

STATE HOMELAND SECURITY PROGRAM (SHSP)

FY 2023 ENHANCING ELECTION SECURITY (EES)
APPLICATION WORKSHOP



MISSOURI OFFICE OF HOMELAND SECURITY NOTICE OF FUNDING OPPORTUNITY

We are pleased to announce the funding opportunity for the FY 2023 State Homeland Security Program (SHSP) Enhancing Election Security (EES) is open **Friday, August 18, 2023 – Friday, September 15, 2023 at 5:00 p.m. CST**

This funding opportunity is made available through the Missouri Department of Public Safety's, electronic WebGrants System, accessible on the internet at <https://dpsgrants.dps.mo.gov>

SHSP EES GRANT KEY DATES

August 18, 2023:	SHSP EES Grant funding opportunity open in WebGrants
September 15, 2023:	SHSP EES Grant applications due in WebGrants by 5:00 pm CST
September-October 2023:	SHSP EES Grant scoring funding determinations
September 1, 2023:	Project Start Date
August 31, 2025:	Project End Date

STATE HOMELAND SECURITY PROGRAM (SHSP) ENHANCING ELECTION SECURITY (EES)

SHSP EES assists state and local efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism through projects that enhance election security. This program will provide funding for **physical security enhancements** to election infrastructure.

Election security projects should support long-term vulnerability reduction by building and sustaining resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.

The objective of the FY 2023 SHSP is to fund state and local efforts to prevent terrorism and prepare the Nation for threats and hazards that pose the greatest risk to the security of the United States.

ELIGIBLE APPLICANTS

- Local election authorities designated by the Missouri Secretary of State
- Local polling locations designated by the respective local election authority

INELIGIBLE APPLICANTS

Local election authorities and polling places that are within the Kansas City or St. Louis UASIs are **NOT** eligible applicants

St. Louis UASI

- Franklin County
- Jefferson County
- St. Charles County
- St. Louis City
- St. Louis County

Kansas City UASI

- Jackson County
- Cass County
- Platte County
- Ray County
- Clay County

MAXIMUM AWARD

The SHSP EES grant has a
maximum award amount of **\$15,000.00**

FUNDING RESTRICTIONS AND ALLOWABLE COSTS

All costs must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, the terms and conditions of the award, or the FY 2023 Preparedness Grants Manual

Award funds may not be used for matching funds for any other federal awards, lobbying, or intervention in federal regulatory or adjudicatory proceedings

FUNDING RESTRICTIONS AND ALLOWABLE COSTS

Dual-Use

- Under SHSP, many activities that support the achievement of core capabilities related to the national priorities and terrorism preparedness may simultaneously support enhanced preparedness for other hazards unrelated to acts of terrorism

FUNDING RESTRICTIONS AND ALLOWABLE COSTS

Prohibitions on Using FEMA Award Funds for Covered Telecommunications Equipment or Services

- Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA) , Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.3267, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.
- Guidance is available at Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services #405-143-1
- Additional guidance is available at Contract Provisions Guide: Navigating Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards (fema.gov).

FUNDING RESTRICTIONS AND ALLOWABLE COSTS

Effective August 13, 2020, FEMA recipients and subrecipients may not use any FEMA funds under open or new awards to:

- Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system
- Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system
- Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system

FUNDING RESTRICTIONS AND ALLOWABLE COSTS

Replacement Equipment and Services

- FEMA grant funding may be permitted to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the NOFO and the FY 2023 Preparedness Grants Manual

FUNDING RESTRICTIONS AND ALLOWABLE COSTS

Definitions

Per section 889(f)(2)-(3) of the FY 2019 NDAA and [2 C.F.R. § 200.216](#), covered telecommunications equipment or services means:

Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);

For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

Telecommunications or video surveillance services provided by such entities or using such equipment; or

Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of “covered telecommunications equipment or services.” See [2 C.F.R. § 200.471](#)

EQUIPMENT

This grant ONLY allows for the purchase of materials that will enhance election security through physical security enhancements for election infrastructure

The 21 allowable prevention, protection, mitigation, and response equipment categories for SHSP are listed on the Authorized Equipment List (AEL)

Some equipment items require prior approval from DHS/FEMA/OHS before obligation or purchase of the items. Please reference the grant notes for each equipment item to ensure prior approval is not required or to ensure prior approval is obtained if necessary

EQUIPMENT

Equipment purchases must be in compliance with the following:

- Equipment acquisition requirements of the Notice of Funding Opportunity (NOFO)
- Must be on the Authorized Equipment List
- FEMA Policy: Prohibited or Controlled Equipment Under FEMA Awards (FEMA Policy 207-22-0002) gives direction on what items are unallowable, and what items require a waiver

UNALLOWABLE COSTS

- Security personnel
- Per FEMA policy, the purchase of weapons and weapons accessories, including ammunition, is not allowed with SHSP funds
- Grant funds may not be used for the purchase of equipment not approved by DHS/FEMA/OHS. Grant funds must comply with FEMA Policy 207-22-0002 and may not be used for the purchase of the following equipment: firearms, ammunition, grenade launchers, bayonets, or weaponized aircraft, vessels, or vehicles of any kind with weapons installed

EHP REVIEW

Environmental Historical Preservation (EHP) Review

- Subrecipients proposing projects that have the potential to impact the environment must participate in the FEMA EHP review process
- The review process must be completed before funds are released to carry out the proposed project
- Any projects that make a change to a building or cause ground disturbance must complete an EHP Screening Form and submit it to OHS for review. This includes drilling holes into the walls or any ground disturbance

If an EHP is required for a project, but not completed prior to the project starting, the project will not be reimbursed

UNIQUE ENTITY IDENTIFIER

Effective April 4, 2022, the Federal Government transitioned from using the Data Universal Numbering System (DUNS) Number to the Unique Entity Identifier (UEI)

If your organization is already registered in the WebGrants System, you will need to email your UEI to Kelsey.Saunders@dps.mo.gov if you have not already done so

If your organization is not yet registered in WebGrants, you will provide the UEI at the time of registration

UNIQUE ENTITY IDENTIFIER (UEI)

- Entities that had an active registration in the System for Award Management (SAM) prior to this date, the UEI has automatically been assigned and no action is necessary
- You can view the UEI in SAM.gov on your entity registration record
 - In your workspace, select the numbered bubble above Active in Entity Management
- Your records should then appear and the UEI number will be on the left side

● Active Registration

Unique Entity ID
E5MQRCL37HM5

CAGE Code
6QJV2

Physical Address

Entity Management

What do I need for registration?

Register Entity

Entity Registration

1

1

0

0

0

ACTIVE

DRAFT

WORK IN PROGRESS

SUBMITTED

PHRR

Next Update Due: Jun 10, 2022

Due in Next 30 days: 0 Entity Registrations

Unique Entity ID

0

0

0

0

ACTIVE

DRAFT

WORK IN PROGRESS

SUBMITTED

UNIQUE ENTITY IDENTIFIER

If your agency did not have a DUNS number, you will follow the steps below to obtain a UEI

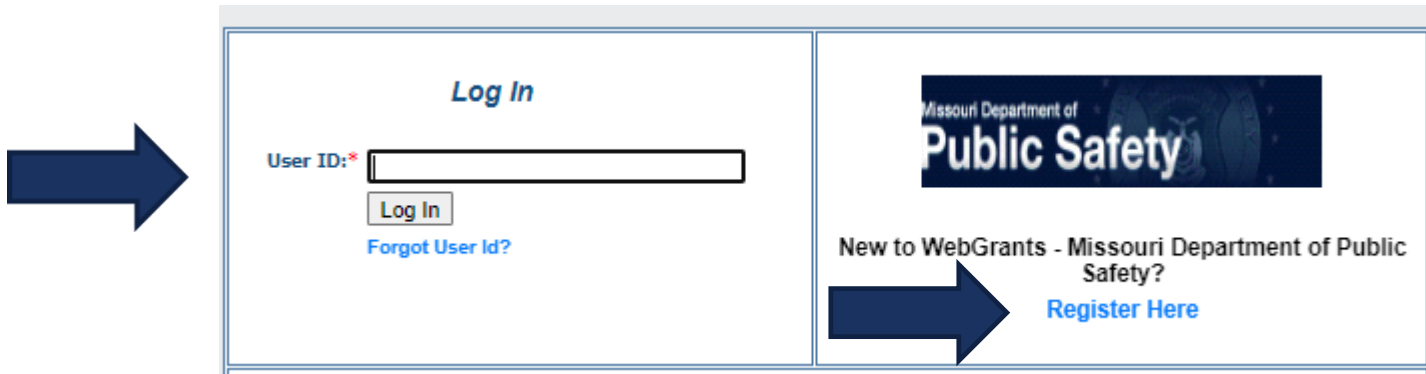
- Sign in to your SAM.gov account and the system will navigate you to your Workspace
- Under Entity Management, select Get Started



WEBGRANTS APPLICATION

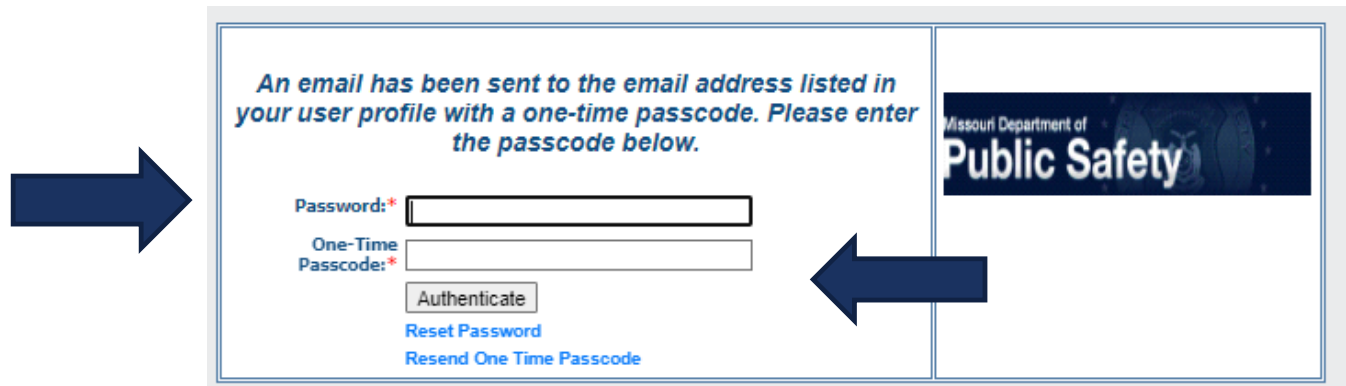
Log in or register at dpsgrants.dps.mo.gov as a new agency

- If your agency is already registered in the system, someone with access will need to add new users



The screenshot shows the WebGrants login interface. On the left, a large blue arrow points towards the login form. The form is titled "Log In" and contains a "User ID:" label with a red asterisk, followed by a text input field. Below the input field is a "Log In" button and a blue link "Forgot User Id?". On the right, there is a banner for the "Missouri Department of Public Safety" and a section titled "New to WebGrants - Missouri Department of Public Safety?" with a blue link "Register Here" and a blue arrow pointing to it.









- Two-factor authentication: Enter your password and the one-time passcode sent by WebGrants



The screenshot shows the two-factor authentication page. On the left, a large blue arrow points towards the authentication form. The form is titled "An email has been sent to the email address listed in your user profile with a one-time passcode. Please enter the passcode below." and contains a "Password:" label with a red asterisk, followed by a text input field. Below the password field is a "One-Time Passcode:" label with a red asterisk, followed by another text input field. Below the passcode field is an "Authenticate" button and two blue links: "Reset Password" and "Resend One Time Passcode". On the right, there is a banner for the "Missouri Department of Public Safety" and a blue arrow pointing to the authentication form.

APPLICATION INSTRUCTIONS

Select “Funding Opportunities” and select the FY 2023 SHSP Enhancing Election Security (EES) funding opportunity

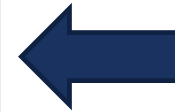
-  Instructions
-  Reviewer Instructions
-  My Profile
-  Funding Opportunities
-  My Applications
-  My Grants
-  Conflicts of Interests
-  My Reviews



APPLICATION INSTRUCTIONS

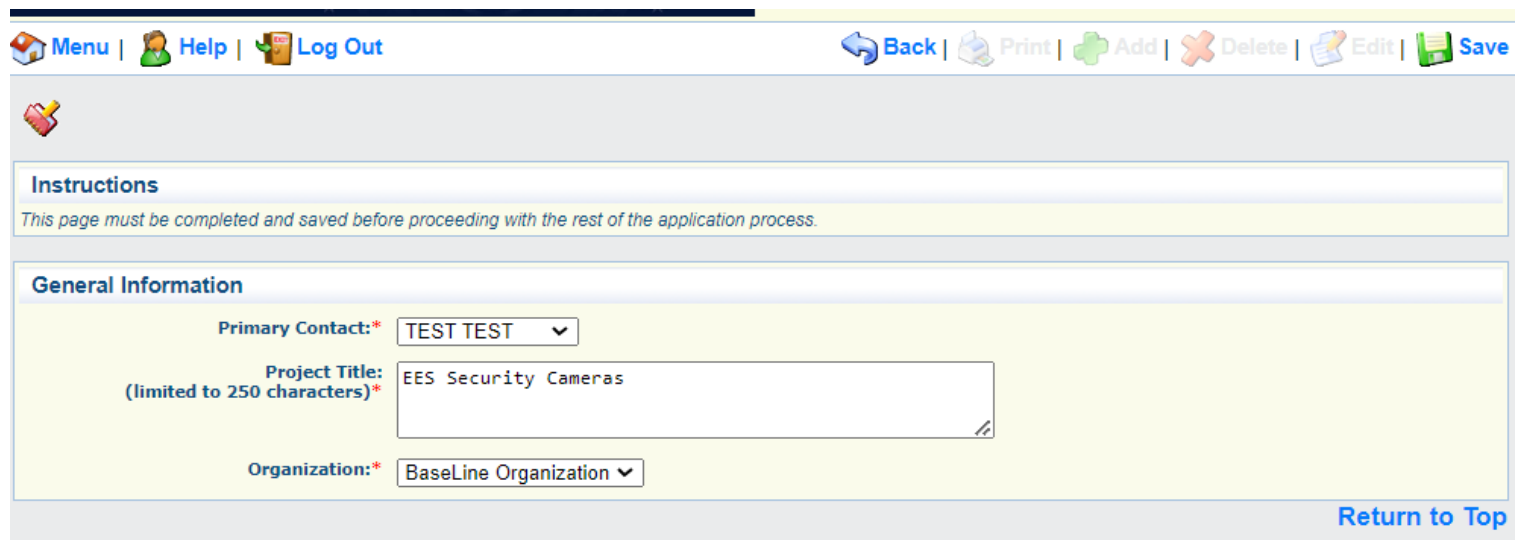
Select “Start New Application”

[Copy Existing Application](#) | [Start a New Application](#)



APPLICATION INSTRUCTIONS

1. After selecting “Start a New Application,” complete the “General Information” section
2. “Project Title” should be short and specific to the project, see example below
3. After completing the “General Information,” click “Save”



The screenshot shows a web application interface. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a section titled "Instructions" with the text: "This page must be completed and saved before proceeding with the rest of the application process." The main section is titled "General Information" and contains three fields: "Primary Contact:" with a dropdown menu showing "TEST TEST", "Project Title:" with a text input field containing "EES Security Cameras" and a note "(limited to 250 characters)", and "Organization:" with a dropdown menu showing "BaseLine Organization". A blue arrow points to the "Save" button in the top navigation bar.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Instructions
This page must be completed and saved before proceeding with the rest of the application process.

General Information

Primary Contact:* TEST TEST

Project Title:* EES Security Cameras
(limited to 250 characters)*

Organization:* BaseLine Organization

[Return to Top](#)

APPLICATION INSTRUCTIONS

1. Select “Go to Application Forms”



General Information	Go to Application Forms
System ID: 160789	
Project Title: EES Security Cameras	
Primary Contact: TEST TEST	
Organization: BaseLine Organization	

2. Complete each of the five “Application Forms” with all required information then “Save” and “Mark Complete”
3. All forms must be marked complete in order to “Submit”



Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	08/14/2023	
Contact Information			
SHSP Project Package			
Budget			
Named Attachments			



CONTACT INFORMATION

Authorized Official: This is the person who has the authority to legally bind the applicant into a contract and is generally the applicant's elected or appointed chief executive. For example:

- For a **city**, the Mayor or City Administrator is the Authorized Official
- For a **county**, the Presiding County Commissioner or County Executive is the Authorized Official (e.g.; the Sheriff is not the Authorized Official)
- For a **State Department**, the Director is the Authorized Official
- For a **college/university**, the President is the Authorized Official
- For a **nonprofit**, the Board Chair is the Authorized Official (This includes Fire Protection District's)
- For a **Regional Planning Commission (RPC) or Council of Government (COG)**, the Executive Director is the Authorized Official.
- For a **special district, such as a Fire Protection District or Ambulance District**, the Board Chair/President shall be the Authorized Official

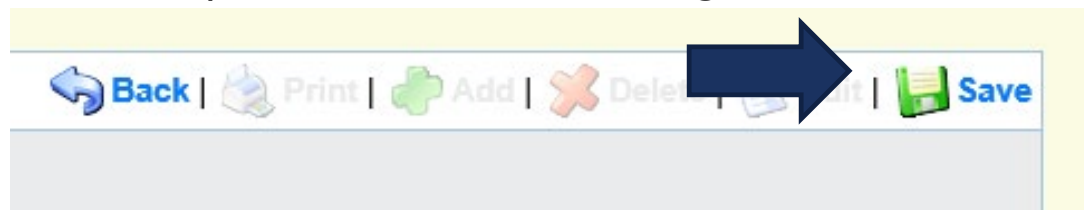
In order for an application to be considered eligible for funding, the agency's correct Authorized Official MUST be designated in the "Contact Information" form and the "Certified Assurances" form

****If the Authorized Official has a different title, than those listed above, official documentation naming that position as the Authorized Official for your agency MUST be included in the application attachments or your application will not be considered for funding****

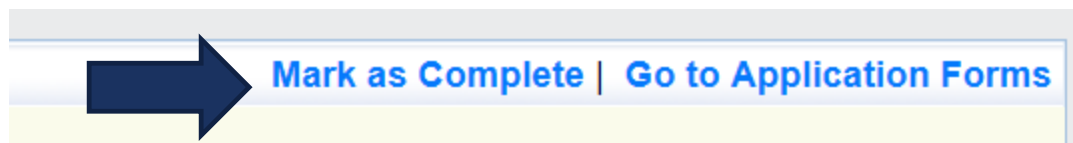
If you are unsure who your Authorized Official should be for your agency, please contact the Missouri Office of Homeland Security at 573-522-6125

CONTACT INFORMATION

- Please complete all contact information for
 - Authorized Official
 - Project Director
 - Fiscal Officer
 - Project Contact Person (if different than the Project Director)
- Required fields are designated with a red asterisk *
- Select “Save” at the top of the screen after entering all of the information



- Then “Mark as Complete”



SHSP PROJECT PACKAGE

All of the “SHSP Project Package” information has been combined into one form with four sections

- A. Project Worksheet
- B. Audit Details
- C. Risk Assessment
- D. Certified Assurances

A. PROJECT WORKSHEET

A.1 Project Title – The name of the project supplied in General Information

A.2 Agency Name – Enter the name of your agency

A.3 Region – Select the Region where your agency is located (see map on next slide)

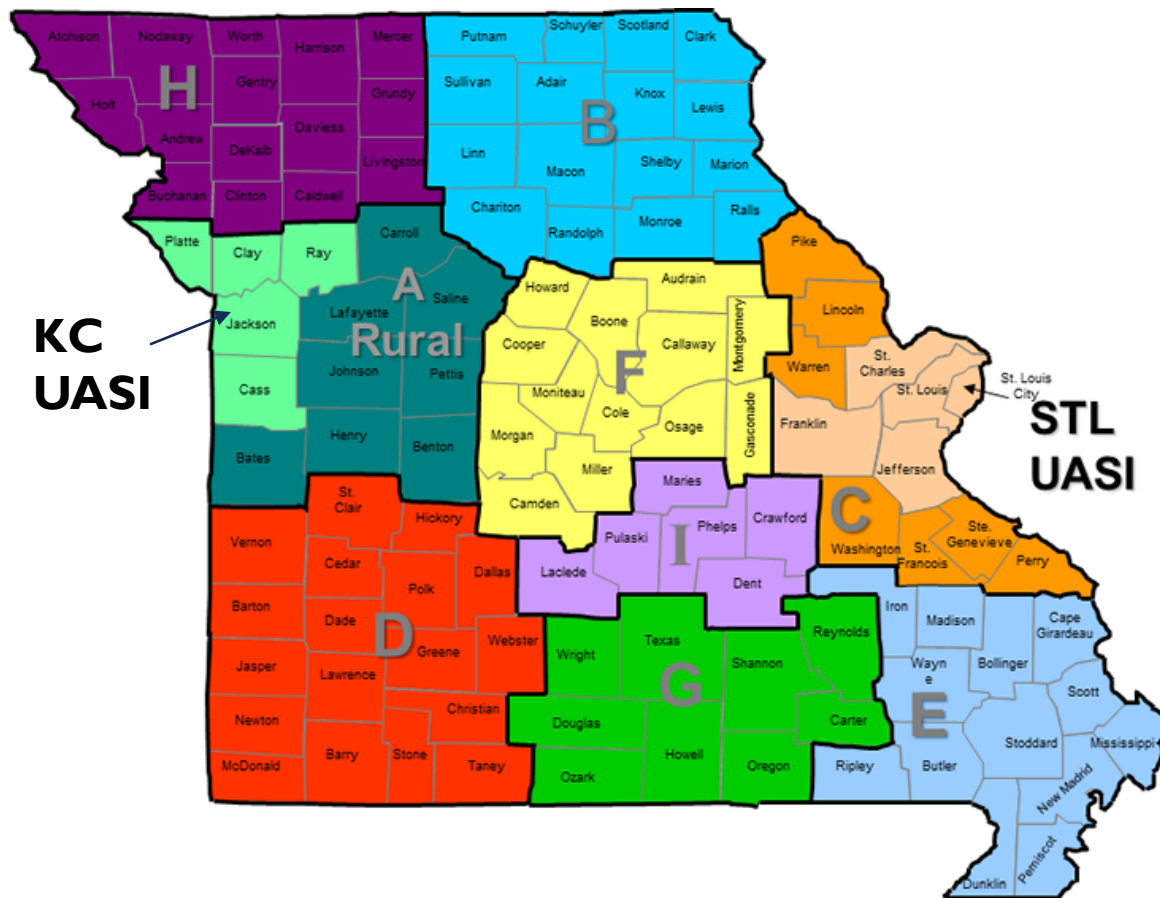
A.4 County – Select the County where your agency is located

A.5 Zip – Enter the zip code of your agency

A.6 Select your agency's involvement with elections from the dropdown list

- If you select Local Polling Location, you will be prompted to answer the following:
 - A.6.a – Enter the number of registered voters for your polling place
 - A.6.b. – Enter the average voter turnout in a PRIMARY election at your polling location

A. PROJECT WORKSHEET



A. PROJECT WORKSHEET

A. Project Worksheet

A.1 Project Title:*

A.2 Agency Name:*

A.3 Region:*

A.4 County:*

A.5 Project Location Zip Code:*

A.6 Please select the option that best represents the applicant agency's involvement with elections.*

A.6.a Please provide the number of registered voters for your polling location.

A.6.b Please provide the average voter turnout in a primary election at your polling location.

A. PROJECT WORKSHEET

A.7 Describe your agency's current practices to ensure the security of your physical election infrastructure (i.e. as it pertains to building and grounds)

A.8 Describe the risks your agency has in keeping elections in Missouri secure (i.e. identify vulnerabilities in your building and grounds that could be exploited, thereby harming Missouri elections)

A.9 Identify if your agency has experienced threats to election security – Yes/No

- A.9a. – If yes, describe the threats to election security experienced by your agency

A.10 Provide a description of the proposed project and how it will enhance election security in Missouri (i.e. what you will purchase and for what purpose/end goal)

A. PROJECT WORKSHEET

A.7 Please describe the applicant agency's current practices to ensure security of physical election infrastructure.*

Describe your agency's current practices to ensure the security of your physical election infrastructure (i.e. as it pertains to building and grounds).

A.8 Please describe the risks the applicant agency has in keeping elections in Missouri secure.*

Describe the risks your agency/organization has in keeping elections in Missouri secure (i.e. identify vulnerabilities in your building and grounds that could be exploited, thereby harming Missouri elections).

A.9 Has the applicant agency experienced threats to election security?*

☒ Yes ☐ No

A.9.a Describe the threats experienced by the applicant agency.

If yes, describe the threats to election security experienced by your agency/organization.

A.10 Please provide a description of the proposed project and how it will enhance election security in Missouri.*

Provide a description of the proposed project and how it will enhance election security in Missouri (i.e. what you will purchase and for what purpose/end goal).

A. PROJECT WORKSHEET

A.11 Explain how the requested project will address (reduce) the risks/threats your agency currently has with election security

A.12 Provide an estimate of the duration of the project – how long will it take to complete the project in months. If your project involves Environmental Historic Preservation (EHP) clearance, allow at least 6 months for that process to be completed before purchasing and installation (Projects requiring EHP clearance include those modifying buildings or involving ground disturbance)

A.13 Describe how the project aligns with/increases terrorism preparedness as it relates to election security for the state

A.14 Indicate if this project will benefit the applicant agency/community served at times other than during an election cycle – Yes/No

- A.14a. – If yes, describe the benefits this project will provide the applicant agency/community outside of an election cycle

A.15 Describe how the project will be financially sustained without grant funding (i.e. funding maintenance or replacement or repair of item(s), as needed)

A. PROJECT WORKSHEET

A.11 Please explain how the requested project will address the risks/threats the applicant agency currently has with election security.*

Explain how the requested project will address (reduce) the risks/threats your agency currently has with election security.

A.12 Provide estimated duration of the project (how long will it take to complete this project):*

Provide an estimate of the duration of the project - how long will it take to complete the project in months.

A.13 How does this project align with/increase terrorism preparedness as it relates to election security for the state?*

Describe how the project aligns with/increases terrorism preparedness as it relates to election security for the state.

A.14 Will this project benefit the applicant agency/community served at times other than during an election cycle?*

☒ Yes ☐ No

A.14.a Describe the benefits this project will provide for the applicant agency/community outside of an election cycle.

If yes, describe the benefits this project will provide the applicant agency/community outside of an election cycle.

A.15 How does the applicant agency plan to financially sustain the requested items in the future without grant funding?*

Describe how the project will be financially sustained without grant funding (i.e. funding maintenance or replacement or repair of item(s), as needed).

B.AUDIT CERTIFICATION

Using your agency's most recent audit, please complete all required fields in the "Audit Details" section

- If your agency does not have an audit, complete this section utilizing your most recent annual financial statement and attach the statement in lieu of the audit
- If your audit covered a period that ended more than three years ago, please provide the most recent financial statement for your agency's last fiscal year, as well as a copy of the audit

All attachments will be uploaded in the "Named Attachments" form on the application

B.AUDIT CERTIFICATION

- Using the most recent audit, annual financial statement, and/or SEFA, complete the “Audit Certification” section and indicate whether the \$750,000 threshold for federal audits was met per Part 2 CFR 200.501
- The \$750,000 federal expenditure threshold is met when an agency has **expended** \$750,000 or more in federal funds during their last fiscal year. This information can be found on the agency’s most recent audit, annual financial statements, and/or SEFA. (The total amount of federal funds expended is derived from all federal sources, not just Department of Homeland Security funds)

B.AUDIT CERTIFICATION

B. Audit Details

B.1 Has the Applicant Agency exceeded the federal expenditure threshold of \$750,000 in federal funds during agency's last fiscal year?:*

☒ Yes ☐ No

If the applicant agency exceeded the federal expenditure threshold in their last fiscal year, they must have their Single Audit or Program Specific Audit completed and submitted to the OHS within nine (9) months after the end of the audited fiscal year.

**B.2 Date last audit/financial statement completed:
MM/DD/YYYY***

12/31/2022

If an agency has never had an audit, please enter the date of their last annual financial statement.

B.3 By checking this box the applicant agency understands they are required to upload a copy of the agency's most recent completed audit (or annual financial statement) in the Named Attachments section of this application:*



C. RISK ASSESSMENT

The “Risk Assessment” section is to gather information the awarding agency (DPS) will use to conduct a risk assessment, of your agency, as required by 2 CFR 200.332 (b)

Depending on the responses to these questions, the awarding agency may contact you for additional information

C. Risk Assessment

C.1 Does the applicant agency have new personnel that will be working on this award?:*

Yes

New personnel is defined as working with this award type less than 12 months.

C.1.a If you answered yes to Question F.1, please list the name(s) of new personnel and their title(s)

Who is the person and what is the role he/she will do?

C.2 Does the applicant agency have a new fiscal or time accounting system that will be used on this award?:*

No

New fiscal or time accounting system is defined as a system being utilized less than 12 months within the applicant agency.

C.3 Does the applicant agency receive any direct Federal awards?:*

Yes

Direct grants are grants that you apply directly to the federal government for and there is no intermediary agency such as OHS.

C.3.a Please list the direct Federal awards the agency receives.

List DIRECT Federal awards the agency/organization receives. Do NOT list Federal awards you receive through the Missouri Department of Homeland Security or other State agency.

C.4 Did the applicant agency receive any Federal monitoring on a direct federal award in their last fiscal year?:*

Yes

C.4.a Please list the direct awards that were monitored and indicate if there were any findings or recommendations.

List the DIRECT Federal awards that were monitored and indicate if there were any findings or recommendations.

D. CERTIFIED ASSURANCES

The “Certified Assurances” section **MUST be completed with the agency’s correct Authorized Official to be considered *eligible for funding***

****If the Authorized Official has a different title, than those listed above, official documentation naming that position as the Authorized Official for your agency **MUST** be included in the application attachments or your application will not be considered for funding****

If you are unsure who your Authorized Official should be for your agency, please contact the Missouri Department of Public Safety at 573-522-6125

Applications can be saved without the Authorized Official’s information while they review, but **MUST be completed before form can be marked complete and submitted**

D. CERTIFIED ASSURANCES

D. Certified Assurances

To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant attests to and/or will comply with the following Certified Assurances if the assistance is awarded:

SHSP Certified Assurances

D.1 By checking this box, I have read and agree to the terms and conditions of this grant:*

Yes



In order to be considered eligible for funding, the correct Authorized Official must be designated and have knowledge of the certified assurances associated with this funding opportunity. **If the incorrect Authorized Official is listed in E.2 of the application, the application will be deemed ineligible for funding.**

The Authorized Official is the individual who has the authority to legally bind the applicant into a contract and is generally the applicant's elected or appointed chief executive. For example:

- If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official
- If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official
- If the applicant agency is a State Department, the Director shall be the Authorized Official
- If the applicant agency is a college/university, the President shall be the Authorized Official
- If the applicant agency is a nonprofit, the Board Chair/President shall be the Authorized Official, this includes Fire Protection Districts.
- If the applicant agency is an Regional Planning Commission (RPC) or Council of Government (COG), the Executive Director shall be the Authorized Official
- If the applicant agency is a special district, such as Fire Protection District or Ambulance District, the Board Chair/President shall be the Authorized Official

If a designee is being utilized to authorize the application, the Missouri Department of Public Safety (DPS) reserves the right to request documentation that indicates the designee has the authority to legally bind the applicant into a contract in lieu of the Authorized Official at the time of application submission.

****If the Authorized Official has a different title, than those listed above, official documentation naming that position as the Authorized Official for your agency must be included in the application attachments or your application will not be considered for funding****

****The above list is not an all-inclusive list. If you do not fall into the above listed categories, or if you are unsure of who the Authorized Official is for your agency, please contact the Missouri Office of Homeland Security at (573) 522-6125.****

D.2 Authorized Official Name and Title:*

Correct Authorized Official Name AND Title

D.3 Name and Title of person completing this proposed application:*

Name AND Title of person completing application



D.4 Date:*

09/05/2023

BUDGET FORM

Enter each budget line by selecting “Add” and completing all required information, then “Save” and “Add” if additional budget lines are needed

- **Equipment** – items with a per unit cost of \$1,000 or more, and a useful life of more than one year
 - The Authorized Equipment List (AEL) Number is required for Equipment. The link is provided in the instructions.

Equipment

All equipment items are defined as tangible property having an acquisition cost of \$1,000 or more, and a useful life of more than one year.

All Equipment purchased has to be an allowable item on the [Authorized Equipment List \(AEL\)](#).

Equipment quotes may be uploaded in Names Attachment component of the application.

- **Supplies/Operations** – items with a per unit cost under \$1,000, or a useful life of less than one year

BUDGET FORM - EQUIPMENT

Equipment							Mark as Complete Go to Application Forms Add	
<i>All equipment items are defined as tangible property having an acquisition cost of \$1,000 or more, and a useful life of more than one year.</i>								
<i>All Equipment purchased has to be an allowable item on the Authorized Equipment List (AEL).</i>								
<i>Equipment quotes may be uploaded in Names Attachment component of the application.</i>								
Line Item Name:	AEL #:	Qty:	Unit Cost:	Total Cost:	Sustainment:	Discipline:	Function:	Allowable Activity:
\$0.00								

Build/Sustain

Build – Starts a new capability or improves a current capability level

Sustain – Maintains capabilities at their current level

Menu Help Log Out		Back Print Add Delete Edit Save	
Application			
Application: 160789 - EES Security Cameras			
Program Area: State Homeland Security Program (SHSP)			
Funding Opportunities: 160685 - FY 2023 SHSP Enhancing Election Security (EES) TEST			
Application Deadline: Final Application Deadline not Applicable			
Organization: BaseLine Organization			
Equipment			
<i>All equipment items are defined as tangible property having an acquisition cost of \$1,000 or more, and a useful life of more than one year.</i>			
<i>All Equipment purchased has to be an allowable item on the Authorized Equipment List (AEL).</i>			
<i>Equipment quotes may be uploaded in Names Attachment component of the application.</i>			
Line Item Name:*	Parking Lot Lights		
AEL #:*	14SW-01-LITE		
Qty:*	5		
Total Cost:*	5016.45		
Sustainment:*	No <input type="checkbox"/>		
Sustainment is costs that are necessary to maintain a current, deployable homeland security asset.			
Discipline:*	Not for Profit/Non-Profit <input type="checkbox"/>		
Select primary discipline benefiting from equipment.			
Function:*	Equipment <input type="checkbox"/>		
Select the EQUIPMENT function area for this budget line.			
Allowable Activity:*	Physical Security Enhancement Equipment <input type="checkbox"/>		
Select one primary activity the budget line is benefiting.			

BUDGET FORM – EQUIPMENT

Search the Authorized Equipment List site for the correct AEL number

The section name will correspond to the allowable activity on the budget line.

- For example,
Section I 4=Physical Security
Enhancement Equipment

Authorized Equipment List

The Authorized Equipment List (AEL) is a list of approved equipment types allowed under FEMA's preparedness grant programs. The intended audience of this tool is emergency managers, first responders, and other homeland security professionals. The list consists of 21 equipment categories divided into categories, sub-categories and then individual equipment items. NOTE: There are no commercially available products listed; it only consists of equipment types.

[Subscribe to Authorized Equipment List](#)

[Download CSV](#)

Search

Search by item number, item title, keyword, or grant program and then click Apply. Search results display below.

- Please select -

Select a primary section, category and sub-category and then click Apply.

BUDGET FORM – EQUIPMENT

FREQUENTLY USED AEL NUMBERS

03OE-03-MEGA:	Public Address Systems
04AP-09-ALRT:	Public Notification and Warning Systems
05NP-00-IDPS:	Intrusion Detection/Prevention Systems
06CC-02-PAGE:	Paging Systems
06CP-03-ICOM:	Intercom
I4EX-00-BSIR:	Blast/Shock/Impact Resistant Glass and Window Wraps
I4SW-01-ALRM:	Alarm Systems/Sensors
I4SW-01-DOOR:	Impact Resistant Doors and Gates
I4SW-01-LITE:	Fixed Area Lighting
I4SW-01-PACS:	Physical Access Control Systems
I4SW-01-SIDP:	Personnel Identification Systems
I4SW-01-SNSR:	Sensors/Alarms
I4SW-01-VIDA:	Video Assessment Security Systems
I4SW-01-WALL:	Barriers, such as fences and jersey walls
I5SC-00-PPSS:	Personnel/Packing Screening Systems

BUDGET FORM – SUPPLIES/OPERATIONS

Supplies/Operations

[Add](#)

Supplies and Operations items are defined as property with acquisition cost of less than \$1,000, or a useful life of less than one year.

To include a supply or operational expense in the budget, click "Add". To include more than one supply or operational expense, repeat this step for each budget item.

Supply/Operation Type:	Item Name:	Qty:	Unit Cost:	Total Supply or Operation Expense Cost:	Discipline:	Function:	Allowable Activity:
				\$0.00			

[Menu](#) | [Help](#) | [Log Out](#)[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Application

Application: 160789 - EES Security Cameras

Program Area: State Homeland Security Program (SHSP)

Funding Opportunities: 160685 - FY 2023 SHSP Enhancing Election Security (EES) TEST

Application Deadline: Final Application Deadline not Applicable

Organization: BaseLine Organization

Supplies/Operations

Supplies and Operations items are defined as property with acquisition cost of less than \$1,000, or a useful life of less than one year.

To include a supply or operational expense in the budget, click "Add". To include more than one supply or operational expense, repeat this step for each budget item.

Supply/Operation Type:
List each supply/operational item by type.

Item Name:

Qty:
Enter the requested number of months, people, units, etc. If the expense is a one-time cost, enter 1.

**Total Supply or
Operation Expense Cost:**
Enter the actual cost amount to be included in this budget line.

Discipline:
Select one primary discipline this budget line is benefiting.

Function:
Select the appropriate function area for this budget line.

Allowable Activity:
Select one primary activity the budget line is benefiting.

BUDGET FORM – JUSTIFICATIONS

A narrative justification is required for each item you seek to purchase.

The justification needs to include:

- Why the item is necessary for the success of the project
- Indicate who will use the item, how it will be used, and where it will be housed
- Provide a cost basis. (i.e. cost per unit X number of units to be purchased = \$\$)
 - If available, please attach a quote or cost basis to the Named Attachments section of the application

BUDGET FORM - JUSTIFICATIONS

- Provide required justification for all budget lines by clicking “Edit” at top of the page
- Justification for all sections can be completed at one time



The screenshot shows a web application interface. At the top, there is a navigation bar with links: [Menu](#), [Help](#), and [Log Out](#). To the right of these links are action buttons: [Back](#), [Print](#), [Add](#), [Delete](#), [Edit](#), and [Save](#). Below the navigation bar, the main content area is titled **Application**. Under this title, there is a section for **Application: 160789 - EES Security Cameras**. This section contains the following details:

- Program Area:** State Homeland Security Program (SHSP)
- Funding Opportunities:** 160685 - FY 2023 SHSP Enhancing Election Security (EES) TEST
- Application Deadline:** Final Application Deadline not Applicable
- Organization:** BaseLine Organization

BUDGET FORM - JUSTIFICATIONS

Narrative Justification - Equipment

Detailed narrative justification is required for all budget line(s). This justification should fully explain the need for acquisition. To provide the required justification for a budget line item(s), click 'Edit' at top of page

Provide separate justifications for each line item being requested. Address why the requested item is necessary for the success of the proposed project. Indicate who will use the item, how the item will be used and where the item will be housed.

Font Family Font Size **B** *I* U | [Text Alignment Icons] | [List Icons] | [Link/Unlink Icons] | [Insert Icons]



Justify the item to be purchased, explaining why is it necessary for the success of the project.

Provide a cost basis. (i.e. cost per unit X number of units to be purchased = \$\$)

Indicate who will use the item, how it will be used, and where it will be housed.

DO NOT put “See attachment” in the narrative justifications! Each section must be completed. If you have information that will not fit in the justification, please enter a summary in the justification and then include the statement “Additional information can be located in the “Named Attachment” section

When justifications for all sections have been completed, select “Save” and “Mark as Complete” at the top of page

BUDGET – EQUIPMENT EXAMPLE

Equipment

All equipment items are defined as tangible property having an acquisition cost of \$1,000 or more, and a useful life of more than one year.

All Equipment purchased has to be an allowable item on the [Authorized Equipment List \(AEL\)](#).

Equipment quotes may be uploaded in Names Attachment component of the application.

Line Item Name:*	<input type="text" value="Parking Light Fixtures"/>
AEL #:*	<input type="text" value="14SW-01-LITE"/>
Qty:*	<input type="text" value="5.0"/>
Total Cost:*	<input type="text" value="\$5,826.15"/>
Sustainment:*	<input type="text" value="No"/> <small>Sustainment is costs that are necessary to maintain a current, deployable homeland security asset.</small>
Discipline:*	<input type="text" value="Not for Profit/Non-Profit"/> <small>Select primary discipline benefiting from equipment.</small>
Function:*	<input type="text" value="Equipment"/> <small>Select the EQUIPMENT function area for this budget line.</small>
Allowable Activity:*	<input type="text" value="Physical Security Enhancement Equipment"/> <small>Select one primary activity the budget line is benefiting.</small>

Narrative Justification - Equipment

Detailed narrative justification is required for all budget line(s). This justification should fully explain the need for acquisition. To provide the required justification for a budget line item(s), click 'Edit' at top of page

Provide separate justifications for each line item being requested. Address why the requested item is necessary for the success of the proposed project. Indicate who will use the item, how the item will be used and where the item will be housed. Also provide a cost basis for the amount requested. For example: 3 security cameras @ \$1,100.00 each = \$3,300.00



Baseline Organization will install five parking light fixtures in the parking area to increase visibility, thereby improving the safety and security of the area. Per quote, each fixture has a per unit cost of \$1,165.23 X 5 = \$5,826.15.

BUDGET – SUPPLIES EXAMPLE

Supplies/Operations

Supplies and Operations items are defined as property with acquisition cost of less than \$1,000, or a useful life of less than one year.

To include a supply or operational expense in the budget, click "Add". To include more than one supply or operational expense, repeat this step for each budget item.

Supply/Operation Type: *	<input type="text" value="Other (computer, projector, chair, etc.)"/>
<small>List each supply/operational item by type.</small>	
Item Name: *	<input type="text" value="Security Cameras"/>
Qty: *	<input type="text" value="7.0"/>
<small>Enter the requested number of months, people, units, etc. If the expense is a one-time cost, enter 1.</small>	
Total Supply or Operation Expense Cost: *	<input type="text" value="\$1,399.93"/>
<small>Enter the actual cost amount to be included in this budget line.</small>	
Discipline: *	<input type="text" value="Not for Profit/Non-Profit"/>
<small>Select one primary discipline this budget line is benefiting.</small>	
Function: *	<input type="text" value="Equipment"/>
<small>Select the appropriate function area for this budget line.</small>	
Allowable Activity: *	<input type="text" value="Physical Security Enhancement Equipment"/>
<small>Select one primary activity the budget line is benefiting.</small>	

Narrative Justification - Supplies/Operations

Detailed narrative justification is required for all budget line(s). This justification should fully explain the need for acquisition. To provide the required justification for a budget line item(s), click 'Edit' at top of page.

Provide separate justifications for each line item being requested. Justifications should include specific items and cost basis.

Baseline organization will purchase seven security cameras. Three cameras will be installed within the facility and four cameras will be installed on the exterior of the facility. The security system will allow us to monitor the grounds and multiple entrances for unauthorized personnel. Per supplied quote, each camera will cost \$199.99 x 7 = \$1,399.93



BUDGET FORM

When you have finished adding all information to the budget, mark it as complete



Equipment

[Mark as Complete](#) | [Go to Application Forms](#) | [Add](#)

NAMED ATTACHMENTS

All attachments must be included in this section

Required Attachments









- Audit/Financial Statement

Other Supporting Attachments (if applicable)

- Quotes or other cost basis
- Other supporting information (up to 5 attachments)

NAMED ATTACHMENTS

To add each attachment select the name of the attachment

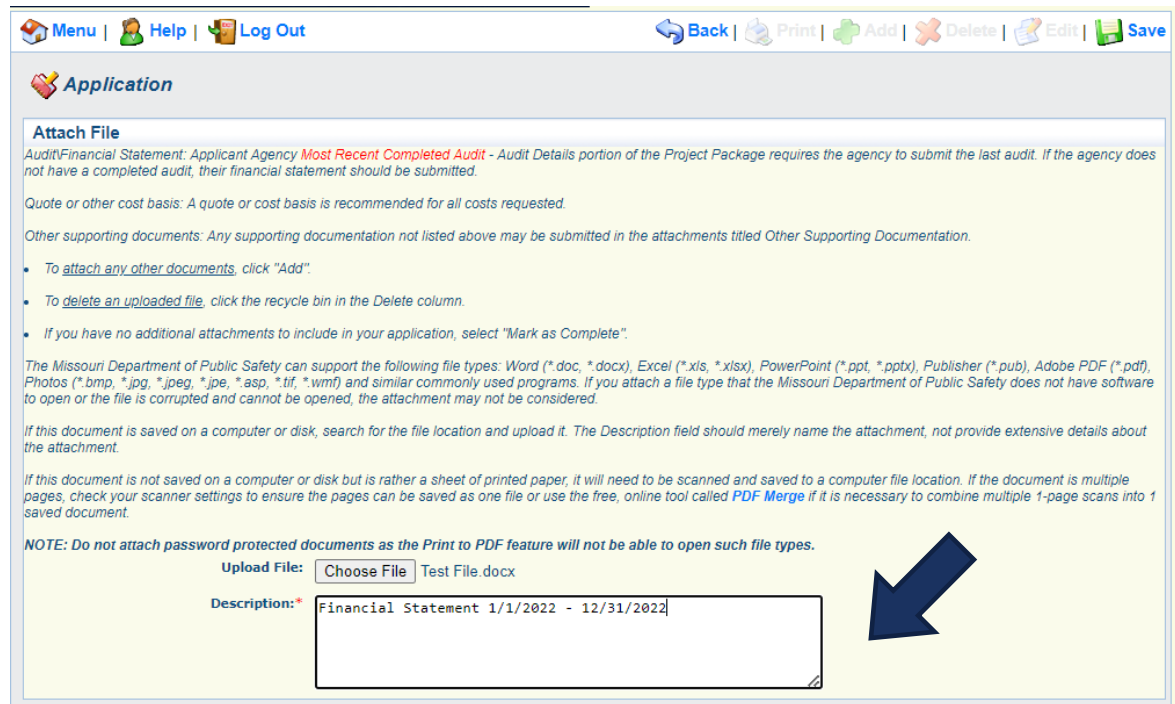
Named Attachments							Mark as Complete Go to Application Forms
Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?	
 Audit/Financial Statement (REQUIRED)*							
Quote or other costs basis							
Other Supporting Information							
Other Supporting Information							
Other Supporting Information							
Other Supporting Information							
Other Supporting Information							
							Last Edited By:

The applicant agency's most recent audit/financial statement is a required document and must be uploaded before the form can be marked complete

NAMED ATTACHMENTS

Browse to select document

Add a description to identify the document in the application, and select “Save”



The screenshot shows a web application interface for attaching files. At the top, there is a navigation bar with links for Menu, Help, and Log Out, and a secondary bar with Back, Print, Add, Delete, Edit, and Save buttons. The main section is titled 'Application' and contains an 'Attach File' form. The form includes instructions about audit financial statements, cost basis, and supporting documents. It lists supported file types: Word (*doc, *docx), Excel (*xls, *xlsx), PowerPoint (*ppt, *pptx), Publisher (*pub), Adobe PDF (*.pdf), and Photos (*.bmp, *.jpg, *.jpeg, *.jpe, *.asp, *.tif, *.wmf). It also provides guidance on how to upload files from a computer or disk versus scanning a printed document. A note states that password-protected documents cannot be opened. The 'Upload File' section has a 'Choose File' button and a file name 'Test File.docx'. The 'Description' field is a text box containing 'Financial Statement 1/1/2022 - 12/31/2022'. A large blue arrow points to the 'Save' button in the top right corner.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Application

Attach File

Audit Financial Statement: Applicant Agency **Most Recent Completed Audit** - Audit Details portion of the Project Package requires the agency to submit the last audit. If the agency does not have a completed audit, their financial statement should be submitted.

Quote or other cost basis: A quote or cost basis is recommended for all costs requested.

Other supporting documents: Any supporting documentation not listed above may be submitted in the attachments titled Other Supporting Documentation.

- To attach any other documents, click "Add".
- To delete an uploaded file, click the recycle bin in the Delete column.
- If you have no additional attachments to include in your application, select "Mark as Complete".

The Missouri Department of Public Safety can support the following file types: Word (*.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg, *.jpe, *.asp, *.tif, *.wmf) and similar commonly used programs. If you attach a file type that the Missouri Department of Public Safety does not have software to open or the file is corrupted and cannot be opened, the attachment may not be considered.

If this document is saved on a computer or disk, search for the file location and upload it. The Description field should merely name the attachment, not provide extensive details about the attachment.

If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use the free, online tool called [PDF Merge](#) if it is necessary to combine multiple 1-page scans into 1 saved document.

NOTE: Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.

Upload File: Test File.docx

Description: *

SUBMISSION

All forms **must be** marked complete before you can submit the application

When everything is complete select “Submit”



Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	08/15/2023	
Contact Information	✓	08/14/2023	
SHSP Project Package	✓	08/15/2023	
Budget	✓	08/15/2023	
Named Attachments	✓	08/15/2023	

ADMINISTRATIVE REVIEW

During the review process the following will be considered:

- **Allowable**
 - Authorized Equipment List (AEL)
 - Authorized by law or regulation
 - Allowable in the Notice of Funding Opportunity
- **Allocable**
 - Code of Federal Regulations (CFRs)
 - Within scope of the grant
- **Reasonable**
 - Does not exceed what a prudent person would incur in the circumstance
- **Necessary**
 - A cost that is required for proper and efficient performance of the grant

DEPARTMENT OF PUBLIC SAFETY CONTACTS

Points of contact for WebGrants system issues or questions about the application:

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