

# STATE HOMELAND SECURITY PROGRAM

FY2019 Application Workshop



# Missouri Office of Homeland Security Notice of Funding Opportunity

We are pleased to announce the funding opportunity for the FY 2019 State Homeland Security Program (SHSP) is open March 18, 2019 – April 19, 2019

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

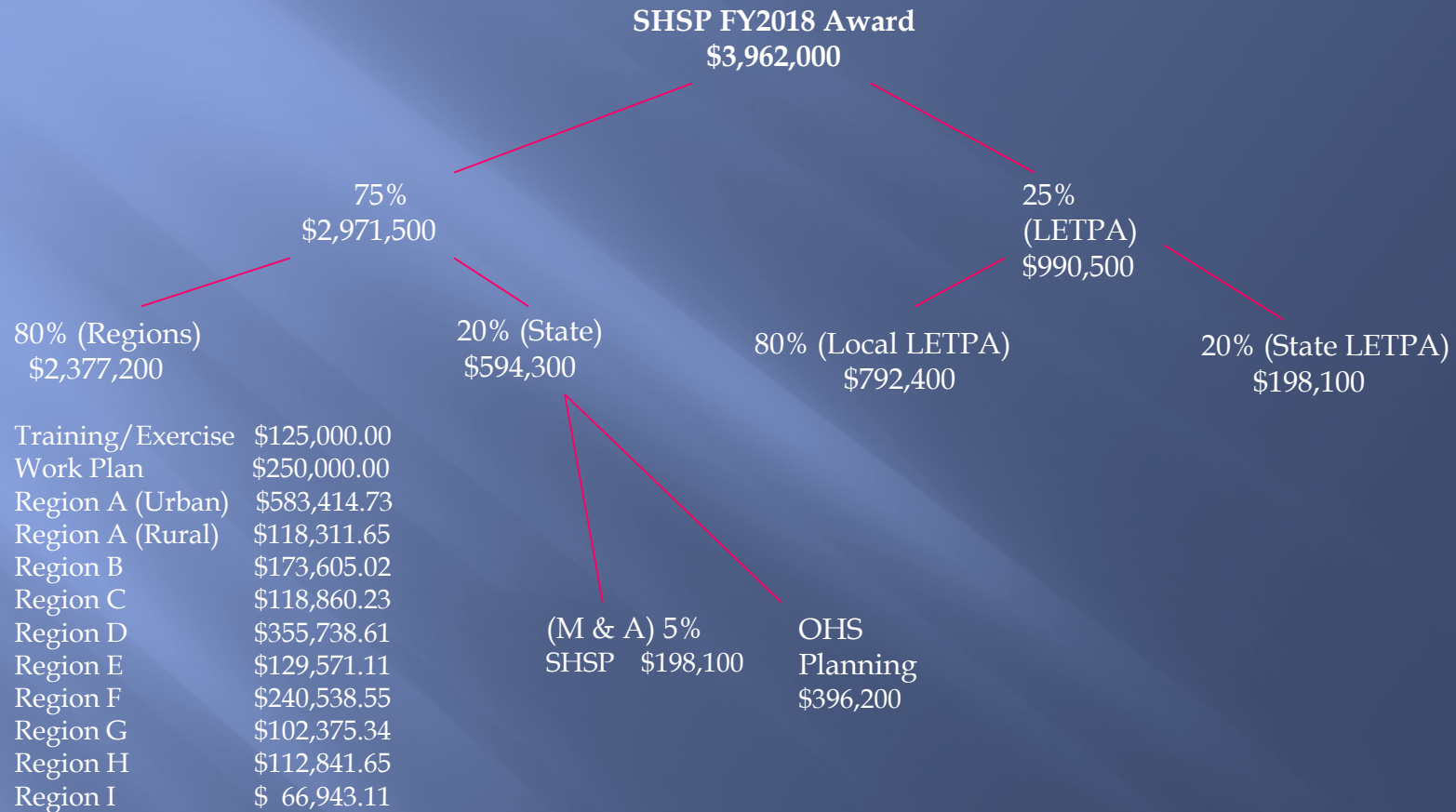
March 15, 2019:	Application Workshop
March 18, 2019:	Funding opportunity open in WebGrants <a href="https://dpsgrants.dps.mo.gov/">https://dpsgrants.dps.mo.gov/</a>
April 19, 2019:	Applications due in WebGrants 5:00 pm CST <i>WebGrants will not accept any applications after this time</i>
June 2019:	Peer review of applications, review/scoring
July 2019:	Quarterly RHSOC meetings, funding determinations
September 1, 2019:	Project Start Date
August 31, 2021:	Project End Date

# FY2019 Anticipated Funding

The Federal Notice of Funding Opportunity for the Homeland Security Grant Program for FY2019 has not yet been released. It is estimated that funding levels will be similar to what was granted in FY2018.

**Awards are contingent upon federal funding being received.**

# FY2019 Anticipated Funding





# Eligible Applicants

- ▣ State units of government
- ▣ Local units of government
- ▣ Nongovernmental organizations, quasi-governmental organizations (e.g.; RPC's & COG's), nonprofit organizations (e.g.; Red Cross)

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

# Ineligible Applicants

- ▣ Entities located within 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/>

# Homeland Security Grant Program (HSGP)

- ▣ The purpose of the 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>



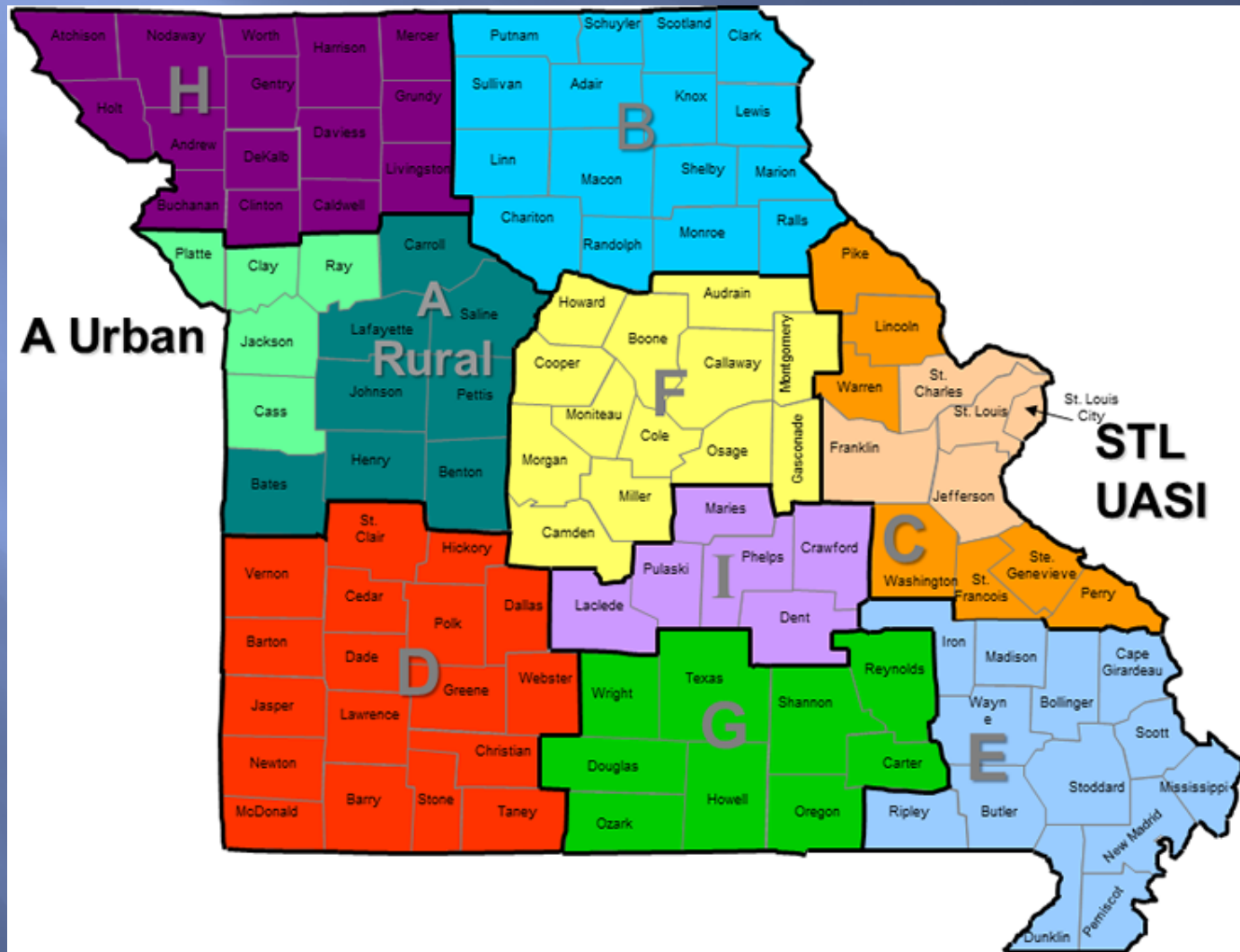
# State Homeland Security Program (SHSP)

- ▣ The SHSP supports state and local preparedness activities that address high priority preparedness gaps across all core capabilities that support terrorism preparedness
- ▣ The SHSP is divided into two programs: Regionalization and Law Enforcement Terrorism Prevention Activities (LETPA)

# Regionalization

- ▣ Regionalization supports the needs of local jurisdictions and the sustainment of previously funded Homeland Security initiatives through the Regional Homeland Security Oversight Committees (RHSOC)
  - This program is focused on prioritizing projects that rise to the highest priority of statewide need.
  - RHSOC's are divided into 10 geographic regions

# Regionalization Map



# LETPA

- ▣ Statewide initiatives that are focused on intelligence, law enforcement, and homeland security activities that prevent an adversary from carrying out a terrorist attack

# Application Requirements

- ▣ 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 Goal, and
  - Deployable or 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 preparedness 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 2019 Homeland Security Grant NOFO
  - Must be on the Authorized Equipment List  
<https://www.fema.gov/authorized-equipment-list>
  - 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](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
  - All subrecipients must strive to be NIMS compliant and adhere to the prescribed mandates and principles  
<http://www.fema.gov/national-incident-management-system>
- ▣ 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](http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf)



# Application Requirements, Cont.

- ▣ Threat and Hazard Identification and Risk Assessment (THIRA) updates
  - Updated annually at the State level - subrecipients must assist in the State's annual update by providing information on the Whole Community Worksheet
  - 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.

- ▣ 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 the grounds 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

# 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 the 2018 SAFECOM Strategic Plan and Implementation Guide  
[https://www.dhs.gov/sites/default/files/publications/2018%20SAFECOM%20Strategic%20Plan\\_FINAL\\_508C\\_v2.pdf](https://www.dhs.gov/sites/default/files/publications/2018%20SAFECOM%20Strategic%20Plan_FINAL_508C_v2.pdf)
- ▣ To ensure compliance all radios purchased with SHSP funds must be:
  - Dual band
  - On the list of MOSWIN Vendor Certified Radios  
<https://dps.mo.gov/dir/programs/intercomm/docs/moswin-vendor-certified-radios.pdf>



# WebGrants Application

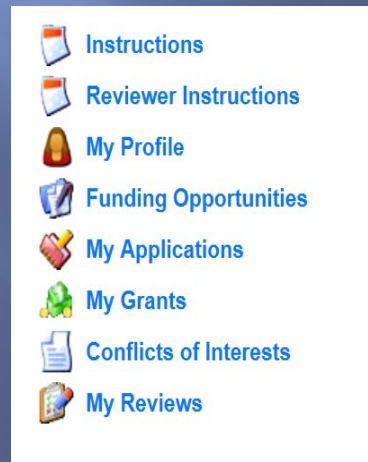
- ❑ dpsgrants.dps.mo.gov
- ❑ Log in or register as a new agency
  - If your agency is already registered in the system, someone with access will need to add new users

The screenshot shows a web application interface divided into two main sections. The left section is titled "Log In" and contains two input fields: "User ID:\*" and "Password:\*". Below these fields is a "Log In" button. There are also two links: "Forgot User Id?" and "Forgot Password?". A large blue arrow points from the right section towards the "User ID" field. The right section features the Missouri Department of Public Safety logo at the top. Below the logo, it says "New to WebGrants - Missouri Department of Public Safety?" followed by a blue arrow pointing right and a link that says "Register Here".

Log In	Missouri Department of Public Safety
User ID:* <input type="text"/>	New to WebGrants - Missouri Department of Public Safety?
Password:* <input type="password"/>	
<input type="button" value="Log In"/>	<a href="#">Register Here</a>
<a href="#">Forgot User Id?</a>	
<a href="#">Forgot Password?</a>	

# Application Instructions

- ❑ Select “Funding Opportunities” and select the 2019 SHSP funding opportunity for the region in which your agency is located or the LETPA

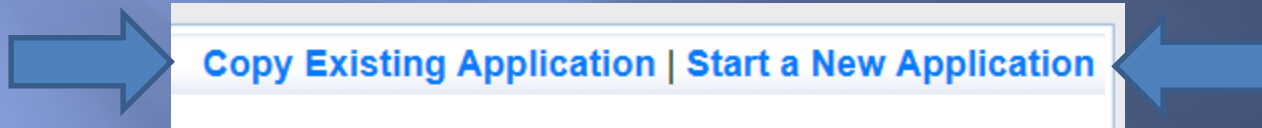


# Application Instructions, Cont.

- ▣ Each project will need its own application
- ▣ A project should *not* include both capability sustainment and building
  - Capability Sustainment – Projects that sustain capabilities at their current level
  - Capability Building – Projects that start a new capability, or increase a current capability level
- ▣ Information provided in the application will determine the score, be sure requested information is provided and accurate

# Application Instructions, Cont.

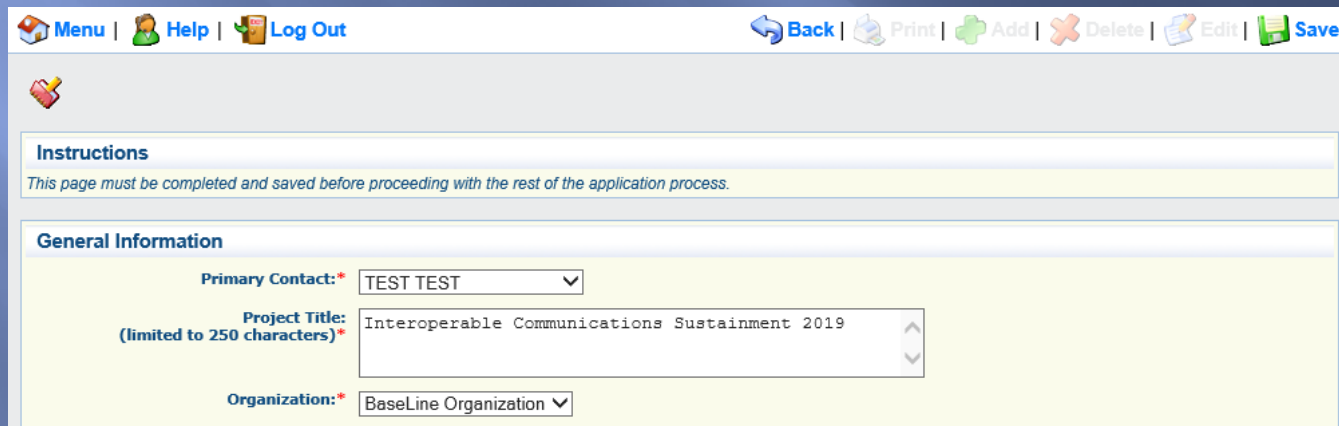
- ▣ Select “Start New Application”



- ▣ If applying for more than one project in 2019 you may select “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”



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 ▼

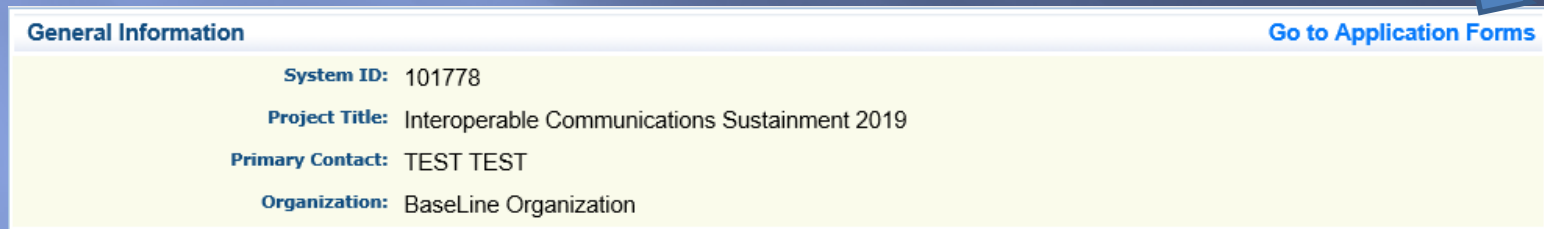
Project Title:  
(limited to 250 characters)\* Interoperable Communications Sustainment 2019 ▲▼

Organization:\* BaseLine Organization ▼



# Application Instructions, Cont.

- Select “Go to Application Forms”



**General Information** [Go to Application Forms](#)

**System ID:** 101778

**Project Title:** Interoperable Communications Sustainment 2019

**Primary Contact:** TEST TEST

**Organization:** BaseLine Organization

- 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   <a href="#">Submit</a>   <a href="#">Withdraw</a>	
Form Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	03/23/2018	
<a href="#">Contact Information</a>	✓	03/23/2018	
<a href="#">SHSP Project Package</a>	✓	03/26/2018	
<a href="#">Budget</a>	✓	03/23/2018	
<a href="#">Named Attachments</a>			

# 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 (e.g.; the Sheriff is not 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 shall be the Authorized Official (This includes Fire Protection District's)
- If the applicant agency is an RPC or COG, the Executive Director shall be the Authorized Official.

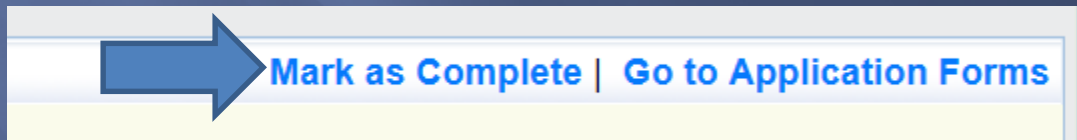
**In order for an application to be considered eligible for funding, the agency's correct Authorized Official MUST be designated in the "Contact Information" form and the "Certified Assurances" form**

# 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” 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 eight sections
  - A. Project Worksheet
  - B. Project Capability, THIRA and Dual Use
  - C. Project Background
  - D. Deployable/Shareable Resources
  - E. Audit Details
  - F. Risk Assessment
  - G. National Incident Management System (NIMS)
  - H. Certified Assurances

# A. Project Worksheet

## SHSP Project Package

### A. Project Worksheet

A.1 Project Title: \* Interoperable Communications Sustainment 2019

A.2 Agency Name: \* Baseline Organization

A.3 Region: \* D

A.4 County: \* Dade

A.5 Project Location Zip Code: \* 11111

A.6 Project Activity Type: \* Develop/enhance interoperable communications systems

A.7 If the project is for a new resource(s), to build or enhance a capability, has the applicant agency attempted coordination of resources? \*

Yes

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

Include what agencies were contacted and their responses.

Coordination example: contacted other agencies within your region to see if this capability/asset currently exists and is available.

A.9 Project Start Date: \* 09/01/2019

Project must start on or after 09/01/2019.

A.10 Project End Date: \* 08/31/2021

Project must end on or before 08/31/2021.

A.11 Investment Justification: \* Building and Sustaining Regional Collaboration via Regional Homeland Security Oversight Committees

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

A.12 Project Description: \* Provide everything that is listed in the instructions below this box

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), how this project aligns with terrorism preparedness, and the reason the project is needed.  
2000 Character Limit



## A. Project Worksheet, Cont.

- ▣ Select the Project Activity Type that best represents your project
- ▣ Attempts to coordinate, did your agency reach out to the RHSOC and local agencies to see if the requested items are available?
  - All SHSP projects should be shareable/deployable so coordination is important to determine necessity
- ▣ “Project Description” is very important and needs to include all information listed in the instructions

# B. Project Capability, THIRA and Dual Use

## B. Project Capability, THIRA and Dual Use

### B.1 Primary Core Capability:\*

Response Operational Communications



Capability Target information listed in B.2 needs to be obtained directly from Missouri's [FY18 THIRA](#).

If you are unsure of how to align your agencies project to the FY18 THIRA please contact the Missouri Office of Homeland Security at (573) 526-9014.

### B.2 Capability Target(s):\*

Obtain this information from the THIRA in the blue link above



1000 Character Limit

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

### B.3 Impact:\*

Follow instructions above this box



1000 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:

If your project is not explicitly focused on terrorism preparedness see instructions below this 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.  
1000 Character Limit

## C. Project Background

- ▣ The purpose of this section is to identify if funding from SHSP has been provided for this project in the past

### C. Project Background

*Sustaining Capability: Projects that sustain capabilities at their current level*

*Building Capability: Projects that start a new capability, or increase a current capability level*

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 any portion of the proposed project funded with FY18 funds?: \* ☐ Yes ☒ No

C.5 Was any portion of the proposed project funded with FY17 funds?: \* ☐ Yes ☐ No

C.8 Was any portion of the proposed project funded with FY16 funds?: \* ☐ Yes ☐ No

C.11 If the proposed project was previously funded prior to the last 3 grant fiscal years state what grant fiscal year, fund source and last major accomplishment/milestone was completed:

250 Character Limit

# C. Project Background, Cont.

- Additional information will need to be provided if you select yes to C.2, C.5, or C. 8

**C. Project Background**

*Sustaining Capability: Projects that sustain capabilities at their current level*  
*Building Capability: Projects that start a new capability, or increase a current capability level*

**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 any portion of the proposed project funded with FY18 funds?:** ☒ Yes ☐ No

**C.3 FY18 Investment Justification:**

*If funded with FY18 Federal Grant Award what was the last major accomplishment/milestone was completed with FY18 funds?*

**C.4 FY18 Prior Accomplishments:**   
250 Character Limit

**C.5 Was any portion of the proposed project funded with FY17 funds?:** ☐ Yes ☐ No

**C.8 Was any portion of the proposed project funded with FY16 funds?:** ☐ Yes ☐ No

**C.11 If the proposed project was previously funded prior to the last 3 grant fiscal years state what grant fiscal year, fund source and last major accomplishment/milestone was completed:**   
250 Character Limit

# D. Deployable/Shareable Resources

- ▣ A deployable resource is an asset that is physically mobile and can be used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.
  - A deployable resource could be a communications vehicle, a generator, a CERT team, etc.
- ▣ A shareable resource is an asset that can be utilized as a local, state, regional or national capability, but is not physically deployable (i.e.; fusion center)



## D. Deployable/Shareable Resources, Cont.

- ▣ D.2 Item Name – this refers to the Deployable/Shareable asset, this is not necessarily what is being purchased
  - An agency may be purchasing an item that is for sustainment or building of a larger asset, (i.e.; replacement SCBA tanks for a Homeland Security Response Team (HSRT) ) the team is the deployable asset instead of the SCBA tank
  - An agency may be purchasing a mobile generator, the generator would be the item that is deployable

## D. Deployable/Shareable Resources, Cont.

- ▣ If the project does not support an asset that is deployable or shareable answer NA and skip the remaining questions for Section D

Note: The information in Section D is used in the application scoring process

# D. Deployable/Shareable Resources, Cont.

- If the item is shareable, Sections D.2 – D.4 must be completed

## D. Deployable/Sharable Resources

*Deployable Resource: Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.*

*Shareable Resource: Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).*

**D.1 Does this project fund resources that are:\***

Shareable Resource ▼

*If answered Deployable in question D.1 complete questions D.2-D.8.*

*If answered Shareable in question D.1 complete questions D.2-D.4.*

*If answered NA in question D.1 skip to Section E.*

**D.2 Item Name:**

WebEOC

**D.3 If sustaining deployable/sharable Homeland Security resource(s), describe how the project sustains each resource(s)?:**

How does this project sustain the asset at the current capability level

250 Character Limit

**D.4 Special conditions/requirements on sharing the deployable/shareable resource(s):**

Provide what another agency needs to do to access the asset or its product listed in D.2

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

# D. Deployable/Shareable Resources, Cont.

- ▣ If the asset is deployable, complete all of Section D

**D. Deployable/Shareable Resources**

*Deployable Resource: Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.*

*Shareable Resource: Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).*

**D.1 Does this project fund resources that are:**

*If answered Deployable in question D.1 complete questions D.2-D.8.  
If answered Shareable in question D.1 complete questions D.2-D.4.  
If answered NA in question D.1 skip to Section E.*

**D.2 Item Name:**

**D.3 If sustaining deployable/sharable Homeland Security resource(s), describe how the project sustains each resource(s)?:**

250 Character Limit

**D.4 Special conditions/requirements on sharing the deployable/sharable resource(s):**

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

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

**D.5 Is deployable resource NIMS Kind & Typed?:** ☒ Yes ☐ No

**D.6 Deployable Resources Kind & Type Name(s):**

Example: Mass Casualty Support Vehicle  
250 Character Limit

**D.7 Deployable Resources Kind & Type ID(s): (ID x-xxx-xxxx)**

Example: ID 3-508-1032 Vehicle  
250 Character Limit

**D.8 If not NIMS Kind & Typed, explain how the item further supports the Homeland Security Initiative:**


250 Character Limit

## D. Deployable Resources

- ▣ 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 <https://rtlt.preptoolkit.fema.gov/Public>
  - If the deployable resource is not kind and typed, provide a description of why the resource is necessary to further homeland security initiative(s)




# D. Deployable Resources, Cont.





## Resource Typing Library Tool


[Home](#)[Browse](#)[Links & Tools](#)[About](#)[Help](#)


Welcome to the Resource Typing Library Tool (RTLTL), an online catalogue of national resource typing definitions, position qualifications and Position Task Books (PTBs) provided by the Federal Emergency Management Agency (FEMA) National Integration Center (NIC).

[Search](#)

[Browse](#)

[Links & Tools](#)

[About](#)

[Help](#)



# View Resource Typing Definition

RTLT

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			

## 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 the most recent audit, annual financial statement, and/or 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)

# E. Audit Certification, Cont.

## E. Audit Details

**E.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.

**E.2 Date last audit completed:  
MM/DD/YYYY\***

06/01/2018

**E.3 By checking this box the applicant agency understands they are required to upload a copy of the agencies most recent completed audit in the Named Attachments section of this application:\***





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

## 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 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.3 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.4 Did the applicant agency receive any Federal monitoring on a direct federal award in their last fiscal year?:\***

No ▼

# 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 individuals 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:**

If answering no to any question above please explain planned activity during the grant period to strive towards NIMS compliance

^

v

# F. Certified Assurances

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

**H. 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**


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

In order to be eligible for funding the correct Authorized Official must be designated and have knowledge of these Certified Assurances.  
**If the incorrect Authorized Official is listed or is left off this proposed application this 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.  
-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 applicable please upload copy of 501C3 in the Other Attachments section of this application  
-If the applicant agency is an RPC or COG, the Executive Director shall be the Authorized Official  
-\*\*This is not an all-inclusive list if you do not fall into the above categories or are unsure of who the Authorized Official is for your agency please contact The Missouri Office of Homeland Security at (573) 522-6125\*\*

**H.2 Authorized Official Name and Title:\***

**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:\* Generator

AEL #:\* 100-GE-GENR

Qty:\* 1

Total Cost:\* 2000.00

Sustainment:\* Yes

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

Is this a Controlled Equipment Item?:\* No

Discipline:\* HazMat

Select primary discipline benefiting from equipment.

Function:\* Equipment

Select the appropriate function area for this budget line.

Allowable Activity:\* Power

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 section of a web application. On the left is a dark blue header with the text "Missouri Department of Public Safety" and a circular seal. To the right is a yellow rectangular area with a large blue arrow pointing downwards. Below these is a navigation bar with icons and text for "Menu", "Help", "Log Out", "Back", "Print", "Add", "Delete", "Edit", and "Save". The "Edit" button is highlighted with a blue arrow. Below the navigation bar is a section titled "Application" with a red icon. Underneath is a box containing the following information:

**Application: 79924 - 2017 HSGP Test Application**

**Program Area:** State Homeland Security Grant Program (SHSGP)

**Funding Opportunity:** 79833 - FY17 SHSP testing

**Application Deadline:** Final Application Deadline not Applicable

**Organization:** BaseLine Organization

# Budget Form, Cont.

- The instructions for each budget section provides a description of what information should be included in the budget narrative 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 | [List Icons] | [Link Icon] | [Image Icon] | [Table Icon] | [Text Color Icon] | [Background Color Icon] | [Undo Icon] | [Redo Icon] | [Print Icon]

Path: p Words: 0

- ❑ 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, mark “Save” and “Mark as Complete” at the top of page

# Budget – Personnel/Benefits

- ▣ In the justification provide each employee, what duties they will be required to complete for the project, their salary, and their estimated hours spent on the project as a cost basis
- ▣ In the justification list each employee, what benefits they receive, the cost of each benefit and how it is determined (e.g.; monthly, or percentage based) and the rate

# Budget - Travel

- ▣ Each travel event should be listed in the justification and include a full cost basis for the amount requested, including:
    - Justification for the travel
    - Number of staff traveling
    - Estimated dates and location
    - What costs are being requested and the estimated rate (i.e. lodging, meals/per diem, conference fees)
  - ▣ A training request must be approved for all travel, this may be submitted at the time of application and attached in the attachment section
- <https://dps.mo.gov/dir/programs/ohs/documents/TrainingRequestForm.pdf>

## Budget – Travel, Cont.

- ▣ OHS will only reimburse up the per diem rate approved by the Missouri Office of Administration
  - <https://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>
- ▣ Each agency must follow their own travel policy



# Budget – Equipment

- ▣ Equipment is defined as tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of \$1,000.00 or more
- ▣ AEL is required on the budget, link to site provided in 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.*

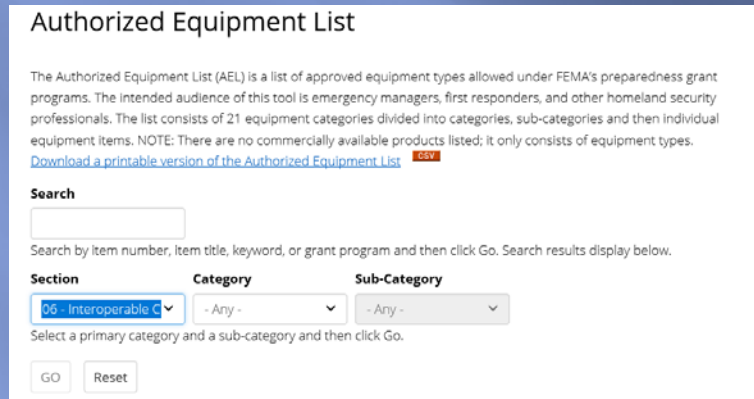
*All Equipment purchased has to be an allowable item on the [Authorized Equipment List \(AEL\)](#).*

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



# Budget Form – Equipment, Cont.

- ▣ Search the site for the correct AEL number



**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. [Download a printable version of the Authorized Equipment List](#) CSV

**Search**

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

Section	Category	Sub-Category
06 - Interoperable C	- Any -	- Any -

Select a primary category and a sub-category and then click Go.

- ▣ The section name will correspond to the allowable activity on the budget line
- ▣ Justification needs to include a cost basis for the amount requested, if an estimate was obtained attach it in the attachment section of the application

# Budget – Supplies

- ▣ Justification should be provided for each supply requested to include
  - Justification for how the item supports the project
  - Why the amount requested is necessary
  - Cost basis, if an estimate was obtained it should be uploaded into the attachment section of the application
  - For a service that fits the criteria for supplies, the dates covered must be provided (e.g.; annual software license, phone, or internet service)

# Budget – Contract

- ▣ Contracts for Services should include a full justification
  - What will be provided by the contract
  - Estimated dates of service or delivery
  - Why is this contract needed to support the project
  - Cost basis for amount requested, if estimate obtained it should be uploaded in the attachment section of the application

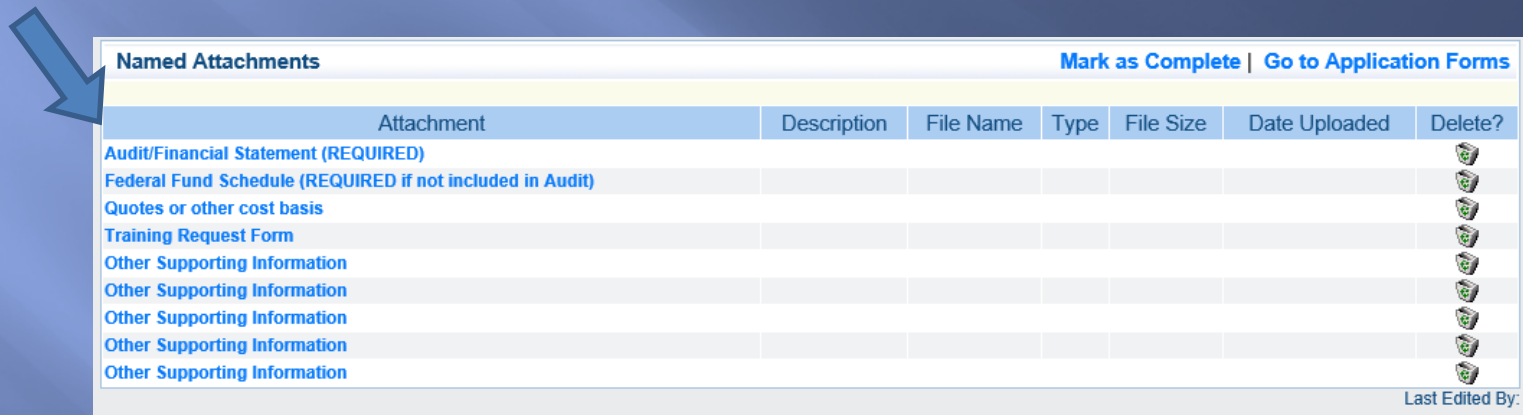
# Named Attachments

- ▣ 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)
  - Quotes of other cost basis
  - Training Request Form(s)
  - Other supporting information (up to 5 attachments)



# Named Attachments, Cont.

- ▣ To add each attachment select the name of the attachment



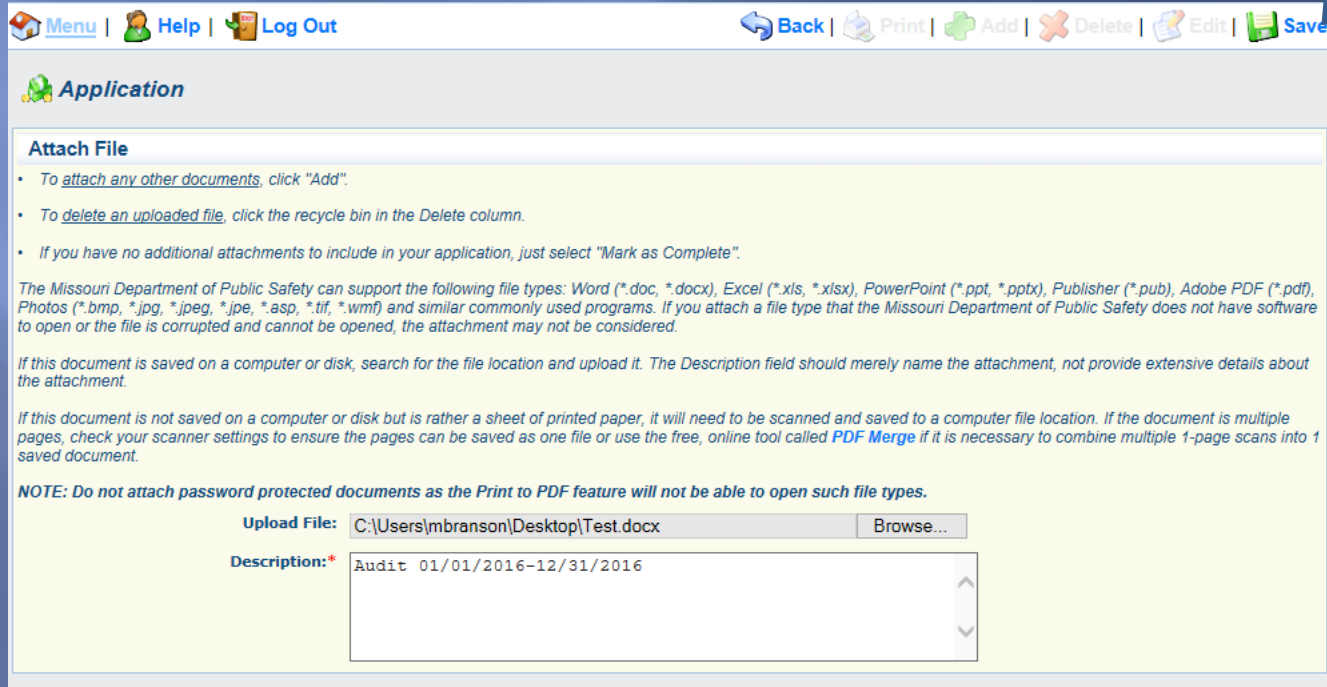
The screenshot shows a web form titled "Named Attachments". At the top right, there are two links: "Mark as Complete" and "Go to Application Forms". Below the title is a table with the following columns: "Attachment", "Description", "File Name", "Type", "File Size", "Date Uploaded", and "Delete?". The table contains seven rows of data. The first row is "Audit/Financial Statement (REQUIRED)". The second row is "Federal Fund Schedule (REQUIRED if not included in Audit)". The third row is "Quotes or other cost basis". The fourth row is "Training Request Form". The fifth, sixth, seventh, and eighth rows are all labeled "Other Supporting Information". Each row has a small trash can icon in the "Delete?" column. A blue arrow points to the "Attachment" column header. At the bottom right of the form, it says "Last Edited By:".

Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?
Audit/Financial Statement (REQUIRED)						
Federal Fund Schedule (REQUIRED if not included in Audit)						
Quotes or other cost basis						
Training Request Form						
Other Supporting Information						
Other Supporting Information						
Other Supporting Information						
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 select save



The screenshot shows a web application interface with a top toolbar containing icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. A blue arrow points to the Save button. Below the toolbar is a section titled "Application" with a sub-section "Attach File".

**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 select “Submit”



Application Forms		Application Details   <a href="#">Submit</a>   <a href="#">Withdraw</a>	
Form Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	03/13/2019	
<a href="#">Contact Information</a>	✓	03/13/2019	
<a href="#">SHSP Project Package</a>	✓	03/13/2019	
<a href="#">Budget</a>	✓	03/13/2019	
<a href="#">Named Attachments</a>	✓	03/13/2019	

# Application Review Timeline

- ▣ OHS administrative review
  - April – May 2019
- ▣ Peer Review/Scoring
  - June 2019
- ▣ RHSOC Funding Determinations
  - July 2019 Quarterly RHSOC Meetings

# Administrative Review

During the administrative 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**
  - 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 the State THIRA capability Target(s)?
2. Does the project address filling capability gaps from the State THIRA capability target?
3. Does the project support a Deployable or Shareable Resource?
4. Is the project building a new capability or increasing a current capability, or does the project sustain a capability at its current level?
5. Does the project support a deployable asset that is NIMS Kind and Typed?
6. 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 Chancellor, (816) 701-8278, [cchancellor@marc.org](mailto:cchancellor@marc.org)
- ▣ Region A (Rural): Debbie Brackman, (660) 463-7934, [debbie@trailsrpc.org](mailto:debbie@trailsrpc.org)
- ▣ Region B: Chandra Beaver, (573) 565-2203, [beavercog@rallstech.com](mailto:beavercog@rallstech.com)
- ▣ Region C: Mark Cunningham, (636) 456-3473, [mcunningham@boonslick.org](mailto:mcunningham@boonslick.org)
- ▣ Region D: Dorothy Wittorff-Sandgren, (417) 836-8769, [dwittorff-sandgren@missouristate.edu](mailto:dwittorff-sandgren@missouristate.edu)
- ▣ Region E: Leslie Seabaugh, (573) 547-8357, [lseabaugh@semorpc.org](mailto:lseabaugh@semorpc.org)
- ▣ Region F: Sierra Thomas, (573) 657-9779, [sierra.thomas@midmorpc.org](mailto:sierra.thomas@midmorpc.org)
- ▣ Region G: Jessica Paulk, (417) 256-4226, [jpaulk@scocog.org](mailto:jpaulk@scocog.org)
- ▣ Region H: Gary Miller, (816) 233-3144, [gary@mo-kan.org](mailto:gary@mo-kan.org)
- ▣ Region I: Anne Freand, (573) 265-2993, [afreand@meramecregion.org](mailto:afreand@meramecregion.org)

# Office of Homeland Security

- ▣ Points of contact for WebGrants system issues
  - Michelle Branson, (573) 526-9014, [michelle.branson@dps.mo.gov](mailto:michelle.branson@dps.mo.gov)
  - Maggie Glick, (573) 522-6125, [Maggie.glick@dps.mo.gov](mailto:Maggie.glick@dps.mo.gov)
  - Troy Thurman, (573) 526-9140, [troy.thurman@dps.mo.gov](mailto:troy.thurman@dps.mo.gov)
  - Theresa Stiles, (573) 301-2023, [theresa.stiles@dps.mo.gov](mailto:theresa.stiles@dps.mo.gov)
  - Joni McCarter (573) 526-9020, [joni.mccarter@dps.mo.gov](mailto:joni.mccarter@dps.mo.gov)