State Homeland Security Grant Program

FFY 2024 Grant Application Information

Agenda

Introductions

Topics of Discussion
- Who can apply
- Funding Priorities
- Key Federal Changes
- Timeline
- Project Identification
- Application Process & Due Dates
- Review Criteria
- Requirements if Awarded
- Other Funding Sources
- Q&A

What is the Homeland Security Grant Program?

The SHSP grant supports implementation of state homeland security strategies to address planning, organization, equipment, training, and exercise needs to prevent, prepare for, protect against, and respond to acts of terrorism and other catastrophic events.

Who Can Apply?

Local Government

Towns	Cities	Villages	Boroughs	Municipalities	School Districts

National Priorities (2023 cycle subject to change)

Requires 30% of total funding towards the following:

- Enhancing the protection of soft targets/crowded places – 3%

- Enhancing information and intelligence sharing and analysis – 3%

- Enhancing cybersecurity – no minimum percent

- Enhancing community preparedness and resilience – 3 %

- Enhancing election security – 3%

- Combating domestic violent extremism – 3%

National Priorities – (cont.)

Combating Domestic Violent Extremism

- Open-source analysis of disinformation and misinformation campaigns, targeting 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
- Bomb Squad Equipment

State Priorities

AlaskEx

- Replaces State Alaska Shield exercise series
- This exercise series delivers regionally-focused, operations-based exercises that address local threats and hazards.
- Pre-coordinate with DHS&EM Exercise section.

Key Changes

Unique Entity Identifier: Effective April 4, 2022, the Federal Government transitioned from using the Data Universal Numbering System or DUNS number, to a new, non-proprietary identifier known as a Unique Entity Identifier or UEI

• Obtain this number from sam.gov

Build America, Buy America Act (BABAA)

Law enforcement minimum went up from 25% to 30% (2022) to 35% (2023)

FFY 2024 Projected Timeline

The FFY 2024 Federal Notice of Funding Opportunity (NOFO) will be released up to 60 days after the President signs the budget

Completed Application due to mva.grants@alaska.gov on Feb. 12th

Review Committee will be March 19-21, 2024

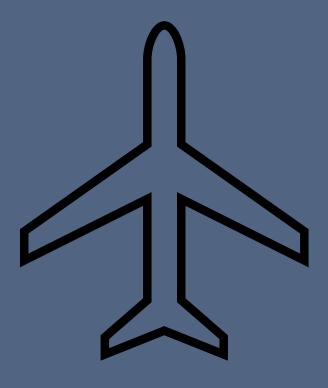Projected Period of Performance 10/1/24 – 9/30/26

Project Identification

- Projects must be focused with clear deliverables – be careful of multiple projects in a single project application, they will be disqualified.

- No more than five (5) projects can be submitted.

- No more than three (3) equipment projects can be submitted.

- An additional AlaskEx project may be included for a total of six (6) projects that can be submitted.

Eligibility for award is dependent upon accuracy and completeness

Drones

- A waiver request must be submitted and approved by FEMA before procurement document or purchase is approved – per FEMA IB# 426
- Users must have policies in place for use of the drone and must address civil rights/civil liberties issues
- Can be a lengthy process to get policies approved through FEMA with multiple changes required
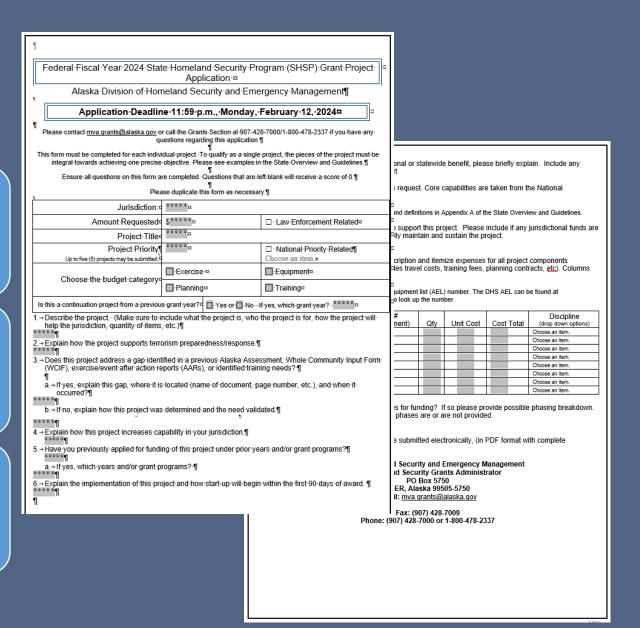- Check SAMS.gov on vendors

Application

- Application Coversheet

- Project Application Forms(s)

- Signatory Authority Form with required three (3) signatures

Application Overview

- Top Box
- Questions
  - Best Practices
    - Describe but be concise
  - Common Pitfalls
    - Being vague or assuming reviewer knows
    - Not answering
    - Multi-Projects
    - Large funding requests

Jurisdiction:		
Amount Requested	$	☐ ·Law·Enforcement·Related
Project·Title		
Project·Priority Up·to·five·(5)·projects·may·be·submitted.		☐ ·National·Priority·Related Choose·an·item.
Choose·the·budget·category	☐·Exercise	☐·Equipment
	☐·Planning	☐·Training

| Is·this·a·continuation·project·from·a·previous·grant·year? | ☐·Yes·or·☐·No···If·yes,·which·grant·year?·· |

1. → Describe·the·project. ··(Make·sure·to·include·what·the·project·is,·who·the·project·is·for,·how·the·project·will·help·the·jurisdiction,·quantity·of·items,·etc.)¶

2. → Explain·how·the·project·supports·terrorism·preparedness/response.¶

3. → Does·this·project·address·a·gap·identified·in·a·previous·Alaska·Assessment,·Whole·Community·Input·Form·(WCIF),·exercise/event·after·action·reports·(AARs),·or·identified·training·needs? ¶
   ¶
   a. → If·yes,·explain·this·gap,·where·it·is·located·(name·of·document,·page·number,·etc.),·and·when·it·occurred?¶

   b. → If·no,·explain·how·this·project·was·determined·and·the·need·validated.¶

Application Overview

- Questions
  - Best Practices
  - Common Pitfalls
    - Not fully answering or being vague.

4. → Explain how this project increases capability in your jurisdiction. ¶
 ○○○○○¶
5. → Have you previously applied for funding of this project under prior years and/or grant programs? ¶
 ○○○○○¶
 a. → If yes, which years and/or grant programs? ·¶
○○○○○¶
6. → Explain the implementation of this project and how start-up will begin within the first 90 days of award. ·¶
○○○○○¶
¶

Application Overview

- Questions
  - Best Practices
    - Providing examples of how tried to fund the project previously.
    - Including if the jurisdiction is providing any additional funds towards project.
    - Address 911 fees
    - Free Trainings
  - Common Pitfalls
    - Stretching the justification for multi-jurisdictional.
    - Not addressing the future maintenance and sustainment portion.

7. If this project could have a multi-jurisdictional or statewide benefit, please briefly explain. Include any correspondence and/or MOU's as support

8. Select one primary core capability for this request. Core capabilities are taken from the National Preparedness goal.
   Choose an item.
   *this is a drop-down field. See list of capabilities and definitions in Appendix A of the State Overview and Guidelines.

9. Explain the financial need for this grant to support this project. Please include if any jurisdictional funds are being used, and how you plan to financially maintain and sustain the project.

Application Overview

- Questions
  - Best Practices
    - Providing complete cost breakdown
  - Common Pitfalls
    - Not filling out the budget table
    - Lumping all costs into one line item
    - Including line for contingency costs
- AEL Lookups
- AEL Use
- Partial funding may be allocated even if you say no to question 11.

10. This section is **required** to provide a description and itemize expenses for all project components regardless of budget category (this includes travel costs, training fees, planning contracts, etc). Columns not applicable can be left blank.

*For equipment, please provide the authorized equipment list (AEL) number. The DHS AEL can be found at https://www.fema.gov/authorized-equipment-list to look up the number.

Description	AEL # (if equipment)	Qty	Unit Cost	Cost Total	Discipline (drop down options)
					Choose an item.
					Choose an item.
					Choose an item.
					Choose an item.
					Choose an item.
					Choose an item.
					Choose an item.
					Choose an item.

11. Can this project be broken out into phases for funding? If so please provide possible phasing breakdown.
    *Note: Partial funding may be allocated if phases are or are not provided.

Unallowable Costs and Activities

Management and Administration (M&A) costs	General-purpose vehicles	Vehicle licensing fees	Hiring of public safety positions
Indirect costs	Cameras for license plate readers/license plate reader software	Cameras for facial recognition software	Weapons or weapons-related training
	Knox boxes	Tactical Equipment for everyday use	

Applications must be sent and **received** in DHS&EM mva.grants@alaska.gov email box no later than 11:59 pm Monday, February 12, 2024

Application Review Criteria

Overall responsiveness to the required project application worksheets and forms

Does the project description address its terrorism nexus

Describes the project with a clearly identified need/gap

Impact the project has on the community

Explain the implementation of each project and how the start-up will begin within the first 90 days of the award.

Can the project be completed within the two-year grant period of performance.

Previous financial audit submitted

If applicable, proof of local jurisdiction Citizen Corps national database registration to support Citizen Corps/Community Emergency Response Team (CERT) projects.

Jurisdiction's Procurement Policy

Jurisdiction's Travel Policy (if travel is being requested)

Print-out of jurisdiction's entity overview record displaying the UEI Number

If applicable, any Memorandum of Understanding (MOU), or Memorandum of Agreement (MOA) related to inter-agency projects

Key Requirements if Awarded

- Local IPPW/IPP Creation and Submission by March 1 annually

- Participation in State IPPW in April

- Completion quarterly THIRA/SPR Survey

- Environmental & Historic Preservation (EHP) Compliance

- Build American Buy America Act (BABAA)

- Quarterly Reporting

- See *2024 State Overview and Guidelines* for a full list of compliance requirements, available at: https://ready.alaska.gov/Grants/SHSP

Additional Award and Program Information

If you feel your jurisdiction would have difficulty meeting any of the below requirements, please contact DHS&EM for State managed grant options.

If your jurisdiction is successful in receiving an award, the following are required:

- Subrecipients must be registered with www.SAM.gov and have a UEI number. If you have questions regarding this requirement, contact the Grants Section.
- Subrecipients must ensure and maintain the adoption and implementation of the National Incident Management System (NIMS). Subrecipients will certify NIMS compliance through the Alaska Assessment
- Subrecipients will be required to complete quarterly THIRA/SPR surveys.
- Subrecipients must complete an Environmental and Historic Preservation (EHP) review on any ground-disturbing activities, communication towers, or modification/renovation of existing buildings or structures. Additional information on EHP Reviews can be found below.
- Subrecipients must have a fiscal and programmatic jurisdictional representative attend the 2024 HSGP Grant Award Kick-off meeting in Fall 2024

- Jurisdictions shall develop a multi-year Integrated Preparedness Plan (IPP) to be submitted to DHS&EM no later than March 1st, 2025, ahead of the state Integrated Preparedness Planning Workshop
- Subrecipients must send a programmatic jurisdictional representative to the annual DHS&EM Integrated Preparedness Planning Workshop (IPPW) held in Spring 2025
- Subrecipients must follow procurement processes and documentation requirements outlined in the Non-Disaster Grants Management Handbook
- Subrecipients must complete an annual inventory review of grant-funded equipment, if applicable.

Reporting: Each subrecipient must report quarterly progress in Performance Progress Reports on the timelines, milestones, and related project activities. This information is captured as a statewide report used to assess overall program effectiveness impact and to report results to Congress.

Quarterly Performance and Financial Progress Reports are required by the 20th of the month following each calendar quarter. Narrative Reports must describe, clarify, and support the expenditures submitted in the Financial Report for reimbursement. SHSP Report forms are available on the DHS&EM website at http://ready.alaska.gov/Grants/SHSP and are updated as needed or required. Instructions and compliance information are included on the back of both report forms. Jurisdictions are encouraged to use the updated forms from the website each quarter to ensure the most updated information is used. Use of incorrect or outdated forms will be returned and cause payment reimbursement delays.

Each quarterly report should show activity toward the completion of grant-funded projects. Failure to do so may result in the de-obligation of funds. A Final Performance Progress Report is required within 45 days after the end of the performance period. It serves as a summary detailing all project accomplishments, achievements, impacts, challenges, unmet goals, and the reasons why, etc., throughout the entire grant award period. The Final Performance Progress Report does not replace the last Quarterly Performance Progress Report. More information on final reporting can be found on the DHS&EM website.

Environmental and Historic Preservation Compliance: All HSGP projects that may have a potential impact on the environment require a FEMA Environmental and Historic Preservation (EHP) review per the Grant Programs Directorate (GPD) Programmatic Environmental Assessment (PEA). Ground-disturbing activities, new construction, including communication towers, or modification/renovation of existing buildings or structures must undergo a FEMA EHP review. For more information on the PEA, see FEMA Information Bulletin (IB) 345 www.fema.gov/grants/preparedness/about/informational-bulletins and www.fema.gov/pdf/government/grant/bulletins/fonsi.pdf

Furthermore, for those proposed construction or renovation projects that are part of larger projects funded from a non-FEMA source (such as an Emergency Operations Center that is part of a larger proposed public safety complex), a FEMA EHP review must be completed before the larger project is initiated. For these types of projects, recipients must complete the FEMA EHP Screening Form (Office and Management and Budget (OMB) Number 1660-0115/FEMA Form 024-0-1) and submit it, with all supporting documentation, to DHS&EM for review. Recipients should submit the FEMA EHP Screening Form for each project as soon as possible upon receiving the grant award. If a jurisdiction is aware a project will require an EHP review, they may submit the Screening Form at the time of application.

The following activities would not require the submission of the FEMA EHP Screening Form: planning and development of policies or processes; management, administrative, or personnel actions; classroom-based training; tabletop exercises; and acquisition of mobile and portable equipment (not involving installation). While an EHP Screening Form may not be required, an EHP Statement of Work may be required for the items above, especially training, exercise, and mobile/portable equipment. The state reserves the authority to request a review on any approved projects that could potentially fall closely out of these areas.

For more information on FEMA's EHP requirements, grant recipients should refer to DHS&EM's webpage at DHS&EM | Grants Section Documents (alaska.gov). Additional information and resources can also be found in FEMA Policy 108-023-1, located at https://www.fema.gov/grants/tools/environmental-historic/preparation-resources.

Other Funding Sources

- Emergency Management Performance Grant (EMPG)

- Non-Profit Security Grant Program (NSGP)

- Tribal Homeland Security Grant Program (THSGP)

- State & Local Cybersecurity Grant Program

- Assistance to Firefighters Grant Program

Additional Information On Grant Programs Can Be Found At:

https://ready.alaska.gov/grants

Or

https://www.fema.gov/grants/preparedness

Questions?

If you would like us to review a draft of your application and provide feedback please have them submitted to mva.grants@alaska.gov by January 27, 2024 asking for a review.

Contact Information

Grant Questions
Tiffany Peltier or Jennifer Bond

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