



U . S . D E P A R T M E N T O F H O M E L A N D S E C U R I T Y

Office of State and Local Government Coordination and Preparedness

Office for Domestic Preparedness

*Homeland Security
National Training
Program*

Grant Application Guidance Kit



U.S. DEPARTMENT OF HOMELAND SECURITY

I. Background

The Office for Domestic Preparedness (ODP) under the direction of the Office for State and Local Government Coordination and Preparedness (SLGCP), is accepting applications for the Fiscal Year 2005 Homeland Security National Training Program (HSNTP). The purpose of the National Training Program is to support the accomplishment of the National Preparedness Goal by providing tailored, specialized training to enhance the capacity of emergency responders to prevent, protect, respond to or recover from incidents of national significance, including terrorist incidents involving chemical, biological, radiological, nuclear and explosive (CBRNE) weapons of mass destruction (WMD). The National Training Program will facilitate identification of training needs, based on the tasks and capabilities defined in the Universal Task List (UTL) and Target Capabilities List (TCL). Based on these needs, and leveraging existing programs to the greatest extent possible, training will be created or reoriented and delivered to ensure that the homeland security community develops the requisite knowledge, skills, and abilities to safely and effectively prevent, prepare for, and respond to terrorist attacks, natural disasters, and other major emergencies.

Cooperative Agreements and Grant Awards will be awarded to eligible applicants to design, develop, and deliver training content and support for Federal, State, local, and tribal jurisdictions in accordance with their approved Homeland Security Strategies. In order to be eligible for consideration and award of a Cooperative Agreement or Grant under this program, applicants must be listed below.

II. The Fiscal Year 2005 Homeland Security National Training Program (HSNTP)

1. Eligibility

Below are the eligible Grantee’s for the HSNTP Solicitation:

Grantee	Allocation amount
Texas A & M	\$20,000,000.
New Mexico Tech	\$20,000,000.
Louisiana State University	\$20,000,000.
Eastern Kentucky University	\$5,000,000.
Nat’l Terrorism Preparedness Inst (NTPI)	\$2,000,000.
George Washington University	\$1,500,000.
Michigan State University	\$1,000,000.
West Virginia University	\$1,000,000.
Internat’l Assoc of Fire Fighters (IAFF)	\$1,000,000.

2. Authorized Program Purpose

Funding for the Fiscal Year 2005 Homeland Security National Training Program is authorized by:

- A. Public Law 108-334, 2005 Department of Homeland Security Appropriations Act
 On December 27, 2003, Homeland Security Presidential Directive-8 (HSPD-8) was issued. HSPD-8 tasked the Secretary of Homeland Security, in coordination with the heads of other appropriate Federal departments and agencies and in the consultation with

State and local governments, to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters and other emergencies using an “all hazards” approach. SLGCP has been assigned the responsibility to lead the implementation of HSPD-8. As a result, a Capabilities-Based Planning (CBP) approach has been designed to help the nation define, build and assess preparedness from acts of terrorism, natural disasters and other emergencies based the planning scenarios developed by the Homeland Security Council. The Universal Task List (UTL) defines the tasks that must be performed to prevent, protect, respond to or recover from incidents of national significance as specified in the planning scenarios.

The Target Capabilities List (TCL) identifies the capabilities, consisting of properly planned, organized, equipped, trained, and exercised personnel, needed to perform the tasks; provides a mechanism to establish regional groupings to scale requirements based upon differences in population density, critical infrastructure, and other risk factors; and provides the means to measure progress in achieving and sustaining the target levels of capability for the National Preparedness Goal.

The FY 2005 Homeland Security National Training Program will focus on the design, development, and delivery of training in accordance with the UTL and TCL and align training programs and objectives that match the designated tasks and capabilities in those documents. The Interim National Preparedness Goal and National Preparedness Guidance, was announced on March 31, 2005, which explains the roles and responsibilities of Federal, State, local, and tribal entities on how best to utilize the TCL to assess capabilities, prioritize needs and allocate resources.

The FY 2005 HSNTTP will align these new and developing protocols and refine how ODP develops and delivers training. By utilizing lessons learned, best practices, blended learning strategies, expanding train the trainer initiatives, and developing related job aids and performance support mechanisms, ODP will continue to coordinate resources allocated for emergency responders to prevent, protect, respond to or recover from incidents of national significance.

3. Program Requirements

Receipt of funds under the Fiscal Year 2005 Homeland Security National Training Program is contingent upon:

- a) Submission and approval of an application for funding
- b) The submission of the on-line grant application described in Section IV and Section V of this booklet. Applications for funding under this program must be submitted by June 3, 2005.

In FY 2006, ODP training partners will be required to design their training programs to align with one or more of the target capabilities. Training programs must be designed to impart knowledge, skills, and abilities that prepare class participants to perform the capability or capabilities to established performance standards. Training programs must include pre- and post-training assessments according to evaluation practices in keeping with Instructional Systems Design and Kirkpatrick’s four levels of evaluation. Applicants for FY 2005 HSNTTP funds must review and be familiar with the target capabilities. A list and explanation of the target capabilities can be found at www.llis.gov. Click on “Target

Capabilities.” Use the following directions to log on to the Lessons Learned Information System (llis.gov):

To register for LLIS, please complete the following steps:

- a) Click on the following link or cut and paste this URL into your Web browser (preferably Internet Explorer): <https://www.llis.dhs.gov/signup/index.cfm>
- b) Complete all required registration fields. For the Organization ID, please enter the number 144.
- c) After completing all required fields, click the "Submit" button.
- d) Shortly after you submit your initial registration information, you will receive an email asking you to verify your email address, which you can do by clicking the link that is embedded in the email. After you have verified your email address, a Lessons Learned Information Sharing administrator will approve your registration within two business days. You will receive an email indicating that your account has been approved. You will not be able to log into LLIS.gov until you have received this approval email.

4. Programmatic Application Requirements

Applications must clearly demonstrate the applicant's ability to design, develop and deliver a training program of national scope related to providing tailored, specialized training to enhance the capacity of emergency responders to prevent, protect, respond to or recover from incidents of national significance, including terrorist incidents involving chemical, biological, radiological, nuclear and explosive (CBRNE) weapons of mass destruction (WMD), according to the guidelines of the program, and guidance from SLGCP/ODP/Training Division. At a minimum, the application must include the following:

- A. Program Management Plan: The applicant must provide a complete program management plan for the entire 12- month period. This plan must include:
 - Goals and objectives of the proposal and the activities to be conducted to accomplish the goals and objectives of the proposal
 - Complete description of the program management structure addressing how the program will be structured, organized, and managed within the recipient's organization. The applicant must provide an organizational chart of the agency and describe how the organization will support the program
 - Program schedule containing a high-level schedule and referencing a more detailed schedule (work breakdown structure) to be placed in an appendix. The high-level schedule shall reflect the program life cycle and show phases and deliverables. The detailed program schedule shall show the start/end dates for each work breakdown structure element identified
 - Risk management plan describing the approach for identifying and managing risks, and identifying known or postulated events or factors that could prevent program objectives (cost, schedule, function, performance, or quality) from being met.
 - Performance-based evaluation plan including program performance measures that will assess the attainment of goals and objectives and details a data collection plan including how data will be analyzed.

- Quality control plan to be incorporated into the development and delivery of programs and courses.
- B. Work Breakdown Structure: The applicant shall provide a work breakdown structure (WBS) as part of the application. A WBS is a task-oriented 'family tree' of activities which organizes, defines and graphically displays the total work to be accomplished in order to achieve the final objectives of a project. Each descending level represents an increasingly detailed definition of the project objective. It is a system for subdividing a project into manageable work packages, components or elements to provide a common framework for scope/cost/schedule communications, allocation of responsibility, monitoring and management.
- Equipment Plan: The applicant must provide an equipment purchasing plan for all proposed equipment purchases that are required to support the program. At a minimum, the plan must detail what equipment will be purchased, why it is necessary, and the costs of the equipment.
 - Detailed Budget: The applicant must provide a detailed budget by task and a summary budget aggregating task costs into the categories of personnel, fringe benefits, travel, equipment, supplies, construction, contracts, other, total direct cost and total indirect costs.
 - Program Narrative: Must include an explanation of how the proposal addresses the following elements:
 - The ability to build sustainable preparedness at the State, local, and tribal level
 - A capacity-building component for State, local, and tribal jurisdictions to employ themselves (e.g. job aids, planning tools, performance support tools, etc.)
 - A process for identifying lessons learned and best practices for inclusion in ongoing Department of Homeland Security efforts
 - An adherence to the precepts of Instructional Systems Design (ISD), and the application of adult learning principles, including problem-based learning
 - Incorporation of a blended learning approach and support of ODP's First Responder Training Portal initiative
 - Congruence with the National Preparedness Goal, National Preparedness Guidance, National Incident Management System (NIMS), and National Response Plan (NRP)

III. Application Guidance

Applications must be prepared according to the directions contained in Section IV and V of this booklet. The Office for Domestic Preparedness now only accepts applications electronically through the Grant Management System (GMS) located on the OJP Web Site. Instructions regarding electronic submissions through GMS are provided on the OJP web site at www.ojp.usdoj.gov/fundopps.htm Assistance with GMS may also be obtained by using the following toll-free telephone number: 1-888-549-9901. Questions regarding the application process, application submission requirements, application content requirements, and other administrative inquiries relating to the Fiscal Year 2005 Homeland Security National Training Program can be directed to the Office for Domestic Preparedness, Training Division at 1-800-368-6498.

IV. Administrative Application Requirements

1. On-Line Application: The on-line application must be completed and submitted by the applicant using the GMS system described above. This on-line application replaces the following previously required paper forms:
 - Standard Form 424, Application for Federal Assistance
 - Standard Form LLL, Disclosure of Lobbying Activities
 - OJP Form 4000/3, Assurances
 - OJP form 4061/6, Certifications
 - Equipment Coordination Certification
 - Non-Supplanting Certification

When completing the on-line application, applicants should identify their submissions as new, non-construction applications. The program title listed in the Catalog of Federal Domestic Assistance (CFDA) is "Office for Domestic Preparedness Fiscal Year 2005 Homeland Security National Training Program." When referring to this title, please use the following CFDA number: 16.008. The project period will be for a period not to exceed 12 months.

2. DUNS number: Beginning October 1, 2003, a Dun and Bradstreet Data Universal Numbering System (DUNS) number must be included in every application for a new grant or renewal of an award. The DUNS number will be required whether an applicant submits an application through the Office of Justice Programs' Grants Management System or using the government-wide electronic portal (<http://www.grants.gov>). An application will not be considered complete until a valid DUNS number is provided by the applicant. Individuals who would personally receive a grant or cooperative agreement from the Federal government are exempt from this requirement. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711.

V. Administrative Requirements

1. General Requirements

- A. Civil Rights: All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. All applicants should consult the assurances to review the applicable legal and administrative requirements of the statute that governs ODP funded programs or activities. Recipients of assistance through the Office for Domestic Preparedness are subject to the provisions of Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the U.S. Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, subparts C, D, E, and G.

If any court or administrative agency makes a finding of discrimination on the grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a

copy of the finding to the DHS Office of Civil Rights. If the applicant is applying for a grant of \$500,000 or more, U.S. Department of Justice regulations (28 CFR 42.301) require an Equal Employment Opportunity Plan. The plan should be included with the application submission if it is not already on file.

- B. Freedom of Information Act (FOIA): The ODP recognizes that much of the information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered sensitive or otherwise important to national security interests. This may include threat, risk, and needs assessment information and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552 (FOIA), all determinations concerning the release of information of this nature are made on a case-by-case basis by the US Department of Homeland Security FOIA Office, and may well likely fall within one or more of the available exemptions under the Act.

Applicants are also encouraged to consult their own state and local laws and regulations regarding the release of information, which should be considered when reporting sensitive matters in the grant application, needs assessment and strategic planning process.

- C. Copyright: Applicants should be aware that ODP will retain an unlimited, nontransferable, irrevocable license to use, or authorize others to use for Federal government purposes, any material produced under this grant.
- D. Land Acquisition: No funds shall be used for land acquisition.

2. Financial Requirements

- A. Non-Supplanting Certification: This certification, which is a required component of the on-line application, affirms that federal funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be addressed in the application review as well as in the pre-award review, post-award monitoring, and the audit. Applicants or grantees may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.
- B. Match Requirement: None.
- C. Assurances: The on-line application includes a list of assurances that the applicant must comply with in order to receive Federal funds under this program. It is the responsibility of the recipient of the Federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions. You will be agreeing to these assurances when you submit your application on-line through GMS.

- D. **Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirement:** This certification, which is a required component of the on-line application, commits the applicant to compliance with the certification requirements under 28 CFR part 69, New Restrictions on Lobbying, and 28 CFR part 67, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact upon which reliance will be placed by the U.S. Department of Justice in awarding grants.
- E. **Anti-Lobbying Act:** The Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69) to reflect these modifications. All applicants must understand that no federal funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by ODP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.
- F. **Suspension or Termination of Funding:** The Office for Domestic Preparedness may suspend or terminate funding, in whole or in part, or other measures may be imposed for any of the following reasons:
- Failing to make satisfactory progress toward the goals or objectives set forth in this application
 - Failing to follow grant agreement requirements, standards, or special conditions
 - Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding
 - Failing to submit required reports
 - Filing a false certification in this application or other report or document. Before taking action, ODP will provide the grantee reasonable notice of intent to impose measures and will make efforts to resolve the problem informally. Hearing and appeal procedures must comport with U.S. Department of Justice regulations in 28 CFR part 18.

VI. Reporting Requirements

The following reports are required of all program participants:

1. **Financial Status Reports (Standard Form 269A):** Financial Status Reports are due within 45 days of the end of each calendar quarter. A report must be submitted for every quarter the award is active (including partial calendar quarters, as well as for periods where no grant activity occurs). The OJP Office of the Comptroller will provide a copy of this form in the initial award package. Future awards and fund draw-downs will be withheld if these reports are delinquent. The final financial report is due 120 days after the end date of the award period.
2. **Categorical Assistance Progress Reports (OJP Form 4587/1):** Categorical Assistance Progress Reports are due within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. The OJP Office of the Comptroller will provide a copy of this form in the initial award package. Future awards and fund draw-downs will be withheld if these reports are delinquent. The final programmatic progress report is due 120 days after the end date of the award period. Instructions for completing the Categorical Assistance Progress Report are on the reverse side of the form. A copy of these instructions is also included.
3. **Financial and Compliance Audit Report:** Recipients that expend \$500,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards and OMB Circular A-133. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year. In addition, the Attorney General and the Comptroller General of the United States shall have access to any books, documents and records of recipients of Fiscal Year 2005 Homeland Security Preparedness Training Program Awards for audit and examination purposes, provided that, in the opinion of the Attorney General or the Comptroller General, these documents are related to the receipt or use of such assistance. The grantee will also give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.