



**MISSOURI  
FISCAL YEAR (FY) 2017  
STATE HOMELAND SECURITY PROGRAM (SHSP)  
PROGRAM MANUAL**

**Issued By**

Missouri Office of Homeland Security (OHS)

**Catalog of Federal Domestic Assistance (CFDA)**

CFDA Number: 97.067

CFDA Title: Homeland Security Grant Program

**Authorizing Authority for Program**

Section 2002 of the *Homeland Security Act of 2002*, as amended (Pub. L. No. 107-296), (6 U.S.C. § 603)

**Appropriation Authority for Program**

*Department of Homeland Security Appropriations Act, 2016* (Pub. L. No. 114-113)

**Key Dates**

Application Start Date: 03/29/2017

Application Submission Deadline: 05/12/2017 – 5:00 p.m. CST

Period of Performance: September 1, 2017 through August 31, 2019

# FY17 STATE HOMELAND SECURITY PROGRAM MANUAL

## I. Funding Opportunity Description

### **Program Overview**

The purpose of the FY 2017 SHSP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the nation for the threats and hazards that pose the greatest risk to the security of the United States. The FY 2017 SHSP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. The FY 2017 SHSP supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs. The SHSP funds a range of activities, including planning, organization, equipment purchases, training, exercise and management and administration across all core capabilities and mission areas.

### **Program Objectives**

The SHSP assists state and local preparedness activities that address high-priority preparedness gaps across all core capabilities where a nexus to terrorism exists. All supported investments are based on capability targets and gaps identified during the Threat and Hazard Identification and Risk Assessment (THIRA) process, and assessed in the State Preparedness Report (SPR). The SHSP is based on risk driven, capabilities-based, strategic plans that outline high-priority needs related to terrorism preparedness. For these plans to be effective, government officials and elected leaders, working with the whole community, must consider how to sustain current capability levels, while also addressing potential gaps.

### **Program Priorities**

The National Preparedness System is the instrument the Nation employs to build, sustain, and deliver core capabilities in order to achieve the goal of a secure and resilient Nation. Complex and far-reaching threats and hazards require a collaborative and whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. The guidance, programs, processes, and systems that support each component of the National Preparedness System allows for the integration of preparedness efforts that build, sustain, and deliver core capabilities and achieve the desired outcomes identified in the Goal.

DHS/FEMA annually publishes the National Preparedness Report (NPR) to evaluate National progress in building, sustaining, and delivering the core capabilities outlined in the Goal. This analysis provides a National perspective on critical preparedness trends for whole community partners to use to inform program priorities, allocate resources, and communicate with stakeholders about issues of shared concern.

Subrecipients are required to consider national areas for improvement identified in the 2016 National Preparedness Report (NPR), which include the following core capabilities:

- Cybersecurity;
- Infrastructure Systems;
- Access Control and Identity Verification;
- Economic Recovery;
- Housing;
- and Long-term Vulnerability Reduction

## II. Eligibility Information

### Eligibility Criteria

The following Missouri entities are eligible to apply for 2017 SHSP funding:

- State units of governments
- Local units of government
- Nongovernmental organizations, quasi-governmental organizations and nonprofit organizations

Applicants must designate their respective geographic area (Regions A thru I) in their application. For additional information regarding geographic areas, applicants are encouraged to contact the Regional Planning Commission (RPC)/Councils of Government (COG) that provides administrative support for those regions. A regional map and direct links to RPC/COG information are available at <http://www.dps.mo.gov/dir/programs/ohs/regionalization/?h=0> or by contacting the Missouri Office of Homeland Security at (573) 526-9020.

Applicants within the following counties (Jackson, Cass, Platte, Clay, and Ray) need to apply through Mid-America Regional Council <http://www.marc.org/> (816) 474-4240 [marcinfo@marc.org](mailto:marcinfo@marc.org).

### Ineligible Applicants

Entities located within the geographical boundaries of the St. Louis Urban Area Security Initiative (UASI), which includes Franklin County, Jefferson County, St. Charles County, St. Louis City, and St. Louis County are **NOT** eligible applicants. For information regarding the application process in these jurisdictions, please contact East-West Gateway Council of Government at (314) 421-4220.

## III. How to Apply

### Application via WebGrants

All applications must be submitted through WebGrants, the Department of Public Safety's online electronic portal located at <https://dpsgrants.dps.mo.gov>. This system will be utilized from the application phase through the administration and closeout phase for all funded

projects. For more information regarding the application submittal process, contact the Missouri Office of Homeland Security at (573) 526-9020.

The WebGrants system records all application submittal dates and times. Applicants will receive an electronic email message through the WebGrants system confirming receipt of the full application. **Applications will not be accepted after the established deadline, 5 PM on May 12, 2017.**

### **Dun and Bradstreet Data Universal Numbering System (DUNS) Number**

Applicants must provide a DUNS number with their application. This number is a required field within the SHSP application. 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.

### **Obtain an Employer Identification Number (EIN)**

DPS/OHS requires both the EIN and a DUNS number prior to the issuance of a financial assistance award and for grant award payment; both the EIN and DUNS number are required to register with WebGrants. The EIN base for an organization is the IRS Tax ID number. If these numbers are not correctly identified in the application, this may result in a delay in the issuance of the funding award and/or incorrect payment to a recipient organization.

## **IV. Funding Information**

As part of the FY 2017 SHSP application process applicants must develop a justification narrative that addresses the proposed investments. Each justification narrative must demonstrate how proposed investments:

- Address capability gaps identified as State priorities in the most recent SPR - December 2016;
- Align to state – December 2016, and/or regional – June 2016 THIRAs and national priorities, as outlined in the NPR; and
- Engage and/or impact the whole community, including: children, older adults, pregnant women, individuals with limited English proficiency, individuals with disabilities and others with access and functional needs.

Subrecipients investing in emergency communications must describe how activities align to the statewide and/or regional Communication Interoperable Plan (SCIP). Subrecipients must coordinate with their statewide Interoperability Coordinator (SWIC) and/or statewide Interoperability Governance Body (SIGB) when developing an emergency communications investment prior to submission to ensure the project supports the statewide strategy to improve emergency communications and is compatible and interoperable with surrounding systems.

## **Application Requirements**

Grant projects must be both feasible and effective at reducing the risks for which the project was designed; and able to be fully completed within the grant period of performance.

Complete application submission includes the following forms:

- Contact Information
- Grant Project Summary
- Grant Project THIRA
- Grant Project Background
- Project Milestones
- Deployable Resources
- SHSP Budget 2017
- Audit Certification
- NIMS Compliance
- Self- Evaluation Risk Assessment
- Certified Assurances
- Other Attachments

## **Allowable Costs and Program Activities**

This list is NOT all-inclusive.

Allowable Planning Costs:

- Developing hazard/threat-specific annexes that incorporate the range of prevention, protection, response, and recovery activities
- Developing and implementing homeland security support programs and adopting ongoing DHS/FEMA national initiatives
- Developing related terrorism and other catastrophic event prevention activities
- Developing and enhancing plans and protocols
- Developing or conducting assessments
- Hiring of full- or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)
- Materials required to conduct planning activities
- Travel/per diem related to planning activities
- Overtime and backfill costs (in accordance with operational Cost Guidance)
- Activities to achieve planning inclusive of people with disabilities and others with access and functional needs
- Coordination with Citizen Corps Councils for public information/education and development of volunteer programs
- Update governance structures and processes and plans for emergency communications

Allowable Organizational Activities:

- Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred (up to 50 percent of the allocation)
- Overtime for information, investigative, and intelligence sharing activities (up to 50 percent of the allocation)
- Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (up to 50 percent of the allocation)

Allowable Equipment Categories (Based upon the AEL):

- Personal Protective Equipment
- Explosive Device Mitigation and Remediation Equipment
- CBRNE Operational Search and Rescue Equipment
- Information Technology
- Cyber Security Enhancement Equipment
- Interoperable Communications Equipment
- Detection
- Decontamination
- Medical
- Power
- CBRNE Reference Materials
- CBRNE Incident Response Vehicles
- Terrorism Incident Prevention Equipment
- Physical Security Enhancement Equipment
- Inspection and Screening Systems
- Animal and Plants
- CBRNE Prevention and Response Watercraft
- CBRNE Aviation Equipment
- CBRNE Logistical Support Equipment
- Intervention Equipment
- Other Authorized Equipment

Allowable Training Costs:

- Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes
- Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training
- Training workshops and conferences
- Activities to achieve training inclusive of people with disabilities
- Full- or part-time staff or contractors/consultants
- Travel
- Supplies
- Instructor certification/re-certification

- Coordination with Citizen Corps Councils in conducting training exercises
- Interoperable communications training
- Activities to achieve planning inclusive of people with limited English proficiency

**Allowable Exercise Related Costs:**

- Design, Develop, Conduct, and Evaluate Exercise(s)
- Full- or part-time staff or contractors/consultants
- Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA exercises
- Implementation of HSEEP
- Activities to achieve exercises inclusive of people with disabilities and others with access and functional needs
- Travel
- Supplies
- Interoperable communications exercises
- Activities to achieve planning inclusive of people with limited English proficiency

**Allowable Management and Administrative Costs:**

Special note: Subrecipients may retain a maximum of up to five percent (5%) of funding passed through by the state solely for M&A purposes associated with the SHSP award.

- Hiring of full- or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, and compliance with reporting and data collection requirements
- Development of operating plans for information collection and processing necessary to respond to DHS/FEMA data calls
- Overtime and backfill costs
- Travel
- Meeting related expenses
- Authorized office equipment
- Recurring expenses such as those associated with cell phones and faxes during the period of performance of the grant program
- Leasing or renting of space for newly hired personnel during the period of performance of the grant program

**Indirect Costs**

Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of subrecipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f). Subrecipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application.

**V. Application Review Information and Selection Process**

## **SHSP**

### **Local, Regionalization**

Submitted applications will undergo a peer review process and selected applications will undergo a detailed administrative review. The OHS will be responsible for administratively reviewing the FY2017 SHSP Regionalization applications for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed projects.

The peer review in each region will be completed in the WebGrants system review process module. The review will utilize a risk based methodology to determine the likelihood of a potential risk of terrorism/catastrophic event to people, critical infrastructure, and economic security. The following questions will be addressed during the peer review process to help determine whether an application should receive funding or not:

- Does the project align to a THIRA Capability Target (s)?
- Does the project address filling capability gap(s) from a THIRA Capability Target?
- Does the project create a new deployable Homeland Security resource?
- Does the project sustain and/or enhance a deployable Homeland Security resource?
- Does the project support a deployable asset that is NIMS Kind and Typed?
- Does the project build regional and/or statewide collaboration?

When the peer review is complete, WebGrants will produce an application average score for each applicant. The peer review group will provide OHS with a ranked listing of approved projects based upon the review process, justification and funding availability.

All FY2017 SHSP Regionalization applications will require final approval by the Missouri Department of Public Safety (DPS) senior leadership. Subrecipients will be notified by the Regionalization Grant Specialist should any component of the submitted application require additional information.

### **Local, LETPA**

Submitted applications will be voted on by the LETPA Working Group and will be subject to an OHS comprehensive administrative review.

All FY 2017 LETPA applications will require final approval by the Missouri Department of Public Safety (DPS) senior leadership. Subrecipients will be notified by the LETPA Grant Specialist should any component of the submitted application require additional information.



## **VII. Post-Award Guidelines**

### **Notice of Award**

OHS awards grant funding to each region based upon a funding formula. Each region then sub-awards projects (selected from applications submitted in WebGrants) based upon their regional application review process. LETPA awards are made by the LETPA Working Group with final approval by the Missouri Department of Public Safety (DPS) senior leadership. Upon approval of an application, the award will be made in the form of a grant. Generally, notification of award approval is made through the WebGrants system through an automated e-mail to the subrecipient point of contact listed in the initial application for regional and LETPA awards. Each region is responsible for its own award process per federal pass through requirements. Additionally, a separate notice is sent with directions for acceptance of the award documents. The authorized grant official should carefully read the award package for instructions on administering the grant and to learn more about the terms and conditions associated with responsibilities under Federal awards.

### **Acceptance of Award**

Subrecipients must accept their grant awards no later than 30 days from the notification of award. The subrecipient shall notify the awarding agency of its intent to accept and proceed with work under the award, or provide a written notice of intent to decline. Funds will remain on hold until the subrecipient accepts the award through official correspondence, (e.g., written, electronic signature, signed letter or fax to OHS), and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within the 30 day timeframe may result in a loss of funds.

### **Equipment Inventory Form**

Subrecipients are required to complete the Equipment Inventory Form, within the DPS WebGrants online portal, for newly purchased inventory items in order to receive reimbursement for claims after the award is issued. It is the responsibility of the subrecipient to maintain an updated inventory of equipment for items purchased with federal funds.

### **Administrative and Federal Financial Requirements**

Subrecipients are obligated to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and fund draw-downs may be withheld if these reports are delinquent.

### **Biannual Status Reports**

Biannual Status Reports must be submitted to the designated Grants Specialist twice a year. Subrecipients may be asked to submit the reports either on a preapproved form or through the WebGrants system. Reports should list progress towards completing project milestones and objectives aligned in the initial application as well as any foreseen delays or concerns.

Status reports are due on the following dates:

Reporting Period	Report Due Date
December 1 – May 31	June 10
June 1 – November 30	December 10

### Project Milestones

Project milestones are used to determine if a project is on track to meet its goals by the determined deadlines.

Milestones should be (SMART):

- Specific
- Measurable
- Attainable
- Results oriented
- Time bound

The milestones for a project should present a clear sequence of events that will incrementally build up to completion of the project.

Most SHSP projects would include (but should not be limited to) to the following general milestones:

- Planning (State/Federal required approvals)
- Procurement
- Purchase
- Delivery
- Installation/Testing
- Reimbursement

The milestones created in the application will be reported in the Biannual Status Reports.

**Project Milestones**

Complete each milestone by selecting \*Add\* fill in the form and save.  
Complete steps for all milestones of the project.

**Project Alignment\*** Test Project ▾  
If no project title displays complete the Project Summary of the application first.

Enter the milestone to be completed for their project. Each milestone should be entered separately by selecting \*Add\* at top of the page for up to 10 milestones per project.

**Milestone:\***

250 Character Limit

### Financial and Compliance Audit Report

For audits of fiscal years beginning on or after December 26, 2014, subrecipients that expend \$750,000 or more from all Federal funding sources 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 requirements of Government and Accountability Office's (GAO) Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?SID=55e12eead565605b4d529d82d276105c&node=2:1.1.2.1.1.6&rqn=div6>.

## **Monitoring**

Subrecipients will be monitored by OHS staff both programmatically and financially, to ensure project activities and project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met. Monitoring may be accomplished through either a desk-based review or on-site monitoring visit, or both.

Monitoring will identify areas where technical assistance, corrective actions and other support may be needed. Monitoring type and frequency may vary dependent upon the grantee risk assessment conducted by OHS.

## **Grant Closeout Process**

Within 30 days after all work is completed or the end of the period of performance, whichever comes first, subrecipients must submit a final status report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. After these reports have been reviewed and approved by the OHS, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records. All grant records shall be retained by the subrecipient for whichever of the following is later:

- at least five (5) years from the end of the state fiscal year in which the grant closes, or
- following notification by the awarding agency that the grant has been programmatically and fiscally closed, or
- at least five (5) years following the closure of the subrecipient's audit report covering the entire award period

In addition, any SHSP subrecipient that issues sub-awards to any subrecipient is responsible for closing out those sub-awards as described in 2 C.F.R. § 200.343. SHSP subrecipients must ensure that they complete the closeout of their sub-awards in time to submit all necessary documentation and information to the OHS during the closeout of their own grant award.

## **VII. Contact Information**

The OHS is the designated State Administrative Agency (SAA) for the State of Missouri. The OHS manages and administers the SHSP grant. For more information please contact:

- Jeff Barlow, Administrator: (573) 522-6125
- Joni McCarter, Grant Specialist Supervisor: (573) 526-9020
- Michelle Branson, Grant Specialist: (573) 526-9140
- Chelsey Call, Grant Monitoring Specialist: (573) 526-9014

## **VIII. Other Critical Information**

### **National Preparedness and THIRA**

OHS coordinates with local, state, and federal government as well as the private and nonprofit sectors to facilitate an all-of-nation/whole community, risk driven, and capabilities-based approach to preparedness. This approach is grounded in the identification and assessment of risk through the THIRA. Local jurisdictions must maintain and update their THIRAs as needed with a full THIRA process every three years. Local jurisdictions are encouraged to participate in the development and update of the State/Regional THIRA, and State Preparedness Report (SPR), to ensure that the community's shared understanding of risk evolves to account for changes in the risk landscape, including successful mitigation efforts, emerging threats, hazards, and associated consequences.

### **National Incident Management System (NIMS) Implementation**

Prior to allocation of any Federal preparedness awards in FY 2017, subrecipients must ensure and maintain adoption and implementation of NIMS. Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies) to meet incident needs. Utilization of the standardized resource management concepts such as typing, inventorying, and cataloging promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management and national Tier I NIMS Resource Types can be found at <http://www.fema.gov/resource-management>.

DHS/FEMA developed the NIMS Guideline for Credentialing of Personnel to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes, and identifies tools which Federal Emergency Response Officials (FEROs) and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

Although state, local, Tribal, and private sector partners—including nongovernmental organizations—are not required to credential their personnel in accordance with these guidelines; DHS/FEMA strongly encourages them to do so in order to leverage the Federal investment in the Federal Information Processing Standards (FIPS) 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction. Additional information can be found at [http://www.fema.gov/pdf/emergency/nims/nims\\_alert\\_cred\\_guideline.pdf](http://www.fema.gov/pdf/emergency/nims/nims_alert_cred_guideline.pdf)

### **Environmental Planning and Historic Preservation (EHP) Compliance**

OHS is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-

funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Subrecipients proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation to the OHS. The OHS submits completed EHP packets to FEMA who then may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project.

### **SAFECOM Guidance for Emergency Communications Grant Compliance**

Subrecipients who receive awards under SHSP that wholly or partially provide funding for emergency communication projects and related activities must comply with the most recent version of the [SAFECOM Guidance on Emergency Communications Grants](#). This guidance provides recommendations to recipients regarding interoperable emergency communications projects, including allowable costs, eligible activities, grants management best practices for emergency communications grants, and information on technical standards that ensure greater interoperability. The guidance is intended to ensure that Federally-funded investments are compatible, interoperable, and support the national goals and objectives for improving emergency communications nationwide. Subrecipients investing in broadband-related investments should review [IB 386](#), Clarification on Use of DHS/FEMA Public Safety Grant Funds for Broadband-Related Expenditures and Investments, and consult their OHS Grant Specialist on such investments before developing applications.

### **Emergency Operations Plan (EOP)**

Subrecipients, who normally maintain an EOP, must update their EOP at least once every two years to comply with the Comprehensive Preparedness Guide (CPG) 101 Version 2.0, *Developing and Maintaining Emergency Operations Plans*.

### **Conflict of Interest**

To eliminate and reduce the impact of conflicts of interest in the award process, subrecipients, and reviewers must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making sub-awards. Subrecipients are also required to follow any applicable state or local statutes or regulations governing conflicts of interest in the making of sub-awards.

The subrecipient must disclose to the respective Grant Specialist, in writing, any real or potential conflict of interest as defined by the federal, state or local statutes or regulations or their own existing policies, which may arise during the administration of the Federal award within five days of learning of the conflict of interest. Similarly, subrecipients must disclose any real or potential conflict of interest to the pass-through entity.

## **Extensions**

Extensions to this program are allowed. Extensions to the initial period of performance identified in the award will only be considered through formal, written requests to the subrecipient's respective OHS Grant Specialist and must contain specific and compelling justifications as to why an extension is required. All extension requests must address the following:

- Grant program, fiscal year and award number;
- Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
- Current status of the activity/activities;
- Approved period of performance termination date and new project completion date;
- Amount of funds drawn down to date;
- Remaining available funds, both Federal and non-Federal (if applicable);
- 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 activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work, as described in the narrative and approved by OHS.

Subrecipients must submit all proposed extension requests to OHS for review and approval no later than 120 days prior to the end of the period of performance. Extensions are typically granted for no more than a three month time period.

## **Multi-Year Training and Exercise Plan (MYTEP)**

Subrecipients are required to participate with OHS and the State Emergency Management Agency (SEMA) in the development of the State Multi-Year Training and Exercise Plan that identifies training and exercise priorities and activities. Subrecipients shall develop a prioritized list of courses they would like to have delivered in their region based upon the THIRA and their local core capabilities. This shall be provided to SEMA Training and Exercise, no later than October 1, annually.

## **Multiple Purpose or Dual-Use of Funds**

Many activities which support the achievement of target capabilities related to terrorism preparedness may simultaneously support enhanced preparedness for other hazards unrelated to acts of terrorism. However, all SHSP funded projects must assist subrecipients in achieving target capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism and catastrophic events.

## **Personnel**

SHSP funds may not be used to support the hiring of any personnel for the purposes of fulfilling traditional public health and safety duties or to supplant traditional public health and safety positions and responsibilities.

## **Controlled Equipment**

Grant funds may be used for the purchase of Controlled Equipment; however, because of the nature of the equipment and the potential impact on the community, there are additional and specific requirements in order to acquire this equipment. The following documents are related to this topic and should be reviewed:

- *IB 407a Use of Grant Funds for Controlled Equipment: Update for Fiscal Year 2017*
- *IB 414 Civil Rights Review Process for Controlled Equipment*
- *Executive Order (EO) 13688 Federal Support for Local Law Enforcement Equipment Acquisition, and the Recommendations Pursuant to Executive Order 13688.*

Controlled Equipment List (IB 407a) includes items such as:

- Manned Aircraft, Fixed/Rotary Wing
- Unmanned Aerial Vehicles
- Armored Vehicles, Wheeled
- Tactical Vehicles, Wheeled
- Command and Control Vehicles

## **Unallowable Costs**

Per FEMA and DPS policy, the following are prohibited and not allowable expenditures for grant funding in this program.

## **Prohibited Equipment List (IB 407a)**

- Tracked armored vehicles
- Weaponized vehicles/aircraft/vessels
- Grenade launchers
- Bayonets
- Camouflage uniforms

## **Not Allowable**

- Explosives and pyrotechnics
- Breaching apparatus
- Riot/Crowd control batons and shields
- Firearms and ammunition (not allowable for the Homeland Security Grant Program)