STATE HOMELAND SECURITY PROGRAM (SHSP)

FY 2024 ENHANCING ELECTION SECURITY (EES) APPLICATION WORKSHOP

MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS)/OFFICE OF HOMELAND SECURITY (OHS) NOTICE OF FUNDING OPPORTUNITY

We are pleased to announce the funding opportunity for the FY 2024 State Homeland Security Program (SHSP) Enhancing Election Security (EES) is open Thursday, August 8, 2024 – Thursday, September 5, 2024 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 8, 2024:   SHSP EES Grant funding opportunity open in WebGrants

September 5, 2024:   SHSP EES Grant applications due in WebGrants by
                             5:00 pm CST

September 2024:   SHSP EES Grant scoring funding determinations

September 1, 2024:   Project Start Date

August 31, 2026:   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 goal of the FY 2024 SHSP is to fund state and local efforts to prevent, prepare for, protect against, and respond to terrorist attacks and other 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 2024 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 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 2024 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

Cybersecurity enhancements for election infrastructure are NOT allowable through this funding opportunity

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 Opportuntiy (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

- Cybersecurity enhancements for election infrastructure

- 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 DPS/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 https://dpsgrants.dps.mo.gov/index.do as a new agency

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

- Enter your user ID and password assigned to you when registered

- If new, click on banner to register

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

APPLICATION INSTRUCTIONS

Select "Funding Opportunities" and select the FY 2024 SHSP Enhancing Election Security (EES) funding opportunity
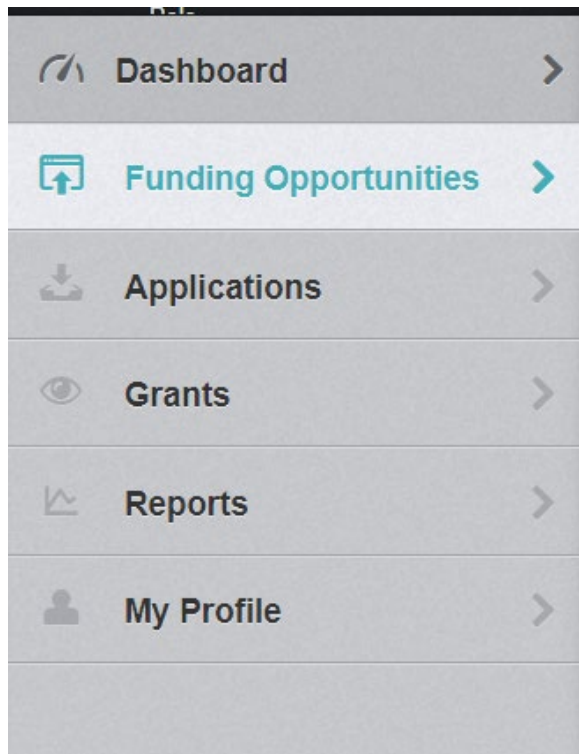
APPLICATION INSTRUCTIONS

Select "Start 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 Form Information"

APPLICATION INSTRUCTIONS

■ You will be directed to another page that includes the application details – select "Save Form Information" again

Application - General Information   [💾 Save Form Information]

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID:	32986
Program Area*:	State Homeland Security Program
Funding Opportunity*:	32961-FY 2024 SHSP Enhancing Election Security (EES) TEST
Application Stage*:	Final Application
Application Status*:	Editing
Application Title*:	EES Security Cameras
Primary Contact*:	TEST TEST
Organization*:	BaseLine Organization ⌄

APPLICATION INSTRUCTIONS

- A page will open to the Application Details showing the component needed

- Select each component to complete

- Complete each of the five "Application Forms" with all required information then "Save Form" and "Mark Complete"

- **All forms must be marked complete before you are able to "Submit the Application"**
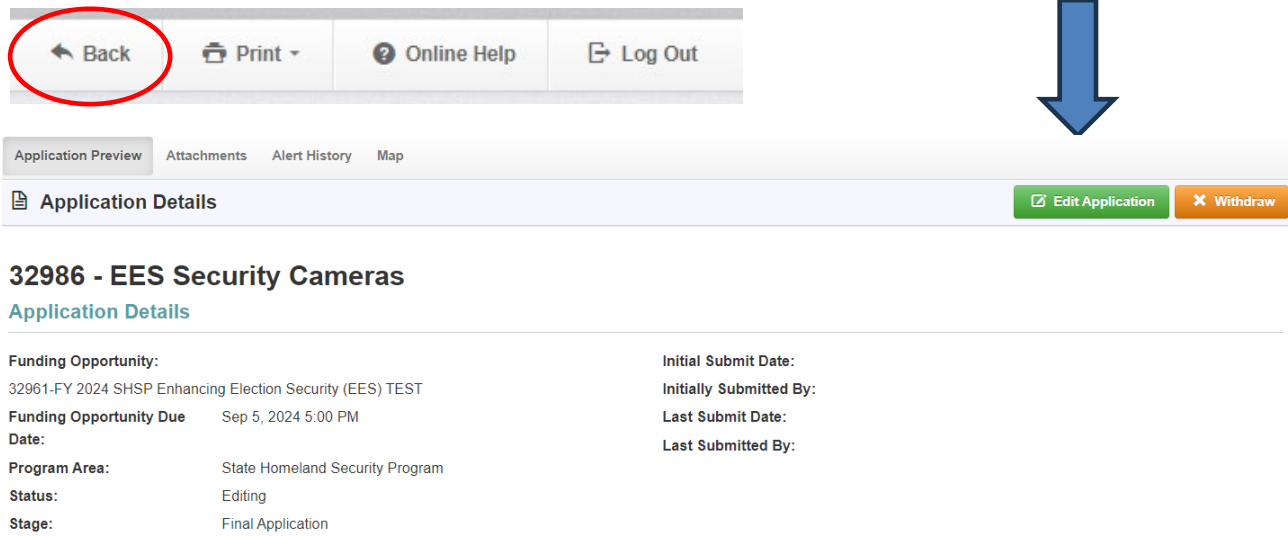
APPLICATION INSTRUCTIONS

- You can save your details and come back to the application later to complete

  - To look at your saved information, select "Application Preview"

    - Page will open to your application details, and you can see where you left off

  - To continue to edit your application – select the "Back" button on the top left or the "Edit Application" which will take you back to your components

  - Select the component you need to work on

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

- 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

- For a **school district**, the Superintendent or School Board President is 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 Department of Public Safety (DPS)/Office of Homeland Security (OHS) 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 "Edit Form" to begin entering information
- Select "Save Form" after entering all required information
- Then "Mark as Complete" or "Edit Form" if more information is needed

✓ Mark as Complete   ☑ Edit Form

SHSP PROJECT PACKAGE

The "SHSP Project Package" form has 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 Project Location Zip Code – 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
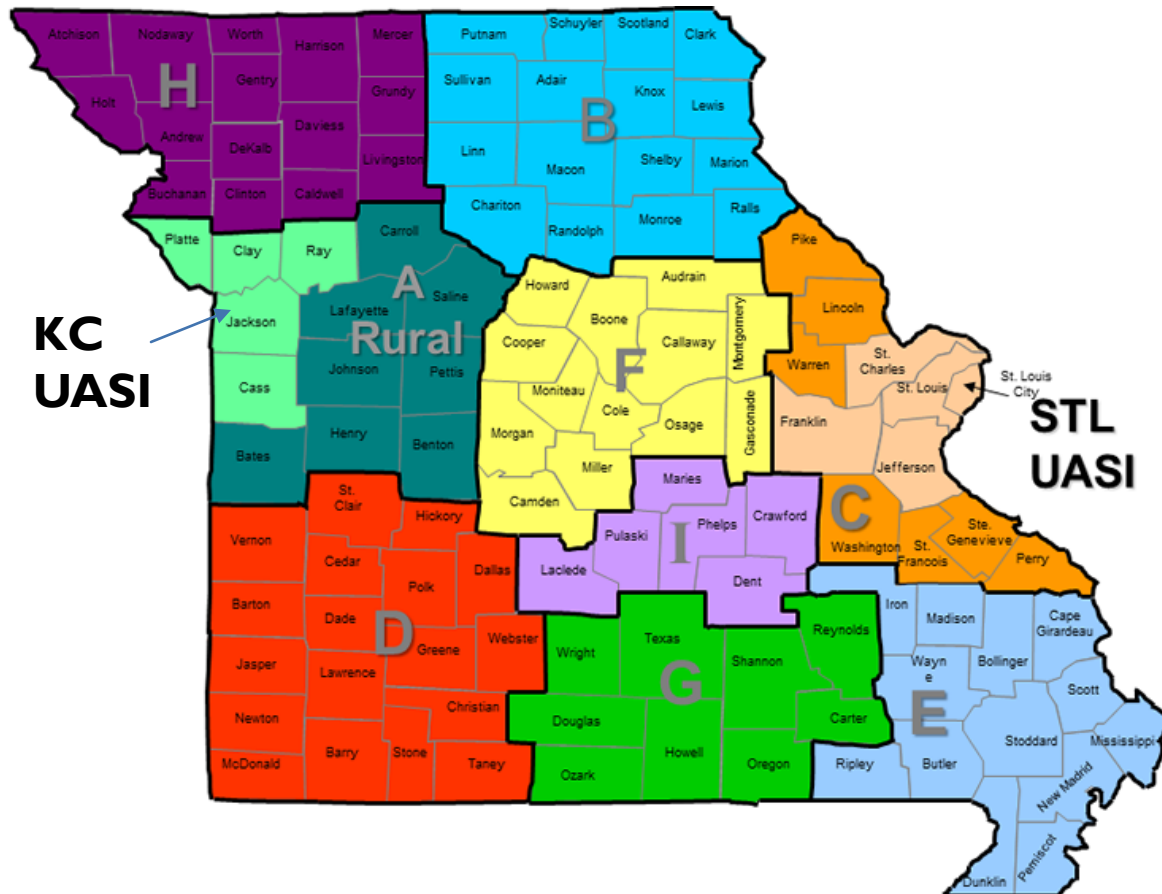
A. PROJECT WORKSHEET

A. Project Worksheet

A.1 Project Title*:	Title Supplied in General Information
A.2 Agency Name*:	Name of Your Agency/Organization
A.3 Region*:	F ▾
A.4 County*:	Cole ▾
A.5 Project Location Zip Code*:	65101
A.6 Please select the option that best represents the applicant agency's involvement with elections.*:	Local Polling Location ▾
A.6.a Please provide the number of registered voters for your polling location.:	Enter the number of registered voters for your polling location.
	186 character(s) left
A.6.b Please provide the average voter turnout in a primary election at your polling location.:	Enter 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)

350 character(s) left

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

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)

304 character(s) left

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.

410 character(s) left

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
>
> 1378 character(s) left

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. Remember to include time for the EHP process.
>
> 95 character(s) left

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
>
> 382 character(s) left

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
>
> 9885 character(s) left

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 DPS/OHS within nine (9) months after the end of the audited fiscal year.

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

12/23/2023

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] [No]

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

C.1.a 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?

196 character(s) left

C.2 Does the applicant agency have a new fiscal or time accounting system that will be used on this award?*: [Yes] [No]

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

C.2.a Please describe the new fiscal or time accounting system that will be used on this award.:

> Describe the new fiscal or time accounting system that will be used on this award.

168 character(s) left

C.3 Does the applicant agency receive any direct Federal awards?*: [Yes] [No]

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

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

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

66 character(s) left

C.4 Did the applicant agency receive any Federal monitoring on a direct federal award in their last fiscal year?*: [Yes] [No]

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, 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 are in review, but **MUST** be completed before the form can be marked as 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*: ☑

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 D.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
- 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 the applicant agency is a school district, the Superintendent or School Board 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 Department of Public Safety (DPS)/Office of Homeland Security (OHS) 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 By checking this box, I certify I have read and understand that the correct Authorized Official MUST be designated on this form in question D.2 in order to be eligible for funding*: ☑

D.5 Date*: `09/03/2024`

SHSP PROJECT PACKAGE

- After all information has been entered and reviewed, remember to save the SHSP Project Package form and Mark As Complete

Save Form

✓ Mark as Complete   **☑ Edit Form**

| Application Preview | Attachments | Alert History | Map |

📄 **Application Details**

Application cannot be Submitted Currently
- Application Budget is lower than the allowable limit
- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Aug 7, 2024 1:55 PM - TEST TEST
Contact Information	✓	Aug 7, 2024 2:22 PM - TEST TEST
SHSP Project Package	✓	Aug 7, 2024 2:51 PM - TEST TEST
SHSP Budget		-
Named Attachments		-

BUDGET FORM

- Select the Budget Component – opens to the budget worksheet

  - When it opens to the budget worksheet, you will need to select "Save Multi-List", before anything else can be completed

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

  - **Equipment** – items with a <u>per unit cost of $5,000 or more</u>, and a useful life of more than one year [new for FY 2024]

    - 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 $5,000 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 <u>per unit</u> cost under $5,000, or a useful life of less than one year

BUDGET FORM - EQUIPMENT

≣ **Equipment** - Multi-List   ✓ Mark as Complete   + Add Row

All equipment items are defined as tangible property having an acquisition cost of $5,000 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.

Item Name	AEL#	Qty	Unit Cost	Total Cost	Discipline	Function	Allowable Activity
				No Data for Table			

▤ **Equipment**   🗑 Delete Row   💾 Save Row

All equipment items are defined as tangible property having an acquisition cost of $5,000 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.

Item Name*: Blast/Impact Resistant Laminate for Windows

AEL#*: 14EX-00-BSIR

Qty*: 1.00

Unit Cost: $10,927.36

Total Cost*: $10,927.36
Enter the actual cost amount to be included in this budget line.

Discipline*: Not for Profit/Non-Profit
Select one primary discipline this budget line is benefiting.

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

Allowable Activity*: Physical Security Enhancement Equipment
Select one primary activity the budget line is benefiting.

BUDGET FORM – EQUIPMENT

Search the [Authorized Equipment List](#) site for the correct AEL number

Browse the list to find the section name that corresponds to the allowable activity on the budget line.

- For example, Section14=Physical Security Enhancement Equipment

Authorized Equipment List

The Authorized Equipment List (AEL) is a tool for emergency managers, first responders and homeland security professionals. It contains approved equipment types allowed under FEMA's preparedness grant programs.

How to Use the List

You have two options to find the equipment you need:

Browse

Click to open accordions and drill down to the specific equipment.

Browse the List

Advanced Search

Enter keywords, filter by category, or sort.

Advanced Search

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
14EX-00-BSIR:	Blast/Shock/Impact Resistant Glass and Window Wraps
14SW-01-ALRM:	Alarm Systems/Sensors
14SW-01-DOOR:	Impact Resistant Doors and Gates
14SW-01-LITE:	Fixed Area Lighting
14SW-01-PACS:	Physical Access Control Systems
14SW-01-SIDP:	Personnel Identification Systems
14SW-01-SNSR:	Sensors/Alarms
14SW-01-VIDA:	Video Assessment Security Systems
14SW-01-WALL:	Barriers, such as fences and jersey walls
15SC-00-PPSS:	Personnel/Packing Screening Systems

BUDGET FORM – SUPPLIES/OPERATIONS

≣ **Supplies/Operations** - Multi-List
✔ Mark as Complete ➕ Add Row

Supplies and Operations items are defined as property with acquisition cost of less than $5,000, or a useful life of less than one year.

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

Item Name	Supply/Operation Type	Qty	Unit Cost	Total Supply or Operation Expense Cost	Discipline	Function	Allowable Activity
				No Data for Table			

🗐 **Supplies/Operations**
🗑 Delete Row   💾 Save Row

Supplies and Operations items are defined as property with acquisition cost of less than $5,000, or a useful life of less than one year.

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

Item Name*: Security Cameras

Supply/Operation Type*: Other (computer, projector, chair, etc.) ▼

Qty*: 4.00

Unit Cost: $1,018.16

Total Supply or Operation Expense Cost*: $4,072.64
Enter the actual cost amount to be included in this budget line.

Discipline *: Not for Profit/Non-Profit ▼
Select one primary discipline this budget line is benefiting.

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

Allowable Activity*: Physical Security Enhancement Equipment ▼
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 All Rows" at top of the page or "Edit Form" by the Narrative Justification for the budget category

- Justification for all sections can be completed at one time

BUDGET FORM - JUSTIFICATIONS

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 is available in the "Named Attachment" section

When justifications for all sections have been completed, select "Save Multi-List" or "Save Form".

BUDGET – EQUIPMENT EXAMPLE

🗐 Equipment

All equipment items are defined as tangible property having an acquisition cost of $5,000 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.

Item Name*: Blast/Impact Resistant Laminate for Windows

AEL#*: 14EX-00-BSIR

Qty*: 1.00

Unit Cost: $10,927.36

Total Cost*: $10,927.36

Enter the actual cost amount to be included in this budget line.

Discipline*: Not for Profit/Non-Profit

Select one primary discipline this budget line is benefiting.

Function*: Equipment

Select the appropriate function area for this budget line.

Allowable Activity*: Physical Security Enhancement Equipment

Select one primary activity the budget line is benefiting.

Baseline organization will install ballistic/impact resistant laminate on all first story windows of the polling location, thereby improving the safety and security of the area, the voters, and the polling personnel. Per quote, there will be 10 windows where laminate will be applied at a total cost of $10,927.36, including laminate and installation fees.

BUDGET – SUPPLIES EXAMPLE

Supplies/Operations

[Delete Row] [Save Row]

Supplies and Operations items are defined as property with acquisition cost of less than $5,000, or a useful life of less than one year.

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

Item Name*:	Security Cameras
Supply/Operation Type*:	Other (computer, projector, chair, etc.)
Qty*:	4.00
Unit Cost:	$1,018.16
Total Supply or Operation Expense Cost*:	$4,072.64
	Enter the actual cost amount to be included in this budget line.
Discipline *:	Not for Profit/Non-Profit
	Select one primary discipline this budget line is benefiting.
Function:	Equipment
	Select the appropriate function area for this budget line.
Allowable Activity*:	Physical Security Enhancement Equipment
	Select one primary activity the budget line is benefiting.

Baseline organization will purchase four security cameras. Two cameras will be installed within the facility and two 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, 4 cameras X $1,018.16 each = $4,072.64. The cost includes installation fees.

BUDGET FORM

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

NAMED ATTACHMENTS

All attachments must be included in this section

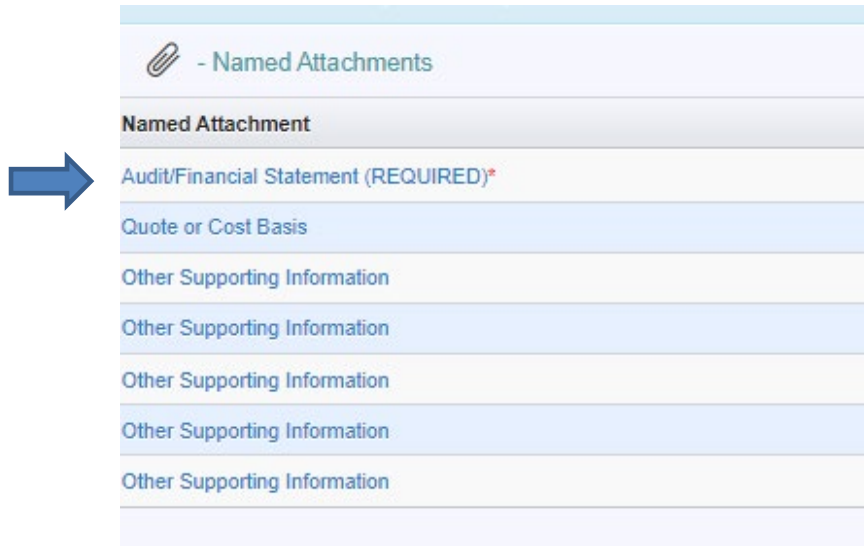Required Attachments

- Audit/Financial Statement

Other Supporting Attachments (if applicable)

- Quotes or other cost basis

- Other supporting information (up to 5 attachments)

If your agency has an Authorized Official with a different title than those listed in the Certified Assurances section of the SHSP Project Package, official documentation naming that position as the Authorized Official for your agency must be included here or your application will not be considered for funding

NAMED ATTACHMENTS

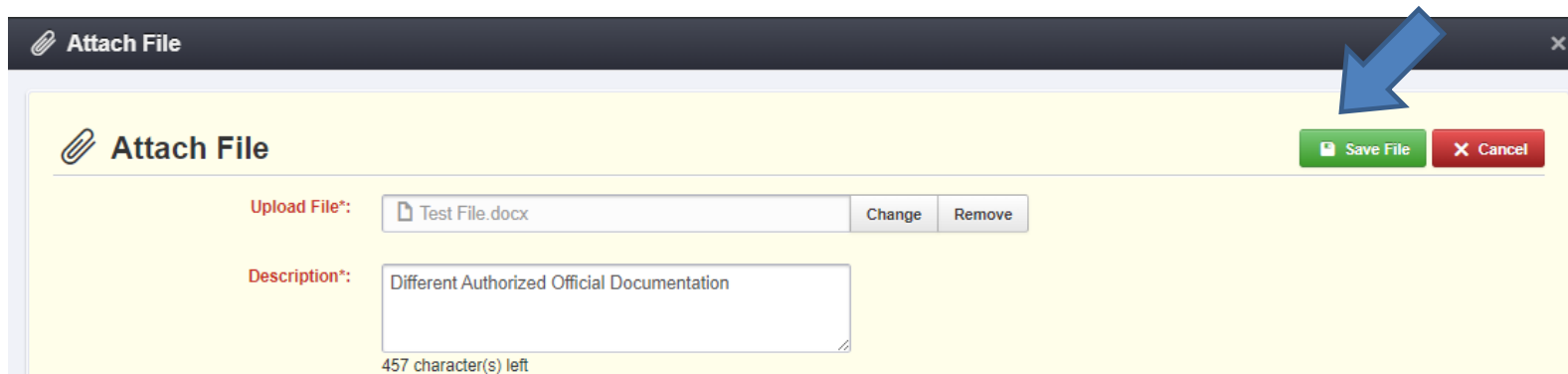To add each attachment, select the name of the attachment

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 your computer to select document
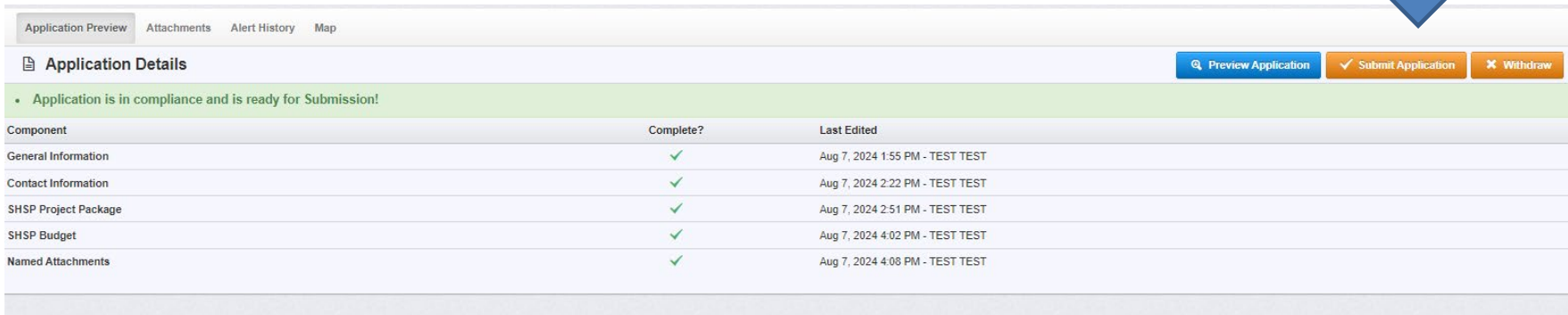- Add a description to identify the document in the application, and select "Save File"

- Then "Mark As Complete"

SUBMISSION

All forms **must be** <u>marked complete</u> before you can submit the application

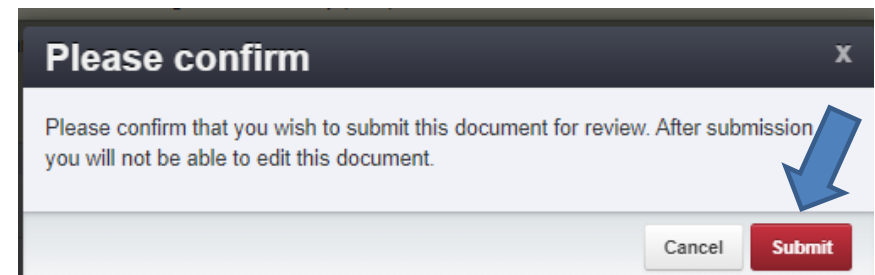When everything is complete select, "Submit Application"

Component	Complete?	Last Edited
General Information	✓	Aug 7, 2024 1:55 PM - TEST TEST
Contact Information	✓	Aug 7, 2024 2:22 PM - TEST TEST
SHSP Project Package	✓	Aug 7, 2024 2:51 PM - TEST TEST
SHSP Budget	✓	Aug 7, 2024 4:02 PM - TEST TEST
Named Attachments	✓	Aug 7, 2024 4:08 PM - TEST TEST

Application Preview   Attachments   Alert History   Map

📄 **Application Details**

Preview Application | Submit Application | Withdraw

• Application is in compliance and is ready for Submission!

You will be prompted to confirm you wish to submit the documentation for review. After submission you will not be able to edit the document. Select "Submit"

Please confirm   x

Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.

Cancel | Submit

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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