

## BULLETIN #5

### NEVADA HOMELAND SECURITY GRANT PROGRAM (HSGP) – 5/2/18

### FFY18 HSGP PROJECT/BUDGET RESUBMISSIONS DUE – MONDAY, MAY 14, 2018

### AEL INFORMATION

### MEETING/TIMELINE REMINDER

To all Homeland Security Interested parties:

At this time, there is still no Federal release of the Notice of Funding Opportunity for the FFY18 Homeland Security Grant Program. We are proceeding with the process until further notice. Please read the important instructions below, reference enclosed documentation, and see meeting/timeline reminders below for the ongoing HSGP Process. Thank you!

### FFY18 HSGP PROJECT/BUDGET RESUBMISSIONS

All FFY18 HSGP Project Proposal submitters **MUST RESUBMIT** their FFY18 HSGP project proposals AND accompanying Budget/EHP/Travel workbooks in preparation for the next set of working group meetings by Monday, May 14, 2018, at NOON. **Failure to resubmit your proposals and budgets will result in your project being pulled for consideration.**

Please follow the directions below for resubmission of Project Proposals and Budget/EHP/Travel workbooks:

#### FFY18 HSGP PROJECT PROPOSAL RESUBMISSIONS

- 1) All Project Proposals **MUST** be resubmitted on the newly provided FFY HSGP Project Proposal Resubmission form provided with this bulletin by Monday, May 14, 2018, at NOON. Project submissions are done through use of the **SUBMIT** feature on the last page of the new form. Electronic submissions will come directly to DEM with acknowledgement. The form has been amended to include several new features:
  - **Project ID field now contains a drop down menu to identify your Project ID** (alphabetic identifier assigned to the project). This is a required field. If you are unsure what your Project ID is, please reference the Project Keys enclosed with this bulletin.
  - **Resubmission Date field.** This is a required field identifying the date you are “resubmitting” your proposal for consideration. Please ensure to change the date to reflect the date of your resubmission.
  - **Section 6: Classifications** – Updated definitions for New, Enhance, and Sustain classifications.
  - **Section 8: DEM Recommended Core Capability** is now an active field. If you were instructed to change your core capability by DEM at either the first UAWG or HSWG meeting(s), please use the drop down feature to identify the suggested capability. If none, leave blank.
  - **Section 12: Sub Grant Award Recipients** – This field has been revised to reflect only one line identifying who DEM will sub-grant the HSGP award to if approved. **Subgrantees CANNOT sub-grant award funding.**
  - **Last Page** - There is an additional field at the bottom of the page that will indicate to DEM whether there are changes to your proposal. Please indicate Yes or No.
- 2) Project information can be transferred to the new form by cutting/pasting from your original submission.
  - Once transferred, please make any recommended adjustments by the working group(s) or DEM Grants staff.
- 3) Projects submitted with the classification of **SUSTAINMENT** or **ENHANCEMENT** must be resubmitted as follows:
  - **For SUSTAINMENT Projects:** Please ensure your resubmitted project contains only that information associated with SUSTAINMENT of your project. Eliminate any enhancements within the proposal.
  - **For ENHANCEMENT Projects:** Please ensure your resubmitted project contains only that information associated with ENHANCEMENT of your project separate and apart from sustainment.

4) Projects submitted with the classification of NEW must be resubmitted with or without changes as directed

### **FFY18 HSGP BUDGET/EHP/TRAVEL WORKBOOK RESUBMISSIONS**

- 1) All Budget/EHP/Travel workbooks associated with Project Proposals **MUST** be resubmitted to DEM by Friday, May 11, 2018, by NOON. Workbook submissions are done via email directly to [DHSGrants@dps.state.nv.us](mailto:DHSGrants@dps.state.nv.us) and cc'ing Sonja Williams at [swilliams@dps.state.nv.us](mailto:swilliams@dps.state.nv.us).
- 2) Budget/EHP/Travel workbook resubmissions **MUST** match the associated Project Proposal resubmission.
  - For projects whose budget will remain the same with no changes, submitters can resubmit their existing budget as directed above. Submitters are asked to indicate that there are no changes to the budget in their email correspondence.
  - For projects whose budget has changed, submitters can amend their existing budget and submit as directed. Again, submitters are asked to indicate that there are changes to the budget in their email correspondence.
  - **PLEASE DO NOT DELETE ROWS OR COLUMNS IN THE BUDGET/EHP/TRAVEL WORKBOOK.** While free to hide these for convenience, deleting the rows/columns can delete functionality and formulas. Thank you!
- 3) Projects submitted with the classification of SUSTAINMENT or ENHANCEMENT must have corresponding Budget/EHP/Travel workbooks resubmitted as follows:
  - For **SUSTAINMENT** Projects: Please ensure your resubmitted Budget/EHP/Travel workbook contains only that information associated with **SUSTAINMENT** of your project. Eliminate any enhancements within the budget.
  - For **ENHANCEMENT** Projects: Please ensure your resubmitted Budget/EHP/Travel workbook contains only that information associated with **ENHANCEMENT** of your project separate and apart from sustainment.
- 4) Projects submitted with the classification of NEW must have their corresponding budgets resubmitted with or without changes as directed.

**Once again, failure to resubmit your FFY18 HSGP Project Proposal on the NEW form in addition to providing a resubmission of your Budget/EHP/Travel workbook (original or amended) will result in your project being pulled from consideration.**

Attachments to this bulletin include the FFY18 HSGP Project Proposal Resubmission form, Project ID Keys to help you identify your project, and a blank Master Budget/EHP/Travel workbook if you need it. If you require original copies of your Project Proposals or Budgets, please contact: Karen Hall @ [klhall@dps.state.nv.us](mailto:klhall@dps.state.nv.us).

### **AUTHORIZED EQUIPMENT LIST – REFERENCE INFORMATION**

**Those FFY18 HSGP Project Proposal submitters with projects requiring Environmental Planning and Historic Preservation (EHP) Compliance, just a reminder:**

*As a Federal agency, 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 grant funded projects, comply with Federal EHP regulations, laws and Executive Orders, as applicable. Recipients and 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 along with supporting documentation, so that 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 to complete the review process. The EHP review process must be completed and approved before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to non-compliance with EHP laws, executive orders, regulations, and policies. Additionally, all recipients are required to comply with DHS/FEMA EHP Policy Guidance. The DHS/FEMA EHP Policy Guidance can be found in FP 108-023-1, Environmental Planning and Historic Preservation Policy Guidance and DHS/FEMA EHP Compliance and Reference Documentation at: <https://www.fema.gov/authorized-equipment-list>. For an example of an EHP memo, use this link:*

## MEETING/TIMELINE REMINDERS

| Meeting/Deliverable  | Description of Meeting/Deliverable   | Due Date of Deliverable or Meeting Date | Due Time of Deliverable or Meeting Time |
|--|--|---|---|
| Nevada Public Safety Communications Committee (NPSCC) Grants Subcommittee    | Technical review of HSGP Communications-specific projects; Project presenter(s) with communications projects MUST attend.  | 5/10/18                                 | 9:00 A.M.                               |
| Nevada Public Safety Communications Committee (NPSCC)                        | Full Committee to review recommendations of the NPSCC Grants Subcommittee. Project presenter(s) with communications projects MUST attend.  | 5/10/18                                 | 1:30 P.M.                               |
| FFY18 HSGP Project Proposal and Budget/EHP/Travel workbook RESUBMISSIONS Due | FFY18 HSGP Project Submitters must resubmit Project Proposals and Budget/EHP/Travel workbooks (with or without amendments) to DEM no later than NOON on 5/14/18 – Failure to do so will result in project being pulled from consideration. | 5/14/18                                 | NOON                                    |
| Urban Area Working Group (UAWG) #2   | Rank/Prioritization of HSGP UASI projects; Project presenter(s) MUST attend.   | Pending                                 | Pending                                 |
| Nevada Homeland Security Working Group (HSWG) #2                             | Rank/Prioritization of HSGP SHSP and SHSP/UASI projects; Project presenter(s) MUST attend.   | 5/23/18 – Tentative                     | 9:00 A.M. Tentative                     |
| Updated Proposals, Budgets, and Travel Addenda Due                           | Submitters update project proposals, budgets, and travel to DEM  | Pending                                 | Pending                                 |
| Investment Justifications and Project Worksheets Due                         | IJ leads combine projects into capability groups and submit to DEM   | Pending                                 | Pending                                 |
| 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.  | Pending                                 | Pending                                 |
| Nevada Commission on Homeland Security Meeting                               | Review and Approval of HSWG/UASI recommendations for FFY18 HSGP; Project presenter(s) with projects recommended for funding should attend.   | Pending                                 | Pending                                 |
| Final State Application due to FEMA DHS Due:                                 | Submission of the final Grant application to DHS for consideration   | Pending                                 | Pending                                 |

## 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, need copies of your submissions, or have any difficulties submitting the proposal/budget, please contact:

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

**Thank you!!!**