

**Federal Fiscal Year 2018 Homeland Security Grant Program (HSGP)  
State Homeland Security Program (SHSP) Grant  
Application Kit  
State Overview and Guidelines**

**Overview and Eligibility**

The Alaska Division of Homeland Security and Emergency Management (DHS&EM) is soliciting jurisdictional applications for the Federal Fiscal Year (FFY) 2017 Homeland Security Grant Program (HSGP), State Homeland Security Program (SHSP) grant. Applications are due by 11:59 pm, Tuesday, January 30, 2018.

The SHSP is a reimbursable, federally funded pass-through grant program to assist local and tribal all-hazard preparedness activities (planning, equipment, training, and exercise) that address identified gaps or capability targets where a connection to terrorism exists. At least 25 percent of the overall SHSP funds received by the state will be dedicated towards law enforcement terrorism prevention-activities.

The funding amount Alaska will receive under the SHSP in FFY 2018 is currently unknown. In FFY 2017, \$3,001,600.00 was available for pass-through grants, with \$938,000.00 of that amount designated to law enforcement terrorism prevention activities. At this time, DHS&EM estimates federal funding will be received no later than September 30, 2018. The state has 45 days from receipt of funding to obligate 80 percent of the award to jurisdictions through pass-through grant awards or memorandums. The FFY 2018 SHSP local jurisdiction period of performance is anticipated to be 24 months, October 01, 2018 through September 30, 2020.

The federal Department of Homeland Security (DHS) has not yet released FFY 2017 HSGP Notice of Funding Opportunity to states. DHS&EM is releasing this State Overview and Guidelines in anticipation of being required to include local jurisdiction projects in the State's initial application. When released, the complete FFY 2018 HSGP Notice of Funding Opportunity will be posted on the DHS&EM website and available at <https://www.fema.gov/preparedness-non-disaster-grants>.

While not anticipated, the federal guidance release may contain additional program requirements or objectives not currently in the State's Overview and Guidelines and application. Any significant modifications will be communicated and if needed, will be addressed in the 2018 Obligating Award and accompanying award letter. For reference, the FFY 2017 HSGP Notice of Funding Opportunity can be found on the DHS&EM Grant's website, <https://ready.alaska.gov/Grants/SHSP>.

Eligible applicants for this program must meet the definition of local government found in 2 CFR Part 200.64, or a tribal government found in 2 CFR Part 200.54.

AND:

The jurisdiction must comply with the standards, regulations, and requirements applicable to subrecipients receiving pass-through subawards found in 2 CFR Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=dcda7ff3275e13d43b34534d456521d7&mc=true&n=pt2.1.200&r=PART&ty=HTML>)

Financial and program management standards in 2 CFR include, but ARE NOT limited to: requirements of jurisdictional financial management systems, established internal controls, procurement standards procedures for determining costs, property management standards, acceptance of audit applicability, programmatic and financial reporting requirements, and record-keeping requirements.

If in review with successful applicants, it is determined a jurisdiction may have difficulty meeting the subrecipient requirements of 2 CFR Part 200, a state managed award may be available. This will be determined through discussion with jurisdictions after award notifications are made.

AND:

The jurisdiction must have a completed DHS&EM Alaska Assessment. If the jurisdiction has not completed this document, an Assessment may be completed and submitted with the grant application by the February 18 due date. Additional information on the Alaska Assessment can be found on the DHS&EM website, <http://ready.alaska.gov/Plans/AlaskaAssessment>. Subrecipients will be required to update their Alaska Assessment annually by December 31. If you have not completed an Alaska

Assessment before and would like to begin working on it, please contact the DHS&EM Planning Section at 428-7000.

**If you feel your jurisdiction would have difficulty meeting any of the grant requirements, please contact DHS&EM for State Managed grant options.**

### **Funding Priorities**

The SHSP is an assistance program that provides funds to build capabilities at the state and local levels to enhance resilience to absorb disruptions and rapidly recover from incidents both man-made and natural. The program supports the National Preparedness Goal:

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

The State of Alaska directs that the 2018 SHSP work towards closing gaps and meeting capability targets identified from a jurisdiction’s Alaska Assessment or exercise/event after action reports (AARs). By addressing these needs, the State ensures projects are measurable and aligned to Alaska’s State Preparedness Report (SPR) and Threat and Hazard Identification and Risk Assessment (THIRA).

Jurisdictions may submit for Alaska Shield (AS) 2019 full scale exercise. These applications will be presented to the interagency review committee with a high priority.

Alaska Shield Exercise projects can include (see AS 2019 Exercise application form for more detail):

- Design and development of an exercise:
- Costs associated with conducting the AS 2019 full scale exercise
- Travel to State sponsored activities for participating jurisdictions

Allowable Expenses for AS 2019 can include the following based on actual receipts:

- Overtime, backfill, on-call responders, and stipends for participants
- Fuel costs (for generators, and responder vehicles used in exercise)
- Consumables, such as moulage supplies

Jurisdictions may also submit for local delivery of a training course in support of AS 2019 (see AS 2019 Training application form for more detail). Currently there is no state managed AS 2019 related training scheduled. Identified state managed AS 2019 training would be funded with re-allocated funds through a separate process.

### **Project Eligibility**

No more than five (5) projects, an Alaska Shield 2019 exercise application, and an Alaska Shield 2019 Training application will be allowed for a total of seven (7) total submissions. There is a limit of three (3) equipment project applications. Project applications can contain planning, equipment, training, or exercise activity based on gaps, capability targets, and improvement areas identified through the Alaska Assessment process or an AAR from an exercise or a response to event. Projects that are approved will be expected to begin within 90 days of the grant award date.

The SHSP plays an important role in the implementation of the National Preparedness System (<https://www.fema.gov/national-preparedness-system>) by supporting the building, sustainment, and delivery of core capabilities (<https://www.fema.gov/core-capabilities>) through eligible activities.

Core capabilities require the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government. The SHSP allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas (<https://www.fema.gov/mission-areas>) and encourage whole community involvement in project development.

Federal program guidance requires activities implemented under SHSP support man-made (terrorism) preparedness and prevention 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. Many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Projects must demonstrate this dual-use quality for any activities implemented under this program that are not explicitly focused on terrorism preparedness.

Federal program guidance requires at least 25 percent of the total SHSP award fund law enforcement terrorism prevention activities. These include but are not limited to the following:

- Information sharing and analysis
- Target hardening
- Threat recognition
- Terrorist interdiction
- Implementation of the “If You See Something, Say Something™” campaign to raise public awareness of indicators of terrorism and violent crime and associated efforts to increase the sharing of information with public and private sector partners, including nonprofit organizations
- Development and enhance law enforcement measures associated with preventing and/ or responding to active shooter or complex mass casualty attacks including training, exercises, and operational overtime to address evolving threat related circumstances
- Increased physical security and other protective measures, by implementing preventive and protective measures

### Allowable Costs and Activities

**Below is not an all-inclusive list. For additional information please review the FFY 2017 HSGP Notice of Funding Opportunity.**

**Planning:** SHSP funds may be used for emergency preparedness and management planning activities; such as those identified with the update of the Alaska Assessment, 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. Planning should include participation from all stakeholders in the community who are able to contribute critical perspectives and may have a role in executing the plan. Planning should be flexible enough to address incidents of varying types and magnitudes. Jurisdictions should focus planning efforts to enhance and expand capabilities through partnerships. All jurisdictions are encouraged to work through Citizen Corps Councils, nongovernmental entities, and the general public in planning activities.

For additional information on allowable planning costs, please see the FFY 2017 HSGP Notice of Funding Opportunity or contact the DHS&EM Planning Section.

Salary related to planning activities may be funded with the Emergency Management Performance Grant. Please contact DHS&EM for additional information if needed.

**Equipment:** The allowable equipment categories and equipment standards for FFY 2018 HSGP are listed on the DHS Authorized Equipment List (AEL) at <http://fema.gov/authorized-equipment-list>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS' adopted requirements and 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. Installation and training on the equipment should be included in the cost of the equipment.

A completed State Vulnerability Assessment (SVA) is no longer a prerequisite to request equipment necessary to protect critical infrastructure. However, if the jurisdiction has an assessment (state, federal, or other entity produced) it will be considered supporting documentation.

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active and future grant awards, unless otherwise noted. Federal guidance (FEMA Policy 205-402-125-1) also provides guidance on the support of equipment previously purchased with both federal grant and non-federal grant funding. While these activities may be submitted, they are not a priority for the state. General maintenance and repairs are not allowable.

**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. Training conducted using SHSP funds should address a performance gap identified through the Alaska Assessment or an after action report/improvement plan (AAR/IP) or contribute to building a capability that will be evaluated through an exercise. Any training or training gaps, including those for children and individuals with disabilities or access and functional needs, should be identified and addressed in the jurisdiction's training cycle. All

training conducted with SHSP funds should support the development and testing of the jurisdiction's EOP or specific annexes, and validation of completed corrective actions from previous exercises or real world events, where applicable. Training conducted with SHSP funds and FEMA support must link to PPD-8 and apply to Alaska Assessment goals and objectives. Training for citizens in preparedness, prevention, response skills, and volunteer activities should be coordinated through local Citizen Corps Councils. Refer to HSGP program Notice of Funding Opportunity for allowable training costs, approved courses, reporting requirements, and coordination with DHS&EM. Requested Training should align with objectives and capabilities identified in the Multi-Year Training and Exercise Plan.

Any training not listed on the approved FEMA list at <https://www.firstrespondertraining.gov> or approved by the State Administrative Agency (SAA) requires coordination and pre-approval by DHS&EM. Refer to HSGP program guidelines for further guidance and the State Training catalog located here <https://ready.alaska.gov/Preparedness/Training/Guidelines>.

For additional information on allowable training costs, please see the FFY 2017 HSGP Notice of Funding Opportunity or contact the DHS&EM Training Section.

**Exercises:** Exercises conducted must be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP), must be NIMS compliant, and validate existing capabilities. Citizen participation in exercises should be coordinated with local Citizen Corps Councils.

SHSP scope of exercise scenarios should consider the jurisdiction's Alaska Assessment, exercise or event after actions, and plans. Acceptable scenarios for SHSP exercises include: chemical, biological, radiological, nuclear, explosive, cyber, agricultural, natural or technological disasters, and catastrophic disasters. Exercise scenarios used in SHSP-funded exercises must focus on validating existing capabilities, must be large enough in scope and size to exercise multiple activities, warrant involvement from multiple disciplines and non-governmental organizations, and take into account the needs and requirements for individuals with disabilities or access and functional needs. Exercise scenarios should align with objectives and capabilities identified in the Multi-Year Training and Exercise Plan.

For additional information on allowable exercise costs, please see the FFY 2017 HSGP Notice of Funding Opportunity or contact the DHS&EM Exercise Section.

**Personnel Activities:** Jurisdictions are eligible for overtime and backfill costs related to participation in exercise and training activities.

Contractual services will be allowed for project-based specific activities only.

**Management and Administration (M&A):** The state does not allow jurisdictions to use funds for M&A.

**Construction and Renovation:** Use of SHSP funds for construction and renovation is generally prohibited except as outlined below. Such construction and renovation shall be strictly limited and allowable only when it is a necessary component of a security system at critical infrastructure facilities.

Project construction and renovation is limited to security systems and critical infrastructure facility enhancements. These types of projects may need to be submitted to FEMA for compliance review under federal Environmental and Historic Preservation (EHP) laws and requirements prior to initiation of the project. The following types of projects are considered to constitute construction or renovation, and must be submitted through DHS&EM to FEMA for compliance review under EHP laws and requirements prior to initiation of the project:

- Construction of and renovation to guard facilities
- Renovation of and modifications including the installation of security and communication equipment, to buildings and structures that are 50 years old or older
- Security enhancements to improve perimeter security or any other construction or renovation efforts that change or expand the footprint of a facility
- Physical security enhancements including but not limited to:
  - Lighting
  - Fencing

- Closed-circuit television (CCTV) systems
- Motion detection systems
- Barriers, doors, gates, and related security enhancements

In addition, the erection of communications towers that are included in a jurisdiction's interoperable communications plan is allowed, subject to all applicable laws, regulations, and licensing provisions. Communication tower projects must be submitted through DHS&EM to FEMA EHP review. When applying for funds to construct communication towers, subrecipients must submit evidence that the FCC's Section 106 review process has been completed and submit all documentation resulting from that review to GPD using the guidelines in EHP Supplement prior to submitting materials for EHP review.

Subrecipients requesting construction and renovation projects limited to security systems and critical infrastructure facilities will be required to complete an FEMA EHP Screening Form and Statement of Work at <http://ready.alaska.gov/Grants/EHP>.

Previously funded projects are available for review. Please see the HSGP Funds Distribution and Projects page at <https://ready.alaska.gov/Grants/HSGP>. Passwords are required to access these documents, please contact DHS&EM Grants for assistance. \*Note: Previous funding of a project does not guarantee continued funding or that a similar project will be funded. Project listing is informational only.

### **Unallowable Costs and Activities**

**Below is not an all-inclusive list. For additional information please review the FFY 2017 HSGP Notice of Funding Opportunity.**

- Per FEMA policy, the purchase of weapons and weapons accessories is not allowed with HSGP funds
- Management and Administration (M&A) costs
- Salaries and personnel costs of planners, equipment managers, exercise coordinators and/or training coordinators
- General-purpose vehicles (patrol cars, executive transportation, etc. fire apparatus, and non-CBRNE (chemical/biological/radiological/nuclear/explosive) tactical/armored assault vehicles)
- Construction and renovation (except for those items listed on page 4/5)
- Tactical law enforcement protective equipment for routine use or riot suppression. Items in this category are allowable only to supplement normal stores, in order to provide the surge capacity necessary for CBRNE terrorism response.
- Hiring of sworn public safety officers or to supplant public safety positions and responsibilities
- Supplanting any expense already budgeted
- Indirect costs
- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances)
- Equipment purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs)
- Reimbursable training and related travel costs not pre-approved by DHS&EM
- Contracts and procurements over \$100,000 not pre-approved by DHS&EM
- Sole source contracts and procurements not pre-approved by DHS&EM
- Stand-alone working meals
- Expenditures not supported with appropriate documentation when submitted for reimbursement. Only properly documented expenditures will be processed for payment. Unsupported expenditures will be returned for resubmission by the jurisdiction
- Drawdown of funds prior to expenditure\*
  - \* Reimbursement advances with strict guidelines can be requested from DHS&EM

### **Application Submission Requirements and Application Coversheet**

Five (5) project applications are allowed (seven (7) if including an Alaska Shield exercise and/or training application), no more than three (3) can be equipment projects. There may only be a single project per application form. To qualify as a single project, the pieces of the project must be integral towards achieving one precise objective.

Some examples of one project include:

- Purchasing new mobile radios, helmet fittings for hands free use of the mobile radio, and any other radio accessories for the purpose of updating SWAT team communications
- Purchasing cots, blankets, and storage carts for mass care shelters
- Purchase and installation of video surveillance cameras on multiple buildings to protect critical infrastructure
- Purchase and installation of a backup generator may also include the switches and the purchase and installation of a fuel tank
- Purchase of a server and software to upgrade the cyber security for a jurisdiction.

Some examples of items that would necessitate *multiple* project applications and will be disqualified:

- Request for multiple generators. If Generators will be installed in separate locations they must be submitted as individual projects.
- Request for purchase of portable radios and personal protection equipment for law enforcement
- Request for purchase of critical infrastructure upgrades (such as badge readers) and Haz Mat team personal protective gear submitted together.

The project application asks jurisdictions to briefly describe projects and provides drop-down menu selections to identify applicable core capability supported.

**Complete application packages consist of:**

1. Application Coversheet
2. Project Application Form(s)
3. Signatory Authority Form (available at <https://ready.alaska.gov/Grants>) with required three (3) signatures for jurisdiction
4. If applicable, proof of local jurisdiction Citizen Corps national database registration to support Citizen Corps/ Community Emergency Response Team (CERT) projects
5. Jurisdiction's Procurement Policy, electronic copies are acceptable
6. Jurisdiction's Travel Policy, electronic copies are acceptable (if travel is being requested)
7. Print-out of jurisdiction's [www.SAM.gov](http://www.SAM.gov) Entity Overview record displaying the jurisdiction's DUNS Number
8. A spending plan to expend the balance of any remaining FFY 2015, 2016 and 2017 SHSP funds, if applicable
9. If applicable, any Memorandum of Understanding (MOU), or Memorandum of Agreement (MOA) related to inter-agency projects
10. Jurisdiction's last financial audit. Electronic copies are acceptable.
11. If applicable- If your jurisdiction has not submitted an Alaska Assessment in 2017, a completed Alaska Assessment may be submitted with this application.

The SHSP Project Application Form and Application Coversheet can be found at <http://ready.alaska.gov/grants>.

Applicants must familiarize themselves with the requirements and restrictions of the FFY 2017 HSGP Notice of Funding Opportunity, when available the FFY 2018 HSGP Notice of Funding Opportunity, 2 CFR Part 200, which governs this 2018 award, and the DHS&EM Non-Disaster Grants Management Handbook, available at <https://ready.alaska.gov/Grants/ManagementHandbook> . ***All successful grant subrecipients are assumed to have read, understand, have accepted, and will comply with this State Overview, the HSGP Program Guidance, 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the DHS&EM Non-Disaster Grants Management Handbook and the jurisdiction's Obligating Award terms.***

**Applications are due by 11:59 pm, Tuesday, January 30, 2018**

Applications must be submitted electronically in PDF format with complete signatures, or by mail, or fax, to:  
 Division of Homeland Security and Emergency Management / Attn: Homeland Security Grants Administrator

Email: [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov)  
 PO Box 5750  
 JBER, Alaska 99505-5750  
 Fax: (907) 428-7009

### **Project Review and Selection Process**

Subrecipient submissions will be reviewed by DHS&EM to determine application completeness and eligibility based on adherence to the state and federal program guidance. DHS&EM will also review a jurisdiction's previous performance history (risk assessment), if applicable.

The project applications will be reviewed for project relevance to the jurisdiction's Alaska Assessment or gaps identified through exercise/event after action reports (AAR), adherence to state and federal program guidance, feasibility, how well the proposed project is outlined, sustainability, impact, and demonstration of ready-to-go projects.

Project comprehensiveness is based on:

Eligibility for award is dependent upon accuracy and completeness. Incomplete applications and/or individual projects will be disqualified.

- Project descriptions supporting project need and applicability to all-hazard events
- Project descriptions addressing the need/gap for the applicant
- Project descriptions describing how it has a multi-jurisdictional or statewide benefit
- Budget justification, AEL #'s and/or budget categories
- Demonstration of projects "ready-to-go" and begin implementation within 90 days of grant award date

Jurisdiction performance history is based on:

- Prior project initiation per Grant Agreements
- Any prior project cancellation due to inability to complete without justification
- On-time Quarterly Reporting
- Activity towards project completion being shown on each Quarterly Report
- Ability to meet any prior Award Grant Requirements, Assurances and Agreements or Special Conditions
- Timeliness of award extension requests
- Timeliness of de-obligation requests
- Results of on-site monitoring reviews
- Compliance with procurement and contracting requirements
- Compliance with property management system and reporting requirements
- Prior audit findings

Eligible project(s) are then forwarded to an external Interagency Grant Review Committee. This committee has representation of multiple disciplines with roles in emergency management, terrorism prevention, and all hazard response and recovery. This varied representation allows for comprehensive discussion and evaluation of projects.

Representatives knowledgeable in the field who are independent of the DHS&EM review applications so that objectivity is maintained. Members of the Interagency Review Committee are professional equals of applicants, and their evaluation results in a credible and independent assessment, and informed judgment of project feasibility, capability, and need while considering local, regional, and State assets and resources. This committee recommends the final project approvals and funding allocations.

### **Additional Award and Program Information**

**Applicants are encouraged to review DHS&EM's Non-Disaster Grants Management Handbook, available at <https://ready.alaska.gov/Grants/ManagementHandbook>. This resource outlines the requirements of subrecipients who receive grant funding under this grant program. If you feel your jurisdiction would have difficulty meeting any of the below requirements, please contact DHS&EM for State Managed grant options.**

If your jurisdiction is successful in receiving an award, the following are required:

- Subrecipients must be registered with [www.SAM.gov](http://www.SAM.gov) and have a DUNS number. If you have questions regarding this requirement, contact the Grants Section.
- Subrecipients must ensure and maintain adoption and implementation of the National Incident Management System (NIMS). Subrecipients will certify NIMS compliance through the Alaska Assessment
- Subrecipients will be required to update an Alaska Assessment annually by December 31

- Subrecipients must complete an Environmental and Historic Preservation (EHP) review on any ground-disturbing activities, communication towers, or modification/renovation of existing buildings or structures. Additional information on EHP Reviews can be found below.
- Subrecipients must have a fiscal and programmatic jurisdictional representative attend the 2018 HSGP Grant Award Kick-off meeting in Fall 2018
- Subrecipients must send a programmatic jurisdictional representative to the annual DHS&EM Multiyear Training and Exercise Plan Workshop (TEPW) held in Spring 2018
- Subrecipients must follow procurement processes and documentation requirements outlined in the Non-Disaster Grants Management Handbook
- Subrecipients must complete an annual inventory review of grant funded equipment, if applicable.

**Reporting:** Each subrecipient must report quarterly progress in Performance Progress Reports on the timelines, milestones, and related project activities. This information is captured as a statewide report used to assess overall program effectiveness, impact, and to report results to Congress.

Quarterly Performance and Financial Progress Reports are required by the 20<sup>th</sup> of the month following each calendar quarter. Narrative Reports must describe, clarify, and support the expenditures submitted in the Financial Report for reimbursement. SHSP Report forms are available on the DHS&EM website at <http://ready.alaska.gov/Grants/SHSP> and are updated as needed or required. Instructions and compliance information are included on the back of both report forms. Jurisdictions are encouraged to use the updated forms from the website each quarter to ensure the most updated information is used. Use of incorrect or outdated forms will be returned and cause payment reimbursement delay.

Each quarterly report should show activity towards completion of grant funded projects. Failure to do so may result in de-obligation of funds. A Final Performance Progress Report is required within 45 days after the end of the performance period. It serves as a summary detailing all project accomplishments, achievements, impacts, challenges, unmet goals and the reasons why, etc. throughout the entire grant award period. The Final Performance Progress Report does not replace the last Quarterly Performance Progress Report. More information on final reporting can be found on the DHS&EM website.

**Environmental and Historic Preservation Compliance:** All HSGP projects which may have potential impact to the environment require a FEMA Environmental and Historic Preservation (EHP) review per the Grant Programs Directorate (GPD) Programmatic Environmental Assessment (PEA). Ground-disturbing activities, new construction, including communication towers, or modification/renovation of existing buildings or structures must undergo a FEMA EHP review. For more information on the PEA see FEMA Information Bulletin (IB) 345 <http://www.fema.gov/grants/grant-programs-directorate-information-bulletins> and <http://www.fema.gov/pdf/government/grant/bulletins/fonsi.pdf>

Furthermore, for those proposed construction or renovation projects that are part of larger projects funded from a non-FEMA source (such as an Emergency Operations Center that is part of a larger proposed public safety complex), a FEMA EHP review must be completed before the larger project is initiated. For these types of projects, recipients must complete the FEMA EHP Screening Form (Office and Management and Budget (OMB) Number 1660-0115/FEMA Form 024-0-1) and submit it, with all supporting documentation, to DHS&EM for review. Recipients should submit the FEMA EHP Screening Form for each project as soon as possible upon receiving grant award. If a jurisdiction is aware a project will require an EHP review, they may submit the Screening Form at the time of application.

The following activities would not require the submission of the FEMA EHP Screening Form: planning and development of policies or processes; management, administrative or personnel actions; classroom-based training; table top exercises; and acquisition of mobile and portable equipment (not involving installation). While an EHP Screening Form may not be required, an EHP Statement of Work may be required for the items above especially training, exercise and mobile/portable equipment. The state reserves the authority to request review on any approved projects that could potentially fall closely out of these areas.

For more information on FEMA's EHP requirements, grant recipients should refer to DHS&EM's webpage at <http://ready.alaska.gov/Grants/EHP>. Additional information and resources can also be found in FEMA Policy 108-023-1 located at <https://www.fema.gov/grant-programs-directorate-policy>.



**Subrecipient Monitoring:** Jurisdictions will be monitored by DHS&EM to ensure that project goals, objectives, timeliness, budgets, and other related program criteria are being met. Monitoring will be accomplished through a combination of office-based and on-site monitoring visits. DHS&EM is responsible to provide assurance to FEMA that awards are compliant with federal and state requirements including but not limited to accomplishment of project goals, accounting of receipts and expenditures, cash management, maintenance of adequate financial records, and the refunding of expenditures disallowed by audits. Subrecipient Monitoring Information is contained in DHS&EM's Non-Disaster Grants Management Handbook located at <http://ready.alaska.gov/Grants/ManagementHandbook>.

**Pass-Through Requirements:** The state shall pass-through 80 percent of the total SHSP funding available to local units of government within 45 days of the receipt of its state award.

**Memorandum of Understanding Requirements/State Managed Awards:** The State may retain part of the pass-through funding for expenditures made by the State on behalf of the jurisdiction, or for a statewide benefit. The state and jurisdiction must enter into a formal Memorandum of Understanding (MOU) specifying the amount of funds to be retained by the state and the intended use of funds. The amount will be considered as part of the 80 percent pass-through requirement.

As an example, through an MOU a jurisdiction's specified funds for equipment could remain with the state. The state would purchase equipment through the state procurement process on behalf of the jurisdiction, pay for the equipment, and turn over the equipment to the jurisdiction upon receipt. This is often helpful if local procurement policies prevent use of a state procurement contract or if state assistance is needed to comply with timelines or award deadlines. This is would be a state managed award.

## **Applications are due by 11:59 pm, Tuesday, January 30, 2018**

Applications must be submitted electronically in PDF format with complete signatures, or by mail, or fax, to:

Division of Homeland Security and Emergency Management  
Attn: Homeland Security Grants Administrator  
PO Box 5750  
JBER, Alaska 99505-5750  
Fax: (907) 428-7009  
Email: [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov) Phone: (907) 428-7000, 1-800-478-2337

## **Appendix A – Core Capabilities List and Definitions**

**This listing is to be used for completing question 7 of the Project Application.**

Access Control and Identity Verification – Apply and Support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.

Community Resilience – Enable the recognition, understanding, communication of, and planning for risk and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents.

Critical Transportation – Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.

Cybersecurity – Protect (and if needed, restore) electronic communications systems, information, and services from damage, unauthorized use of, and exploitation.

Economic Recovery – Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.

Environmental Response/Health and Safety – Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities.

Fatality Management Services – Provide fatality management services, including decedent remains and victim identification, working with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/ remains, and providing counseling to the bereaved.

Fire Management and Suppression – Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and the environment in the affected area.

Forensics and Attribution – Conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for an attack and for the preparation for an attack in an effort to prevent initial or follow-on acts and/or swiftly develop counter-options.

Health and Social Services – Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.

Housing – Implement housing solutions that effectively support needs of the whole community and contribute to its sustainability and resilience.

Infrastructure Systems – Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.

Intelligence and Information Sharing – Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by local, state, tribal, territorial, Federal, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data or knowledge among government or private sectors entities, as appropriate.

Interdiction and Disruption – Delay, divert, intercept, halt, apprehend, or secure threats, and/or hazards.

Logistics and Supply Chain Management – Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of

access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.

Long-Term Vulnerability Reduction – Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.

Mass Care Services – Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.

Mass Search and Rescue Operations – Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.

Natural and Cultural References – Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and executive orders.

On-scene Security, Protection, and Law Enforcement – Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engage in lifesaving and life-sustaining operations.

Operational Communications – Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.

Operational Coordination – Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Physical Protective Measures – Implement and maintain risk-informed countermeasures, and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors.

Planning – Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.

Public Health, Healthcare and Emergency Medical Services – Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations.

Public Information and Warning – Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

Risk Management for Protection Programs and Activities – Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments.

Risk and Disaster Resilience Assessment – Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience.

Screening, Search, and Detection – Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, biosurveillance, sensor technologies, or physical investigation and intelligence.

Situation Assessment – Provide all decision makers with decision-relevant information regarding the nature and extent or the hazard, any cascading effects, and the status of the response.

Supply Chain Integrity and Security – Strengthen the security and resilience of the supply chain.

Threats and Hazards Identification – Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.