

Mississippi Office of
Homeland Security
FY22 Homeland
Security Grant Program
Grant Writing
(Community
Preparedness Grants)





Introductions

Why do I need Grant Writing?



Why do I need Grant Writing?



Mississippi Office of Homeland Security
2022 Homeland Security Grant Program
Community Preparedness
Funding Guidance



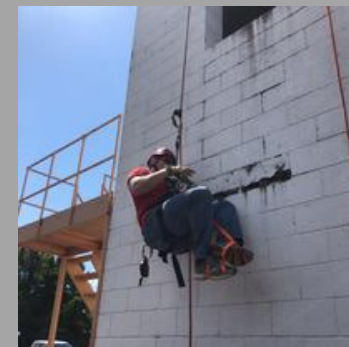
In the 2022 Community Preparedness Grant Program Funding Guidance, information is provided to fill out the FY22 Grant Application.

Please read and follow the step by step instructions for each section.

Key Dates for
the FY22
Homeland
Security Grant

Key Announcements	Key Dates
Memo Re: Release of FY22 Grant Application	September 16, 2022
FY22 Grant Application Release	September 30, 2022
Grant Writing Sessions (Zoom Call)	October 7, 2022
Application Deadline	October 17, 2022, by 5:00 p.m.
Application Review Period	October 19-26 Initial Risk/Financial Assessment November 1-Peer Review November 8-Executive Award Review
Award Announcement	November 10, 2022 (Tentative)
Grant Orientation	November 16, 2022
Grant Awards Released	November 16, 2022
Grant Packets Due and to be Returned to MOHS	December 15, 2022 (Tentative)
Grant Performance Period	December 1, 2022-August 31, 2023
Grant Closeout Deadline	November 1, 2023

Federal Award Overview:



Department of Homeland Security
FY2022 Homeland Security Grant Program

Assistance Listing Number (Formerly CFDA) 97.067

Federal Grant Period: 9/1/2022-8/31/2025

<https://www.fema.gov/grants/preparedness/homeland-security>

For more information about the FEMA Grant, Federal Notice of Funding and Preparedness Manual, please visit the website above.

National Preparedness Goal



National Preparedness Goal

“A secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.”

Mission Areas



Applicants are encouraged to consider investments and projects that support local, regional, and national efforts to support the five mission areas for Homeland Security:

1. Prevention- Prevent, avoid, or stop an imminent, threatened, or actual act of terrorism.
2. Protection- Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
3. Mitigation- Reduce the loss of life and property by lessening the impact of future disasters.
4. Response- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
5. Recovery- Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.

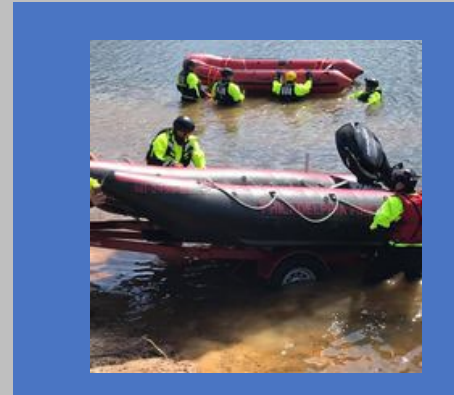
MISSION AREAS



Funding Eligibility



Funding Eligibility

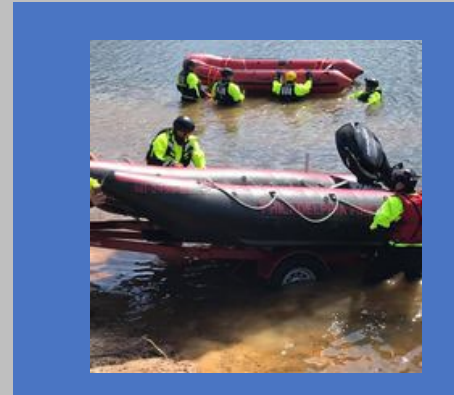


1. Must be a local entity.
2. Must have a UEI Number to apply for federal funding.
3. Must be able to host a CERT Training Class and complete all necessary paperwork and requirements of the program.
4. Maintain a CERT Team for the CERT program.

Important Application Information



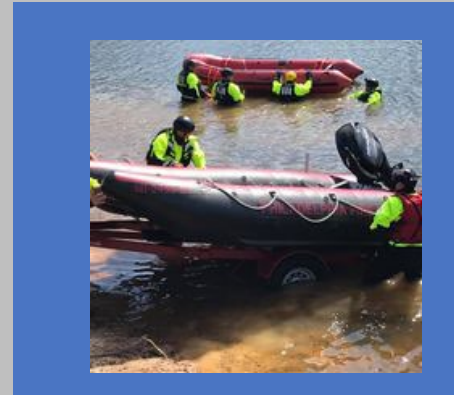
When is the Application Due?



All HGSP applications and supporting documentation must be received by the Mississippi Office of Homeland Security offices by **October 17, 2022, by 5:00 p.m. CST.**



When is the Application Due?

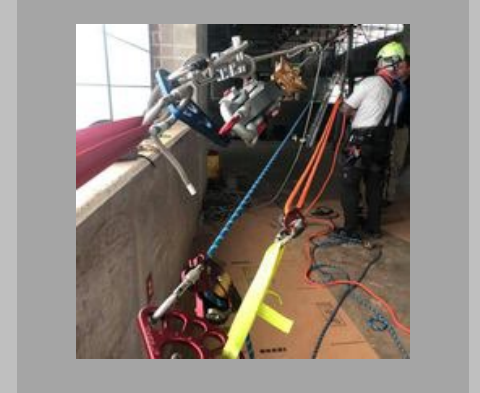


Applications may be submitted before the deadline and encouraged. Applications received after this date and time may not be considered eligible for consideration.

To facilitate processing, please submit applications and supporting documentation via email to mohsgrants@dps.ms.gov.



Who can Apply?



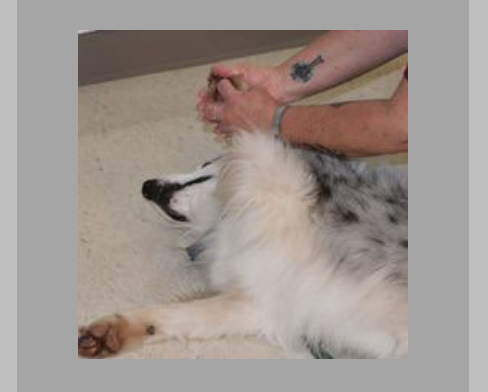
- The applicant must not be listed on the suspended and debarred list.
- The applicant must not be listed on the Denied Parties List.
- The applicant must be NIMS compliant with NIMS Courses (100, 200, 700 and 800).
- Applicants must have a current and active DUNS/Unique Entity Identification number.
- Applicant must read and comply with 2 CFR 200.318 to 2 CFR 200.327 regulations.

What do I need to Apply?



- Applicant must have written procurement standards per 2 CFR 200.318(a).
- Applicant must have written conflict of interest standards per 2 CFR 200.318(c).
- Applicant read and understands that certain telecommunications and video surveillance services or equipment are prohibited from being purchased using grant funds. See 2 CFR § 200.216 and 2 CFR § 200.471.
- Applicant must take necessary steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used, when possible, per 2 CFR 200.321.
- Applicant agrees that this federal funding does not supplant (replace) state, local, and agency monies in their organization's budget for the requested items in this application.

What do I need to Apply?



The following MUST items must be submitted, or the application will be considered incomplete.

- Complete Application
- Agency Signatures

What Happens After Application is Submitted?



Applications
Received

Applications
Reviewed for
Completeness

Applications-
Risk/Financial
Assessment

Application-
Peer Review

Executive
Planning and
Funding
Review

Please Remember....



- **Funding is limited.**
- Please prioritize projects and requests. Awards will be made on the need identified, how the need will assist the State in the MOHS mission and if funds are available.
- Projects may be funded in whole or partially funded.

All applicants will receive a notice of award or notice of non-approval. All non-approval applications will be kept on file for (1) one year if funds become available. If funding becomes available, then a MOHS staff member will contact the agency to discuss opportunities.

Please Remember....

**New for
FY22**



Grant Orientation:

At the receipt of the award packet, the agency will receive notice of an upcoming Grant Orientation meeting. The Grant Orientation will provide updates of the grant, award packet information, grant forms, information on required reporting and closeout. **Grant Orientation is mandatory.**

Please Remember....

**New for
FY22**



Submission of Grant Award/Reimbursement:

Grant award packets will be required to be submitted back to the MOHS email address of: MOHSgrants@dps.ms.gov, by a deadline date.

***New for FY22:** Although grants awards are activated at the time of receipt of the award package, reimbursements will not be made to an agency until **all** award packets have been submitted and processed by MOHS grants staff. This may include the submission and approvals to FEMA for MOU's, special equipment requests/approvals and Environmental Historic Preservations forms.

Let's Write a Grant Application



I. Agency Applicant Information

FY22 Mississippi Homeland Security Grant Program-Community Preparedness Application

I. Applicant Information	
Date of Application:	1.
Name of Agency:	2.
Mailing Address:	3.
Agency Contact Name:	4.
Agency Contact PhoneNumber:	5.
Agency Contact EmailAddress:	6.
Unique Entity ID#:	7.

1. Date: Date of Application Submitted
2. Name of Agency: Full name of the Agency.
3. Mailing Address: Full mailing address of the Agency
4. Agency Contact Name: Name of the person that is responsible for filling out the application.
5. Agency Contact Phone Number: Phone number that can best reach the agency contact.
6. Agency Contact Email Address: Email Address that can best reach the agency contact.
7. EUI Number: Twelve (12) Digit code set up in SAMS.gov. Check with finance clerk for this number.

FY22 Federal Change: DUNS Numbers/Unique Entity Identification Number

- The new Unique Identification Number will be a twelve (12) character numeric and letter-based identification.
- The new identification will not expire or required to be renewed, it will just need to be updated, as changes or personnel changes occur in your agency.
- Agencies will have a choice to have information that can be viewed by the public or not.
- Number have already been assigned for each DUNS number in SAMS.gov

Cost Category		Source of Funds	
Commodities/Supplies	1.	Federal	5.
Contractual Services	2.	State	\$0.00
Training/Travel	3.	Local	\$0.00
Total Amount Requested	4.	Total	6.

Cost Category:

1. Commodities/Supplies: List the total amount requested for commodities/supplies.
2. Contractual Services: List the total amount requested for contractual services
3. Training/Travel: List the total amount request for travel. (Must be for training only)
4. Total of Grant: Add all section (Sections 1-4) for a total grant amount requested.

Source of Funds: All Requests will be 100% federally funded.

1. Federal: List the full amount that will be federally funded.
2. Total: List the full amount for the total grant amount requested.

II. Community Preparedness Information:	
Are you applying for:	YES / NO
Single Local Community Preparedness Program/CERT	
Regional Community Preparedness Program/CERT	
If Regional, list all communities involved:	
Teen Community Preparedness Program/CERT	
If Regional, list all communities involved:	

Please respond with a YES or No Response to the type of project you are applying for.

III. Project Narrative

Describe the purpose of this Community Preparedness project and provide the overall goal of the project.

Please provide at least two (2) objectives that will be accomplished with this project.

Add in a description of your intended project.

Please provide a statement on how this project will impact the local community preparedness in your local area/region.

Provide a tentative timeline that ensures that the project will be initiated and completed within the period of performance.

Add in a description of your intended project.

VII. Grant Budget:

I. **Commodities/Supplies:**

Include a detailed assessment of commodity/supply expenses within the program area in which applicant are applying. Also, include a cost estimate for all additional grant expenses (gloves, traffic safety cones, flashlights, reflective safety vests, etc.). All expenses must be in accordance with current state and federal guidelines. Items are not identified as equipment.

IV. Grant Budget				
Include a detailed assessment of Budget Items requested within the program area in which you will be applying. All expenses must be in accordance with current state and federal guidelines.				
Commodities/Supplies	Type of Item Requested	Cost	Quantity	Total
Total Commodities				

VII. Grant Budget:

Contractual Services:

Include a detailed assessment of contractual services within the program area in which applicant will be applying. Also, include a cost estimate for all contractual needs (rental, shipping costs, etc.). All expenses must be in accordance with current state and federal guidelines.

Contractual Service	Type of Item Requested	Cost	Quantity	Total
Total Contractual				

VII. Grant Budget:

I. **Travel/Training:**

Include a detailed assessment of travel/training needs within the program area in which applicant will be applying. Also, include a cost estimate for all travel needs (hotel, hotel taxes, per diem, mileage, parking, etc.). All expenses must be in accordance with current state and federal guidelines.

Training/Travel for Instructor	Type of Item Requested	Cost	Quantity	Total
Total Training/Travel				

IX. NIMS Compliance Form

Please read the following statement, if agency agrees to NIMS Compliance, please have the Authorized Signatory Official Sign.

The National Incident Management System (NIMS) guides all levels of government, nongovernmental organizations (NGO), and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. As recipients and subrecipients of federal preparedness (non-disaster) grant awards, jurisdictions and organizations must achieve, or be actively working to achieve, all the NIMS Implementation Objectives. The objectives can be found on the NIMS webpage at: <https://training.fema.gov/nims/>

Under Executive Order #932, Mississippi established NIMS as the standard for incident management within the State. The U.S. Department of Homeland Security/Federal Emergency Management Agency guidance provides that accepting grant funding is conditioned upon NIMS compliance. This jurisdiction attests that we continue to strive toward NIMS compliance, as provided under federal and State NIMS guidance.

This jurisdiction understands receiving and/or using U.S. Department of Homeland Security grant funds remains conditional upon NIMS compliance. Non-compliance of NIMS can result in funds being withheld or reallocated from our jurisdiction because of ineffective NIMS support and participation.

X. Submission Compliance

Please read the following statements, if applicants agency agrees with the submission compliance, please have the person completing the Application fill out the following:

Applicant Authorization:	
I certify that I am an employee of the aforementioned agency and/or jurisdiction or have been hired by the agency/jurisdiction to apply on their behalf of this grant.	
Applicant Name	
Applicant Title	
Date	
Applicant Signature	

LET'S WRAP IT UP



FY22 Grant Application Due to MOHS

Due October 17,
2022.

By 5:00 p.m.



MOHS Grants Staff Contacts:

Beth Loflin, Grants Director

- Email Address: beth.loflin@dps.ms.gov
- Phone Number: (601) 346-1504

Rachel Day, Grants Administrator

- Email Address: rday@dps.ms.gov
- Phone Number: (601) 346-1507

Kayla Stewart (Grants)

- Email Address: ksstewart@dps.ms.gov
- Phone Number: (601) 346-1502

Catrina Stamps (Admin/Grants)

- Email Address: cstamps@dps.ms.gov
- Phone Number: (601) 346-1500





Questions

Questions

Questions

