

**Karen L. Hall**

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**From:** Karen L. Hall  
**Sent:** Monday, April 02, 2018 5:13 PM  
**To:** NCHS@LISTSERV.STATE.NV.US  
**Subject:** FFY18 HSGP Bulletin #2 - SAVE THE DATE/MASTER BUDGET REVISIONS/HSWG MEMBER TRAVEL  
**Attachments:** Master Budget-EHP-Travel Addendum Template v2 Rev\_ FFY18.xlsx; DEM Travel Request January 04 2018.xlsm

**BULLETIN #2**

**NEVADA HOMELAND SECURITY GRANT PROGRAM (HSGP) – APRIL 2, 2018**

**\*\*\* SAVE THE DATE!!! – HSWG MEETING NUMBER 1 – APRIL 23, 2018\*\*\***

**\*\*\*FFY2018 MASTER BUDGET DOCUMENT REVISIONS\*\*\***

**\*\*\*FFY2018 HSWG MEMBER TRAVEL REQUEST INFORMATION\*\*\***

To all Homeland Security interested parties:

**\*\*\*SAVE THE DATE\*\*\***

The following meeting date for the first of two Nevada Homeland Security Working Group (HSWG) meetings has been confirmed as follows:

Meeting:	Date:	Time:	Venue(s)
Nevada Homeland Security Working Group #1	Monday, April 23, 2018	9:00 am – 4:30 pm	<u>Carson City:</u> State Emergency Operations Center <u>Las Vegas:</u> Clark County Fire Department Emergency Operations Center

- Please plan for the meeting to run the majority of the day depending on the amount of FFY18 HSGP project proposals submitted.
- This meeting will be video-conferenced between the venues noted above.
- **2018 HSWG Members are requested to attend the meeting at the State Emergency Operations Center in Carson City.** The Clark County EOC is provided for FFY18 HSGP project presenters and the public to view the meeting from the southern venue.
- **FFY18 HSGP project representatives MUST attend this meeting.**
- **At this time, we have only a TENTATIVE date for the second HSWG meeting, as that may have to change based on the FFY18 HSGP Notice of Funding Opportunity yet to be released from DHS.** At this time, please mark your calendars for the following TENTATIVE-ONLY HSWG second meeting date:
  - **Wednesday, May 23, 2018 – 9:00am to 4:30pm**
  - Same venues as HSWG Meeting #1 listed above.

## \*\*\*FFY2018 MASTER BUDGET DOCUMENT REVISIONS\*\*\*

The Division of Emergency Management has **REVISED** the Master Budget Template to address reported issues by end users regarding drop down functionality. Please disregard the previous version sent on March 27, 2018 and use the file enclosed:

- **Master Budget-EHP-Travel Addendum Template v2 Rev\_FFY18**
  - This revised version should fix the drop down functionality;
  - Incorporates an additional “**Travel Addendum**” Tab which you **MUST** use when detailing out travel within your respective project(s); and
  - Incorporates a separate data reference tab called “**Data Sources**”. This tab is a read only tab, and simply consists of the reference information used for the drop down lists on the FFY2018 Budget tab. *There is nothing you must do with this information.*

## \*\*\*FFY2018 HSWG MEMBER TRAVEL REQUEST INFORMATION\*\*\*

**DEM can only pay for travel for voting members of the Nevada Homeland Security Working Group (HSWG). DEM will not pay for project proposal submitters to travel to HSWG meetings;** however there will be two locations where the public and project presenters can participate in the meetings. The Carson City location will be the State Emergency Operations Center, and the Las Vegas location will be Clark County Fire Department’s Emergency Operation Center.

- HSWG Voting members are requested to participate from the Carson City venue established.
- A copy of the Travel Request Form is enclosed for your convenience.
- **Due date for submission of travel requests for HSWG voting members is Monday, April 9, 2018, by 5:00 P.M.**
- For travel arrangements, please contact Sherrean Whipple, DEM Travel Coordinator, at (775) 687-0307 or [skwhipple@dps.state.nv.us](mailto:skwhipple@dps.state.nv.us)

## INSTRUCTIONS FOR FFY18 HSGP PROJECT SUBMITTERS

- 1) Please use the revised **Master Budget-EHP-Travel Addendum Template v2 Rev\_FFY18** document enclosed in this bulletin when submitting your FFY2018 project information. *Make sure to fill in the FFY2018 Budget and Travel Addendum tabs.*
  - **Please remember that the FFY18 Master Budget-EHP-Travel Addendum is to be sent directly via email to [DHSGrants@dps.state.nv.us](mailto:DHSGrants@dps.state.nv.us) no later than Wednesday, April 11, 2018, by 5:00 p.m.**
  - **Please remember that the FFY18 HSGP Project Proposals are to be submitted to DEM via the electronic SUBMIT button on the proposal no later than Wednesday, April 11, 2018, by 5:00 p.m.**
- 2) Please note the date of the first HSWG meeting on Monday, April 23, 2018 at 9:00 am.

- It is **mandatory** that FFY18 HSGP project representatives attend this meeting. Project representatives need to be available to present a brief summary of their project(s), and to answer questions the HSWG may have related to the submitted project(s).

3) For HSWG members only, please submit your Travel Request Form to Sherrean Whipple no later than Monday, April 9, 2018, by 5:00 p.m.

## DELIVERABLES AND MEETING TIMELINE

At this time, HSGP meeting schedules and timelines are to be determined as soon as possible. For now, there are only the deliverables noted below in the yellow highlighted area. A list of the standard HSGP meetings associated with this process is also provided to help submitters understand the process flow.

Meeting/Deliverable	Description of Meeting/Deliverable
<b>FFY18 HSWG Travel Requests for 4/23/18 HSWG #1 Due</b>	<b>HSWG Members MUST submit their FFY18 Travel Requests to DEM for the 4/23/18 HSWG meeting by date and time indicated. This is a hard deadline.</b>
<b>FFY18 HSGP Project Proposal Submissions Due</b>	<b>Project submitters MUST submit FFY18 HSGP Project Proposal(s) to DEM as directed by date and time indicated. This is a hard deadline.</b>
<b>FFY18 Master Budget-EHP-Travel Addendum Due</b>	<b>Project submitters MUST submit FFY18 HSGP Master Budget-EHP-Travel Addendum to DEM as directed by date and time indicated. This is a hard deadline.</b>
Urban Area Working Group (UAWG) #1	HSGP project review for UASI projects - UAWG review; Project presenter(s) MUST attend.
<b>Nevada Homeland Security Working Group (HSWG) #1</b>	<b>HSGP project review for SHSP or SHSP/UASI projects - HSWG review; Project presenter(s) MUST attend.</b>
Nevada Commission on Homeland Security – Cyber Security Committee (CSC)	Technical review of HSGP Cybersecurity- specific projects; Project presenter(s) MUST attend
Nevada Public Safety Communications Committee (NPSCC)	Technical review of HSGP Communications- specific projects; Project presenter(s) MUST attend.
Urban Area Working Group (UAWG) #2	Rank/Prioritization of HSGP UASI projects; Project presenter(s) MUST attend.
Nevada Homeland Security Working Group (HSWG) #2	Rank/Prioritization of HSGP SHSP and SHSP/UASI projects; Project presenter(s) MUST attend.
Updated Proposals, Budgets, and Travel Addenda Due	Submitters update project proposals, budgets, and travel to DEM
Investment Justifications and Project Worksheets	IJ leads combine projects into capability groups and submit to DEM
Nevada Commission on Homeland Security – Finance Committee Meeting	Review of HSWG/UASI recommendations for HSGP funding; Project presenter(s) with projects recommended for funding should attend.
Nevada Commission on Homeland Security Meeting	Review and Approval of HSWG/UASI recommendations for FFY18 HSGP; Project presenter(s) with projects recommended should attend.
Final State Application due to FEMA DHS Due:	Submission of the final Grant application to DHS for consideration

## CONTACT INFORMATION / QUESTIONS

If you have questions regarding **specific grant-related questions**, or **content requirements within the project proposal or budget template** please contact:

Contact Name	Position Title	Phone Number	Email
Sonja Williams	Grants & Projects Supervisor	(775) 687-0388	<a href="mailto:swilliams@dps.state.nv.us">swilliams@dps.state.nv.us</a>
Stephanie Parker	Grants & Projects Analyst	(775) 687-0306	<a href="mailto:sparker@dps.state.nv.us">sparker@dps.state.nv.us</a>

If you have questions about the **FFY18 HSGP Project Proposal Form**, or have any difficulties submitting the proposal, please contact:

Contact Name	Position Title	Phone Number	Email
Karen Hall	Management Analyst/HS	(75) 687-0424	<a href="mailto:klhall@dps.state.nv.us">klhall@dps.state.nv.us</a>

If you have questions about the **FFY18 HSWG member travel**, please contact:

Contact Name	Position Title	Phone Number	Email
Sherrean Whipple	Travel Coordinator	(775) 687-0307	<a href="mailto:skwhipple@dps.state.nv.us">skwhipple@dps.state.nv.us</a>

Thank you!!



**Karen L. Hall, M.B.A.**

Management Analyst II

Nevada Department of Public Safety, Division of Emergency Management/Office of Homeland Security

2478 Fairview Drive, Carson City, NV 89701 | Office 775.687.0424 | Cell 775.315.2262 | Fax 775.687.0322

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