

# Training Reporting Requirement Updates

## FEMA Grant Policy<sup>1</sup>

*States, territories, tribal entities, and urban areas are required, within 30 days after attendance, to submit information on all training supported with HSGP and EMPG funds through the State Administrative Agency (SAA) or Training Point of Contact (TPOC) via Web-Forms. This information will consist of course title, course description, mission area, level of training, the training provider, the date of the course, the number and associated disciplines of the individuals, and the sponsoring jurisdiction.*

## NCR SAA Policy

The SAA must submit information on all training supported with HSGP and EMPG funds to FEMA; therefore, the subgrantee must provide the completed Training Report Template to the SAA within **15 DAYS** of training.

The template can be found [here](#)<sup>2</sup>.

The template must be completed by someone with an in-depth understanding of the training. The subgrantee must submit the template to [ncr.saa@dc.gov](mailto:ncr.saa@dc.gov) with the following information in the email subject line: Training Submission: Subgrant Number (For example, Training Submission: 12UASI533-01).

Training information required includes cost, discipline trained, number of attendees, dates of delivery, course title, course number, etc.

Though not mandatory, the subgrantee is encouraged to select training from the National Training and Education Division (NTED) State and Federal Sponsored Catalog<sup>3</sup>.

All non-FEMA Countering Violent Extremism (CVE) training<sup>4</sup> must be submitted to NTED for review and approval after three deliveries<sup>5</sup>.

Please refer to the **Reporting Workflow** and **Frequently Asked Questions (FAQ)** for reporting steps and requirements.

---

<sup>1</sup> FEMA Grants Programs Directorate Policy FP 207-008-064-1

<sup>2</sup> **Training Report Template** | <http://hsema.dc.gov/page/saa-templates>

<sup>3</sup> **State and Federal Sponsored Course Catalog** | <https://www.firstrespondertraining.gov/content.do?page=training>  
<sup>4</sup> For more information about CVE training, see [Information Bulletin #373 Ensuring Training on Counter Terrorism and Countering Violent Extremism is Consistent with USG and DHS Policy](#)

<sup>5</sup> NTED Responder Training Development Center | <https://www.firstrespondertraining.gov/rtdc/state/main.htm>

## Reporting Workflow

SAA will verify PMP for the information necessary to approve the deliverables, including training.

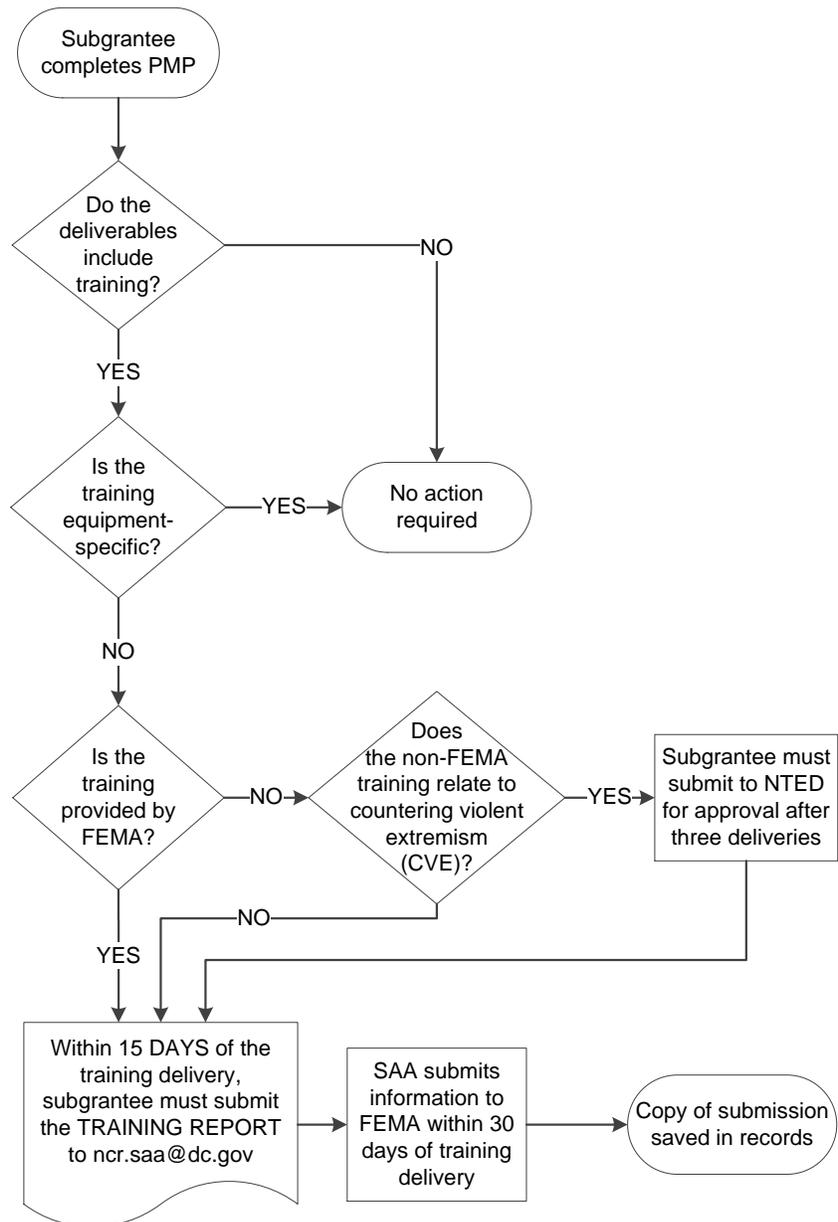
The subgrantee is required to clearly identify in the PMP all training deliverables. All training courses should be coordinated with and approved by the SAA/ETOP and fall within the Emergency Operations Plan (EOP) and the FEMA mission scope.

Training provided by the manufacturer on a particular piece of equipment (e.g. radios).

Preparedness funds may be used to support the delivery and attendance of non-FEMA training courses. Training deliverables should be labeled as either a FEMA training course or non-FEMA training course then the name of the training course for verification purposes.

Subgrantees are encouraged to select training courses that have been approved by the NTED and listed in the NTED Approved State and Federal Sponsored Course Catalog.

FEMA will continue to conduct periodic reviews of training funded by FEMA. Subgrantee is advised that if the FEMA review determines that attended courses are outside the scope of this guidance, grantees could be required to repay grant funds expended for those courses.



## Frequently Asked Questions (FAQ)

**Q: *Who needs to complete the Training Report template?***

**A:** Any subgrantee that attends or delivers training supported with HSGP and EMPG funds will need to complete this reporting requirement. For example, if the subgrantee plans to use grant funds to pay for training needs (e.g. consulting fees, training supplies, hospitality needs, course registration, travel, etc.) then the subgrantee must submit the template to the SAA within 15 days of training delivery. A completed template sample can be found [here](#).

**Q: *Is the subgrantee still required to submit grant-funded, non-FEMA courses to NTED for review under the course review and approval process?***

**A:** No. In previous years, FEMA Funding Opportunity Announcements (FOAs) stated that the SAA was allowed three deliveries of the same course within a state before the non-FEMA training course curriculum was required to go through the NTED State Course Review and Approval Process. Although this option is still available to any state, there is no longer a requirement to submit a course for review after three deliveries.

**Q: *Is the subgrantee required to submit grant-funded, non-FEMA Countering Violent Extremism (CVE) courses to NTED for review under the current course review and approval process?***

**A:** Yes, the subgrantee is required to submit non-FEMA CVE courses for review after three deliveries.

**Q: *Does the subgrantee still have to request approval from FEMA for personnel to attend non-FEMA training?***

**A:** No. As long as the training is coordinated with and approved by the SAA or TPOC and falls within the FEMA mission scope and the jurisdiction's Emergency Operations Plan (EOP), this is no longer required.

**Q: *On the training report template, how does the subgrantee determine the Date(s) of Delivery?***

**A:** Each instance of training will require a separate training report template. For example, if the subgrantee delivered three sets of training courses in one given month, three different forms would be required.