

BULLETIN # 2 - March 21, 2019

FFY19 HSGP PROJECT PROPOSALS AND BUDGET TEMPLATES – FORMS & INFORMATION UPDATES

To all Homeland Security Grant Program interested stakeholders:

It has come to our attention that there are a few issues with the FFY19 HSGP process documents released on March 20, 2019. As a result, we have made the following corrections:

- The FFY19 HSGP Project Proposal has been modified to correct a field space issue identified in Section 7. That new form is attached. ***Please use Version 2 (v2) when creating/submitting your project proposals:***
 - **FINAL FFY19 HSGP Project Proposal Form v2 - Round 1_distributed**
- The FFY19 Budget Template has been modified to correct some formatting issues, and to fix an issue with the fields associated with AEL number input. ***Please use Version 6(V6) when creating/submitting through email your line item detailed budgets:***
 - **Budget Template FFY19 V6**
- The email address for Ms. Karen Taylor was incorrect in the body of Bulletin #1. The correct email address for Ms. Taylor should be karent@clarkcountynv.gov
 - This is important, as Ms. Taylor is part of the UASI Coordinating group to ensure all FFY19 UASI projects are accounted for and submitted. As a requirement of this process, all project submitters with a UASI or UASI/SHSP split project have to take the additional step and send their projects/budgets to both Misty Richardson and Karen Taylor.
- The Deliverables and Meeting Timeline has been updated to include additional UAWG meetings:
 - April 8, 2019 – HSGP project review for UASI and UASI/SHSP split projects
 - May 8, 2019 – Rank/Prioritization of HSGP UASI and UASI/SHSP split projects

In the event there are any issues with email, we are developing a webpage that will house all of the FFY19 HSGP activities including bulletins, documents, and meeting information. We will notify you when the page is up and running.

Please find enclosed the following revised documents:

- **FINAL FFY19 HSGP Project Proposal Form v2 - Round 1_distributed**
- **Budget Template FFY19 V5**

We are keeping the contents of the initial Bulletin #1 here for your reference.

Thank you!

OVERVIEW

The purpose of the Fiscal Year (FFY) 2019 HSGP is to support state, local, and tribal efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States.

During 2018, the Nevada Commission on Homeland Security (NCHS) voted to approve changes to the Homeland Security Grant Program (HSGP). Previously, the NCHS members would vote to establish the five priority Core Capabilities from the Department of Homeland Security's list of 32. These five priority Core Capabilities would drive the HSGP grant process for both grant streams under HSGP, the State Homeland Security Program (SHSP) and the Urban Area Security Initiative (UASI).

Following the 2018 vote of the NCHS, the current process requires the State Administrative Agent (SAA) and the Urban Area Administrator (UAA) to develop a list of strategic capacities to be maintained in order to recommend priorities for funding in the upcoming cycle. These strategic capacities were developed with input from the Resilience Commission on

March 12, 2019, and will be formally approved or amended by the NCHS on March 26, 2019.

Strategic Capacity Defined: A strategic capacity is defined as the outcome of a program or system developed by a Nevada jurisdiction that would have a significant negative effect on Nevada's safety and stability if lost.

The following strategic capacities are recommended to be maintained in FFY19, and will be used to drive the FFY19 HSGP process until further notice or amendment due to NCHS input or FFY19 HSGP NOFO instructions. The FFY19 Strategic Capacity proposal submissions are by invitation only; see the invitation for submitters under each strategic capacity. These strategic capacities are provided in no specific order of priority:

FFY19 Strategic Capacity	Aligned Projects for FFY19 Strategic Capacity	FFY19 Strategic Capacity	Aligned Projects for FFY19 Strategic Capacity
Fusion Centers	<ul style="list-style-type: none"> Southern Nevada Counter Terrorism Center Nevada Threat Analysis Center 	National Incident Management System (NIMS)	<ul style="list-style-type: none"> State of Nevada DEM Tribal NIMS
Citizen Corps	<ul style="list-style-type: none"> City of Las Vegas Douglas County Carson City Washoe County Elko County Statewide Tribal 	Chemical, Biological, Radiological, Nuclear, and Explosive (CBRN,E)	<ul style="list-style-type: none"> Tahoe Douglas Bomb Squad Elko Bomb Squad Consolidated Bomb Squad (Washoe, Reno, and Sparks) Las Vegas Bomb Squad Las Vegas ARMOR
Operational Communication	<ul style="list-style-type: none"> Statewide Interoperability Coordinator (SWIC) 	Public Information and Warning	<ul style="list-style-type: none"> Emergency Alert System
Recovery	<ul style="list-style-type: none"> Nevada Disaster Recovery Framework 	Cybersecurity	<ul style="list-style-type: none"> Incident Response Plan Education and Awareness Threat Identification
Planning	<ul style="list-style-type: none"> Continuity of Operations Mass Fatality Community Resilience 		

HISTORICAL BACKGROUND AND NEW REQUIREMENTS

In August 2018, the NCHS directed the Co-Chairs of the Homeland Security Working Group (HSWG) to transition to a model of resilience for statewide emergency management and homeland security efforts. Executive Order 2018-4, "Implementation of Nevada's Statewide Resilience Strategy" was signed in March 2018 outlining specific deadlines and requirements for achieving the NCHS's vision. One requirement of this executive order was the development of a Statewide Resilience Strategy outlining changes to the HSGP process in Nevada, and the absorption of the HSWG function into the Resilience Commission. *[Please refer to Page 38 in the Statewide Resilience Strategy for more information]. The link to the document is as follows: [Statewide Resilience Strategy](#)*

In FFY19, instead of ranking the top five Core Capabilities, the NCHS will review the recommendations provided by the Co-Chairs of the Resilience Commission stemming from input received during the March 12, 2019, Resilience Commission meeting. These recommendations include the sustainment of projects that align with identified FFY19 Strategic Capacities in addition to those projects that are grant-required (fusion centers, bomb squads, NIMS, and SWIC, for example) as well as potential future projects. Through this process, the NCHS will vote to conditionally fund the sustainment/grant requirement projects, and may prioritize the new projects for the remaining SHSP/UASI funding for innovation. The NCHS will also approve state grant guidance as developed by the Co-Chairs of the Resilience Commission.

The Resilience Commission Co-Chairs, in developing the recommended project funding list based on the NCHS established priorities, will seek funding for sustainment/grant requirement projects first and new projects second, and then identify grant project applicants (example, a local, tribal, or state agency would be asked to head up a Cyber Security project as identified from the conferences and prioritized by the HSC). The Co-Chairs will facilitate the grant proposal and investment justification process to ensure the projects have an owner and that the projects are compliant with state and federal grant guidance.

The Resilience Commission Co-Chairs, as the State Authorized Agent (SAA) and the Urban Area Administrator (UAA) reserve the right to make any necessary final changes to the FFY19 HSGP application/projects prior to submission.

New Requirements

Sustainment projects:

Organizations identified for maintenance of FFY19 strategic capacity (fusion centers, bomb squads, NIMS, SWIC, etc.) will be required to develop a brief 3-5 year funding plan to ensure that they are working together to achieve strategic results. For example, instead of bomb squads applying separately and irregularly, they will be asked to put together a plan that will identify key funding requirements for the next 3-5 years, where in the first year, two bomb squads might have equipment needs met and all four receive funding for training, and in subsequent years, other equipment and training needs are addressed. This would prevent the bomb squads, in this example, from requesting major funding allocations all at once, which results in some not being funded.

New projects:

Organizations identified for new projects/new enhancements would also be asked to provide a short (one page) 3-5 year funding plan for their projects so that they will be sure to align with the NCHS strategic vision and also ensure that sustaining them will not be beyond the grant's funding ability in the future.

INSTRUCTIONS FOR THE NEW FFY19 HSGP PROJECT PROPOSAL

In FFY19, the HSGP Project Proposal has been revised to support the changes earlier identified in this Bulletin for the HSGP process. The changes are as follows:

1. In **Section 6) CLASSIFICATION**, all submissions will now fall into just two categories:
 - **NEW:** Project(s) are **NEW** (no grant funding applied to the project capability within the past 5 years) **OR** the project has been funded in the **PAST**. All projects in this category must align with the historical FFY 2016-2018 approved NCHS Priorities (core capabilities): Intelligence and Information Sharing, Cybersecurity, Operational Coordination, Public Information and Warning, and Operational Communications. **[THIS CATEGORY IS COMPETITIVE]**
 - **MAINTAIN:** Project(s) will **MAINTAIN** an approved FFY19 Strategic Capacity. Project proposal submissions in this category will be by invitation only to those identified projects types aligning with FFY19 strategic capacities **[Please refer to the table located in the Overview Section of this Bulletin]**.
2. In **Section 8) PROPOSED STRATEGIC CAPACITY**, all submissions will have to identify the following:
 - **FFY19 Strategic Capacity Maintained**
 - Project submitters with an **existing** project that aligns with **MAINTENANCE** of the FFY19 strategic capacities will choose from the drop down menu the appropriate strategic capacity identified with their project **[Please refer to the table located in the Overview Section of this Bulletin]**.
 - Project submitters with **NEW** projects or existing projects with **NEW ENHANCEMENTS** may not align with the FFY19 strategic capacities or approved project list identified in the Overview Section of this Bulletin. In that event, please select **NOT APPLICABLE** from the drop-down list provided.
 - **HSGP Project Type Supporting the Strategic Capacity**
 - Project submitters with an **existing** project that aligns with **MAINTENANCE** of the FFY19 strategic capacities will choose from the drop down menu the appropriate project type. **[Please refer to the table located in the Overview Section of this Bulletin]**.
 - Project submitters with **NEW** projects or existing projects with **NEW ENHANCEMENTS** may not have an identified project type identified in the Overview Section of this Bulletin. In that event, please select **OTHER** from the drop-down list provided.
 - **NOTE:** *Metropolitan Medical Response Systems (MMRS) – City of Las Vegas ONLY may apply under OTHER using the core capability of Mass Care Services.*

- **If OTHER, Please choose NCHS priority from 2016-2018**
 - This field further identifies the alignment of **NEW** projects or existing projects with **NEW ENHANCEMENTS** to previously established NCHS priorities (core capabilities) established in FFY 2016-2018. Project submitters for NEW or NEW ENHANCEMENT projects must fill out this field. **If the new project or new enhancement does not identify with any of these priorities, the project proposal will be rejected from the FFY19 HSGP process.**
 - Project submitters with an **existing** project that aligns with **MAINTENANCE** of the FFY19 strategic capacities should choose “**Not Applicable**” from the drop-down menu.
 - **Core Capability Aligned with Maintained Project**
 - Project submitters with an **existing** project that aligns with **MAINTENANCE** of the FFY19 strategic capacities should choose the core capability that best aligns with the project being submitted. **This will help identify investment justification groupings prior to the federal submission of the HSGP grant application.**
 - Project submitters with **NEW** projects or projects with **NEW ENHANCEMENTS**, should choose the “**Not Applicable**” option from the drop-down list.
3. In **Section 10: PROCUREMENT**, all project submitters should identify whether the procurement for the project will be done through RFP, Sole Source, or through internal purchase. Choices can be made using the radio buttons provided in addition to providing an explanation on your choice.

FFY19 HSGP Project Proposal and Budget Template Submission Process

- FFY19 HSGP Project Proposal submissions will be electronic and direct to DEM upon submission of your proposal using the **SUBMIT** button located on the last page of the proposal. The proposal will go directly to DEM and be copied to DHSGrants and appropriate grant staff automatically.
- If you have successfully submitted your proposal electronically using the **SUBMIT** button, you will receive an auto-generated message indicating receipt of your proposal and further instructions should your project contain a funding request for UASI or UASI/SHSP split projects. **If you do NOT receive this message, DEM has NOT received your submission electronically. Please contact DEM to help resolve that issue.**
- The associated Budget Template corresponding with your FFY19 HSGP Project Proposal must also be turned in to DEM. This process is not automated, and all submitters must send the Budget Template directly to DHSGrants@dps.state.nv.us.
- If you have a project containing a request for **UASI** funding, it is imperative that you notify the UASI coordinator(s) of your FFY19 HSGP Project and Budget submissions so that both DEM and the UASI coordinator(s) can cross check UASI submissions to ensure all have been accounted for in the submission process.
 - Please send a .pdf copy of your FFY19 HSGP Project Proposal and corresponding Budget Template to:
 - Misty Richardson at richardsonm@clarkcountynv.gov AND
 - Karen Taylor at karent@clarkcountynv.gov (**UPDATED**)
- All proposals are time-stamped for audit purposes and compliance with identified deadlines. Proposals submitted after the deadline will not be considered for the FFY19 HSGP process.

Please ensure to fill out all fields in the FFY19 HSGP Project Proposal. If you do not have a response to the specific question, please indicate N/A. This will ensure that you do not miss any fields which could prevent successful electronic submission of your proposal.

AUTHORIZED EQUIPMENT LIST / ENVIRONMENTAL PLANNING & HISTORIC SCREENING REFERENCES

Please refer to the following links for information regarding authorized equipment and environmental screening requirements:

[Authorized Equipment List](#)

[Environmental Historical Preservation Form](#)

DELIVERABLES AND MEETING TIMELINE

The following timeline is current as of this date, but may be subject to change. **Deliverables/Requirements are noted in YELLOW**

Meeting or Deliverable	Description of Meeting or Deliverable	Meeting or Deliverable Due Date	Meeting Time or Deliverable Due Time
Completion of 2018 THIRA/SPR	THIRA/SPR data is captured and used to create a heatmap to identify gap changes in capability statewide - Used by the NCHS to establish HSGP priorities for the following year.	12/31/2018	COMPLETE
Release of FFY19 HSGP Project Proposal requirements for Nevada's Grant application.	FFY19 HSGP Project Proposal FFY19 Line Item Detailed Budget	3/20/2019	COMPLETE
Nevada Commission on Homeland Security (NCHS)	Review/Approval of Resilience Commission strategic capacity recommendations	3/26/2019	10:00 a.m. – 11:30 a.m.
FFY19 HSGP Project Proposals and Line Item Detail Budgets Due	Project submitters MUST submit FFY19 HSGP Project Proposals to DEM by the date and time indicated. This is a hard deadline.	3/27/2019	5:00 p.m. PST
Urban Area Working Group #1	Discussion on the FFY19 HSGP process and cycle	4/2/2019	11:00 a.m.
Urban Area Working Group (UAWG) #2	FFY19 HSGP project review for UASI and UASI/SHSP split projects – UASI only and UASI/SHSP split project presenters MUST attend.	4/8/2019	TBD
Resilience Commission Meeting #1	HSGP project review for SHSP or SHSP/UASI projects - Project presenter(s) for both SHSP and UASI project submissions MUST attend.	4/9/2019	9:00 a.m. – 5:00 p.m.
FFY2019 HSGP NOFO ANNOUNCED (Estimate Only)	Release of the FFY 2019 HSGP NOFO indicated allotment of funding applied to SHSP and UASI funding streams - This is the money Nevada Projects will compete for.	Estimated 4/12/19	Federal grant application will need to be uploaded to DHS approximately 30-45 days after NOFO; approximately 6/14 by 2pm.
Office of Cyber Defense Coordination Review	Review of FFY19 cybersecurity-specific project submissions, prioritization, and recommendation to the Co-Chairs of the Resilience Commission	4/17/2019	COB
Statewide Interoperability Coordinator Review	Review of FFY19 communications-specific project submissions, prioritization, and recommendation to the Co-Chairs of the Resilience Commission	4/17/2019	COB
Resubmission/Updated Proposals and Budgets	Submitters update FFY19 project proposals and budgets to DEM.	4/30/2019	5:00 P.M. (Noon)
Urban Area Working Group (UAWG) #3	Rank/Prioritization of HSGP UASI and UASI/SHSP split projects; UASI and UASI/SHSP Project presenter(s) MUST attend.	5/8/2019	TBD
Resilience Commission #2	Rank/Prioritization of FFY19 HSGP SHSP and SHSP/UASI projects; Project presenter(s) for both SHSP and UASI MUST attend.	5/14/2019	9:00 A.M. – 5:00 P.M.

Final Investment Justifications and Project Worksheets Due to DEM	IJ leads combine projects into capability groups and submit to DEM	5/22/2019	5:00 P.M.
Final SHSP and UASI Budget Revisions Due to DEM	Final revised FFY19 SHSP and UASI Budget revisions due to DEM	5/22/2019	5:00 P.M.
Nevada Commission on Homeland Security – Finance Committee Meeting	Review of FFY19 Resilience/UASI recommendations for HSGP funding; Project presenter(s) with projects recommended for funding should attend.	5/29/2019	TBD
Nevada Commission on Homeland Security Meeting	Review and Approval of HSWG/UASI recommendations for FFY19 HSGP; Project presenter(s) with projects recommended for funding should attend.	6/6/2019	TBD
Final State Application due to FEMA DHS Due:	Submission by DEM of the final 2019 HSGP Grant application to DHS for consideration of project funding	6/14/2019	To DHS by 2:00 P.M. PST

TRAVEL INFORMATION

For the April 9, 2019, Resilience Commission meeting, Resilience Commission members from southern Nevada are not required to attend the meeting in the northern venue. **For the May 14, 2019, Resilience Commission meeting, members may be asked to attend in the northern venue.**

DEM can only pay for travel for voting members of the Resilience Commission. DEM will not pay for project proposal submitters to travel to Resilience Commission meetings; however, there will be multiple locations where the public and project presenters can participate in the meetings. Travel information will be provided later in the process.

CONTACT INFORMATION AND QUESTIONS

For 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	swilliams@dps.state.nv.us OR DHSGrants@dps.state.nv.us
Kelli Anderson	Emergency Management Programs Manager	EMAIL ONLY	kanderson@dps.state.nv.us

For questions regarding the **FFY19 HSGP Project Proposal Form functionality** or issues with **proposal submissions**, please contact:

Contact Name	Position Title	Phone Number	Email
Karen Hall	Management Analyst II	775-687-0424	klhall@dps.state.nv.us

For questions regarding the **FFY19 Resilience Commission member travel**, please contact:

Contact Name	Position Title	Phone Number	Email
Sherrean Whipple	Travel Coordinator	(775) 687-0307	skwhipple@dps.state.nv.us
Annette Anderson	Program Officer	(775) 687-0470	amanderson@dps.state.nv.us