518-4726. FEMA cannot assist applicants with questions related to registering with grants.gov.

5. Final Application Submission in Non Disaster Grants System (ND Grants).

Eligible applicants will be notified by FEMA and asked to proceed with submitting their complete application package in ND Grants located <https://portal.fema.gov>. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement. Early registration will allow applicants to have adequate time to start and complete their application.

If you need assistance registering for the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

X. Application and Submission Information

In ND Grants applicants will be prompted to submit all of the information contained in the following forms. Applicants should review these forms before applying to ensure they have all the information required.

- 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).

Applicants will also be prompted to assure compliance with all Standard and Special Terms and Conditions before being eligible to receive an award under this program.

In addition applicants must submit copies of the following in ND Grants:

- Program and Budget Narrative
- Detailed budget
- Indirect Cost Agreement

Hard copies of the FOA

Hard copies of the FOA can be downloaded from the common electronic “storefront” grants.gov or via email from Diane Close at diane.close@fema.dhs.gov.

Telephone Device for the Deaf (TDD)

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

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.

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

2. 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/.

3. 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 \$20,000 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 may use up to 25% of the amount of the award in costs relating directly to administrative costs such as recruiting of students, mailing, and reporting to NFA the necessary feedback for each course. 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