# Missouri Office of Homeland Security Notice of Funding Opportunity

We are pleased to announce the funding opportunity for the FY 2021 State Homeland Security Program (SHSP) is open **April 1, 2021 – April 30, 2021 5:00 p.m. CST**

This funding opportunity is made available through the Missouri Department of Public Safety's, electronic WebGrants System, accessible online: https://dpsgrants.dps.mo.gov

# SHSP Regionalization Key Dates

**April 1, 2021:**      SHSP Regionalization funding opportunity opens in WebGrants https://dpsgrants.dps.mo.gov/

**April 30, 2021:**     SHSP Regionalization applications due in WebGrants 5:00 pm CST
*WebGrants will not accept any applications after this time*

**June 2021:**      Peer review of applications (review/scoring)

**July 2021:**      Quarterly RHSOC meetings (funding determinations)

**October 1, 2021:**     Projected Project Start Date

**September 30, 2023:**    Projected Project End Date

# SHSP Law Enforcement Terrorism Prevention Activities (LETPA) Key Dates

**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*

**August 2, 2021:**      SHSP LETPA funding opportunity open in WebGrants: https://dpsgrants.dps.mo.gov/

**August 13, 2021:**      SHSP LETPA applications due in WebGrants 5:00 pm CST
*WebGrants will not accept any applications after this time*

**August 23-September 3, 2021:**      SHSP LETPA scoring/funding determinations

**October 1, 2021:**      Projected Project Start Date

**September 30, 2023:**      Projected Project End Date

# FY 2021 Anticipated Funding

- The funding amount anticipated for FY 2021 is similar to the amount that was received in FY 2020

# 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 assists state and local efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, respond to, and recover from acts of terrorism

- The SHSP is divided into four programs:
  1. Regionalization
  2. Law Enforcement Terrorism Prevention Activities (LETPA)
  3. Protection of Soft Targets/Crowded Places (PSTCP)
  4. Cybersecurity Local Preparedness (CSLP)

# 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
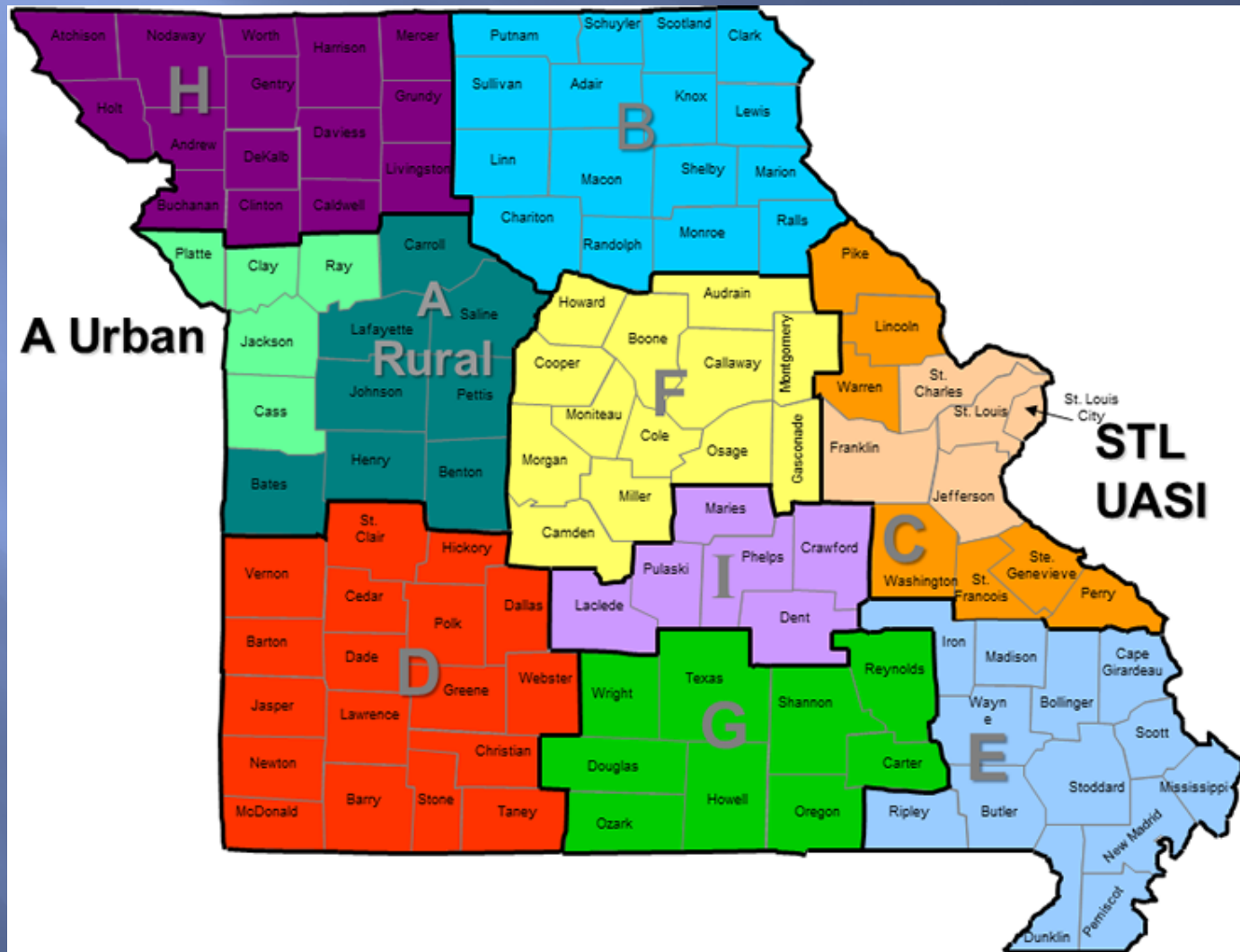
# LETPA

- Focuses on the prevention of terrorist attacks and provides law enforcement and public safety communities with funds to support intelligence gathering and information sharing. Funds must be utilized for law enforcement terrorism prevention activities of planning, organization, training, exercise, and equipment

- **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

- Five priority areas for FY 2021
  - Enhancing cybersecurity
  - Enhancing the protection of soft targets/crowded places
  - Enhancing information and intelligence sharing and cooperation with federal and state agencies, including DHS/OHS
  - Combating domestic violent extremism
  - 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 – medium priority identified in the SPR
  - Intelligence and Information Sharing – high priority identified in the SPR
  - Planning – high priority identified in the SPR
  - Public Information & Warning – medium priority identified in the SPR
  - Operational Coordination – high priority identified in the SPR
  - Screening, Search, and Detection – medium priority identified in the SPR
  - Access Control and Identity Verification – low priority identified in the SPR
  - Supply Chain Integrity and Activities – medium priority identified in the SPR
  - Risk Management for Protection Programs and Activities – low priority identified in the SPR
  - Long-Term Vulnerability Reduction – low priority identified in the SPR
  - Situational Assessment – medium priority identified in the SPR
  - Infrastructure Systems – medium priority identified in the SPR
  - Operational Communications – high priority identified in the SPR
- 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 Cybersecurity, Cont.

- Example Project Types
  - Cybersecurity risk assessments
  - Migrating online services to the ".gov" internet doman
  - Projects that address vulnerabilities identified in cybersecurity risk assessments
    - Improving cybersecurity of critical infrastructure to meet minimum levels identified by the Cybersecurity and Infrastructure Security Agency (CISA)
    - Cybersecurity training and planning

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

- ▫ Core Capabilities
  - Operational Coordination – high priority in the SPR
  - Public Information and Warning – medium priority in the SPR
  - Intelligence and Information Sharing – high priority in the SPR
  - Interdiction and Disruption – high priority in the SPR
  - Screening, Search, and Detection – medium priority in the SPR
  - Access Control and Identity Verification – low priority in the SPR
  - Physical Protective Measures – low priority in the SPR
  - Risk Management for Protection Programs Activities – low priority in the SPR

# 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 – high priority in the SPR
    - ▪ Interdiction and Disruption – high priority in the SPR
    - ▪ Planning – high priority in the SPR
    - ▪ Public Information and Warning – medium priority in the SPR
    - ▪ Operational Coordination – high priority in the SPR
    - ▪ Risk Management for Protection Programs and Activities – low priority in the SPR

- ▫ Example Project Types
    - ▪ Fusion center operations
    - ▪ Information sharing with all DHS components; fusion centers; other operational, investigative, and analytic entities; and other federal law enforcement and intelligence entities
    - ▪ Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition, assessment, analysis, and mitigation
    - ▪ Identification, assessment, and reporting of threats of violence
    - ▪ Joint intelligence analysis training and planning with DHS officials and other entities designated by DHS

# National Priority: Combating Domestic Violent Extremism

- Core Capabilities
  - Interdiction and Disruption – high priority in the SPR
  - Screening, Search, & Detection – medium priority in the SPR
  - Physical Protective Measures – low priority in the SPR
  - Intelligence and Information Sharing – high priority in the SPR
  - Planning – high priority in the SPR
  - Public Information and Warning – medium priority in the SPR
  - Operational Coordination – high priority in the SPR
  - Risk Management for Protection Programs and Activities – low priority in the SPR

# National Priority: Combating Domestic Violent Extremism, Cont.

- Example Project Types
  - Open source analysis of misinformation campaigns, targeted violence and threats to life, including tips/leads, and online/social media-based threats
  - Sharing and leveraging intelligence and information including open source analysis
  - Execution and management of threat assessment programs to identify, evaluate, and analyze indicators and behaviors indicative of domestic violent extremists
  - Training and awareness programs (e.g., through social media, suspicious activity reporting [SAR] indicators and behaviors ) to help prevent radicalization
  - Training and awareness programs (e.g., through social media, SAR indicators and behaviors) to educate the public on misinformation campaigns and resources to help them identify and report potential instances of domestic violent extremism

# National Priority: Addressing Emergent Threats

- Core Capabilities
  - Interdiction and disruption – high priority in the SPR
  - Screening, search, and detection – medium priority in the SPR
  - Physical protective measures – low priority in the SPR
  - Intelligence and Information Sharing – high priority in the SPR
  - Planning – high priority in the SPR
  - Public Information and Warning – medium priority in the SPR
  - Operational Coordination – high priority in the SPR

# 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 2021, 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
  - Intelligence analyst training
  - SAR and terrorism indicators/behaviors 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

# Projected Period of Performance

- **<u>Projected Period of Performance is different than FY 2020</u>**
  - Projected Period of Performance Start Date: October 1, 2021
  - Projected Period of Performance End Date: September 30, 2023

# 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
  - Subrecipients must ensure and maintain adoption and implementation of NIMS. The list of objectives used for progress and achievement reporting is on FEMA's website at https://www.fema.gov/emergency-managers/nims/implementation-training
  - Please see the Preparedness Grants Manual for more information on NIMS

- Emergency Management Assistance Compact (EMAC) Membership
  - SHSP subrecipients must belong to, be in, or act as a temporary member of EMAC
  - All assets supported in part or entirely with SHSP funds must be readily deployable and NIMS-typed when possible to support emergency or disaster operations per existing EMAC agreements

- Emergency Operations Plan (EOP)
  - Update at least once every two years, for every agency that currently has one
  - Plans should be consistent with the Comprehensive Preparedness Guide 101, Version 2.0 (CPG 101 v2), Developing and Maintaining Emergency Operations Plans (November 2010)

# 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, Cont.

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

# Funding Restrictions & Allowable Costs

- Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services
  - Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.326, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.
  - For additional guidance, please refer to Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim).

# Funding Restrictions & Allowable Costs, Cont.

- Effective August 13, 2020, FEMA recipients and subrecipients may not use any FEMA funds under open or new awards to:
  - Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
  - Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
  - Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

# Funding Restrictions & Allowable Costs, Cont.

- Replacement Equipment and Services
  - FEMA grant funding may be permitted to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the NOFO and the Preparedness Grants Manual.
- Definitions
  - Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:
    - Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
    - For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
    - Telecommunications or video surveillance services provided by such entities or using such equipment; or
    - Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

  - Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of "covered telecommunications equipment or services." See 2 C.F.R. § 200.471

# Funding Restrictions & Allowable Costs, Cont.

- 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 2021 SHSP Notice of Funding Opportunity (NOFO)

# Funding Restrictions & Allowable Costs, Cont.

- Requested items **MUST** be deployable,shareable, or a regional asset in order to be eligible for funding

# Funding Restrictions & Allowable Costs, Cont.

- Please see the FY 2021 SHSP Notice of Funding Opportunity for details regarding planning, organization, personnel, training, travel, and exercise costs

# Equipment

- The 21 allowable prevention, protection, mitigation, response, and recovery equipment categories for SHSP are listed on the [Authorized Equipment List](#) (AEL)

- Some equipment items require prior approval from DHS/FEMA/OHS before obligation or purchase of the items. Please reference the grant notes for each equipment item to ensure prior approval is not required or to ensure prior approval is obtained if necessary

# Equipment, Cont.

- Equipment purchases must be in compliance with the following:
  - Equipment acquisition requirements of the FY 2021 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 426 gives direction on what items are unallowable, and what items require a waiver.

# Equipment, Cont.

- Equipment with additional requirements ([IB 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 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 [SAFECOM Guidance](#)

- To ensure compliance all radios purchased with SHSP funds must be compliant with the Missouri Department of Public Safety, Office of the Director Criminal Justice/Law Enforcement (CJ/LE) Unit, Office of Homeland Security (OHS) [Radio Interoperability Guidelines](#)

- The Missouri Interoperability Center (MIC) will review all communications equipment applications to ensure they comply with the [Radio Interoperability Guidelines](#)

# Equipment, Cont.

- Radio Interoperability Guidelines
  - Mobile Radios
    - The following mobile radios are eligible:

| Vendor | Model | Model Number | Hardware Version | Firmware Version | Date Certifed by Vendor | Band | Unit Type |
|---|---|---|---|---|---|---|---|
| Motorola | APX8500 | M37TSS9PW1AN | 18X088-891490-6 | 15.12.00 | 5/30/2017 | Dual-Band | Mobile |
| Kenwood | VM900 | VM900 | Viking VM900 | 8.14.12 | 3/29/2016 | Dual-Band | Mobile |
| Harris | XG-100M | Unity | Ver 1 - Rev F | ECP15A/RPM 8A | 1/14/2013 | Dual-Band | Mobile |
| Harris | XL-200M | XL-200M | Rev. A | XLP R09A27 | 11/13/2019 | Dual-Band | Mobile |

    - The applicant **MUST** identify the vendor and model requested in the application

# Equipment, Cont.

- Portable Radios
  - MOSWIN was designed to be a mobile radio system rather than a portable radio system
  - For portable radios to be eligible, the applicant must already have or request in their application a mobile radio on the MOSWIN system and a repeater
- **The applicant MUST indicate that they have a MOSWIN mobile radio and/or repeater in their application if not being requested in the application**
- The applicant **MUST** identify the vendor and model requested in the application
- The following portable radios are eligible

| Motorola | APX8000 | H84KDH9PW7AN | 18X0A8-911490-7 | R13.00.05 | 2/11/2016 | Dual-Band | Portable |
|----------|---------|--------------|-----------------|-----------|-----------|-----------|----------|
| Kenwood | VP900 | VP900 | Viking VP900 | 8.6.121 | 6/19/2013 | Dual-Band | Portable |
| Harris | XL-200P | XL-200P(XL-PFM1M) | 14035-1000-01 REV. A | XLP R01A10-R08 | 2/11/2016 | Dual-Band | Portable |

# Equipment, Cont.

- Please contact the Missouri Interoperability Center at 573-522-1714 if you have questions regarding the [Radio Interoperability Guidelines](#)

# 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 (EMAC)

  *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 IB 336 Maintenance Costs*

# 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

# Unallowable Costs

- Per FEMA policy, the purchase of weapons and weapons accessories, including ammunition, is not allowed with HSGP funds
- Grant funds may not be used for the purchase of equipment not approved by DHS/FEMA/OHS. Grant funds must comply with IB 426 and may not be used for the purchase of the following equipment: firearms; ammunition; grenade launchers; bayonets; or weaponized aircraft, vessels, or vehicles of any kind with weapons installed
- Unauthorized exercise-related costs include:
  - Reimbursement for the maintenance or wear and tear costs 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)

# LETPA Allowable Costs

- Detailed information pertaining to LETPA allowable costs is discussed in the FY 2021 SHSP LETPA Notice of Funding Opportunity (NOFO)
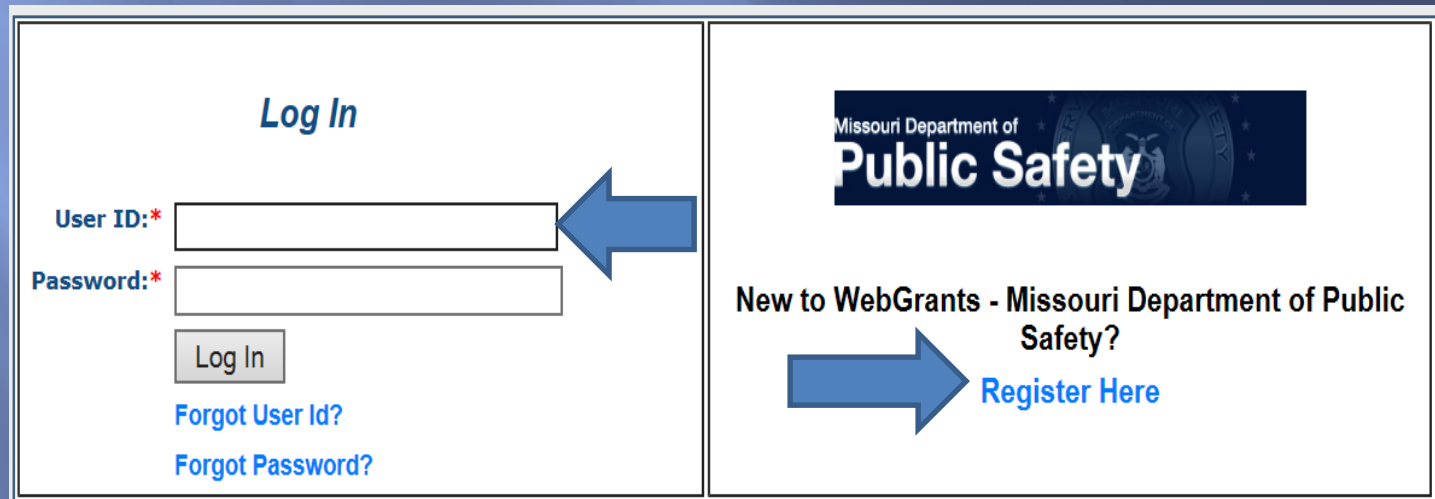
# EHP Review

- 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 2021 SHSP funding opportunity for the region in which your agency is located (i.e., FY 2021 SHSP Region A) or the FY 2021 SHSP Law Enforcement Terrorism Prevention Activities (LETPA)
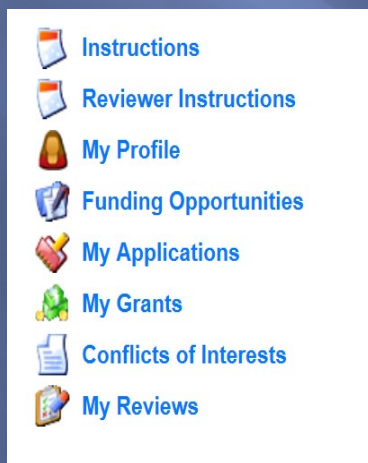
# Application Instructions, Cont.

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

# Application Instructions, Cont.
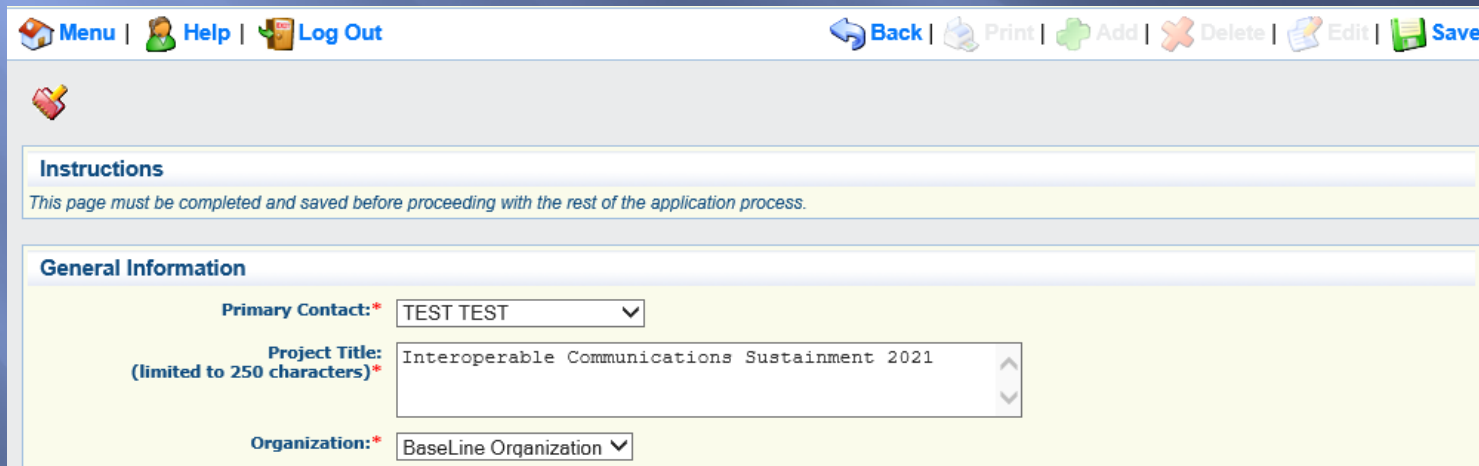
- Select "Start New Application"

Copy Existing Application | Start a New Application
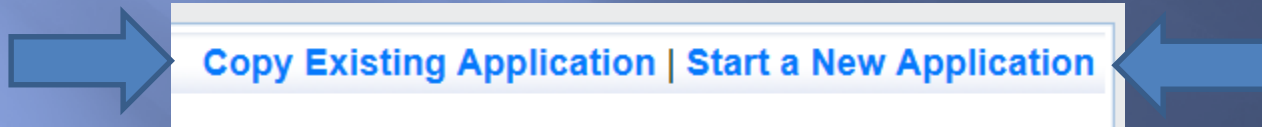
- If applying for more than one project in FY 2021 you may select "Copy Existing Application" for the additional projects
  - If using "Copy Existing Application" be sure to update all relevant information
  - Note: "Copy Existing Application" will not work on prior year applications as the application 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"

**General Information**                                **Go to Application Forms**
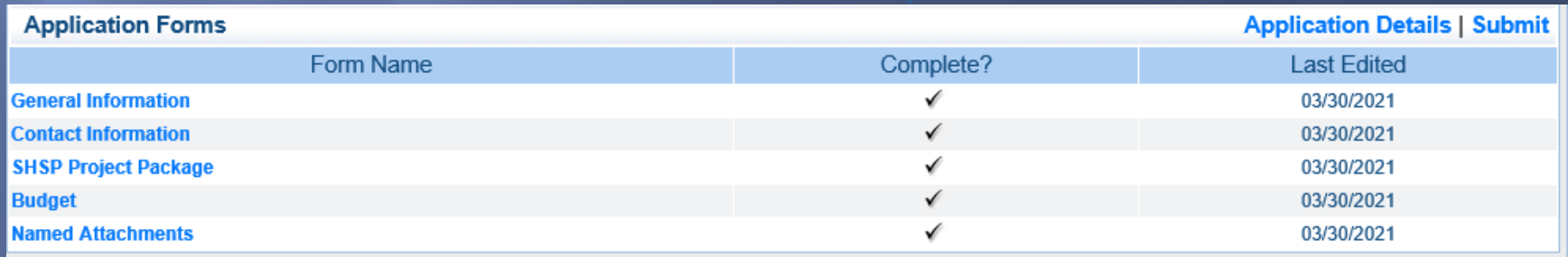
| | |
|---|---|
| **System ID:** | 124149 |
| **Project Title:** | Interoperable Communications Sustainment 2021 |
| **Primary Contact:** | TEST TEST |
| **Organization:** | BaseLine Organization |

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

- **All forms must be marked complete in order to "Submit"**

**Application Forms**                                **Application Details | Submit**

| Form Name | Complete? | Last Edited |
|---|---|---|
| General Information | ✔ | 03/30/2021 |
| Contact Information | ✔ | 03/30/2021 |
| SHSP Project Package | ✔ | 03/30/2021 |
| Budget | ✔ | 03/30/2021 |
| Named Attachments | ✔ | 03/30/2021 |

# Contact Information

- Authorized Official

The Authorized Official is the individual who has the authority to legally bind the applicant into a contract and is generally the applicant's elected or appointed chief executive.  For example:

- If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official
- If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official (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 a Regional Planning Commission (RPC) or Council of Government (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 <u>MUST</u> 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
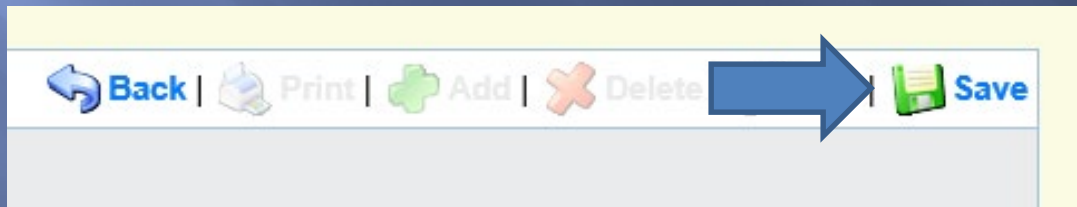


- Then "Mark as Complete"
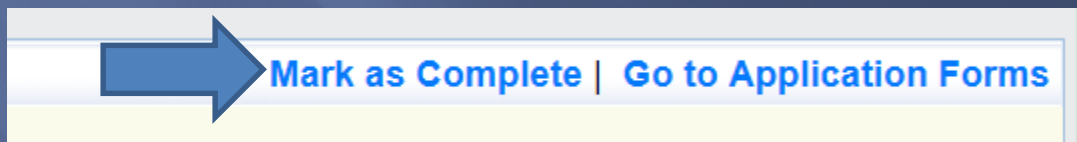
# SHSP Project Package

- 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.6 - Select the Project Activity Type that best represents your project
- A.7 – Was this project previously funded with SHSP funds?
- A.8 - 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.

**Section A.1 through B.2**

**A. Project Worksheet**

**A.1 Project Title:** * `Interoperable Communications 2021`

**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 Was this project previously funded with State Homeland Security Program (SHSP) funds?** *  ◉ Yes  ○ No

**A.7.a If you answered yes to Question # A.7, please give a brief description of the year and the project that was previously funded.**
`Include brief description of the year and item(s) that were previously funded with the SHSP.`

**A.8 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.8 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.9.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.`

# 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
- A.10 – Discuss the future sustainment plan for the requested item(s) in the application

# 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 they 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.

**A.10 Please discuss the future sustainment plan for the requested item(s) in the application.*** 

Discuss the future sustainment plan for the requested item(s) in the application.

# B. Project Capability, THIRA and Dual Use

- Review the FY 2019 State THIRA and FY 2020 SPR to answer Section B.
- B.1 – After reviewing the FY 2019 State THIRA/FY 2020 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 *FY 2019 MO THIRA* and *FY 2020 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 on 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 2020 SPR, search for the Core Capability you selected for B.1. The Capability Target will be listed underneath the Core Capability

## Operational Communications

### Operational Communications Target #1

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.

- B.3 – Describe how the project supports terrorism preparedness and increases/supports preparedness for other hazards unrelated to terrorism

**B.3 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

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

- B.4 – Review the National Priorities in the FY 2021 SHSP Notice of Funding Opportunity (NOFO). The document is linked in the instructions.
  - 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. **The core capability selected in B.4 must match the core capability previously selected in B.1**
  - If, it does not align to a National Priority, select Not Applicable in both drop down menus.

# Project Capability, THIRA, and Dual Use Cont.

B.4 Please review the National Priorities in the FY 2021 SHSP Notice of Funding Opportunity or FY 2021 SHSP LETPA 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
5. Combating Domestic Violent Extremism

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 ▾

**Core Capability:***   Operational coordination ▾

# 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 Investigation 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 FY 2020 funds?:** ○ Yes ◉ No

**C.4 Was any portion of the proposed project funded with FY 2019 funds?:** ○ Yes ◉ No

**C.7 Was any portion of the proposed project funded with FY 2018 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 FY 2020 funds?:*** ⦿ Yes ◯ No

**C.2 FY 2020 Investment Justification** [ Building and Sustaining Regional Collaboration via Regional Homeland Security Oversight ∨ ]

*If funded with FY 2020 Federal Grant Award what was the last major accomplishment/milestone that was completed with FY 2020 funds?*

**C.3 FY 2020 Prior Accomplishments:** [ Purchased two mobile radios ]

**250 Character Limit**

**C.4 Was any portion of the proposed project funded with FY 2019 funds?:*** ◯ Yes ⦿ No

**C.7 Was any portion of the proposed project funded with FY 2018 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
    - An agency may be purchasing a portable radio for a law enforcement officer. The law enforcement officer with portable radio would be the deployable item

# D. Deployable/Shareable Resources, Cont.

- If the project does not support an asset that is deployable or shareable answer N/A 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 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.

# NIMS Kind and Typing

**Mobile Communications Center (Also referred to as "Mobile EOC")**

| | |
|---|---|
| **ID:** | 2-508-1053 |
| **Status:** | Published |
| **Updated:** | 11/19/2019 11:23:41 AM |
| **Released:** | 07/12/2005 |
| **Resource Category:** | Incident Management |

**Core Capabilities**

| | |
|---|---|
| **Primary:** | Operational Communications |
| **Secondary:** | Public and Private Services and Resources |
| **Supporting:** | |

| | |
|---|---|
| **DESCRIPTION** | |
| **RESOURCE CATEGORY** | Incident Management |
| **RESOURCE KIND** | Vehicle |
| **OVERALL FUNCTION** | |
| **COMPOSITION AND ORDERING SPECIFICATIONS** | |

Each type of resource builds on the qualification[...]he type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

| COMPONENT | TYPE 1 | TYPE 2 | TYPE 3 | TYPE 4 | NOTES |
|---|---|---|---|---|---|
| **VEHICLE CHASSIS** | 48'-53' custom trailer, bus chassis, conventional cab/van chassis, or diesel motorhome chassis with or without slide-out room | 35'-40' motorhome chassis with or without slide-out room | 25'35' Gas or diesel motorhome chassis, or custom trailer (trailer does not require additional tow vehicle) | Converted SUV or Travel Trailer, or 25'-40' custom built trailer (trailer does not require additional tow vehicle) | Not Specified |
| **EQUIPMENT INTERIOR** | 6-10 workstations, with private meeting area for Command personnel | 4-6 workstations, with private meeting area for Command personnel | 2-4 workstations | 1-2 workstations | Not Specified |
| **EQUIPMENT RADIO FREQUENCY TRANSCEIVERS** | RF Communications with adjoining agencies, State agencies through mutual aid transceiver and any other frequencies | RF Communications with adjoining agencies, State agencies through mutual aid transceiver and any other frequencies | RF Communications with adjoining agencies, State agencies through mutual aid transceiver | RF Communications within jurisdiction and with adjoining agencies | 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** 12/31/2020

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 agency's 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.1.a If you answered yes to Question # F.1, please list the name(s) of new personnel and their title(s)**

> List names of new personnel and their titles.

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

**F.3.a If you answered yes to Question # F.3, please list the direct Federal awards the agency receives.**

> List direct Federal awards the agency receives.

**F.4 Did the applicant agency receive any Federal monitoring on a direct federal award in their last fiscal year?:*** [ Yes ▾ ]

**F.4.a If you answered yes to Question # F.4, please list the direct awards that were monitored and indicate if there were any findings or recommendations.**

> List the direct Federal awards that were monitored and indicate if there were any findings or recommendations.

# 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 considered eligible for funding, the correct Authorized Official must be designated and have knowledge of the certified assurances associated with this funding opportunity. *If the incorrect Authorized Official is listed in H.2 of the application, the application will be deemed ineligible for funding.*

The Authorized Official is the individual who has the authority to legally bind the applicant into a contract and is generally the applicant's elected or appointed chief executive. For example:

- If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official
- If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official
- If the applicant agency is a State Department, the Director shall be the Authorized Official
- If the applicant agency is a college/university, the President shall be the Authorized Official
- If the applicant agency is a nonprofit, the Board Chair/President shall be the Authorized Official, this includes Fire Protection Districts.
- If the applicant agency is an Regional Planning Commission (RPC) or Council of Government (COG), the Executive Director shall be the Authorized Official

If a designee is being utilized to authorize the application, the Missouri Department of Public Safety (DPS) reserves the right to request documentation that indicates the designee has the authority to legally bind the applicant into a contract in lieu of the Authorized Official at the time of application submission.

**The above list is not an all-inclusive list. If you do not fall into the above listed categories, or if you are unsure of who the Authorized Official is for your agency, please contact the Missouri 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 the application

**H.4 Date:*** | 03/30/2021

- **Applications can be saved without the Authorized Official's information while they review, but <u>MUST</u> 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: 124149 - Interoperable Communications Sustainment 2021**

| | |
|---|---|
| **Program Area:** | State Homeland Security Program (SHSP) |
| **Funding Opportunities:** | 124129 - FY 2021 State Homeland Security Program (SHSP) TEST |
| **Application Deadline:** | 04/30/2021 5:00 PM |
| **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)*.

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

**Line Item Name:**\* Mobile Radio

**AEL #:**\* 06CP-01-MOBL

**Qty:**\* 2

**Total Cost:**\* 11000.00

**Sustainment:**\* Yes ⌄
Sustainment is costs that are necessary to maintain a current, deployable homeland security asset.

**Discipline:**\* Law Enforcement ⌄
Select primary discipline benefiting from equipment.

**Function:**\* Equipment ⌄
Select the EQUIPMENT function area for this budget line.

**Allowable Activity:**\* Interoperable Communications Equipment ⌄
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



**Narrative Justification - Equipment**

Detailed narrative justification is required for all budget line(s). This justification should fully explain the need for acquisition. To provide the required justification for a budget line item(s), click 'Edit' at top of page

Provide separate justifications for each line item being requested. Address why the requested item is necessary for the success of the proposed project. Indicate who will use the item, how the item will be used and where the item will be housed.

Path: p                                                                                   Words:0

- <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 Named Attachment form 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 instructions

**Equipment**

All equipment items are defined as tangible property having an acquisition cost of $1,0___ more, and a useful life of more than one year.

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

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

# Budget Form – Equipment, Cont.

- Search the site for the correct AEL number

## Authorized Equipment List

The Authorized Equipment List (AEL) is a list of approved equipment types allowed under FEMA's preparedness grant programs. The intended audience of this tool is emergency managers, first responders, and other homeland security professionals. The list consists of 21 equipment categories divided into categories, sub-categories and then individual equipment items. NOTE: There are no commercially available products listed; it only consists of equipment types.

**Download CSV**

**Search**

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

Section
06 - Interoperable Communications Equipment
Category
- Please select -
- Please select -
Select a primary section, category and sub-category and then click Apply.

**Apply**

- 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
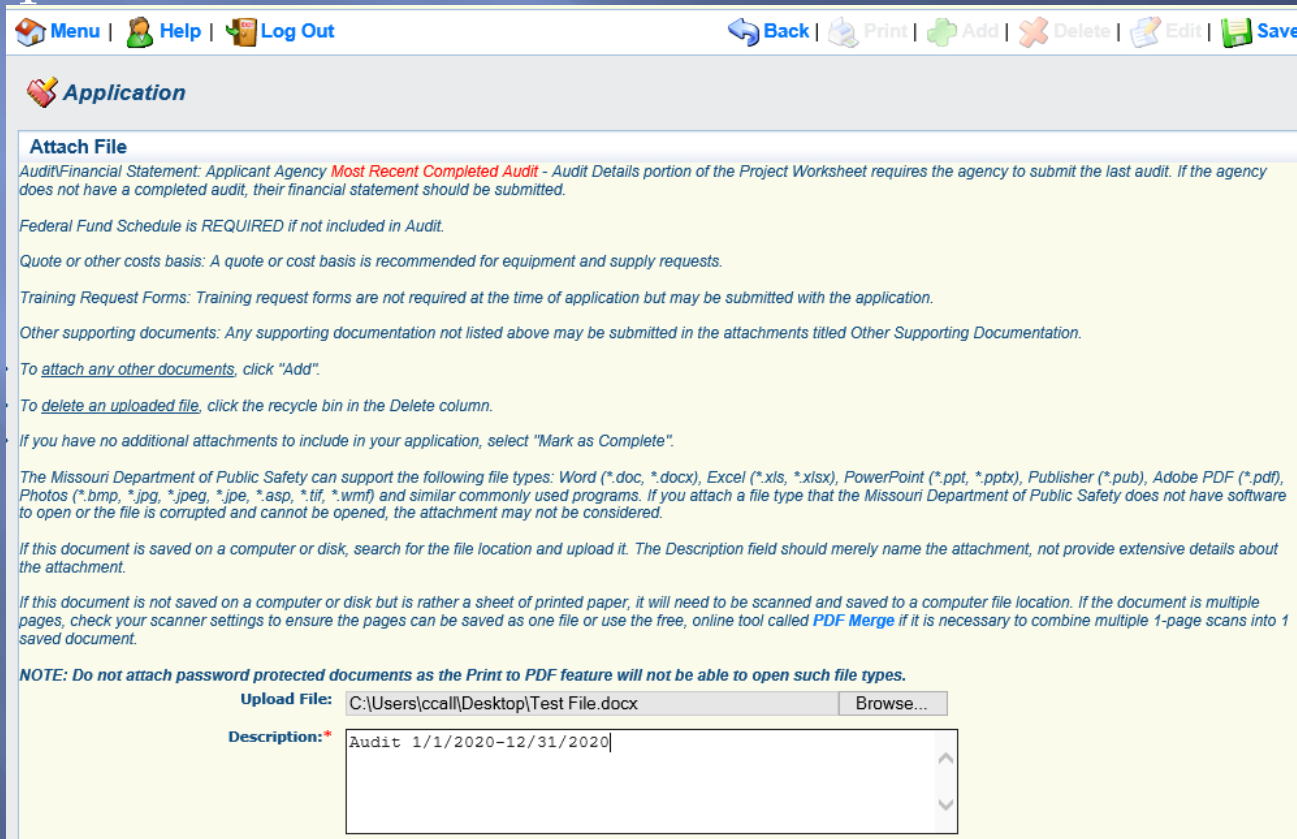
| Named Attachments | | | | | | Go to Application Forms |
|---|---|---|---|---|---|---|
| Attachment | Description | File Name | Type | File Size | Date Uploaded | Delete? |
| **Audit/Financial Statement (REQUIRED)*** | | | | | | 🗑 |
| **Federal Fund Schedule (REQUIRED if not included in Audit)** | | | | | | 🗑 |
| **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** <u>marked complete</u> in order to submit the application
- When everything is complete select "Submit"

| Application Forms | | Application Details \| Submit |
|---|:---:|---:|
| Form Name | Complete? | Last Edited |
| General Information | ✓ | 03/30/2021 |
| Contact Information | ✓ | 03/30/2021 |
| SHSP Project Package | ✓ | 03/30/2021 |
| Budget | ✓ | 03/30/2021 |
| Named Attachments | ✓ | 03/30/2021 |

# Application Review Timeline

- SHSP OHS administrative review
  - May 3 – June 15
- SHSP Peer Review/Scoring
  - June 16 – June 30
- SHSP RHSOC Funding Determinations
  - July 2021 Quarterly RHSOC Meetings
- LETPA OHS administrative review
  - August 16 – 20
- LETPA Scoring/Funding Determinations
  - August 23 – September 3

# 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: Tim Churchill, (636) 456-3473, tchurchill@boonslick.org
- Region D: Thomas Cunningham, (417) 836-5281, tcunningham@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
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    chelsey.call@dps.mo.gov
  - Maggie Glick
    Administrative Assistant
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  - Joni McCarter
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