



**MISSOURI  
FISCAL YEAR (FY) 2019  
STATE HOMELAND SECURITY PROGRAM (SHSP)  
PROGRAM MANUAL**

**Issued By**

Missouri Office of Homeland Security (OHS), Division of Grants

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

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CFDA Title: State Homeland Security Grant Program (SHSP)

**Authorizing Authority for Program**

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

**Appropriation Authority for Program**

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

**Key Dates**

Application Start Date: 03/18/2019

Application Submission Deadline: 04/19/2019 – 5:00 p.m. CST

Period of Performance: September 1, 2019 through August 31, 2021

# FY 2019 STATE HOMELAND SECURITY PROGRAM MANUAL

## I. Funding Opportunity Description

### Program Overview

The purpose of the Fiscal Year (FY) 2019 SHSP is to support state, local and tribal efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The FY 2019 SHSP provides funding to implement investments that enhance terrorism preparedness and serve to build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community, inclusive of children, individuals with disabilities and others with access and functional needs, diverse communities, and people with limited English proficiency. The FY 2019 SHSP supports the core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs.

The FY 2019 SHSP will provide federal funds to assist state, local, tribal, and territorial agencies to obtain the resources required to support implementation of the National Preparedness System (NPS) and the Goal of a secure and resilient Nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, SHSP supports the goal to Strengthen National Preparedness and Resilience. The SHSP grant programs fund a range of activities, including planning, organization, equipment purchase, training, exercises, and management and administration across all core capabilities and mission areas.

### Program Objectives

The SHSP assists state, tribal, territorial, and local preparedness activities that address high-priority preparedness gaps across all core capabilities that support terrorism preparedness. All supported investments are based on capability targets and gaps identified during the Threat and Hazard Identification and Risk Assessment (THIRA) process, and assessed in the Stakeholder Preparedness Review (SPR).

### Program Priorities

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

DHS/FEMA publishes the annual National Preparedness Report (NPR) to communicate progress in building, sustaining, and delivering the core capabilities outlined in the Goal. This analysis provides a National perspective on critical preparedness trends for whole community partners to use to inform program priorities, allocate resources, and communicate with stakeholders about issues of shared concern. The NPR can be found at <http://www.fema.gov/national-preparedness-report>.

In developing applications for the FY 2019 SHSP, recipients should consider funding projects that address core capability gaps within the NPR national areas for improvement that relate to terrorism preparedness, including:

- Cybersecurity;
- Infrastructure Systems;
- Economic Recovery;
- Housing;
- Supply Chain Integrity and Security;
- Natural and Cultural Resources; and
- Risk Management for Protection Programs and Activities.

In addition, DHS/FEMA requires recipients to prioritize investments that address capability targets and gaps identified through the annual THIRA and SPR process. These assessments set capability targets and measure current ability to meet those targets.

Minimum funding amounts are not prescribed by the DHS for these capability targets and gaps; however, recipients must support state, local, tribal, regional, and national efforts in achieving the desired outcomes of these priorities. Grant funds must clearly support resources the recipients need to achieve the THIRA targets and close capability gaps.

## **II. Eligibility Information**

### **Eligibility Criteria**

The FY 2019 SHSP funding requires 80% be passed to local agencies. OHS uses the Regionalization program to fund local agencies through the Regional Homeland Security Oversight Committees. The geographic boundaries are based on the established boundaries of the Missouri State Highway Patrol. A map of the boundaries can be located at: <https://dps.mo.gov/dir/programs/ohs/regionalization/>.

The FY 2019 SHSP requires 25% of the SHSP funds be allocated for law enforcement terrorism prevention activities (LETPA). The FY 2019 LETPA funding is available to eligible entities to support efforts toward statewide initiatives for law enforcement terrorism prevention activities.

The following Missouri entities are eligible to apply for FY 2019 SHSP funding:

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

Regionalization applicants within the following Missouri Counties (Jackson, Cass, Platte, Clay, and Ray) must apply through Mid-America Regional Council (MARC) at <http://www.marc.org/>. For additional information regarding the application process, please contact the MARC at (816) 474-4240.

### **Ineligible Applicants**

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

## **III. How to Apply**

### **Application via WebGrants**

All applications must be submitted through the WebGrants system, the Department of Public Safety's online electronic portal, located at <https://dpsgrants.dps.mo.gov>. This system will be utilized from the application phase through the administration and closeout phase for all funded projects. For more information regarding the application submittal process, contact the Missouri Office of Homeland Security at (573) 526-9014.

Regionalization applicants must submit their application under the funding opportunity for their respective geographic area (Regions A thru I). For additional information regarding geographic areas, applicants are encouraged to contact the Regional Planning Commission (RPC)/Councils of Government (COG) that provides administrative support for those regions. A regional map and direct links to RPC/COG information are available at <http://www.dps.mo.gov/dir/programs/ohs/regionalization/?h=0>, or by contacting the Missouri Office of Homeland Security at (573) 526-9014.

LETPA applicants must submit applications under the FY 2019 LETPA funding opportunity.

The WebGrants system records all application submittal dates and times. Applicants will receive an electronic email message through the WebGrants system confirming receipt of the full application. **Applications will not be accepted after the established deadline, 5 PM on April 19, 2019.**

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

Applicants must provide a DUNS number with their application. This number is a required field within the SHSP application. Organizations should verify they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at (866) 705-5711.

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

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

## **IV. Funding Information**

As part of the FY 2019 SHSP application process, applicants must develop a justification narrative that addresses the proposed projects. Each justification narrative must demonstrate how proposed projects:

- Support terrorism preparedness;
- Describe how the proposed project supports closing capability gaps or sustaining capabilities identified in the 2017 or 2018 THIRA and 2018 SPR
- Engage and/or impact the whole community, including children, older adults, pregnant women, and individuals with limited English proficiency, individuals with disabilities and others with access and functional needs, and ensure the protection of civil rights in the building, sustainment and delivery of core capabilities.
- Subrecipients investing in emergency communications must coordinate with the Missouri Interoperability Center when developing an emergency communications project prior to submission to ensure the project supports the statewide strategy to improve emergency communications and is compatible and interoperable with the MOSWIN system.

### **Application Requirements**

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

Complete application submission includes the following forms:

- General Information
- Contact Information
- SHSP Project Package
- Budget
- Named Attachments

Note: In order for the application to be eligible for funding the correct Authorized Official must be listed in the Contact Information form and as the Authorized Official on the SHSP Project Package under the Certified Assurances section.

## **Allowable Costs and Program Activities**

This list is **NOT** all-inclusive.

### Allowable Planning Costs:

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

### Allowable Organizational Activities:

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

### Allowable Equipment Categories (Based upon the AEL):

- Personal Protective Equipment
- Explosive Device Mitigation and Remediation Equipment
- CBRNE Operational Search and Rescue Equipment
- Information Technology
- Cyber Security Enhancement Equipment

- Interoperable Communications Equipment
- Detection
- Decontamination
- Medical
- Power
- CBRNE Reference Materials
- CBRNE Incident Response Vehicles
- Terrorism Incident Prevention Equipment
- Physical Security Enhancement Equipment
- Inspection and Screening Systems
- Animal and Plants
- CBRNE Prevention and Response Watercraft
- CBRNE Aviation Equipment
- CBRNE Logistical Support Equipment
- Intervention Equipment
- Other Authorized Equipment

#### Allowable Training Costs:

- Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes
- Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training
- Training workshops and conferences
- Activities to achieve training inclusive of people with disabilities
- Full- or part-time staff or contractors/consultants
- Travel
- Supplies
- Instructor certification/re-certification
- Coordination with Citizen Corps Councils in conducting training exercises
- Interoperable communications training
- Activities to achieve planning inclusive of people with limited English proficiency

#### Allowable Exercise Related Costs:

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

- Interoperable communications exercises
- Activities to achieve planning inclusive of people with limited English proficiency

**Allowable Management and Administrative Costs:**

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

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

**Indirect Costs**

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

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

**SHSP**

All submitted applications will undergo a detailed administrative review and all allowable applications will undergo a peer review process. The OHS is responsible for administratively reviewing the FY 2019 SHSP applications for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed projects.

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

- Does the project align to the State THIRA Capability Target (s)?
- Does the project address filling capability gap(s) from State THIRA Capability Target?
- Does the project support a Deployable or Shareable Resource?
- Is the project building a new capability or increasing a current capability, or does the project sustain a capability at its current level?
- Does the project support a deployable asset that is NIMS Kind and Typed?
- Does the project build regional and/or statewide collaboration?

When the peer review is complete, the WebGrants system will produce an application average score for each applicant. All FY 2019 SHSP applications will require final approval by the Missouri Department of Public Safety (DPS) senior leadership.

### **Regionalization**

Each Regional Homeland Security Oversight Committee (RHSOC) will provide review the applications and based on the peer review scores and local needs they will vote on funding recommendations. The RHSOC will submit the funding recommendations to OHS to be processed for final approval by the DPS senior leadership.

### **LETPA**

The LETPA Working Group will review the applications and based on the peer review scores and the statewide needs they will vote on funding recommendations. The LETPA will submit the funding recommendations to OHS to be processed for final approval by the DPS senior leadership.

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

### **Notice of Award**

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

### **Acceptance of Award**

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

### **Equipment Inventory Form**

Subrecipients are required to complete the Equipment Inventory Form, within the DPS WebGrants system, for newly purchased inventory items, in order to receive reimbursement for claims after the subaward is issued. It is the responsibility of the subrecipient to maintain an updated inventory of equipment, and follow OHS disposition of equipment procedures for items purchased with federal funds.

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

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

### **Biannual Status Reports**

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

Status reports are due on the following dates:

<b>Reporting Period</b>	<b>Report Due Date</b>
January 1 – June 30	July 10
July 1 – December 31	January 10

### **Financial and Compliance Audit Report**

For audits of fiscal years beginning on or after December 26, 2014, subrecipients that expend \$750,000 or more from all Federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of Government and Accountability Office's (GAO) Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200-subpartF.pdf>.

### **Monitoring**

Subrecipients will be monitored by OHS staff both programmatically and financially, to ensure project activities and project goals, objectives, performance requirements, timelines, milestone

completion, budgets, and other related program criteria are being met. Monitoring may be accomplished through either a desk-based review or on-site monitoring visit, or both. Monitoring will identify areas where technical assistance, corrective actions and other support may be needed. Monitoring type and frequency may vary dependent upon the grantee risk assessment conducted by OHS.

### **Grant Closeout Process**

Within 45 days after all work is completed or the end of the period of performance, whichever comes first, subrecipients must submit a Grant Final Report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. After this report has been reviewed and approved by the OHS, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds to be deobligated, and address the requirement of maintaining the grant records. All grant records shall be retained by the subrecipient for whichever of the following is later:

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

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

## **VII. Contact Information**

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

- Joni McCarter, Program Manager: (573) 526-9020
- Michelle Branson, Grant Specialist: (573) 526-9014
- Theresa Stiles, Systems Analyst: (573) 301-2023

## **VIII. Other Critical Information**

### **National Preparedness and THIRA**

OHS coordinates with local, state, and federal government as well as the private and nonprofit sectors to facilitate an all-of-nation/whole community, risk driven, and capabilities-based approach to preparedness. This approach is grounded in the identification and assessment of risk through the THIRA. Local jurisdictions are encouraged to participate in the development and update of the State/Regional THIRA, and State Preparedness Report (SPR), to ensure that

the community's shared understanding of risk evolves to account for changes in the risk landscape, including successful mitigation efforts, emerging threats, hazards, and associated consequences. Local jurisdictions will participate by using the Whole Community Worksheet.

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

Prior to allocation of any Federal preparedness awards in FY 2019, recipients must ensure and maintain adoption and implementation of NIMS. FEMA describes the specific activities involved in NIMS implementation in the NIMS Implementation Objectives (<https://www.fema.gov/implementation-guidance-and-reporting>).

Incident management activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies). 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. Recipients should manage resources purchased or supported with FEMA grant funding according to NIMS resource management guidance.

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>.

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

OHS is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Subrecipients proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation to the OHS. The OHS submits completed EHP packets to FEMA who then may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project. If a project, that requires an EHP, is started prior to receiving an EHP approval memo it will not be eligible for reimbursement.

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

Subrecipients who receive awards under SHSP that wholly or partially provide funding for emergency communication projects and related activities must comply with the most recent version of the *SAFECOM Guidance on Emergency Communications Grants*. This guidance provides recommendations to recipients regarding interoperable emergency communications projects, including allowable costs, eligible activities, grants management best practices for

emergency communications grants, and information on technical standards that ensure greater interoperability. The guidance is intended to ensure that Federally-funded investments are compatible, interoperable, and support the national goals and objectives for improving emergency communications nationwide. Subrecipients investing in broadband-related investments should review *IB 386* for clarification on Use of DHS/FEMA Public Safety Grant Funds for Broadband-Related Expenditures and Investments. Applicants should contact the Missouri Interoperability Center (MIC) to ensure their project is in compliance prior to submitting an application. Contact information and other additional guidance can be located on the MIC website: <https://dps.mo.gov/dir/programs/intercomm/index.php>.

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

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

### **Conflict of Interest**

The Missouri Department of Public Safety Conflict of Interest policy will be followed during the award and grant administration process. No employee, officer or agency may participate in the selection, award or administration of a contract supported by Federal funding if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of those individuals, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

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

### **Extensions**

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

- Grant program, fiscal year and award number;
- Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
- Current status of the activity/activities;
- Approved period of performance termination date and new project completion date;
- Amount of funds drawn down to date;

- Remaining available funds, both Federal and non-Federal (if applicable);
- Budget outlining how remaining Federal and non-Federal funds will be expended.
- Plan for completion, including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
- Certification that activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work, as described in the narrative and approved by OHS.

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

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

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

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

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

### **Personnel**

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

### **Equipment Restrictions**

The following documents are related to this topic and should be reviewed:

- *IB 426 Guidance to Recipients and Subrecipients of FEMA Preparedness Grants Regarding Implementation of Executive Order 13809*
- Executive Order (EO) 13809 Restoring State, Tribal, and Local Law Enforcement's Access to Life-Saving Equipment and Resources
- Recipients and subrecipients must comply with all equipment acquisition requirements of the Homeland Security Notice of Funding Opportunity, including

Unallowable Costs

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

Unallowable Equipment (IB 426)

- Weapons of any kind (including firearms, grenade launchers, bayonets); ammunition; and weaponized aircraft, vessels, and vehicles of any kind remain unallowable under any FEMA preparedness grant program.
- Riot suppression equipment including riot batons, riot helmets, and riot shields

Allowable with additional conditions (IB 426)

- Purchase of explosive materials are subject to the requirements found in (IB 419)
- Manned Aircraft, Fixed/Rotary Wing
- Small Unmanned Aircraft Systems