# Mississippi Office of Homeland Security

## FY22 Homeland Security Grant Program
## Grant Writing

# Introductions

# Why do I need Grant Writing?





# Why do I need Grant Writing?

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

In the 2022 Homeland Security 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 |
|---|---|
| FY22 Grant Application Release | February 15, 2022 |
| Grant Writing Sessions | February 28, 2022 <br> March 8, 2022 |
| Application Deadline | April 1, 2022, by 5:00 p.m. |
| Application Review Period | April 2022-June 2022 <br> Initial Risk/Financial Assessment Review (April) <br> Peer Review (May) <br> Executive Award Review (May/June) |
| Award Announcement | July 1, 2022 (Tentative) |
| Grant Orientation | July 12, 2022 (Tentative) <br> July 14, 2022 (Tentative) |
| Grant Awards Released | September 1, 2022 (Tentative) |
| Grant Packets Due and to be Returned to MOHS | September 15, 2022 (Tentative) |
| Grant Performance Period | October 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.

# Federal Award Overview:





Grant guidance for the 2022 Homeland Security Grant Program (HSGP) is forthcoming from the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA). Grant requirements may change in the official grant funding Notice of Funding Opportunity (NOFO). **If grant requirements change, applicants will be notified, and application modifications may be requested to fit updated grant requirements.**

Annually, the DHS/FEMA issues the Fiscal Year (FY) Homeland Security Grant Program, NOFO and the FEMA Preparedness Grants Manual. Sub-grantees must follow the programmatic requirements in the NOFO, FEMA Preparedness Grants Manual, and the applicable provisions in the Uniform Administrative Requirement, Cost Principles and Audit Requirements for Federal Awards located in Title 2, Code Federal Regulations, (C.F.R.)., Part 200.

# Program Objective

The objective of the FY2022 Homeland Security Grant Program (HSGP) is to fund state, local, tribal, and territorial efforts to **prevent terrorism and prepare the Nation for threats and hazards** that pose the greatest risk to the security of the United States.

# Program Purpose

The HSGP supports investments that improve the ability of jurisdictions nationwide to:

- **<u>Prevent</u>** a threatened or an actual act of terrorism.
- **<u>Protect</u>** citizens, residents, visitors, and assets against the threats that pose the greatest risk to the security of the United States.
- **<u>Mitigate</u>** the loss of life and property by lessening the impact of future catastrophic events.

# Program Purpose




The HSGP supports investments that improve the ability of jurisdictions nationwide to:

- **<u>Respond</u>** quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident; and/or

- **<u>Recover</u>** through a focus on the timely restoration, strengthening, accessibility, 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, and do so in a manner that engages the whole community while ensuring the protection of civil rights.

# NATIONAL PRIORITIES, MISSION AREAS, CORE CAPABILITIES
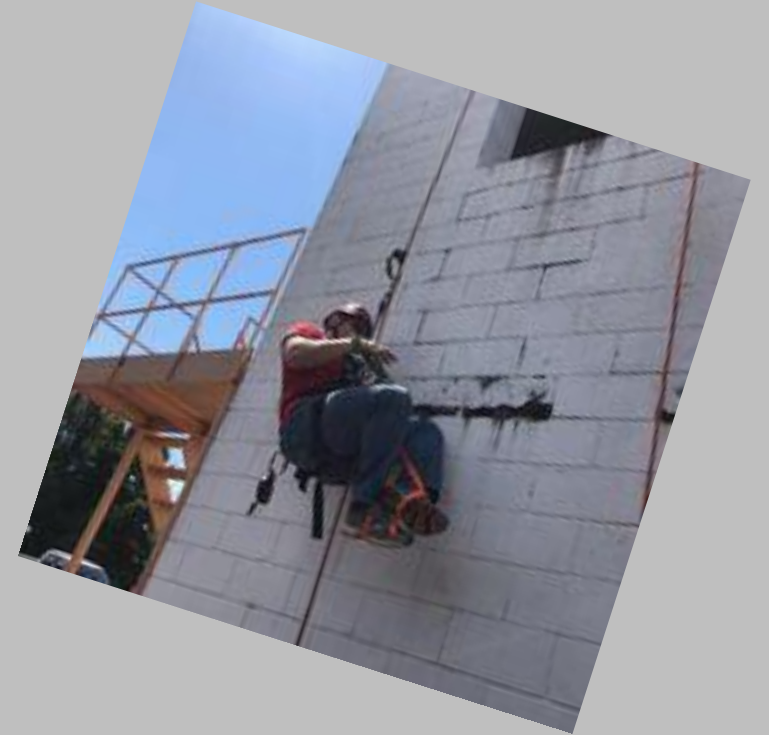
# National Priorities

For the FY22 grant cycle, the national priority areas will be prioritized for funding to align with the DHS/FEMA National Priority areas, set by the Department of Homeland Security.

**All applicants should prepare applications with the national priorities in mind.**

- Cybersecurity
- Protection of Soft Targets
- Enhancing Information and Intel
- Domestic Violent Extremism
- Emergent Threats

# National Priorities Area, Core Capabilities, Lifelines and Example Project Types

**National Priorities Areas, Core Capabilities, Lifelines and Example Project Types**

| Priority Areas | Core Capabilities | Lifelines | Example Project Types |
|---|---|---|---|
| **National Priorities** | | | |
| Enhancing Cybersecurity | • Cybersecurity<br>• Intelligence and information sharing<br>• Planning<br>• Public information and warning<br>• Operational coordination<br>• Screening, search, and detection<br>• Access control and identity verification<br>• Supply chain integrity and security<br>• Risk management for protection programs and activities<br>• Long-term vulnerability reduction<br>• Situational assessment<br>• Infrastructure systems<br>• Operational communications | • Safety and Security | • Cybersecurity risk assessments<br>• Migrating online services to the ".gov" internet domain<br>• Projects that address vulnerabilities identified in cybersecurity risk assessments<br> o Improving cybersecurity of critical infrastructure to meet minimum levels identified by the Cybersecurity and Infrastructure Security Agency (CISA)<br> o Cybersecurity training and planning |
| Enhancing the Protection of Soft Targets/ Crowded Places | • Operational coordination<br>• Public information and warning<br>• Intelligence and information sharing<br>• Interdiction and disruption<br>• Screening, search, and detection<br>• Access control and identity verification<br>• Physical protective measures<br>• Risk management for protection programs and activities | • Safety and Security | • Operational overtime<br>• Physical security enhancements<br> o Closed-circuit television (CCTV) security cameras<br> o Security screening equipment for people and baggage<br> o Lighting<br> o Access controls<br> o Fencing, gates, barriers, etc. |

**National Priorities Areas, Core Capabilities, Lifelines and Example Project Types**

| Priority Areas | Core Capabilities | Lifelines | Example Project Types |
|---|---|---|---|
| Enhancing information and intelligence sharing and analysis, and cooperation with federal agencies, including DHS | • Intelligence and information sharing<br>• Interdiction and disruption<br>• Planning<br>• Public information and warning<br>• Operational coordination<br>• Risk management for protection programs and activities | • Safety and Security | • Fusion center operations (Fusion Center project will be required under this investment, no longer as a stand-alone investment)<br>• Information sharing with all DHS components; fusion centers; other operational, investigative, and analytic entities; and other federal law enforcement and intelligence entities<br>• Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition, assessment, analysis, and mitigation<br>• Identification, assessment, and reporting of threats of violence<br>• Joint intelligence analysis training and planning with DHS officials and other entities designated by DHS |
| Combating Domestic Violent Extremism | • Interdiction and disruption<br>• Screening, search and detection<br>• Physical protective measures<br>• Intelligence and information sharing<br>• Planning<br>• Public information and warning<br>• Operational coordination<br>• Risk management for protection programs and activities | • Safety and Security | • Open source analysis of misinformation campaigns, targeted violence and threats to life, including tips/leads, and online/social media-based threats<br>• Sharing and leveraging intelligence and information, including open source analysis<br>• Execution and management of threat assessment programs to identify, evaluate, and analyze indicators and behaviors indicative of domestic violent extremists<br>• Training and awareness programs (e.g., through social media, suspicious activity reporting [SAR] indicators and behaviors) to help prevent radicalization<br>• 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 |
| Addressing Emergent Threats, such as the activities of Transnational Criminal Organizations, open source threats, and threats from UAS and WMD | • Interdiction & disruption<br>• Screening, search and detection<br>• Physical protective measures<br>• Intelligence and information sharing<br>• Planning<br>• Public Information and Warning<br>• Operational Coordination | • Safety and Security | • Sharing and leveraging intelligence and information<br>• UAS detection technologies<br>• Enhancing WMD and/or improvised explosive device (IED) prevention, detection, response and recovery capabilities<br> o Chemical/Biological/Radiological/ Nuclear/Explosive (CBRNE) detection, prevention, response, and recovery equipment |

# Anticipated 2022 Required Spending

*Information for the 2022 National Priorities is forthcoming.*

During FY2021, DHS/FEMA determined that the five (5) national priorities should be addressed by allocating a specific percentage of funds to each of the listed areas, for a total of thirty (30) percent of total funds. The MOHS will continue to invest in the specific areas of national priority, along with the required percentage and fund programs that focus on the national priorities.

**Priorities are subject to change, but national priority programs and requirements are anticipated to remain in the FY22 grant cycle.**

# National Priority: Cyber Security

<u>Cybersecurity Investment Justification:</u> Cybersecurity investments must **support the security and functioning of critical infrastructure and core capabilities** as they relate to preventing, preparing for, protecting against, or responding to acts of terrorism.

Recipients and sub-recipients of FY22 HSGP grant awards will be required to complete **the 2022 Nationwide Cybersecurity Review (NCSR)**, enabling agencies to benchmark and measure progress of improving their cybersecurity posture.

# National Priority: Protection Soft Targets/Crowded Places



<u>Soft Target/Crowded Places Investments Justification:</u> Soft targets and crowded places are increasingly appealing to terrorists and other extremist actors because of their relative accessibility and the large number of potential targets.



This challenge is complicated by the prevalent use of simple tactics and less sophisticated attacks. Segments of the society are inherently open to the public, and by nature of their purpose do not incorporate strict security measures.



Given the increased emphasis by terrorists and other extremist actors to leverage less sophisticated methods to inflict harm in public areas, it is vital that the public and private sectors collaborate to **<u>enhance security of locations such as transportation centers, parks, restaurants, shopping centers, special event venues and similar facilities.</u>**

# National Priority: Information and Intelligence Sharing

Information and Intelligence Sharing and Cooperation Investment Justification: **Cooperation and information sharing among state, federal and local partners across all areas of the homeland security enterprise, including counterterrorism** – including both international and domestic terrorism, cybersecurity, border security, transnational organized crime, immigration enforcement, economic security and other areas is critical to homeland security operations and the prevention of, preparation for, protection against and responding to acts of terrorism, other threats to life and criminal acts of targeted violence.

Given the importance of information sharing and collaboration to effective homeland security solutions, at least one investment must be in support of the state's efforts to enhance information sharing and cooperation with U.S. DHS and other federal agencies.

# National Priority: Combating Domestic Violent Extremism

<u>Combating Domestic Violent Extremism Investment Justification:</u> Domestic violent extremists, including ideologically motivated lone offenders and small groups, present the most persistent and lethal terrorist threat to the homeland.

These violent extremists capitalize on social and political tensions, which have resulted in an elevated threat environment. They utilize social media platforms and other technologies to spread violent extremist ideologies that encourage violence and influence action within the United States.

The COVID-19 pandemic has further created an environment that may lead to **accelerated mobilization to targeted violence and/or radicalization to domestic terrorism, including driving lawful protests to incite violence, intimidate targets and promote their violent extremist ideologies.**

# National Priority: Emerging Threats

Emerging Threats Investment Justification: The spread of **rapidly evolving and innovative technology, equipment, techniques, and knowledge presents new and emerging dangers for homeland security in the years ahead**. Terrorists remain intent on acquiring weapons of mass destruction (WMD) capabilities, and rogue nations and non-state actors are aggressively working to develop, acquire and modernize WMDs that they could use against the homeland.

Meanwhile, **biological, and chemical materials and technologies with dual use capabilities are more accessible** throughout the global market. Due to the proliferation of such information and technologies, rogue nations and no-state actors have more opportunities to develop, acquire and use WMDs than ever before. Similarly, the production of unmanned aircraft systems, artificial intelligence, and biotechnology increase opportunities of threat factors to acquire and use these capabilities against the United States and its interests.

# 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.

# Core Capabilities

Applicants **are encouraged** to also consider projects that meet the FEMA Core Capabilities within the National Preparedness goal.

There are thirty-two (32) core capabilities that fit within the five (5) mission areas that help build, sustain and agencies capabilities, along with close identified gaps.

# FEMA Core Capabilities

For more information on the core capabilities, please see the following link to FEMA Core Capability Development Sheets.

https://www.fema.gov/sites/default/files/documents/fema_ccds-all-sheets.pdf

## Prevention

1. Planning
1. Public Information and Warning
2. Operational Coordination
3. Intelligence and Information Sharing
4. Interdiction and Disruption
5. Screening, Search, and Detection
6. Forensics and Attribution

## Protection

1. Planning
2. Public Information and Warning
3. Operational Coordination
4. Intelligence and Information Sharing
5. Interdiction and Disruption
6. Screening, Search, and Detection
7. Access Control and Identity Verification
8. Cybersecurity
9. Physical Protective Measures
10. Risk Management for Protection Programs and Activities
11. Supply Chain Integrity and Security

## Mitigation

1. Planning
2. Public Information and Warning
3. Operational Coordination
4. Community Resilience
5. Long-Term Vulnerability Reduction
6. Risk and Disaster Resilience Assessment
7. Threats and Hazards Identification

## Response

1. Planning
2. Public Information and Warning
3. Operational Coordination
4. Infrastructure Systems
5. Critical Transportation
6. Environmental Response/ Health and Safety
7. Fatality Management Services
8. Fire Management and Suppression
9. Logistics and Supply Chain Management
10. Mass Care Services
11. Mass Search and Rescue Operations
12. On-Scene Security, Protection, and Law Enforcement
13. Operational Communications
14. Public Health, Healthcare, and Emergency Medical Services
15. Situational Assessment

## Recovery

1. Planning
2. Public Information and Warning
3. Operational Coordination
4. Infrastructure Systems
5. Economic Recovery
6. Health and Social Services
7. Housing
8. Natural and Cultural Resources

# Funding Eligibility

# Funding Eligibility





Only eligible applicants may apply for State Homeland Security Grant Program. Eligible applicants include those defined in the Department of Homeland Security Act of 2002:

**Local Units of government**: The term "local government means-
- A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of government (regardless of whether the council of governments is incorporated as a non-profit under State law), regional or interstate government entity, or agency or instrumentality of a local government.
- An Indian tribe or authorized tribal organization; and
- A rural community, unincorporated town or village, or other public entity.

# 80% of ALL funds MUST go to Local Units of government.

# Funding Eligibility

State Agencies: Under the SHSP, the State Administrative Agency (SAA) **may retain no more than 20 percent of funding** for expenditures made by the state on behalf of the local unit(s) of government.

**Funding outside of the 20 percent may occur _only_ with the written consent of the local unit(s) of government and the approval of DHS/FEMA.**

The Mississippi Office of Homeland maintains all MOU's indicating written consent of the local unit(s) of government. All MOU's must be submitted to FEMA, approval and the award will be at the discretion of FEMA's approval, if funding will be allocated.

## **Only 20% of funds can be received by a State Agency.**

# Funding Eligibility

- Grant application requests are **<u>not</u>** a guarantee for funding. Grants may be funded in whole or partially funded. All funding considerations will be **<u>based on need and how the project fulfills the needs of the MOHS priorities and programs.</u>**

- The total amount of funding is limited to the amount received by FEMA, national priorities, and the requirements of the grant.

- Prioritize funding requests to items that **<u>meet the needs</u>** of the grant and applicant's department. Awards will be made to projects with the needs identified in the application.

- All funding requests must be reasonable and allowable.

# What Can I Apply For??

If applicants have questions regarding the allowable or unallowable use of funding or need assistance in completing the application, please contact mohsgrants@dps.ms.gov.

Applicants may also visit the FEMA website and review the Notice of Funding Opportunity to review all grant funding guidelines for this grant opportunity. Please see the link below:

https://www.fema.gov/media-collection/homeland-security-grant-notices-funding-opportunity

# Allowable Grant Items

Allowable Costs may include:
- Planning Costs
  o Develop and Implement programs and initiatives
  o Develop prevention activities
  o Develop and enhance plans and protocols
  o Develop and conduct assessments
  o Update structures and processes for emergency communication
  o Develop, review and revise continuity of operations plans
  o Develop, review and revise THIRA/SPR continuity of operations plans

# Allowable Grant Items

- Organizational Activities
  - Develop structure and mechanisms for information sharing with the public and private sector
  - Operational support
  - Implementing models, programs, and workforce enhancement initiatives

- Program Activities
  - Training and Workshops

- Exercise Related Costs
  - Design, develop, conduct, and evaluate and exercise
  - Interoperable communication exercises

# Allowable Grant Items

- Law Enforcement Terrorism Activities Costs
  - Coordination between fusion centers and other analytical and investigative efforts
  - Increase physical security through law enforcement
  - Integration and interoperability of systems and data

# Allowable Grant Items



Equipment:

All requested equipment must be listed on the **FEMA Authorized Equipment List (AEL)** and must be listed under "FEMA related grant programs" for the Homeland Security Grant Program (HSGP). The applicant must indicate in the application the AEL number of the requested equipment, along with the description of items.

# Allowable Grant Items

**\*\*New For FY22\*\***



Radios/Communication Devices:

- o Radio/communication devices must be compatible with the MSWIN Interoperable Communication System and be approved P-25 radios.
- o MOHS will allow **up to $2,000.00 per radio** purchased for the MSWIN system.
- o Mississippi and the Mississippi Wireless Communication Commission have established vendor relations for the following vendors that carry and supply compatible radios and radio systems.

| EF Johnson | Realm |
|------------|-------|
| Harris | Tait |
| Kenwood | Thales |
| Motorola | |

# Allowable Grant Items

**\*\*New For FY22\*\***

Radios/Communication Devices:
- Exceptions **<u>may</u>** be requested by an agency for radios with a cost of $2,000.00 or more, with a detailed justification.
- Please include the following details in the justification:
  - Cost of each radio
  - Quantity requested
  - Where the Radios will be used and installed?
  - Why the agency needs additional upgrades/costs from the standard radio.
- All justifications for radios requested with a cost of $2,000.00 or more will be reviewed by the Executive Committee and approved by the members therein.

# Allowable Grant Items

**\*\*New For FY22\*\***



Some Equipment may require additional review and approval from FEMA. These items need additional documentation and justifications to be included and submitted to FEMA.

Due to their review, this could take some time to receive approvals. This can delay your grant award and/or grant reimbursement. On certain items like boats, watercraft, high expense items, **items can not be ordered until the approvals are received from FEMA.**

# Allowable Grant Items

**\*\*New For FY22\*\***

**Environmental and Historical Preservation Compliance:** All projects that may have potential impact to the environment **will require** a FEMA Environmental Historic Preservation form. For more information, please see FEMA Policy 108-023-1

- o Ground disturbances, new construction, modification/renovation of buildings (include the addition of cameras, security doors, etc.) will require an EHP form to be submitted.
- o Renovation of and/or modification including installation of security and communication equipment to buildings or structures that are fifty (50) years old or older.

# Allowable Grant Items

**\*\*New For FY22\*\***

**Environmental and Historical Preservation Compliance:** All projects that may have potential impact to the environment **will require** a FEMA Environmental Historic Preservation form. For more information, please see FEMA Policy 108-023-1.

- o Security enhancements to improve perimeter security or any other construction or renovations that change or expand the footprint of the facility.
- o Physical security enhancements including, but not limited to:
  - ▪ Lighting
  - ▪ Fencing
  - ▪ Closed Circuit Televisions
  - ▪ Motion Detection
  - ▪ Barriers, doors, gates and related security enhancements.

# Unallowable Grant Items




The following items are considered unallowable by FEMA and/or the Mississippi Department of Homeland has deemed the items not permissible for funding. Applicants may also visit the FEMA website and review the Notice of Funding Opportunity to review all grant funding guidelines for this grant opportunity. Please see the link below,

https://www.fema.gov/media-collection/homeland-security-grant-notices-funding-opportunity

# Unallowable Grant Items

Supplanting:

o **Grant funds will be used to supplement existing funds and will not replace (supplant) funds** that have been appropriated for the same purpose. Applicants or recipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

o Grant funds can not be used for services or equipment that are already purchased and replace agency funds.

**Grant funds should supplement, not supplant!!!!!!!!**

# Unallowable Grant Items





- FEMA Approval:
  - Grant funds may not be used for the purchase of equipment not approved by DHS/FEMA. Grant funds must comply with IB 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.

- Unallowable Items…
  - Weapons, Ammunition and Equipment
  - Small, unmanned Aircraft (SUAS) Drones.
  - Body Worn Cameras

# Unallowable Grant Items
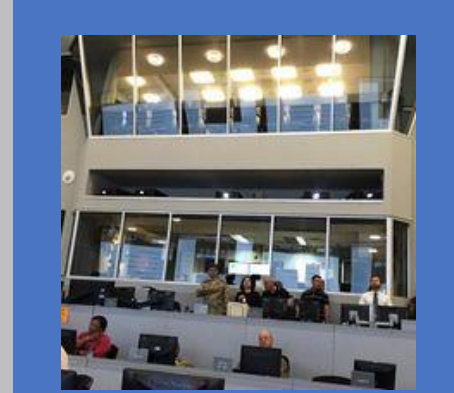
- Maintenance Contacts:
  - Maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are only allowable in the following circumstances:
    - The use of DHS/FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable, as described in FEMA Policy FP 205-402-125-1 under all active and future grant awards, unless otherwise noted. Except for maintenance plans or extended warranties purchased incidental to the original purchase of the equipment, the period covered by maintenance or warranty plan must not exceed the POP of the specific grant funds used to purchase the plan or warranty.

# Unallowable Grant Items





- 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
    - Equipment/ supplies that are purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (e.g., electronic messaging sign)

- In-Direct Costs

# Unallowable Grant Items

Personnel, Overtime and Backfill costs:
- o Hiring of sworn public safety officers or supplant safety positions and responsibilities.
- o Salaries and personnel costs of planners, equipment managers, exercise coordinators and/or training coordinators.
- o Please note that overtime and backfill for training and exercise are only allowable in the following circumstances:

# Unallowable Grant Items



Training:
- Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes only.
- Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training only.

Exercises:
Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA exercises

# Unallowable Grant Items





The following are common requests that are unallowable and/or unfunded:
- **Requests for equipment for routine/general use**.
  - All SHSP equipment requested must assist recipients and subrecipients in achieving core capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism.
  - For more information refer to "Explain how applicants proposed project supports terrorism preparedness" the of this RFP.

- Tactical law enforcement protective equipment for **routine use** or riot suppression. Items in this category are allowable only to supplement normal stores, in order to provide the surge capacity necessary for CBRNE terrorism response.

# Unallowable Grant Items

**Vehicles**
- While certain vehicles are allowable, applications for vehicles will be reviewed on a case-by-case basis based on need, use, and justification.
- General purpose vehicles (patrol cars, executive transportation, fire trucks and tactical/assault vehicles, etc.)
- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles, medical supplies, and emergency response apparatus.

# Important Application Information

# When is the Application Due?
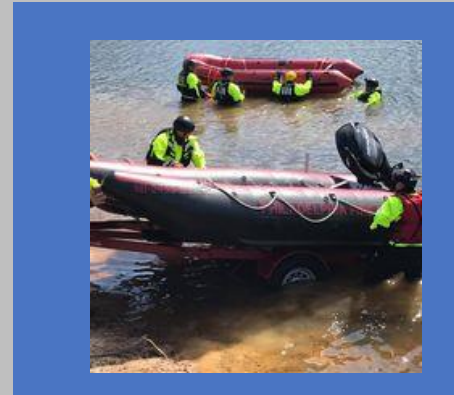
All HGSP applications and supporting documentation must be received by the Mississippi Office of Homeland Security offices by **Friday, April 1, 2022, by 5:00 p.m. CST.**
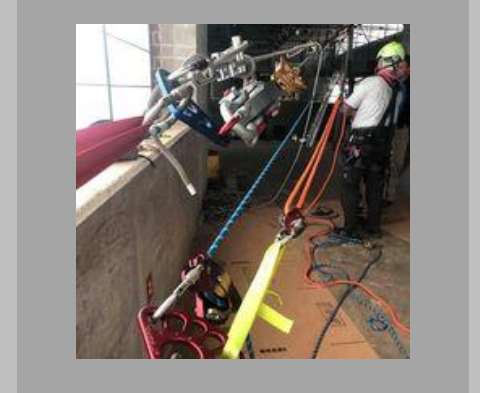
# When is the Application Due?

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 complaint 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?
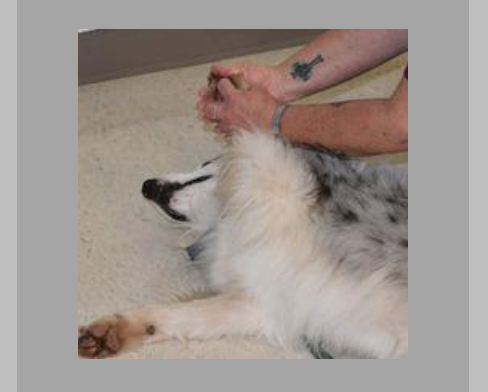


**The following MUST items must be submitted, or the application will be considered incomplete.**

● 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….





- **<u>Funding is limited</u>**.

- 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 Award:**

If agency is awarded a grant, the applicant will become a sub-recipient. A grant award packet will be sent to the sub-recipient for the review and the attainment of signatures from all authorized officials. The grant award packet will include an Award Letter and Grant Agreement, along will all required grant documents.

**\*New for FY22:** Per FEMA requirements, the MOHS must meet the following four requirements.

1. The SAA must make a firm commitment to passing through the grant funds to the sub-recipients.
2. The SAA's a commitment must be unconditional (i.e., no contingencies for the availability of funds).
3. There must be documentary evidence (i.e., award document, terms, and conditions) of the commitment; and
4. The award terms must be communicated to the sub-recipient.

Once the agency receives the grant award packet, the grant will be **awarded and activated**. Grant activities, procurement of equipment, etc., may begin at the receipt of the award packet.

# 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.**

**\*New for FY22:** Many of the forms and required documentation **will be revised and updated for FY22**, please include attendance at Orientation, the assigned Sub-Recipient Grant Administrator (SGA) and the assigned financial officer that will be working with the agency on financial matters.

# 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 Take a 10 Minute Break

# Let's Write a Grant Application

# I. Agency Applicant Information

**Applicant Details:**

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. County of Agency: Name of the county where the Agency resides.
5. Agency Contact Name: Name of the person that is responsible for filling out the application.
6. Agency Contact Phone Number: Phone number that can best reach the agency contact.
7. Agency Contact Email Address: Email Address that can best reach the agency contact.
8. DUNS Number: Nine (9) Digit code set up in SAMS.gov. Check with finance clerk for this number.
8.a. Unique Entity ID#.
9. Congressional District: Congressional district where the agency resides.

## I. Agency Applicant Information

| | |
|---|---|
| Date | 1. |
| Name of Agency | 2. |
| Mailing Address | 3. |
| County of Agency | 4. |
| Agency Contact Name | 5. |
| Agency Contact Phone Number | 6. |
| Agency Contact Email Address | 7. |
| DUNS Number | 8. |
| Unique Entity ID #: | 8.a. |
| Congressional District | 9. |

# FY22 Federal Change: DUNS Numbers/Unique Entity Identification Number

- DUNS numbers are federal identification numbers that are set up to show if an agency is updated in the federal system for financial payment, disbarment or if an agency can or can not do business and receive federal funds.

- Starting April 4, DUNS numbers will no longer be used, but the new Unique Entity Identification 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

# FY22 Federal Change: DUNS Numbers/Unique Entity Identification Number

- On the Application, we are asking for both the DUNS # and the new Unique Entity Identification #.

- Until April 3, an agency can search in Sams.gov with the old DUNS# and view both the old and new ID #'s. This will make it easy to identify for your financial personnel the new information.

- Starting April 4th, only the new identification numbers will be used.

**Cost Category:**

10. Personal Services-Salary: List the total amount requested for the personal services for salary. (Task Forces, Operation Stonegarden, Training and Citizen Corp Only)
11. Personal Services-Fringe: List the total amount requested for the personal services for fringe benefits. (Task Forces, Operation Stonegarden, Training and Citizen Corp Only)
12. Contractual Services: List the total amount requested for contractual services (Task Forces Only)
13. Travel: List the total amount request for travel. (Must be for training only)
14. Equipment: List the total amount of equipment requested.
15. Commodities/Supplies: List the total amount requested for commodities/supplies.
16. Other: List any expenses that does not fall within the above categories.
17. Total of Grant: Add all section (Sections 10-16) for a total grant amount requested.

| Cost Category | |
|---|---|
| Personal Services-Salary | 10. |
| Personal Services-Fringe | 11. |
| Contractual Service | 12. |
| Training/Travel | 13. |
| Equipment | 14. |
| Commodities/Supplies | 15. |
| Other | 16. |
| Total of Grant | 17. |

Remember….Not Everyone will have every category.

## Source of Funds:

All Requests will be 100% federally funded.

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

| Source of Funds | |
| --- | --- |
| Federal | 18. |
| State | $0.00 |
| Local | $0.00 |
| Other | $0.00 |
| Total | 19. |

## Approved Authorized Signature:

20. Approved Authorized Signature. Signature from Mayor/Board of Supervisor/Commission/Board President, etc.

| Approved Signature of Authorized Official for Jurisdiction to Apply: |
| --- |
| 20. |

# II. Problem Identification

1.  Surrounding Counties: List all counties that surround the county that the agency is located
2.  Number of Square Miles: List Number of square miles where the agency is located. Ex. City of New York-15 miles or County of Yorktown-180 miles.
3.  Number of Population: List the number of the population where the agency is located.
4.  Number of Officers/Staff working in Agency: List the number of officers and/or staff that work in the agency.

| II. Problem Identification | |
| --- | --- |
| This section must be completed. | |
| Surrounding Counties | 1. |
| Number of Square Miles | 2. |
| Number of Population | 3. |
| Number of Officers/Staff Working in Agency | 4. |

# III. Jurisdiction's Top Three Threats

Describe applicants first top threat, second threat and three threats.

FEMA describes a "threat" as a natural, technological, or human caused occurrence, individual, entity or action that has or indicated potential to harm life, information, operations, the environment and/or property. Threats should be related the prevention of terrorist and other catastrophic events. These threats should be unique to applicants' area targets, infrastructure, and population. Please describe in detail the top three threats to applicant area.

**\*\* Please note. Natural disasters can be considered and listed as one of applicants three threats but should not be the only threats to applicant agency or area.**

| III. Jurisdiction's Top Three Threats |
|---|
| FEMA describes a "threat" as a natural, technological or human caused occurrence, individual, entity or action that has or indicated potential to harm life, information, operations, the environment and/or property. |
| **Briefly describe the jurisdiction's first top threat:** |
| 1. |
| **Briefly describe the jurisdiction's second top threat:** |
| 2. |
| **Briefly describe the jurisdiction's third top threat:** |
| 3. |

# IV. Jurisdiction's Top Three Hazards

1. Describe applicants first top hazards, second hazards and third hazards.

   FEMA describes a "Hazard" as something that is potential dangerous or harmful, often the root cause of an unwanted outcomes. These hazards should be unique to applicants' area targets, infrastructure, and population. Please describe in detail the top three threats to applicants' area.

   **\*\* Please note. Natural disasters can be considered and listed as one of applicants three hazards but should not be the only hazards to applicant's agency or area.**

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**IV. Jurisdiction's Top Three Hazards**
FEMA describes a "Hazard" as something that is potential dangerous or harmful, often the root cause of an unwanted outcomes.

**Briefly describe the jurisdiction's top threat hazard:**

1.

**Briefly describe the jurisdiction's second threat hazard:**

2.

**Briefly describe the jurisdiction's third threat hazard:**

3.

# V. Capability Gaps

Provide a description of any capability gap(s) which inhibits the jurisdiction's ability to Prevent, Protect, Mitigate, Respond and/or Recovery. Explain how applicant determined the capability gaps (i.e., a response to a real-life event, an exercise, training event or threat assessment). Please address how utilization of existing state-wide assets (task forces, force protection units, bomb teams, etc.) may/may not mitigate the threats and hazards that have been identified.

# VI. National Priority, Mission Area and Core Capabilities

**National Priority:**

 Sections 1-5: Please mark the National Priority that the Agency will support with the funds received.

 Cyber Security: Enhancing Cyber Security

2. Information and Intelligence Sharing: Enhancing information and intelligence sharing and cooperation with federal agencies, including MOHS and Department of Homeland Security

3. Emerging Threats: Addressing emergent threats in applicants' area

4. Soft Targets/Crowded Places: Enhancing the protection of soft targets in crowded places.

5. Domestic Violent Extremism: Addressing violent extremism in applicants' area.

| VI. National Priority, Mission Area and Core Capabilities | | |
|---|---|---|
| Please the mark the National Priority that the Agency will support with funding received. | | |
| 1 | Cybersecurity | 4 Soft Targets/Crowded Places |
| 2 | Information and Intelligence Sharing | 5 Domestic Violent Extremism |
| 3 | Emerging Threats | |

Please describe how the funding will be used to support the National Priority.

| Please describe how the funding will be used to support the National Priority. |
|---|
| |

**Mission Area:**

Sections 1-5: Please mark the Mission Area(s) that the agency will support with funding received.

1. Prevention: Prevent, avoid, or stop an imminent, threatened, or actual threat 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 an 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 an incident.

| Please mark the Mission Area(s) that the Agency will support with funding received. | | | |
|---|---|---|---|
| 1 | Prevention | 4 | Response |
| 2 | Protection | 5 | Recovery |
| 3 | Mitigation | | |

**Mission Area:**

Please describe how the funding will be used to support the Mission Area (2).

Add a description of how the funds will be used to support the mission areas that were marked on the previous page. Use as much detail as possible to describe how the funds will be used.

| Please describe how the funding will be used to support the Mission Area(s). |
|---|
|  |

**Core Capability Gap:**

Please mark which Core Capability that the Agency will support with funding. For more information on the core capabilities, please see the following link to FEMA Core Capability Development Sheets.

https://www.fema.gov/sites/default/files/documents/fema_ccds-all-sheets.pdf

| Please mark which Core Capability that the Agency will support with funding. | | | |
|---|---|---|---|
| | Community Resilience | | Situational Assessment |
| | Environmental Response/Health and Safety | | Threats and Hazard Identification |
| | Interdiction and Disruption | | Cybersecurity |
| | Operational Communications | | Mass Care Services |
| | Access Control and Identity Verification | | Mass Search & Rescue Operations |
| | Fatality Management Services | | On-Scene Security and Protection |
| | Intelligence and Information Sharing | | Operational Coordination |
| | Long-term Vulnerability Reduction | | Planning |
| | Physical Protective Measures | | Critical Transportation |
| | Public Health and Medical Services | | Forensics and Attribution |
| | Risk & Disaster Resilience Assessment | | Health and Social Services |
| | Housing | | Public/Private Services & Resources |
| | Infrastructure Systems | | Public Information and Warning |
| | Risk Management-Protection Programs/Activities | | Economic Recovery |
| | Screening, Search, and Detection | | Supply Chain Integrity & Security |
| | Natural and Cultural Resources | | |

**Core Capability Gap:**

Please describe how the funding will be used to support the Core Capabilities marked above.
Add a description of how the funds will support the Core Capabilities. Use as much detail as possible to describe.

Please describe how the funding will be used to support the Core Capabilities marked above.

# VII. Grant Budget:

**I. Personnel-Salary:**

Submit information for proposed project staff that will be funded with federal funds under the grant agreement. All expenses must be in accordance with current state and federal guidelines. (Task Force, Operation Stonegarden, Training and Citizen Corp Grants Only)

| VII. Grant Budget | | | |
|---|---|---|---|
| I. Personnel-Salary | | | |
| Submit information for proposed project staff that will be funded with federal funds under the grant agreement. All expenses must be in accordance to current state and federal guidelines. (Task Force, Operation Stonegarden, Training and Citizen Corp Grants Only) | | | |
| Personnel Title: | Rate of Pay | # of Hours | Total |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total Salary | | | |

The regular and overtime rate of pay noted above should be the rate of pay the officer is paid by your agency. The rate of pay should not be increased for grant purposes. If approved for funding, all pay rates requested for reimbursement will be verified with the agency check stub and/or agency payroll documentation.

# VII. Grant Budget:

**II. Personnel-Fringe:**

Submit information for proposed project staff that will be funded with federal funds under the grant agreement. All expenses must be in accordance with current state and federal guidelines. (Task Force, Operation Stonegarden, Training and Citizen Corp Grants Only)

| II. Personnel-Fringe | | | |
|---|---|---|---|
| Submit information for proposed project staff that will be funded with federal funds under the grant agreement. All expenses must be in accordance to current state and federal guidelines. (Task Force, Operation Stonegarden, Training and Citizen Corp Grants Only) | | | |
| Personnel Title: | Fringe Item: | % | Total |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total Fringe | | | |
| If approved for funding, all pay rates requested for reimbursement will be verified with the agency check stub and/or agency payroll documentation. | | | |

# VII. Grant Budget:

**III. 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. (Task Force, Operation Stonegarden, Training and Citizen Corp Grants Only)

| III. Contractual Services | | | |
|---|---|---|---|
| Include a detailed assessment of contractual services within the program area in which you will be applying. Also, include a cost estimate for all contractual needs (rental, shipping costs, etc.). All expenses must be in accordance to current state and federal guidelines. (Task Force, Operation Stonegarden, Training and Citizen Corp Grants Only) | | | |
| Type of Contractual | Amount of Service/Amount per | Quantity of Service | Total |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total Contractual | | | |
| If approved for funding, all pay rates requested for reimbursement will be verified with the agency check stub and/or agency payroll documentation. | | | |

# VII. Grant Budget:

**IV. 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 (airfare, hotel, hotel taxes, per diem, mileage, parking, baggage, and gratuity). All expenses must be in accordance with current state and federal guidelines. (Task Force, Operation Stonegarden, Training and Citizen Corp Grants Only)

| IV. Training/Travel | | | |
|---|---|---|---|
| Include a detailed assessment of travel needs within the program area in which you will be applying. Also, include a cost estimate for all travel needs (airfare, hotel, hotel taxes, registration, per diem, mileage, parking, baggage, and gratuity). All expenses must be in accordance to current state and federal guidelines. (Task Force, Operation Stonegarden, Training and Citizen Corp Grants Only) | | | |
| Type of Travel | Number of People | Cost | Total |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total Travel Expense | | | |
| If approved for funding, all pay rates requested for reimbursement will be verified with the agency check stub and/or agency payroll documentation. | | | |

# VII. Grant Budget:

**V. Equipment:**

All Equipment must be allowable, reasonable and must be essential to the project. All equipment must be on the FEMA Authorized Equipment List. Unallowable equipment: Guns, Ammunition, Body Cameras and Drones. (See Guidance for more Information)

AEL Numbers must be included in the application. Funding must be tied to threats, hazards, and capability gaps. Equipment must be essential to the program.

Fill out a section for each type of equipment requested. Add the total of all equipment costs at the end of the equipment section.

**Note** If additional spaces are needed for equipment, please add an additional page to the application.

| V. Equipment | | | |
|---|---|---|---|
| Please list the cost for each piece of equipment requested. | | | |
| All Equipment must be allowable, reasonable and must be essential to the project. All equipment must be on the FEMA Authorized Equipment List. Unallowable equipment: Guns, Ammunition, Body Cameras and Drones. (See Guidance for More Information) | | | |
| | | | |
| AEL Number: | | Discipline | |
| Cost of Equipment | | Quantity | |
| Total Equipment Cost | | | |
| Item Description | | | |
| How will equipment be used to reduce Threats and Hazard? | | | |
| | | | |

# VII. Grant Budget:

**VI. 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.

| VI. Commodities/Supplies | | | |
|---|---|---|---|
| Include a detailed assessment of the commodity/supply grant expenses within the program area in which you are applying. Also, include a cost estimate for all additional grant expenses (gloves, traffic safety cones, PPE, flashlights, reflective safety vests, etc.). All expenses must be in accordance to current state and federal guidelines. Items are not identified as equipment. | | | |
| Type of Commodity/Supply | Quantity | Cost Per Item | Total |
| | | | |
| | | | |
| | | | |
| Total Commodity | | | |

# VII. Grant Budget:

**VII. Other:**

Include a detailed assessment of any additional expenses within the program area, that may not be included in one of the above categories, in which applicant are applying. All expenses must be in accordance with current state and federal guidelines. Items are not identified as equipment.

| VII. Other | | | |
|---|---|---|---|
| Include a detailed assessment of other grant expenses within the program area in which you 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 to current state and federal guidelines. | | | |
| Other | Quantity | Cost Per Item | Total |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Commodity |  |  |  |

# VII. Grant Budget:

**Additional Information:**

If there is any additional information that the agency would like to provide on the budget for the application, please submit in the additional information box.

Additional Information:

**Total Amount of the Grant:**

Please include a total of all budget sections for a total of the funding being requested.

Total Grant Amount

# VIII. Prior Experience:

Please fill out the below section to the best of applicant's knowledge. Please mark applicants answer by a Yes or No Response. Complete all sections.

| VIII. Prior Experience | | |
|---|---|---|
| Please answer YES or NO to the Following Questions. | YES | NO |
| Has your agency received federal and/or state grants similar to the Mississippi Office of Homeland Security grant? | | |
| Does your agency have at least three (3) years of receive federal grant funds? Does not have to be MOHS related. | | |
| Has your agency received MOHS Grant funds within the past three (3) years? | | |
| Does your agency use a property management system? | | |
| Has your agency ever received any corrective actions from a Single Audit Report regarding your agency's financial system? | | |
| Has the jurisdiction administration remained unchanged during the 2021 grant year? For example, Chief, Sheriff, SGA, Program Staff. | | |

# 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 April 1, 2022.**
**By 5:00 p.m.**

# MOHS Grants Staff Contacts:

**Beth Loflin, Grants Director**
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- Phone Number: (601) 346-1504

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- Email Address: rday@dps.ms.gov
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**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