



Minnesota Department of Public Safety  
Division of Homeland Security and Emergency Management

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## Requesting Use of HSGP Funds for Non NTED Training

### Introduction

The Minnesota Department of Public Safety Division of Homeland Security and Emergency Management (HSEM) developed this document to help local governments, state agencies and non-profits understand federal and state requirements to use Homeland Security Grant Program (HSGP) funds for training.

### Non NTED Training Approval Criteria

It is important to get pre-approval for training supported with HSGP funds. Courses that the FEMA National Training and Education Division (NTED) do not offer go through an extensive review before approval. Check the [NTED and State/Federal catalogs](#) for existing training that meets your needs before considering a non NTED course.

Non NTED training must:

1. Prepare personnel to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and catastrophic events;
2. Address specific [National Preparedness Goal](#) core capabilities;
3. Support your jurisdiction's Emergency Operations Plan (EOP), Threat and Hazard Identification Risk Assessment (THIRA) and strategic plan;
4. Build capabilities that support an identified training need;
5. Address specific tasks or competencies found in FEMA [Emergency Responder Guidelines](#) and the [Homeland Security Guidelines for Prevention and Deterrence](#) ;
6. Support your investment justification (IJ) and the specific program training activities identified in the grant program (SHSP, UASI or OPSG) you want to use, and;
7. Comply with FEMA Grants Program Directorate [Information Bulletin #373: Ensuring Training on Counter Terrorism and Countering Violent Extremism is Consistent with USG and DHS Policy](#).

## Process

Do not obligate funds for training until HSEM notifies you of request approval. If you do, HSEM will deny your payment request.

At least 45 business days (nine weeks) before your anticipated training date:

1. Submit to [HSEM.Training@state.mn.us](mailto:HSEM.Training@state.mn.us) the [Conference and Training Authorization form \(includes Non NTED requests\)](#) and documentation verifying compliance with all seven *Non NTED Training Approval Criteria*.
2. HSEM will review your request and ask for more documentation if needed.
3. HSEM Training will notify you when a decision is made.

Submit any revisions to the *Conference and Training Authorization form (includes Non NTED requests)* form no more than 30 days after you hold the course.

You may submit a second request with additional documentation if your request is denied.

## Questions

Contact [HSEM.Training@state.mn.us](mailto:HSEM.Training@state.mn.us) if you have questions about a training request. For more information on grants and training, visit the [HSEM Website](#).