

FY 2012 State Fire Training Systems Grants Funding Opportunity Announcement

OVERVIEW INFORMATION

Issued By: U.S. Department of Homeland Security (DHS): Federal Emergency Management Agency (FEMA)/United States Fire Administration (USFA)

Catalogue of Federal Domestic Systems (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 (15 U.S.C. §2201 *et seq.*) and the Homeland Security Act of 2006 (6 U.S.C. §101 *et seq.*); The Consolidated Appropriations Act, 2012 (Public Law 112-74).

Appropriation Authority for Program: Consolidated Appropriations Act, 2012, Division D, Title III, FIREFIGHTER ASSISTANCE GRANTS, P.L. 112-74

FOA Number: DHS-12-USFA-043-000-01

Key Dates and Time:

Application Start Date: 04/01/2012
Application Submission Date: 05/1/2012 at 11:59:59 PM EDT
Funding Selection Date: 06/30/2012
Award Date: 09/30/2012

Other Key Dates: Other Key Dates: N/A

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

Intergovernmental Review: Is an intergovernmental review required? Yes No

FOA EXECUTIVE SUMMARY

Program Type: Select the applicable program type:

New Continuing One-time

Date of origin for Program: FY 2000

Opportunity Category: Select the applicable opportunity category:

Discretionary/Competitive Mandatory/Non-competitive Both

Application Process: 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](http://www.grants.gov) customer support hotline at (800) 518-4726.

Application forms and instructions are available at [grants.gov](http://www.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."

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>.

For additional details on how to apply please refer to Appendix A - *Application Submission Information*.

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

Other(s)

The 50 State Fire Training Systems are the only eligible applicants. There are 50 State Training agencies and one award will be made to each.

For additional information, see the *Eligibility Criteria* section of this FOA.

Type of Funding Instrument: Select the applicable funding instrument

Grant Cooperative Agreement Loan

Cost Share or Match: Select the applicable requirement

Cost Match Cost Share None Required

Maintenance of Effort: Yes No

Management and Administration: Yes. 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.

FULL ANNOUNCEMENT

Funding Opportunity Description

Program Overview and Priorities: In accordance with Public Law 93-498 (15 USC §2201, *et seq.*), 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 2011 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 2012, individual States will receive \$24,000 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:

- A. 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.
- B. Delivery of selected NFA 6-day and 2-day off campus courses. This includes specially selected course materials along with the use of approved NFA instructors.
- C. Endorsement Program courses. This includes a wide range of course

materials that were developed at the State/local level and that have been peer reviewed.

- D. 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. A sample narrative is included for your use in Appendix B of this document.

National Preparedness Goal: The SFT program supports the Mitigation Mission Area Capabilities and Targets described in the National Preparedness Goal (NPG) under “Planning”. For more on the NPG, please visit <http://www.fema.gov/pdf/prepared/npg.pdf>.

Funding Information

Award Amounts, Important Dates, and Extensions:

Available Funding for the FOA: \$ 1,200,000
Projected Award Start Date(s): 9/30/2012
Projected Award End Date(s): 9/29/2013
Period of Performance: 12 Months

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

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

Additional Funding Information: In FY 2012, the total amount of funds distributed under this grant will be \$1,200,000.

Estimated Funding: In FY 2012, FEMA received \$1,200,000 to be used awarded under grants to each of the 50 States’ State Fire Training Systems for implementation of U.S. Fire Administration’s National Fire Academy (USFA/NFA) training courses and programs.

Eligibility Information

Eligibility Criteria 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.

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.

Application Review and Selection Information

Application Review Information: Applications will be reviewed and recommended for funding by the DHS/FEMA/USFA based on the program criteria identified in Appendix B.

Application Selection Process: Applications will be reviewed and recommended for funding by the DHS/FEMA/USFA and are restricted to the 50 State Fire Training Systems.

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

The applicant must provide a detailed budget for the funds requested. The detailed budget must be submitted with the grant application as a file attachment within www.grants.gov. 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.

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.

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

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

Obligation of Funds: In FY 2012, each State Fire Training System will receive a total of \$24,000 with \$19,000 to be used for delivery of NFA training programs and \$5,000 for marketing, administrative costs, and electronic feedback of student data.

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

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

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*

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

DHS FEMA Contact Information

Contact and Resource Information: This section describes several resources that may help applicants in completing a FEMA grant application.

- 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 Management Division will provide fiscal support, including pre- and post-award administration and technical assistance, to the grant programs included in this solicitation. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.
- 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 the Appendix B of 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.

Other Critical Information

Additional Information: *National Incident Management System (NIMS) Implementation*
In accordance with Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, the adoption of NIMS is a requirement to receive Federal preparedness assistance, through grants, contracts, and other activities.

Federal FY 2011 NIMS implementation must be considered prior to allocation of any Federal preparedness awards in FY 2012. The list of objectives against which progress and achievement are assessed and reported can be found at <http://www.fema.gov/emergency/nims/ImplementationGuidanceStakeholders.shtm#item2>.

How to Apply

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

Application forms and instructions are available at [Grants.gov](http://www.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 page 1 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.”

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

Application and Submission Information:

1. Applicants will obtain FOA Overviews and Full Announcement information from the [Grants.gov](http://www.grants.gov) website where the full FOA is posted.
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:
4. Applications will be processed and accepted through the [Grants.gov](http://www.grants.gov) and ND Grants portals.

5. See Appendix A for additional program specific priority requirements

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](http://www.grants.gov) customer support hotline at (800) 518-4726.

Application forms and instructions are available at [grants.gov](http://www.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.”

Content and Form of Application:

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 Central Contractor Registration (CCR) is confirmed. The on-line application includes the following required form:

- Standard Form 424, Application for Federal Assistance

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 424C, Budget Information (Construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has

- engaged or intends to engage in lobbying activities)
- Grants.gov (GG) Lobbying Form, Certification Regarding Lobbying

The program title listed in the CFDA is “*State Fire Training Systems Grants*”. 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 CCR. Organizations should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at (866) 705-5711.
- 3. *Valid CCR:*** The application process also involves an updated and current registration by the applicant, which must be confirmed at <http://www.ccr.gov>.

Appendix A – State Fire Training Systems Grants Program Specific Priorities

Submission Requirements

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 State Sponsored Courses:

Arson Detection for the First Responder
Basic Life Support and Hazardous Materials
Command/Control of Wildland/Urban Fire Operations for the Structural Chief Officer
Command & General Staff Functions for Local IMTs (6-day)
Community Risk Issues & Prevention Interventions
Cooperative Leadership Issues in Wildland/Urban Interface Operations
Courtroom Preparation and Testimony for First Responders
Emergency Response to Terrorism: Basic Concepts
ERT: Strategic Considerations for Command Officers
ERT: Tactical Considerations-Company Officer
ERT: Tactical Considerations-Emergency Medical Services
ERT: Tactical Considerations—Hazardous Materials
Fire Prevention for First Responders and Small Departments
Fire Prevention for High-Risk Populations: Age and Disability Factors
Health and Safety Officer (Revised)
Incident Command for High Rise Operations
Incident Command System for Emergency Medical Services
Incident Command System for Structural Collapse Incidents
Incident Safety Officer (Revised)
Initial Response to Hazardous Materials Incidents: Basic Concepts
Initial Response to Hazardous Materials Incidents: Concept Implementation
Introduction to Unified Command for Multi-Agency Catastrophic Incidents
Introduction to Wildland and Wildland/Urban Interface Firefighting for the Structural Company Officer
Juvenile Firesetter Intervention Specialist I

Juvenile Firesetter Intervention Specialist II
Leadership I: Strategies for Company Success
Leadership II: Strategies for Personal Success
Leadership III: Strategies for Supervisory Success
Managing Company Tactical Operations: Tactics
Managing in a Changing Environment
Marketing Fire Prevention in Your Community
Methods of Enhancing Safety Education
NIMS Incident Command System for Emergency Medical Services
NIMS Incident Command System for Fire Service
Preparation for Initial Company Operations (formerly
(Managing Company Tactical Operations: Preparation)
Preventing Fire Risk Based on Socioeconomic Factors: Rural and Urban
Settings
Prevention and Mitigation Advocacy for Small Departments Responders
Shaping the Future
Strategy and Tactics for Initial Company Operations
Training Operations in Small Departments

2. Delivery of the following 6-day and 2-day Off Campus Courses:

a) Six-Day Courses - For these classes, States must use NFA's instructors listed on the NFA Web Page at <http://www.usfa.fema.gov/nfa>. All six-day courses require two instructors.

Advanced Safety Operations and Management
Challenges for Local Training Officers
Command and Control of Fire Department Operations at Target Hazards
Command and Control of Incident Operations
Evaluating Performance-Based Designs
Fire Cause Determination for Company Officers
Fire Service Planning Concepts for the Twenty-First Century
Hazardous Materials Incident Management
Initial Fire Investigation
Juvenile Firesetter Intervention Professional I
Juvenile Firesetter Intervention Professional II
Leading Community Fire Prevention Presenting Effective Public Education Programs

(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://www.usfa.fema.gov/nfa>. Two-day courses require one instructor.

Executive Skills Series: Influencing
Executive Skills Series: Managing and Leading Change
Executive Skills Series: Leading Diverse Communities beyond Conflict

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 six-day and two-day courses listed above. States requesting six-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. **Endorsement Program Courses:**

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

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 Six-Day courses: All applicants must submit standard application forms, FEMA Form 75-5 (long form) to the State or sponsoring/host organization prior to the start of the class. 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 six-day classes. Application review shall be based on criteria contained in the attachment for each specified course. Applications for six-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 six-day courses.
6. The Grantees must use instructors from NFA's pre-qualified lists, which are found on the NFA Web Page for all courses except State sponsored courses listed in categories 1.
7. 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.
8. The Grantee's point of contact shall provide the NFA logistical coordinator (SCSC, 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.
9. Each State shall spend no more than \$19,000 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.** The "end of year balance" could be used to duplicate student manuals no longer in print.

10. 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 75-5A (for two-day courses, short form; 75-5 for six-day, long form).

Completed admissions form shall be sent to:

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

- End-of-course evaluations are not required

Appendix B - Sample State Fire Training Systems "Support" Grant Proposal/Work Plan

The following is an **example** of what FEMA considers a successful proposal/work plan.

The Fire Service Training Bureau proposes to deliver the following list of training programs in cooperation with the Department of Homeland Security (DHS), the Federal Emergency Management Agency (FEMA), and the U. S. Fire Administration's National Fire Academy (NFA) to enhance the capabilities of the fire service in Iowa.

The performance period for this assistance is October 1, 2010 through September 30, 2011.

A. Course Deliveries:

The following "Endorsed" courses will be delivered within the State of Iowa, with locations and dates TBA. The maximum enrollment for each class is 30. The selection criteria identified with each course will be used in student selection for each of these courses:

Instructor I (INST I) (Endorsed Course Y-119)

This 32-hour course is designed to teach instructors and trainers how to organize and teach a course effectively using existing lesson plans. The approximate cost for each course is \$2,200. A total of 4 courses will be offered, costing a total of \$8,800.

Instructor II (INST II) (Endorsed Course Y-120)

This 24-hour course is designed to prepare the student to use instructional materials that address various learning styles; to plan and develop lessons and programs for the purpose of delivering instruction; to develop examination methods and forms; and to develop and maintain a record and reporting system. The approximate cost of each course is \$1,300. A total of 1 course will be offered, costing a total of \$1,300.

Fire Officer I (FOI) (Endorsed Course Y-121)

This 40-hour course is designed to provide entry-level training in company operations and administration at the first-line supervisory level. The approximate

cost for each course is \$3,100. A total of 2 courses will be offered, costing a total of \$6,200.

Fire Officer II (FOII) (Endorsed Course Y-122)

This 32-hour course is designed to provide training in company operations and administration, serving to enhance the entry-level company officer. The approximate cost for each course is \$1600. A total of 2 courses will be offered, costing a total of \$3,200.

In addition to these “endorsed courses”, the Fire Service Training Bureau will deliver the following National Fire Academy courses:

NFA “Hand-Off” Courses

NFA two-day courses (hand-off through train-the-trainer program) will be delivered based on identified needs within Iowa (dates and locations TBA). Maximum enrollments are based on the NFA courses selected. The approximate cost for each course is \$700. A total of 5 courses will be offered (specific courses will be determined based on need), costing a total of \$3,500.

B. Marketing/Reporting:

The Fire Service Training Bureau is market these training opportunities on a statewide basis. The Bureau is also required to report progress, and provide specific documentation to the National Fire Academy. In addition to delivery of training programs, the Fire Service Training Bureau will duplicate other National Fire Academy training program “student manuals”. The cost for marketing, reporting, and student manual duplication is \$3,390.