FEMA

Fiscal Year (FY) 2016 Program to Prepare Communities for Complex Coordinated Terrorist Attacks (CCTA Program) Frequently Asked Questions (FAQs)

1. **What is the purpose of FY 2016 CCTA Program?**

    The FY 2016 CCTA Program, authorized by Section 543 of the Department of Homeland Security Appropriations Act, 2016 (Pub. L. No. 114-113), is intended to enhance preparedness and build capacity for jurisdictions to address complex coordinated terrorist attacks across the Nation. The FY 2016 CCTA Program provides funding to local, state, tribal, and territorial jurisdictions of various types, sizes, and capabilities to improve their ability to prepare for, prevent, and respond to complex coordinated terrorist attacks in collaboration with the whole community. The whole community approach should aim to include individuals and communities, the private and nonprofit sectors, faith-based organizations, and all levels of government (local, regional/metropolitan, state, tribal, territorial, insular area, and Federal).

2. **What are complex coordinated terrorist attacks?**

    Complex coordinated terrorist attacks are acts of terrorism that: involve synchronized and independent team(s) at multiple locations sequentially or in close succession, initiated with little or no warning, and employing one or more weapon systems: firearms, explosives, fire as a weapon, and other non-traditional attack methodologies which are intended to result in large numbers of casualties.

3. **How much funding is available under the FY 2016 CCTA Program?**

    The total amount of competitive funding to be distributed under the FY 2016 CCTA Program is **$35,940,000**. Applicants applying for grant funds are eligible to apply for up to, but no more than, **$2,500,000**. The breakdown of available funding for the FY 2016 CCTA Program is as follows:
    - **$35.94 million** will be distributed to jurisdictions to implement their proposed projects.
    - **$2.00 million** will be set aside to provide technical assistance to CCTA Program grant recipients to assist them with addressing gaps and challenges where needed to reach their project goals.

4. **Who is eligible to apply for FY 2016 CCTA Program funds?**

   Eligible applicants include:
   - Local governments (as defined by 2 C.F.R. § 200.64);
   - State and territorial governments (includes all 56 States and territories, which consists of any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and
   - Federally-recognized Tribal governments.

   DHS/FEMA will only accept one application from each applicant. Any applicant who submits two or more applications for this program may be disqualified.

5. **Can applicants partner with other jurisdictions?**

   Applicants may choose and are encouraged to partner with multiple jurisdictions. Applications must include:
   - Names of all additional jurisdiction(s) partnering on the project.
   - A letter of support from the primary applicant's appropriate senior executive official (e.g., Governor, Mayor, County Executive, City Manager) that supports the project and participation of additional jurisdictions.
   - If applicable, information on the relationship between the applicant and partnering jurisdictions, e.g. existing letters of cooperation/support or administrative agreements, such as Memoranda of Understanding (MOU).

6. **If an applicant submits an application that includes other jurisdictions/agencies as partners, are the partnering jurisdictions/agencies excluded from submitting their own application for a different project?**

   No. For the purpose of this program, "applicant" is used to refer to the jurisdiction/agency identified in the "APPLICANT INFORMATION" section of the SF-424. An applicant may submit only one application for this program. If multiple applications are received from the same applicant, the applicant will be disqualified. Jurisdictions/agencies identified as a partner in an application are not excluded from submitting an application for their jurisdiction/agency.

7. **Does funding for the FY 2016 CCTA Program require approval through the State Administrative Agency (SAA)?**

   No. All eligible applicants may apply directly through Grants.gov for the FY 2016 CCTA Program.

8. **What is the difference between the FY 2016 CCTA Program and other Homeland Security grant programs?**

   FEMA and the Department of Homeland Security (DHS) administer a number of grant programs designed to assist local, state, tribal, and territorial jurisdictions in preparedness for acts of terrorism and other hazards. The FY 2016 CCTA Program will focus on enhancing

preparedness and resilience for communities who present a funding need, based on resource limitations and identified capability gaps, and a regional and sustainable approach for implementing their project. Different from traditional homeland security grant programs, the FY 2016 CCTA Program will directly fund jurisdictions of all types, sizes, and capabilities to enhance their preparedness specifically for complex coordinated terrorist attacks, which have recently emerged as a potential threat. The FY 2016 CCTA Program also promotes an emphasis on creative, innovative, and replicable approaches as well as the development and sharing of lessons learned and best practices associated with preparing for complex coordinated terrorist attacks between jurisdictions to assist in the larger homeland security preparedness mission.

9. What are the key milestones associated with the FY 2016 CCTA Program?

The key milestones associated with FY 2016 CCTA Program are:
- December 7, 2016: Release date for FY 2016 CCTA Program Notice of Funding Opportunity (NOFO)
- February 10, 2017: Applications due to DHS/FEMA
- April 10, 2017: Award Announcement

10. How will FY 2016 CCTA Program funds be allocated?

FY 2016 CCTA Program recipients will be selected through a competitive review process. Applications will be reviewed and scored by a review panel comprised of personnel from FEMA, select other Federal Agencies, and external (non-Federal) subject matter experts (as necessary) representing organizations that have experience and/or advanced training in addressing complex coordinated terrorist attacks. FEMA senior leadership will review all scoring results in order to prioritize the top-scoring applications. The Administrator of FEMA will approve or disapprove the recommended selection of recipients for this program. The Secretary of Homeland Security retains the discretion to consider other factors and approves all final funding determinations.

The review panel will score applications based on the evaluation criteria detailed in the FY 2016 CCTA Program NOFO, taking into consideration completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed project.

11. What criteria will be used to determine which applications are funded?

FEMA will make award decisions based on the following criteria:
- **Need:** Demonstrate a need for funding support, including identification of their capability gaps related to complex coordinated terrorist attacks and an explanation of resource limitations to address the identified gaps.
- **Design and Implementation:** Demonstrate an effective and sustainable project approach for achieving the program objectives within the 36-month period of performance, including the specific project implementation, project management, and regional and whole community approaches. Applicants will also be evaluated on their use of creative and innovative project approaches and plan to share project results with other jurisdictions to amplify the impact of their project.

- **Impact:** Demonstrate the proposed project's impact, including how the project will increase the jurisdiction's preparedness and resilience for complex coordinated terrorist attacks and how collaboration with identified regional partners and whole community stakeholders will enhance project effectiveness.
- **Budget:** Demonstrate a reasonable and cost-effective budget, including explanation of reasonable project costs across the requested categories and the project's relative cost effectiveness.

12. How is a "regional" approach defined for the purposes of this program?

A regional approach is the applicant partnering with two or more jurisdictions on the project's implementation and should achieve cost effectiveness, support regional efficiency and resilience, and benefit more than one jurisdiction (state, county, tribe, parish, town, township, city, or village) directly from the activities implemented with the grant funds.

13. Will applicants have the opportunity to develop and present their own budget proposals, or will all awards be of an equal amount?

Yes. FEMA anticipates proposals from communities of differing sizes, needs, and existing resources. For this reason, we anticipate awards of differing amounts, to be determined and justified by an applicant's demonstration of a reasonable and cost-effective budget, including explanation of costs across the requested categories and anticipated cost effectiveness.

14. Will there be an appeals process should an application not be selected for funding?

No. The FY 2016 CCTA Program was created as a discretionary grant program. Funding decisions will be based upon the recommendations of a panel of subject matter experts and the Secretary's determination of awardees will be final.

15. What personnel costs are allowable under this grant?

Personnel hiring, overtime, and backfill expenses, including related fringe benefits, are permitted under this grant program in order to perform gap identification, planning and plan development, training, and exercise activities only as described in the NOFO. Additionally, overtime costs for backfill, and overtime to allow personnel to train or participate in exercises, are also allowed under this program only as described in this NOFO.

The hiring of personnel to perform traditional day to day duties, tasks, and functions, not directly related to gap identification, planning and plan development, training or exercise activities as described in the NOFO, are **NOT** an allowable cost under this program.

16. Are equipment costs allowable under this grant?

Operational equipment, such as incident command vehicles, are **NOT** an allowable cost under this program. Some equipment costs are eligible but are specifically limited to testing and exercising response and preparedness plans safely and comprehensively (e.g., safety equipment, simunitions). This excludes equipment used for fulfilling traditional public safety duties.

Such equipment costs are only allowable under this program with the prior written approval of DHS/FEMA. To request equipment, the Authorized Representative must sign a written request that outlines the equipment costs.

17. Where is the FY 2016 CCTA Program NOFO located?

The FY 2016 CCTA Program NOFO is located online at: http://www.fema.gov/grants as well as on www.grants.gov.

18. How will the FY 2016 CCTA Program applications be submitted?

Applying for an award under the FY 2016 CCTA Program is a multi-step process. Eligible applicants must submit their initial application through the Grants.gov portal at http://www.grants.gov. Applicants in need of Grants.gov support should contact the Grants.gov customer support hotline at (800) 518-4726.

Eligible applicants will be notified by DHS/FEMA after the initial application is submitted in Grants.gov and asked to proceed with submitting their complete application package in the Non Disaster (ND) Grants System. Applicants in need of technical support with the ND Grants System should contact ndgrants@fema.gov or (800) 865-4076.

Completed applications must be submitted no later than 11:59:59 p.m. ET, February 10, 2017. If applicants have any questions regarding the application process, they should contact the FEMA Grant Programs Directorate Call Center at (866) 927-5646.

19. What is the timeline for an applicant to accept an award?

Recipients must accept their awards no later than 60 days from the award date. The recipient shall notify the awarding agency of its intent to accept and proceed with work under the award through the ND Grants system. For instructions on how to accept or decline an award in the ND Grants system, please see the ND Grants Recipient Training Manual.

20. What other resources are available to address programmatic, technical, and financial questions?

- For financial-related questions, including pre-and post-award administration and technical assistance, applicants may contact the FEMA Grant Programs Directorate Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.
- FEMA's Protection and National Preparedness (PNP) Office of Counterterrorism and Security Preparedness Office (OCSP) has the programmatic responsibility for this NOFO. For additional program-specific information, applicants may contact the Program Office at FEMA-CCTA@fema.dhs.gov.
- The Centralized Scheduling and Information Desk (CSID) is a non-emergency comprehensive management and information resource developed by DHS for grants stakeholders. CSID can be reached by phone at (800) 368-6498 or via e-mail to ASKCsid@fema.dhs.gov. The Grants.gov customer support hotline is (800) 518-4726. CSID hours of operation are from 9:00 a.m. to 5:00 p.m. EDT, Monday through Friday.

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

21. What is the FY 2016 CCTA Program period of performance?

The period of performance is thirty-six (36) months.

22. How is the FY 2016 CCTA Program different from the FY 2016 Countering Violent Extremism (CVE) Grant Program?

The purpose of the FY 2016 CCTA Program is to improve the ability of local, state, tribal, and territorial jurisdictions to prepare for, prevent, and respond to complex coordinated terrorist attacks. The purpose of the FY 2016 CVE Grant Program is to develop new efforts and expand existing efforts at the community level to counter recruitment and radicalization to violence by funding activities that enhance the resilience of communities being targeted by violent extremists. Community engagement initiatives designed to counter radicalization,   and the development of mechanisms to assess and prevent radicalization, such as in detention   facilities are **NOT** an allowable cost under the FY 2016 CCTA Program.

In the context of this program and in accordance with the National Prevention Framework, "prevention" covers the capabilities necessary to avoid, prevent, or stop a threatened or   actual act of terrorism. The National Prevention Framework focuses solely on terrorist activities—and specifically on imminent threats or acts of terrorism on U.S. soil