

# STATE HOMELAND SECURITY PROGRAM (SHSP)

FY 2022 ENHANCING COMMUNITY PREPAREDNESS  
AND RESILIENCE (ECPR) APPLICATION WORKSHOP



# MISSOURI OFFICE OF HOMELAND SECURITY NOTICE OF FUNDING OPPORTUNITY

We are pleased to announce the funding opportunity for the FY 2022 State Homeland Security Program (SHSP) Enhancing Community Preparedness and Resilience (ECPR) is **open August 24, 2022 – September 14, 2022 at 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:  
<https://dpsgrants.dps.mo.gov>

# SHSP ECPR GRANT KEY DATES

<b>August 24, 2022:</b>	SHSP ECPR Grant funding opportunity open in WebGrants
<b>September 14, 2022:</b>	SHSP ECPR Grant applications due in WebGrants by <b>5:00 pm CST</b>
<b>September 2022:</b>	SHSP ECPR application scoring and funding determinations
<b>September 1, 2022:</b>	Project Start Date
<b>August 31, 2024:</b>	Project End Date

# HOMELAND SECURITY GRANT PROGRAM (HSGP)

- The purpose of the HSGP is to support state and local efforts to prevent terrorism and prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States
- HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation
- <https://www.fema.gov/national-preparedness-goal>

# STATE HOMELAND SECURITY PROGRAM (SHSP) ENHANCING COMMUNITY PREPAREDNESS AND RESILIENCE (ECPR)

- SHSP ECPR assists state and local efforts to build, sustain, and deliver capabilities necessary to prevent, prepare for, protect against, and respond to, acts of terrorism through projects that enhance community preparedness and resilience in Missouri
- Individual citizens and volunteer responders, such as Community Emergency Response Teams (CERT), are often the first on the scene after a terrorist attack. The ability of these volunteers to provide assistance to their fellow citizens prior to the arrival of professional first responders is paramount to a community's resilience. Projects must bolster community preparedness and resilience by investing in local, community-driven capabilities

# NATIONAL PRIORITIES

Six priority areas for FY 2022

1. Enhancing the protection of soft targets/crowded places
2. Enhancing information and intelligence sharing
3. Combating domestic violent extremism
4. Enhancing cybersecurity
- 5. Enhancing community preparedness and resilience**
6. Enhancing election security

# NATIONAL PRIORITY: ENHANCING COMMUNITY PREPAREDNESS AND RESILIENCE

This funding opportunity focuses only on the  
National Priority of Enhancing community  
preparedness and resilience

# NATIONAL PRIORITY: ENHANCING COMMUNITY PREPAREDNESS AND RESILIENCE

**Core Capabilities – Projects **MUST** align to one of the Core Capabilities listed below**

- Planning – high priority in the SPR
- Public Information and Warning – medium priority in the SPR
- Community Resilience – low priority in the SPR
- Risk Management for Protection Programs and Activities – low priority in the SPR
- Mass Care Services – low priority in the SPR
- Intelligence and Information Sharing – high priority in the SPR
- Risk and Disaster Resilience Assessment – low priority in the SPR
- Long Term Vulnerability Reduction – low priority in the SPR

# NATIONAL PRIORITY: ENHANCING COMMUNITY PREPAREDNESS AND RESILIENCE

## Example Project Types

- Establish, train, and maintain Community Emergency Response Teams (CERT) and Teen CERT, with a focus on historically underserved communities, including procurement of appropriate tools, equipment and training aides
- Provide continuity training, such as FEMA's Organizations Preparing for Emergency Needs training, to faith-based organizations, local businesses, and community-based organizations such as homeless shelters, food pantries, nonprofit medical providers and senior care facilities to bolster their resilience to all hazards
- Partner with local school districts to deliver the Student Tools for Emergency Planning curriculum or other educational programming to guide students on how to create emergency kits and family communications plans

# NATIONAL PRIORITY: ENHANCING COMMUNITY PREPAREDNESS AND RESILIENCE

## Example Project Types

- Partner with key stakeholders to assist with completing the Emergency Financial First Aid Kit or a similar tool to bolster the disaster centric and financial resilience of individuals and households
- Execute You are the Help Until the Help Arrives workshops in concert with community based organizations to bolster individual preparedness
- Target youth preparedness using FEMA programing such as Prepare with Pedro resources and Ready2Help
- Promote community planning, coordination, and integration of children's needs during emergencies through workshops like FEMA's Integrating the Needs of Children
- Community Mapping: identify community resources and characteristics in order to identify gaps in resources, identify hazards and vulnerabilities, and inform action to promote resilience

# ELIGIBLE APPLICANTS

- Local units of government
- Nongovernmental organizations, quasi-governmental organizations, nonprofit organizations

# 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
- State Agencies are **NOT** eligible applicants

# MAXIMUM AWARD

The SHSP ECPR grant has maximum award amount of \$25,000 per applicant agency

# OTHER ELIGIBILITY CRITERIA

## National Incident Management System (NIMS) Implementation

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

## Emergency Management Assistance Compact (EMAC) Membership

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

## Emergency Operations Plan (EOP)

- Update at least once every two years for every agency that currently has one
- Plans should be consistent with the [Comprehensive Preparedness Guide 101 Version 2.0 \(CPG 101 v2\)](#)

# OTHER ELIGIBILITY CRITERIA

Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) updates

- SPR update required annually at the State level
  - Subrecipients must assist in the State's annual update by providing information on the Whole Community Worksheet
- THIRA update required every three years at the State level
  - For more information on THIRA:

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

# OTHER ELIGIBILITY CRITERIA

Subrecipients must use standardized resource management concepts such as:

- Resource typing, inventorying, organizing, and tracking resources to facilitate the dispatch, deployment and recovery of resources before, during and after an incident

Subrecipients must coordinate with their stakeholders to examine how they integrate preparedness activities across disciplines, agencies, and levels of government

## OTHER ELIGIBILITY CRITERIA

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

## Dual-Use

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

# FUNDING RESTRICTIONS AND ALLOWABLE COSTS

All costs must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, the terms and conditions of the award, or the [Preparedness Grants Manual](#)

Award funds may not be used for matching funds for any other federal awards, lobbying, or intervention in federal regulatory or adjudicatory proceedings

# FUNDING RESTRICTIONS AND ALLOWABLE COSTS

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

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

Guidance is available at [Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services \(Interim\) #405-143-1, or superseding document.](#)

Additional guidance is available at [Contract Provisions Guide: Navigating Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards \(fema.gov\).](#)

# FUNDING RESTRICTIONS AND ALLOWABLE COSTS

- **Effective August 13, 2020, FEMA recipients and subrecipients may not use any FEMA funds under open or new awards to:**

Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;

Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or

Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

# FUNDING RESTRICTIONS AND ALLOWABLE COSTS

## **Replacement Equipment and Services**

FEMA grant funding may be permitted to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the NOFO and the [Preparedness Grants Manual](#)

# FUNDING RESTRICTIONS AND ALLOWABLE COSTS

## Definitions

Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:

- Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
- For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- Telecommunications or video surveillance services provided by such entities or using such equipment; or
- Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

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

# ALLOWABLE COSTS

- This grant only funds projects that enhance the preparedness and resilience of Missouri's communities
- Examples of allowable projects include those that support establishing, training, and maintaining Community Emergency Response Teams (CERT), Medical Reserve Corp (MRC), Volunteer Organizations Assisting in Disasters (VOAD), and other community response teams
- Examples of allowable costs include procurement of appropriate tools, equipment, and training to support the proposed community preparedness and resilience project
- Costs can be allocated across all categories of POETE (Planning, Organizing, Equipping, Training, and Exercising)

# ALLOWABLE 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

# ALLOWABLE EQUIPMENT

## Equipment purchases must be in compliance with the following:

- Equipment acquisition requirements of the [FY 2022 Homeland Security Grant NOFO](#)
- Must be on the Authorized Equipment List <https://www.fema.gov/authorized-equipment-list>
- [FEMA Information Bulletin 426](#) gives direction on what items are unallowable, and what items require a waiver

# ALLOWABLE EQUIPMENT

Equipment with additional requirements ([FEMA Information Bulletin 426](#))

- Manned Aircraft, Fixed/Rotary Wing
- Unmanned Aerial Vehicles
- Explosive materials (must follow requirements of [Information Bulletin 419 “Purchase of Energetic Materials Using Homeland Security Grant Program \(HSGP\) Funding”](#))
- Unallowable Equipment ([FEMA Information Bulletin 426](#))
  - Weapons of any kind (including firearms, grenade launchers, bayonets); ammunition; and weaponized aircraft, vessels, and vehicles of any kind
  - Riot/Crowd Control Batons and Shields

# EQUIPMENT

Emergency communications activities must comply with [SAFECOM Guidance](#)

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

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

# EQUIPMENT

## Radio Interoperability Guidelines

### Mobile Radios

- The following mobile radios are eligible:

- |            |           |                                                           |
|------------|-----------|-----------------------------------------------------------|
| • 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-7730   | P25 VHF/700/800 MHz (dual-band), digital trunking enabled |
| • Kenwood  | VM-7930   | P25 VHF/700/800 MHz (dual-band), digital trunking enabled |

Dual-Deck 8.34.9

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

# EQUIPMENT

## Portable Radios

- MOSWIN was designed to be a mobile radio system rather than a portable radio system
- For portable radios to be eligible, the applicant must already have or request in their application a mobile radio on the MOSWIN system and a repeater
- **The applicant MUST indicate that they have a MOSWIN mobile radio and/or repeater in their application if not being requested in the application**
- The applicant **MUST** identify the vendor and model requested in the application
- The following portable radios are eligible
  - Motorola APX8000 P25 VHF/700/800 MHz (dual-band), digital trunking enabled
  - Motorola APX NEXT P25 VHF/700/800 MHz (dual-band), digital trunking enabled
  - Kenwood VP900 P25 VHF/700/800 MHz (dual-band), digital trunking enabled
  - Harris XL-200 P25 VHF/700/800 MHz (dual-band), digital trunking enabled

# EQUIPMENT

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

# EHP REVIEW

## Environmental Historical Preservation (EHP) Review

- Subrecipients proposing projects that have the potential to impact the environment must participate in the FEMA EHP review process
- The review process must be completed before funds are released to carry out the proposed project
- Any projects that make a change to a building or the grounds must complete an EHP Screening Form and submit it to OHS for review. This includes drilling holes into the walls or any ground disturbance

**If an EHP is required for a project, but not completed prior to the project starting, the project will not be reimbursed**

# UNIQUE ENTITY IDENTIFIER

Effective April 4, 2022, the Federal Government transitioned from using the Data Universal Numbering System (DUNS) Number to the Unique Entity Identifier (UEI)

**If your organization is already registered in the WebGrants System, you will need to email your UEI to [Maggie.Glick@dps.mo.gov](mailto:Maggie.Glick@dps.mo.gov) if you have not already done so**

If your organization is not yet registered in WebGrants, you will provide the UEI at the time of registration

# UNIQUE ENTITY IDENTIFIER

Entities that had an active registration in the System for Award Management prior to this date have automatically been assigned a UEI

You can view the UEI in SAM.gov, located below the DUNS Number on your entity registration record

- In your workspace, select the numbered bubble above Active in Entity Management
- Your records should then appear and the UEI number will be on the left side

Entity Management workspace showing registration details. The 'DUNS' Unique Entity ID is highlighted with a red arrow. The 'SAM' Unique Entity ID field is also visible. The registration status is 'Active' and the expiration date is 'Jun 10, 2022'.

VILLAGE

**DUNS** Unique Entity ID: [redacted]

**SAM** Unique Entity ID: [redacted]

CAGE/NCAGE: [redacted]

Purpose of Registration: Federal Assistance Awards

Registration Status: **Active**

Expiration Date: Jun 10, 2022

Address: [redacted]

Entity Management dashboard showing registration status. The 'ACTIVE' status has a count of 1, indicated by a blue arrow. The 'DRAFT' status has a count of 1, and 'WORK IN PROGRESS', 'SUBMITTED', and 'PHRR' statuses each have a count of 0.

Entity Management  
What do I need for registration?

Register Entity

Entity Registration

1 ACTIVE 1 DRAFT 0 WORK IN PROGRESS 0 SUBMITTED 0 PHRR

Next Update Due: Jun 10, 2022 | Due in Next 30 days: 0 Entity Registrations

Unique Entity ID

0 ACTIVE 0 DRAFT 0 WORK IN PROGRESS 0 SUBMITTED

# UNIQUE ENTITY IDENTIFIER

If your agency did not have a DUNS number, you will follow the steps below to obtain a UEI

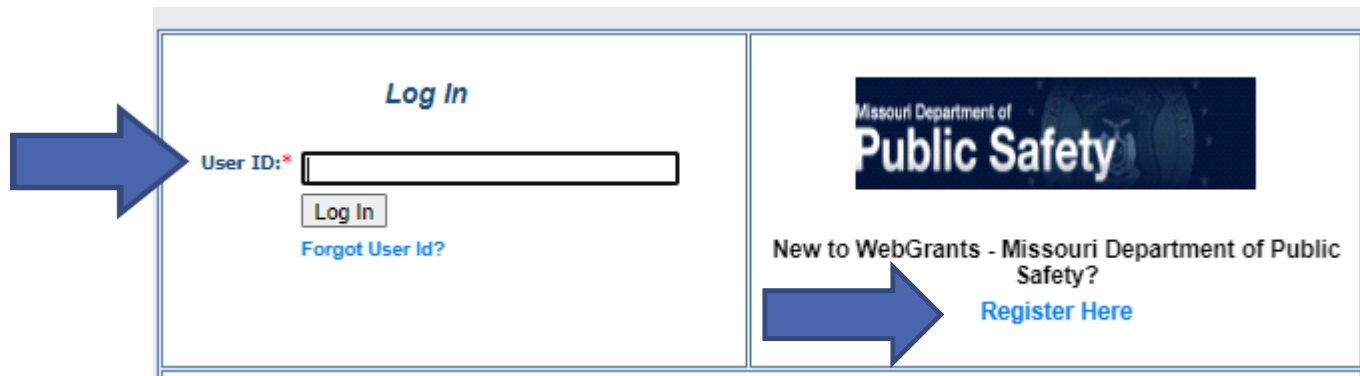
- Sign in to your SAM.gov account and the system will navigate you to your Workspace
- Under Entity Management, select Get Started



# WEBGRANTS APPLICATION

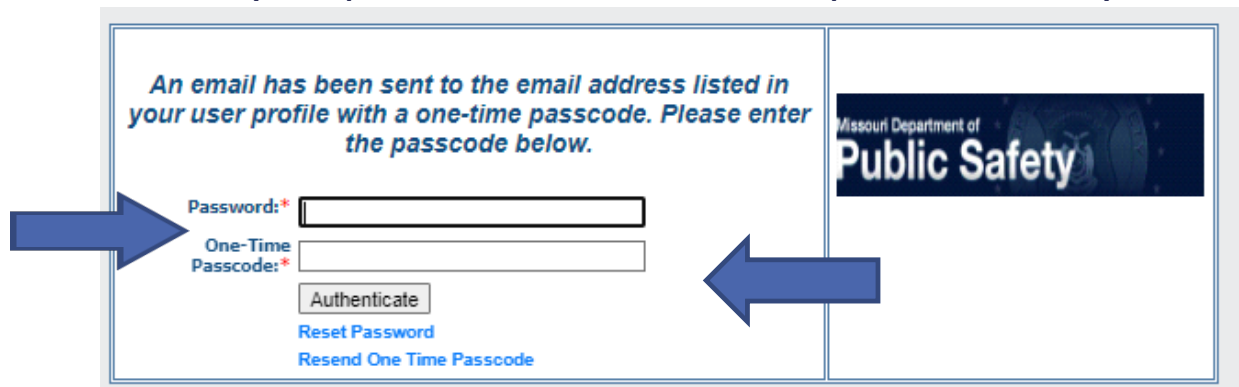
Log in or register at [dpsgrants.dps.mo.gov](https://dpsgrants.dps.mo.gov) as a new agency

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



The image shows a web interface for the Missouri Department of Public Safety's WebGrants system. It is divided into two main sections. The left section, titled "Log In", contains a "User ID:" label with a red asterisk, a text input field, a "Log In" button, and a blue link "Forgot User Id?". A large blue arrow points to the "User ID:" label. The right section features the "Missouri Department of Public Safety" logo at the top. Below the logo, it asks "New to WebGrants - Missouri Department of Public Safety?" and includes a blue link "Register Here". A large blue arrow points to the "Register Here" link.

- Two-factor authentication: Enter your password and the one-time passcode sent by WebGrants



The image shows a two-factor authentication interface for the Missouri Department of Public Safety's WebGrants system. It is divided into two main sections. The left section contains the text "An email has been sent to the email address listed in your user profile with a one-time passcode. Please enter the passcode below." followed by "Password:" and "One-Time Passcode:" labels, each with a red asterisk and a corresponding text input field. Below these fields are an "Authenticate" button and two blue links: "Reset Password" and "Resend One Time Passcode". A large blue arrow points to the "Password:" label. The right section features the "Missouri Department of Public Safety" logo.

# APPLICATION INSTRUCTIONS

Select “Funding Opportunities” and select the FY 2022 SHSP Enhancing Community Preparedness and Resilience (ECPR) funding opportunity



Instructions



Reviewer Instructions



My Profile



Funding Opportunities



My Applications



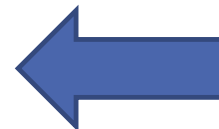
My Grants



Conflicts of Interests



My Reviews



# 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

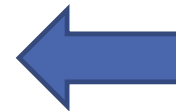
**Information provided in the application will determine the score, be sure all requested information is provided and accurate**

# APPLICATION INSTRUCTIONS

Select “Start New Application”

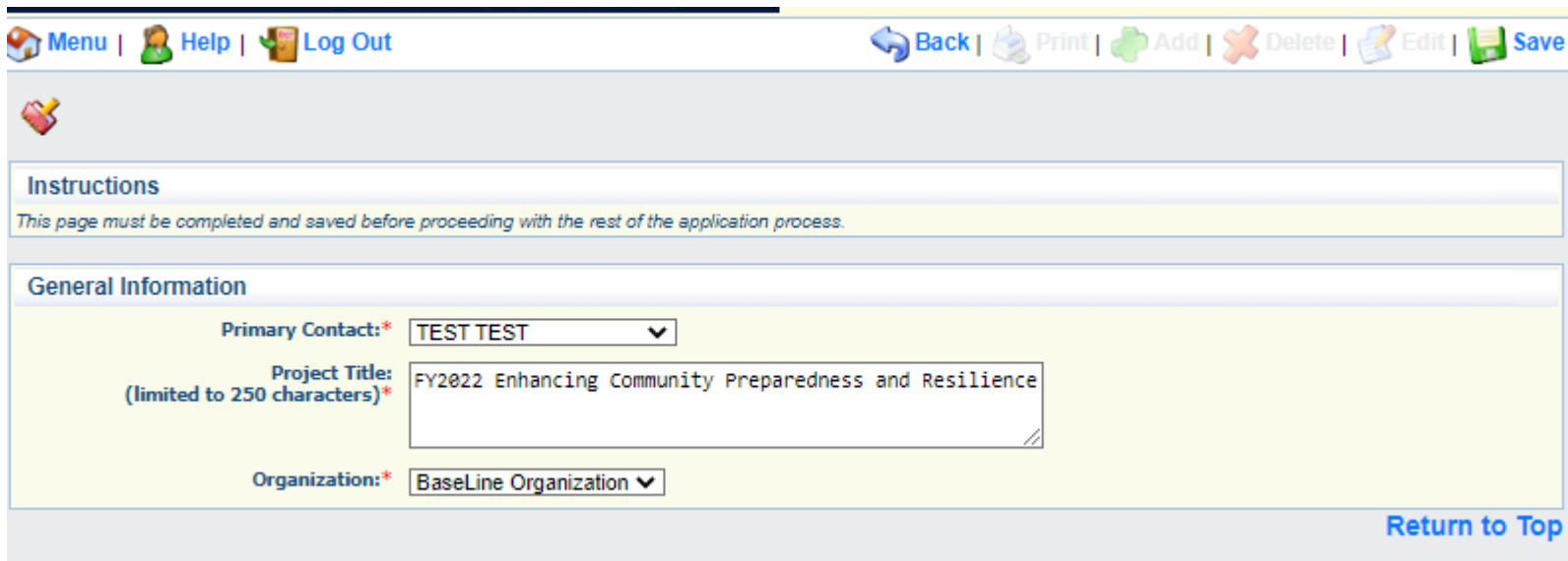
“Copy Existing Application” will not work as this is a new grant opportunity

[Copy Existing Application](#) | [Start a New Application](#)



# 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,” click “Save”



The screenshot shows a web application interface. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a section titled "Instructions" with a yellow background and the text: "This page must be completed and saved before proceeding with the rest of the application process." Below the instructions is a section titled "General Information" with a yellow background. It contains three fields: "Primary Contact:" with a dropdown menu showing "TEST TEST", "Project Title: (limited to 250 characters):" with a text input field containing "FY2022 Enhancing Community Preparedness and Resilience", and "Organization:" with a dropdown menu showing "BaseLine Organization". A blue arrow points to the "Save" button in the top navigation bar.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Instructions**  
This page must be completed and saved before proceeding with the rest of the application process.

**General Information**

Primary Contact:\* TEST TEST ▼

Project Title:  
(limited to 250 characters)\* FY2022 Enhancing Community Preparedness and Resilience

Organization:\* BaseLine Organization ▼

[Return to Top](#)

# APPLICATION INSTRUCTIONS

- Select “Go to Application Forms”

General Information	<a href="#">Go to Application Forms</a>
System ID: 144178	
Project Title: FY2022 Enhancing Community Preparedness and Resilience	
Primary Contact: TEST TEST	
Organization: BaseLine Organization	

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

Application Forms		<a href="#">Application Details</a>   <a href="#">Submit</a>   <a href="#">Withdraw</a>	
Form Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	08/24/2022	
<a href="#">Contact Information 2022</a>	✓	08/24/2022	
<a href="#">ECPR Project Package</a>	✓	08/24/2022	
<a href="#">Budget</a>	✓	08/24/2022	
<a href="#">Named Attachments</a>	✓	08/24/2022	

# CONTACT INFORMATION

**Authorized Official:** This is the person 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:

For a **city**, the Mayor or City Administrator is the Authorized Official

For a **county**, the Presiding County Commissioner or County Executive is the Authorized Official (e.g.; the Sheriff is not the Authorized Official)

For a **State Department**, the Director is the Authorized Official

For a **college/university**, the President is the Authorized Official

For a **nonprofit**, the Board Chair is the Authorized Official (This includes Fire Protection District's)

For a **Regional Planning Commission (RPC) or Council of Government (COG)**, the Executive Director is the Authorized Official.

For a **special district, such as a Fire Protection District or Ambulance District**, the Board Chair/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**

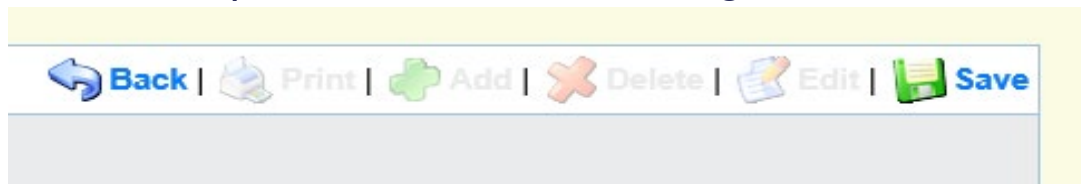
# CONTACT INFORMATION

Please complete all contact information for

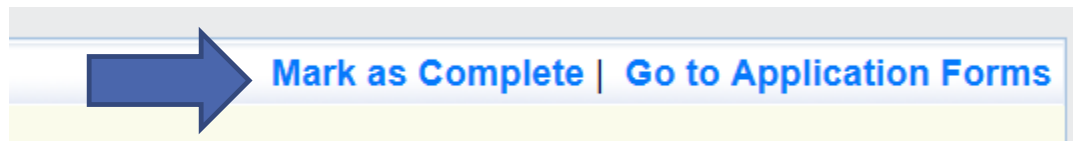
- Authorized Official
- Project Director
- Fiscal Officer
- Project Contact Person

Required fields are designated with a red asterisk \*

Click “Save” at the top of the screen after entering all of the information



Then “Mark as Complete”



# SHSP PROJECT PACKAGE

All of the “SHSP Project Package” information has been combined into one form with eight sections

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

# A. PROJECT WORKSHEET

- A.6 - Select the Project Activity Type that best represents your project
- A.7 – Was this project previously funded with SHSP funds?
- A.7.a If you answered yes to Question # A.7, please give a brief description of the year and the project that was previously funded
- A.8 Build/Enhance or Sustain, Is the project increasing capabilities (build/enhance) or sustaining capabilities (sustain) at the current level?
- A.8.a/A.8.b - Attempts to coordinate, did your agency reach out to the RHSOC, local, or state agencies to see if the requested items are available?
  - All SHSP projects should be shareable/deployable so coordination is important to determine necessity

# A. PROJECT WORKSHEET

## A. Project Worksheet

A.1 Project Title:\*

A.2 Agency Name:\*

A.3 Region:\*

A.4 County:\*

A.5 Project Location Zip Code:\*

A.6 Project Activity Type:\*

A.7 Was this project previously funded with State Homeland Security Program (SHSP) funds?\*

☒ Yes ☐ No

A.7.a If you answered yes to Question A.7, please give a brief description and year of the original project.

Provide the year(s) and a brief description of the project previously funded through the State Homeland Security Program.

A.7.b If you answered yes to Question A.7, please indicate if assets from your project have been deployed/shared in the past 12 months.

Indicate if the assets from your project have been deployed/shared in the past 12 months.

A.8 Does this project increase capabilities (build/enhance), or does this project sustain capabilities at the current level?\*

A.8.a If you answered Build/Enhance to question A.8 provide an answer to the following question. Has your agency coordinated with other agencies to determine if the resources requested are currently available within the region/state?

☒ Yes ☐ No

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

A.8.b If answered yes to A.8.a, explain coordination efforts made by your agency, as well as the outcome of the coordination efforts.

List the agencies that were contacted and their response.

# A. PROJECT WORKSHEET

- A.9 – Provide a brief overall description of the project
- A.10 – Describe what specific actions/items will be funded through the grant
- A.11 – Indicate Yes or No if you are applying for interoperable communications equipment
  - If yes, you will be prompted to answer additional questions

# A. PROJECT WORKSHEET

If you ARE NOT applying for interoperable communications equipment, your screen will look like this

<b>A.9 Project Description*</b>	Provide a brief overall description of the project.
<b>A.10 Provide a summary of specific project actions/items that will be purchased with grant funds:*</b>	Describe the actions/items to be purchased with the grant funds.
<b>A.11 Are you applying for interoperable communications equipment?*</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No

# A. PROJECT WORKSHEET

A.II Are you applying for interoperable communications equipment? Yes/No

**\*\*Please Note: A quote is required to be uploaded in the Named Attachments Component of the application if applying for interoperable communications equipment\*\***

- A.II.a Are you applying for a mobile radio(s) (vehicle dash mounted remote mount or base station) Yes/No
  - If yes to A.II.a, A.II.a(1) Select mobile radio model you are applying for from dropdown menu
- A.II.b Are you applying for a portable radio(s) (handheld)? Yes/No
  - If yes to A.II.b, A.II.b(1) Select portable radio model you are applying for from dropdown menu

# A. PROJECT WORKSHEET

If you ARE applying for interoperable communications equipment, you will be asked a series of additional questions at A.I I.

A.11 Are you applying for interoperable communications equipment?\*

☒ Yes ☐ No

A.11.a Are you applying for a mobile radio(s) (vehicle dash mounted, remote mount or base station)?

☒ Yes ☐ No

A.11.a(1) Eligible mobile radios are listed in the dropdown menu. Please select the model you are applying for:

Motorola APX8500 ▼

A.11.b Are you applying for a portable radio(s) (handheld)?

☒ Yes ☐ No

A.11.b(1) Eligible portable radios are listed in the dropdown menu. Please select the model you are applying for:

Motorola APX8000 ▼

A.11.b(2) 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

A.11.b(2)(a) If yes, please provide the model and manufacturer of the mobile radio.

List model and manufacturer of mobile radio

A.11.b(3) 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

A.11.b(3)(a) If yes, please provide the model and manufacturer of the in-car repeater.

Provide model and manufacturer of in-car repeater

# A. PROJECT WORKSHEET

- A.II.b(2) 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 repeater. Do you currently have a MOSWIN mobile radio to pair with portable radio(s) being requested
  - A.II.b(2)(a) If yes, please provide the model and manufacturer of the mobile radio
  - A.II.b(2)(a) If no, is the application also requesting a MOSWIN mobile radio to pair with portable radio(s) being requested?
    - **If no, the application is not eligible for funding**
- A.II.b(3) 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 repeater. Do you currently have a public safety grade in-car repeater?
  - A.II.b(3)(a) If yes, please provide the model and manufacturer of the in-car repeater
  - A.II.b(3)(a) If no, are you applying for a public safety grade in-car repeater or in the process of acquiring one through other funding sources?
    - **If no, the application is not eligible for funding**

# A. PROJECT WORKSHEET

- A.12 – Provide an estimated time of how long the project will take to complete
- A.13 – Provide what objectives the project is designed to accomplish (the purpose of the project)
- A.14 – Describe how the project aligns with/increases terrorism preparedness
- A.15 – Describe how your project aligns to and supports the national priority of enhancing community preparedness and resilience
- A.16 – Explain why the project is necessary for your agency/region/state
- A.17 – 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. PROJECT WORKSHEET

**A.12 Provide estimated duration of the project (how long will it take to complete this project):\***

Provide an estimated time of how long it will take to complete the project.

**A.13 What are the objectives this project is designed to accomplish? (the purpose of the project)\***

Provide a summary of what the project is designed to accomplish. (What is its purpose?)

**A.14 How does this project align with/increase terrorism preparedness for your agency/region/state?\***

Provide a summary on how the project will increase terrorism preparedness for your agency/region/state.

**A.15 How does your project align to and support the national priority of enhancing community preparedness and resilience?\***

Describe how this project aligns with and supports the national priority of enhancing community preparedness and resilience.

**A.16 Why is this project necessary for your agency/region/state?\***

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

**A.17 How does your agency plan to financially sustain the requested items in the future without grant funding?\***

Discuss how the costs for this project will be sustained WITHOUT grant funding. (i.e. Funding maintenance or replacement or repair of item(s), as needed.)

# 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 2019 State THIRA and FY 2021 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

B.2 Which Primary Core Capability best aligns to this project? Note: Your project must align to an Enhancing Community Preparedness and Resilience Primary Core Capability. A list of eligible Core Capabilities are included in the Notice of Funding Opportunity (NOFO). \*

Community Resilience

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

Planning and Training

1000 Character Limit

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

Explain how this project impacts the Capability Target for the Core Capability chosen in B.2 and the POETE category(s) listed in B.3.

1000 Character Limit

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

To find the Capability Target in the FY 2019 THIRA, search for the Core Capability you selected for B.2. The Capability Target will be listed underneath the Core Capability

### **Community Resilience**

**Functional Area(s) – Communication and Outreach, Education and Skill Building, Partnership Building**

#### **Capability Target**

Every [ 3 ] [ year(s) ], conduct [ 12 ] outreach events or activities to increase awareness of locally significant threats and hazards to help the residents be more prepared to prevent, protect against, mitigate, respond to, and recover from those events.

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

To find the Capability Target in the FY 2021 SPR, search for the Core Capability you selected for B.2. The Capability Target will be listed underneath the Core Capability

### Community Resilience

#### Capability Target

Every **3 year(s)**, conduct **12** outreach events or activities to increase awareness of locally significant threats and hazards to help the residents be more prepared to prevent, protect against, mitigate, respond to, and recover from those events.

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

B.5 – Describe how the project supports terrorism preparedness and increases/supports preparedness for other hazards unrelated to terrorism

**B.5 If this project is dual use, please describe how this project supports terrorism preparedness, and how this project increases preparedness for other hazards unrelated to terrorism: (both terrorism preparedness, and other unrelated hazards)?**

Describe how the project supports terrorism preparedness and ALSO how the project increases preparedness for other hazards UNRELATED to terrorism.

Dual use are activities, which support the achievement of target capabilities related to terrorism preparedness may simultaneously support enhanced preparedness for other hazards unrelated to acts of terrorism. Funding for activities not explicitly focused on terrorism preparedness must demonstrate Dual Use.  
1000 Character Limit

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

B.6 – Review the National Priorities in the FY 2022 SHSP ECPR Notice of Funding Opportunity (NOFO)

- The project **MUST** align to the National Priority of Enhancing Community Preparedness and Resilience

*B.6 Please review the National Priorities in the FY 2022 SHSP ECPR Notice of Funding Opportunity.*

- 1. Enhancing the protection of soft targets/crowded places*
- 2. Enhancing information and intelligence sharing and cooperation with federal agencies, including the Department of Homeland Security*
- 3. Combating domestic violent extremism*
- 4. Enhancing community preparedness and resilience*
- 5. Enhancing cybersecurity*
- 6. Enhancing election security*

*The project must align to the National Priority of Enhancing Community Preparedness and Resilience to be eligible for this funding opportunity. Please select the National Priority below.*

National Priority:\*

Enhancing Community Preparedness & Resilience ▼

# C. PROJECT BACKGROUND

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

## C. Project Background

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

C.1 Was any portion of the proposed project funded with FY 2021 SHSP funds?:\* ☐ Yes ☒ No

C.4 Was any portion of the proposed project funded with FY 2020 SHSP funds?:\* ☐ Yes ☒ No

C.7 Was any portion of the proposed project funded with FY 2019 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

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

C.1 Was any portion of the proposed project funded with FY 2021 SHSP funds?:\* ☒ Yes ☐ No

C.2 FY 2021 Investment Justification

If funded with FY 2021 Federal Grant Award what was the last major accomplishment/milestone that was completed with FY 2021 funds?

C.3 FY 2021 Prior Accomplishments:

250 Character Limit

C.4 Was any portion of the proposed project funded with FY 2020 SHSP funds?:\* ☐ Yes ☒ No

C.7 Was any portion of the proposed project funded with FY 2019 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)

## D. DEPLOYABLE/SHAREABLE RESOURCES

D.2 Item Name – this refers to the Deployable/Shareable asset, this is not necessarily what is being purchased

- An agency may be purchasing an item that is for sustainment or building of a larger asset, (i.e.; replacement SCBA tanks for a Homeland Security Response Team (HSRT)) the team is the deployable asset instead of the SCBA tank
- An agency may be purchasing a mobile generator, the generator would be the item that is deployable
- An agency may be purchasing a portable radio for a law enforcement officer. The law enforcement officer with portable radio would be the deployable item

## D. DEPLOYABLE/SHAREABLE RESOURCES

If the project does not support an asset that is deployable or shareable answer N/A and skip the remaining questions for Section D

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

# D. DEPLOYABLE/SHAREABLE RESOURCES

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

## D. Deployable/Sharable Resources

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

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

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

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

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

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

**D.2 Item Name:**

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

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

250 Character Limit

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

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

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

# D. DEPLOYABLE/SHAREABLE RESOURCES

If the asset is deployable, complete all of Section D

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

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

**D.2 Item Name:**

**D.3 If this is a sustainment project, describe how the project sustains the deployable/shareable resource?:**

250 Character Limit

**D.4 Are there any special conditions/requirements on sharing the deployable/shareable resource(s)?** ☒ Yes ☐ No

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

**D.4.a Please explain the special conditions/requirements on sharing the deployable/shareable resource.**

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

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

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

Example: Mass Casualty Support Vehicle  
250 Character Limit

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

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


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

250 Character Limit

## D. DEPLOYABLE RESOURCES

- Under the “NIMS Kind & Type” section of the form
  - Is the deployable resource kind & typed
- Kind & Type Information
  - Provide ID number from Federal Website as well as the name <https://rtlt.preptoolkit.fema.gov/Public>
  - If the deployable resource is not kind and typed, provide a description of why the resource is necessary to further homeland security initiative(s)


# D. DEPLOYABLE RESOURCES





## Resource Typing Library Tool


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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).

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# NIMS KIND AND TYPING

## Community Emergency Response Team (CERT) Team Leader

**ID:** 10-509-1465  
**Status:** Published  
**Version:** 1.1  
**Updated:** 8/11/2021 11:07:51 AM  
**Original Release:** 08/10/2021  
**Last Major Release:**  
**NQS Position:** ☒  
**Resource Category:** Emergency Management

### Core Capabilities

**Primary:** Community Resilience  
**Secondary:**  
**Supporting:**

RESOURCE CATEGORY	Emergency Management
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Community Emergency Response Team (CERT) Team Leader is a volunteer who is part of a CERT and directs team activities
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"><li>1. This position can be ordered as a single resource.</li><li>2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment</li><li>3. Requestor specifies additional qualifications necessary, based on incident complexity and needs</li><li>4. This position can be deployed outside the home jurisdiction</li></ol>

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 high 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	TYPE 1	TYPE 2	NOTES
DESCRIPTION	Same as Type 2, PLUS: Additional training on how to manage a CERT program	The National Incident Management System (NIMS) Type 2 CERT Team Leader is trained according to standard operating procedures that the Authority Having Jurisdiction (AHJ) has developed and is responsible for: <ol style="list-style-type: none"><li>1. Ensuring team safety</li><li>2. Communicating with the CERT Section Chief</li><li>3. Liaising with other responders</li><li>4. Carrying out assigned tasks</li><li>5. Directing team activities</li></ol>	Not Specified

## E.AUDIT CERTIFICATION

- Utilizing your agency's most recent audit, please complete all required fields in the "Audit Details" section
  - If your agency does not have an audit, complete this section utilizing your most recent annual financial statement and attach the statement in lieu of the audit
  - \*Note – If your audit covered a period that ended more than three years ago, please provide the most recent financial statement for your agency's last fiscal year, as well as a copy of the audit
- Please upload your Schedule of Expenditures of Federal Awards (SEFA) for the period covering your agency's last fiscal year if this is not already included in your audit
- All attachments will be uploaded in the "Named Attachment" form on the application

## E.AUDIT CERTIFICATION

- Utilizing the most recent audit, annual financial statement, and/or SEFA, complete the “Audit Certification” section indicate whether the \$750,000 threshold for federal audits was met per Part 2 CFR 200.501
  - The \$750,000 federal expenditure threshold is met when an agency has **expended** \$750,000 or more in federal funds during their last fiscal year. This information can be found on the agency’s most recent audit, annual financial statements, and/or SEFA. (The total amount of federal funds expended is derived from all federal sources, not just Department of Homeland Security funds)

# E.AUDIT CERTIFICATION

## E. Audit Details

**E.1 Has the Applicant Agency exceeded the federal expenditure threshold of \$750,000 in federal funds during agency's last fiscal year?:\***

☒ Yes ☐ No

If the applicant agency exceeded the federal expenditure threshold in their last fiscal year, they must have their Single Audit or Program Specific Audit completed and submitted to the OHS within nine (9) months after the end of the audited fiscal year.

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

12/31/2021

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

**E.3 By checking this box the applicant agency understands they are required to upload a copy of the agency's most recent completed audit (or annual financial statement) in the Named Attachments section of this application:\***



# F. RISK ASSESSMENT

- The “Risk Assessment” section is to gather information the awarding agency (OHS) will use to conduct a risk assessment, of your agency, as required by 2 CFR 200.331 (b)
- Depending on the responses to these questions, the awarding agency may contact you for additional information

F. Risk Assessment	
F.1 Does the applicant agency have new personnel that will be working on this award?:*	<input type="radio"/> Yes <input type="radio"/> No New personnel is defined as working with this award type less than 12 months.
F.1.a If you answered yes to Question # F.1, please list the name(s) of new personnel and their title(s)	List names of new personnel and their titles. <div>^</div> <div>v</div>
F.2 Does the applicant agency have a new fiscal or time accounting system that will be used on this award?:*	<input type="radio"/> Yes <input checked="" type="radio"/> No New fiscal or time accounting system is defined as a system being utilized less than 12 months within the applicant agency.
F.3 Does the applicant agency receive any direct Federal awards?:*	<input checked="" type="radio"/> Yes <input type="radio"/> No Direct grants are grants that you apply directly to the federal government for and there is no intermediary agency such as OHS.
F.3.a If you answered yes to Question # F.3, please list the direct Federal awards the agency receives.	List direct Federal awards the agency receives. <div>^</div> <div>v</div>
F.4 Did the applicant agency receive any Federal monitoring on a direct federal award in their last fiscal year?:*	Yes <div>v</div>
F.4.a If you answered yes to Question # F.4, please list the direct awards that were monitored and indicate if there were any findings or recommendations.	List the direct Federal awards that were monitored and indicate if there were any findings or recommendations. <div>^</div> <div>v</div>

# G. NIMS COMPLIANCE

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

## G. National Incident Management System (NIMS)

G.1 Has the jurisdiction formally adopted the National Incident Management System (NIMS) throughout the jurisdiction or organization to prevent, protect against, mitigate, respond to, and recover from incidents?\*

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

G.6 Does the jurisdiction identify and inventory deployable incident resources consistently with national NIMS resource typing definitions and job titles/position qualifications, available through the Resource Typing Library Tool?\*

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

G.9 Does your agency use the NIMS Resource Management Process during incidents? (Identify requirements, order and acquire, mobilize, track and report, demobilize, reimburse and restock)\*

☒ Yes ☐ No

G.10 Does your agency implement JIS for the dissemination of incident information to the public, incident personnel, traditional and social media, and other stakeholders?\*

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

# G. NIMS COMPLIANCE

If you answer NO to any questions in G.1-G.14 please explain planned activities that will take place during the grant period to help you strive towards NIMS compliance in G.15

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

**G.15 Planned Activities:**

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

# H. CERTIFIED ASSURANCES

## H. Certified Assurances

To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant attests to and/or will comply with the following Certified Assurances if the assistance is awarded:

### SHSP Certified Assurances

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



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

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

- If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official
- If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official
- If the applicant agency is a State Department, the Director shall be the Authorized Official
- If the applicant agency is a college/university, the President shall be the Authorized Official
- If the applicant agency is a nonprofit, the Board Chair/President shall be the Authorized Official, this includes Fire Protection Districts.
- If the applicant agency is an Regional Planning Commission (RPC) or Council of Government (COG), the Executive Director shall be the Authorized Official
- If 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 a designee is being utilized to authorize the application, the Missouri Department of Public Safety (DPS) reserves the right to request documentation that indicates the designee has the authority to legally bind the applicant into a contract in lieu of the Authorized Official at the time of application submission.

\*\*The above list is not an all-inclusive list. If you do not fall into the above listed categories, or if you are unsure of who the Authorized Official is for your agency, please contact the Missouri Office of Homeland Security at (573) 522-6125.\*\*

H.2 Authorized Official Name and Title:\*

Correct Authorized Official Name AND Title

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

Name and Title of person completing the application



H.4 Date:\*

09/07/2022



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

# BUDGET FORM

Enter each budget line by selecting “Add” and completing all required information, then “Save” and “Add” if additional budget lines are needed

- Personnel
- Personnel Benefits
- Travel
- Equipment
- Supplies/Operations
- Contractual

# BUDGET FORM

## Personnel

[Mark as Complete](#) | [Go to Application Forms](#) | [Add](#)

To include personnel in your budget, click "Add". If the project includes more than one individual, repeat this step for each person.

Name:	Position Title:	Position Status:	Employment Status:	%of time spent on this grant funded activities:	Requested Personnel Cost:	Discipline:	Function:	Allowable Activity:
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## Application

Application: 144178 - FY2022 Enhancing Community Preparedness and Resilience

Program Area: State Homeland Security Program (SHSP)

Funding Opportunities: 144172 - FY 2022 SHSP Enhancing Community Preparedness & Resilience (ECPR) TEST

Application Deadline: Final Application Deadline not Applicable

Organization: BaseLine Organization

## Personnel

To include personnel in your budget, click "Add". If the project includes more than one individual, repeat this step for each person.

Name:\* Amy Sievers

Provide the name of the individual for which grant funding is requested. If the name is unknown, put TBD.

Position Title:\* CERT Trainer

Provide the title of the individual.

Position Status:\* New

Select whether the position is a Created (new) job that currently does not exist or a Retained (existing) job as a result of this grant funding.

Employment Status:\* Part Time

Select the employment status based on the individual's status with the organization (not on this project).

%of time spent on this grant funded activities:\* 50

Indicate the percentage of time to be spent on the this SHSP project for which funding is being requested.

Requested Personnel Cost:\* 5,000.00

Enter the actual salary to be claimed against project.

Discipline:\* Emergency Management

Select one primary discipline this budget line is benefiting.

Function:\* Training

Select the appropriate function area for this budget line.

Allowable Activity:\* Training workshops and conferences

Select one primary activity the budget line is benefiting.


# BUDGET FORM

- Provide required justification for all budget lines by clicking “Edit” at top of the page
- Justification for all sections can be completed at one time



Menu | Help | Log Out

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 **Application**

Application: 144178 - FY2022 Enhancing Community Preparedness and Resilience

Program Area: State Homeland Security Program (SHSP)

Funding Opportunities: 144172 - FY 2022 SHSP Enhancing Community Preparedness & Resilience (ECPR) TEST

Application Deadline: Final Application Deadline not Applicable

Organization: BaseLine Organization

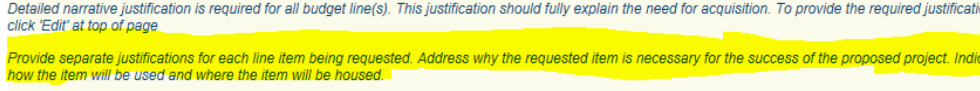
# BUDGET FORM

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

**Narrative Justification - Equipment**

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

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



Justify the items to be purchased, including providing a cost basis.

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

# BUDGET – PERSONNEL/BENEFITS

- 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)
  
- A training request must be approved for all training, this may be submitted at the time of application and attached in the Named Attachment form <https://dps.mo.gov/dir/programs/ohs/documents/TrainingRequestForm.pdf>

# BUDGET – TRAVEL

- OHS will only reimburse up to the approved rates approved by the Missouri Office of Administration
- Current approved rates can be found on the Missouri Office of Administration Website at the following link: <https://oa.mo.gov/travel-portalministration>
-

# BUDGET – EQUIPMENT

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

## Equipment

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

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

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



# BUDGET FORM – EQUIPMENT

- Search the site for the correct AEL number
- The section name will correspond to the allowable activity on the budget line

## Authorized Equipment List

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

Download CSV

### Search

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

### Section

06 - Interoperable Communications Equipment



### Category

- Please select -



- Please select -

Select a primary section, category and sub-category and then click Apply.

Apply

# BUDGET FORM – 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, price quotes are **REQUIRED** when seeking funds for radio interoperability equipment

# BUDGET – SUPPLIES

**Justification** should be provided for each supply requested to include

- Justify how the item supports the project
- Why the amount requested is necessary
- Cost basis - **please attach a quote or cost basis to the Named Attachments section of the application if available**
- For a service that fits the criteria for supplies, the dates covered must be provided (e.g.; annual software license, phone, or internet service)

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

# NAMED ATTACHMENTS

- All attachments must be included in this section
- Required Attachments
  - Audit/Financial Statement
  - Federal Funds Schedule (if not included in the audit)
- Other Supporting Attachments (if applicable)
  - Quotes or other cost basis
  - Training Request Form(s)
  - Other supporting information (up to 5 attachments)

# NAMED ATTACHMENTS

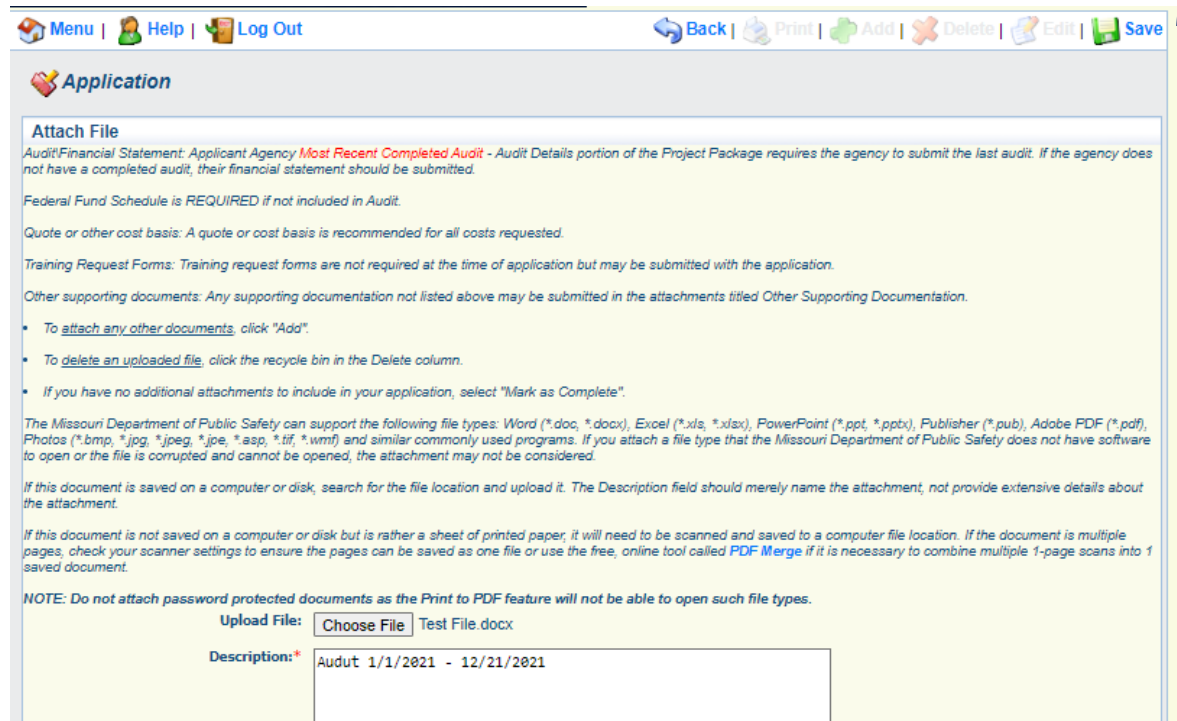
- To add each attachment select the name of the attachment

Named Attachments							<a href="#">Go to Application Forms</a>
Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?	
<a href="#">Audit/Financial Statement (REQUIRED)*</a>							
<a href="#">Federal Fund Schedule (REQUIRED if not included in Audit)</a>							
<a href="#">Quotes or other cost basis</a>							
<a href="#">Training Request Form</a>							
<a href="#">Other Supporting Information</a>							
<a href="#">Other Supporting Information</a>							
<a href="#">Other Supporting Information</a>							
<a href="#">Other Supporting Information</a>							
<a href="#">Other Supporting Information</a>							

- The applicant agency's most recent audit/financial statement is a required document 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



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

### Application

#### Attach File

*Audit/Financial Statement: Applicant Agency **Most Recent Completed Audit** - Audit Details portion of the Project Package requires the agency to submit the last audit. If the agency does not have a completed audit, their financial statement should be submitted.*

*Federal Fund Schedule is **REQUIRED** if not included in Audit.*

*Quote or other cost basis: A quote or cost basis is recommended for all costs requested.*

*Training Request Forms: Training request forms are not required at the time of application but may be submitted with the application.*

*Other supporting documents: Any supporting documentation not listed above may be submitted in the attachments titled Other Supporting Documentation.*

- To attach any other documents, click "Add".
- To delete an uploaded file, click the recycle bin in the Delete column.
- If you have no additional attachments to include in your application, select "Mark as Complete".

*The Missouri Department of Public Safety can support the following file types: Word (\*.doc, \*.docx), Excel (\*.xls, \*.xlsx), PowerPoint (\*.ppt, \*.pptx), Publisher (\*.pub), Adobe PDF (\*.pdf), Photos (\*.bmp, \*.jpg, \*.jpeg, \*.jpe, \*.asp, \*.tif, \*.wmf) and similar commonly used programs. If you attach a file type that the Missouri Department of Public Safety does not have software to open or the file is corrupted and cannot be opened, the attachment may not be considered.*

*If this document is saved on a computer or disk, search for the file location and upload it. The Description field should merely name the attachment, not provide extensive details about the attachment.*

*If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use the free, online tool called [PDF Merge](#) if it is necessary to combine multiple 1-page scans into 1 saved document.*

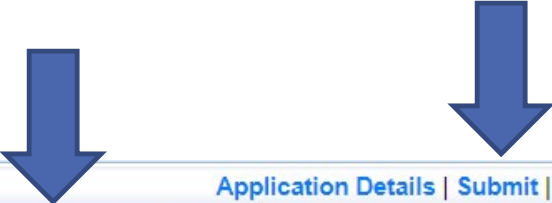
**NOTE: Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.**

Upload File:  Test File.docx

Description: \*

# SUBMISSION

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



Application Forms		Application Details   <a href="#">Submit</a>   <a href="#">Withdraw</a>	
Form Name	Complete?	Last Edited	
General Information	✓	08/24/2022	
Contact Information 2022	✓	08/24/2022	
ECPR Project Package	✓	08/24/2022	
Budget	✓	08/24/2022	
Named Attachments	✓	08/24/2022	

# 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

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