NEVADA COMMISSION ON HOMELAND SECURITY
Change request for HSGP funding

Request Number NCHS - 144

SUB-GRANTEE: Tahoe Douglas Bomb Squad

PROJECT NAME: Specialized Explosive Breaching Class

FUNDING YEAR: 9706716-SHSP

PROJECT MANAGER: Todd Moss

Date: 12/11/18

Statewide Project _____yes _____no
Regional Project _X_ yes _____no
Sustainment Project? _X_yes ____no

Need Additional Information from Presenter _____ yes _____ no

Reason for change:
n/a

How this change will impact the project:

Please see the change request and budget.

List all supporting documents to this change request:

_____ Project Change Request

___x___ Detailed Budget

___x___ Project Proposal and Investment Justification

____x___ Request for Funding from De-Obligation

_____ Other documents required to demonstrate the need for this change request (list documents).

NDEM/SAA Recommendation:

DEM Review (Signature): _____

Kelli Anderson, Emergency Management Programs Manager

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted 11/28/2018

1)	**PROJECT TITLE:**	NNBTTF Explosive Breaching Class
2)	**Proposing/Lead Agency:**	Tahoe Douglas Fire Protection District
3)	**Proposed Project Manager:**	Bomb Squad CommanderTodd Moss

4) **CLASSIFICATION** - ***Check the primary intention of the Proposed Project:***

		Choose one:
NEW	New; no grant-funded projects have recently (within 5 years) addressed this capability	○
ENHANCE	Will primarily expand or enhance the capability(s) of prior grant-funded projects	○
SUSTAIN	Will primarily sustain capability or continue establishment effort in existing program	◉

5) **PROJECT OUTCOME** - ***Describe the goal of the Proposed Project in a summary statement.***

Describe the desired outcome of goal of the Proposed Project in terms of capability. The statement should describe **how much** [quantify the capability improvement at a high level; for example: "To (establish, improve, expand, double, sustain, etc.)...]; **of what Core Capability (or Capabilities)** [consider aligning with Nevada Commission on Homeland Security (NCHS) FFY15 priorities (See #7)]; **for who** (identify the direct users/beneficiaries of the capability); and **where** (identify the geographic locale; example: state-wide, LV Urban Area, NE NV, or Reno, etc.].

The goal of the proposed project is to sustain and enhance the operational capabilities of the Northern Nevada Bomb Technician Task Force(NNBTTF) and the Tahoe Douglas Bomb Squad (TDBS). The NNBTTF received funding to become explosive breachers to support local SWAT teams with their mission in 2009. Since then, several of the NNBTTF certified explosive breachers retired or promoted to other positions. We are looking sustain the program and certify 13 new NNBTTF members, 4 Reno PD SWAT, and 3 Douglas County S.O. SWAT members. This would fall under operational coordination, as we are enhancing our capabilities between SWAT and EOD Teams. The TDBS Enhanced X-Ray System is a portable x-ray designed for dismounted operations. This would increase our capabilities to rapidly clear packages within the immediate scene. This falls under the interdiction and disruption core capability. These items would benefit our area of operation (Douglas County, Carson City, South Lake Tahoe), along with central and Northern Nevada.

6) **CORE CAPABILITY** - ***Identify by name the Primary Core Capability to be addressed.***

Reference the Department of Homeland Security (DHS) Core Capability list at:
https://www.fema.gov/core-capabilities

Primary Core Capability:	INTERDICTION AND DISRUPTION - [Mission Areas: PREVENTION/PROTECTION]
Secondary Core Capability:	OPERATIONAL COORDINATION - [Mission Area: ALL]

7) **PRIORITIES** - ***Identify applicable Nevada Commission on Homeland Security (NCHS) Priority and Urban Area Strategy Objective to be addressed***

NCHS FFY16 Priority	#4 - OPERATIONAL COORDINATION
Urban Area Strategy	

8) **PROJECT IMPLEMENTATION** - ***Describe how and by who the Proposed Project will be implemented.***

Describe in rough order the process by which the project will be accomplished, identifying who (i.e. staff, contractor, or ?) will perform what work

The NNBTTF Explosive Breaching Class contract has been drawn up, the date is planned for May 6-13, 2019. The course will be taught by the same contractor that provided our certification in 2009, Charles O'Connor.

9) **SUB-GRANT AWARD RECIPIENTS** - ***Identify the participating agency(s) and jurisdiction(s) proposed for awards.***

	Agency (FD, PD, etc.)	Political Jurisdiction (i.e.) City, County, State, etc.	Project Representative (individual)
9(a)	Tahoe Douglas Bomb Squad	Nevada	Todd Moss
9(b)			
9(c)			

10) **SUSTAINMENT** - ***Identify any continuing financial obligation created by the Project, and proposed funding solution***

Explosive breaching continued education will be the responsibility of each agency. Costs will be minimal as this training is done "in-house".

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted 11/28/2018

PROJECT TITLE (Autopopulate) NNBTTF Explosive Breaching Class

11) UASI-STATE BENEFIT - ***Identify the percentage of benefit accruing to the LV Urban Area versus State-Wide (non-UASI)***

Estimate the benefit of the Proposed Project, in percentage, that will accrue to the Las Vegas Urban Area (LV-UASI) versus that which will accrue to the balance of Nevada (State-wide) **EXCLUDING** the Las Vegas Urban Area. **Total should equal 100%**

LV-UASI %	State-wide %	TOTAL
0	100	100

Must Equal 100%

12) BUDGET - ***Describe objectives, acquisitions, and quantities within each category. Be specific. Identify UASI and State cost.***

12a) Planning [Development of policies, plans, procedures, mutual aid agreements, strategies]	LV-UASI	State-wide	SubTotal
			$ 0.00

12b) Organization [Establishment of organization, structure, leadership, and operation]	LV-UASI	State-wide	SubTotal
			$ 0.00

12c) Equipment [Procurement and installation of equipment, systems, facilities]	LV-UASI	State-wide	SubTotal
			$ 0.00

12d) Training [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
Active Urban Environment Tactical Explosive Breaching Certification Program		$ 30,000.00	$ 30,000.00

12e) Exercise [Development and execution of exercises to evaluate and improve capabilities]	LV-UASI	State-wide	SubTotal
			$ 0.00

12f) Personnel [Staff (not contractors) directly implementing project and programmatic capability]	LV-UASI	State-wide	SubTotal
			$ 0.00

12g) PROJECT TOTALS	LV-UASI	State-wide	TOTAL
	$0.00	$ 30,000.00	$ 30,000.00

13) TASKS & SCHEDULE - ***Identify the necessary tasks/steps, and time needed.***

Task #	Task Description	From (month/year)	To (month/year)	Duration (months)
1	**Receive Funding**			
2	BOCC Award Acceptance	12/18	12/18	1
3	Host the Explosive Breaching Certification Course	5/19	5/19	1
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

HOMELAND SECURITY GRANT PROGRAM (HSGP)
FFY 2016
LINE ITEM DETAIL BUDGET

	Agency Name	Tahoe Douglas Bomb Squad	Project Manager Name & Contact #	Todd Moss 775-220-9363		Grant Manager Name & Contact #	Carrie Nolting 775-588-3591						
	IJ TITLE:	NNBTTF Breaching Class and Tahoe Douglas Bomb Squad Enhanced X-Ray System											
		One Budget Per Funding Stream											
		SHSP											
Line #	CATEGORY	PERSONNEL DETAIL DESCRIPTION	Select Type	Previous Funding Type	Salary or Hourly	% of Effort	Calculation (hours)	Personnel Cost Amount	Primary Core Capability	Secondary Core Capability	AEL Ref #	Funding Source	Total Budget
	Personnel	Positions Require: How Many, Type, Max Amount of Time 12 mo, New, Existing & Description of Position. All personnel must be put under this category, please note each line with planning, organization, training or exercise.											
1	NA							$ -					$ -
2								$ -					$ -
3								$ -					$ -
4								$ -					$ -
	Personnel Sub-Total							$ -					$ -

PERSONNEL COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAINE IN DETAIL THE POSITIONS AND DELIVERABLES. NARRATIVE WILL BE USED TO ENSURE ITEMS LISTED WILL BE COMPLETED IN THE GRANT CYCLE - ITEMS MAY NOT BE PURCHASED OUTSIDE THE ITEMS LISTED ABOVE WITHOUT A PRE-APPROVED PROJECT CHANGE REQUEST.

Narrative HERE

Line #	CATEGORY	FRINGE DETAIL DESCRIPTION	Purchase Type	Previous Funding Type	Salary Hourly	% of Effort	Calculation (hours)	Personnel Cost Amount	Primary Core Capability	Secondary Core Capability	AEL Ref #	Funding Source	
	Fringe Benefits	Positions Require: Fringe to be separate from Personnel Costs above											
5	NA							$ -					$ -
6								$ -					$ -
	Fringe Sub-Total							$ -					$ -

FRINGE COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAINE IN DETAIL THE POSITIONS AND DELIVERABLES. NARRATIVE WILL BE USED TO ENSURE ITEMS LISTED WILL BE COMPLETED IN THE GRANT CYCLE - ITEMS MAY NOT BE PURCHASED OUTSIDE THE ITEMS LISTED ABOVE WITHOUT A PRE-APPROVED PROJECT CHANGE REQUEST.

Narrative HERE

Line #	CATEGORY	PURPOSE OF EACH TRAVEL, LOCATION, HOW MANY DAYS, PER DIEM BREAKDOWN	Purchase Type	Previous Funding Type	Category of Each Travel	Travel Reference # from Addendum	Total Trips	Cost for each Trip	Total Cost	Primary Core Capability	Secondary Core Capability	Funding Source	
	Travel Planning Training Exercise Equipment Organization	THIS IS A NEW REQUIREMENT TO PROVIDE ALL INFORMATION ON TRAVEL. ALL TRAVEL MUST BE LINE ITEMED OUT ON THE TRAVEL ADDENDUM PROVIDED. ALL DETAILS ARE REQUIRED. THIS CATEGORY IS FOR TRAVEL ONLY (INFORMATION NOT PROVIDED WILL NOT BE FUNDED BASED ON NON-COMPLIANCE)	Select Type				-		-				
9	NA								-				-
10									-				-
11									-				-
12									-				-
13									-				-
14									-				-
15									-				-
16									-				-
17									-				-
18									-				-
19									-				-
20									-				-
21									-				-
22									-				-
23									-				-
24									-				-
25									-				-
	Travel Sub-Total								-				-

TRAVEL COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAINE IN DETAIL EACH LINE ITEM AND DELIVERABLES. NARRATIVE WILL BE USED TO ENSURE ITEMS LISTED WILL BE COMPLETED IN THE GRANT CYCLE - ITEMS MAY NOT BE PURCHASED OUTSIDE THE ITEMS LISTED ABOVE WITHOUT A PRE-APPROVED PROJECT CHANGE REQUEST.

Narrative HERE

Line #	CATEGORY	PLANNING DETAIL DESCRIPTION	Purchase Type	Previous Funding Type		QUANTITY	UNIT COST	TOTAL	Primary Core Capability	Secondary Core Capability	AEL Ref #	Funding Source	
	Planning	DESCRIPTION OF PLANNING ACTIVITES MUST BE DETAILED OUT (GENERAL TERMS AND INFORMATION WILL NOT BE ACCEPTED BASED UPON NON-COMPLIANCE) NO TRAVEL IN THIS CATEGORY											

26								-					-
27								-					-
28								-					-
29								-					-
30								-					-
31								-					-
32								-					-
33								-					-
34													-
	Planning Sub-Total							$ -					$ -

PLANNING COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAINE IN DETAIL THE POSITIONS AND DELIVERABLES. NARRATIVE WILL BE USED TO ENSURE ITEMS LISTED WILL BE COMPLETED IN THE GRANT CYCLE - ITEMS MAY NOT BE PURCHASED OUTSIDE THE ITEMS LISTED ABOVE WITHOUT A PRE-APPROVED PROJECT CHANGE REQUEST.

Narrative HERE

Line #	CATEGORY	ORGANIZATION DETAIL DESCRIPTION	Purchase Type	Previous Funding Type		QUANTITY	UNIT COST	TOTAL	Primary Core Capability	Secondary Core Capability	AEL Ref #	Funding Source	
	Organization	**DESCRIPTION OF ORGANIZATION ACTIVITES MUST BE DETAILED OUT, SEE YOUR GUIDANCE FOR DESCRIPTION OF ORGANIZATION. THIS CATEGORY IS TYPICALLY FOR FUSION CENTER ACTIVITITIES - TO INCLUDE OVERTIME, VEHICLE AND EQUIPMENT RENTALS, OPACKS AND CONTRACTORS ONLY THIS IS NOT A SUPPLY CATEGORY.**											
35						-		$ -					-
36								$ -					-
	Organization Sub-Total							$ -					$ -

ORGANIZATION COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAINE IN DETAIL THE POSITIONS AND DELIVERABLES. NARRATIVE WILL BE USED TO ENSURE ITEMS LISTED WILL BE COMPLETED IN THE GRANT CYCLE - ITEMS MAY NOT BE PURCHASED OUTSIDE THE ITEMS LISTED ABOVE WITHOUT A PRE-APPROVED PROJECT CHANGE REQUEST.

Narrative HERE

Line #	CATEGORY	EQUIPMENT DETAIL DESCRIPTION	Purchase Type	Previous Funding Type		QUANTITY	UNIT COST	TOTAL	Primary Core Capability	Secondary Core Capability	AEL Ref #	Funding Source	
	Equipment	**DESCRIPTION OF EQUIPMENT ACTIVITES MUST BE DETAILED OUT (GENERAL TERMS AND INFORMATION WILL NOT BE ACCEPTED BASED UPON NON-COMPLIANCE) SEE YOUR GUIDANCE FOR DESCRIPTION OF ORGANIZATION - NO TRAVEL IN THIS CATEGORY - Must an AEL**											
37													
38								$ -					-
39								$ -					-
40								$ -					-
41								$ -					-
42								$ -					-
43								$ -					-
44								$ -					-
45								$ -					-
46								$ -					-
	EQUIPMENT Sub-Total							$ -					$ -

EQUIPMENT COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAINE IN DETAIL THE POSITIONS AND DELIVERABLES. NARRATIVE WILL BE USED TO ENSURE ITEMS LISTED WILL BE COMPLETED IN THE GRANT CYCLE - ITEMS MAY NOT BE PURCHASED OUTSIDE THE ITEMS LISTED ABOVE WITHOUT A PRE-APPROVED PROJECT CHANGE REQUEST.

The NOVO Urban 15 is a portable x-ray system designed for dismounted opperations. Upon funding approval, the x-ray system will be ordered. Product procurement takes approximately 4-6 weeks after order is placed.

Line #	CATEGORY	TRAINING DETAIL DESCRIPTION	Purchase Type	Previous Funding Type	Coordinated with the State Training Officer?	Is This Request on the TEPW?	QUANTITY	UNIT COST	Primary Core Capability	Secondary Core Capability	TOTAL	AEL Ref #	
	Training	**All Training in this category must be coordinated with the State/UASI Training Officer, Training Must have a FEMA/DHS Course #. Must Support SPR, THIRA, Strategy (NO TRAVEL IN THIS CATEGORY) Add Course # in Description**					-	-					
47	Explosive Breaching	Specialized course not found in FEMA/DHS					1	30,000.00	Interdiction and Disruption	Operational Coordination	$ 30,000.00		30,000.00
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ 30,000.00		30,000.00

TRAINING COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAINE IN DETAIL THE POSITIONS AND DELIVERABLES. NARRATIVE WILL BE USED TO ENSURE ITEMS LISTED WILL BE COMPLETED IN THE GRANT CYCLE - ITEMS MAY NOT BE PURCHASED OUTSIDE THE ITEMS LISTED ABOVE WITHOUT A PRE-APPROVED PROJECT CHANGE REQUEST.

The explosive breaching course is a 8 day course designed instruct the students in all aspects of tactical explosive breaching. The instructor is Charles O'Connor, a retired Navy Seal Officer from Teams Two and Six. Mr. O'Connor has over 40 years of tactical and explosive operation experience and is considered

Line #	CATEGORY	EXERCISE DETAIL DESCRIPTION	Purchase Type	Previous Funding Type	Coordinated with the State Exercise Officer?	Is This Request on the TEPW?	QUANTITY	UNIT COST	Primary Core Capability	Secondary Core Capability	TOTAL	AEL Ref #	
	Exercise	**All Exercises must be HSEEP compliant and coordinated with the State/UASI Exercise Officer, Must Support the SPR, THIRA, Strategy (NO TRAVEL IN THIS CATEGORY)**											
51							-	-			$ -		-
52											$ -		-
	Exercise Sub- Total										$ -		$ -

EXERCISE COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAINE IN DETAIL THE POSITIONS AND DELIVERABLES. NARRATIVE WILL BE USED TO ENSURE ITEMS LISTED WILL BE COMPLETED IN THE GRANT CYCLE - ITEMS MAY NOT BE PURCHASED OUTSIDE THE ITEMS LISTED ABOVE WITHOUT A PRE-APPROVED PROJECT CHANGE REQUEST.

Narrative HERE

										Budget Total Request	**$ 30,000.00**		**$ 30,000.00**

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

OMB Control Number: 1660-0125

HSGP INVESTMENT JUSTIFCATION PLANNING TEMPLATE

Expiration: 5/31/2020

Paperwork Burden Disclosure Notice:

Public reporting burden for this data collection is estimated to average 72 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472-3100, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

The IJ Template is useful for the Portfolio and Investment Questions. For the project section, the applicant should use the Project Worksheet. The template allows applicants to take advantage of spelling and grammar as well as character count functions available in MS Word during the IJ development. To ensure adherence with formatting requirements, applicants are strongly encouraged to utilize these functions prior to copying text from MS Word to the GRT. Please note that character count limits include spacing and all forms of punctuation. To simplify the transfer of the narrative information section into the ND Grants system, it is also recommended that the applicant save a working copy of this Form, deleting Part III and the Appendix.

PART I. PORTFOLIO INFORMATION

The portfolio provides the overall context for the investments and projects included in the application. The applicant must answer the two portfolio questions only once.

I. A. Discuss at a broad level the principle hazards, risk and capability gaps that the following investments will be addressing.

Northern Nevada Bomb Technicians Task Force (NNBTTF) Explosive Breaching Class-

The NNBTTF is comprised of Tahoe Douglas Bomb Squad, Consolidated Bomb Squad, and Elko Bomb Squad. We provide Explosive Ordinance Disposal services for our operational areas on a daily basis and have the ability to work as a task force during large incidents or coordinated terrorist attacks. We also support our local SWAT teams with robotic surveillance platforms, booby trap clearance, and explosive breaching. The NNBTTF has had significant turnover in personnel in the last nine years, when the last breaching course was offered. The IJ will contribute to the maintenance and building of the NNBTTF core capabilities in IED Defeat and Operational Coordination by allowing the NNBTTF to be certified on current tactics, techniques, and procedures in tactical breaching. We also are allowing our local SWAT teams to attend this course for further interoperability among our disciplines.

I. B. Identify the amount and percentage of funding that will be allocated for Management and Administration expenditures.

Note: The Total M&A Amount and Total M&A Percentage **will not** be automatically calculated in the table below. The GRT will automatically calculate the total when applicants transfer their answers. The total M&A percentage may not exceed five percent (5%) of the allocated funding. Please note that M&A should be calculated at the portfolio level per funding source (e.g., SHSP, UASI) and not at the individual Investment level.

Program	Request Amount	M&A Amount	M&A Percentage	**Subtotal** (Request Amount + M&A)
SHSP	$30,000.00	$0	%0	$
UASI	$0	$0	%0	$0
Total:	**$30,000.00**	**$0**	**%0**	**$**

PART II. SPECIFIC INVESTMENT INFORMATION

II. A. Provide the Investment name: (100 character max)
NNBTTF Breaching Class

II. B. Provide the applicant name: (State/territory or Urban Area) (100 character max)

State of Nevada

II. C. What is the funding source for this investment: Each investment must identify a unique programmatic funding source. If a project will use multiple sources of funding, separate the amounts of funding from each source under different investments. If UASI funds are used by the SAA in support of the Urban Area, the SAA must, as part of the up to 10 UASI investments, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Funding Source		Funding Amount
Proposed Funding Source (*Select One*)	SHSP	$30,000.00
Proposed Amount		**$**

II. D. Is this the consolidated fusion center investment? (Double-click to place an "X" in the corresponding box. Within the GRT, this will be a drop-down menu.)

☐ Yes ☒ No

Please note that all fusion center-related funding requests **must be consolidated into a single investment per funding source** (e.g., SHSP, UASI) in which recognized fusion centers reside. The consolidated fusion center Investment per funding source must address funding support for the recognized fusion center (For a list of recognized fusion centers, please see *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

II. E. How much of this Investment will be obligated towards Law Enforcement Terrorism Prevention Activities (LETPA):

$ 7,500.00

Per section 2006 of the *Homeland Security Act of 2002*, as amended, (6 U.S.C. § 607), FEMA is required to ensure that at least 25 percent (25%) of grant funding appropriated for the Homeland Security Grant Program are used for law enforcement terrorism prevention activities.

FEMA meets this requirement, in part, by requiring all SHSP and UASI recipients to ensure that at least 25 percent (25%) of grant funding appropriated for grants awarded under HSGP's authorizing statute is used for law enforcement terrorism prevention activities. The LETPA allocation can be from SHSP, UASI or both. This requirement does not include award funds from OPSG.

II. F. Describe how the THIRA, SPR, and Capabilities Estimation influenced the development of this investment.

Category: Human caused **Type:** Explosive Attack **Terrorism:** Yes

Context Description:.

An explosive breach was use to gain access to the Las Vegas active shooter that killed 59 people on October 1, 2017. The explosive breaching class will give law enforcement personnel alternatives in gaining access to structures where armed subjects may have a tactical advantage, booby-trapped or fortified egress/ingress. This class will consist of team members from the NNBTTF and SWAT members from Reno P.D., Washoe County Sheriff Office, and Douglas County Sheriff Office.

Based off these incidents: The Bomb Squad provides emergency response and mitigation to incidents that are suspected to be explosive or hazardous in nature and/or be affiliated with biological or chemical substances.

- Training will allow for local networking and information sharing between SWAT and EOD teams.
- Training will be geared toward all threats mitigation during coordinated terrorist attacks or lone wolf incidents.
- Revised and developed policies will be focused on terrorist activities and coordinated terrorist attacks.

PART III. PROJECT INFORMATION

All of the requested funding must be associated with specific projects. For each project several pieces of information, or attributes, must be provided in order to submit the project for consideration in the application. The tables below list each attribute, followed by a description and a set of instructions for the applicant to follow to provide the appropriate information.

To prepare for completing the IJ in the GRT, applicants should utilize the Project Worksheet (http://www.fema.gov/grants) to plan their applications and to record the necessary information for each project. The Project Worksheet is divided into two tabs: `Baseline Project Information' and `Project Implementation'. Once the applicant provides a name for a project on the `Baseline Project Information' tab, the name will auto-populate on the `Project Implementation' tab.

The Project Worksheet provides drop-down selections for several of the project attributes. The applicant may then use the information collected in the worksheet for rapid transfer to the GRT interface. Each project will be given a unique identifier as it is submitted via the GRT. Recipients should keep a record of the project identifiers as they will be required to report on each project using that identifier.

INDIVIDUAL PROJECTS

III. A. Project Alignment to Core Capability Gaps

The first section of project attributes contains basic information about how the projects support or build core capabilities. All of these attributes are required for every project. If an attribute is left blank in the GRT an error message will appear and the applicant will not be able to submit the application.

The GRT will provide a list of sub-recipients from previous awards. Alternatively, the applicant will have the opportunity to add a new subrecipient to the list. The attribute of `Sub-recipient type' will be auto-populated based on the sub-recipient selection. The applicant must ensure that 80% of the award funds are passed through to local entities.

For additional information on the NPG and Core Capabilities, please visit http://www.fema.gov/resource-management-mutual-aid.

Attribute Name	Description	Application Instructions
Project Name	NNBTTF Explosive Breaching Class	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	Provide an explosive breaching class for all members of the NNBTTF and selected members of regional SWAT Teams. The class is designed to provide alternative access to structures through the use of	Provide a brief narrative describing the project at a high level. (1500 chars.) Identify the NIMS typed resource if any, that is supported by this project. Refer to the Resource Typing Library Tool at http://www.fema.gov/resource-management-mutual-aid.

Continued	explosives. These procedures are usually implemented in times when the element of surprise is needed or all conventional building access has been compromised or fortified. FEMA ID 6-508-1176 Bomb Response Teams	
Sub-Recipient Name	Tahoe Douglas Fire Protection District	
Recipient Type	Local	
Project Location	89448	Provide the 5-digit zip code where the project will be executed. The project location could be distinct from the sub-recipient address.
Primary Core Capability	Operational Coordination, CBRNE	Every project must support a Core Capability. Select the primary core capability associated with this project.
Sustain or Build	Sustain	Select "build" if this project focuses on starting a new capability or the intent of the project is to close a capability gap (i.e. taking the core capability as a whole from an SPR score 1 to a 2), or "sustain" if the purpose of the project strictly maintains a core capability at its existing current level (i.e. the project does not move the core capability as a whole neither up nor down from its existing SPR score).
Deployable	Yes	Is the core capability supported by this project deployable to other jurisdictions? (Yes/No)
Shareable	Yes	Is the core capability supported by this project shareable with other jurisdictions? (Yes/No)

III. B. Project Alignment to Solution Areas

The grant funded activities of every project must align to the HSGP solution areas: Planning, Organization, Exercises, Training and/or Equipment (POETE). A project may have activities in more than one solution area. For the POETE funding amounts the GRT will automatically calculate the Total Amount as you enter funding amounts. For additional information on the allowable cost categories, please refer to the HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning		Identify the amount of funds in the project that will be for planning activities.
Organization		Identify the amount of funds in the project that will be for organization activities.
Equipment		Identify the amount of funds in the project that will be for the purchase of equipment.
Training	$30,000	Identify the amount of funds in the project that will be for training activities.
Exercises		Identify the amount of funds in the project that will be for exercise activities.
Total	$30,000	Automatically generated by the GRT from the sum of the POETE cost categories.

III. C. Project Implementation and Management

For every project, identify the baseline for project implementation according to whether it builds on a previous investment. Not all projects will be linked to previous investments. Next, determine the appropriate project management phase. For new projects, this will likely be the `initiate' or `planning' phase. However, if the project builds on a previous investment, the project may be in a more advanced `execution' or `control' phase. As the project is implemented the recipient will be expected to report on the progress of the project through the management phases. Please reference Appendix A for a detailed description of the Project Management Life-cycle.

The applicant will then be required to provide start and end dates for the project, within the 36 month period of performance. Finally, indicate whether the activities of the project will require new construction or renovation, retrofitting, or modification of existing structures. This project attribute is required as some project activities may require extensive environmental review which can affect when implementation can begin.

Attribute Name	Description	Application Instructions
Does the Project Support a Previously Awarded Investment?	NO	Select yes if the current project is a continuation of an existing investment that has used grant funds for implementation from previous DHS/FEMA awards.
If yes, from which year?		If the project is a continuation of a previous investment, select the specific investment from the list.
If Yes, which investment?		If the project is a continuation of a previous investment, select the specific investment from the list.
What is the Last Completed milestone of the previous investment?		Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	Execute	Select the most applicable step. Refer to the appendices of the investment justification guide for a discussion of the standard project management steps and principles.
Start Date	05/06/2019	Provide the approximate start date of the project, based on the expected notification of an award. If the project is a continuation of a previous investment, provide the approximate start date of that investment.
End Date	05/13/2019	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

III. C. Project Implementation and Management (continued)

Attribute Name	Description	Application Instructions
Construction Activity	No	Select yes if the project may involve construction related activity.

APPENDIX. PROJECT MANAGEMENT LIFE-CYCLE

The standard definition of a project is a temporary endeavor with a defined beginning and end (usually time-constrained, and often constrained by funding or a deliverable), undertaken to meet unique goals and objectives, typically to bring about beneficial change or added value. Applying this standard to projects using preparedness grant funds, a project is a related set of activities and purchases supporting the building or sustaining of core capabilities, and is associated with a single entity responsible for execution.

This approach will allow DHS/FEMA and recipients to categorize the grant funded project as a discrete unit for post-award management, reporting, and monitoring purposes. The main steps and processes of the Project Management Life-cycle are summarized in this table:

Steps	Description	Process

Initiate	Receive funding	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	Organize the training	Involves working out and extending the theoretical, practical, and/or useful application of an idea, concept, or preliminary design. This also involves a plan for moving a project concept to a viable project.
Execute	Implement the eight day training	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	Comply with quarterly financial and program reporting requirements. Conduct performance evaluation of course deliveries, adjust as needed.	Involves exercising corrective action as necessary to yield a required outcome consequent upon monitoring performance. Or, the process of comparing actual performance with planned performance, analyzing variances, evaluating possible alternatives, and taking appropriate correct action as needed.
Close Out	Complete final financial and program reports.	Involves formally terminating and concluding all tasks, activities, and component parts of a particular project, or phase of a project.

For additional information on the Project Management Life-cycle, please visit Project Management Institute's (PMI) *A Guide to the Project Management Body of Knowledge* (PMBOK Guide) at http://www.pmi.org/PMBOK-Guide-and-Standards.aspx. Specifically, applicants are encouraged to reference Chapter three of the PMBOK Guide, *The Standard for Project Management of a Project.*