

STATE HOMELAND SECURITY PROGRAM

2018 Application Workshop



Missouri Office of Homeland Security Notice of Funding Opportunity

We are pleased to announce the funding opportunity for the FY 2018 State Homeland Security Program (SHSP) is open March 30, 2018 – May 15, 2018

This funding opportunity is made available through the Missouri Department of Public Safety's, electronic WebGrants System, accessible on the internet:

<https://dpsgrants.dps.mo.gov>

Key Dates

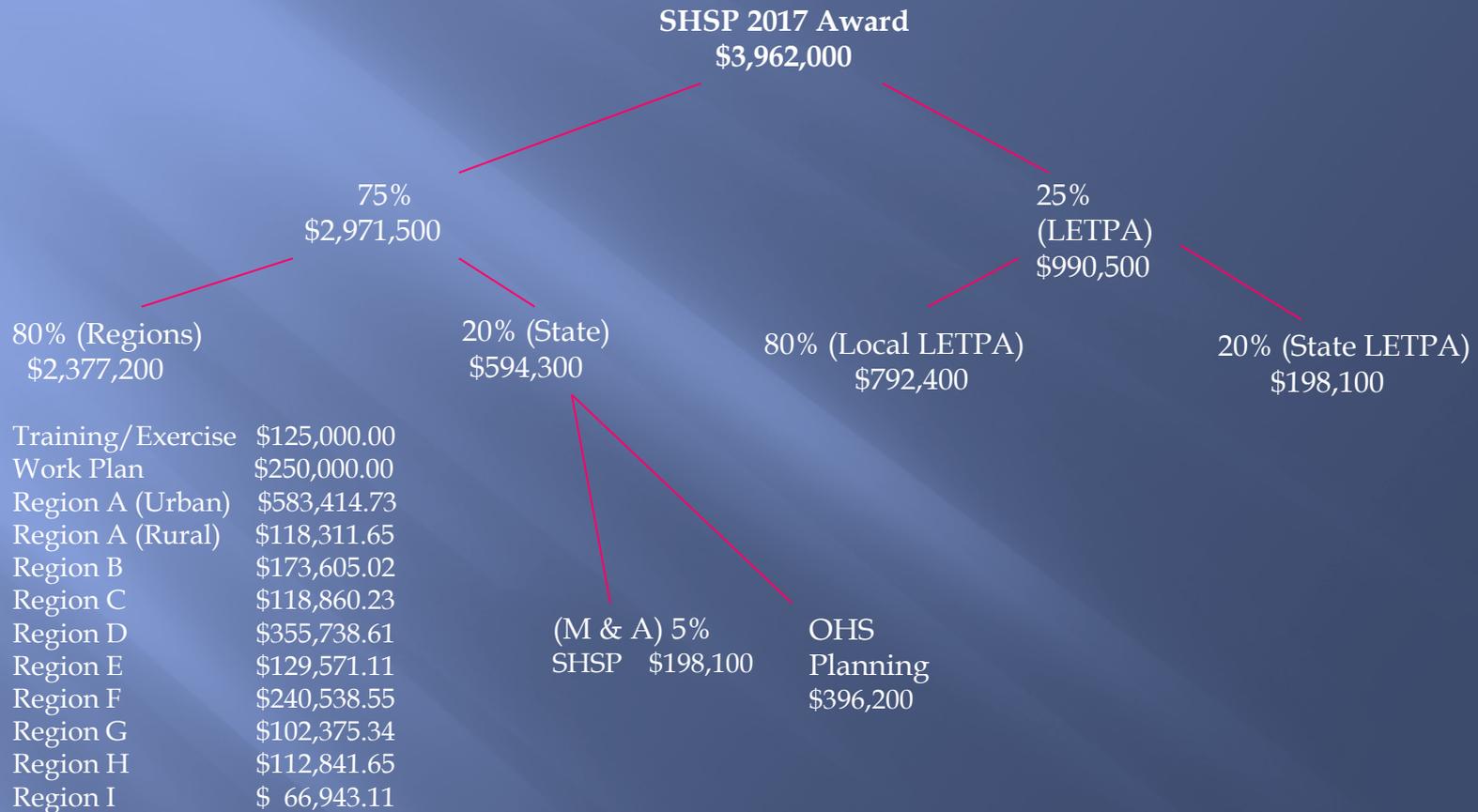
- March 30, 2018: Funding opportunity open in WebGrants
<https://dpsgrants.dps.mo.gov/>
- March 30, 2018: Application workshop held in person and online,
PowerPoint of workshop available on DPS website
<https://dps.mo.gov/dir/programs/ohs/grantstraining/>
- May 15, 2018: Applications due in WebGrants 5:00 pm CST
WebGrants will not accept any applications after this time
- July 1–July 31, 2018: RHSOC regional application review/scoring and
funding determinations
- September 1, 2018: Project Start Date
- August 31, 2020: Project End Date

2018 Anticipated Funding

The Federal Notice of Funding Opportunity for the Homeland Security Grant Program for 2018 has not yet been released. It is estimated that funding levels will be similar to what was granted in 2017.

Awards are contingent upon federal funding being received.

2018 Anticipated Funding



Eligible Applicants

- ▣ Local units of government
- ▣ Quasi-governmental organizations (e.g. RPCs & COGs)
- ▣ Nonprofit organizations (e.g. LETPA)

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

Ineligible Applicants

- ▣ Entities located within St. Louis UASI
 - Franklin County
 - Jefferson County
 - St. Charles County
 - St. Louis City
 - St. Louis County

For information regarding the application process in these jurisdictions, please contact East-West Gateway Council of Governments at (314) 421-4220, <http://www.ewgateway.org/>

Application Requirements

- ▣ The purpose of the Homeland Security Grant Program (HSGP) is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States.
- ▣ HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation.
- ▣ <https://www.fema.gov/national-preparedness-goal>

Application Requirements – Cont.

- ▣ SHSP funding allows for the expansion of eligible maintenance and sustainment costs which must be in:
 - Direct support of existing capabilities
 - Must be an otherwise allowable expenditure under the applicable grant program
 - Must be tied to one of the core capabilities in the five mission areas contained within the National Preparedness Goal, and
 - Shareable through the Emergency Management Assistance Compact
 - *Note: eligible maintenance does not include routine upkeep (i.e. gasoline, tire replacement, routine oil changes, monthly inspections, grounds and facility maintenance etc.) Please see FEMA Information Bulletin No. 336*

Application Requirements – Cont.

- Many activities, which support the achievement of target capabilities related to terrorism preparedness, may simultaneously support enhanced preparedness for other hazards unrelated to acts of terrorism.

- However, all SHSP funded projects must assist subrecipients in addressing terrorism by achieving target capabilities related to the five mission areas of:
 - Prevention
 - Protection
 - Mitigation
 - Response
 - Recovery

Application Requirements – Cont.

- ▣ Must consider how to sustain current capability levels and address potential gaps

Note: New capabilities should not be built at the expense of maintaining current and critically needed core capabilities

Application Requirements – Cont.

- Equipment purchases must be in compliance with the following:
 - Equipment acquisition requirements of the 2018 Homeland Security Grant NOFO
 - EO 13809 “Restoring State, Tribal and Local Law Enforcement’s Access to Life-Saving Equipment and Resources”
 - IB No. 426 gives direction on what items are unallowable, and what items require a waiver.
 - https://www.fema.gov/media-library-data/1509981634187-ff65775f330fb464d5711c3278f80194/ControlledEquipmentRecission_IB_Final_11-1-17.pdf

Application Requirements – Cont.

- ▣ Equipment with additional requirements (IB No.426)
 - Manned Aircraft, Fixed/Rotary Wing
 - Unmanned Aerial Vehicles
 - Explosive materials (must follow requirements of IB 419 “Purchase of Energetic Materials Using Homeland Security Grant Program (HSGP) Funding”)
- ▣ Unallowable Equipment (IB No.426)
 - Equipment intended for riot suppression including riot batons, riot helmets, and riot shields
 - Weapons of any kind; ammunition; and weaponized aircraft, vessels, and vehicles of any kind

Application Requirements – Cont.

- ▣ National Incident Management System (NIMS) Implementation
 - Prior to allocation of any awards, subrecipients must ensure and maintain adoption and implementation of NIMS
- ▣ Emergency Operations Plan (EOP)
 - Update at least once every two years, for every agency that currently has one
 - Standard, CPG 101 v.2
http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf

Application Requirements – Cont.

- ▣ Threat and Hazard Identification and Risk Assessment (THIRA) updates
 - Has been streamlined - subrecipients must participate in updating their regional THIRA every three years
 - Next required update is June 1, 2019
 - Regions may continue to submit updates more frequently at their discretion. For information on submitting updates please contact Joni McCarter
 - The state will continue to update annually
 - For more information on THIRA:

<https://www.fema.gov/threat-and-hazard-identification-and-risk-assessment>

Application Requirements – Cont.

- ❑ Subrecipients must utilize standardized resource management concepts such as:
 - Resource typing, inventorying, organizing, and tracking resources to facilitate the dispatch, deployment and recovery of resources before, during and after an incident

- ❑ Subrecipients must coordinate with their stakeholders to examine how they integrate preparedness activities across disciplines, agencies, and levels of government

Application Requirements – Cont.

▣ 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 the grounds must complete an Environmental Historic Preservation Screening Form (EHP) 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

Application Requirements – Cont.

- ▣ Operational Packages (OPacks)
 - Applicants may elect to pursue operational package (OPack) funding such as:
 - Incident Support Teams (IST), Canine Teams, Mobile Explosive Screening Teams, and Anti-Terrorism Teams
 - Applicants must commit to minimum training standards to be set by the DHS for all Federally funded security positions, and ensure that capabilities are able to be deployable through the Emergency Management Assistance Compact (EMAC)
 - When requesting new OPacks-related projects, applicants must demonstrate the need for developing a new capability at the expense of sustaining existing core capability

Application Requirements – Cont.

- ❑ FEMA funds must be used to supplement (add to) not supplant (take the place of) existing funds that have been appropriated for the same purpose

Application Requirements – Cont.

- ▣ Emergency communications activities must comply with FY 2017 SAFECOM guidance
 - <https://www.dhs.gov/safecom/blog/2017/06/09/fy-2017-safecom-guidance>

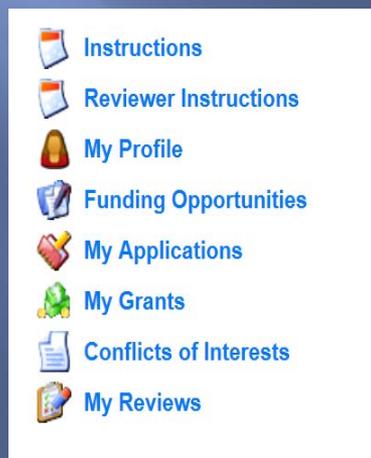
WebGrants Application

- ❑ Go to dpsgrants.dps.mo.gov
- ❑ Log in or register as a new agency
 - If your agency is already registered in the system, someone with access will need to add new users

The image shows a screenshot of the WebGrants application interface, divided into two panels. The left panel is titled "Log In" and contains a form with two input fields: "User ID:*" and "Password:*". Below the fields is a "Log In" button and two links: "Forgot User Id?" and "Forgot Password?". A blue arrow points from the right panel to the "User ID" field. The right panel features the Missouri Department of Public Safety logo at the top, which includes the text "Missouri Department of Public Safety" and a circular seal. Below the logo, the text reads "New to WebGrants - Missouri Department of Public Safety?" followed by a blue arrow pointing to a "Register Here" link.

Application Instructions

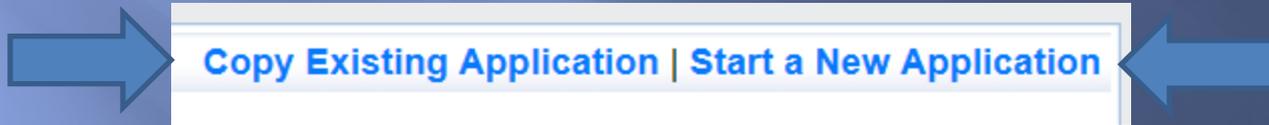
- Click on “Funding Opportunities” and select the 2018 SHSP funding opportunity for the region you are applying to



- *Note: Each project will need it's own individual application*

Application Instructions, Cont.

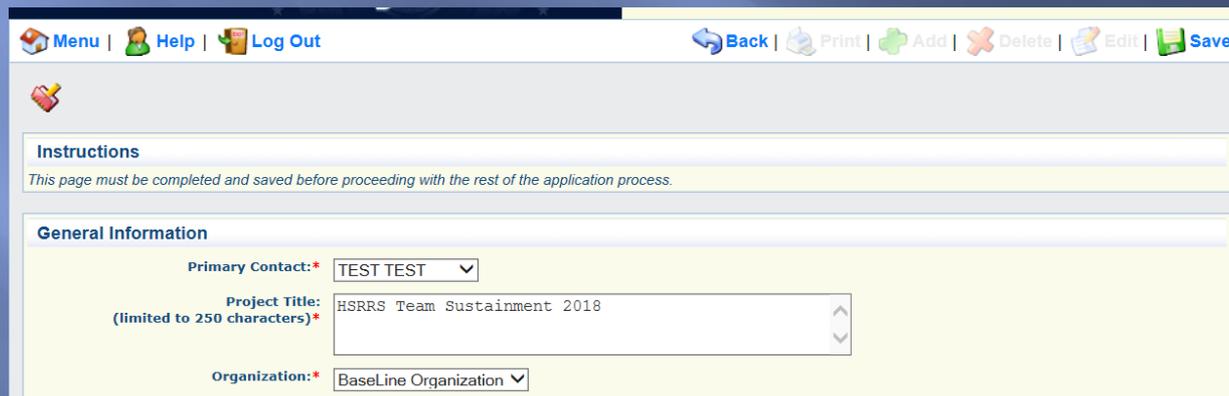
- ▣ Select “Start New Application”



- ▣ If applying for more than one project in 2018 you may “Copy Existing Application” for the additional projects
 - If using “Copy Existing Application” be sure to update all relevant information

Application Instructions, Cont.

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

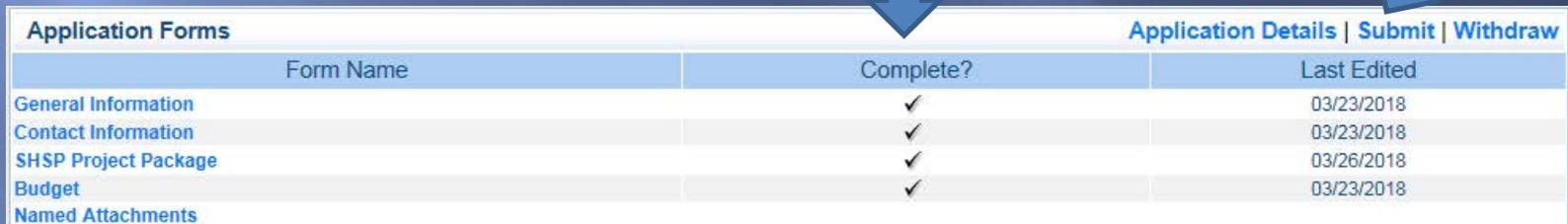


The screenshot shows a web application interface. At the top, there is a navigation bar with icons for Menu, Help, and Log Out. To the right of the navigation bar are action buttons: Back, Print, Add, Delete, Edit, and Save. A large blue arrow points to the Save button. Below the navigation bar is a section titled 'Instructions' with a yellow background and the text: 'This page must be completed and saved before proceeding with the rest of the application process.' Below the instructions is a section titled 'General Information' with a yellow background. It contains three fields: 'Primary Contact:' with a dropdown menu showing 'TEST TEST'; 'Project Title:' with a text input field containing 'HSRRS Team Sustainment 2018' and a note '(limited to 250 characters)'; and 'Organization:' with a dropdown menu showing 'BaseLine Organization'.

- ❑ Next, click on “Go to Application Forms”

Application Instructions - Cont.

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



Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	03/23/2018	
Contact Information	✓	03/23/2018	
SHSP Project Package	✓	03/26/2018	
Budget	✓	03/23/2018	
Named Attachments			

Contact Information

▣ Authorized Official

The Authorized Official is the individual who has the authority to legally bind the applicant into a contract. Please refer to the list below to help determine the correct Authorized Official for the applicant agency:

- 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 college/university, the President shall be the Authorized Official
- If the applicant agency is a nonprofit, the Board Chair shall be the Authorized Official
- If the applicant agency is an RPC or COG, the Executive Director 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

Contact Information - Cont.

- ▣ Please complete all contact information for
 - Authorized Official
 - Project Director
 - Fiscal Officer
 - Project Contact Person
- ▣ Required fields are designated with a red asterisk *
- ▣ Click “Save” after entering all of the information
- ▣ Then “Mark as Complete”



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

SHSP Project Package

- ▣ All of the “SHSP Project Package” information has been combined into one form with eight sections
 - A. Project Worksheet
 - B. Project Capability, THIRA and Dual Use
 - C. Project Background
 - D. Deployable Resources
 - E. Audit Details
 - F. Risk Assessment
 - G. National Incident Management System (NIMS)
 - H. Certified Assurances
- ▣ **Note: The information provided will be used in scoring the application. Please be sure all information is completed accurately**

A. Project Worksheet

- The “Project Description” should contain a summary of what specific action is proposed, objectives the project is designed to accomplish (the purpose), and the need for the project. The “Project Description” field has a 2,000 character limit

SHSP Project Package

A. Project Worksheet

A.1 Project Title: * HSRRS Sustainment 2018

A.2 Agency Name: * Smithville Police Department

A.3 Region: * C

A.4 County: * Adair

A.5 Project Location Zip Code: * 61112

A.6 Project Activity Type: * Enhance capabilities to respond to CBRNE events

A.7 If the project is for a new resource(s) has the applicant agency attempted coordination of resources? * N/A
Coordination example: contacted other agencies within your region to see if this capability/asset currently exists and is available.

A.8 If new resource describe attempts for coordination of resources:

250 Character Limit

A.9 Project Start Date: * 09/01/2018
Project must start after 09/01/2018.

A.10 Project End Date: * 08/31/2020
Project must end before 08/31/2020.

A.11 Investment Justification: * Building & Sustaining Regional Collaboration via RHSOC
Select the Investment Justification that the proposed project aligns to.
Applicant agencies applying through RPC for Regionalization funds should select
115 Building and Sustaining Regional Collaboration via RHSOC.

A.12 Project Description: *
The HSRRS team provides (blank) services to the Region. The funding requested will be used to purchase (e.g. supplies, equipment, training) to maintain the current capabilities of the HSRRS team

Provide a complete project description. The project description should contain a summary of what specific action is proposed, objectives the project is designed to accomplish (the purpose), and the reason the project is needed.
2000 Character Limit

B. Project Capability, THIRA and Dual Use

B. Project Capability, THIRA and Dual Use

B.1 Primary Core Capability:*

Response Mass Search and Rescue Operations



Enter the capability target(s) from the State THIRA that this project aligns to.
THIRA Resource Documents:

Missouri State THIRA

B.2 Capability Target(s):*

List the main capability target this project is addressing in the THIRA, may add multiple if you have room.



250 Character Limit

Explain how the project impacts capability gap(s) from the Missouri THIRA Capability Target selected.

B.3 Impact:*

(See directions above box)



250 Character Limit

Funding for activities not explicitly focused on terrorism preparedness must demonstrate Dual Use.
If not explicitly focused on terrorism preparedness, describe Dual Use below.

B.4 Dual Use:

(See directions above box)



Dual use are activities which support the achievement of target capabilities related to terrorism preparedness and may simultaneously support enhanced preparedness for other hazards unrelated to acts of terrorism.
250 Character Limit

C. Project Background

C. Project Background

C.1 Type of Project:*

Complete Project Background Investment Justification alignment and Prior Accomplishments for each year **ONLY** if proposed project was also funded with prior grant funds.

C.2 Was proposed project sustainment and funded with FY17 funds?:* Yes No

C.3 FY17 Investment Justification:

If funded with FY17 Federal Grant Award what was the last major accomplishment/milestone was completed with FY17 funds?

C.4 FY17 Prior Accomplishments:

250 Character Limit

C.5 Was proposed project sustainment and funded with FY16 funds?:* Yes No

C.6 FY16 Investment Justification:

If funded with FY16 Federal Grant Award what was the last major accomplishment/milestone was completed with FY16 funds?

C.7 FY16 Prior Accomplishments:

250 Character Limit

C.8 Was proposed project sustainment and funded with FY15 funds?:* Yes No

C.9 FY15 Investment Justification:

If funded with FY15 Federal Grant Award what was the last major accomplishment/milestone was completed with FY15 funds?

C.10 FY15 Prior Accomplishments:

250 Character Limit

C.11 If proposed project type was sustainment but was not funded in the last 3 grant fiscal years state what grant fiscal year, fund source and last major accomplishment/milestone completed:

250 Character Limit

D. Deployable Resources

- ❑ A deployable resource is an asset that can be deployed regionally, statewide, or nationally
- ❑ A deployable resource could be an Opack, a communications vehicle, a generator, a CERT team, etc.
- ❑ Complete the “Deployable Resources” section ONLY if the project is funding a deployable resource

D. Deployable Resources, cont.

D. Deployable Resources *Complete ONLY if funding deployable resource*

If project funds a deployable resource(s) list the name of each deployable resource.

D.1 Item Name:

HSRRS Team

D.2 If sustaining deployable Homeland Security resource(s), describe how the project sustains each resource(s)?

Training supplies and equipment will be purchased to maintain/enhance the current team capabilities.

250 Character Limit

D.3 Special conditions/requirements on sharing the deployable resource(s):

Agency only needs to submit a request

Example: Specific requirements of equipment, operator, etc.
250 Character Limit

FEMA Resource Typing Library Tool is located at <https://rtd.preptoolkit.org/Public>.

D.4 Is resource NIMS Kind & Typed?

Yes No

D.5 Deployable Resources Kind & Type Information: (ID x-xxx-xxxx Name)

15-508-1175, Hazard Mitigation Operations Team
Type I

Example: ID 3-508-1032 Mass Casualty Support Vehicle
250 Character Limit

D.6 If not NIMS Kind & Typed, explain how the item further supports the Homeland Security Initiative:

If item is not kind and typed fill out section (e.g. requested generator does not meet the size requirement to be kind and typed but is used to support the Homeland Security Initiative by...)

250 Character Limit

D. Deployable Resources Cont.

NIMS Kind & Typing

- ▣ Recipients must ensure and maintain adoption and implementation of NIMS. Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies) to meet incident needs. Utilization of the standardized resource management concepts such as typing, credentialing, and inventorying promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management and NIMS resource typing definitions and job titles/position qualifications is on DHS/FEMA's website under <http://www.fema.gov/resource-management-mutual-aid>



View Resource Typing Definition

- Home
- Browse**
- Links & Tools
- About
- Help

ID: 7-508-1076
Name: Generators
Status: Published
Updated: 8/11/2014 9:10:03 PM
Released: 05/26/2005
Category: Public Works



Core Capabilities

Primary: Infrastructure Systems
Secondary: Mass Care Services
Supporting:

DESCRIPTION			
RESOURCE CATEGORY	Public Works	RESOURCE KIND	Equipment
OVERALL FUNCTION	COMPOSITION AND ORDERING SPECIFICATIONS		



RESOURCE TYPES			TYPE 1	TYPE 2	TYPE 3	TYPE 4
COMPONENT	METRIC/MEASURE	CAPABILITY				
Equipment	KW		2000 kW Generator Sound attenuated Trailer mounted (semi tractor) Up to 3015 Amps@ 480 Volts, 3 Phase, 60 Hz Dry weight 89,000 lbs	1500 kW Generator Sound attenuated Trailer mounted (semi tractor) Up to 2260 Amps@ 480 Volts, 3 Phase, 60 Hz Dry weight 59,000 lbs	600 kW Generator; Sound attenuated Trailer mounted (semi tractor) Up to 2080 Amps@ 208 Volts, 3 Phase, 60 Hz / up to 902 Amps@ 480 Volts 3 Phase, 60 Hz Dry weight 37,000 lbs	400 kW Generator Sound attenuated Trailer mounted (pull behind) Multi-voltage distribution panel Up to 1390 Amps @ 208 Volts, 3 Phase, 60 Hz/up to 602 Amps@ 408 Volts 3 Phase, 60 Hz Dry weight 16,800 lbs
NOTES: Not Specified						
Equipment	Fuel tank capacity		1250 Gallons	1250 Gallons	660 Gallons	470 Gallons
NOTES: Not Specified						
Equipment	Dimensions		40' Long x 8' Wide x 13' .5" Tall	40' Long x 8' Wide x 13' .5" Tall	40' Long x 8' Wide x 13' .5" Tall	23' Long x 8' Wide x 13' .5" Tall
NOTES: Not Specified						

D. Deployable Resources, Cont.

- Under the “NIMS Kind & Type” section of the form
 - Is the deployable resource kind & typed
- Kind & Type Information
 - Provide ID number from Federal Website as well as the name <http://www.fema.gov/resource-management-mutual-aid>
- If the deployable resource is not kind and typed, provide a description of why the resource is necessary to further homeland security initiative(s)

E. Audit Certification

- Utilizing 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
 - *Note – 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
- Please upload your Schedule of Expenditures of Federal Awards (SEFA) for the period covering your agency's last fiscal year if this is not already included in your audit
- All attachments will be uploaded in the "Other Attachment" form on the application

E. Audit Certification-Cont.

- ▣ Utilizing most recent audit, annual financial statement, and/or Schedule of Expenditures of Federal Awards (SEFA), complete the “Audit Certification” section indicating 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)

Audit Certification-Cont.

E. Audit Details

E.1 Date last audit completed:
MM/DD/YYYY*

E.2 Dates covered by last audit:
MM/DD/YYYY-MM/DD/YYYY*

E.3 Last audit performed by:*

E.4 Phone number of auditor:*

E.5 By checking this box the applicant agency understands they are required to upload a copy of their last audit in the Required Attachments section of this application.*

E.6 Date of next audit:
MM/DD/YYYY*

E.7 Dates to be covered by next audit:
MM/DD/YYYY-MM/DD/YYYY*

E.8 Next audit will be performed by:*

E.9 Has the Applicant Agency exceeded the federal expenditure threshold of \$750,000 in federal funds during agency's last fiscal year?

Yes No

If exceeded threshold applicant agency must have their Single Audit or Program Specific Audit completed and will submit the audit report within nine (9) months after the end of the audited fiscal year.

F. Risk Assessment

- The “Risk Assessment” section is to gather information the awarding agency (OHS or RPC/COG) will use to conduct a risk assessment of your agency as required by 2 CFR 200.331 (b)

F. Risk Assessment

F.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.

F.2 If new personnel please indicate the name and position of the new personnel:
250 Character Limit

F.3 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.

F.4 If new fiscal or time accounting system please indicate the system name, date of change and system purpose:
250 Character Limit

F.5 Does the applicant agency receive any direct Federal awards?:* Yes No
Direct grants are grant that you apply directly to the federal government for and there is no intermediary agency such as OHS.

F.6 If the applicant agency receives other direct Federal awards please list the direct Federal awards:
250 Character Limit

F.7 Did the applicant agency receive any Federal monitoring on a direct federal award in their last fiscal year?:*

F.8 If the applicant agency did receive monitoring in their last fiscal year on a direct Federal award(s), which award (s) were monitored?:*
250 Character Limit

F.9 By checking this box the applicant agency understands if a direct awards monitoring was completed they are required to upload a copy of the monitoring report in the Named Attachments section of this application:

G. NIMS Compliance

- ❑ Answer yes or no to the six questions in the “National Incident Management System (NIMS)” section

G. National Incident Management System (NIMS)

G.1 Has the jurisdiction formally adopted the National Incident Management System (NIMS) throughout the jurisdiction or organization to prevent, protect against, mitigate, respond to, and recover from incidents?:* Yes No

G.2 Has the jurisdiction ensured training for the incident personnel incorporates NIMS training that is pertinent to each individual's incident responsibilities in alignment with the NIMS training program?:* Yes No

G.3 Does the jurisdiction develop, maintain, and implement mutual aid agreements (to include agreements with the private sector and nongovernmental organizations)?:* Yes No

G.4 Does the jurisdiction apply ICS as the standard approach to the on-scene command, control, and coordination of incidents?:* Yes No

G.5 Does the jurisdiction enable effective and secure communications within and across jurisdictions and organizations?:* Yes No

G.6 Does the jurisdiction identify and inventory deployable incident resources consistently with national NIMS resource typing definitions and job titles/position qualifications, available through the Resource Typing Library Tool?:* Yes No

If answered No to any questions G.1-G.6, please explain planned activities during grant period to strive towards being NIMS compliant.

G.7 Planned Activities:

F. Certified Assurances

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

SHSP Certified Assurances

H.1 By checking I have read and agree to the terms and conditions of the grant. *

In order to be eligible for funding the correct Authorized Official must be designated and have knowledge of these Certified Assurances.

H.2 Authorized Official Name and Title:*

The Authorized Official is the individual who has the authority to legally bind the applicant into a contract.
-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 college/university, the President shall be the Authorized Official
-If the applicant is a non-profit the Board Chair shall be the Authorized Official
-If the applicant is an RPC or COG the Executive Director shall be the Authorized Official.

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

H.4 Date:* 

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

Budget Form

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

- ▣ Personnel
- ▣ Benefits
- ▣ Travel
- ▣ Equipment
- ▣ Supplies/Operations
- ▣ Contractual

Budget Form - Cont.

Equipment

Add

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 \(AEL\)](#).

Line Item Name:	AEL #:	Qty:	Unit Cost:	Total Cost:	Sustainment:	Is this a Controlled Equipment Item?:	Discipline:	Function:	Allowable Activity:
				\$0.00					

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Application

Application: 92445 - HSRRS Team Sustainment 2018

Program Area: State Homeland Security Program (SHSP)

Funding Opportunities: 92392 - fy18 shsp test 2

Application Deadline: Final Application Deadline not Applicable

Organization: BaseLine Organization

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 \(AEL\)](#).

Line Item Name:*

AEL #:*

Qty:*

Total Cost:*

Sustainment:*

Sustainment is costs that are necessary to maintain a current, deployable homeland security asset.

Is this a Controlled Equipment Item?*:

Discipline:*

Select primary discipline benefiting from equipment.

Function:*

Select the appropriate function area for this budget line.

Allowable Activity:*

Select one primary activity the budget line is benefiting.

Budget Form - Cont.

- ❑ 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 the top portion of a web application. On the left, a dark blue header contains the text "Missouri Department of Public Safety" in white, with a circular seal to the right. Below this is a white navigation bar with icons and text for "Menu", "Help", and "Log Out". To the right of this bar is a yellow area with a large blue downward-pointing arrow. Below the navigation bar is a grey bar with icons and text for "Back", "Print", "Add", "Delete", "Edit", and "Save". Below this is a white box with a blue border containing the text "Application: 79924 - 2017 HSGP Test Application". Below this box is a yellow area with the following text:

Program Area: State Homeland Security Grant Program (SHSGP)
Funding Opportunity: 79833 - FY17 SHSP testing
Application Deadline: Final Application Deadline not Applicable
Organization: BaseLine Organization

Named Attachments

- ▣ All attachments must be included in this section
- ▣ Required Attachments
 - Audit/Financial Statement
 - Federal Funds Schedule (if not included in the audit)
- ▣ Other Supporting Attachments (if applicable)
 - Training Request Form(s)
 - Direct federal award monitoring report(s)
 - Additional project/budget information (i.e. Quotes)
 - Other supporting information (up to 5 attachments)

Named Attachments – cont.

- ❑ To add each attachment click on the name of the attachment

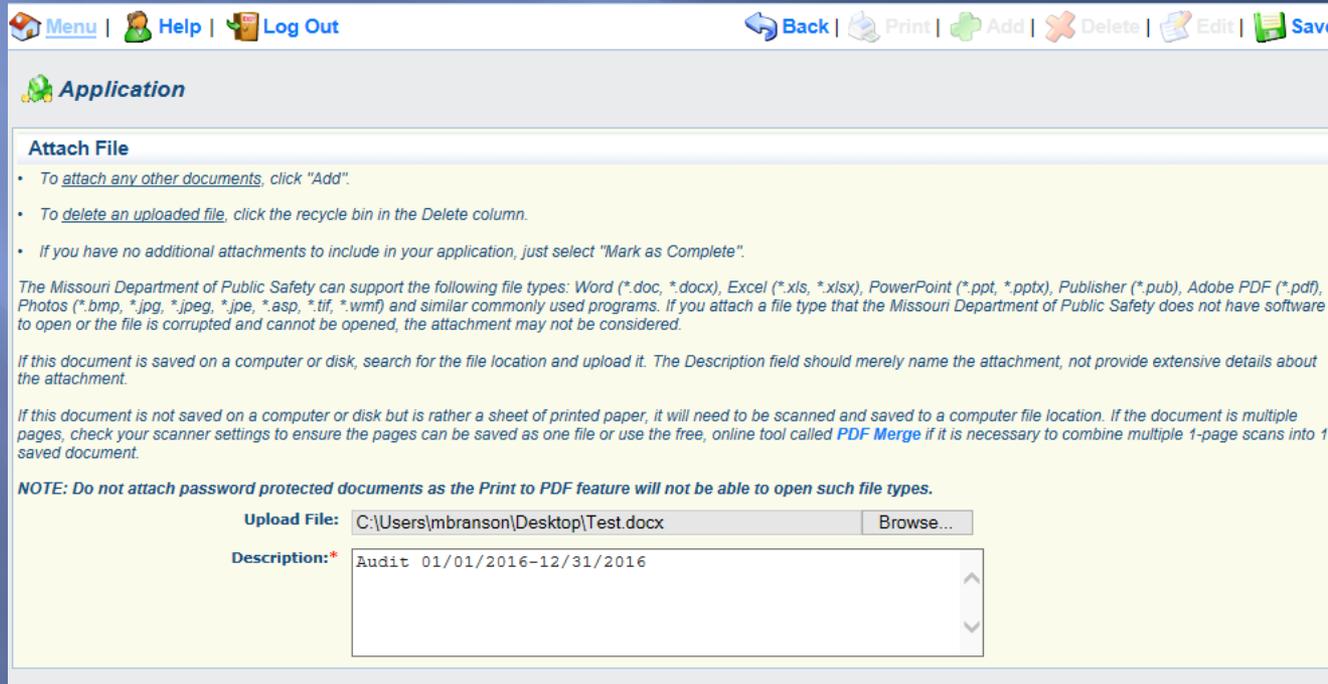


Named Attachments							Mark as Complete Go to Application Forms
Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?	
Audit/Financial Statement (REQUIRED)							
Federal Fund Schedule (REQUIRED if not included in Audit)							
Training Request Form							
Direct Federal Award Monitoring Report							
Additional Project/Budget Information (i.e. Quotes)							
Other Supporting Information							

- ❑ The applicant agency's most recent audit/financial statement and federal funds schedule are required documents and must be uploaded before the form can be marked complete

Named Attachments – Cont.

- Browse to select document
- Add a description to identify the document in the application, and click save



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

Application

Attach File

- 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, just 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:

Description:*

Submission

- All forms **must be marked complete** in order to submit the application
- When everything is complete hit “Submit”



Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	03/23/2018	
Contact Information	✓	03/23/2018	
SHSP Project Package	✓	03/27/2018	
Budget	✓	03/23/2018	
Named Attachments	✓	03/27/2018	

Application Review Timeline

- ▣ OHS administrative review
 - May 16 – June 30, 2018
- ▣ RHSOC application review/scoring
 - July 1 – 31, 2018

Administrative Review

During the administrative review process the following will be considered:

- ▣ **Allowable**
 - Authorized Equipment List (AEL)
 - Authorized by law or regulation
- ▣ **Allocable**
 - Falls into POETE (Planning/Organization/Equipment/Training/Exercise)
 - 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

Application Peer Review Questions

1. Does the project align to a THIRA capability Target(s)?
2. Does the project address filling capability gaps from a THIRA capability target?
3. Does the project:
 - A. Create a new deployable homeland security resource?
 - B. Sustain or enhance an existing homeland security resource?
 - C. Does not fund a deployable homeland security resource?
4. Does the project sustain or enhance a deployable resource that is NIMS Kind and Typed?
5. Does the project build regional and/or statewide collaboration?

Application Assistance Points of Contact

Should you need assistance with your grant application, please call or email:

- Region A (Urban): Cynthia Allen, (816) 701-8278, cynthiaallen@marc.org
- Region A (Rural): Debbie Brackman, (660) 463-7934, debbie@trailsrpc.org
- Region B: Chandra Beaver, (573) 565-2203, beavercog@rallstech.com
- Region C: Mark Cunningham, (636) 456-3473, mcunningham@boonslick.org
- Region D: Dorothy Wittorff-Sandgren, (417) 836-8769 dwittorff-sandgren@missouristate.edu
- Region E: Leslie Seabaugh, (573) 547-8357, lseabaugh@semorpc.org
- Region F: Sierra Thomas, (573) 657-9779, sierra.thomas@midmorpc.org
- Region G: Jessica Paulk, (417) 256-4226, jpaulk@scocog.org
- Region H: Gary Miller, (816) 233-3144, gary@mo-kan.org
- Region I: Anne Freand, (573) 265-2993, afreand@meramecregion.org

Office of Homeland Security

- ▣ Points of contact for WebGrants system issues
 - Joni McCarter, (573) 526-9020 joni.mccarter@dps.mo.gov
 - Michelle Branson, (573) 526-9014 michelle.branson@dps.mo.gov
 - Chelsey Call, (573) 526-9140 chelsey.call@dps.mo.gov
 - Theresa Stiles, (573) 301-2023 theresa.stiles@dps.mo.gov