STATE HOMELAND SECURITY PROGRAM (SHSP)

FY 2022 LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) 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) Law Enforcement Terrorism Prevention Activities is open September 6, 2022 – September 27, 2022

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

September 6, 2022:	SHSP LETPA funding opportunity open in WebGrants System
September 27, 2022:	SHSP LETPA applications due in WebGrants **5:00 pm CST** ***WebGrants will not accept any applications after this time***
October 2022:	SHSP LETPA scoring and funding determinations
September 1, 2022:	Project Start Date
August 31, 2024:	Project End Date

HOMELAND SECURITY GRANT PROGRAM (HSGP)

- The purpose of the HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States

- HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation

STATE HOMELAND SECURITY PROGRAM (SHSP)

The SHSP supports state and local preparedness activities that address high priority preparedness gaps across all core capabilities that support terrorism preparedness

LETPA

- Focuses on the prevention of terrorist attacks and provides law enforcement and public safety communities with funds to support intelligence gathering and information sharing. Funds must be utilized for law enforcement terrorism prevention activities of planning, organization, training, exercise, and equipment
- **Applicants applying for LETPA funding must have applied for the requested project through their respective Regional Homeland Security Oversight Committee (RHSOC) to be eligible for LETPA funding.**
  - **State units of government are exempt from this requirement.**

NATIONAL PRIORITIES

Six priority areas for FY 2022

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

Projects that align to National Priorities will receive extra points during the application scoring process

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 – low priority
- Physical Protective Measures – low priority
- Risk Management for Protection Programs Activities – low 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.

NATIONAL PRIORITY: ENHANCING INFORMATION AND INTELLIGENCE SHARING

Core Capabilities

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

Example Project Types

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

NATIONAL PRIORITY: COMBATING DOMESTIC VIOLENT EXTREMISM

Core Capabilities

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

Example Project Types

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

NATIONAL PRIORITY: ENHANCING CYBERSECURITY

Core Capabilities

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

NATIONAL PRIORITY: ENHANCING COMMUNITY PREPAREDNESS AND RESILIENCE

Core Capabilities

- Planning – high priority
- Public information and warning – medium priority
- Community resilience – low priority
- Risk management for protection programs and activities – low priority
- Mass care services – low priority
- Intelligence and information sharing – high priority
- Risk and disaster resilience assessment – low priority
- Long-term vulnerability reduction – low priority

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:
- Local delivery of CERT train-the-trainer and CERT Program Manager to build local program training and maintenance capacity
- 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 the 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
- Partner with key stakeholders to assist with completing the Emergency Financial First Aid Kit or a similar tool to bolster the disaster centric 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

NATIONAL PRIORITY: ENHANCING ELECTION SECURITY

Core Capabilities

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

Example Project Types

- Physical security planning support
- Physical/site security measures – e.g., locks, shatter proof glass, alarms, etc.
- General election security navigator support
- Cyber 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

ENDURING SECURITY NEEDS

In FY 2022, 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
- Continuity of Operations Plans
- Response Plans
- Efforts to strengthen governance integration between/among regional partners
- Joint training and planning with DHS officials and other entities designated by DHS
- Cybersecurity training and planning

ENDURING SECURITY NEEDS: TRAINING 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
- Joint training and planning with DHS officials and other entities designated by DHS
- Cybersecurity training and planning

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.

ENDURING SECURITY NEEDS: EXERCISES

Core Capabilities

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

Example Project Types

- Response exercises

ELIGIBLE APPLICANTS

- State units of government
- Local units of government
- Nongovernmental organizations, quasi-governmental organizations (e.g.; RPC's & COG's), nonprofit organizations (e.g.; Red Cross)

ELIGIBLE APPLICANTS

- **Applicants applying for LETPA funding must have applied for the requested project through their respective Regional Homeland Security Oversight Committee (RHSOC) to be eligible for LETPA funding.**
- **State units of government are exempt from this requirement.**

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 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, see National Risk and Capability Assessment

OTHER ELIGIBILITY CRITERIA

- Subrecipients must utilize standardized resource management concepts such as:
  - Resource typing, inventorying, organizing, and tracking resources to facilitate the dispatch, deployment and recovery of resources before, during and after an incident

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

OTHER ELIGIBILITY CRITERIA

- FEMA funds must be used to supplement (add to) not supplant (take the place of) existing funds that have been appropriated for the same purpose
- Supplanting is NOT allowed for this grant

SHSP FUNDING GUIDELINES

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

SHSP FUNDING GUIDELINES

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

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) 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 #405-143-1.
  - 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.
- Definitions
  - Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:
    - Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
    - For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
    - Telecommunications or video surveillance services provided by such entities or using such equipment; or
    - Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.
- Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of "covered telecommunications equipment or services." See 2 C.F.R. § 200.471

FUNDING RESTRICTIONS AND ALLOWABLE COSTS

- SHSP projects must align to a POETE category
  - Planning
  - Organization
  - Equipment
  - Training
  - Exercise
- Detailed information and allowable activities of each POETE function are located in the FY 2022 SHSP LETPA Notice of Funding Opportunity (NOFO)

FUNDING RESTRICTIONS AND ALLOWABLE COSTS

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

FUNDING RESTRICTIONS AND ALLOWABLE COSTS

- Please see the FY 2022 SHSP LETPA Notice of Funding Opportunity for details regarding planning, organization, personnel, training, travel, and exercise costs

EQUIPMENT

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

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

EQUIPMENT

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 (AEL)
- Information Bulletin 426 gives direction on what items are unallowable, and what items require a waiver

EQUIPMENT

- Equipment with additional requirements (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 (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 **AND** attach a price quote with radio specifications

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 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

The applicant MUST identify the vendor and model requested in the application AND attach a price quote with radio specifications

EQUIPMENT

Please contact the Missouri Interoperability Center at 573-522-1714 if you have questions regarding the Radio Interoperability Guidelines

MAINTENANCE AND SUSTAINMENT

- SHSP funding allows for the expansion of eligible maintenance and sustainment costs which must be in:
  - Direct support of existing capabilities
  - Must be an otherwise allowable expenditure under the applicable grant program
  - Must be tied to one of the core capabilities in the five mission areas contained within the Goal, and
  - Deployable or Shareable through the Emergency Management Assistance Compact (EMAC)

Note: Eligible maintenance does not include routine upkeep (i.e.; gasoline, tire replacement, routine oil changes, monthly inspections, grounds and facility maintenance, etc.) Please see Information Bulletin 336 Maintenance Costs

MAINTENANCE AND SUSTAINMENT

- Must consider how to sustain current capability levels and address potential gaps

Note: New capabilities should not be built at the expense of maintaining current and critically needed core capabilities

28 CFR PART 23 GUIDANCE

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

LETPA ALLOWABLE COSTS

- Activities eligible for LETPA include but are not limited to:
  - Maturation, and enhancement of designated state and major urban area fusion centers, including information sharing and analysis, threat recognition, terrorist interdiction, and intelligence analyst training and salaries (subject to certain conditions)
  - Regional counterterrorism training programs for small, medium, and large jurisdictions to exchange information and discuss the current threat environment, lessons learned, and best practices to help prevent, protect against, and mitigate acts of terrorism
  - Support for coordination of regional full-scale training exercises (federal, state, and local law enforcement participation) focused on terrorism-related eventsLaw enforcement Chemical, Biological, Radiological, Nuclear, and high yield Explosives detection and response capabilities, such as bomb detection/disposal capability deployment, sustainment, or enhancement, including canine teams, robotics platforms, and x-ray technology

LETPA ALLOWABLE COSTS

- Coordination between fusion centers and other intelligence, operational, analytic, or investigative efforts including, but not limited to JTTFs, Field Intelligence Groups (FIGs), HighIntensity Drug Trafficking Areas (HIDTA), Regional Information Sharing Systems (RISS) Centers, criminal intelligence units, real-time crime analysis centers and DHS intelligence, operational, analytic, and investigative entities
- Implementation and maintenance of the Nationwide Suspicious Activity Reporting (SAR) Initiative (NSI), including training for front-line personnel on identifying and reporting suspicious activities, tips/leads, and online/social media-based threats, as well as the execution and management of threat assessment programs to identify, evaluate, and analyze indicators and behaviors indicative of terrorism, targeted violence, threats to life, and other criminal activity
- Management and operation of activities that support the execution of the intelligence process and fusion centers, including but not limited to: Fusion Liaison Officer (FLO) programs, security programs to protect the facility, personnel, and information, and the protection of privacy, civil rights, and civil liberties

LETPA ALLOWABLE COSTS

- Implementation of the "If You See Something, Say Something®" campaign to raise public awareness of indicators of terrorism and terrorism-related crime and associated efforts to increase the sharing of information with public and private sector partners, including nonprofit organizations. Note: DHS requires that all public and private sector partners wanting to implement and/or expand the DHS "If You See Something, Say Something®" campaign using grant funds work directly with the DHS Office of Partnership and Engagement (OPE) to ensure all public awareness materials (e.g., videos, posters, tri-folds, etc.) are consistent with DHS's messaging and strategy for the campaign and compliant with the initiative's trademark, which is licensed to DHS by the New York Metropolitan Transportation Authority. Coordination with OPE, through the Campaign's Office (seesay@hq.dhs.gov), must be facilitated by the FEMA HQ Preparedness Officer
- Increase physical security, through law enforcement personnel and other protective measures, by implementing preventive and protective measures at critical infrastructure sites or at-risk nonprofit organizations
- Building and sustaining preventive radiological and nuclear detection capabilities, including those developed through the Securing the Cities initiative

LETPA ALLOWABLE COSTS

- Integration and interoperability of systems and data, such as computer aided dispatch (CAD) and record management systems (RMS), to facilitate the collection, evaluation, and assessment of suspicious activity reports, tips/leads, and online/social media-based threats
- Development of countering violent extremism programs, projects, and initiatives, addressing prevention, intervention, and diversion efforts, including training on roles of law enforcement and how to effectively partner with law enforcement; developing and promoting training specifically for law enforcement executives and frontline officers on potential behaviors and indicators of violent extremism and how to appropriately analyze and report them; supporting community and law enforcement engagement strategies such as table top exercises, roundtable events, town hall meetings, and peer to peer activities; funding for existing and/or expansion of law enforcement community relations efforts, support for the development of community engagement plans, and joint projects to increase the awareness of violent extremist threats and community mitigation solutions

UNALLOWABLE COSTS

- Per FEMA policy, the purchase of weapons and weapons accessories, including ammunition, is not allowed with HSGP funds
- Grant funds may not be used for the purchase of equipment not approved by DHS/FEMA/OHS. Grant funds must comply with Information Bulletin 426 and may not be used for the purchase of the following equipment: firearms; ammunition; grenade launchers; bayonets; or weaponized aircraft, vessels, or vehicles of any kind with weapons installed
- Unauthorized exercise-related costs include:
  - Reimbursement for the maintenance or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g. fire trucks, ambulances)
  - Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (e.g., electronic messaging sign)

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 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 if you have not already done so

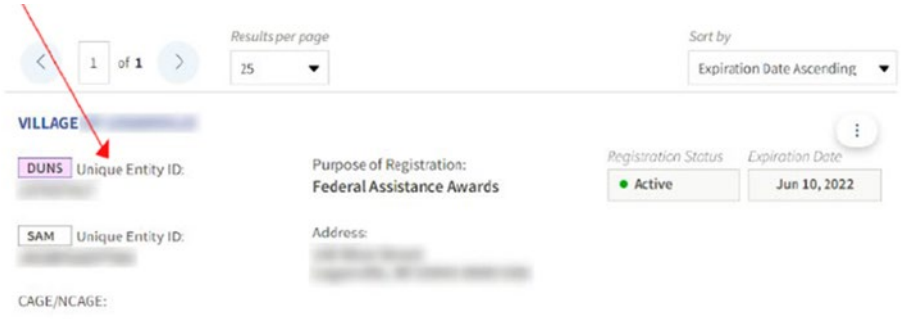
- If your organization is not yet registered in WebGrants, you will provide the UEI at the time of registration

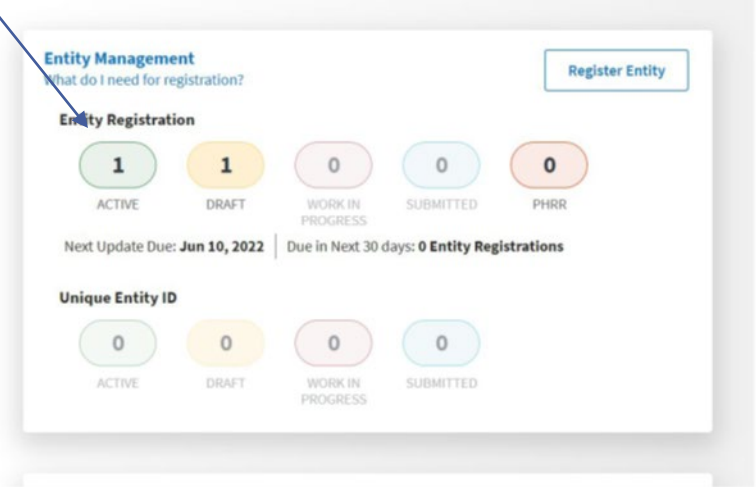
UNIQUE ENTITY IDENTIFIER

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

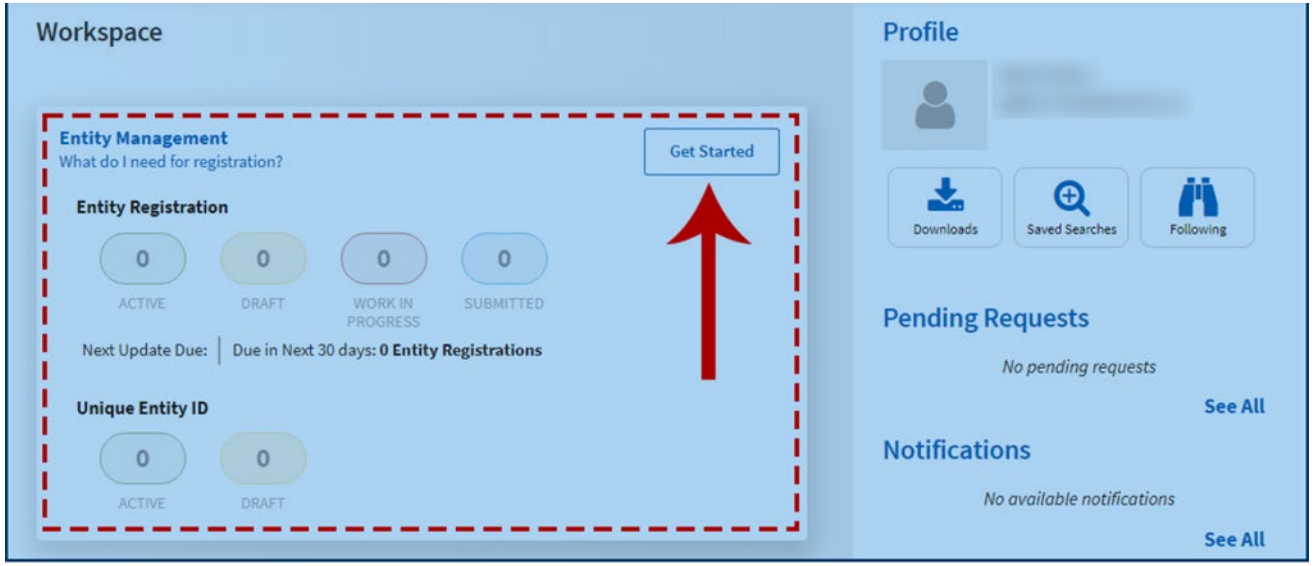




UNIQUE ENTITY IDENTIFIER

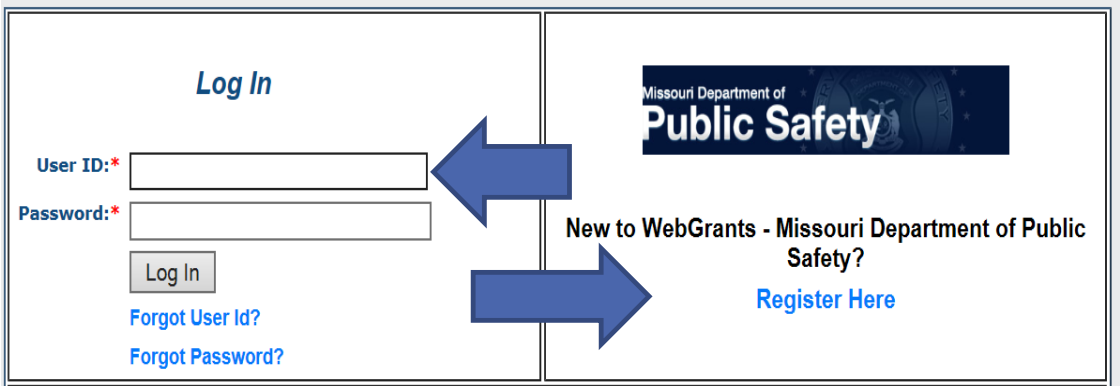
If your agency did not have a DUNS number, you will follow the steps below to obtain a UEI

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

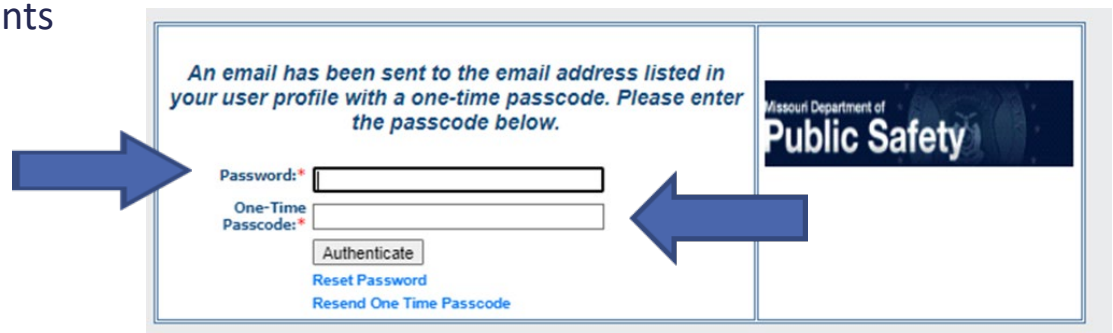


WEBGRANTS APPLICATION

- WebGrants System (dpsgrants.dps.mo.gov)
- Log in or register as a new agency
  - If your agency is already registered in the system, someone with access will need to add new users



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



APPLICATION INSTRUCTIONS

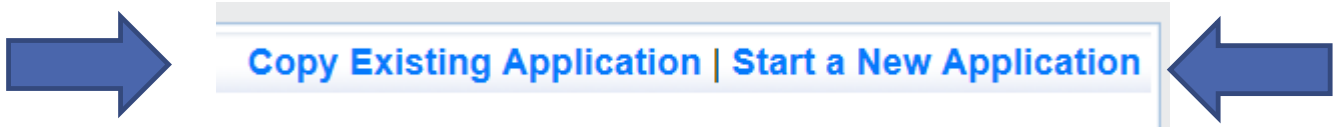
- Select “Funding Opportunities” and select the FY 2022 SHSP LETPA funding opportunity

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 requested information is provided and accurate**

APPLICATION INSTRUCTIONS

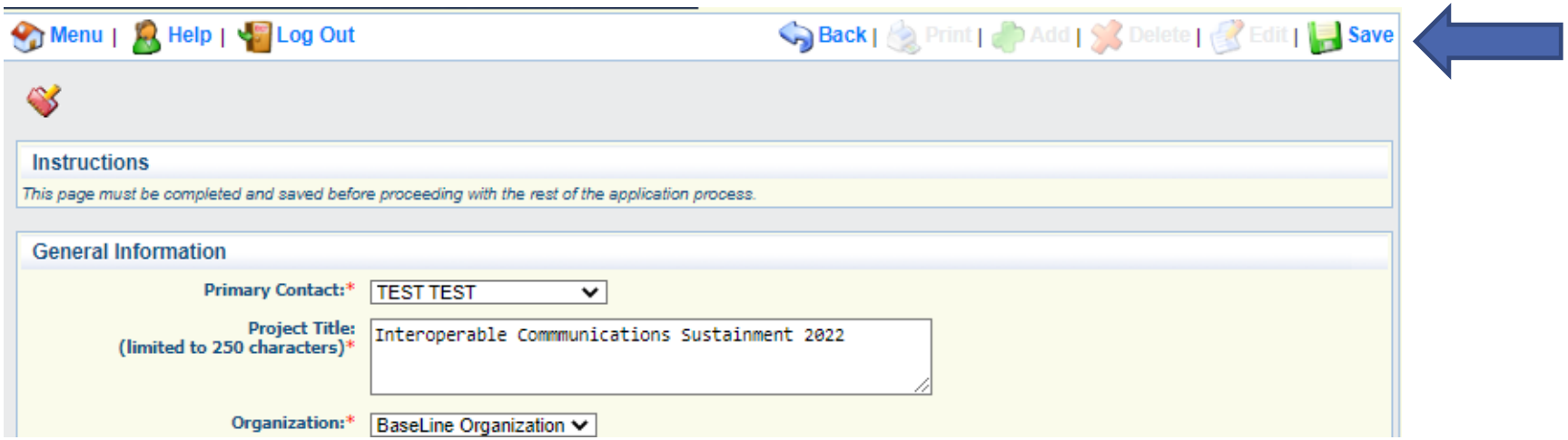
- Select “Start New Application”



- “Copy Existing Application” will not work as application forms have changed
- If applying for more than one project in FY 2022 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

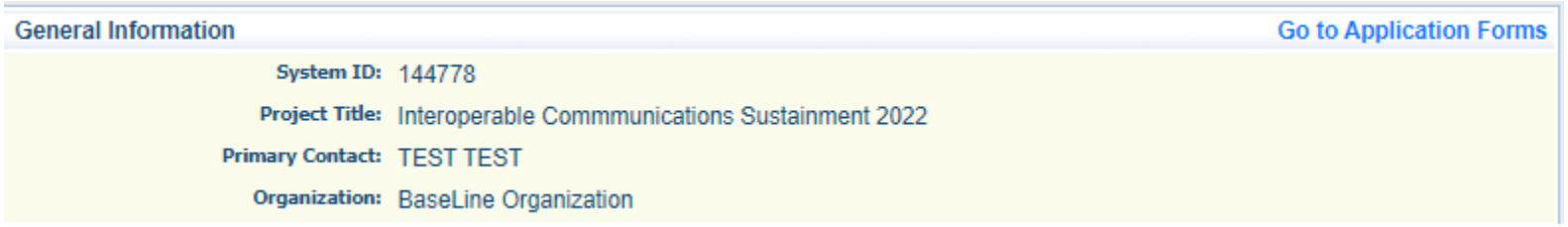
APPLICATION INSTRUCTIONS

- 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,” click “Save”

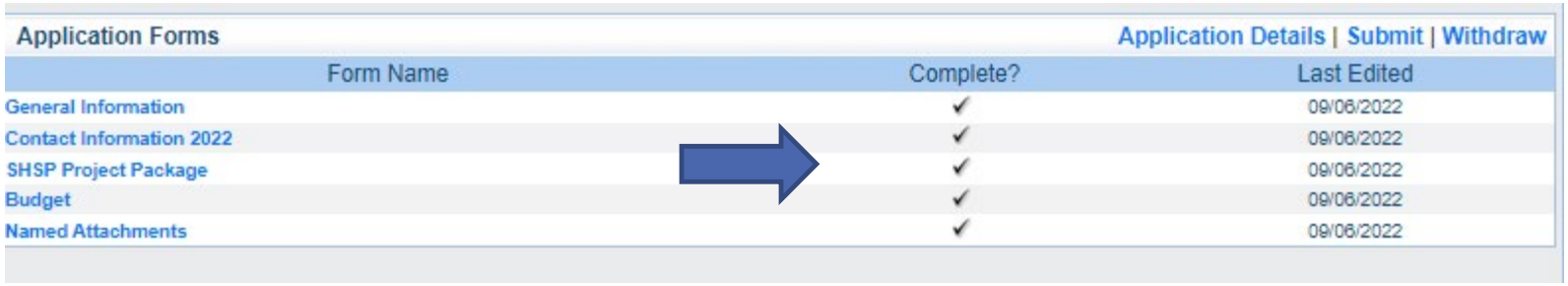


APPLICATION INSTRUCTIONS

- Select “Go to Application Forms”



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



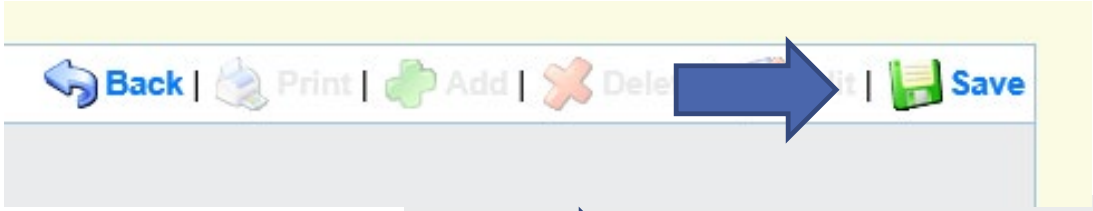
CONTACT INFORMATION

- Authorized Official
- The Authorized Official is the individual who has the authority to legally bind the applicant into a contract. Please refer to the list below to help determine the correct Authorized Official for the applicant agency:
  - If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official
  - If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official (e.g.; the Sheriff is not the Authorized Official)
  - If the applicant agency is a State Department, the Director shall be the Authorized Official
  - If the applicant agency is a college/university, the President shall be the Authorized Official
  - If the applicant agency is a nonprofit, the Board Chair shall be the Authorized Official (This includes Fire Protection District's)
  - If the applicant agency is an RPC or COG, the Executive Director shall be the Authorized Official.

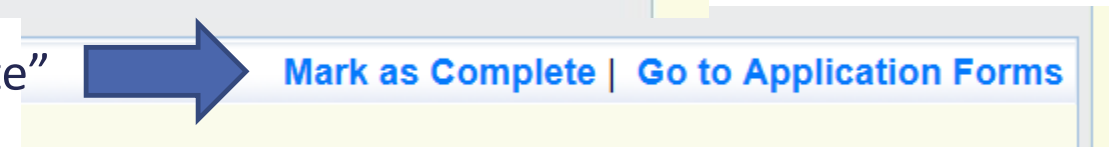
In order for an application to be considered eligible for funding, the agency's correct Authorized Official <u>MUST</u> be designated in the "Contact Information" form and the "Certified Assurances" form

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.7.b If you answered yes to Question #A.7, indicate if the assets from your previous project were deployed/shared in the past 12 months.
- 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

Section A.1 through B.4

A. Project Worksheet

A.1 Project Title:*	Interoperable Communications Sustainment 2022
A.2 Agency Name:*	Baseline Organization
A.3 Region:*	F
A.4 County:*	Cole
A.5 Project Location Zip Code:*	65555
A.6 Project Activity Type:*	Develop/enhance interoperable communications systems
A.7 Was this project previously funded with State Homeland Security Program (SHSP) funds?*	(•) Yes ( ) No
A.7.a If you answered yes to Question A.7, please give a brief description and year of the original project.	Include a brief description of the year and item(s) that were previously funded through SHSP.
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 previous project were 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?*	Build/Enhance
A.8.a If you answered Build/Enhance to question A.8 provide an answer to the following question. Has your agency coordinated with other agencies to determine if the resources requested are currently available within the region/state?	(•) Yes ( ) No Coordination example: contacted other agencies within your region to see if this capability/asset currently exists and is available.
A.8.b If answered yes to A.8.a, explain coordination efforts made by your agency, as well as the outcome of the coordination efforts.	Include what agencies were contacted and their 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

A.9 Project Description*

Provide a brief overall description of the project.

A.10 Provide a summary of specific project actions/items that will be purchased with grant funds:*

Describe the actions/items to be purchased with the grant funds.

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

○ Yes ◉ No

A. PROJECT WORKSHEET

A.11 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.11.a Are you applying for a mobile radio(s) (vehicle dash mounted remote mount or base station)Yes/No
  - If yes to A.11.a, A.11.a(1) Select mobile radio model you are applying for from dropdown menu
- A.11.b Are you applying for a portable radio(s) (handheld)? Yes/No
  - If yes to A.11.b, A.11.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.11.

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.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 repeater. Do you currently have a MOSWIN mobile radio to pair with portable radio(s) being requested
  - A.11.b(2)(a) If yes, please provide the model and manufacturer of the mobile radio
  - A.11.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.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 repeater. Do you currently have a public safety grade in-car repeater?
  - A.11.b(3)(a) If yes, please provide the model and manufacturer of the in-car repeater
  - A.11.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

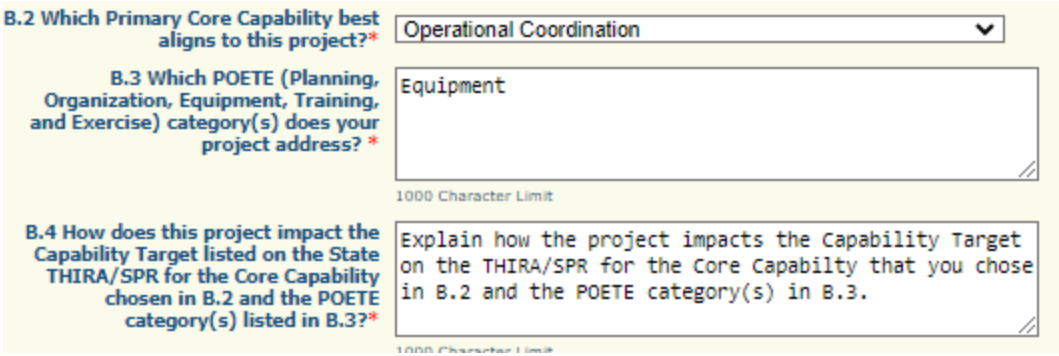
- A.12 – Provide an estimated time of how long the project will take to complete
- A.13 – Provide what objectives the project is designed to accomplish (the purpose of the project)
- A.14 – Describe how the project aligns with/increases terrorism preparedness
- A.15 – How does your project support Law Enforcement Terrorism Prevention Activities (LETPA)
- 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 support Law Enforcement Terrorism Prevention Activities (LETPA)?*	Describe how this project supports Law Enforcement and Terrorism Prevention Activities.
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 of this project will be sustained WITHOUT grant funding. (i.e. Funding maintenance or replacement or repair of items or continued contractual services support.)

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. 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

Operational Coordination

Functional Area(s) – Command, Control, and Coordination, National Incident Management System/Incident Command System Compliance, Stakeholder Engagement

Capability Target

Within [8] [hour(s)] of a potential or actual incident, establish and maintain a unified and coordinated operational structure and process across [28] jurisdictions affected and with [99] partner organizations involved in incident management. Maintain for [30] [day(s)].

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

Operational Coordination

Capability Target

Within **8** **hour(s)** of a potential or actual incident, establish and maintain a unified and coordinated operational structure and process across **28** jurisdictions affected and with **99** partner organizations involved in incident management. Maintain for **30 day(s)**.

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 pareparedness 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 LETPA Notice of Funding Opportunity (NOFO). The document is linked in the instructions
  - If the project aligns to a National Priority, select the National Priority from the dropdown. Then choose the core capability the project aligns to from the drop down. **The core capability selected in B.6 must match the core capability previously selected in B.1**
  - If, it does not align to a National Priority, select Not Applicable in both drop down menus
- B.6.a – If the project fulfills a National Priority, describe how this project aligns with the National Priority selected in B.6

B. PROJECT CAPABILITY, THIRA, AND DUAL USE

B.6 Please review the National Priorities in the FY 2022 SHSP LETPA Notice of Funding Opportunity.
1. Enhancing the protection of soft targets/crowded places
2. Enhancing information and intelligence sharing and analysis
3. Combating domestic violent extremism
4. Enhancing cybersecurity
5. Enhancing community preparedness and resilience
6. Enhancing election security
If this project aligns to a National priority, please select the priority below. (If your project does not align to a National priority, please select Not Applicable.)

National Priority:* Enhancing information and intelligence sharing and analysis

Core Capability:* Operational coordination

B.6.a If your project fulfills a National Priority, please describe how this project aligns with the National Priority selected in question B.6.

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If the project fulfills a National Priority, describe
how this project aligns with the National Priority
selected in B.6.
```

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 2020 funds?:*	○ Yes ◉ No
C.4 Was any portion of the proposed project funded with FY 2019 funds?:*	○ Yes ◉ No
C.7 Was any portion of the proposed project funded with FY 2018 funds?:*	○ Yes ◉ No

C. PROJECT BACKGROUND

- 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 Building and Sustaining Law Enforcement and Terrorism Prevention

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: Purchased two mobile radios.

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

D. DEPLOYABLE/SHAREABLE RESOURCES

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

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

D. DEPLOYABLE/SHAREABLE RESOURCES

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

D. Deployable/Sharable Resources

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

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

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

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

D.2 Item Name: WebEOC

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

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

250 Character Limit

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

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

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

D. DEPLOYABLE/SHAREABLE RESOURCES

- If the asset is deployable, complete all of Section D

D. Deployable/Sharable Resources

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

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

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

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

D.2 Item Name: Portable Radio Cache

D.3 If sustaining deployable/sharable Homeland Security resource(s), describe how the project sustains each resource(s)?:
How does this project sustain the asset at the current capability level
250 Character Limit

D.4 Special conditions/requirements on sharing the deployable/shareable resource(s):
Provide what another agency needs to do to borrow the asset listed in D.2
Example: Specific requirements of equipment, operator, etc.
250 Character Limit

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

D.5 Is deployable resource NIMS Kind & Typed?: ◉ Yes ○ No

D.6 Deployable Resources Kind & Type Name(s):
Access this information from the blue link above
Example: Mass Casualty Support Vehicle
250 Character Limit

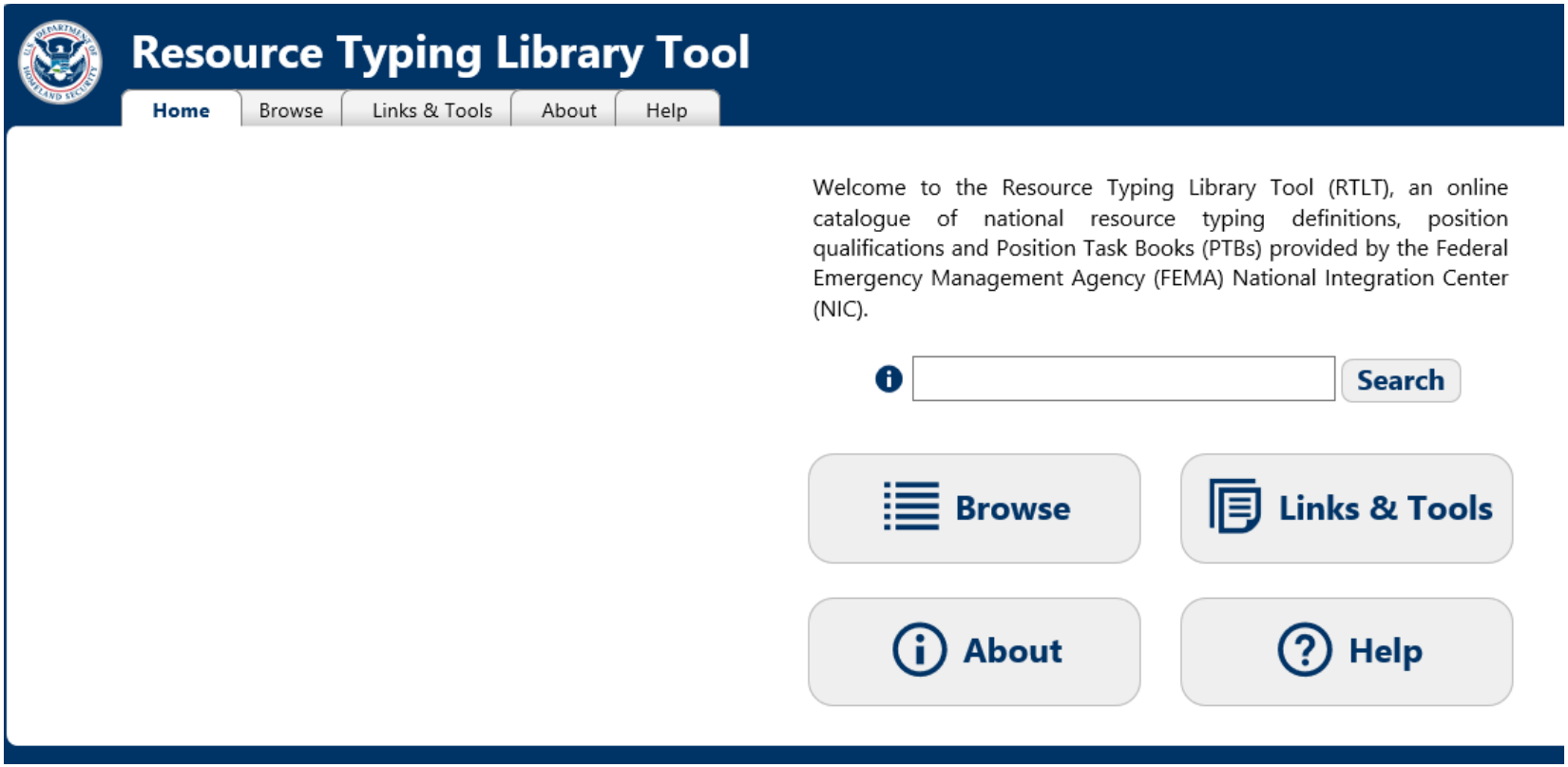
D.7 Deployable Resources Kind & Type ID(s): (ID x-xxx-xxxx)
Access this information from the blue link above
Example: ID 3-508-1032 Vehicle
250 Character Limit

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

D. DEPLOYABLE RESOURCES

- Under the “NIMS Kind and Type” section of the form
  - Is the deployable resource kind and typed
- Kind and Type Information
  - Provide ID number and name from the Resource Typing Library Tool
  - 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



NIMS KIND AND TYPING

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

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

Core Capabilities

Primary: Operational Communications
Secondary: Public and Private Services and Resources
Supporting:

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

Each type of resource builds on the 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.

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

E. AUDIT CERTIFICATION

- Utilizing your agency's most recent audit, please complete all required fields in the "Audit Details" section
  - If your agency does not have an audit, complete this section utilizing your most recent annual financial statement and attach the statement in lieu of the audit
  - *Note – If your audit covered a period that ended more than three years ago, please provide the most recent financial statement for your agency's last fiscal year, as well as a copy of the audit
- 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 indicating whether the $750,000 threshold for federal audits was met per 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*

04/30/2022

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

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

☑

F. RISK ASSESSMENT

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

F. Risk Assessment

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

G. NIMS COMPLIANCE

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

G. National Incident Management System (NIMS)

G.1 Has the jurisdiction formally adopted the National Incident Management System (NIMS) throughout the jurisdiction or organization to prevent, protect against, mitigate, respond to, and recover from incidents?:*	◉ Yes ○ No
G.2 Has the jurisdiction ensured training for the incident personnel incorporates NIMS training that is pertinent to each individuals incident responsibilities in alignment with the NIMS training program?:*	◉ Yes ○ No
G.3 Does the jurisdiction develop, maintain, and implement mutual aid agreements (to include agreements with the private sector and nongovernmental organizations)?:*	◉ Yes ○ No
G.4 Does the jurisdiction apply ICS as the standard approach to the on-scene command, control, and coordination of incidents?:*	◉ Yes ○ No
G.5 Does the jurisdiction enable effective and secure communications within and across jurisdictions and organizations?:*	◉ Yes ○ No
G.6 Does the jurisdiction identify and inventory deployable incident resources consistently with national NIMS resource typing definitions and job titles/position qualifications, available through the Resource Typing Library Tool?:*	◉ Yes ○ No
G.7 Has your agency designated a point of contact to serve as the principal coordinator for the implementation of NIMS?*	◉ Yes ○ No
G.8 Has your agency adopted NIMS terminology for the qualification, certification, and credentialing of incident personnel?*	◉ Yes ○ No
G.9 Does your agency use the NIMS Resource Management Process during incidents? (identify requirements, order and acquire, mobilize, track and report, demobilize, reimburse and restock)*	◉ Yes ○ No
G.10 Does your agency implement JIS for the dissemination of incident information to the public, incident personnel, traditional and social media, and other stakeholders?*	◉ Yes ○ No
G.11 Does your agency use MAC Groups/Policy Groups during incidents to enable decision making among elected and appointed officials and support resource prioritization and allocation?*	◉ Yes ○ No
G.12 Does your agency organize and manage EOC's and EOC teams consistent with pertinent NIMS guidance?*	◉ Yes ○ No
G.13 Does your agency apply plain language and clear text communications standards?*	◉ Yes ○ No
G.14 Does your agency develop, maintain, and implement procedures for data collection, analysis, and dissemination to meet organizational needs for situational awareness?*	◉ Yes ○ No

G. NIMS COMPLIANCE

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

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

G.15 Planned Activities:

```
If you answered no to any question in G.1-G.14,
explain what activities you plan to do to strive
toward being NIMS compliant.
```

F. CERTIFIED ASSURANCES

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

H. Certified Assurances

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

SHSP Certified Assurances

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

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

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

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

H.4 Date:* 09/16/2022

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

BUDGET FORM

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

BUDGET FORM

Equipment Add

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

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

Line Item Name:	AEL #:	Qty:	Unit Cost:	Total Cost:	Sustainment:	Is this a Controlled Equipment Item?:	Discipline:	Function:	Allowable Activity:
				$0.00					

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

Application

Application: 144778 - Interoperable Commmunications Sustainment 2022

Program Area: State Homeland Security Program (SHSP)

Funding Opportunities: 144770 - FY 2022 SHSP Law Enforcement Terrorism Prevention Activities (LETPA) TEST

Application Deadline: Final Application Deadline not Applicable

Organization: BaseLine Organization

Equipment

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

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

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

Line Item Name:* Mobile Radios

AEL #:* 06CP-01-MOBL

Qty:* 1

Total Cost:* 5250.00

Sustainment:* No

Sustainment is costs that are necessary to maintain a current, deployable homeland security asset.

Discipline:* Law Enforcement

Select primary discipline benefiting from equipment.

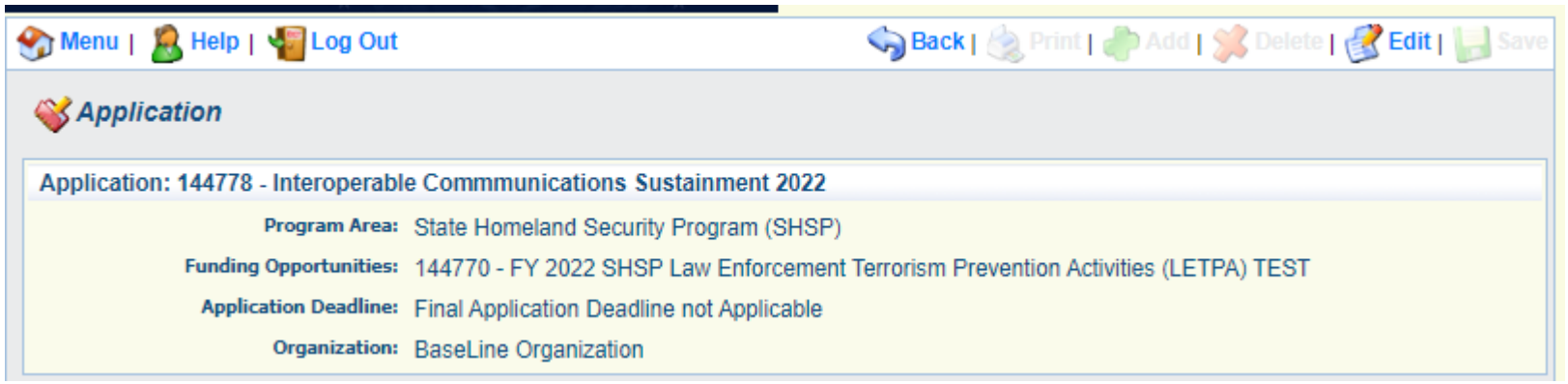
Function:* Equipment

Select the **EQUIPMENT** function area for this budget line.

Allowable Activity:* Interoperable Communications Equipment

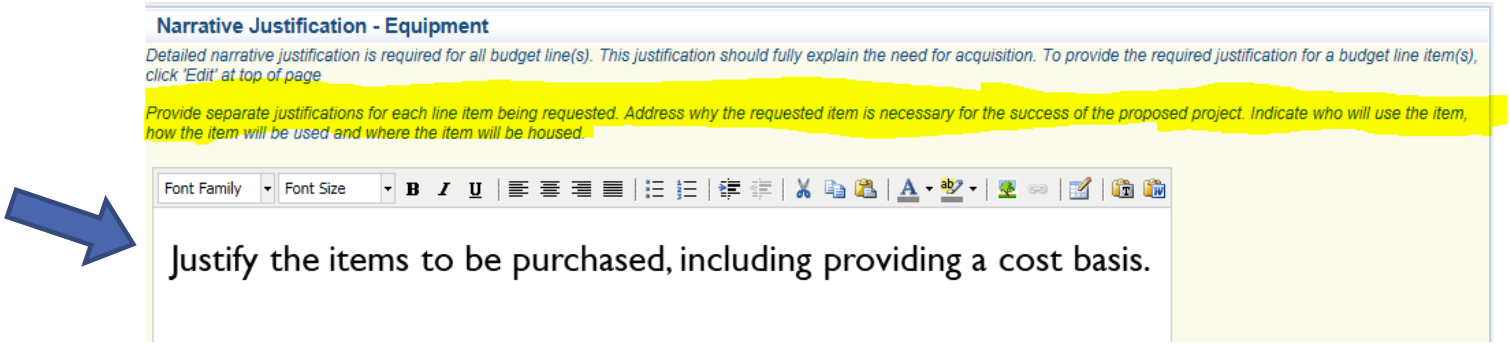
BUDGET FORM

- 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



BUDGET FORM

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



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

BUDGET – PERSONNEL/BENEFITS

- 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 Attachments 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 u[illegible] 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 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 – 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

- 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
  - 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

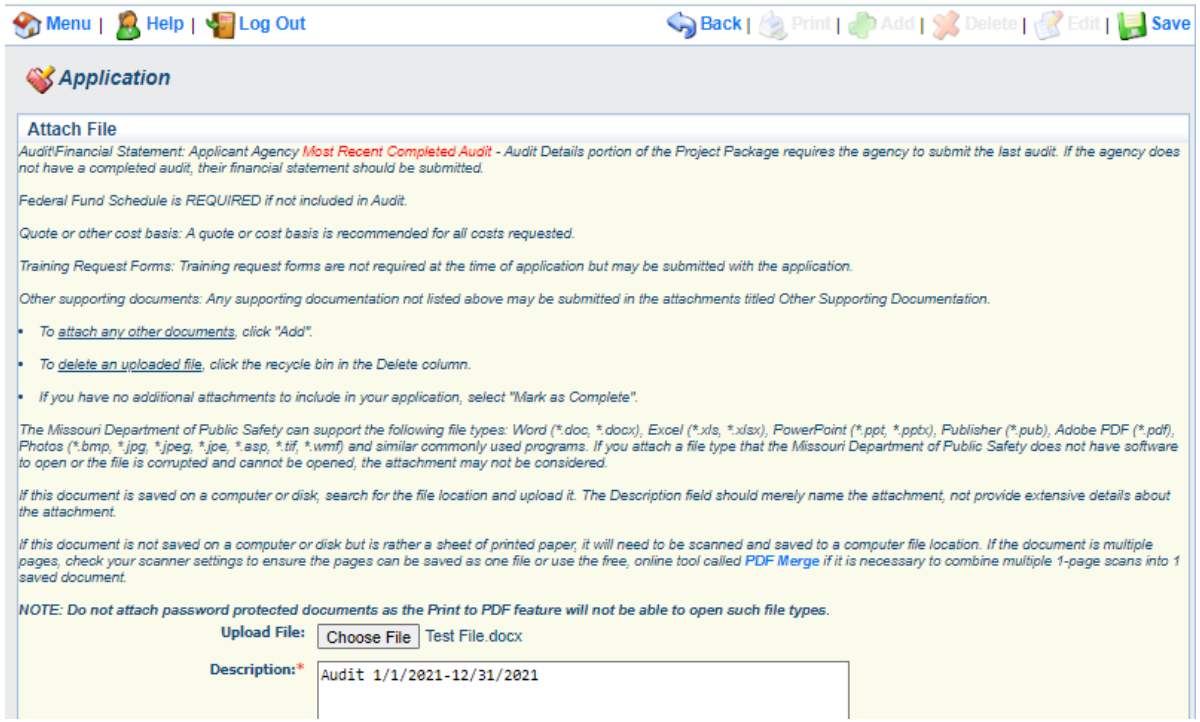
Named Attachments Go to Application Forms

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

- The applicant agency's most recent audit/financial statement and federal funds schedule are required documents and must be uploaded before the form can be marked complete

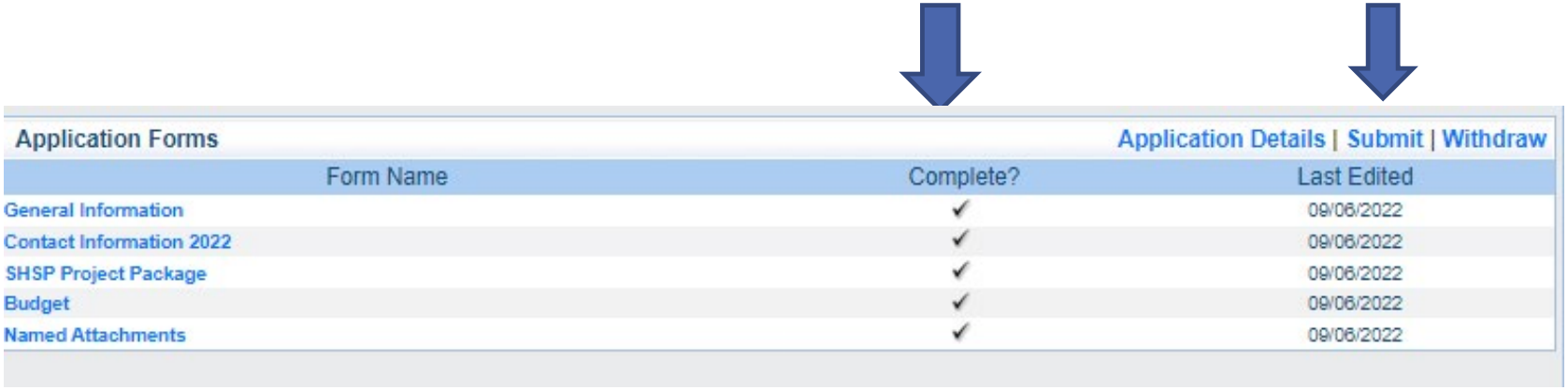
NAMED ATTACHMENTS

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



SUBMISSION

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



Application Forms

Application Details | Submit | Withdraw

Form Name	Complete?	Last Edited
General Information	✓	09/06/2022
Contact Information 2022	✓	09/06/2022
SHSP Project Package	✓	09/06/2022
Budget	✓	09/06/2022
Named Attachments	✓	09/06/2022

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

OFFICE OF HOMELAND SECURITY CONTACTS

Points of contact for WebGrants system issues:

Debbie Musselman
Grants Specialist
(573) 751-5997
Debbie.Musselman@dps.mo.gov

Chelsey Call
Grants Supervisor
(573) 526-9203
Chelsey.Call@dps.mo.gov

Maggie Glick
Grants Specialist
(573) 522-6125
Maggie.Glick@dps.mo.gov

Joni McCarter
Program Manager
(573) 526-9020
Joni.McCarter@dps.mo.gov