Notice of Funding Opportunity
Fiscal Year 2017 State Homeland Security Program: Competitive grant program

AWARD INFORMATION

Available funding: $2,969,600.00
Individual competitive projects: $50,000.00 maximum award amount
Collaborative competitive projects: $150,000.00 maximum award amount
Federal performance period: September 1, 2017 – August 31, 2020
Sub-recipient performance period activity based projects: Twenty-four (24) months
Sub-recipient performance period equipment projects: Twelve (12) months

APPLICATION DEADLINES

Intent to Apply Form: August 18, 2017
Grant proposal and budget: September 1, 2017

PROGRAM OVERVIEW

Introduction
The purpose of the FY 2017 State Homeland Security Program (SHSP) is to support state and local efforts to prevent terrorism and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The FY 2017 SHSP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. The FY 2017 SHSP supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs. The responsibility of building, sustainment, and delivery of these core capabilities do not fall to any single level of government, organization, or community, but rather requires the combined effort of the whole community.

The FY 2017 SHSP assists local preparedness activities that address high-priority preparedness gaps across all core capabilities where a nexus to terrorism exists. All supported investments are based on capability targets and gaps identified during local assessment process and after the evaluation of data has been collected to determine the needs of the community.

The purpose of this notice is to provide:

- The formal grant guidance and application materials needed to apply for funding under SHSP
- Administrative requirements that must be met by all sub-recipients in order to meet the requirements of federal regulations, mandates, and orders
Program Overview and Priorities
SHSP supports the implementation of risk driven, capabilities-based State Homeland Security Strategies to address capability targets set in the State and local Threat and Hazard Identification and Risk Assessments (THIRAs) and Hazard Identification and Risk Assessments (HIRAs). The capability levels are assessed in the State Preparedness Report (SPR) and inform planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

Per federal grant guidance, activities implemented under SHSP must support terrorism preparedness by building or enhancing capabilities that relate to the prevention of, protection from, mitigation of, response to, and recovery from terrorism in order to be considered eligible. However, many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. All SHSP funded projects must assist sub-recipients in achieving target capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism. Projects that do not make explicitly clear the nexus to terrorism will be deemed ineligible regardless of demonstrated need and prioritization.

Supporting the National Preparedness System and National Preparedness Goal
The FY 2017 SHSP plays an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (NPG). The Goal is 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.”

The objective of the National Preparedness System is to facilitate an integrated, risk informed, capabilities-based, whole community approach to preparedness. Complex and far-reaching threats and hazards require the engagement of individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government.

Capabilities are the means to accomplish a mission, function, or objective based on the performance of related tasks, under specified conditions, to target levels of performance. The most essential of these capabilities are the core capabilities identified in the National Preparedness Goal. Complex and far-reaching threats and hazards require the whole community to integrate preparedness efforts in order to build, sustain, and deliver the core capabilities and achieve the desired outcomes identified in the National Preparedness Goal. The components of the National Preparedness System provide a consistent and reliable approach to support decision making, resource allocation, and measure progress toward these outcomes. While each of the components of the National Preparedness System is essential to achieve preparedness, it is critical that the components be understood and used in the context of each other. Ultimately, this integrated approach becomes a means to achieve the National Preparedness Goal in a consistent and measurable way.

The FY2017 SHSP supports investments that improve the ability of jurisdictions nationwide to:
- Prevent a threatened or an actual act of terrorism;
- Protect our citizens, residents, visitors, and assets against the greatest threats and hazards;
- Mitigate the loss of life and property by lessening the impact of future catastrophic events;
- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of catastrophic incident; and/or
Recover through a focus on the timely restoration, strengthening, accessibility and revitalization of infrastructure, housing and a sustainable economy, as well as 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.

**Sustaining and Building Core Capabilities**

The FY 2017 SHSP plays an important role in supporting the development and sustainment of core capabilities. Core capabilities are essential for the execution of each of the five mission areas outlined in the National Preparedness Goal. The development and sustainment of these core capabilities are not exclusive to any single level of government or organization, but rather require the combined effort of the whole community. The FY 2017 SHSP supports select core capabilities in the Prevent, Protect, Mitigate, Respond, and Recover mission areas based on allowable costs.

Working together, subject matter experts, government officials, and elected leaders can develop strategies to allocate resources effectively and leverage available assistance to reduce risk. The strategies developed should consider both how to sustain current levels of capability and address gaps in order to achieve the NPG. Achieving the NPG will require participation and resource support from all levels of government. Not all capabilities can be addressed in a given funding cycle, nor can funding be expected to flow from any one source.

Local officials must prioritize the achievement of capabilities to most effectively ensure security and resilience while understanding the effects of not addressing identified gaps. Building and sustaining capabilities will include a combination of organizational resources, equipment, training, and exercising. Consideration must also be given to finding, connecting to, and strengthening community resources by leveraging the expertise and capacity of individuals, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. Jurisdictions may also choose to use mutual aid agreements to fill gaps or work with partners to develop regional capabilities. Ultimately, a jurisdiction may need to rely on other levels of government to address a gap in capability. This expectation should be communicated well before the time arises when the capabilities are most urgently needed.

**IDHS Funding Priorities**

IDHS relied on the following reports to prioritize core capabilities for FY 2017 SHSP grant funding:

- 2016 State Preparedness Report
- 2015, 2016, and 2017 Core Capability Assessment Reports
- Incident reports and after action reports with a focus on significant terrorist and mass violence events perpetrated over the last four years
- After action reports and improvement plans generated from HSEEP compliant exercises

Based on a review of past incident reports, local capability reports, and the 2016 State Preparedness Report the following core capabilities have been identified and will be high priority for the FY 2017 SHSP grant cycle:

- Planning
- Public Information & Warning
- Health & Social Services
- Community Resilience
- Operational Coordination
- Infrastructure Systems
- Logistics & Supply Chain Management
- Cybersecurity
- Mass Care Services
- Operational Communications
- Supply Chain Integrity & Security
The following core capabilities will be considered medium level priorities for the FY 2017 SHSP grant cycle:

- Physical Protective Measures
- Risk Management for Protection Programs & Activities
- Situational Assessment
- Fatality Management
- Public Health, Healthcare, & Emergency Medical Services
- Screening Search, & Detection
- Economic Recovery
- Risk & Disaster Resilience Assessment

The following core capabilities were identified as needing improvement, but not identified as priorities in the majority of sources reviewed. These will be considered low level priorities for the FY 2017 SHSP grant cycle:

- Intelligence & Information Sharing
- Long-Term Vulnerability Reduction
- Access Control & Identity Verification
- Threat & Hazard Identification
- On Scene Security, Protection, & Law Enforcement

The following core capabilities will not be considered for funding for the FY 2017 SHSP grant cycle:

- Interdiction & Disruption
- Fire Management & Suppression
- Natural & Cultural Resources
- Critical Transportation
- Housing
- Environmental Response/Health & Safety
- Forensics & Attribution

IDHS aggregated the FY 2017 SHSP funding priorities into the chart below. The green core capabilities represent the high level priorities, yellow core capabilities represent the medium level priorities, red core capabilities represent low level priorities, and grey core capabilities represent the capabilities not being considered for the FY 2017 SHSP grant cycle.

**IDHS FY 2017 SHSP Core Capability Priorities**

<table>
<thead>
<tr>
<th>Prevention</th>
<th>Protection</th>
<th>Mitigation</th>
<th>Response</th>
<th>Recovery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning</td>
<td>Planning</td>
<td>Planning</td>
<td>Planning</td>
<td>Planning</td>
</tr>
<tr>
<td>Public Information &amp; Warning</td>
<td>Public Information &amp; Warning</td>
<td>Public Information &amp; Warning</td>
<td>Public Information &amp; Warning</td>
<td>Public Information &amp; Warning</td>
</tr>
<tr>
<td>Operational Coordination</td>
<td>Operational Coordination</td>
<td>Operational Coordination</td>
<td>Operational Coordination</td>
<td>Operational Coordination</td>
</tr>
<tr>
<td>Screening, Search, &amp; Detection</td>
<td>Cybersecurity</td>
<td>Community Resilience</td>
<td>Infrastructure Systems</td>
<td>Infrastructure Systems</td>
</tr>
<tr>
<td>Intelligence and Information Sharing</td>
<td>Supply Chain Integrity &amp; Security</td>
<td>Risk &amp; Disaster Resilience Assessment</td>
<td>Mass Care Services</td>
<td>Health &amp; Social Services</td>
</tr>
<tr>
<td>Interdiction &amp; Disruption</td>
<td>Screening, Search, &amp; Detection</td>
<td>Threat &amp; Hazard Identification</td>
<td>Operational Communications</td>
<td>Economic Recovery</td>
</tr>
<tr>
<td>Forensics &amp; Attribution</td>
<td>Physical Protective Measures</td>
<td>Long-Term Vulnerability Reduction</td>
<td>Logistics &amp; Supply Chain Management</td>
<td>Housing</td>
</tr>
<tr>
<td></td>
<td>Risk Management for Protection Programs &amp; Activities</td>
<td>Fatality Management</td>
<td>Natural &amp; Cultural Resources</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intelligence and Information Sharing</td>
<td>Public Health, Healthcare, &amp; Emergency Medical Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access Control &amp; Identity Verification</td>
<td>Situational Assessment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interdiction &amp; Disruption</td>
<td>On-Scene Security, Protection, and Law Enforcement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Critical Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Environmental Response/Health &amp; Safety</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fire Management &amp; Suppression</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Defining Sustainment
Sustainment has been a term used in recent grant cycles to mean costs of maintenance, repair, and user fees for equipment or specific items. For the FY 2017 SHSP grant cycle, sustainment refers to sustaining capabilities. Sustaining a capability entails costs associated with keeping a capability at the level it was designed to function. The “sustainment” focus of the FY 2017 is a continuation in the preparedness cycle as outlined in PPD-8 and a mechanism to ensure that capabilities that have been built over the last decade remain viable to address the hazards and risks faced by Indiana and the nation.

Issues regarding what is considered maintenance, sustainment, and routine upkeep created some confusion for sub-recipients in previous cycles of funding. Some further clarification is provided below for a few common issues. Questions regarding projects in this area should be directed to IDHS Grants Staff before submission for further guidance.

Note: Training and exercise of existing capabilities is considered sustainment and is highly encouraged for consideration by locals when developing applications.

Note: Sustainment should not be understood to include routine upkeep of equipment. Routine upkeep is not an allowable cost. For example, if a vehicle was procured with SHSP funding it is the responsibility of the agency that received the equipment to provide for oil changes and other required service of the vehicle. Routine upkeep of equipment would also be considered the repair of blades, hammers, chainsaws or other equipment damaged in training or exercise events. These costs are not allowable under the SHSP grant program.

FY 2017 SHSP will not support district equipment sustainment projects.

Eligible Applicants
Eligible applicants for FY 2017 SHSP are state and local units of government. Other eligibility requirements include:
- Vendor registration with the State of Indiana
- Bidder registration with the State of Indiana
- Emergency Management Assistance Compact Membership
- National Incident Management System Implementation

Emergency Management Assistance Compact Membership
In support of the National Preparedness Goal of a secure and resilient Nation, sub-recipients must belong to, be located in, or act as a temporary member of Emergency Management Assistance Compact (EMAC). All assets supported in part or entirely with FY 2017 SHSP funding must be readily deployable to support emergency or disaster operations per existing EMAC agreements. Funding may be used for the sustainment of core capabilities that may not be physically deployable, but nevertheless support national response capabilities.
**National Incident Management System Implementation**

Prior to allocation of any federal preparedness awards in FY 2017, sub-recipients must ensure and maintain adoption and implementation of the National Incident Management System (NIMS). Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies) to meet incident needs. Utilization of the standardized resource management concepts such as typing, credentialing, and inventorying promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management and NIMS resource typing definitions and job titles/position qualifications are available under [http://www.fema.gov/resource-management-mutual-aid](http://www.fema.gov/resource-management-mutual-aid).

FEMA developed the NIMS Guideline for Credentialing of Personnel to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes, and identifies tools which Federal Emergency Response Officials (FEROs) and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

Although state, local, tribal, and private sector partners, including non-governmental organizations, are not required to credential their personnel in accordance with these guidelines; IDHS/FEMA strongly encourages them to do so in order to leverage the Federal investment in the Federal Information Processing Standards (FIPS) 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction. Additional information can be found at [http://www.fema.gov/pdf/emergency/nims/nims_alert_cred_guideline.pdf](http://www.fema.gov/pdf/emergency/nims/nims_alert_cred_guideline.pdf).

**APPLICATION INFORMATION**

**Intent to Apply Form**

To initiate an application for FY2017 SHSP funding, an Intent to Apply Form must be completed and emailed to the IDHS Grants Section inbox at grants@dhs.in.gov. The Intent to Apply Form allows IDHS Grants Staff to establish a grant application within the Indiana Grants Management System (iGMS), which is the system IDHS uses to manage grants. Multiple projects can be submitted in one Intent to Apply Form, however a collaborative project should be represented only once. Applicants should not submit multiple Intent to Apply Forms for a collaborative project. The Intent to Apply Form is located in Appendix D.

The following information is needed to complete the Intent to Apply Form:

- Name of applicant
- Federal tax ID number
- DUNS number
- State of Indiana vendor registration number
- State of Indiana bidder registration number
- Point of contact information from the applying agency
- Title and description of project

**DUNS number**

Before applying for an IDHS grant, an applicant must have (or obtain) a Data Universal Numbering System (DUNS) number which is a unique numeric identifier regulated by Dun and Bradstreet. This is a federal requirement to receive grant funds. The DUNS number is a required field for all subsequent steps in the application.
Applicants can receive a DUNS number, at no cost, by calling the DUNS number request line at (866) 705-5711. If applicants believe they possess an active DUNS number, they should call the request line to verify their DUNS number. Once a DUNS number has been obtained, an applicant must register the number in the System for Awards Management (SAM) at the following link: https://www.sam.gov/portal/SAM/##11 Effective June 2017, SAM will no longer support Internet Explorer (IE) versions older than IE11. SAM can be accessed through Internet Explorer version of IE11 or higher, or with another supported browser type such as Chrome, Firefox, or Safari. Another option to find the SAM website is to place “System for Awards Management” into any search engine and the SAM web address will be generated. Please contact IDHS Grants Staff if assistance is needed during the SAM registration process or while obtaining a DUNS number.

Vendor registration with the State of Indiana

Applicants must be an active vendor in good standing with the State of Indiana. To register as a vendor with the state, please visit the State of Indiana Auditor’s website at: http://www.in.gov/auditor/2340.htm and complete the W-9 Form and Automated Direct Deposit Authorization Agreement SF# 47551. Please send the completed forms to the IDHS Grants Section inbox: grants@dhs.in.gov. The forms will then be given to the appropriate project manager to ensure a timely registration. Please plan according and allow for ten (10) days for this registration process to be completed once forms have been submitted. Once the completed forms have been processed and a vendor number has been generated, IDHS Grants Staff will contact the applicant with the number. Applicants who are unsure if a vendor number has been registered for their agency should contact IDHS Grants Staff at grants@dhs.in.gov for verification.

Bidder registration with the State of Indiana

The State of Indiana requires all entities who receive funds from the state to be registered as a bidder. An applicant cannot begin the bidder registration process until a vendor number has been generated. There is no cost to become a registered bidder and the process takes approximately twenty minutes to complete. To become a registered bidder, applicants must go to this link: http://www.in.gov/idoa/2464.htm. After clicking on the link, click on the “Create New Bidder Profile” tab to start the registration process. The instructions for electronic bidder registration are very helpful and there is a PowerPoint presentation that explains all the steps.

If these processes have already been completed, the requirement has been met. There is no need to duplicate the processes. Please keep in mind that until these processes are complete, a grant application will not be accepted.

The Intent to Apply Form must be submitted by August 18, 2017 to IDHS Grants Staff via: grants@dhs.in.gov. Applicants are highly encouraged to submit the Intent to Apply Form before the August 18, 2017 deadline.

Grant Proposal and Budget

Applicants should submit one proposal per project and multiple proposals are allowed. It is possible that one agency may receive funding for multiple projects. IDHS is prioritizing projects with a collaborative approach, therefore it is encouraged to have multiple agencies join together on one proposal.

Grant proposals and budgets are to be completed via the Indiana Grants Management System (iGMS) located at the following link: https://oas.dhs.in.gov/hs/main.do. Once logged into iGMS, applicants should click on “Create new proposal” underneath the “My Proposal” heading. After entering a project title, applicants should choose the “Local 2017 SHSP Template” from the Proposal Template dropdown box. An example of the Local 2017 SHSP Template is located in Appendix C.
The following information is needed to complete a grant proposal:

- Problem statement
- Core capability
- Project summary
- Project goal and objectives
- Project milestones
- Challenges
- Budget

**Problem Statement**
A problem statement is a description and documentation of the need for the proposed project. A problem statement should document the severity of the problem by including baseline data (i.e. community demographics) that characterizes the target audience to be served by the project. Applicants should provide a brief description of the problem or set of problems that can be addressed through the project’s proposed strategies. Applicants must identify the planning/assessment tool utilized to identify the problem of the proposed project. The problem statement must directly tie into a terrorism nexus in order to meet SHSP grant requirements.

**Core Capability**
SHSP supports investments that follow the National Preparedness Goal of 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”. Therefore, applicants must choose the appropriate mission area the proposed project supports in fulfilling the National Preparedness Goal. From the mission areas, applicants must then choose a core capability the proposed project is targeting. The core capability chosen will need to be characterized through POETE (planning, organization, equipment, training, or exercise).

**Project Summary**
The project summary is a detailed description of the project proposed for support and should include how the proposed project will address/alleviate the issue identified in the problem statement. A strong project summary will include a clear and full description of the proposed project, strategies to the identified issue in the problem statement, a list of involved stakeholders, and an indication of how long it will take to see results from the proposed project. The project summary must directly tie into a terrorism nexus in order to meet SHSP grant requirements.

The project summary is the opportunity for applicants to describe the gap analysis conducted to justify the funds requested for the proposed project. The project summary should include a clear and full description of the proposed project, strategies to the identified issue in the problem statement, a list of involved stakeholders, and an indication of how long it will take to see results from the proposed project. The project summary must directly tie into a terrorism nexus in order to meet SHSP grant requirements.

In the event gap analyses were not utilized as the primary means in selecting a core capability, applicants must clearly explain the rationale for selecting the core capability identified and provide supporting documentation to justify the selection. For example, an after action report may indicate the need for certain equipment to respond appropriately to a particular situation despite an assessment rating the need as a low priority. In this case, an applicant may apply for equipment funding if the need is narrated clearly within the grant proposal. The after action report must be attached to the grant application. Applicants with questions on how to draft a clear project summary are encouraged to contact IDHS Grants Staff for technical assistance.
Project Goal and Objectives
Applicants must describe the primary goal of the proposed project and how the expenditures support the selected core capability. The proposed project’s goal must be followed with objectives and outcomes that will identify how the gaps/shortfall will be lessened with the completion of the project. The objectives must be specific, measurable, attainable, relevant, and time-bound. The outcomes are the desired changes or results the proposed project will eventually accomplish. They are the desired end-state, which the applicant strives to achieve and can include visionary language. Project outcomes show the gap between what is and what could be.

Project Milestones
Applicants must describe the proposed project’s milestones. Milestones are a critical point of achievement for applicants to demonstrate progress towards an objective or goal. In effect, these are mini-performance targets marking specific incremental progress that build up to achieving the overarching goal of the proposed project.

Challenges
Applicants must describe any non-financial challenges that may impact the ability to successfully complete the proposed project. If challenges do not exist, an applicant must indicate this.

Budget
A line item budget must be included with each grant proposal. All items included in the budget must be allowable, allocable, reasonable, and necessary. Budget line items must be specific. For example, a line item simply described as “training” will not be acceptable. The line item should include the specific training that is being requested (i.e. ICS Training).

Applicants applying for FY 2017 SHSP funding to support conference attendance must complete a Conference Request Form. Applicants who do not submit a completed Conference Request Form with the grant proposal and budget will not be considered for funding. The Conference Request Form can be located in Attachment E.

IDHS Grant Trainings
IDHS Grant Staff will be conducting grant trainings in the first two weeks of August to orient applicants to the SHSP grant cycle and offer guidance regarding the preparation of grant proposals and budgets. IDHS Grant Staff will be traveling to the ten districts across the state. Applicants are highly encouraged to attend the grant training associated with their respective district because IDHS Grant Staff will be providing county level content to participants. In the event an applicant is unable to attend the grant training in their district, the applicant should attend the make-up session scheduled on August 11, 2017 at the Indiana State Government Center. IDHS Grant Staff will ensure remote access is available to applicants unable to travel for the make-up training. The August 11, 2017 make-up training will not be providing county level content, therefore applicants are strongly encouraged to attend the grant training scheduled in their respective district. The grant training schedule is located in Appendix F.

The grant proposal and budget must be submitted by 11:59pm on September 1, 2017 through iGMS to be considered for funding. Late submissions will not be accepted.

FUNDING GUIDELINES
In general, sub-recipients should consult with IDHS Grants Staff prior to requesting anything that does not clearly meet the allowable expense criteria established by the NOFO. Funding guidelines established within this section
support the five mission areas (Prevention, Protection, Mitigation, Response, and Recovery) and associated core capabilities within the Goal. Allowable projects made in support of the SHSP priorities as well as other capability enhancing projects must fall into the categories of planning, organization, exercises, training, or equipment.

Planning
SHSP funds may be used for a range of emergency preparedness and management planning activities and such as those associated with the development of the THIRA/HIRA, continuity of operations plans, and other planning activities that support the Goal and placing an emphasis on updating and maintaining a current EOP that conforms to the guidelines outlined in CPG 101 v 2.0.

Organization
Organizational activities include:
- Development of whole community partnerships, through groups such as Citizen Corp Councils
- Structures and mechanisms for information sharing between the public and private sector
- Implementing models, programs, and workforce enhancement initiatives to address ideologically-inspired radicalization to violence in the homeland
- Tools, resources and activities that facilitate shared situational awareness between the public and private sectors
- Operational support
- Utilization of standardized resource management concepts such as typing, inventorying, organizing, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident
- Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event

Equipment
The 21 allowable Prevention, Protection, Mitigation, Response, and Recovery equipment categories and equipment standards for SHSP are listed on the Authorized Equipment List (AEL). The FEMA link for the AEL is: https://www.fema.gov/authorized-equipment-list. Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS/FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Grant funds may be used for the procurement of medical countermeasures. Procurement of medical countermeasures must be conducted in collaboration with state/city/local health departments who administer Federal funds from HHS for this purpose and with existing MMRS committees where available, in order to sustain their long term planning for appropriate, rapid, and local medical countermeasures, including antibiotics and antidotes for nerve agents, cyanide, and other toxins. Procurement must have a sound threat based justification with an aim to reduce the consequences of mass casualty incidents during the first hours of a response. Prior to procuring pharmaceuticals, sub-recipients must have in place an inventory management plan to avoid large periodic variations in supplies due to coinciding purchase and expiration dates. Sub-recipients are encouraged to enter into rotational procurement agreements with vendors and distributors. Purchases of pharmaceuticals must include a budget for the disposal of expired drugs within each fiscal year’s period of performance for SHSP. The cost of disposal cannot be carried over to another DHS/FEMA grant or grant period.
EMS electronic patient care data systems should comply with the most current data standard of the National Emergency Medical Services Information System (www.NEMSIS.org).

Grant funds may be used for the purchase of Controlled Equipment, however, because of the nature of the equipment and the potential impact on the community, there are additional and specific requirements in order to acquire this equipment.

Refer to Grant Programs Directorate IB 407 Use of Grant Funds for Controlled Equipment for the complete Controlled Equipment List, information regarding the Controlled Equipment Request Form, and a description of the specific requirements for acquiring controlled equipment with DHS/FEMA grant funds. For additional information on controlled equipment refer to Executive Order (EO) 13688 Federal Support for Local Law Enforcement Equipment Acquisition, and the Recommendations Pursuant to Executive Order 13688.

**FY 2017 SHSP funding can support radio project requests if the core capability identified supports the expenditure.**

**Training**
Allowable training-related costs under SHSP include the establishment, support, conduct, and attendance of training specifically identified under the SHSP program and/or in conjunction with emergency preparedness training by other Federal agencies (e.g., HHS and DOT). Training conducted using SHSP funds should address a performance gap identified through an AAR/IP or other assessments (e.g., National Emergency Communications Plan NECP Goal Assessments) and contribute to building a capability that will be evaluated through a formal exercise. Any training or training gaps, including those for children, older adults, pregnant women, and individuals with disabilities and others who also have or access and functional needs, should be identified in the AAR/IP and addressed in the state training cycle. Sub-recipients are encouraged to use existing training rather than developing new courses.

When developing new courses, recipients are encouraged to apply the Analysis, Design, Development, Implementation and Evaluation model of instructional design using the Course Development Tool.

**Exercises**
Exercises conducted with grant funding should be managed and conducted consistent with HSEEP. HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning is located at https://www.fema.gov/exercise. Sub-recipients that plan to use SHSP funds to conduct an exercise(s) are encouraged to complete a progressive exercise series.

*Exercise Scenarios*
The scenarios used in SHSP-funded exercises must be based on the sub-recipients needs assessments (i.e. HIRA). Moreover, the scenarios used in SHSP-funded exercises must focus on validating capabilities, must be large enough in scope and size to exercise multiple activities and warrant involvement from multiple jurisdictions and disciplines and non-governmental organizations, and take into account the needs and requirements for individuals with disabilities. Exercise scenarios should align with priorities and capabilities identified in the Multi-year TEP.

*Role of Non-Governmental Entities in Exercises*
Non-governmental participation in all levels of exercises is strongly encouraged. Leaders from non-governmental entities should be included in the planning, design, and evaluation of an exercise. State, local, Tribal, and territorial jurisdictions are encouraged to develop exercises that test the integration and use of non-governmental resources provided by non-governmental entities, defined as the private sector and private non-profit, faith-based, community, participation in exercises should be coordinated with the local Citizen Corps Council(s) or their equivalent and other partner agencies.

Unauthorized exercise-related costs include:
- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (i.e. construction vehicles), medical supplies, and emergency response apparatus (i.e. fire trucks, ambulances)
- Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (i.e. electronic messaging signs)

Funding Restrictions
Federal funds made available through this sub-award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Sub-award funds may not be used for matching funds for any other federal award, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

Environmental Planning and Historic Preservation Compliance
As a federal agency, DHS/FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal Environmental Planning and Historic Preservation (EHP) regulations, laws and Executive Orders as applicable. Sub-recipients proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the DHS/FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, DHS/FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project. DHS/FEMA will not fund projects that are initiated without the required EHP review.

Additionally, all sub-recipients are required to comply with DHS/FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in FP 108-023-1, Environmental Planning and Historic Preservation Policy Guidance, and FP 108.24.4, Environmental Planning and Historical Preservation Policy.

SAFECOM
Sub-recipients who receive awards that wholly or partially provide funding for emergency communication projects and related activities must comply with the most recent version of the SAFECOM Guidance on Emergency Communications Grants. This guidance provides recommendations to sub-recipients regarding interoperable emergency communications projects, including allowable costs, eligible activities, grants management best practices for emergency communications grants, and information on technical standards that ensure greater interoperability.
The guidance is intended to ensure that Federally-funded investments are compatible, interoperable, and support the national goals and objectives for improving emergency communications nationwide. Sub-recipients investing in broadband-related investments should review IB 386, Clarification on Use of DHS/FEMA Public Safety Grant Funds for broadband-related expenditures and investments, and consult their DHS/FEMA HQ Program Analyst on such investments before developing applications.

**Continuity of Operations**
FEMA is designated as the lead agency for managing the nation's Continuity Program. To support this role, FEMA provides direction and guidance to assist in developing capabilities for continuing the federal and state, territorial, tribal, and local (STTL) government jurisdictions and private sector organizations' essential functions across a broad spectrum of emergencies.

National Security Presidential Directive 51, National Security Presidential Directive 20, the National Continuity Policy Implementation Plan (NCPIP), the Federal Continuity Directive 1 (FCD 1), and Continuity Guidance Circular 1 (CGC 1), and CGC 2 outline the following overarching continuity requirements for agencies and organizations and provide guidance, methodology, and checklists. For additional information on continuity programs, guidance, and directives, visit http://www.fema.gov/guidance-directives and http://www.fema.gov/continuity-operations or IDHS Grant Staff.

**2 C.F.R. Part 200**
Sub-recipients must comply with all the requirements in 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). The 2 C.F.R. Part 200 can be found at the following link: http://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5e230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

**Law Enforcement Terrorism Prevention Activity Allowable Costs**
Activities eligible for use of Law Enforcement Terrorism Prevention Activity (LETPA) focused funds are outlined in the National Prevention Framework (and where capabilities are shared with the protection mission area, the National Protection Framework) and include but are not limited to:

- Maturation and enhancement of designated state and major Urban Area fusion centers, including information sharing and analysis, threat recognition, terrorist interdiction, and training/ hiring of intelligence analysts
- Coordination between fusion centers and other analytical and investigative efforts
- Implementation and maintenance of the Nationwide SAR Initiative, including training for front line personnel on identifying and reporting suspicious activities
- Implementation of the “If You See Something, Say Something™” campaign to raise public awareness of indicators of terrorism and terrorism-related crime and associated efforts to increase the sharing of information with public and private sector partners, including nonprofit organizations
- Increase physical security, through law enforcement personnel and other protective measures by implementing preventive and protective measures at critical infrastructure site or at-risk nonprofit organizations
- Building and sustaining preventive radiological and nuclear detection capabilities

**Travel**
Domestic travel costs are allowed under this program, as provided for in this NOFO.
Applicants applying for FY 2017 SHSP funding to support conference attendance must complete a Conference Request Form. Applicants who do not submit a completed Conference Request Form with the grant proposal and budget will not be considered for funding. The Conference Request Form can be located in Attachment E.

International travel is not an allowable cost under this program.

**Food Costs**
With the exception of food costs associated with travel/per-diem or providing for a meal during the conduct of an exercise where participants do not have the ability to leave, food costs will not be approved. In all cases where food is permitted, costs must be reasonable. Costs will be determined to be reasonable if the per person (documented participants) cost for food is equal to or less than the permitted per-diem for the meal provided according to the US General Services Administration thresholds.

**Unallowable Costs**
Per FEMA policy, the purchase of weapons and weapons accessories is not allowed with SHSP funds. Additionally, pre-award costs are not allowable.

**Prohibited Equipment**
Grant funds may not be used for the purchase of Prohibited Equipment. Refer to IB 407 Use of Grant Funds for Controlled Equipment for the complete Prohibited Equipment List. For additional information on Prohibited Equipment see Executive Order (EO) 13688 Federal Support for Local Law Enforcement Equipment Acquisition, and the Recommendations Pursuant to Executive Order 13688.

**SUB-RECIPIENT GRANT AGREEMENT REQUIREMENTS**
All applicants awarded a grant must agree to the following:
- Enter into a sub-grant agreement with IDHS
- Agree to abide by all provisions of the sub-grant agreement
- Abide by all the federal terms and conditions in the sub-grant agreement
- Must be able to sign the sub-grant agreement electronically using the state’s supplier contracts module
  - Applicants do NOT need to provide a resolution to determine the signatory for grant agreements
  - Applications must include the signatory information in the submitted proposal
- Submit all reports in the prescribed format and time frames as determined by IDHS
- Comply with federal cost principals contained in the 2CFR 200 found at [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_04.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_04.tpl) and
- Provide the DUNS number, award amount and date, project description and location of the funded work, on the form provided in the grant award packet from IDHS. This information will be posted to a dedicated web site USASpending.gov

**AWARD DETERMINATIONS**

**Financial Risk Assessment**
The Uniform Guidance 2 CFR Part 200 Uniform Administrative Guidance, Cost Principles, and Audit Requirements for Federal Awards requires both federal and pass-through entities to review the merit and risk associated with a potential sub-recipient prior to making the award. In evaluating the risks posed by sub-grant applicants, the awarding agency may use a risk-based approach and consider any items such as: financial stability, quality of grant management systems, history of performance, quarterly performance reports, and audit findings.
IDHS has developed a risk assessment tool that will be used to measure the risk of awarding grant funds to applicants. The score created by the tool will be included in the overall scoring of the proposal and will also be used as indicator for monitoring if a sub-award is made to the applicant. The IDHS Risk Assessment can be found in Appendix A.

**Scoring**

IDHS will form a Grant Application Review Committee. The IDHS Grants Section will conduct an initial screening of the proposal to check for completeness of the application and de-identify each grant application to reduce the likelihood of reviewer bias. The grant applications will be reviewed and scored by the committee using a scoresheet. The scoresheet utilized in the review process can be found in Appendix B.

Utilizing the reviewed grant applications, the committee will generate funding recommendations to the IDHS Executive Team. The IDHS Executive Team will assess the committee’s recommendations and formulate a finalized funding proposal for the Senior Advisory Council (SAC). The SAC is comprised of individuals outside of IDHS. The SAC will communicate their funding considerations to the IDHS Executive Director. The IDHS Executive Director will make the final funding determination.

Applicants can request a copy of the scoresheet utilized to review their submitted grant application after funding awards have been announced.

**AWARD NOTIFICATION**

Notification of award approvals will be sent via email to the sub-recipient in the form of an award letter. The following information will be included in the letter:

- Sub-recipient name
- Sub-recipient award amount
- Sub-recipient performance period
- Federal award identification number (FAIN)
- Total amount of the federal award
- Federal awarding agency
- Federal award date
- CFDA Number

The award letter will provide, if applicable, any special conditions that must be met or resolved prior to reimbursement. The sub-recipient should follow the directions in the award letter to confirm acceptance of the award.

**ADDITIONAL INFORMATION**

**Supplanting**

Federal funds must be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose.

**Monitoring**
IDHS Grants Staff must monitor sub-recipients as a requirement of the federal award to assure compliance with applicable federal and state requirements and performance expectations are being achieved. Sub-recipients will be monitored by the IDHS Grants Management Compliance Monitor using a combination of desk reviews and site visits. Determinations for those entities that will be monitored are made based on the IDHS Grants Management Risk Assessment. The IDHS Risk Assessment can be found in Appendix A.

REPORTING

Quarterly Program Reports
Reports are due quarterly for this program on the following dates:

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Report Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1 – December 31</td>
<td>January 15</td>
</tr>
<tr>
<td>January 1 – March 31</td>
<td>April 15</td>
</tr>
<tr>
<td>April 1 – June 30</td>
<td>July 15</td>
</tr>
<tr>
<td>July 1 – September 30</td>
<td>October 15</td>
</tr>
</tbody>
</table>

Program reports are intended to update IDHS Grants Staff of the project status and to indicate if any guidance or assistance is needed to successfully complete the project. Program reports are required and should be submitted in a timely fashion. Incomplete, incorrect, or late reports could impact the sub-recipient’s ability to receive future grant funding or receive reimbursement.

Closeout Reporting Requirements
IDHS Grants Staff will close out the grant sub-award when all applicable administrative actions and all required work of the award have been completed by the sub-recipient. This section summarizes the actions that the sub-recipient must take to complete the closeout process in accordance with 2 C.F.R. § 200.343 and IDHS policy and procedure.

Within 45 days of the end of the period of performance, sub-recipients must submit a final program report detailing accomplishments throughout the period of performance and a qualitative summary outlining the impact of all the accomplishments grant funds supported. If the final program report omits activities, the report will be returned and additional information will need to be included in order to satisfy this requirement. Funding obligations must be made prior to the end date of the sub-grant agreement. All outstanding expenses must be paid and final requests for expenditures must be submitted within 45 days from the end date of the sub-grant.

Additionally, the sub-recipient must liquidate all obligations incurred under the award no later than 45 calendar days after the end date of the period of performance. If a sub-recipient fails to liquidate their obligations within this time period, IDHS may disallow the costs associated with those unliquidated obligations. The sub-recipient must have updated the iGMS Inventory module to include any equipment purchased with grant funds.

After final reports have been reviewed and approved by IDHS Grants Staff, a closeout notice will be completed to close out the grant. The closeout notice will indicate the period of performance as closed, list of de-obligated funds, address requirements for record retention and disposition, and list equipment reporting requirements.

Extensions of the performance period may be permitted by IDHS Grants Staff after the required, reasonable justification has been electronically submitted via iGMS no later than 60 days before the expiration date listed in the sub-grant agreement.

Federal Funding Accountability and Transparency Act
The Federal Funding Accountability and Transparency Act (FFATA) requires that certain information be collected as it relates to awards given to sub-recipients in amounts greater than or equal to $30,000.00 for all awards beginning October 1, 2015.

IDHS Grants Staff will collect the following information from iGMS and other sources as needed:
- Data Universal Numbering System (DUNS Number)
- Mailing address to include street address, city, state, zip code + 4, county and country
- Award amount (i.e. total amount of the award for the specific grant being reported)
- Grant agreement execution date (i.e. the date the sub grant agreement is fully executed by the state)
- Project description (i.e. a brief description of the project)
- EDS number (i.e. a unique number assigned to each sub-grant agreement created for IDHS)

FFATA requires the following questions to be answered by sub-recipients:
- In your business or organization’s preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive:
  * 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and
  * $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements?
- Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?
- If you answered ‘No’ to Q2, then provide the name and total compensation for the five (5) most highly compensated executives in your business or organization (the legal entity to which this DUNS number is assigned).

FFATA requires that all reports be submitted into the Federal Funding Accountability Transparency Act Sub-award Reporting System (FSRS) system by the end of the month, following the month in which the sub-grant agreement is executed.

Other Reports
The IDHS Grants Staff may ask for additional reports throughout the performance period. These reports could include but are not limited to exercise reports, training reports, financial data/reports, THIRA/HIRA or gap analysis, and equipment inventory reports.

**IDHS CONTACT INFORMATION**

If you have any questions about the information contained within the NOFO or need technical assistance in completing a grant application, please contact IDHS Grants Staff at grants@dhs.in.gov.
IDHS Sub-Recipient Risk Assessment

APPENDIX A

IDHS has developed a Risk Assessment tool, which will be used to determine risk in awarding grant funds to sub-recipients. The aggregate score generated by the tool will be included in the grant review process and utilized as a monitoring indicator in the event an applicant receives funds from IDHS.

<table>
<thead>
<tr>
<th>Risk Questions</th>
<th>Yes</th>
<th>No</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has sub-recipient staffing remained consistent since the last review?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the sub-recipient received a satisfactory rating* regarding programmatic performance for more than one grant award? *satisfactory rating defined as medium or low risk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the sub-recipient submitted accurate and timely quarterly reports?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did the sub-recipient comply with fiscal requirements of the grant?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did the sub-recipient’s prior IDHS compliance monitoring reviews have findings? If so, were the findings corrected?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did the sub-recipient submit or provide correct documentation for expenditures?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did the sub-recipient utilize all funds?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were unused grant funds returned by sub-recipient as required by 2CFR 200.345?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did the sub-recipient have zero findings in their previous A-133 audit pertaining to funds granted through IDHS?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did the sub-recipient fulfill all funding requirements as outlined in the NOFO and sub-grant agreement?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Totals</th>
<th>0-2 Yes</th>
<th>Sub-recipient is considered high risk funding/compliance monitoring</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3-5 Yes</td>
<td>Sub-recipient is considered medium risk funding/compliance monitoring</td>
</tr>
<tr>
<td></td>
<td>6-10 Yes</td>
<td>Sub-recipient is considered low risk funding/compliance monitoring</td>
</tr>
</tbody>
</table>
## FY 2017 SHSP Scoresheet

<table>
<thead>
<tr>
<th>Section Total</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APPENDIX B</strong></td>
<td></td>
</tr>
</tbody>
</table>

### FY 2017 SHSP Scoresheet

<table>
<thead>
<tr>
<th>Did the applicant provide all of the required information in the proposal? Yes = 3 pt or No = 0</th>
<th>0-3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section Total</strong></td>
<td>/3</td>
</tr>
</tbody>
</table>

### Proposal Section A. Problem Statement

<table>
<thead>
<tr>
<th>1. Did the applicant clearly identify a gap or shortfall?</th>
<th>0-7</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Did the applicant describe the impact that the gap or shortfall has on the community?</td>
<td>0-7</td>
</tr>
<tr>
<td>3. Did the applicant clearly describe what planning/assessment tool(s) was used to identify the gap or shortfall?</td>
<td>0-7</td>
</tr>
<tr>
<td><strong>Section Total</strong></td>
<td>/21</td>
</tr>
</tbody>
</table>

### Proposal Section D. Project Summary

<table>
<thead>
<tr>
<th>1. Did the applicant provide a detailed summary, scope of work, or purpose?</th>
<th>0-7</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Did the applicant explain how the budget supports the core capabilities and the project?</td>
<td>0-7</td>
</tr>
<tr>
<td><strong>Section Total</strong></td>
<td>/14</td>
</tr>
</tbody>
</table>

### Proposal Section H. Project Goals and Objectives

<table>
<thead>
<tr>
<th>1. How well did the applicant describe the goal of the project and does it directly relate to the project summary?</th>
<th>0-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Are the objectives specific, measureable, attainable, relevant and time bound?</td>
<td>0-6</td>
</tr>
<tr>
<td>3. How well did the applicant explain the objectives of the project including outcomes/outputs that would indicate project success?</td>
<td>0-6</td>
</tr>
<tr>
<td><strong>Section Total</strong></td>
<td>/18</td>
</tr>
</tbody>
</table>

### Proposal Section I. Project Milestones

<table>
<thead>
<tr>
<th>1. How well did the applicant describe the milestones and the associated key activities that lead to the milestone event over the performance period of the grant?</th>
<th>0-7</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 = The applicant did not provide a description of milestones and associated activities that lead to the milestone event over the performance period of the grant</td>
<td></td>
</tr>
<tr>
<td>2 = The applicant provided a poor description of milestones and associated activities that lead to the milestone event over the performance period of the grant</td>
<td></td>
</tr>
<tr>
<td>3 = The applicant provided a partial description of milestones and associated activities that lead to the milestone event over the performance period of the grant</td>
<td></td>
</tr>
<tr>
<td>5 = The applicant provided an adequate description of milestones and associated activities that lead to the milestone event over the performance period of the grant</td>
<td></td>
</tr>
<tr>
<td>7 = The applicant provided a thorough description of milestones and associated activities that lead to the milestone event over the performance period of the grant</td>
<td></td>
</tr>
<tr>
<td><strong>Section Total</strong></td>
<td>/18</td>
</tr>
</tbody>
</table>

### Proposal Section J. Challenges for Project Completion

<table>
<thead>
<tr>
<th>1. Did the applicant complete this Section of the proposal? Yes = 3 pt or No = 0</th>
<th>0-3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section Total</strong></td>
<td>/3</td>
</tr>
</tbody>
</table>

### Proposal Section K. Budget Review

<table>
<thead>
<tr>
<th>1. Are all budget items allowable, allocable, reasonable, and necessary for the described project?</th>
<th>0-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Are all budget items included in the correct solution area and category?</td>
<td>0-6</td>
</tr>
<tr>
<td>3. Did the applicant choose the correct and allowable Authorized Equipment List number?</td>
<td>0-6</td>
</tr>
<tr>
<td>4. Are all budget line items specific and do they contain a detailed narrative?</td>
<td>0-6</td>
</tr>
<tr>
<td><strong>Section Total</strong></td>
<td>/24</td>
</tr>
</tbody>
</table>

### Proposal Section L. Risk Assessment

A Risk Assessment is completed by Grants Management staff that measures the applicant’s performance on the management of past and current awarded grants. The risk assessment score will range from 0 for high risk to 10 for low risk applicants. 0-10

| **Section Total**                                                                         | /10  |

| **Total Score**                                                                         | /100 |
APPENDIX C

Local 2017 SHSP Template

I. Identification Information
   A. Applicant Information
   B. Primary Point of Contact
   C. Financial Officer Information

II. Additional Information
   A. Discrimination
   B. Federal Funding Accountability and Transparency Act (FFATA)
   C. National Incident Management System (NIMS)
   D. Grants Training

III. Proposal Information
   A. New Project / Sustainment
   B. Problem Statement
   C. Mission Area
   D. Core Capabilities
   E. POETE
   F. Project Summary
   G. Deployable?
   H. Shareable?
   I. Project Goal(s) and Objectives
   J. Project Milestones
   K. Challenges
   L. Environmental and Historic Screening Memorandum (EHP)

IV. Add Funds and Build Budget
APPENDIX D

FY2017 SHSP: Intent to apply

Complete the Intent to Apply Form and return via email to: grants@dhs.in.gov

DUE DATE: August 18, 2017

<table>
<thead>
<tr>
<th><strong>Applicant Information</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Legal name of applicant</td>
<td>Enter the name associated with the Federal TAX ID number</td>
</tr>
<tr>
<td>2. Federal tax ID number</td>
<td>Enter the Federal Tax ID number</td>
</tr>
<tr>
<td>3. DUNS number</td>
<td>Enter the Data Universal Numbering System (DUNS) number associated to the applicant</td>
</tr>
<tr>
<td>4. State of Indiana vendor registration number</td>
<td>Enter the bidder registration number assigned to the applicant through the Indiana Department of Administration</td>
</tr>
<tr>
<td>4. State of Indiana bidder registration number</td>
<td>Enter the bidder registration number assigned to the applicant through the Indiana Department of Administration</td>
</tr>
<tr>
<td>5. Point of contact for the grant</td>
<td>Enter the name of the person who will be completing the proposal &amp; budget</td>
</tr>
<tr>
<td>6. Point of contact’s email address</td>
<td></td>
</tr>
<tr>
<td>7. Point of contact’s telephone number</td>
<td></td>
</tr>
<tr>
<td>8. Does the point of contact have an active login to the Indiana Grants Management System (iGMS)?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Project Information</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Title and description of project</td>
<td>Enter the title and a brief description of the proposed project the applicant is seeking funding to support</td>
</tr>
<tr>
<td>2. Title and description of project</td>
<td></td>
</tr>
<tr>
<td>3. Title and description of project</td>
<td></td>
</tr>
</tbody>
</table>

Note: Applicants may submit multiple proposals through the Intent to Apply Form. Please include the title and description of each project separately under “Project Information”.
## Conference Request Form

<table>
<thead>
<tr>
<th>Requesting agency/Department</th>
<th>Conference Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference name</td>
<td></td>
</tr>
<tr>
<td>Conference location</td>
<td></td>
</tr>
<tr>
<td>Conference dates</td>
<td></td>
</tr>
<tr>
<td>Conference start time and end time</td>
<td></td>
</tr>
</tbody>
</table>

### Purpose
Please provide justification for the conference. In addition to explaining the conference’s overarching goals and objectives, please detail why federal grant funds should be spent on personnel attending the conference.

### Eligibility
Please explain how does this conference directly relate to a terrorism nexus?

<table>
<thead>
<tr>
<th>Attendee Information</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Attendee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please include the name and title of the conference attendee</td>
</tr>
<tr>
<td>Please include a brief conference attendee’s job description</td>
</tr>
<tr>
<td>Please explain how attending the conference will benefit the agency/department or the attendee (i.e. will going to the conference improve the attendee’s ability to perform their assigned tasks etc.).</td>
</tr>
</tbody>
</table>

### Hotel
Please include name of hotel, note if hotel is hosting the conference, the cost per night, and the number of nights required

### Conference registration fees
Please include cost of registration and note if an “early bird” registration fee is an option

### Mode of travel: Air
Please include transportation to and from airport/conference venue & baggage fees, if required

### Mode of travel: Automobile
Please include if vehicle is government/personal, the number of miles anticipated by utilizing MapQuest (or similar application), the anticipated fuel costs, and the parking costs at hotel/conference venue

### Car rental*
Please include the car rental cost, the number of miles anticipated by utilizing MapQuest (or similar application), the anticipated fuel costs, and the parking costs at hotel/conference venue

*Car rentals are not allowed if staying at conference hotel

### Mode of travel: Bus or train
Please include cost of ticket and transportation to/from depot/hotel/conference venue, if required

### Per diem
Please include the rate of per diem and the number of days on travel status
## FY 2017 Grant Training Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>District</th>
<th>Location</th>
</tr>
</thead>
</table>
| August 2, 2017 | 9:00am | District 7| Vigo County  
Indiana Firefighter Training Center  
2465 North Brown Avenue, Terre Haute, IN 47804 |
|            | 2:00pm*| District 10| Vanderburgh County  
Evansville Red Cross  
29 South Stockwell Road, Evansville, IN 47714 |
| August 3, 2017 | 9:00am | District 3 | Whitley County  
Whitley County Government Center  
220 West Van Buren Street, Columbia City, IN 46725 |
|            | 1:00pm | District 2 | Kosciusko County  
Warsaw Community Public Library  
310 East Main Street, Warsaw, IN 46580 |
| August 7, 2017 | 9:00am | District 8 | Jackson County  
Seymour Police Department  
205 North Ewing Street, Seymour, IN 47274 |
|            | 1:00pm | District 9 | Jennings County  
Jennings County Public Library  
2375 North State Highway 3, North Vernon, IN 47265 |
| August 8, 2017 | 9:00am | District 4 | Tippecanoe County  
Indiana National Guard Armory  
5218 Haggerty Lane, Lafayette, IN 47905 |
| August 8, 2017 | 1:00pm*| District 1 | Jasper County  
Rensselaer Fire Department |
August 9, 2017  10:00am  **District 6**  
Madison County  
Madison County EOC  
200 North Delaware Street, Anderson, IN 46017

August 11, 2017  9:00am  **District 5**  
Hamilton County  
Hamilton County Sheriff’s Office  
18100 Cumberland Road, Noblesville, IN 46060

1:00pm  **Make up Session**  
Indiana Department of Homeland Security  
Indiana State Government Center  
Conference Room 17  
302 West Washington Street, Indianapolis, IN 46204