

# STATE HOMELAND SECURITY PROGRAM (SHSP)

FY 2025 LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES  
(LETPA) APPLICATION WORKSHOP



# MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS)/ OFFICE OF HOMELAND SECURITY (OHS) NOTICE OF FUNDING OPPORTUNITY

We are pleased to announce the funding opportunity for the FY 2024 State Homeland Security Program (SHSP) Law Enforcement Terrorism Prevention Activities is open **August 22 – September 19, 2025 5:00 p.m. CST**

This funding opportunity is made available through the Missouri Department of Public Safety's, electronic [WebGrants System](#), accessible on the internet.

# SHSP LETPA KEY DATES

**August 22, 2025:**

SHSP LETPA funding opportunity open in [WebGrantsSystem](#)

**September 19, 2025:**

SHSP LETPA applications due in WebGrants **5:00 pm CST**

***WebGrants will not accept any applications after this time***

**September/October 2025:**

SHSP LETPA scoring and funding determinations

**September 1, 2025:**

Project Start Date

**August 31, 2027:**

Project End Date

# STATE HOMELAND SECURITY PROGRAM (SHSP)

- SHSP aims to strengthen the ability of states to prevent, prepare for, protect against, and respond to acts of terrorism and other hazards
- The goal of SHSP is to support state and local governments in building, enhancing, and sustaining the capabilities needed to prevent, prepare for, protect against, and respond to acts of terrorism
- SHSP funding is intended to help state and local agencies address capability gaps identified through the Threat and Hazard Identification and Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR) process, as well as prioritize resources toward high-impact security focus areas, known as National Priority Areas (NPAs)

# LETPA

- LETPA are initiatives funded through SHSP aimed at enhancing law enforcement's ability to prevent terrorist attacks. These activities focus on building and sustaining capabilities in areas such as intelligence analysis, information sharing, threat recognition, and terrorist interdiction
- **Applicants applying for LETPA funding must first apply for the requested project through their respective Regional Homeland Security Oversight Committee (RHSOC) to be eligible for LETPA funding. If the project is not recommended for funding or only partially funded by the RHSOC, the application will AUTOMATICALLY be considered for LETPA funding**
  - **State units of government are exempt from this requirement**
  - **The funding opportunity in the WebGrants System is ONLY for state agencies!!**
    - **Eligible local applications will be automatically considered as described above**

# NATIONAL PRIORITIES

## Five priority areas for FY 2025

1. Enhancing the protection of soft targets/crowded places
2. Supporting Homeland Security Task Forces and fusion centers
3. Enhancing and integrating cybersecurity
4. Enhancing election security
5. Supporting Border Crisis Response and Enforcement

# NATIONAL PRIORITY: ENHANCING THE PROTECTION OF SOFT TARGETS/CROWDED PLACES

## ➤ Core Capabilities

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

## 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.
- Unmanned aircraft systems and detection technologies

# NATIONAL PRIORITY: ENHANCING CYBERSECURITY

## Core Capabilities

- Cybersecurity – high priority
- Intelligence and Information Sharing – high priority
- Planning – medium priority
- Public Information & Warning – medium priority
- Operational Coordination – high priority
- Screening, Search, and Detection – medium priority
- Access Control and Identity Verification – medium priority
- Supply Chain Integrity and Activities – high priority
- Risk Management for Protection Programs and Activities – high priority
- Long-Term Vulnerability Reduction – medium priority
- Situational Assessment – low priority
- Infrastructure Systems – medium priority
- Operational Communications – high priority

## Example Project Types

- Cybersecurity risk assessments
- Migrating online services to the “.gov” internet domain
- 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](#) and the [National Institute of Standards and Technology Cybersecurity Framework \(Version 1.1\)](#)
  - Adoption of cybersecurity performance goals ([Cross-Sector Cybersecurity Performance Goals](#))
- Cybersecurity training, planning, and exercises



# NATIONAL PRIORITY: SUPPORTING HOMELAND SECURITY TASK FORCE AND FUSION CENTERS

## Core Capabilities

- Intelligence and Information Sharing – high priority
- Interdiction and Disruption – high priority
- Public Information and Warning – medium priority
- Operational Coordination – high priority
- Risk Management for Protection Programs and Activities – high priority

## Example Project Types

- Establishing or enhancing multi-agency Homeland Security Task Forces (HSTFs), including operational coordination centers
- Enhancing capabilities and integration with local fusion centers
- Procurement of technology or equipment to support surveillance, communications, and data analysis
- Development of standard operating procedures for information sharing
- Personnel training, credentialing, and certification to improve interoperability and mission alignment
- Intelligence analysis, reporting, and suspicious activity monitoring
- Exercises of simulations focused on joint operations, intelligence sharing, or interdiction/disruption of criminal or smuggling networks
- Community engagement efforts to foster trust and encourage threat reporting
- 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 and other entities in intelligence, threat recognition, assessment, analysis, and mitigation
- Identification, assessment, and reporting of threats of violence
- Intelligence analysis training, planning, and exercise
- Coordinating the intake, triage, analysis, and reporting of tips/leads and suspicious activity, to include coordination with the [Nationwide Suspicious Activity Reporting \(SAR\) Initiative \(NSI\)](#)

# NATIONAL PRIORITY: ENHANCING ELECTION SECURITY

## Core Capabilities

- Cybersecurity – high priority
- Intelligence and information sharing – high priority
- Planning – medium priority
- Long-term vulnerability reduction – medium priority
- Situational assessment – low priority
- Infrastructure systems – medium priority
- Operation coordination – high priority
- Community resilience – medium priority

## Example Project Types

- Prioritize compliance with the VVSG 2.0 established by the U.S. Election Assistance Commission
- Complete testing through a VSTL accredited by the U.S. Election Assistance Commission
- Physical security planning and exercise support
- Physical/site security measures – e.g., locks, shatter proof glass, alarms, access controls, etc.
- General election security navigator support
- Cyber and general election security navigator support
- Cybersecurity risk assessments, training, and planning
- Projects that address vulnerabilities identified in cybersecurity risk assessments
- Iterative backups, encrypted backups, network segmentation, software to monitor/scan, and endpoint protection
- Distributed Denial Of Service protection
- Migrating online services to the “.gov” internet domain
- Online harassment and targeting prevention services
- Public awareness/preparedness campaigns discussing election security and integrity measures
- Long-term vulnerability reduction and community resilience

# NATIONAL PRIORITY: SUPPORTING BORDER CRISIS RESPONSE AND ENFORCEMENT

## Core Capabilities

- Community Resilience – medium priority
- Operational Coordination – high priority
- Risk Management for Protection Programs and Activities – high priority

## Example Project Types

- Staffing support to expand 287(g) screening operations within correctional facilities
- Operational overtime costs directly tied to 287(g) screening, processing, and enforcement activities
- Training programs for state and local law enforcement officers in immigration law, civil rights protections, and 287(g) procedures
- Development or enhancement of information-sharing platforms between ICE and local agencies
- Procurement of screening, detection, and communications technology to support immigration enforcement activities
- Establishing secure and dedicated communication networks with ICE Field Offices
- Conducting joint training exercises with ICE and local law enforcement to test operational coordination
- Support for facilities upgrades, such as creating dedicated interview rooms and secure processing spaces
- Community engagement and public briefings to promote transparency and understanding of 287(g) operations and protections

# ENDURING SECURITY NEEDS

In FY 2025, 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

## Example Project Types

- Development of:
  - Security Risk Management Plans
  - Threat Mitigation Plans
  - Continuity of Operations Plans
  - Response Plans
  - Vulnerability Assessments
- 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 AND 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
- Cybersecurity training and planning
- Sharing and leveraging intelligence and information

# ENDURING SECURITY NEEDS: EQUIPMENT AND 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

## 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.
- Enhancing Weapons of Mass Destruction and/or improvised explosive device prevention, detection, and response capabilities
  - Chemical/Biological/Radiological/Nuclear/Explosive detection, prevention, and response equipment

# ENDURING SECURITY NEEDS: EXERCISES

## Core Capabilities

- Long-term vulnerability reduction
- Operational coordination
- Operational communications
- Community resilience

## Example Project Types

- Response exercises, including exercise planning with community-based organizations



# 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)

# ELIGIBLE APPLICANTS

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  - State units of government are exempt from this requirement
  - The funding opportunity in the WebGrants System is ONLY for state agencies!!
    - Eligible local applications will be automatically considered as described above

# ELIGIBLE APPLICANTS

To be eligible for grant funding through the Missouri Department of Public Safety (DPS), agencies must be compliant with the requirements listed below (as applicable) at the time of application and if awarded funding, must maintain compliance throughout the grant period of performance:

- **Section 590.650 RSMo – Vehicle Stops Report**
  - Pursuant to section 590.650.3 RSMo, each law enforcement agency shall compile the data described in subsection 2 for the calendar year into a report to the attorney general and each law enforcement agency shall submit the report to the attorney general no later than March first of the following calendar year
  - **NOTE: Failure to submit the Vehicle Stops (Racial Profiling) Report will result in the automatic denial of the application**

# ELIGIBLE APPLICANTS

**To be eligible for grant funding through the Missouri Department of Public Safety (DPS), agencies must be compliant with the requirements listed below (as applicable) at the time of application and if awarded funding, must maintain compliance throughout the grant period of performance:**

- **Section 590.700 RSMo – Written Policy on Recording of Custodial Interrogations**
  - Pursuant to section 590.700.4 RSMo, each law enforcement agency shall adopt a written policy to record custodial interrogations of persons suspected of committing or attempting to commit felony crimes as outlined in subsection 2
- **Section 43.544 RSMo – Written Policy on Forwarding Intoxication-Related Traffic Offenses**
  - Pursuant to section 43.544.1 RSMo, each law enforcement agency shall adopt a policy requiring arrest information for all intoxication-related traffic offenses be forwarded to the central repository as required by section 43.503 RSMo

# ELIGIBLE APPLICANTS

**To be eligible for grant funding through the Missouri Department of Public Safety (DPS), agencies must be compliant with the requirements listed below (as applicable) at the time of application and if awarded funding, must maintain compliance throughout the grant period of performance:**

- **Section 590.1265 RSMo – Police Use of Force Transparency Act of 2021**
  - Pursuant to [section 590.1265 RSMo](#), each law enforcement agency shall report data submitted under subsection 3 of this section to the department of public safety
  - *For purposes of grant eligibility, law enforcement agencies will be considered non-compliant if they have not submitted Use of Force reports for three or more months in the previous 12 months*
  - **NOTE: Show Me Crime Reporting provides a no cost option for agencies to comply with Section 590.1265 RSMo. Agencies not currently compliant with Section 590.1265 RSMo will not be eligible to apply until they have registered with Show Me Crime Reporting and have begun submitting Use of Force reports.**  
<https://showmecrime.mo.gov/CrimeReporting/ForcePage.html>
- **Section 43.505 RSMo – Uniform Crime reporting (UCR)**
  - Pursuant to [section 43.505 RSMo](#), each law enforcement agency in the state shall: (1) Submit crime incident reports to the department of public safety on forms or in the format prescribed by the department and (2) Submit any other crime incident information which may be required by the department of public safety
  - *For purposes of grant eligibility, law enforcement agencies will be considered non-compliant if they have not submitted MIBRS reports for three or more months in the previous 12 months.*
  - **NOTE: Show Me Crime Reporting provides a no cost option for agencies to comply with Section 43.505 RSMo. Agencies that are not currently compliant with Section 43.505 RSMo will not be eligible to apply until they have registered with Show Me Crime Reporting and have begun submitting MIBRS reports.**  
<https://showmecrime.mo.gov/CrimeReporting/MIBRSRegistration.html>

# ELIGIBLE APPLICANTS

To be eligible for grant funding through the Missouri Department of Public Safety (DPS), agencies must be compliant with the requirements listed below (as applicable) at the time of application and if awarded funding, must maintain compliance throughout the grant period of performance:

- **Section 590.030 RSMo – Rap Back Program Participation**
  - Pursuant to section 590.030 RSMo, all law enforcement agencies shall enroll in the state and federal Rap Back programs on or before January 1, 2022 and continue to remain enrolled. The law enforcement agency shall take all necessary steps to maintain officer enrollment for all officers commissioned with that agency in the Rap Back programs. An officer shall submit to being fingerprinted at any law enforcement agency upon commissioning and for as long as the officer is commissioned with that agency

# INELIGIBLE APPLICANTS

- Entities located within the geographical boundaries of the St. Louis Urban Area Security Initiative (UASI), which includes the Missouri Counties of Franklin, Jefferson, St. Charles, St. Louis and St. Louis City are **NOT** eligible applicants
- Entities located within the geographical boundaries of the Kansas City Urban Area Security Initiative (UASI), which includes the Missouri counties of Jackson, Cass, Platte, Clay, and Ray are **NOT** eligible applicants

# 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 [NIMS Implementation and Training](#)
  - 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 \(CPG\) 101 v3.1](#)



## OTHER ELIGIBILITY CRITERIA

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

# SHSP FUNDING GUIDELINES

## Dual-Use

- For 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

- Subrecipients must comply with all the requirements in 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)
- Funding guidelines established within this section support the four mission areas – Prevention, Protection, Mitigation, and Response
- Costs charged to federal awards must comply with applicable statutes, rules, and regulations, policies, the NOFO, the Preparedness Grants Manual, and the terms and conditions of the federal award

# SHSP FUNDING GUIDELINES

## Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services

- Subrecipients, their contractors, or subcontractors must comply with the prohibitions set forth in Section 889 of the [John S. McCain National Defense Authorization Act for Fiscal Year 2019](#), which restrict the purchase of covered telecommunications and surveillance equipment and services. Please see 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200, and [FEMA Policy #405-143-1 – Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services](#) for more information.

# LETPA ALLOWABLE COSTS

- Allowable LETPA expenditures are discussed in the following documents:
  - Grant Programs Directorate Information Bulletin (IB) No. 485 Fiscal Year 2023 Law Enforcement Terrorism Prevention Activity Supplemental Guidance to the Homeland Security Grant Program Notice of Funding Opportunity
  - Grant Programs Directorate Information Bulletin (IB) No. 473 Supplemental Guidance for Law Enforcement Terrorism Prevention Activity Expenditures

# 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

Some allowable equipment items have specific requirements to be eligible for funding –  
NOTE: the items listed below are not the only eligible equipment items

- Mobile Data Terminals (MDTs) / Mobile Data Computers (MDCs) Requirements
  - Agencies seeking funding for mobile data terminals should research the type of computer being requested. The Missouri Department of Public Safety is aware that non-ruggedized laptops and tablets are typically not durable enough for road patrol purposes and therefore not the best use of funds
- Body-Worn Cameras
  - Agencies seeking funding for Body-Worn Cameras (BWCs) must have policies and procedures in place related to equipment usage, data storage and access, privacy considerations, and training. Subrecipients of funding for Body-Worn Cameras must supply the Missouri Department of Public Safety with a copy of such policy(s) and procedure(s) at the time of claim submission



# EQUIPMENT

Some allowable equipment items have specific requirements to be eligible for funding – NOTE: the items listed below are not the only eligible equipment items

- Body Armor
  - Funds may be used to purchase body armor at any threat level designation, make, or model from any distributor or manufacturer, as long as the body armor has been tested and found to comply with the latest applicable National Institute of Justice (NIJ) ballistic or stab standards, which can be found online at <https://www.nij.gov/topics/technology/body-armor/Pages/standards.aspx>
  - Body armor or armor vests must also be “uniquely fitted vests” which means protective (ballistic or stab-resistant) armor vests that conform to the individual wearer to provide the best possible fit and coverage, through a combination of:
    - Correctly sized panels and carrier, determined through appropriate measurement
    - Properly adjusted straps, harnesses, fasteners, flaps, or other adjustable features
  - The requirement that body armor be “uniquely fitted” does not require body armor that is individually manufactured based on the measurements of an individual wearer
  - In addition, body armor purchased must be made in the United States
  - Agencies seeking funding for body armor are required to have a written “mandatory wear” policy in effect. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty. Subrecipients of funding for body armor must supply the Missouri Department of Public Safety with a copy of such policy at the time of claim submission

# EQUIPMENT

Some allowable equipment items have specific requirements to be eligible for funding – NOTE: the items listed below are not the only eligible equipment items

- License Plate Readers
  - Agencies purchasing license plate reader (LPR) equipment and technology with grant funds administered by the Missouri Department of Public Safety, must adhere to the following requirements:
    - LPR vendors chosen by an agency must have an MOU on file with the MSHP Central Vendor File as developed and prescribed by the Missouri Department of Public Safety pursuant to 11 CSR 30-17.
    - Prior to purchasing LPR services, the agency should verify the vendor's MOU status with the MSHP CJIS Division by emailing [mshphelpdesk@mshp.dps.mo.gov](mailto:mshphelpdesk@mshp.dps.mo.gov).
    - Share LPR data through the MoDEx process with statewide sharing platforms (i.e., MULES).
    - Enable LPR data sharing with other Missouri Law Enforcement agencies and enforcement support entities within the selected vendor's software. Examples include, but are not limited to fusion centers, drug task forces, special investigations units, etc.
    - Connect to the Missouri State Highway Patrol's Automated License Plate Reader (ALPR) File Transfer Protocol Access Program. This program provides the information necessary to provide a NCIC and/or MULES hit when used in conjunction with a License Plate Reader (LPR) device. An MOU must be on file with the Access Integrity Unit (AIU) for the vendor and the law enforcement agency and a registration process must be completed.
    - Agency shall have a license plate reader policy and operation guideline prior to the implementation of LPRs. Reimbursements will not be made on the project until the policy has been provided to the Missouri Department of Public Safety.
    - If LPR will be installed on Missouri Department of Transportation right-of-way(s) agency must request installation through the Missouri Department of Public Safety. Once approved, agency must adhere to the Missouri Department of Transportation's guidelines regarding installation of LPR's on Missouri Department of Transportation right-of-way(s).

# EQUIPMENT

Some allowable equipment items have specific requirements to be eligible for funding – NOTE: the items listed below are not the only eligible equipment items

- Interoperability Equipment (Portables/Handhelds, Mobiles, Repeaters, Base Stations, etc.)
  - All interoperable communications equipment must meet the Missouri Department of Public Safety, Office of the Director, DPS Grants [Radio Interoperability Guidelines](#). The Missouri Interoperability Center (MIC) will review all communications equipment applications to ensure they comply with the [Radio Interoperability Guidelines](#). Applications that do not meet these guidelines will not be eligible for funding
  - NOTE: Agencies seeking any type of radio or radio-related accessory are encouraged to contact the Missouri Interoperability Center by phone at (573) 522-1714 or by email at [moswin.sysadmin@dps.mo.gov](mailto:moswin.sysadmin@dps.mo.gov) to ensure compliance with the Radio Interoperability Guidelines and the appropriate communication devices are purchased for the department's needs. The Missouri Interoperability Center staff can also provide helpful information regarding the department's ability to access the MOSWIN and how to articulate such within the grant application
  - **\*\*All applications requesting Interoperability Equipment MUST supply a quote that is in compliance with the Radio Interoperability Guidelines to be eligible for funding\*\***

# EQUIPMENT

## *Radio Interoperability Guidelines*

### Encryption Requirements

To be P25 CAP Compliant and eligible for Federal or State of Missouri grant funding, radios must meet one of the following encryption requirements:

- Have no encryption
- Have AES 256 algorithm
- Have AES 256 algorithm along with any other non-standard encryption algorithms



# EQUIPMENT

## *Radio Interoperability Guidelines*

### Mobile Radios

- The only approved mobile radios are listed below:
  - Motorola APX8500 P25 VHF/700/800 MHz (dual-band), digital trunking enabled
  - Harris XG/XM-100 P25 VHF/700/800 MHz (dual-band), digital trunking enabled
  - Harris XL-200 P25 VHF/700/800 MHz (dual-band), digital trunking enabled
  - Kenwood VM-8000 P25 VHF/700/800 MHz (dual-band), digital trunking enabled
  - Kenwood VM-7730 Dual-Deck 8.34.9 P25 VHF/700/800 MHz (dual-band), digital trunking enabled
  - Kenwood VM-7930 Dual-Deck 8.34.9 P25 VHF/700/800 MHz (dual-band), digital trunking enabled

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

A quote from the vendor **MUST** be uploaded in the Named Attachments Form to be eligible for funding

# EQUIPMENT

## *Radio Interoperability Guidelines*

### 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 public safety grade in-car repeater
- Only the following portable radios are eligible
  - Motorola APX8000 P25 VHF/700/800 MHz (dual-band), digital trunking enabled
  - Motorola APX NEXT P25 VHF/700/800 MHz (dual-band), digital trunking enabled
  - Kenwood VP-8000 P25 VHF/700/800 MHz (dual-band), digital trunking enabled
  - BK Tech BKR9000 P25 VHF/700/800 MHz (dual-band), digital trunking enabled
  - Harris XL-200 P25 VHF/700/800 MHz (dual-band), digital trunking enabled
  - Tait TP-9800 P25 VHF/700/800 MHz (dual-band), digital trunking enabled
- The applicant **MUST** identify the vendor and model requested in the application to be eligible for funding
- A quote from the vendor **MUST** be uploaded in the Named Attachments Form to be eligible for funding

# EQUIPMENT

## *Radio Interoperability Guidelines*

### Repeaters

- Applicants **MUST** ensure the frequency band of the repeater is compatible with the band of the radio(s) with which it will operate
- Must identify how the agency will utilize the repeater
- Must identify how the repeater model is compatible with the radio(s) with which it will be paired
- The applicant **MUST** identify the vendor and model requested in the application to be eligible for funding
- A quote from the vendor **MUST** be uploaded in the Named Attachments Form to be eligible for funding

# EQUIPMENT

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



# EQUIPMENT

- Some Equipment is Controlled
  - **Controlled Equipment requires additional documentation, justifications, reviews, and approvals**
  - FEMA Policy Information Bulletin 530: Updated Guidance to Recipients and Subrecipients of FEMA Non-Disaster Preparedness Grants Regarding the Policy on Prohibited and Controlled Equipment
  - Fixed or rotary wing aircraft
    - Small Unmanned Aircraft Systems (sUAS) are considered aircraft
- Some Equipment is Prohibited
  - FEMA Policy Information Bulletin 530: Updated Guidance to Recipients and Subrecipients of FEMA Non-Disaster Preparedness Grants Regarding the Policy on Prohibited and Controlled Equipment
  - Weapons of any kind (including firearms, firearm silencers, grenades and grenade launchers, bayonets, etc.); ammunition; and weaponized aircraft, vessels, and vehicles of any kind
  - Tracked armored vehicles
  - Urban camouflage uniforms
  - Explosive material
  - Riot Shields
  - Riot Batons
  - Riot Helmets

# MAINTENANCE AND SUSTAINMENT

- SHSP funding may be used to purchase maintenance contracts or agreements, warranty coverage, repair or replacement costs, licenses, and user fees
  - Contracts may exceed the period of performance if they are purchased incidental to the original purchase of the system or equipment as long as the original purchase of the system or equipment is consistent with that which is typically provided for, or available through, these types of agreements, warranties, or contracts
  - Stand-alone warranty or extending an existing maintenance contract on an already-owned piece of equipment system, coverage purchased may not exceed the period of performance
    - Stand-alone warranties can only cover equipment purchased with SHSP funds or for equipment dedicated for SHSP-related purchases

***Note: Eligible maintenance does not include routine upkeep (i.e., gasoline, tire replacement, routine oil changes, monthly inspections, grounds and facility maintenance, etc.)***

# UNALLOWABLE COSTS

- Per FEMA policy, the purchase of weapons and weapons accessories, including ammunition, is not allowed with SHSP funds
  - Grant funds may not be used for the purchase of equipment not approved by DHS/FEMA/DPS/OHS. Grant funds must comply with FEMA Policy Information Bulletin 530: Updated Guidance to Recipients and Subrecipients of FEMA Non-Disaster Preparedness Grants Regarding the Policy on Prohibited and Controlled Equipment 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)

# ENVIRONMENTAL HISTORICAL PRESERVATION (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 DPS/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

## Login

Enter your user id and password

User ID

Password

SIGN IN

[Forgot User ID?](#)

[Reset Password?](#)

[Click here to Register](#)

Log in or register at [dpsgrants.dps.mo.gov](https://dpsgrants.dps.mo.gov) as a new agency

- If your agency is already registered in the system, someone with access will need to add new users

- Two-factor authentication

## 2-Factor Authentication

### Verify Email Address

Please check the email account for the email address provided in your registration.

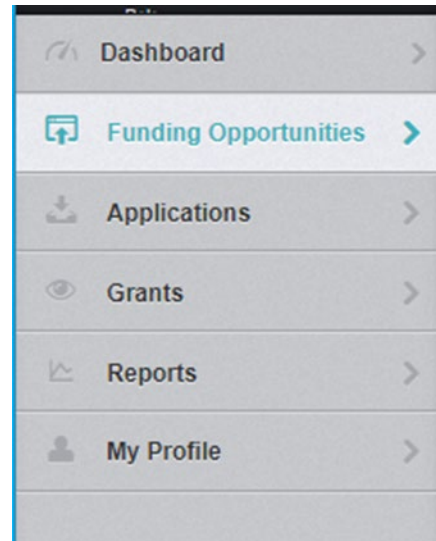
You should receive an email with a temporary passcode. Please enter that passcode below

Enter your Passcode

Submit

# APPLICATION INSTRUCTIONS

- Select “Funding Opportunities” and select the FY 2025 SHSP LETPA (STATE AGENCIES ONLY) funding opportunity
  - \*\*As a reminder, the funding opportunity in WebGrants is only for state agencies\*\*
  - Eligible local projects will automatically be considered if not funded or only partially funded by the RHSOC

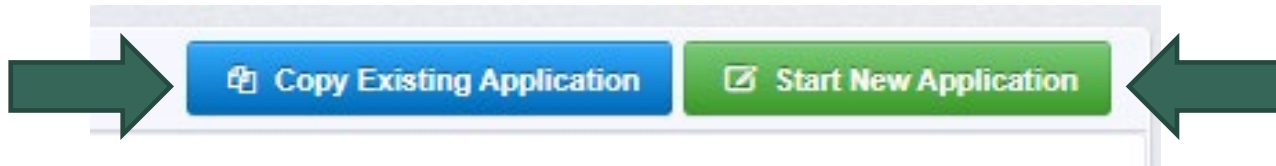


# APPLICATION INSTRUCTIONS

- 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

# APPLICATION INSTRUCTIONS

- Select “Start New Application”

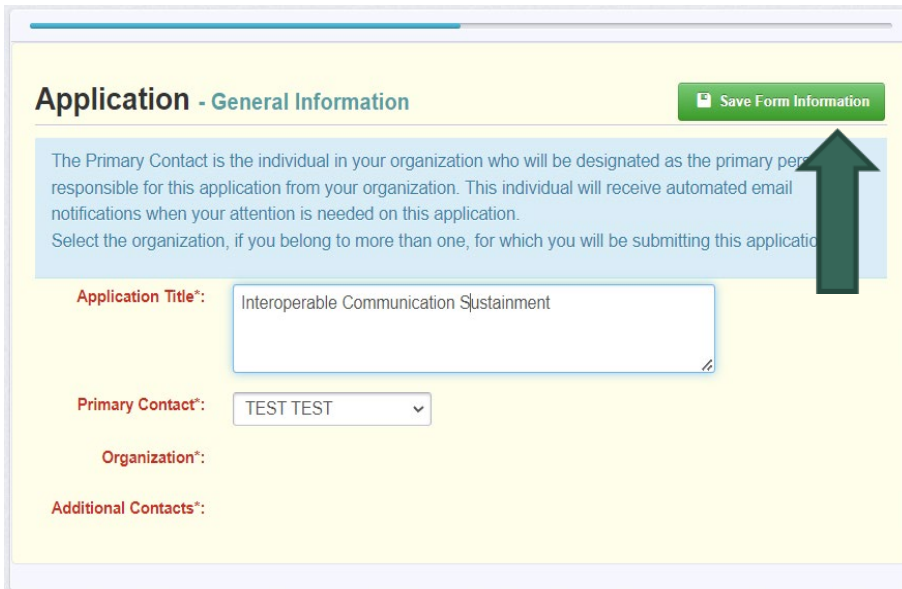


- “Copy Existing Application” will not work as application forms have changed
- If applying for more than one project in FY 2025 you may select “Copy Existing Application” for the additional projects
  - If using “Copy Existing Application” be sure to update all relevant information
  - Note: “Copy Existing Application” will not work on prior year applications as the application forms have changed



# APPLICATION INSTRUCTIONS

- 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,” select “Save Form Information”
- Verify the correct “Organization” is selected and add any additional contacts and select “Save Form Information”



**Application - General Information** Save Form Information

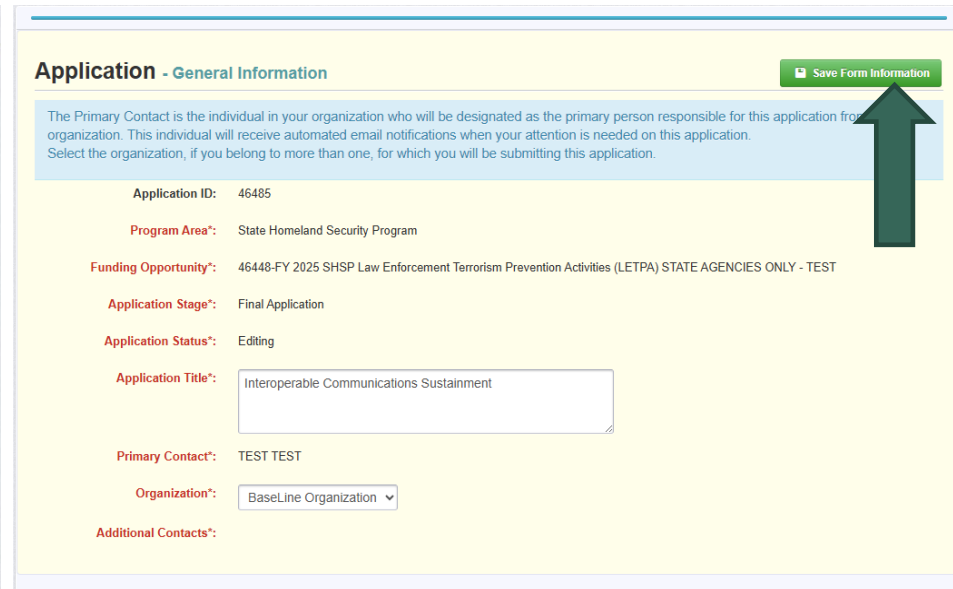
The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application Title\*:** Interoperable Communication Sustainment

**Primary Contact\*:** TEST TEST

**Organization\*:**

**Additional Contacts\*:**



**Application - General Information** Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application ID:** 46485

**Program Area\*:** State Homeland Security Program

**Funding Opportunity\*:** 46448-FY 2025 SHSP Law Enforcement Terrorism Prevention Activities (LETPA) STATE AGENCIES ONLY - TEST

**Application Stage\*:** Final Application

**Application Status\*:** Editing

**Application Title\*:** Interoperable Communications Sustainment

**Primary Contact\*:** TEST TEST


**Organization\*:** BaseLine Organization

**Additional Contacts\*:**

# APPLICATION INSTRUCTIONS

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

[Application Preview](#) [Attachments](#) [Alert History](#) [Map](#)

 **Application Details**

[Preview Application](#) [Withdraw](#)

**Application cannot be Submitted Currently**

- Application Budget is lower than the allowable limit
- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Aug 21, 2025 8:46 AM - TEST TEST
Contact Information		Aug 21, 2025 8:47 AM - TEST TEST
DPS Grants State Requirements		-
Interoperable Communications		-
Project Package		-
Budget		-
Named Attachments		-

# CONTACT INFORMATION

- Authorized Official
- The Authorized Official is the individual who has the authority to legally bind the applicant into a contract. Please refer to the list below to help determine the correct Authorized Official for the applicant agency:
  - If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official
  - If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official (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

**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**

**\*\*If the Authorized Official has a different title, than those listed above, official documentation naming that position as the Authorized Official for your agency MUST be included in the application attachments or your application will not be considered for funding\*\***

**If you are unsure who your Authorized Official should be for your agency, please contact the Missouri Office of Homeland Security at 573-522-6125**

# CONTACT INFORMATION

- Please complete all contact information for
  - Authorized Official
  - Project Director
  - Fiscal Officer
  - Project Contact Person (if different than the Project Director)
- Required fields are designated with a red asterisk \*
- Select “Save Form” at the top of the screen after entering all the information



- Then “Mark as Complete”



# DPS GRANTS STATE REQUIREMENTS

- NEW FY 2025 REQUIREMENT

- To be eligible for grant funding through the Missouri Department of Public Safety, agencies **must** be compliant with the requirements listed below (as applicable) **at the time of application** and if awarded funding, must maintain compliance throughout the grant period of performance.

- Select “Yes” to Question 1 indicated your agency is a law enforcement agency:

1. Is the applicant a law enforcement agency?*	Yes	No
2. Is the applicant a fire agency?*	Yes	No
3. Is the applicant an EMS agency?*	Yes	No

- Select “No” to the questions that do not apply to your agency

# DPS GRANTS STATE REQUIREMENTS

- Law enforcement agencies will select “YES” on question 1
  - Complete the following question 1a. – 1h. as appropriate
    - You will select “No” on question 1h
    - Certain questions contain additional pop-up questions if YES is chosen

**1. Is the applicant a law enforcement agency?\***

1a. Please provide the Originating Agency Identification Number (ORI):

1b. Is your agency in compliance with [Section 590.650 RSMo](#) - Vehicle Stops Report?:

1c. Is your agency in compliance with [Section 590.700 RSMo](#) - Written Policy on Recording of Custodial Interrogations?:

1d. Is your agency in compliance with [Section 43.544 RSMo](#) - Written Policy on Forwarding Intoxication-Related Traffic Offenses?:

1e. Is your agency in compliance with [Section 590.1265 RSMo](#) - Police Use of Force Transparency Act of 2021?:

1f. Is your agency in compliance with [Section 43.505 RSMo](#) - Uniform Crime Reporting?:

1g. Is your agency in compliance with [Section 590.030 RSMo](#) - Rap Back Program Participation?:

1h. Is this grant application for Department of Justice Funds?:

1i. Has your agency reported all required Death in Custody Reports to the Missouri Department of Public Safety?:

**2. Is the applicant a fire agency?\***

**3. Is the applicant an EMS agency?\***

- Select “Save Form”
- Mark as Complete

# INTEROPERABLE COMMUNICATIONS

- Review the [Radio Interoperability Guidelines](#) to complete this form

1. Are you applying for interoperable communications equipment? **YES/NO**

If **YES**:

2. Does your agency currently utilize the Missouri Statewide Interoperability Network (MOSWIN) for interoperability ONLY (i.e., mutual aid/statewide communications only, not day-to-day operations)?

If **NO**:

2.a Describe your agency's internal use of the MOSWIN.

3. Does your agency have long term plans to fully integrate communications to the MOSWIN?

Radio Interoperability

Save Form

Refer to the [Radio Interoperability Guidelines](#) for Interoperable Communications Equipment Requirements that MUST be met in order to be eligible for funding. It is highly recommended that your agency reach out to the Missouri Interoperability Center (MIC) to review your project for compliance with the Radio Interoperable Guidelines prior to submission of the application. The MIC can be reached via phone at (573) 522-1714 or email at [moswin.sysadmin@dps.mo.gov](mailto:moswin.sysadmin@dps.mo.gov).

1. Are you applying for interoperable communications equipment?:

2. Does your agency currently utilize the Missouri Statewide Interoperability Network (MOSWIN) for interoperability ONLY (i.e., mutual aid/statewide communications only, not day-to-day operations)?:

2.a If no, describe your agency's internal use of the MOSWIN:

Describe your agency's internal use of the MOSWIN

201 character(s) left

3. Does your agency have long term plans to fully integrate communications to the MOSWIN?:

Describe whether your agency has plans to fully integrate communications to the MOSWIN

164 character(s) left

# INTEROPERABLE COMMUNICATIONS

4. Indicate if you are applying for a mobile radio(s) (vehicle dash mounted, remote mount, or base station) **YES/NO**

If **YES:**

4.a Indicate if the mobile radios are installed in a vehicle?

4.a.1 Indicate if the radio is installed in a vehicle that is agency owned.

4.b Provide agency's current ratio of MOSWIN mobile radios to number of response vehicles.

4.c Eligible mobile radios are listed in the dropdown menu. Please select the model you are applying for

4. Are you applying for a mobile radio(s) (vehicle dash mounted, remote mount or base station)?:

Yes No

4.a Will the mobile radio be installed in a vehicle?:

Yes No

4.a.1 Is the vehicle the mobile radio will be installed in agency owned?:

Yes No

4.b Please provide the agency's current ratio of MOSWIN mobile radios to response vehicles.:

Provide agency's current ratio of MOSWIN mobile radios to number of response vehicles.

164 character(s) left

For Example: Agency has 10 response vehicles and 6 mobile radios for the vehicles.

4.c Eligible mobile radios are listed in the dropdown menu. Please select the model you are applying for:

Motorola APX8500

Harris XG/XM-100

Harris XL-200

Kenwood VM-8000

Kenwood VM-7730

Kenwood VM-7930



# INTEROPERABLE COMMUNICATIONS

5. Indicate if you are applying for a portable radio(s) (handheld) **YES/NO**

If **YES**:

5.a Please provide the agency's current ratio of MOSWIN portable radios to personnel

5.b Eligible portable radios are listed in the dropdown menu. Select the model you are applying for

The screenshot shows a web form with two main sections. The first section, labeled '5.a', asks for the agency's current ratio of MOSWIN portable radios to personnel and includes a text input field and a character count. The second section, labeled '5.b', asks for the selection of a radio model from a dropdown menu. The dropdown menu is open, showing a list of radio models with 'Kenwood VP-8000' selected.

5.a Please provide the agency's current ratio of MOSWIN portable radios to personnel.:

Provide the agency's current ratio of MOSWIN portable radios to personnel.

176 character(s) left  
For Example: Agency has 10 first responders and 6 portable radios.

5.b Eligible portable radios are listed in the dropdown menu. Please select the model you are applying for:

- Motorola APX8000
- Motorola APX NEXT
- Kenwood VP-8000**
- BK Tech BKR9000
- Harris XL-200
- Tait TP-9800

# INTEROPERABLE COMMUNICATIONS

5.c Portable radios must be paired with an existing agency-owned and installed MOSWIN mobile radio via a public safety grade in-car repeater. Indicate if you currently have a MOSWIN mobile radio to pair with the portable radio(s) being requested **YES/NO**

If **YES**:

5.c.1 Provide the model and manufacturer of the mobile radio

If **NO**:

5.c.1 Indicate if the application is also requesting a MOSWIN mobile radio to pair with the portable radio(s) being requested **YES/NO**

If **NO**:

The application is not eligible for funding

5.c As required by the MO DPS Radio Interoperability Guidelines, portable radios must be paired with an existing agency-owned and installed MOSWIN mobile radio via a public safety grade in-car repeater. Do you currently have a MOSWIN mobile radio to pair with portable radio(s) being requested?:

☒ Yes ☐ No

5.c.1 If yes, please provide the model and manufacturer of the mobile radio.:

Please provide the model and manufacturer of the mobile radio

439 character(s) left

5.c As required by the MO DPS Radio Interoperability Guidelines, portable radios must be paired with an existing agency-owned and installed MOSWIN mobile radio via a public safety grade in-car repeater. Do you currently have a MOSWIN mobile radio to pair with portable radio(s) being requested?:

☐ Yes ☒ No

5.c.1 Is this application also requesting a MOSWIN mobile radio to pair with the portable radio(s) being requested?:

☐ Yes ☒ No

# INTEROPERABLE COMMUNICATIONS

5.d Portable radios must be paired with an existing agency-owned and installed MOSWIN mobile radio via a public safety grade in-car repeater. Indicate if you currently have a public safety grade in-car repeater to pair with the portable radio(s) being requested **YES/NO**

If **YES:**

5. d.1 Provide the model and manufacturer of the in-car repeater

If **NO:**

5.d.1 Indicate if you are applying for a public safety grade in-car repeater or in the process of acquiring one through other funding sources **YES/NO**

If **YES:**

5.d.1(a) Provide the agency's current ratio of in-car repeaters to response vehicles

5.d.1(b) Provide the funding source, manufacturer, and model you are in process of acquiring

If **NO:**

The application is not eligible for funding

5.d As required by the MO DPS Radio Interoperability Guidelines, portable radios must be paired with an existing agency-owned and installed MOSWIN mobile radio via a public safety grade in-car repeater. Do you currently have a public safety grade in-car repeater? :

Yes

No

5.d.1 If yes, please provide the model and manufacturer of the in-car repeater:

Provide the model and manufacturer of the in-car repeater.

442 character(s) left

5.d As required by the MO DPS Radio Interoperability Guidelines, portable radios must be paired with an existing agency-owned and installed MOSWIN mobile radio via a public safety grade in-car repeater. Do you currently have a public safety grade in-car repeater? :

Yes

No

5.d.1 Are you applying for a public safety grade in-car repeater or in the process of acquiring one through other funding sources?:

Yes

No

5.d.1(a) Please provide the agency's current ratio of in-car repeaters to response vehicles.:

Provide the agency's current ratio of in-car repeaters to response vehicles.

174 character(s) left

For Example: Agency has 10 vehicles and 6 in-car repeaters.

5.d.1(b) If yes, please provide the funding source, manufacturer, and model you are in process of acquiring. :

Provide the funding source, manufacturer, and model you are in process of acquiring.

415 character(s) left

# INTEROPERABLE COMMUNICATIONS

6. Indicate if the vendor quote for the requested radios includes the encryption requirements as listed on the [Radio Interoperability Guidelines](#) YES/NO

7. Check the box to indicate, the applicant agency understands they are required to upload a quote for the requested interoperable communications equipment in the Named Attachments Component of the application

6. Does the vendor quote for the requested radios include the encryption requirements as listed on the Radio Interoperability Guidelines?:

Yes

No

7. By checking this box, the applicant agency understands they are required to upload a quote for the requested interoperable communications equipment in the Named Attachments Component of the application.:



Select “Save” and “Mark As Complete”

 Save Form

 Mark as Complete


 Edit Form

# SHSP PROJECT PACKAGE

- All 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.1 – Region – Select the region your agency is located (Missouri State Highway Patrol [MSHP] Troop)
- A.2 – County – Select the County where your agency is located
- A.3 – Project Location Zip Code – Enter the zip code of your agency
- A.4 – Project Activity Type – Select the Project Activity Type that aligns with your project

 **Section A.1 through B.4** 

A.1 Region\*:

A.2 County\*:

A.3 Project Location Zip Code\*:

A.4 Project Activity Type\*:

# A. PROJECT WORKSHEET

- A.5 – Was this project previously funded with State Homeland Security Program (SHSP) funds? **YES/NO**
  - A.5.a – Please give a brief description and year of the **ORIGINAL PROJECT**
  - A.5.b – If YES, to Question A.5, please indicate if assets from your project have been deployed/shared in the past 12 months. Please be sure to include details about deployment/sharing that occurred

A.5 Was this project previously funded with State Homeland Security Program (SHSP) funds?\*: ☐ Yes ☐ No

A.5.a Please give a brief description and year of the **ORIGINAL PROJECT**:

Please give a brief description and the year of the original project.

430 character(s) left

A.5.b If you answered yes to Question A.5, please indicate if resources from your project have been utilized in the past 12 months, to include utilization for training. Please be sure to include details about the utilization of the resources.:

Please indicate if assets from your project have been utilized in the past 12 months to include utilization for training. Be sure to include details about the utilization of the resources.

311 character(s) left

# A. PROJECT WORKSHEET

- A.6 – Build/Enhance or Sustain, Is the project increasing capabilities (build/enhance) or sustaining capabilities (sustain) at the current level?
- A.6.a/A.6.b – If you selected build/enhance, did your agency reach out to the RHSOC, local, or state agencies to see if the requested items are available?

**A.6 Does this project increase capabilities (build/enhance), or does this project sustain capabilities at the current level?**

**NOTE:** Applications should not contain both Build/Enhance and Sustain. If your project contains both, you **MUST** submit two applications as this question impacts the scoring process.

**Sustain** ▼

**A.6.a If you answered Build/Enhance to question A.6, 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.6.b Explain coordination efforts made by your agency, as well as the outcome of the coordination efforts.:**

Explain coordination efforts made by your agency, as well as the outcome of the coordination efforts.

399 character(s) left



# A. PROJECT WORKSHEET

- A.7 – Provide a brief overall description of the project
- A.8 – Provide a summary of specific project actions/items that will be purchased with grant funds
- A.9 – Will this project be able to be completed in the grant period of performance? **YES/NO**

A.7 Provide a brief overall description of the project.\*:

Provide a brief overall description of the project

450 character(s) left

A.8 Provide a summary of specific project actions/items that will be purchased with grant funds\*:

provide a summary of specific project actions/items that will be purchased with grant funds.

408 character(s) left

A.9 Will this project be able to be completed in the grant period of performance?\*:

Yes

No

# A. PROJECT WORKSHEET

- A.10 – Provide the objectives this project is designed to accomplish? (the purpose of the project)
- A.11 – Describe how the project aligns with/increases terrorism preparedness for your agency/region/state

A.10 What are the objectives this project is designed to accomplish? (the purpose of the project)\*:

Provide the objectives this project is designed to accomplish (the purpose of the project)

410 character(s) left

A.11 How does this project align with/increase terrorism preparedness for the region/state?\*

Explain how the project align with/increase terrorism preparedness for your agency/region/state?

404 character(s) left

Please indicate the project's alignment with terrorism preparedness for both your region and the state.

# A. PROJECT WORKSHEET

- A.12 – Explain how your project supports Law Enforcement Terrorism Prevention Activities (LETPA)
- A.13 – Explain why the project is necessary for your agency/region/state
- A.14 – Describe how your agency will financially sustain the requested items in the future WITHOUT grant funding (i.e. funding maintenance or replacement or repair of item(s), as needed.)

A.12 How does your project support Law Enforcement Terrorism Prevention Activities (LETPA)?\*

Explain how your project supports Law Enforcement Terrorism Prevention Activities (LETPA)

411 character(s) left

A.13 Why is this project necessary for the region/state?\*

Explain why this project is necessary for your agency/region/state.

433 character(s) left

Please indicate why the project is necessary for both your region and the state.

A.14 How does your agency plan to financially sustain the requested items in the future without grant funding?\*

Explain how your agency plans to financially sustain the requested items in the future.

413 character(s) left

## B. PROJECT CAPABILITY, THIRA AND DUAL USE

- B.1 – **YES/NO**, did your agency participate in your region's Threat and Hazard Identification and Risk Assessment (THIRA)
  - B.1.a - If you answered **YES**, describe your agency's participation
  - B.1.a - If you answered **NO**, explain why your agency did not participate

Review the FY 2022 State THIRA and FY 2022 SPR to answer the following:

- B.2 – Choose the Primary Core Capability that best aligns to the project
- B.3 – Identify which POETE category(s) your project addresses
- B.4 – Explain how the project impacts the Capability Target on the THIRA/SPR for the Core Capability that you chose in B.2 and the POETE category(s) in B.3

Please review the State [2022 MO THIRA](#) and [2024 MO SPR](#) to determine the following:

**B.2 Which Primary Core Capability best aligns to this project?\***

Operational Coordination

**B.3 Which POETE (Planning, Organization, Equipment, Training, and Exercise) category(s) does your project address? \*:**

Equipment

**B.4 How does this project impact the Capability Target listed on the State THIRA/SPR for the Core Capability selected in B.2 and the POETE category(s) selected in B.3?\***

Explain how the project impacts the Capability Target listed on the State THIRA/SPR for the Core Capability selected in B.2 and the POETE category(s) selected in B.3.

333 character(s) left

## B. PROJECT CAPABILITY, THIRA, AND DUAL USE

To find the Capability Target in the 2022 THIRA, search for the Core Capability you selected for B.2. The Capability Target will be listed underneath the Core Capability

### Core Capability: Operational Communications

#### Functional Area(s) – Interoperable Communications Between Responders

##### Capability Target

Within **1 day(s)** of an incident, establish interoperable communications across **105** jurisdictions affected and with **143** partner organizations involved in incident management. Maintain for **1 year(s)**.

## B. PROJECT CAPABILITY, THIRA, AND DUAL USE

To find the Capability Target in the 2024 SPR, search for the Core Capability you selected for B.2. The Capability Target will be listed underneath the Core Capability

### **Core Capability: Operational Communications**

**Functional Area(s) – Interoperable Communications Between Responders**

### **SPR Step 1: Assess Capabilities -Completed**

#### **Capability Target**

Within 1 day(s) of an incident, establish interoperable communications across 105 jurisdictions affected and with 143 partner organizations involved in incident management. Maintain for 1 year(s).

## B. PROJECT CAPABILITY, THIRA, AND DUAL USE

- B.5 – Does the project support dual-use activities? **YES/NO**
  - B.5.a - If **YES**, describe how the project supports terrorism preparedness and how this project increases preparedness for other hazards unrelated to terrorism.

**B.5 Does the requested project support dual-use activities?\***

Yes

No

Dual-use activities are those that support the achievement of core capabilities related to the national priorities and terrorism preparedness while also simultaneously supporting enhanced preparedness for other hazards unrelated to acts of terrorism.

**B.5.a Please describe how the project supports terrorism preparedness and how this project increases preparedness for other hazards unrelated to terrorism.:**

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

357 character(s) left

## B. PROJECT CAPABILITY, THIRA, AND DUAL USE

- Review the National Priorities in the FY 2025 SHSP LETPA Notice of Funding Opportunity (NOFO). The document is linked in the instructions
- B.6 – Does your project align to a National Priority? **YES/NO**
  - B.6.a If **YES**, select the National Priority from the dropdown.
  - B.6.b Choose the core capability the project aligns to from the drop down.  
**The core capability selected in B.6 must match the core capability previously selected in B.2**
  - B.6.c Describe how this project aligns with the National Priority selected in B.6.a



# B. PROJECT CAPABILITY, THIRA, AND DUAL USE

Please review the National Priorities in the [FY 2025 SHSP Notice of Funding Opportunity](#).

1. Enhancing the Protection of Soft Targets/Crowded Places
2. Supporting Homeland Security Task Forces and Fusion Centers
3. Enhancing Cybersecurity
4. Enhancing Election Security
5. Supporting Border Crisis Response and Enforcement

**B.6 Does your project align to a  
National Priority?\***

Yes

No

Select the National Priority the project aligns with from the dropdown.

**B.6.a National Priority:**

Enhancing the Protection of Soft Targets/Crowded Places

Select the Core Capability associated with the National Priority that the project aligns with. Please ensure the Core Capability chosen in B.6.b aligns with the Core Capability chosen in B.2.

**B.6.b Core Capability:**

Intelligence and information sharing

**B.6.c Please describe how this project  
aligns with the National Priority  
selected in question B.6.a.:**

Describe how this project aligns with the National Priority selected  
in question B.6.a

414 character(s) left

## 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

C.1 Was any portion of the proposed project funded with FY 2024 SHSP funds?\*

Yes No

C.2 Was any portion of the proposed project funded with FY 2023 SHSP funds?\*

Yes No

C.3 Was any portion of the proposed project funded with FY 2022 SHSP funds?\*

Yes No

## C. PROJECT BACKGROUND

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

### C. Project Background

**C.1 Was any portion of the proposed project funded with FY 2024 SHSP funds?\***

Yes

No

**C.2 Was any portion of the proposed project funded with FY 2023 SHSP funds?\***

Yes

No

What was the last major accomplishment/milestone that was completed with FY 2023 funds?

**C.2.a FY 2023 Prior Accomplishments:**

Purchased two (2) mobile radios

469 character(s) left

**C.3 Was any portion of the proposed project funded with FY 2022 SHSP 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 or LPR)

## D. DEPLOYABLE/SHAREABLE RESOURCES

- D.1 – Choose whether the project will support a resource that is Deployable/Shareable? **YES/NO**
- **If YES:**
  - D.1.a - Please select from the dropdown if the project funds resources that are deployable or shareable
  - D.1.b – Item Name – this refers to the deployable/shareable asset itself, 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 radios for SWAT Team), the team is the deployable asset instead of the radio
    - 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.1.c – Are there any special conditions/requirements on sharing the deployable/shareable resources(s)? **YES/ NO**
    - D.1.c.1 – If you answered **YES**, Please explain the special conditions/requirements on sharing the deployable/shareable resource.
- Using the link provided for the FEMA Resource Typing Library Tool: <https://rtlt.preptoolkit.fema.gov/Public>
  - D.1.d – Is the deployable resource NIMS Kind & Typed? **YES/ NO**
  - **If YES:**
    - D.1.d.1 – List the Deployable Resources Kind & Type Name(s).
    - D.1.d.2 – List Deployable Resources Kind & Type ID(s) (ID x-xxx-xxxx)
- **If you select NO:**
  - D.1.a – Does the project fund resources that are a regional/state asset? **YES/NO**
    - If yes – D.1.b – Describe how the project is a regional asset

# D. DEPLOYABLE/SHAREABLE RESOURCES

## D. Deployable/Shareable Resources

**Deployable Resource:** Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements. Examples of deployable resources include a communications vehicle, generator, CERT Team, HSRT Team, etc. Additionally, a mobile radio or repeater may also be a deployable resource if the radio is to be installed in a patrol car.

**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). Examples of shareable resources include items that allow information sharing but may not physically deployable, such as a license plate reader (LPR).

**D.1 Does this project fund resources that are deployable or shareable?\***

Yes

No

**D.1.a Please select from the dropdown if the project funds resources that are deployable or shareable.:**

Deployable Resource ▼

List the deployable/shareable resource.

**D.1.b Item Name:**

Police Officer with Radio

**D.1.c Are there any special conditions/requirements on sharing the deployable/shareable resources(s)?:**

Yes

No

Example: Specific requirements of equipment, operator, etc.

**D.1.c.1 Please explain the special conditions/requirements on sharing the deployable/shareable resource.:**

Please explain the special conditions/requirements on sharing the deployable/shareable resource.

403 character(s) left

# D. DEPLOYABLE/SHAREABLE RESOURCES

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

**D.1.d Is the deployable resource NIMS  
Kind & Typed?:**

Yes

No

**D.1.d.1 Deployable Resources  
Kind & Type Name(s):**

Patrol Team Officer

481 character(s) left

Example: Mobile Communications Center

**D.1.d.2 Deployable Resources  
Kind & Type ID(s)  
(ID x-xxx-xxxx):**

6-509-1369

490 character(s) left

# D. DEPLOYABLE/SHAREABLE RESOURCES

## D. Deployable/Shareable Resources

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

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

**D.1 Does this project fund resources that are deployable or shareable?\***

Yes

No

**D.1.a Please select from the dropdown if the project funds resources that are deployable or shareable.:**

Shareable Resource ▼

List the deployable/shareable resource.

**D.1.b Item Name:**

WebEOC

**D.1.c Are there any special conditions/requirements on sharing the deployable/shareable resource(s)?:**

Yes

No

Example: Specific requirements of equipment, operator, etc.

**D.1.c.1 Please explain the special conditions/requirements on sharing the deployable/shareable resource.:**

Explain the special conditions/requirements on sharing the deployable/shareable resource

412 character(s) left

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


**D.1.d Is the deployable resource NIMS Kind & Typed?:**

Yes

No




## D. DEPLOYABLE RESOURCES




# Resource Typing Library Tool

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


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



**Search**

**Browse**

**Links & Tools**

**About**

**Help**

# NIMS KIND AND TYPING

## Patrol Team Officer

**ID:** 6-509-1369  
**Status:** Published  
**Version:** 1.6  
**Updated:** 6/1/2020 2:34:51 PM  
**Original Release:** 06/19/2018  
**Last Major Release:** 06/01/2020  
**NQS Position:** ☐  
**Resource Category:** Law Enforcement Operations

### Core Capabilities

**Primary:** On-scene Security, Protection and Law Enforcement  
**Secondary:**  
**Supporting:**

RESOURCE CATEGORY	Law Enforcement Operations
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Patrol Team Officer is a certified law enforcement officer assigned to patrol functions to prevent, deter, and detect crime
COMPOSITION AND ORDERING SPECIFICATIONS	1. This position can be ordered in conjunction with a NIMS typed team (Patrol Team). 2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, communications, lodging, transportation, and meals, prior to deployment

Each type of resource builds on the qualifications of the 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.

**Position Typing Calculator:** To calculate a position's type, select the cells below that are applicable to the position. (Select the column header to choose an entire column.) The calculated position type is displayed at the bottom of the screen.

COMPONENT	SINGLE TYPE	NOTES
DESCRIPTION	A Patrol Team Officer is a trained, sworn, and certified law enforcement officer assigned to a specific agency or regional resource as a patrol officer and: 1. Reports to a Patrol Team Supervisor	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
- All attachments will be uploaded in the "Named Attachments" form on the application

## E. AUDIT CERTIFICATION

- Utilizing the most recent audit, annual financial statement, and/or SEFA, complete the “Audit Certification” section indicating whether the \$1,000,000 threshold for federal audits was met per [2 CFR 200.501](#)
- The \$1,000,000 federal expenditure threshold is met when an agency has **expended** \$1,000,000 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

## E. Audit Details

**E.1 Has the Applicant Agency exceeded the federal expenditure threshold of \$1,000,000 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 DPS/OHS within nine (9) months after the end of the audited fiscal year.

**E.2 Date last audit/financial statement completed.\*:**

12/31/2024

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 DPS/OHS will use to conduct a risk assessment, of your agency, as required by 2 CFR 200.332 (c)
- Depending on the responses to these questions, DPS/OHS 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 and titles of new personnel

212 character(s) left

**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.2.a Please describe the new fiscal or time accounting system that will be used on this award.:**

Detail the type of accounting system

214 character(s) left

**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 Please list the direct Federal awards the agency receives.:**

List all direct Federal awards your agency receives; this can also be attached at a document

407 character(s) left

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

☐ Yes ☐ No

**F.4.a 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 what the findings/recommendations were; this can also be attached as a document

357 character(s) left

# G. NIMS COMPLIANCE

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

## F. National Incident Management System (NIMS)

F.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?\*:

F.2 Has the jurisdiction ensured training for the incident personnel incorporates NIMS training that is pertinent to each individual's incident responsibilities in alignment with the NIMS training program?\*:

F.3 Does the jurisdiction develop, maintain, and implement mutual aid agreements (to include agreements with the private sector and nongovernmental organizations)?\*:

F.4 Does the jurisdiction apply ICS as the standard approach to the on-scene command, control, and coordination of incidents?\*:

F.5 Does the jurisdiction enable effective and secure communications within and across jurisdictions and organizations?\*:

F.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?\*:

F.7 Has your agency designated a point of contact to serve as the principal coordinator for the implementation of NIMS?\*:

F.8 Has your agency adopted NIMS terminology for the qualification, certification, and credentialing of incident personnel?\*:

F.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)\*:

F.10 Does your agency implement Joint Information System (JIS) for the dissemination of incident information to the public, incident personnel, traditional and social media, and other stakeholders?\*:

F.11 Does your agency use Multiagency Coordination (MAC) Groups/Policy Groups during incidents to enable decision making among elected and appointed officials and support resource prioritization and allocation?\*:

F.12 Does your agency organize and manage EOC's and EOC teams consistent with pertinent NIMS guidance?\*:

F.13 Does your agency apply plain language and clear text communications standards?\*:

F.14 Does your agency develop, maintain, and implement procedures for data collection, analysis, and dissemination to meet organizational needs for situational awareness?\*:

# G. NIMS COMPLIANCE

- If you answer **No** to any questions in 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 what activities you plan to do to strive toward being NIMS compliant.

372 character(s) left



## F. CERTIFIED ASSURANCES

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

\*\*If the Authorized Official has a different title, than those listed as examples, official documentation naming that position as the Authorized Official for your agency MUST be included in the application attachments or your application will not be considered for funding\*\*

**If you are unsure who your Authorized Official should be for your agency, please contact the Missouri Office of Homeland Security at 573-522-6125**

**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**

**If the incorrect Authorized Official is listed in H.2/H.3 of the application, the application will be deemed ineligible for funding**

# F. CERTIFIED ASSURANCES

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

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

Select “Save Form” and “Mark As Complete”



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 and H.3 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
- If the applicant agency is an Regional Planning Commission (RPC) or Council of Government (COG), the Executive Director shall be the Authorized Official
- If the applicant agency is a special district, such as Fire Protection District or Ambulance District, the Board Chair/President shall be the Authorized Official
- If the applicant agency is a school district, the Superintendent or School Board President 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.

**\*\*If the Authorized Official has a different title, than those listed above, official documentation naming that position as the Authorized Official for your agency must be included in the application attachments or your application will not be considered for funding\*\***

\*\*The above list is not an all-inclusive list. If your agency does 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 Department of Public Safety (DPS)/Office of Homeland Security (OHS) at (573) 522-6125.\*\*

H.2 Authorized Official Name\*:

H.3 Title of Authorized Official\*:


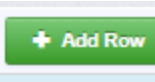
H.4 Name of person completing this application\*:

H.5 Title of person completing this application\*:

H.6 By checking this box, I certify I have read and understand that the correct Authorized Official MUST be designated on this form in question H.2 and H.3 in order to be eligible for funding\*: ☒

H.7 Date\*:

# BUDGET FORM

- Select “Save Multi-List or Save Form” 
- Enter each budget line by selecting “Add Row” and completing all required information, then “Save” and “Add Row” if additional budget lines are needed 
  - Personnel
  - Benefits
  - Travel
  - Equipment
  - Supplies/Operations
  - Contractual

# BUDGET FORM

## Equipment - Multi-List

✓ Mark as Complete

+ Add Row

To include equipment in your budget, select "Add Row". If the project includes more than one equipment item, repeat this step for each person.  
All equipment items are defined as tangible property having an acquisition cost of \$5,000 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	AEL #	Qty	Unit Cost	Total Cost	Discipline	Function	Allowable Activity
----------------	-------	-----	-----------	------------	------------	----------	--------------------

No Data for Table

Last Edited By: TEST TEST - Aug 29, 2024 4:34 PM

+ Add Row

## Equipment

Save Row

To include equipment in your budget, select "Add Row". If the project includes more than one equipment item, repeat this step for each person.  
All equipment items are defined as tangible property having an acquisition cost of \$5,000 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 Radios

AEL #\*: 06CP-01-MOBL

Qty\*: 1

Unit Cost:

Total Cost\*: 5500.00

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.

Save Row


# BUDGET FORM

- Provide required justification for the budget lines by selecting “Edit Form” by the Narrative Justification for the budget category



 **Narrative Justification - Equipment**

✓ Mark as Complete


 Edit Form

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), select “Edit Form”.

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. Also provide a cost basis for the amount requested. For example: (3 mobile radios @ \$5,500.00 each). Please Note: Per the **Missouri Department of Public Safety Radio Interoperability Guidelines**, a quote is required for all radio interoperability equipment.

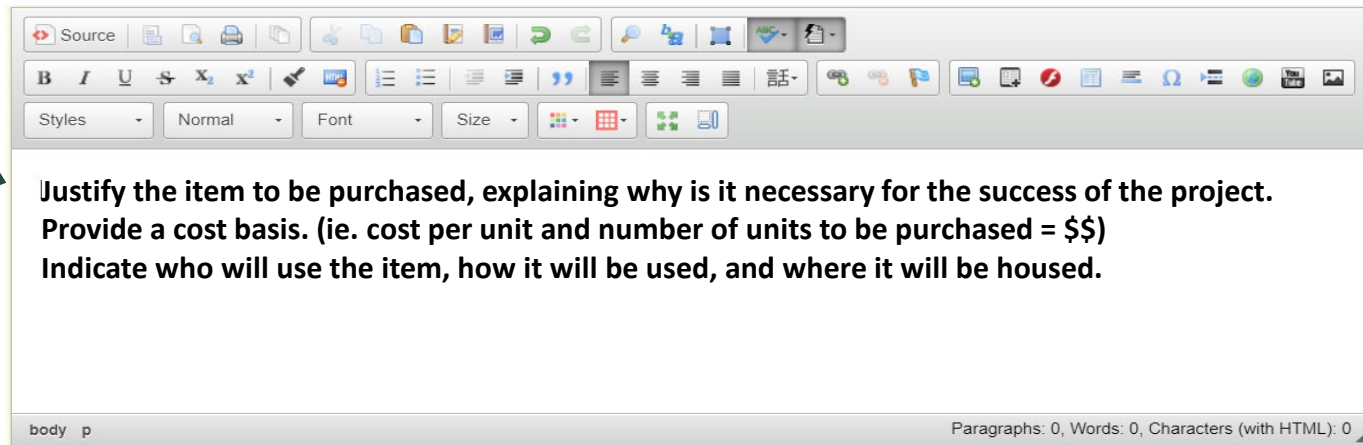
10000 Character Limit

Last Edited By: TEST TEST - Aug 29, 2024 4:38 PM

 Edit Form

# BUDGET FORM

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



**Justify the item to be purchased, explaining why is it necessary for the success of the project.  
Provide a cost basis. (ie. cost per unit and number of units to be purchased = \$\$)  
Indicate who will use the item, how it will be used, and where it will be housed.**

body p Paragraphs: 0, Words: 0, Characters (with HTML): 0

- DO NOT put “See attachment” in the narrative justifications! Each section must be completed. If you have information that will not fit in the justification, please enter a summary in the justification and then include the statement “Additional information can be located in the “Named Attachments” section
- When justifications for all sections have been completed, mark “Save” and “Mark as Complete” at the top of page

# BUDGET – PERSONNEL/BENEFITS

- Personnel
  - 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
  
- Personnel Benefits
  - 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)



# BUDGET – TRAVEL

- Meal per diem rates cannot exceed the rates approved by the Missouri Office of Administration
  - <https://acct.oa.mo.gov/state-employees/travel-portal/meals-per-diem>
- Mileage rates cannot exceed the state rates approved by the Missouri Office of Administration
  - <https://acct.oa.mo.gov/state-employees/travel-portal/mileage>
- Lodging rates cannot exceed the established CONUS rates
  - <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcategory>
- 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 \$5,000.00 or more
- Authorized Equipment List (AEL) Number is required on the budget, link to site provided in instructions

## ☰ Equipment - Multi-List

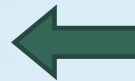
✓ Mark as Complete

+ Add Row

✎ Edit All Rows

To include equipment in your budget, select "Add Row". If the project includes more than one equipment item, repeat this step for each person. All equipment items are defined as tangible property having an acquisition cost of \$5,000 or more, and a useful life of more than one year.

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



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

# BUDGET – EQUIPMENT

- Search the Authorized Equipment List site for the correct AEL Number
- Select “Browse the List” to view all equipment on the AEL
  - Categories can be expanded to view individual items by using the “+” to the right of the category
- The section name/category name will correspond to the allowable activity on the budget line

## Authorized Equipment List

The Authorized Equipment List (AEL) is a tool for emergency managers, first responders and homeland security professionals. It contains approved equipment types allowed under FEMA's preparedness grant programs.

### How to Use the List

You have two options to find the equipment you need:

#### Browse

Click to open accordions and drill down to the specific equipment.

Browse the List

#### Advanced Search

Enter keywords, filter by category, or sort.

Advanced Search

# BUDGET – EQUIPMENT

## Browse the Authorized Equipment List

Expand the tree below to select the Authorized Equipment List item of your choosing.

01 - Personal Protective Equipment	+	12 - CBRNE Incident Response Vehicles	+
02 - Explosive Device Mitigation and Remediation Equipment	+	13 - Terrorism Incident Prevention Equipment	+
03 - CBRNE Operational and Search and Rescue Equipment	+	14 - Physical Security Enhancement Equipment	+
04 - Information Technology	+	15 - Inspection and Screening Systems	+
05 - Cyber Security Enhancement Equipment	+	16 - Animals and Plants	+
06 - Interoperable Communications Equipment	+	17 - CBRNE Prevention and Response Watercraft	+
07 - Detection	+	18 - CBRNE Aviation Equipment	+
08 - Decontamination	+	19 - CBRNE Logistical Support Equipment	+
09 - Medical	+	20 - Intervention Equipment	+
10 - Power	+	21 - Other Authorized Equipment	+
11 - CBRNE Reference Materials	+		

# BUDGET – EQUIPMENT

- Justification should be provided for each equipment item requested to include
  - Who will use the item, how the item will be used, and where the item will be stored
  - Cost basis for the amount requested
- Please attach a quote or cost basis to the Named Attachments section of the application if available
  - **Note: A quote is required for radio interoperability equipment to be eligible for funding**

# BUDGET – SUPPLIES

- Supplies and Operations are items that are defined as property with acquisition cost of less than \$5,000, or a useful life of less than one year
- 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 - **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 – CONTRACTUAL

- Justification should be provided for each contractual cost requested to include
  - 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 – **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
- Other Supporting Attachments (if applicable)
  - Quote or Cost Basis
  - Other Supporting Information (up to 5 attachments)



# NAMED ATTACHMENTS

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

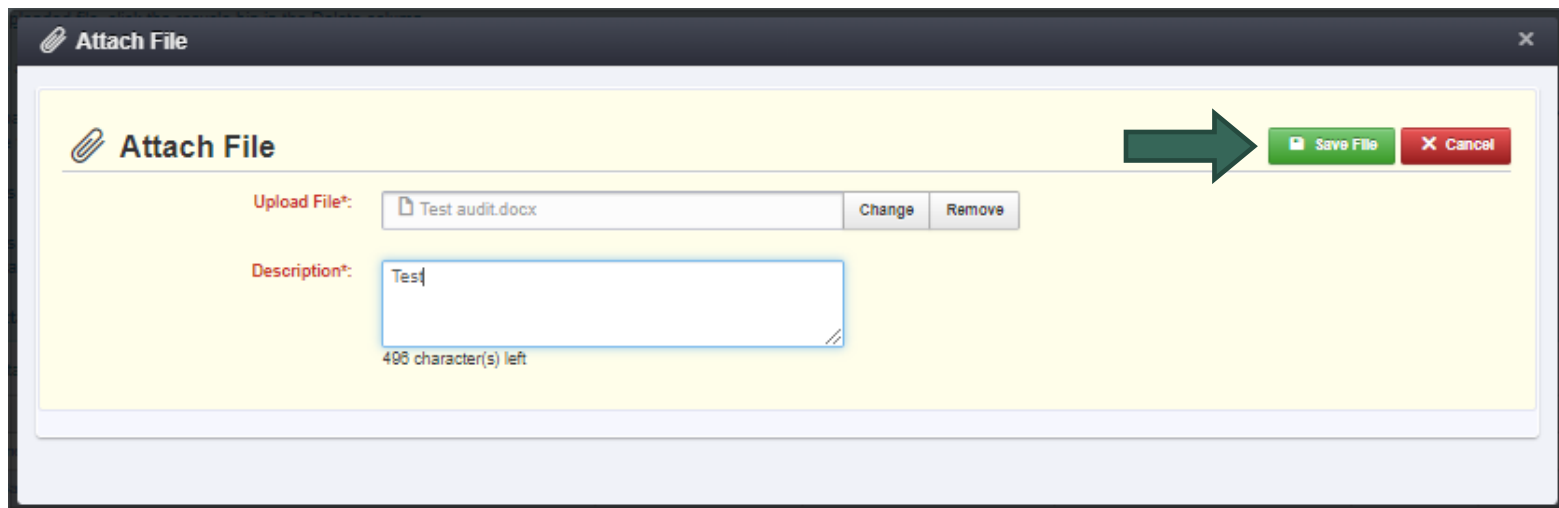
 - Named Attachments ✓ Mark as Complete

Named Attachment	Required	Description	File Name 	Type	Size	Upload Date	Delete?
 Audit/Financial Statement (REQUIRED)*	✓						
Quote or Cost Basis							
Other Supporting Information							
Other Supporting Information							
Other Supporting Information							
Other Supporting Information							
Other Supporting Information							

- The applicant agency's most recent audit/financial statement is required and must be uploaded before the form can be marked complete

# NAMED ATTACHMENTS

- Browse to select document
- Add a description to identify the document in the application, and select “Save File”

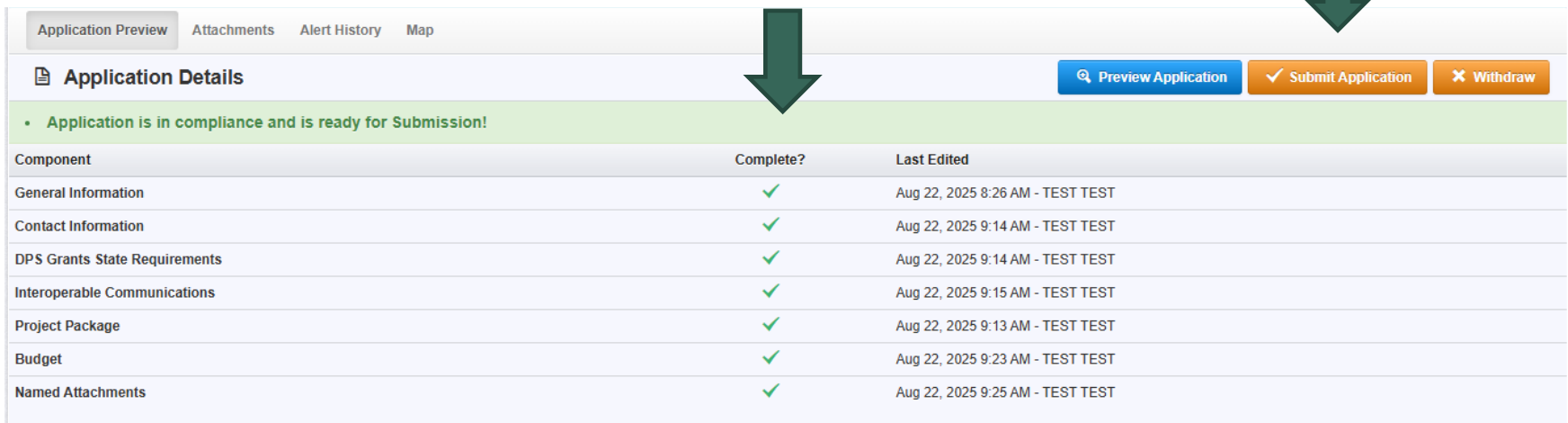


The screenshot shows a web application window titled "Attach File". Inside the window, there is a form with the following elements:


- A header section with a paperclip icon and the text "Attach File".
- An "Upload File\*" label followed by a text input field containing "Test audit.docx". To the right of the input field are two buttons: "Change" and "Remove".
- A "Description\*" label followed by a text area containing the text "Test". Below the text area, it says "498 character(s) left".
- At the top right of the form area, there are two buttons: a green "Save File" button and a red "Cancel" button. A large green arrow points from the left towards the "Save File" button.

# SUBMISSION

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



Application Preview Attachments Alert History Map

 **Application Details** [Preview Application](#) [Submit Application](#) [Withdraw](#)

• Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Aug 22, 2025 8:26 AM - TEST TEST
Contact Information	✓	Aug 22, 2025 9:14 AM - TEST TEST
DPS Grants State Requirements	✓	Aug 22, 2025 9:14 AM - TEST TEST
Interoperable Communications	✓	Aug 22, 2025 9:15 AM - TEST TEST
Project Package	✓	Aug 22, 2025 9:13 AM - TEST TEST
Budget	✓	Aug 22, 2025 9:23 AM - TEST TEST
Named Attachments	✓	Aug 22, 2025 9:25 AM - TEST TEST

# 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

# MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS)/OFFICE OF HOMELAND SECURITY (OHS) CONTACTS

## Points of contact for WebGrants system issues:

**Adriana Budean**

Grants Specialist

(573) 522-1800

[Ada.Budean@dps.mo.gov](mailto:Ada.Budean@dps.mo.gov)

**Chelsey Call**

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