

## Karen L. Hall

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**From:** Karen L. Hall  
**Sent:** Wednesday, April 26, 2017 11:45 AM  
**To:** Karen L. Hall  
**Subject:** IMPORTANT: FFY2017 HSGP PROJECT PROPOSAL REVISION INFORMATION  
**Attachments:** APPROVED FFY17 HSGP\_Project Proposal Due 050517\_distributed.pdf; 1\_Budget with Reduction Column FFY17.xlsx; 3\_Travel Estimate FY17 template .xlsx; 2\_Travel Request Master - 04 January 2017.xlsm; 8\_2017 NCHS Priorities\_Core Cap Definitions.pdf; 8\_FEMA Core Capabilities.pdf; FFY 2017 HSGP Project ID List.pdf; HSGP 2017 Meeting Date Reminder\_042417.pdf

Good morning:

The Nevada Homeland Security Working Group (HSWG) met on April 20, 2017, to hear FFY 2017 Homeland Security Grant Program (HSGP) Project Proposals submitted to the Division of Emergency Management by the due date of April 5, 2017. At this point in time, the Division of Emergency Management (NDEM) is still waiting for the federal release of the Notice of Funding Opportunity; however, the process will continue moving forward as tentatively planned until further notice.

Please find enclosed a **NEW** version of the FFY17 HSGP Project Proposal, and original Budget Template, Travel Estimate, Travel Request, NCHS Core Capabilities, Core Capability definitions, a listing of all projects submitted indicating Project ID (Letter) assigned to each project and lastly a HSGP meeting/deliverable timeline.

As part of the ongoing process, we are now asking **ALL** FFY 2017 HSGP Project Submitters to do the following:

- 1) **Electronically resubmit your ORIGINAL or AMENDED FFY 2017 HSGP Project Proposal, Line Item Detailed Budget, and Travel Addendum.** This is to ensure that NDEM captures any/all changes to your request as a result of HSWG proceedings, at the advice of NDEM Grants staff, or to confirm you have requested no changes to your original proposal, budget, or travel addendum at this time.

**IF YOU HAVE NO CHANGES TO YOUR PROJECT SUBMISSION DOCUMENTS, follow the procedure for each of the documents listed below:**

**a) ELECTRONIC PROJECT PROPOSAL**

- Using the form enclosed titled “**APPROVED FFY HSWG\_Project Proposal Due 050517\_distributed.pdf**”, re-enter your project information as directed and electronically submit to NDEM using the RED SUBMIT BUTTON LOCATED ON THE BOTTOM OF THE ACTUAL FORM. There are two changes to this new form including:
  - **PROJECT ID field** – You now have a drop-down menu to choose the Project ID assigned to your specific proposal. As this is a mandatory field, we have provided you with a listing of the projects for your convenience; and
  - **The last set of questions listed on Page #5 at the end of the proposal have been modified somewhat, and are self-explanatory.** These are designed to help track changes in the submissions we receive at NDEM.
- All Urban Area Security Initiative (UASI) requests will be resubmitted to NDEM, and they will follow the same date and time guidelines; however once resubmitted to NDEM, submitters must please attach a copy of their resubmitted proposals in PDF form, **budget, and travel addendum**, and email it to Clark County

Emergency Management c/o Irene Navis @ [iln@ClarkCountyNV.gov](mailto:iln@ClarkCountyNV.gov). This submission is extremely important for the UASI process.

#### b) LINE ITEM DETAILED BUDGETS

- Please send your **ORIGINAL** Line Item Detailed Budget to [DHSGrants@dps.state.nv.us](mailto:DHSGrants@dps.state.nv.us).
  - In your email, you MUST state that you are resubmitting your Line Item Detailed Budget with NO changes.
  - **UASI proposals must now all include a line item detail budget – Please follow the procedure listed for the provision of line item detailed budgets under the “IF YOU HAVE CHANGES OR ADDITIONS TO YOUR PROJECT SUBMISSION DOCUMENTS” section.**

#### c) TRAVEL ADDENDUM

- Please send your **ORIGINAL** Travel Addendum to [DHSGrants@dps.state.nv.us](mailto:DHSGrants@dps.state.nv.us).
  - In your email, you MUST state that you are resubmitting your Line Item Detailed Budget with NO changes.
  - **UASI proposals must now include a travel addendum if applicable - Please follow the procedure listed for the provision of travel addenda under the “IF YOU HAVE CHANGES OR ADDITIONS TO YOUR PROJECT SUBMISSION DOCUMENTS” section.**

**IF YOU HAVE CHANGES OR ADDITIONS TO YOUR PROJECT SUBMISSION DOCUMENTS, follow the procedure for each of the documents listed below:**

#### a) ELECTRONIC PROJECT PROPOSAL

- Using the form enclosed titled “**APPROVED FFY HSWG\_Project Proposal Due 050517\_distributed.pdf**”, re-enter your project information as directed and electronically submit to NDEM using the RED SUBMIT BUTTON LOCATED ON THE BOTTOM OF THE ACTUAL FORM. Please refer to the changes in this form discussed earlier in these instructions. You must include your Project ID#, and there has been a slight change to the last set of questions on the form.
- All Urban Area Security Initiative (UASI) requests will be resubmitted to NDEM, and they will follow the same date and time guidelines; however once resubmitted to NDEM, submitters must please attach a copy of their resubmitted proposals in PDF form, **budget, and travel addendum**, and email it to Clark County Emergency Management c/o Irene Navis @ [iln@ClarkCountyNV.gov](mailto:iln@ClarkCountyNV.gov). This submission is extremely important for the UASI process.

#### b) LINE ITEM DETAILED BUDGETS

- Please send your **AMENDED or NEW\*** Line Item Detailed Budget to [DHSGrants@dps.state.nv.us](mailto:DHSGrants@dps.state.nv.us).
  - In your email, you MUST state that you are submitting your Line Item Detailed Budget with AMENDED changes, or you are submitting a NEW budget.
  - **\*UASI proposals must now all include a line item detail budget – Please indicate in your email that you are providing a new Line Item Detailed Budget.**

#### c) TRAVEL ADDENDUM

- Please send your **AMENDED or NEW\*** Travel Addendum to [DHSGrants@dps.state.nv.us](mailto:DHSGrants@dps.state.nv.us).
  - In your email, you MUST state that you are submitting your Line Item Detailed Budget with AMENDED changes, or you are submitting a NEW Travel Addendum.
  - **\*UASI proposals must now include a travel addendum if applicable – Please indicate in your email that you are providing a new Travel Addendum.**

## 2. IMPORTANT NOTES:

- Revisions should be based on input received at the HSWG Meeting on April 20, 2017, and/or other communications with the NDEM Grants staff regarding your proposal(s);
- Please be advised that project submitters CANNOT adjust projects upward in terms of the original funding request. Any re-submission requesting additional funding will be rejected;
- Please be advised that at this time, project submitters CANNOT adjust project funding stream allotments upward in terms of the original funding request. Any resubmission requesting a change in funding stream allotment will be rejected; and
- **No additional proposals will be accepted for the FFY17 HSGP process.**

## 3. ADDITIONAL INFORMATION:

### **Save the Date:**

Nevada Homeland Security Working Group (HSWG) – Meeting #2

DATE: May 18, 2017 (This date is tentative pending release of HSGP guidance)

State Emergency Operation Center

2478 Fairview Drive, Carson City, Nevada 89701

Time: 8:30 a.m. to 5:00 p.m. (Please plan for a full working day – Meeting could run long)

North Venue: State Emergency Operations Center - 2478 Fairview Drive, Carson City, NV 89701

South Venue: Clark County Fire Department - Station 18 - 575 E. Flamingo Road, Las Vegas, NV 89119

### **Voting Members Only**

**NDEM will pay for travel for voting members only. The request for travel must be submitted to NDEM by NOON on May 1, 2017.** Voting members are requested to participate from the Carson City venue. Lunch will be provided for voting members only. Please contact Annette Anderson for travel arrangements at [amanderson@dps.state.nv.us](mailto:amanderson@dps.state.nv.us) or (775) 687-0470.

### **Proposal Submitters**

**The new FFY17 HSGP Project Proposal, Budget Template, and Travel Addendum will be due to the NDEM office on Friday, May 5, 2017, by 5:00 P.M.** This is a hard deadline and amended documents will not be accepted after this date/time for the Federal Fiscal Year 2017 grant process.

- **Projects that are not resubmitted to NDEM will not be included in the ranking process.**
- **NDEM cannot pay for proposal submitters to travel to HSWG meetings, nor can it provide meals to proposal submitters;** however there will be two locations from which the public and project presenters can participate in the meetings.

### **Summary of Important Dates**

**Request for Travel by HSWG Voting Members and Co-Chairs: Due by NOON on May 1, 2017.** Contact Annette Anderson at [amanderson@dps.state.nv.us](mailto:amanderson@dps.state.nv.us) or 775-687-0470

**Project Proposal Submissions (either original or amended): Due by 5:00 P.M. on May 5, 2017.** Submit electronically using RED SUBMIT button on the bottom of the HSGP Form.

- Please ensure you are resubmitting your project proposal using the new form enclosed titled: **APPROVED FFY17 HSGP Project Proposal Due 050517.pdf**; if you use the original form, we will ask you to resubmit on this new form.

**Budget Templates (either original or amended): Due by 5:00 P.M. on May 5, 2017** - Submit directly via email to: [DHSGrants@dps.state.nv.us](mailto:DHSGrants@dps.state.nv.us).

Travel Addendum (either original or amended): **Due by 5:00 P.M. on May 5, 2017** – Submit directly via email to: [DHSGrants@dps.state.nv.us](mailto:DHSGrants@dps.state.nv.us).

**4. FOR QUESTIONS REGARDING SPECIFIC GRANT-RELATED QUESTIONS, PLEASE CONTACT:**

**For Grant Specific Information:**

**Kelli Anderson**

Emergency Management Programs Manager

Ph: (775) 687-0321

[kanderson@dps.state.nv.us](mailto:kanderson@dps.state.nv.us)

**Sonja Williams**

Grants and Projects Supervisor

Ph: (775) 687-0388

[swilliams@dps.state.nv.us](mailto:swilliams@dps.state.nv.us)

**For Project Proposal technology/submission issues:**

Karen Hall

Management Analyst II

Ph: (775) 687-0424

[klhall@dps.state.nv.us](mailto:klhall@dps.state.nv.us)

Thank you, and have a great week! My apologies if you receive this message several times, we have a few different listservs!



*Karen L. Hall, MBA*

**Management Analyst II – Office of Homeland Security**

Nevada Department of Public Safety, Division of Emergency Management

2478 Fairview Drive | Carson City, NV 89701

Direct: 775.687.0424 | Cell: 775.297.5522 or 775.315.2262



***If You See Something, Say Something!***

***Call 1-844-SEE-SAIT (1-844-733-7248)***