# 2024 Application Development Workshop

State Homeland Security Program (SHSP)

Office of the Governor – Homeland Security Grants Division

Preparedness Programs

# Agenda

- Application Packet
- Introduction/purpose
- 2024 Request for Application (RFA) Highlights
- Application Development
- After Action Review
- Closing Comments

# Application Packet

- Workshop Slides

- Regular, LETPA, Priority RFA
- Direct Deposit Form
- W9 Form
- TIN Form
- Sample Resolution
- Allocation Process

- NCSR Requirements
- Intent to Apply Form
- LETPA Ideas/priority area ideas
- Authorized Officials instructions
- Priority Actions
- Sample Narrative
- SWIC instructions

# Introduction / Purpose

- Highlight important items in the RFA

- Application development
    - Provide guidance by tab for quality application elements
    - Discuss common items for revision
    - Clarify the intent of application elements

# 2024 Request for Applications (RFA)

- **Purpose**: The purpose of the SHSP is to support state, tribal and local preparedness activities that address high-priority preparedness gaps across all core capabilities **where a nexus to terrorism exists**.  All investments must be consistent with capability targets set during the Threat and Hazard Identification and Risk Assessment (THIRA) process, and gaps identified in the State Preparedness Report (SPR).

# 2024 Request for Applications (RFA)

**Funding Levels**:

- **Minimum: $10,000**

- Maximum for Local and Regional projects:  None

- Maximum for Urban Area Security Initiative (UASI) jurisdictions that did not receive a direct allocation from the Federal Emergency Management Agency (FEMA):  $450,000 for Fusion Center projects.

# 2024 Request for Applications (RFA)

- Prohibitions – Numerous items, please read the RFA
- Eligible Activities
  - Fusion Centers (LETPA only)
  - Intelligence and Information Sharing
  - Interoperable Communications
  - Special Response Teams and First Responder Capabilities (including Border Security capabilities)
  - State, Regional and Local Planning
  - Operational Coordination
  - Critical Infrastructure

# 2024 Request for Applications (RFA)

**Eligibility Requirements**

1. Adoption and Implementation of NIMS

2. Current Emergency Management Plan or member of an inter-jurisdictional emergency management program with a plan

3. 90% criminal history disposition reporting by August 1 and Current on reporting Part I violent crime data to DPS

4. Must have a DUNS number

5. Must be registered in System for Award Management (SAM)

6. Must complete the NSCR

# 2024 Request for Applications (RFA)

## ATCOG Eligibility Requirements

1. Must attend ATCOG HS application workshop

2. Must completed 9 out of 12 months of the ATCOG Repeater Test

3. Must be within the ATCOG region

4. Eligible colleges, universities, non-profit and tribal organizations applicants will be directed to their EMC to address their emergency preparedness needs.

# 2024 Request for Applications (RFA)

- **Project Period**: Grant-funded projects must begin between September 1, 2024 and expire on or before October 31, 2025. For better monitoring of projects, ATCOG encourages project periods to begin November 1, 2024 and to end October 31, 2025. Additional guidelines are noted below:

1. Project periods for equipment only projects are generally awarded for a 6 to 12 month grant period.

2. HSGD will consider proposed start or end dates falling outside of these guidelines on a case-by-case basis.

# 2024 Request for Applications (RFA)

Application Process

| Task | SHSP |
|------|------|
| Apps Available in eGrants | 12/14/2023 |
| Application due to HSGD | 2/8/2024 |

**NOTE:** Applicants must upload the required Direct Deposit forms, New Payee Identification Form, and W9 Form for each application prior to submission. The eGrants system will not allow an application submission until these forms are attached to the application.

# 2024 Application Process

- Once all applications are received, they will be reviewed by ATCOG staff to ensure completion and that requested items are allowable.

- The applications are then scored and ranked based on several factors by the HSAC.

- Scores will be calculated and projects will be prioritized/ranked by scores and recommended for funding in that rank order.

# 2024 Request for Applications (RFA)

Application Process

1)For eligible local and regional projects:

    a)Applicants must contact their applicable regional council of governments (COG) regarding their application.

    b)Each of Texas' 24 COGs holds its own application planning workshops, workgroups, and/or subcommittees and facilitates application prioritization for certain programs within its region.  Failure to comply with regional requirements imposed by the COG may render an application ineligible.

2)All applicants must access HSGD's grant management website at https://eGrants.gov.texas.gov to register and apply for funding.

# Application Development: Objectives

- Increase familiarity with the information requirements
- Be able to identify common errors to avoid
- Clarify understanding of information requirements
- Reduce the number of application revisions
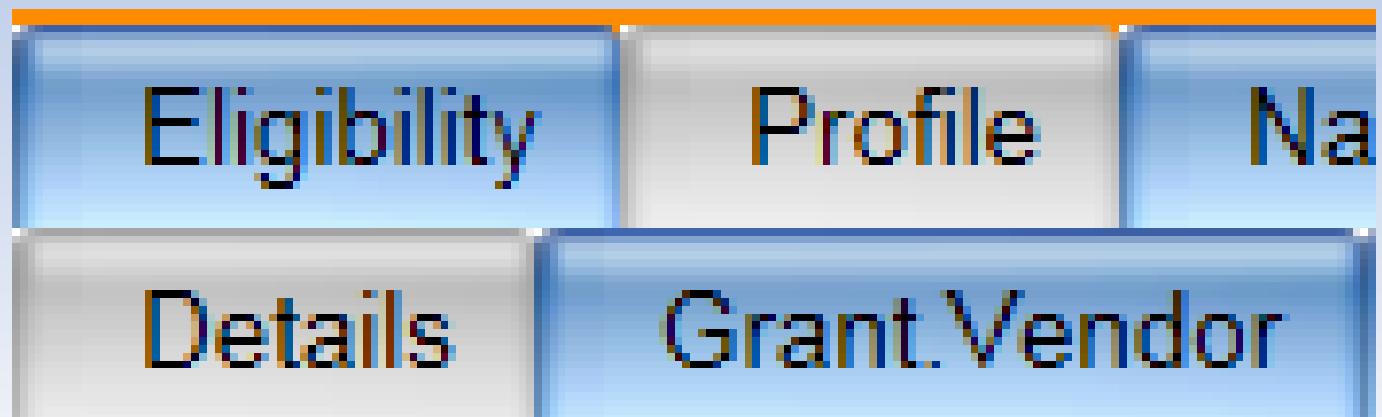
# Starting Your Application

- User must have or establish an eGrants User Account
- Applicant must logon to eGrants and go to the "Apply" tab
- Applicant will enter some basic information about their Desired Funding Agency, Organization Type, and Project to search for funding opportunities.
- After the applicant selects their funding opportunity, they will need to enter their accurate **9-digit** Federal Employer Identification (FEI) Number or Vendor ID
- The applicant will click the "Start Application" button to begin filling-out the required application fields tab by tab.

# Application Development: Profile Tab

- Sub-tabs
  - Details
  - Grant Vendor

# Application Development: Profile/Details Tab

- Identifying Information
- Project Title
- Project dates
- Target Area Information
- Grant Officials and contact information

# Application Development: Profile/Details Tab

## Identifying Information

**Applicant Agency Name:** ❓

**Project Title:** ❓

**Division or Unit to Administer the Project:** ❓

**Agency Address Line 1:** ❓

**Agency Address Line 2:**

**City:**

**State:**
Texas ⌄

**Zip Code:**

**Start Date:** ❓

**End Date:**

**Plan Year:**

- Project start dates must be the 1st of the month.
- Project end dates must be the last day of the month.
- eGrants will not allow any other dates between the first and last day of a month for project dates.

# Application Development: Profile/Details Tab

Target Area Information

Select Your Project's Geographic Impact:
● Local    ○ Regional    ○ Statewide

Select Your Primary Service County:
The county in which the majority of services will be provided, or select **Impact is Statewide**: `--- Select One ---` ▾

Your project will provide services within: ❓
Not applicable

Select all of the counties within the project's service area: ❓
**Click to View County List**

View the list of counties you selected that are within the project's service area: ❓

# Application Development: Profile/Details Tab

- Insert the email address linked to the designated official's eGrants account. If the designated official does not have an account, one will need to be established for them.

- Ensure the contact information in the official's profile is correct. This is the information the OOG will use to contact them.

**Grant Officials Information**

**Authorized Official Email Address:**

**Financial Officer Email Address:**

**Project Director Email Address:**

**Grant Writer Email Address:**
harrington@gov.texas.gov

Title:
Ms.

Last Name:                          First Name:
Arrington                           Heather

Business Phone:                     Fax Number:
512-463-1789                        512-475-2440

Position:                           Salutation:
Systems Support Specialist          Ms.

Address Line 1:                     Address Line 2:
1200 San Jacinto                    Room 2.236

City:                               State:
Austin                              Texas

Zip Code:
78701

# Application Development: Profile/Details Tab

- Notes by Grantee to OOG
    - Use to add important information as needed in the grant record
    - Subject to public records regulations
    - Grant business only, notes cannot be deleted
    - Should only pertain to items on the respective tab

Notes by Grantee to OOG:

Note from OOG to Grantee
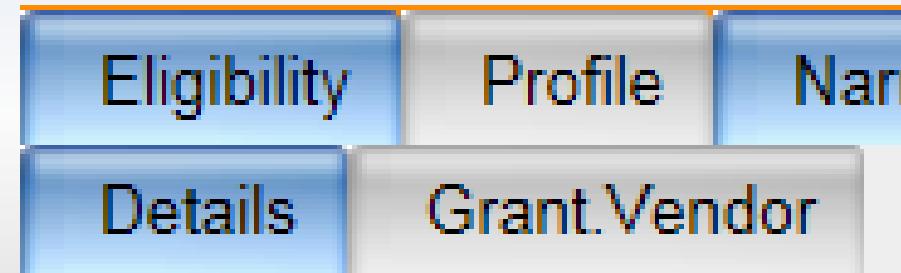
Save Note from OOG to Grantee

# Application Development: Profile/Grant Vendor Tab

- Vendor Identifying Information
    - Organization Type
    - Federal Employee Identification (FEI) Number
    - DUNS Number

- System for Award Management (SAM) Expiration

# Application Development: Profile/Grant Vendor Tab

**Vendor Identifying Information**

**Organization Type**

Select your type of organization. Then, if prompted, select any additional organization information:

County

⊙ applying to provide homeland security services

Applicant Agency's State Payee Identification Number (e.g. Federal Employer's Identification (FEI) Number or Vendor ID):

Select matching payment information:

⊙

○ No Match

Data Universal Numbering System (DUNS):

**System for Award Management (SAM)**
Applicant assures that it is currently registered or will register in the federal System for Award Management (SAM) database. Information about registration procedures can be accessed at https://www.sam.gov/.

Enter the SAM Expiration Date:

Is your Agency actively seeking a valid SAM registration? ☐ Yes

> The applicant needs to select the matching payment information

# Application Development: Profile/Grant Vendor Tab

| Eligibility | Profile | Narrative | Activities | Measures | Budget | Documents | Conditions.of.Funding | Submit.Application | Summary | Upload.Files | My.H |

| Details | Grant.Vendor |

## General Information and Instructions

View Introduction

Collapse Financial Management Tools

Vendor Forms can be downloaded here

To receive payments from the Office of the Governor (OOG), download, complete and upload the following forms within the Uploaded Documents area at the bottom of the Profile/Grant.Vendor tab.

o Texas Application for Payee Identification Number Form - 02/20/2015
o Texas Direct Deposit/Advance Payment Form - 02/20/2015
o IRS W-9 Form - 02/20/2015

**NOTE:** Forms will not be accepted in hard copy format.

## Vendor Identifying Information

### Organization Type

Select your type of organization. Then, if prompted, select any additional organization information:

County ⌄  ❓

◉ applying to provide services to all others

# Application Development: Profile/Grant Vendor Tab

No Match

Data Universal Numbering System (DUNS):

**System for Award Management (SAM)**
Applicant assures that it is currently registered or will register in the federal System for Award Management (SAM) database. Information about registration procedures can be accessed at https://www.sam.gov/.

Enter the SAM Expiration Date:

Is your Agency actively seeking a valid SAM registration? ☐ Yes

**Previous**     **Save and Continue**

Completed Vendor Forms must be UPLOADED here prior to Application Submission

Upload Vendor Information Documents

*Must upload Direct Deposit, New Payee ID, and W9 forms prior to submitting application.*

Choose file type to upload:  ○ Direct Deposit  ○ New Payee ID  ○ W9  ○ Other

Enter the Description of the File to be uploaded, then click the Browse button:

# Application Development: Narrative Tab

- **Project Summary**
- Problem Statement
- Existing Capabilities
- Existing Capability Gaps
- Impact Statement
- **Homeland Security Priority Actions**
- Target Group
- Long-term Approach

# Project Summary

- **The Project Summary:**

- The Project Summary is the area to tell what they want to do with the funds they are requesting. The summary should focus on how the project will affect prevention, protection, mitigation, response and/or recovery from **terrorism events**.

- Should support the selected activity (Activities tab) and core capability (Homeland.Security tab)

- Must be clear and concise; a reader with no knowledge of the project, the applying agency, or the region must be able to understand what it is the Applicant wants to do

- Recommended length: 3-4 sentences/150 words or less

# Problem Statement

- The Problem Statement should:
- Be specific, cite threats and scenarios in the regional THIRA if possible
- Be brief, focus on the terrorism threats and hazards the project will target as opposed to all of threats and hazards in the region
- Remain focused on the threats and hazards. Information on capability gaps, project impact, etc. can be detailed in the appropriate section

# Existing Capability Levels

- This area should consist of a concise summary of existing capabilities or resources currently available to the Applicant that support the proposed project activities.

- This area should answer two questions:

1. What capability will the project enhance/replace/or build upon?

2. What is currently in place that will support this project?

# Capability Gaps

- Use this section to provide a description of specific gaps the project will address.
- Be clear on the gap the project is going to address
- Reference the gap as identified in the Regional SPR (State SPR for State agencies)
- The gap should be consistent with the core capability and activity identified elsewhere in application

# Impact Statement

- This is a statement of the primary objective(s) of the project. This is <u>not</u> a re-statement of project activities.

- Tells the reviewer what the project will accomplish

- Builds on the intended impact the applicant provided in the Project Summary

# Application Development: Narrative Tab

**Homeland Security Priority Action Examples**

**1.2.3** - Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist and criminal enterprises.

**OR**

**4.7.1** - Ensure adequate homeland security training is available to and completed by leaders with homeland security responsibilities, first responders, and key stakeholders throughout the state.

# Target Group

- This area is a description of who is benefitting from the project. For example: City of XXX SWAT; Regional First Responders, etc. The intent is to capture who is the recipient of the activities funded by the grant. For example, if a grant is purchasing equipment for a specialized team, the specialized team is the target group. The population would be the number of responders on the team.

# Long Term Approach

- The long-term describes how the Applicant will maintain the capability if funding becomes unavailable. If the capability cannot be maintained without funding, state this. If the Applicant will maintain the capability with other funding sources, state this and provide the funding source.

- Should include:

- If the applying agency will seek future local funds to maintain/sustain the project's capabilities

- What actions the applicant is taking to secure other resources to support the project's capabilities, if applicable

# Application Development: Activities Tab

- Select only one (1) activity per application

- Activities align with the OOG Investment Justification (IJ)

# Application Development: Activities Tab

Detailed Project Activity Area

## Describe Each Activity ❓

This section lists all of the items you selected for OOG and grantee-defined project activities.

Click on the 'pencil' icon next to each activity to enter the percentage of time spent on the activity as well as a brief description of how the activity is performed. Click on the 'diskette' icon to save the information entered for each activity.

| Activity | Dedicated Percentage | Description of Activity |
|---|---|---|
| Interoperable Communications | 100 | Project will provide equipment for both sustainment and enhancement of interoperable communications to a regional command vehicle. This vehicle responds to all-hazards incidents and is a primary response asset during a terrorist or suspected terrorist incident. The project will greatly increase on-scene communications with responders and communications with personnel staffing regional EOC's. ▮▮▮ will provide interoperable communications via improved dual modem cellular service. Other activities supported by this project are operational coordination and on-scene incident support. |

# Application Development: Measures Tab

- Entering the OOG-Defined Output Performance Measure Information

- Creating Custom Measures

Entering the OOG-Defined Output Performance Measure Information

Please enter the required target levels for each output measure listed below. ❓

| Output Measures | Target Level |
|---|---|
| Number of exercises conducted. | 0 |
| Number of individuals participating in exercises. | 0 |
| Number of interoperable communications devices procured or upgraded. | 12 |
| Number of interoperable communications systems created, maintained or enhanced. | 1 |
| Number of people trained. | 0 |
| Number of trainings conducted. | 0 |

# Application Development: Budget Tab



**Select and Enter Budget Line Item Details**

| | Budget Category | OOG Funds | Cash Match | In Kind Match | GPI | Total Project |
|---|---|---|---|---|---|---|
| + | Personnel | | | | | |
| + | Contractual and Professional Services | | | | | |
| + | Travel and Training | | | | | |
| + | Equipment | | | | | |
| + | Supplies and Direct Operating Expenses | | | | | |
| | Indirect Costs | | | | | |

**Budget Summary Totals**

| OOG Funds: | Cash Match: | In Kind Match: | GPI: | Total Project: |
|---|---|---|---|---|
| | | | | |

**POETE Groupings**

| Planning: | Organization: | Equipment: | Training: | Exercises: | M & A: |
|---|---|---|---|---|---|
| | | | | | |

Expand Solution Area

Expand Disciplines

# Application Development: Budget/Details: Equipment

- 2 CFR § 200.33 – Equipment
- State Controlled Assets
- Authorized Equipment List (AEL) codes
- Line Item Descriptions
- Quantity

| | Budget Category | OOG Funds | Cash Match | In Kind Match | GPI | Total Project |
|---|---|---|---|---|---|---|
| – | Equipment | | | | | |

| | OOG-Defined Line Item | OOG Funds | Cash Match | In Kind Match | GPI | Total Project |
|---|---|---|---|---|---|---|
| – | 07RD-01-HHSM Meter, Survey, Handheld | | | | | |

| Grantee-Defined Line Item | OOG Funds | Cash Match | In Kind Match | GPI | Total Project | Qty / % of Salary |
|---|---|---|---|---|---|---|
| Handheld Survey Meter will be used for detecting and monitor EOC Facility during an incident. In addition, these will be used during Planning and used for training/exercise for preparedness of staff. | | | | | | |

# Application Development: Budget/Details: Equipment

Example Equipment Line Item Descriptions

- 07CD-01-DPGC Analyzer, Gas Chromatograph…
  - Portable gas chromatograph ACEM 9350/CDS or equivalent for quantitation of organic contaminants in air, water and soil; to be used by FFD response unit

- 01LE-01-ARMR Armor, Body

  Ballistic Body Armor - The Body Armor is the ballistic type used by HROU and will be worn by the Bomb Technician when accompanying HROU during searches and entries as required by FEMA Typing standards.

- 02EX-02-RBTL Attachments/Tools, Robot

  NANO with Integrated Display- Small portable xray device used with the Small Robot Platform, and other platforms, which will allow for on-scene picture development and viewing of suspect packages eliminating the need to return to a command vehicle for plate development thus saving valuable time (ie: scene in in Reliant Center and vehicle is in parking lot).

# Application Development: Budget/Details: Supplies and Direct Operating Expenses

- 21GN-00-SHIP Shipping (*Grantee split out the $380 total cost by type of item*)
  Shipping costs for Tactical Equipment and Medical Supplies (estimated at $125)
  Shipping Costs for Night Vision and Thermal Imager Equipment (estimated at $255)

- 10BC-00-BATT Batteries, All Types, Sizes *(Grantee split out the $1,200 total cost by battery type)*
  Thermal Imagers: 7.4Volt batteries (20 batteries @ $38 each = $760)
  NVG: 3Volt lithium batteries (12pk @ $22 each x 20 pks = $440)

# Application Development: Budget/Details Personnel

- Line Item Descriptions

- Salary percentages

- Salary periods (12-24 months)

# Application Development: Budget/Details Personnel

**Example Personnel Line Item Descriptions:**

- HS Planner, Full-Time, 1/1/20 – 12/31/20, Coordinates all homeland security planning activities for 10-county COG region.

- Exercise Coordinator, Part-Time 20 HRS, 1/1/20 – 12/31/20, Coordinates all homeland security exercises for the 10-county COG region.

- Senior Accountant, Part-Time 10 HRS, 1/1/20 – 12/31/20, Tracks all grant-related expenses, prepares financial status reports, and maintains supporting documentation for expenditures.

# Application Development: Budget/Details: Travel and Training

- Line Item Descriptions
- Training Review Worksheets
- In-State considerations
- Out-of-State considerations
- Overseas considerations

# Application Development: Budget/Details: Travel and Training

Example Line Item Descriptions

- **In-State Incidentals and/or Mileage (Planning)**

  Attendance to the following trainings: The Texas Emergency Management Conference in San Antonio in May 2020 (1 staff member @ $1,500), Terrorism Risk Management workshop in Austin in June 2020 (1 staff member @ $700), and Regional Preparedness Conference in Sample, Texas, in November 2020 (2 staff members @ $500/person).

- **In-State Registration Fees (Training)**

  Defense Against Methods of Entry in Sample County Sheriff's Academy, Sample, TX (09/12/20 - 09/16/20). Training for one (1) technician @ $1,500: breaching, booby traps, advanced electronic, wire defeat/hand entry, -sustain and provide the bomb technician with the skills to identify and neutralize explosive devices used in terror events.

# Application Development: Budget/Details: Contractual and Professional Services

- Definitions:
  - Contract
  - Professional Services
- Authorized Equipment List (AEL) codes
  - https://www.fema.gov/authorized-equipment-list
- Line Item Descriptions

# Application Development: Budget/Details: Contractual and Professional Services

- 21GN-00-INST Installation

    Helicopter Installation to include- Installation of Meeker Aviation for nose mount kit (nose mount kit and lower/upper dovetails), landing light kit (nose mount light kit, landing light, and taxi light), and search light kit (searchlight mount kit and lower/upper dovetails). Installation of FM Radio (FM connector box and tri-band antenna), Camera system, search light slaved to camera,. Removal of excess wiring, equipment, weighted plates, etc. and manufacture cover plates. Perform re-weighs, FAR 91.411 transponder (2yrs), and FAR 91.413 pitot static (2yrs). Shipping and labor included in installation/performance costs.

# Application Development: Budget/Details: POETE Groupings

- **P**lanning, **O**rganization, **E**quipment, **T**raining, **E**xercises (**POETE**)
- M&A
- Solution Area
- Disciplines

# Application Development: Documents Tab

- Resolution from Governing Body

- Contract Compliance

- Lobbying

- Fiscal Year

- Sources of Financial Support

# Application Development: Homeland Security Tab

- Department of Homeland Security (DHS) Project type
- Capabilities (National Preparedness Goal)
- Project Management Step Involved
- Milestones
- National Incident Management System (NIMS) Resources

# Application Development: Summary Tab

- Grant Issues

- Award Statement

| Eligibility | Profile | Narrative | Activities | Measures | Budget | Documents | Homeland Security | Summary |
|---|---|---|---|---|---|---|---|---|

| Grant.History | Award.Preview | Executive.Summary | Grant.Issues |
|---|---|---|---|

## Grant Award Documents

Grantee Responsibilities Memo

**Print Statement of Grant Award**

## *** PREVIEW - Statement of Grant Award (SOGA) - PREVIEW ***

The Statement of Grant Award is the official notice of award from the Office of the Governor (OOG). This Grant Agreement and all terms, conditions, provisions and obligations set forth herein shall be binding upon and shall inure to the benefit of the Parties and their respective successors and

# Application Development: Upload Files Tab

General Information and Instructions

View Introduction

View Uploading eGrants Files

Select Document to Upload

Enter the Description of the File to be uploaded, then click the Browse button:

When the Name of the File displays in the box below, click on the Upload button:

Browse...   **Upload**

# Application Development: Upload Files Tab

General Information and Instructions

View Introduction

Collapse Uploading eGrants Files

- TYPE a description of the document. Give the file a name that OOG can easily locate and identify.
- BROWSE your computer for the file by clicking the "Browse" button and navigating to the appropriate location.
  - Your file must have one of the following extensions: .doc, .xls, .pdf, .bmp, .jpg. At this time, .docx files are not accepted. Extensions must be lower case. For example, .jpg is acceptable, .JPG is not.
  - Documents are limited to 1 mb. If your document is larger, it can be split into more than one document and labeled accordingly.
- DOUBLE-CLICK the file.
- UPLOAD the file by clicking the Upload button.
- CONFIRM that your document has uploaded correctly by going to the bottom of the Uploaded Documents table and clicking Refresh List. Your document should appear at the top of the table.

**NOTE:** Click here for more detailed instructions on Uploading eGrants Files.

# Global Upload

- New Global Upload Feature in eGrants
- Located on a user's My.Home tab
- Allows for the simultaneous upload of a document to multiple applications/grants at one time
- Limited to one file at a time
- Users can select to upload files to the Upload Files tab or financial documentation that uploads to the Grant Vendor tab

# Global Upload

# Global Upload

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | [FUND HOLD] | | | | | | |
| ☐ | 2961301 | Application | Application Pending Submission | HS | | | | |

1

Enter the Description of the File to be uploaded, then click the Browse button:

When the Name of the File displays in the box below select the Upload button:

Browse...    **Upload**

# Questions?

- eGrants questions? Contact the eGrants Help Desk
  - [eGrants@gov.texas.gov](mailto:eGrants@gov.texas.gov), or via telephone at: (512) 463-8382 or dial 7-1-1 for relay services

- Programmatic questions? Contact your Grant Manager or the HSGD Preparedness Programs Manager

# Office of the Governor
# HSGD - Preparedness Programs

Will Ogletree– Program Manager

(512) 463-8317 – Will.Ogletree@gov.texas.gov

eGrants Help Desk –

(512) 463-1919 - eGrants@gov.texas.gov

# Office of the Governor
# Homeland Security Grants Division

## Jim Hershey

(512) 463-8542 – [Jim.Hershey@gov.texas.gov](mailto:Jim.Hershey@gov.texas.gov)

# Helpful Links

- Application Guidance documents and resources are located at:

https://egrants.gov.texas.gov/resources/guidance

- List to funding opportunities

https://egrants.gov.texas.gov/fundingopp

# Contact information

Whitney Fezell

Homeland Security Coordinator

903-255-3554 – wfezell@atcog.org