

State Homeland Security Grant Program

FFY 2025 Grant Application Information



Agenda

Introductions

Topics of Discussion

- Who can apply
- FFY2024 Funding Summary
- 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



FFY 2024 Funding Summary

\$4,362,750

\$484,750 Decrease from 2023 SHSP Allocation

SHSP has an 80 Percent Local Pass-Through Requirement

\$3,490,200

for allocation



National Priorities (2025 cycle subject to change)

Requires 30% of total funding towards the following:

- Enhancing the protection of soft targets/crowded places
- Enhancing information and intelligence sharing and analysis
- Enhancing cybersecurity
- Enhancing community preparedness and resilience
- Enhancing election security – 3%
- Combating domestic violent extremism



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 remained at 35% from 2023 to 2024



FFY 2025 Projected Timeline



The FFY 2025 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 January 29th at noon



Review Committee will be March 18-20, 2025



Projected Period of Performance 10/1/25 – 9/30/27



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 four (4) 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 five (5) 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 Form(s)

Signatory Authority Form with required three (3) signatures

Federal Fiscal Year 2025 State Homeland Security Program (SHSP) Grant Project Application

Alaska Division of Homeland Security and Emergency Management

Application Deadline 12:00 p.m., Wednesday, January 29, 2025

Please contact mva_grants@alaska.gov or call the Grants Section at 907-428-7000/1-800-478-2337 if you have any questions regarding this application.

This form must be completed for each individual project. To qualify as a single project, the pieces of the project must be integral towards achieving one precise objective. Please see examples in the State Overview and Guidelines.

Ensure all questions on this form are completed. Questions that are left blank will receive a score of 0.

Please duplicate this form as necessary.

Jurisdiction:	<input type="text"/>	
Amount Requested	\$ <input type="text"/> <input type="checkbox"/> Law Enforcement Related	
Project Title	<input type="text"/>	
Project Priority <small>Up to five (5) projects may be submitted.</small>	<input type="checkbox"/> National Priority Related <small>Choose an item.</small>	
Choose the budget category	<input type="checkbox"/> Exercise	<input type="checkbox"/> Equipment
	<input type="checkbox"/> Planning	<input type="checkbox"/> Training
Is this a continuation project from a previous grant year?	<input type="checkbox"/> Yes or <input type="checkbox"/> No If yes, which grant year? <input type="text"/>	

- 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.)
- Explain how the project supports terrorism preparedness/response.
- Does this project address a gap identified in a previous Alaska Assessment, Whole Community Input Form (WCIF), THIRA/SPR Survey, exercise/event after action reports (AARs), or identified training needs?
 - If yes, explain this gap, where it is located (name of document, page number, etc.), and when it occurred?
 - If no, explain how this project was determined and the need validated.
- Explain how this project increases capability in your jurisdiction.
- Have you previously applied for funding of this project under prior years and/or grant programs?
 - If yes, which years and/or grant programs?
- Explain the implementation of this project and how start-up will begin within the first 90 days of award.

ewide benefit, please briefly explain. Include any

ore capabilities are taken from the National

is in Appendix A of the State Overview and Guidelines.

is project. Please include if any jurisdictional funds are
and sustain the project.

Itemize expenses for all project components
osts, training fees, planning contracts, etc). Columns

(AEL) number. The DHS AEL can be found at
a number.

Qty	Unit Cost	Cost Total	Discipline <small>(drop down options)</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose an item.
<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose an item.
<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose an item.
<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose an item.
<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose an item.
<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose an item.

ing? If so please provide possible phasing breakdown.
e or are not provided.

electronically, (in PDF format with complete

and Emergency Management
/ Grants Administrator
x 5750
a 99505-5750
mva_grants@alaska.gov

Fax: (907) 428-7009
Phone: (907) 428-7000 or 1-800-478-2337



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:	<input type="text"/>	
Amount Requested:	\$ <input type="text"/>	<input type="checkbox"/> Law Enforcement Related
Project Title:	<input type="text"/>	
Project Priority:	<input type="text"/>	<input type="checkbox"/> National Priority Related Choose an item.
Choose the budget category:	<input type="checkbox"/> Exercise	<input type="checkbox"/> Equipment
	<input type="checkbox"/> Planning	<input type="checkbox"/> Training
Is this a continuation project from a previous grant year?	<input type="checkbox"/> Yes or <input type="checkbox"/> No	If yes, which grant year? <input type="text"/>
<p>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.)</p> <p><input type="text"/></p> <p>2. → Explain how the project supports terrorism preparedness/response.</p> <p><input type="text"/></p> <p>3. → Does this project address a gap identified in a previous Alaska Assessment, Whole-Community-Input-Form (WCIF), THIRA/SPR Survey, exercise/event after-action reports (AARs), or identified training needs?</p> <p>a. → If yes, explain this gap, where it is located (name of document, page number, etc.), and when it occurred?</p> <p><input type="text"/></p> <p>b. → If no, explain how this project was determined and the need validated.</p> <p><input type="text"/></p>		



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
[redacted]

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.
[redacted]



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 12:00 pm
Wednesday, January 29, 2025



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

Completion Nationwide Cybersecurity Review (NCSR) by December

Build American Buy America Act (BABAA)

Small projects waiver if project costs do not exceed the federal simplified acquisition threshold (\$250,000)

Environmental & Historic Preservation (EHP) Compliance

Quarterly Reporting

See *2025 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 \(alaska.gov\)](http://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>.



Key Requirements if Awarded

Risk Assessments

Per 2 CFR 200.332 Federal awarding agency review of risk posed by the applicant

- “b) Evaluate each subrecipient’s risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward.”

Factors that help determine your risk

- Amount and Complexity of grant
- Financial and Accounting system
- Prior Performance
- New Staff Changes
- Audit Findings

Monitoring

Periodic monitoring is required to ensure that program goals, objectives, timelines, budgets, and other related program criteria are met. DHS&EM reserves the right to periodically monitor, review, and conduct analysis of financial, programmatic, and administrative policies and procedures, such as accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting and procurement policies and records, payroll records and means of allocating staff costs, property/equipment management system(s), progress of project activities, etc. This may include desk and field audits. Technical assistance is available from DHS&EM staff.



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 (SLCGP)
- 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 Thursday, December 26, 2024, asking for a review.



Contact Information

Grant Questions

Jennifer Bond or Adrian Avey

(907) 428-7000

MVA.Grants@alaska.gov

Planning Questions

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(907) 428-7019

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Exercise Questions

Tom Riley

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Training Questions

Jeff McKenzie

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