STATE HOMELAND SECURITY PROGRAM

FY 2020 Application Workshop

Missouri Office of Homeland Security
Notice of Funding Opportunity

We are pleased to announce the funding opportunity for the FY 2020 State Homeland Security Program (SHSP) is open April 6, 2020 – May 15, 2020

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

SHSP Regionalization Key Dates

April 6, 2020:	SHSP Regionalization funding opportunity open in WebGrants https://dpsgrants.dps.mo.gov/
May 15, 2020:	SHSP Regionalization applications due in WebGrants 5:00 pm CST *WebGrants will not accept any applications after this time*
June 2020:	Peer review of applications, review/scoring
July 2020:	Quarterly RHSOC meetings, funding determinations
September 1, 2020:	Project Start Date
August 31, 2022:	Project End Date

SHSP LETPA Key Dates

August 1, 2020:	SHSP LETPA funding opportunity open in WebGrants https://dpsgrants.dps.mo.gov/
August 14, 2020:	SHSP LETPA applications due in WebGrants 5:00 pm CST *WebGrants will not accept any applications after this time*
August 24-28, 2020:	SHSP LETPA scoring/meeting for funding determinations
September 1, 2020:	Project Start Date
August 31, 2022:	Project End Date

FY 2020 Anticipated Funding

Total State FY19 HSGP Award
$7,327,500

UASI
$3,250,000
East West Gateway
$3,082,570.00
M&A
$167,430.00

SHSP
$4,077,500

75%
$3,058,125

25%
(LETPA)
$1,019,375

80% (Regions)
$2,446,500

20% (State)
$611,625

Cyber Security
$ 75,000.00

SEMA T&E	$125,000.00
Work Plan	$250,000.00
Region A (Urban)	$585,770.18
Region A (Rural)	$117,459.27
Region B	$172,504.95
Region C	$118,774.66
Region D	$355,133.12
Region E	$127,451.23
Region F	$239,903.89
Region G	$101,597.97
Region H	$111,974.15
Region I	$ 65,930.58

5% (M&A
NSGP, SHSP)
$213,875

(OHS)
Planning
$397,750

Sikeston DPS	$ 41,826.00
KCRFC	$117,486.64
MO Police Chief's	$200,000.00
SEMO Bomb Squad	$ 67,466.00
Cyber Security	$ 16,568.96
MSHP, DCCD	$ 45,000.00
MO Fire Safety	$ 8,457.00
MO Capitol Police	$ 27,550.00
MIC Interoperability	$ 75,000.00
MIAC	$ 16,568.96
LE Training	$270,000.00

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

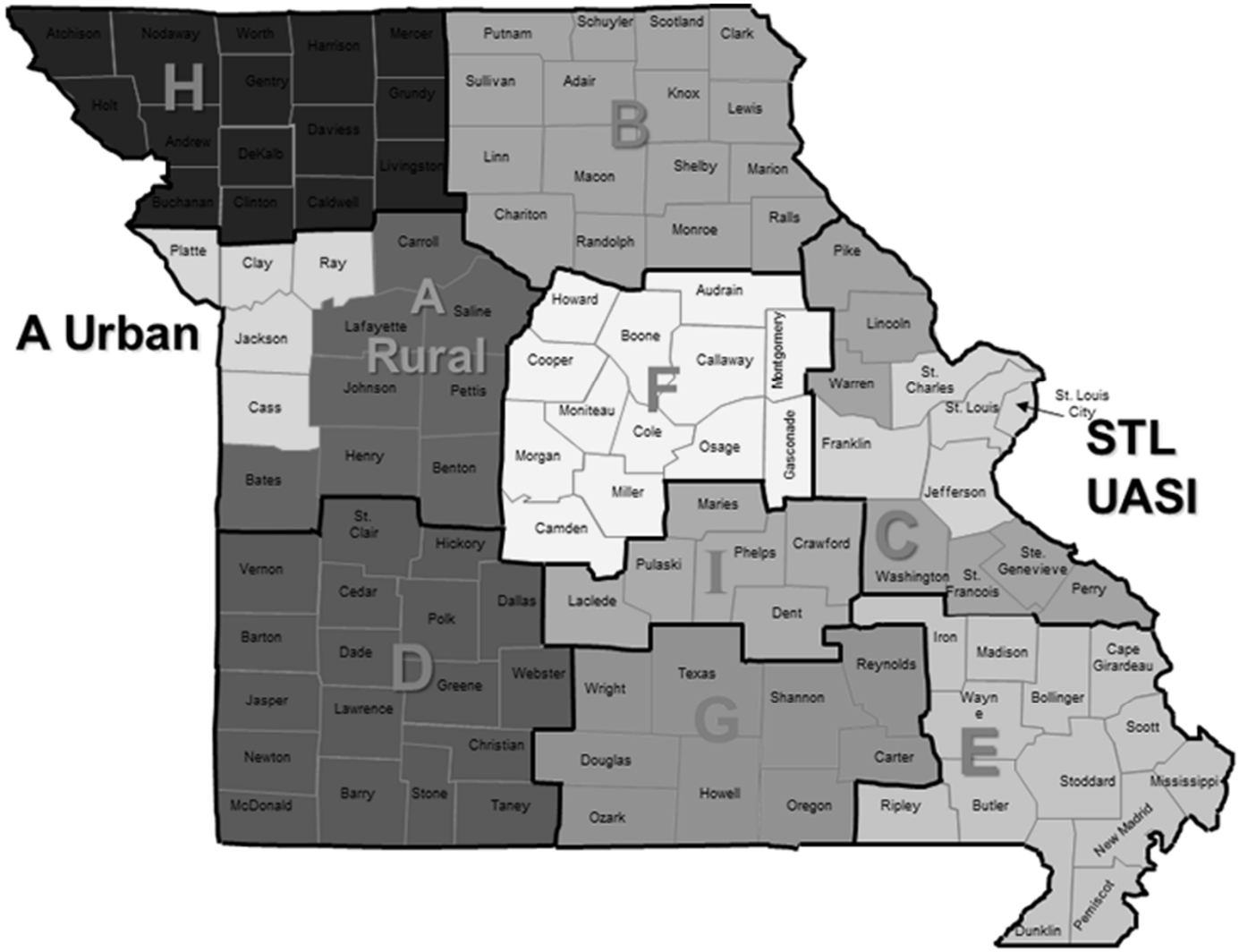
State Homeland Security Program (SHSP)

- 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
- **Applicants that intend to apply for LETPA funding must first apply for the requested project through their respective Regional Homeland Security Oversight Committee to be eligible for LETPA funding. State units of government are exempt from this requirement.**

National Priorities

- Four priority areas for FY 2020
  - Enhancing cybersecurity (including election security)
  - Enhancing the protection of soft targets/crowded places (including election security)
  - Enhancing information and intelligence sharing and cooperation with federal and state agencies, including DHS/OHS
  - Addressing emergent threats (e.g., unmanned aerial systems [UASs], etc.)
- **Projects that align to National Priorities will receive extra points during the application scoring process**

National Priority: Enhancing Cybersecurity

- Core Capabilities
  - Cybersecurity
  - Intelligence and Information Sharing
- Example Project Types
  - Cybersecurity risk assessments
  - Projects that address vulnerabilities identified in cybersecurity risk assessments
    - Improving cybersecurity of critical infrastructure to meet minimum levels identified by CISA
    - Cybersecurity training and planning

National Priority: Enhancing the Protection of Soft Targets/Crowded Places

- Core Capabilities
  - Operational Coordination
  - Public Information and Warning
  - Intelligence and Information Sharing
  - Interdiction and Disruption
  - Screening, Search, and Detection
  - Access Control and Identity Verification
  - Physical Protective Measures
  - Risk Management for Protection Programs Activities

National Priority: Enhancing the Protection of Soft Targets/Crowded Places, Cont.

- Example Project Types
  - Operational Overtime
  - Physical Security Enhancements
  - Security Cameras (CCTV)
  - Security screening equipment for people and baggage
  - Lighting
  - Access Controls
  - Fencing, gates, barriers, etc.

National Priority: Enhancing Information and Intelligence Sharing

- Core Capabilities
  - Intelligence and Information Sharing
- Example Project Types
  - Fusion center operations
  - Information sharing with all DHS components, fusion centers, and other entities designated by DHS
  - Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition, and analysis
  - Joint training and planning with DHS officials and other entities designated by DHS

National Priority: Addressing Emergent Threats

- Core Capabilities
  - Interdiction and disruption
  - Screening, search, and detection
  - Physical protective measures
  - Intelligence and Information Sharing
  - Planning
  - Public Information and Warning
  - Operational Coordination

National Priority: Addressing Emergent Threats, Cont.

- Example Project Types
  - Sharing and leveraging intelligence and information
  - UAS detection technologies
  - Enhancing weapons of mass destruction (WMD) and/or improvised explosive device (IED) prevention, detection, response, and recovery capabilities
    - Chemical Biological Radiological Nuclear and Explosive (CBRNE) detection, prevention, response, and recovery equipment

Enduring Security Needs

- In FY 2020, there are several enduring security needs that crosscut the homeland security enterprise, and to which that States should consider allocating funding across core capability gaps and national priorities. The following are enduring needs that help recipients implement a comprehensive approach to securing communities:
  - Effective planning
  - Training and awareness campaigns
  - Equipment and capital projects
  - Exercises

Enduring Security Needs: Planning

- Core Capabilities
  - Planning
  - Risk management for protection programs and activities
  - Risk and disaster resilience assessment
  - Threats and hazards identification
  - Operational coordination
  - Community resilience

Enduring Security Needs: Planning, Cont.

- Example Project Types
  - Development of:
    - Security Risk Management Plans
    - Continuity of Operations Plans
    - Response Plans
  - Efforts to strengthen governance integration between/among regional partners
  - Joint training and planning with DHS officials and other entities designated by DHS
  - Cybersecurity training and planning

Enduring Security Needs: Training & Awareness

- Core Capabilities
  - Long-term vulnerability reduction
  - Public information and warning
  - Operational coordination
  - Situational assessment
  - Community resilience
- Example Project Types
  - Active shooter training
  - Security training for employees
  - Public awareness/preparedness campaigns
  - Joint training and planning with DHS officials and other entities designated by DHS
  - Cybersecurity training and planning

Enduring Security Needs: Equipment & Capital Projects

- Core Capabilities
  - Long-term vulnerability reduction
  - Infrastructure systems
  - Operational communications
  - Interdiction and disruption
  - Screening, search, and detection
  - Access control and identity verification
  - Physical protective measures

Enduring Security Needs: Equipment & Capital Projects, Cont.

- Example Project Types
  - Protection of high-risk, high consequence areas or systems that have been identified through risk assessments
  - Physical security enhancements
  - Security Cameras (CCTV)
  - Security screening equipment for people and baggage
  - Lighting
  - Access Controls
    - Fencing, gates, barriers, etc.

Enduring Security Needs: Exercises

- Core Capabilities
  - Long-term vulnerability reduction
  - Operational coordination
  - Operational communications
  - Community resilience
- Example Project Types
  - Response exercises

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

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/

Other Eligibility Criteria

- 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 Management Assistance Compact (EMAC) Membership
  - SHSP subrecipients must belong to, be in, or act as a temporary member of EMAC
- Emergency Operations Plan (EOP)
  - Update at least once every two years, for every agency that currently has one
  - Standard, CPG 101 v.2 https://www.fema.gov/media-library-data/20130726-1828-25045-0014/cpg_101_comprehensive_preparedness_guide_developing_and_maintaining_emergency_operations_plans_2010.pdf

Other Eligibility Criteria, Cont.

- Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) updates
- SPR update required annually at the State level
  - Subrecipients must assist in the State's annual update by providing information on the Whole Community Worksheet
- THIRA update required every three years at the State level
  - For more information on THIRA:

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

Other Eligibility Criteria, 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

Other Eligibility Criteria, 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
- Supplanting is NOT allowed for this grant

SHSP Funding Guidelines

- SHSP funding guidelines support the five mission areas
  - Prevention
  - Protection
  - Mitigation
  - Response
  - Recovery
- Allowable projects must have a nexus to terrorism preparedness, aligned to closing capability gaps or sustaining capabilities in the State THIRA/SPR and fall into the following categories
  - Planning
  - Organization
  - Equipment
  - Training
  - Exercises

SHSP Funding Guidelines

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

SHSP Funding Guidelines

- SHSP projects must align to a category
  - Planning
  - Organization
  - Equipment
  - Training
  - Exercise
- Detailed information and allowable activities of each POETE function are located in the FY 2020 SHSP Notice of Funding Opportunity (NOFO)

Equipment

- Equipment purchases must be in compliance with the following:
  - Equipment acquisition requirements of the FY 2020 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/1485452831667-ab397ce1d370652ec49c25a280419af4/IB_407a_Controlled_Equipment_FY2017_Update_GPD_FINAL_508.pdf

Equipment, 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)
  - Weapons of any kind (including firearms, grenade launchers, bayonets); ammunition; and weaponized aircraft, vessels, and vehicles of any kind
  - Riot/Crowd Control Batons and Shields

Equipment, Cont.

- Emergency communications activities must comply with the FY 2020 SAFECOM Guidance https://www.dhs.gov/sites/default/files/publications/fy_2020_safecom_guidance_on_emergency_communications_grants_final.pdf
- To ensure compliance all radios purchased with SHSP funds must be:
  - Dual band
  - P-25 Compliant
  - On the MOSWIN system
  - On the list of MOSWIN Vendor Certified Radios https://dps.mo.gov/dir/programs/intercomm/docs/moswin-vendor-certified-radios.pdf

Equipment, Cont.

- The Missouri Interoperability Center (MIC) will review all communications equipment applications to ensure they comply with the Digital Radio Requirements for Homeland Security Grants
- **Applications that do not meet the requirements listed on the previous slide or are not approved by the MIC, will not be eligible for funding**

Exercises

- Unauthorized Exercise Costs include:
  - Reimbursement for the maintenance or wear and tear of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances)
  - Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (e.g., electronic messaging sign)

Maintenance and Sustainment

- 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

Maintenance and Sustainment, 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

Critical Emergency Supplies

- Critical emergency supplies such as shelf stable products, water, and medical equipment and supplies are an allowable expense

28 CFR Part 23 Guidance

- DHS/FEMA/OHS requires that any information technology system funded or supported by these funds comply with 28 CFR Part 23, Criminal Intelligence Systems Operating Policies if this regulation is determined to be applicable

LETPA Allowable Costs

- Detailed information pertaining to LETPA allowable costs is discussed in the FY 2020 SHSP LETPA Notice of Funding Opportunity (NOFO)

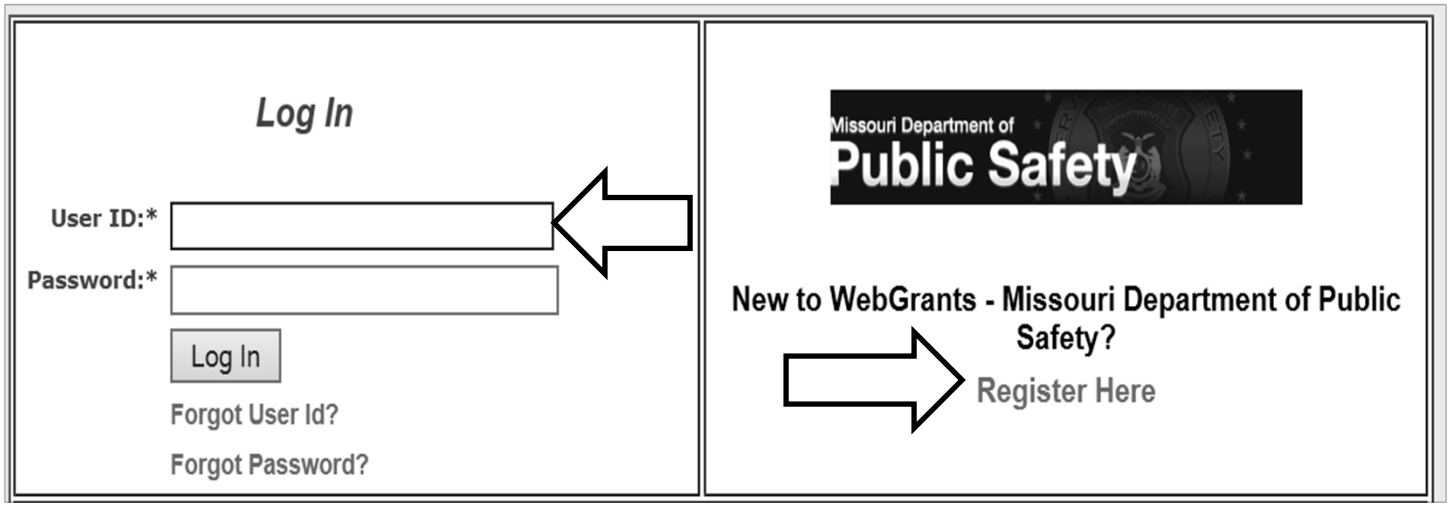
EHP Review

- Environmental Historical Preservation (EHP) Review
  - Subrecipients proposing projects that have the potential to impact the environment must participate in the FEMA EHP review process
  - The review process must be completed before funds are released to carry out the proposed project
  - Any projects that make a change to a building or 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

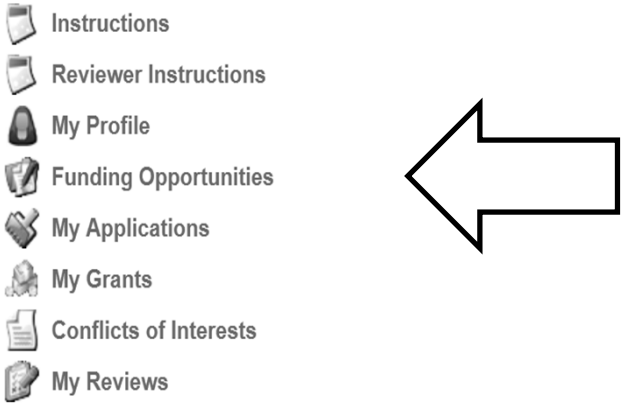
WebGrants Application

- 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



Application Instructions

- Select "Funding Opportunities" and select the FY 2020 SHSP funding opportunity for the region in which your agency is located (i.e., 2020 SHSP Region A) or the 2020 SHSP Law Enforcement Terrorism Prevention Activities

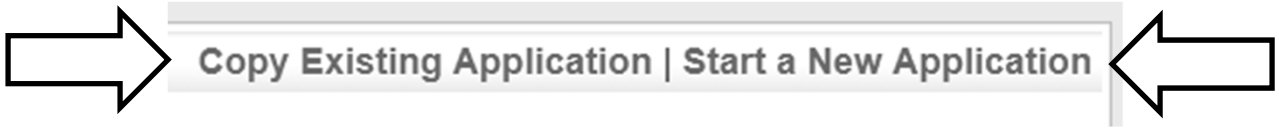


Application Instructions, Cont.

- 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.

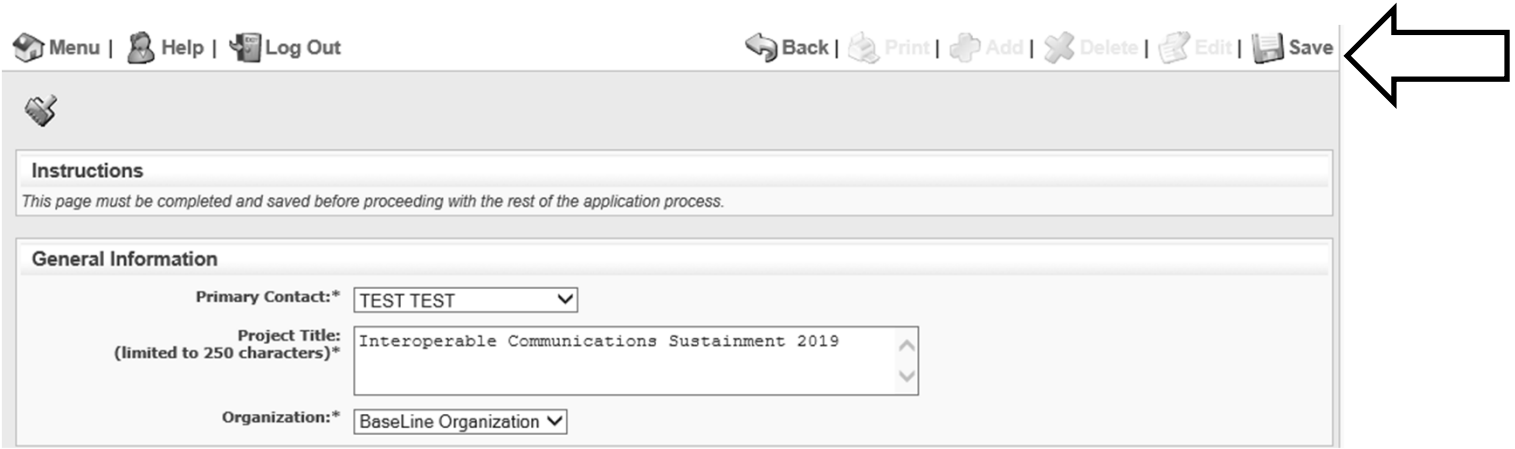
- Select "Start New Application"



- If applying for more than one project in FY 2020 you may select "Copy Existing Application" for the additional projects
  - If using "Copy Existing Application" be sure to update all relevant information
  - Note: "Copy Existing Application" will not work on prior year applications as the application forms have changed

Application Instructions, Cont.

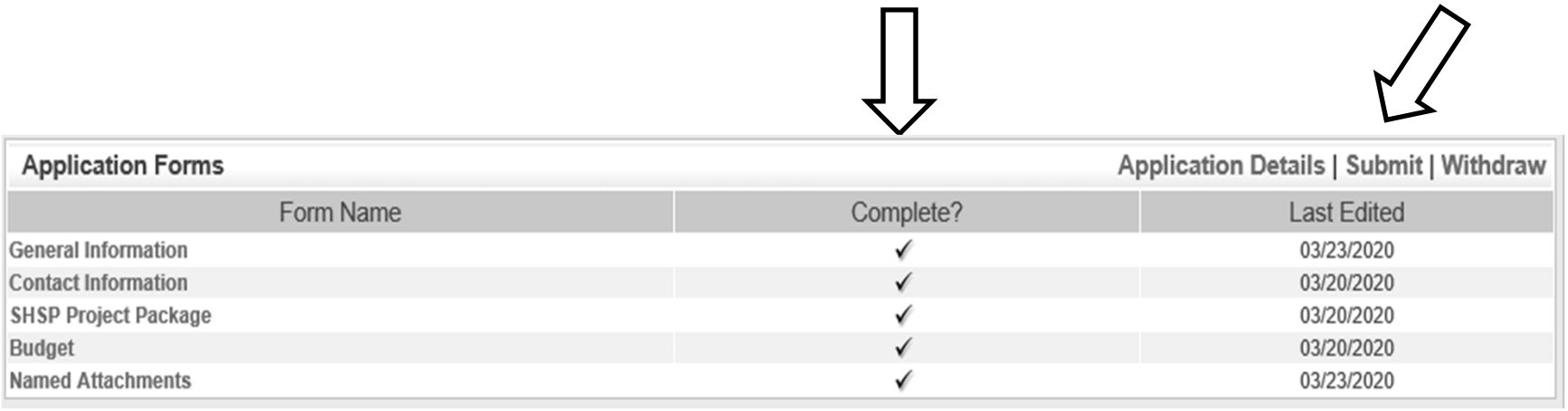
- After selecting "Start a New Application", complete the "General Information" section
- "Project Title" should be short and specific to the project, see example below
- After completing the "General Information," click "Save"



Application Instructions, Cont.

- Select "Go to Application Forms"

- 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"**



Form Name	Complete?	Last Edited
General Information	✓	03/23/2020
Contact Information	✓	03/20/2020
SHSP Project Package	✓	03/20/2020
Budget	✓	03/20/2020
Named Attachments	✓	03/23/2020

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:

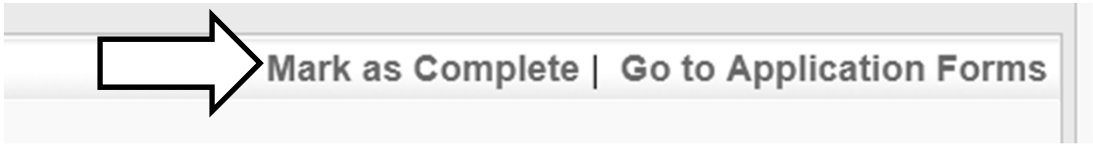
- If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official
- If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official (e.g.; the Sheriff is not the Authorized Official)
- If the applicant agency 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

A. Project Worksheet

A.1 Project Title:*	Interoperable Communications 2020
A.2 Agency Name:*	Baseline Organization
A.3 Region:*	F
A.4 County:*	Cole
A.5 Project Location Zip Code:*	65101
A.6 Project Activity Type:*	Develop/enhance interoperable communications systems
A.7 Does this project increase capabilities (build/enhance), or does this project sustain capabilities at the current level?*	Build/Enhance
A.8.a If you answered Build/Enhance to question A.7 provide an answer to the following question. Has your agency coordinated with other agencies to determine if the resources requested are currently available within the region/state?	◉ Yes ○ No **Coordination example: contacted other agencies within your region to see if this capability/asset currently exists and is available.**
A.8.b If answered yes to A.8.a, explain coordination efforts made by your agency, as well as the outcome of the coordination efforts.	Include what agencies were contacted and their responses.

A. Project Worksheet, Cont.

- A.6 - Select the Project Activity Type that best represents your project
- A.7 - Build/Enhance or Sustain, Is the project increasing capabilities (build/enhance) or sustaining capabilities (sustain) at the current level?
- A.8.a/A.8.b - Attempts to coordinate, did your agency reach out to the RHSOC, local, or state agencies to see if the requested items are available?
  - All SHSP projects should be shareable/deployable so coordination is important to determine necessity

A. Project Worksheet, Cont.

A.9.a Project Description*	Provide a brief overall description of the project.
A.9.b Provide a summary of specific project actions/items that will be purchased with grant funds:*	Provide a summary of what the grant funds will be utilized to purchase/fund.
A.9.c Provide estimated duration of the project (how long will it take to complete this project):*	Provide an estimated time of how long it will take to complete the project.
A.9.d What are the objectives this project is designed to accomplish? (the purpose of the project)*	Provide a summary of what the project is designed to accomplish/the purpose.
A.9.e How does this project align with/increase terrorism preparedness for your agency/region/state?*	Provide a summary on how the project aligns/increases terrorism preparedness.
A.9.f Why is this project necessary for the region/state?*	Describe why the project is necessary for the region/state.

Project Worksheet Cont.

- A.9.a – Provide a brief overall description of the project
- A.9.b – Provide a summary of the specific project actions (What will grant funds be utilized to purchase/fund)
- A.9.c – Provide an estimated time of how long the project will take to complete
- A.9.d – Provide what objectives the project is designed to accomplish (the purpose of the project)
- A.9.e – Describe how the project aligns with/increases terrorism preparedness
- A.9.f – Explain why the project is necessary for the region/state

B. Project Capability, THIRA and Dual Use

- Review the FY 2019 State THIRA and SPR to answer Section B.
- B.1 – After reviewing the FY 2019 State THIRA/SPR, choose the Primary Core Capability that best aligns to the project
- B.2 – Explain how the project impacts the Capability Target on the THIRA/SPR for the Core Capability that you chose in B.1

B. Project Capability, THIRA and Dual Use

Please review the State FY19 MO THIRA and FY19 MO SPR to determine the following:

B.1 Which Primary Core Capability best aligns to this project?*

Operational Communications

B.2 How does this project impact the Capability Target listed on the State THIRA/SPR for the Core Capability chosen in B.1?*

Explain how the project impacts the Capability Target on the State THIRA/SPR for the Core Capability that was chosen in B.1.

1000 Character Limit

B. Project Capability, THIRA, and Dual Use, Cont.

- To find the Capability Target in the FY 2019 THIRA, search for the Core Capability you selected for B.1. The Capability Target will be listed underneath the Core Capability

THIRA Step 3: Capability Targets - Operational Communications

Operational Communications

Functional Area(s) – Interoperable Communications Between Responders

Capability Target

Within [10] [hour(s)] of an incident, establish interoperable communications across [57] jurisdictions affected and with [208] partner organizations involved in incident management. Maintain for [90] [day(s)].

B. Project Capability, THIRA, and Dual Use, Cont.

- To find the Capability Target in the FY 2019 SPR, search for the Core Capability you selected for B.1. The Capability Target will be listed underneath the Core Capability

SPR Capability Assessment:

Operational Communications

Functional Area(s) – Interoperable Communications Between Responders

SPR Step 1: Assess Capabilities

Capability Target

Within [10] [hour(s)] of an incident, establish interoperable communications across [57] jurisdictions affected and with [208] partner organizations involved in incident management. Maintain for [90] [day(s)].

B. Project Capability, THIRA, and Dual Use Cont.

Fill in only the POETE area(s) that are impacted by this project.

Approach:

- *Sustain: Projects that sustain capabilities at their current level*
- *Build/Enhance: Projects that start a new capability, or increase a current capability level*

Description: Describe how this project builds or sustains a Capability Target/Gap listed in the State THIRA/SPR.

B.3 How does this project build or sustain a Capability Target/Gap listed on the State THIRA/SPR? Please complete only the POETE categories that apply to this project.

Row	Approach	Description
Planning	Build/Enhance	
Organization	Build/Enhance	
Equipment	Build/Enhance	
Training	Build/Enhance	
Exercise	Build/Enhance	

B. Project Capability, THIRA, and Dual Use Cont.

- B.3 – This question addresses how the project builds or sustains a Capability Target Gap listed on the State THIRA/SPR. Only the POETE categories that apply to the project should be completed
  - Approach – Choose either Build/Enhance or Sustain for the POETE categories that apply to the project
  - Description – Describe how the project build/enhances or sustains a Capability Target Gap listed in the State THIRA/SPR for the POETE categories that apply to the project

B. Project Capability, THIRA, and Dual Use Cont.

- B.4 – Describe how the project supports terrorism preparedness and increases/supports preparedness for other hazards unrelated to terrorism

B.4 If this project is dual use, please describe how this project supports terrorism preparedness, and how this project increases preparedness for other hazards unrelated to terrorism: (both terrorism preparedness, and other unrelated hazards)?

Describe how the project supports terrorism preparedness and increases/supports preparedness for other hazards unrelated to terrorism.

Dual use are 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.
Funding for activities not explicitly focused on terrorism preparedness must demonstrate Dual Use.
1000 Character Limit

Project Capability, THIRA, and Dual Use Cont.

B.5 Please review the National Priorities in the FY2020 SHSP Notice of Funding Opportunity.
1. Enhancing Cybersecurity
2. Enhancing the protection of soft targets/crowded places
3. Enhancing information and intelligence sharing and cooperation with federal agencies including DHS
4. Addressing emergent threats
If this project aligns to a National priority, please select the priority below. (If your project does not align to a National priority, please select Not Applicable.)

National Priority:* Enhancing the Protection of Soft Targets/Crowded Places (including election security)

Core Capability:* Operational coordination

B. Project Capability, THIRA, and Dual Use Cont.

- B.5 – Review the National Priorities in the FY 2020 SHSP Notice of Funding Opportunity (NOFO). The document is linked in the directions.
  - If the project aligns to a National Priority, select the National Priority from the dropdown. Then choose the core capability the project aligns to from the drop down.
  - If, it does not align to a National Priority, select Not Applicable in both drop down menus.

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

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

C.1 Was any portion of the proposed project funded with FY19 funds?:*	○ Yes ◉ No
C.4 Was any portion of the proposed project funded with FY18 funds?:*	○ Yes ◉ No
C.7 Was any portion of the proposed project funded with FY17 funds?:*	○ Yes ◉ No

C. Project Background, Cont.

- Additional information will need to be provided if you select yes to C.1, C.4, or C. 7

C. Project Background

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

C.1 Was any portion of the proposed project funded with FY19 funds?:* (•) Yes ( ) No

C.2 FY19 Investment Justification Building and Sustaining Regional Collaboration via Regional Homeland Security Oversight Committees

If funded with FY19 Federal Grant Award what was the last major accomplishment/milestone was completed with FY19 funds?

C.3 FY19 Prior Accomplishments: Purchased a cache of radios

250 Character Limit

C.4 Was any portion of the proposed project funded with FY18 funds?:* ( ) Yes (•) No

C.7 Was any portion of the proposed project funded with FY17 funds?:* ( ) Yes (•) No

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 (EMAC) or other mutual aid/assistance agreements.
  - A deployable resource could be a communications vehicle, a generator, a CERT team, etc.
  - A mobile radio may also be a deployable resource if the radio is to be installed in a patrol car (patrol officer with radio are the deployable resource)
- 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/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:* Deployable Resouce

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: Portable Radio Cache

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 borrow the asset listed in D.2

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): Access this information from the blue link above

Example: Mass Casualty Support Vehicle
250 Character Limit

D.7 Deployable Resources Kind & Type ID(s): (ID x-xxx-xxxx) Access this information from the blue link above

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

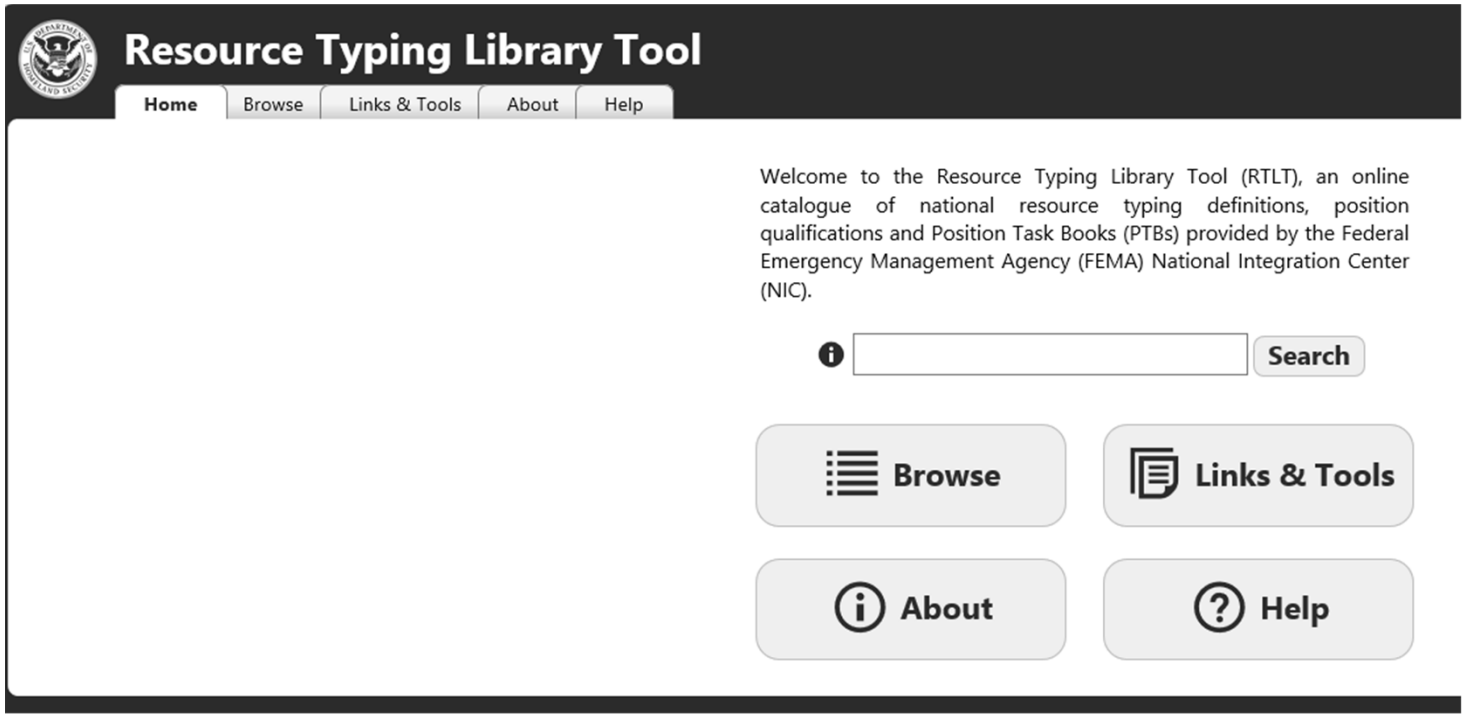
D.8 If not NIMS Kind & Typed, explain how the item further supports the Homeland Security Initiative: If D.5 is no, please explain how this asset supports the Homeland Security Initiative.

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.



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 "Named 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*

12/31/2019

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

E.3 By checking this box the applicant agency understands they are required to upload a copy of the agencies most recent completed audit (or annual financial statement) 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 fourteen 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
G.7 Has your agency designated a point of contact to serve as the principal coordinator for the implementation of NIMS?*	◉ Yes ○ No
G.8 Has your agency adopted NIMS terminology for the qualification, certification, and credentialing of incident personnel?*	◉ Yes ○ No
G.9 Does your agency use the NIMS Resource Management Process during incidents? (identify requirements, order and acquire, mobilize, track and report, demobilize, reimburse and restock)*	◉ Yes ○ No
G.10 Does your agency implement JIS for the dissemination of incident information to the public, incident personnel, traditional and social media, and other stakeholders?*	◉ Yes ○ No
G.11 Does your agency use MAC Groups/Policy Groups during incidents to enable decision making among elected and appointed officials and support resource prioritization and allocation?*	◉ Yes ○ No
G.12 Does your agency organize and manage EOC's and EOC teams consistent with pertinent NIMS guidance?*	◉ Yes ○ No
G.13 Does your agency apply plain language and clear text communications standards?*	◉ Yes ○ No
G.14 Does your agency develop, maintain, and implement procedures for data collection, analysis, and dissemination to meet organizational needs for situational awareness?*	◉ Yes ○ No

G. NIMS Compliance, Cont.

- If you answer no to any questions G.1-G.14 please explain planned activities during the grant period to strive towards NIMS compliance in G.15

*If answered **No** to any questions G.1-G.14, please explain planned activities during grant period to strive towards being NIMS compliant.*

G.15 Planned Activities:

If you answered no to any questions in G.1-G.14, explain planned activities to strive toward being NIMS compliant.

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:* Correct Authorized Official Name & Title

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

H.4 Date:* 03/20/2020

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

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

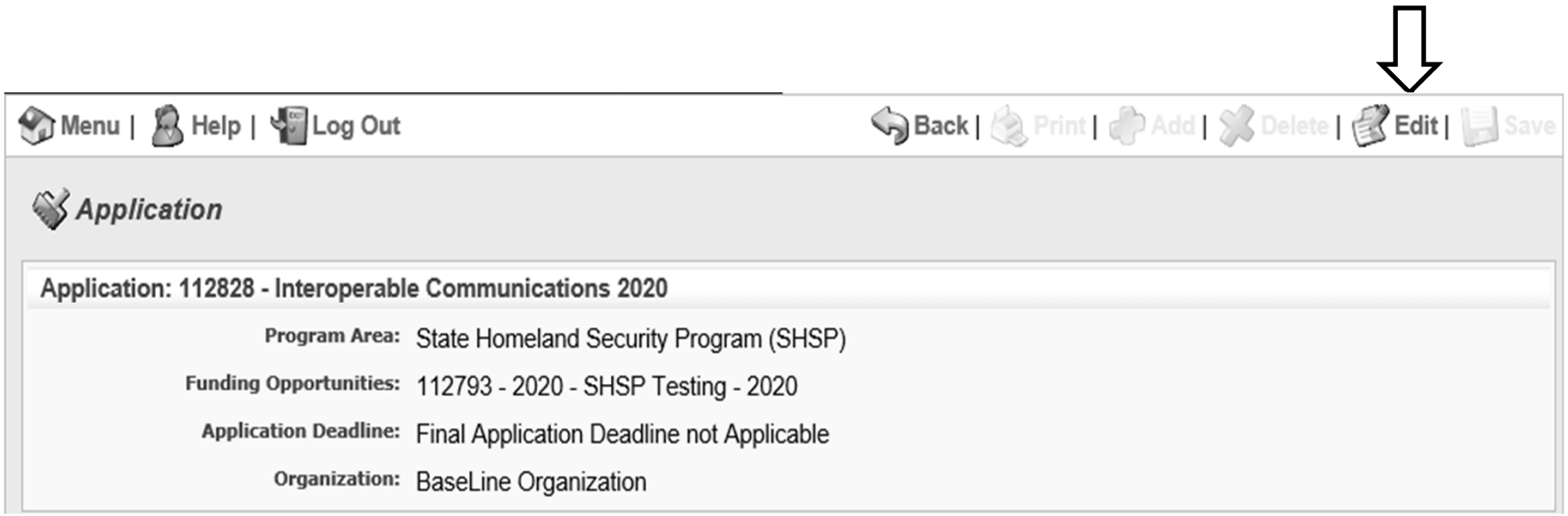
Select the appropriate function area for this budget line.

Allowable Activity:* Power

Select one primary activity the budget line is benefiting.

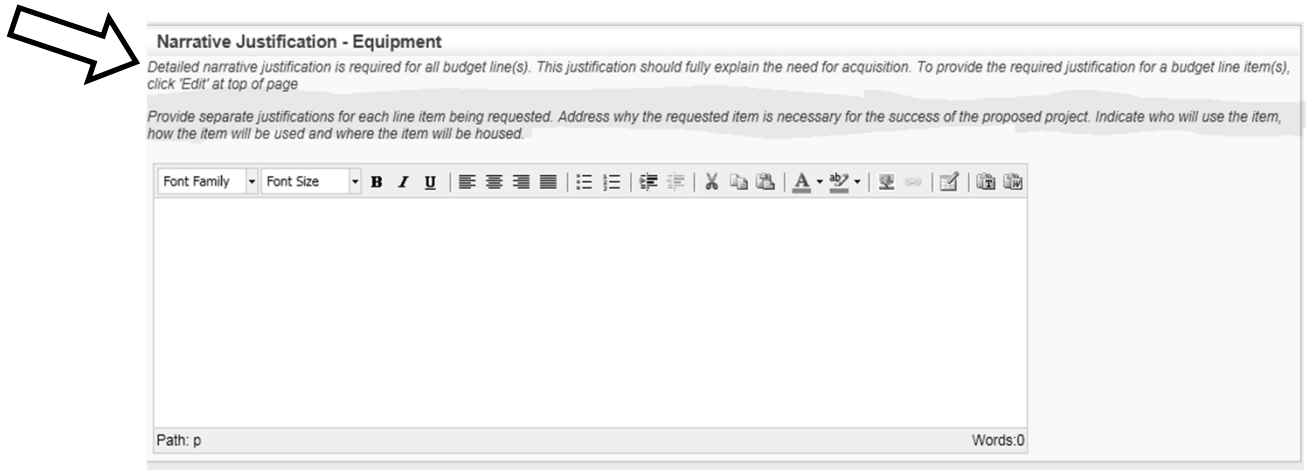
Budget Form, Cont.

- 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



Budget Form, Cont.

- The instructions for each budget section provides a description of what information should be included in the budget narrative justifications



- <u>DO NOT</u> 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 to 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
- Authorized Equipment List (AEL) Number is required on the budget, link to site provided in

Equipment

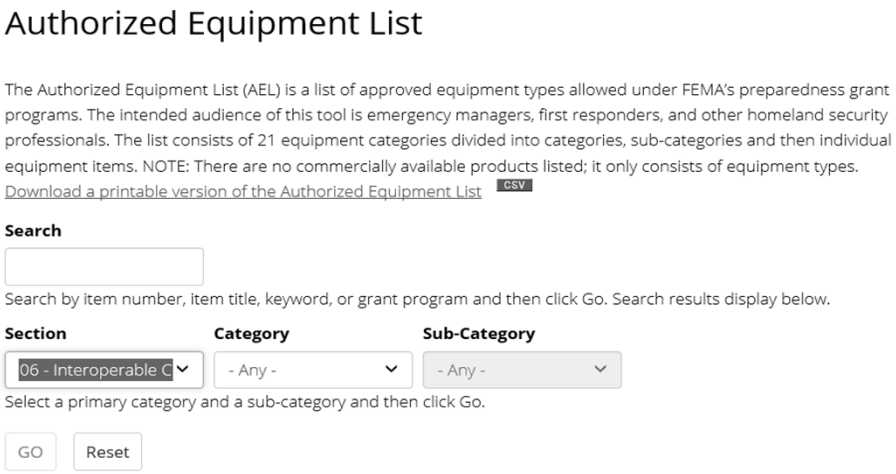
All equipment items are defined as tangible property having an acquisition cost of $1,000 or more, and useful life of more than one year.

*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



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

Budget Form – Equipment, Cont.

- Justification needs to include a cost basis for the amount requested
- Please attach a quote or cost basis to the Named Attachments section of the application if available

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 - please attach a quote or cost basis to the Named Attachments section of the application if available
  - 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 – please attach a quote or cost basis to the Named Attachments section of the application if available

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 or 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

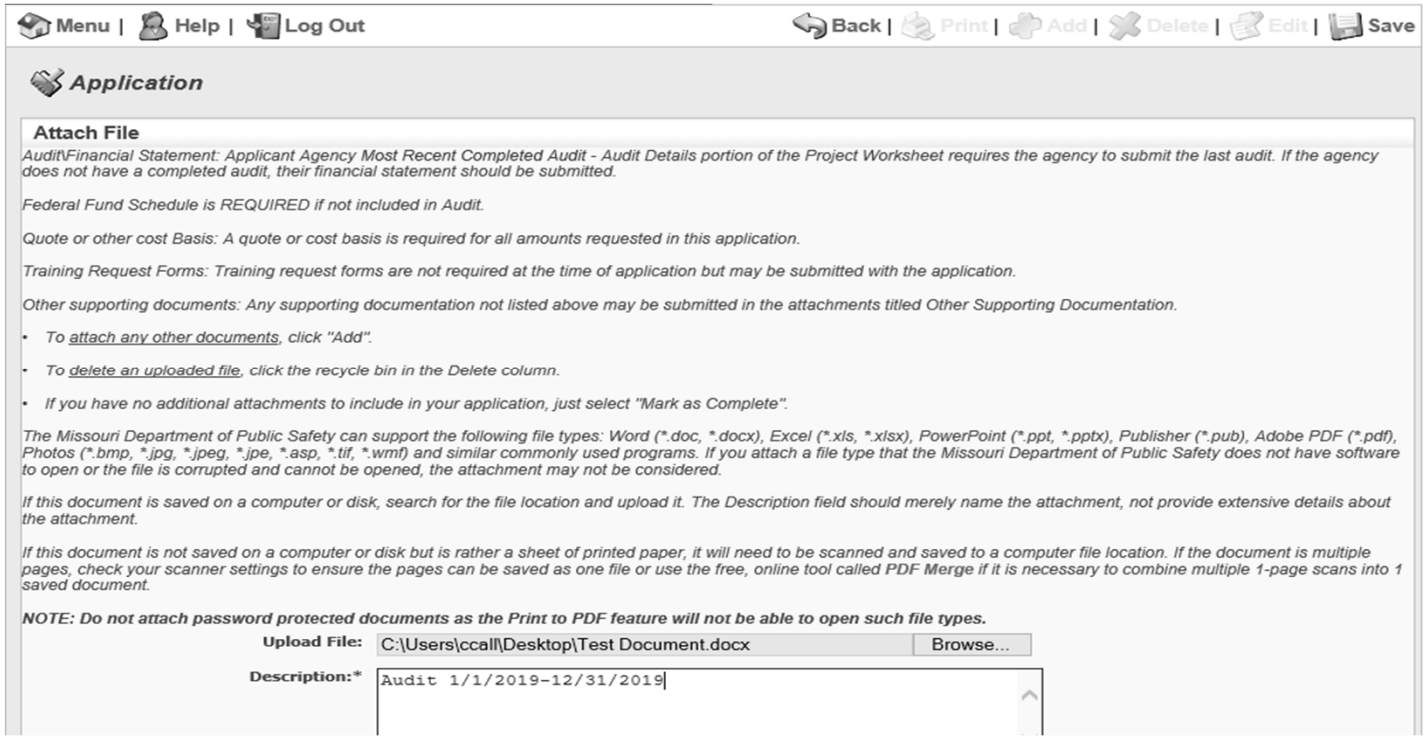
Named Attachments Go to Application Forms

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



Submission

- All forms **must be** marked complete in order to submit the application
- When everything is complete select "Submit"

Application Forms Application Details | Submit | Withdraw

Form Name	Complete?	Last Edited
General Information	✓	03/20/2020
Contact Information	✓	03/20/2020
SHSP Project Package	✓	03/20/2020
Budget	✓	03/20/2020
Named Attachments	✓	03/23/2020

Application Review Timeline

- SHSP OHS administrative review
  - May 18 – June 15
- SHSP Peer Review/Scoring
  - June 16 – June 26
- SHSP RHSOC Funding Determinations
  - July 2020 Quarterly RHSOC Meetings
- LETPA OHS administrative review
  - August 14 – 21
- LETPA Scoring/Funding Determinations
  - August 24 – 28

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 selected Primary Core Capability?
2. Does the project beneficially impact the Capability Target(s)/Gaps in the State THIRA/SPR?
3. Does the project support a Deployable or Shareable Resource?
4. Does the project support a deployable asset that is NIMS Kind and Typed?
5. Is this a build or sustainment project?
6. Does the project build regional and/or statewide collaboration?
7. Does the project align to a National Priority?

Application Assistance Points of Contact

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

- Region A (Urban): John Davis, (816) 701-8278, jdavis@marc.org
- Region A (Rural): Debbie Brackman, (660) 463-7934, debbie@trailsrpc.org
- Region B: Devyn Campbell, (573) 565-2203, campbellcog@rallstech.com
- Region C: Drew Struttmann, (636) 456-3473, dstruttmann@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: Melissa Stafford, (573) 657-9779, melissastafford@midmorpc.org
- Region G: Jessica Paulk, (417) 256-4226, jpaulk@scocog.org
- Region H: Hayley Howard, (816) 233-3144, Hayley@mo-kan.org
- Region I: Anne Freand, (573) 265-2993, afreand@meramecregion.org

Office of Homeland Security

- Points of contact for WebGrants system issues

  - Chelsey Call, (573) 526-9203, Chelsey.call@dps.mo.gov
  - Michelle Branson, (573) 526-9014, Michelle.Branson@dps.mo.gov
  - Maggie Glick, (573) 522-6125, Maggie.glick@dps.mo.gov
  - Joni McCarter (573) 526-9020, joni.mccarter@dps.mo.gov