Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted 11/29/2018

1)	**PROJECT TITLE:**	Carson City Portable Radios
2)	**Proposing/Lead Agency:**	Carson City Public Works
3)	**Proposed Project Manager:**	James Jacklett-Operations Manager-Control Systems-Carson City Public Works

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.].

To establish and embed interoperable Operational Communications capability throughout various public safety departments in Carson City by providing 25 portable multi-band radios that are capable of talking to all regional mutual aid partners on conventional VHF and the 800mhz Nevada Shared Radio System(NSRS). The radios will be distributed to various Carson City departments with an emergency management and public safety role including Fire, Sheriff, Public Works, Health and Human Services. The radios will be used in the Carson City area. The ability for VHF users to effectively coordinate and communicate with NSRS users continues to be a significant challenge. During recent events all three Northern NV NSRS cache's have been deployed and utilized. Embedding this capability will ensure that we are ready to respond quickly to acts of terrorism and preserve life and property.

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:	OPERATIONAL COMMUNICATIONS - [Mission Area: RESPONSE]
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	#5 - OPERATIONAL COMMUNICATIONS
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

Staff will procure the multi-band radios in accordance with federal guidelines. Upon receipt the radios will be configured, assigned, and issued by staff.

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)	Carson City Public Works	Carson City, NV	James Jacklett
9(b)			
9(c)			

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

An annual subscriber fees, battery replacement, and radio maintenance costs will be assumed by Carson City.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/29/2018

PROJECT TITLE (Autopopulate) Carson City Portable Radios

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
MultiBand VHF/700/800 WIFI Radio		$ 70,000.00	$ 70,000.00

12d) **Training** [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
			$ 0.00

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	$ 70,000.00	$ 70,000.00

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	Solicit proposals in accordance with federal guidelines and submit order.	12/2018	12/2018	<1
3	Manufacturer build and ship radios	12/2018	3/2018	3
4	Staff receive, configure and issue radios	4/2018	5/2018	1
5				
6				
7				
8				
9				
10				
11				
12				
13				

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

	Agency Name	Carson City Public Works	Project Manager Name & Contact #	James Jacklett-775-283-7381		Grant Manager Name & Contact #	Ana Jimenez-Grants Administrator-775-283-7069						
	IJ TITLE:	Carson City Portable Radios											
		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								$ -					$ -
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.													
No items in this category.													
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								$ -					$ -
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.													
No items in this category.													
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									-				-
10									-				-
11									-				-
12									-				-
13									-				-
	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.													
No items in this category.													
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								-					-
	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.													
No items in this category.													

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.

No items in this category.

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		MultiBand VHF/700/800 WIFI Radio	New			25	2,800.00	$ 70,000.00	Operational Communications	Operational Coordination	06CP-01-PORT	SHSP	70,000.00
38								$ -					-
39								$ -					-
40								$ -					-
	EQUIPMENT Sub-Total							$ 70,000.00					$ 70,000.00

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.

Multi-Band VHF, 700/800, WIFI Portable radios to include: full keypad, OTAP, OTAR, P25 Phase 2 TDMA, AES/DES, LLA, P25 Trunking, EDACS Trunking, Provoice, Wifi, In-Band GPS, Situational Awareness, Audio Replay, Encryption Lite, MDC1200, Front/Top Display, Li-Ion Battery, Antenna, D clip, Leather Holster, Remote speaker Mic with Emergency button, five year warranty. 2 Bay Charger, spare battery. No EHP is provided as no environmental impact will occur as no equipment will be installed outside of existing buildings.

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

No items in this category.

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.

No items in this category.

										Budget Total Request	$ 70,000.00		$ 70,000.00

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

Carson City, as the state capital faces a broad spectrum of all-hazard risks including without limitation, those identified in the 2017 THIRA such as Earthquake, Flood, Wildfire, Pandemic, Active Shooter, Cyber Attack, Drought, Hazmat Release, Political Unrest, and Terrorism. The Capability Target for Operational Communications is to ensure interoperable communications for emergency services are functional and in place within 12 hours. There is currently a capability gap in interoperable communications for Carson City that inhibits clear communications with users operating on the Nevada Shared Radio System. Ensuring interoperable communications are in place for planned events have required weeks of planning and utilization of cache radios and outside resources. This project will build the interoperable communications capability by direct deployment and consistent use of multi-band portable radios that are capable of talking on VHF channels used by Carson City, Douglas County, Lyon County, and various other regional users in addition to operating on the Nevada Shared Radio System 700/800 band. Multi-band radios do not require patching, cross band repeaters, or any other infrastructure improvement to work. The use and deployment of these radios will also directly support Operational Coordination allowing for improved communications between agencies and organizations in order to prevent, prepare for, protect against, and respond to acts of terrorism. This project aligns with State Homeland Security Priorities by building the Operational Communications capability in the region. These radios will be issued for use by Carson City emergency responders but are deployable and shareable enhancing this capability beyond the Carson City regional area.

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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 +
SHSP	$70,000	$0	0%	$70,000
UASI	$	$	%	$
Total:	**$70,000**	**$0**	**0%**	**$70,000**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

Carson City Portable Radios

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

Carson City Public Works, NV

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
SHSP		$70,000
FY 2015 Proposed Amount		**$70,000**

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**

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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):

$0

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.

NV 2017 THIRA Operational Communications (OPCOM) pg 52-54 Capability Target:
"Within 12 hours of an incident, ensure interoperable communication networks for emergency services are functional statewide through the repair or transition to backup systems. Restore traditional analog and digital communications systems within 24 hours. Ensure the ability to share data, including photographs and live video , among 3 command posts in the region, the state fusion center, and the state operations center. Provided for remote delivery of radio and communications systems to rural incidents."

2017 Nevada SPR Executive Summary pg 5, OPCOM is listed as a High Priority. Gap responsibility statement:
"The jurisdiction will continue to increase this capability; some small portion of capacity will remain reliant on outside assets from higher levels of government"

This OPCOM capability target is included in the 2017 NV THIRA Exec Summary pg 12,13 and in NV SPR Capability Ref. Material pg 14 and reads:
"Agencies must be operable, meaning they must have sufficient wireless communications to meet their everyday internal and emergency communication requirements before they place value on being interoperable, i.e., able to work with other agencies. Communications interoperability is the ability of public safety agencies (police, fire, EMS) and service agencies (public works, transportation, hospitals, etc.) to talk within and across agencies and jurisdictions via radio and associated communications systems, exchanging voice, data and/or video with one another on demand, in real time, when needed,

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and when authorized. It is essential that public safety has the intraagency operability it needs, and that it builds its systems toward interoperability."

This addresses OPCOM by ensuring that interoperable capability is in place prior to an incident. Recent events have revealed that deploying functional interoperable communications in the region can take days if not weeks. Regional caches and military support were used for a recent planned event and revealed our limitations reinforcing the importance and urgency of the need to increase this capability. This project will reduce reliance on outside assets from higher levels of government. The project builds the ability to talk with NSRS users on the 700/800 band. Multi-Band radios that work with regional VHF users, and with State and Federal resources are the premier interoperable solution.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/30/18

1)	**PROJECT TITLE:**	Tactical Surveillance and Communications Equipment
2)	**Proposing/Lead Agency:**	Carson City Sheriff's Office
3)	**Proposed Project Manager:**	Deputy Brett Bindley

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 desired outcome of this project is to substantially expand the capabilities of the Carson City Sheriff's Office SWAT and Negotiations Team to gather intelligence on critical incident sites and for team members to enhance operational coordinations and communications with civilians, suspects, other operators, and command elements during those events in the Northern Nevada area.

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:	OPERATIONAL COORDINATION - [Mission Area: ALL]
Secondary Core Capability:	ON-SCENE SECURITY AND PROTECTION - [Mission Area: RESPONSE]

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

NCHS FFY16 Priority	#2 - INTELLIGENCE AND INFORMATION SHARING
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

Carson City Sheriff's Office: Crisis Response Unit (SWAT/CNT) leadership staff will acquire, employ, and train personnel on equipment purchased with grant funds in order to enhance public and team safety through development of these capabilities.

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)	None		
9(b)			
9(c)			

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

Minimal sustainment funding will be required to maintain equipment obtained through this grant, which is to be absorbed through the unit's current operating budget.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/30/18

PROJECT TITLE (Autopopulate) Tactical Surveillance and Communications Equipment

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
(Line 37) The Avatar III is a robot designed for use in the tactical environment to conduct surveillance, communicate, and locate hiding suspects, injured persons, and hazards. Can also be equipped with payload delivery trailer for less-lethal measures, medical equipment, air monitor, etc. (38)The Liberator III headsets is a product, worn by the individual operator, which is mounted to their ballistic helmet. It is equipped with noise-cancelling headphones, which protect hearing, and are integrated to a microphone and speakers. This allows the operator to communicate over the radio and hear noise in the outside world, while muffling dangerous levels of noise to protect hearing. (39 and 40) The projection units and gas mask adapter allow for verbal and radio communications with those encountered on tactical operations, command staff and other team members without having to remove equipment or sacrifice personnel protective gear in an austere tactical environment. Both of these items integrate directly with the Liberator headsets in order to allow for verbal and radio communications while the operator is wearing a gas mask, without having to yell or distort radio traffic due to the physical barrier posed by the wearing of the mask.		$ 49,255.00	$ 49,255.00

12d) **Training** [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
			$ 0.00

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	$ 49,255.00	$ 49,255.00

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	Order equipment from vendors	01/2018	02/2018	1
3	Train operators on new equipment	02/2018	03/2018	1
4	Deploy new equipment to team members	02/2018	03/2018	1
5				
6				
7				
8				
9				
10				
11				
12				
13				

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

	Agency Name	Carson City Sheriff's Office	**Project Manager Name & Contact #**	Dep. Brett Bindley (775) 303-0278		**Grant Manager Name & Contact #**	Casey Otto (775) 283-7811						
	IJ TITLE:	**Tactical Surveillance and Communications Equipment**											
		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		NONE						$ -					$ -
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.

N/A

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		NONE						$ -					$ -
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.

N/A

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		NONE							-				-
10									-				-
11									-				-
12									-				-
13									-				-
14									-				-
	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		NONE						-					-
27								-					-
28								-					-
	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		**NONE**				-		$ -					-
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	Robotex Avatar III Package	Tactical robot surveillance and communications package				1	39,405.00	$ 39,405.00	Intelligence Information and Sharing	Screening Search and Detection	03OE-07-ROBT	SHSP	39,405.00
38	Liberator III Dual Comm Tactical Headset	Hearing protection tactical communications headset and push-to-talk with dual-communications capabiltiy				5	1,410.00	$ 7,050.00	Operational Coordination		01ZA-04-HEAR	SHSP	7,050.00
39	Safariland Gas Mask Adapter	Adapter to allow headset/communications with gas mask-equipped operator				5	110.00	$ 550.00	Operational Coordination		01ZA-04-HEAR	SHSP	550.00
40	Avon Voice Projection Unit	Allows for verbal and auidible communications with suspects, civilians, and team members while having gas mask equipped in chemical agent or other CBRNE environments.				5	450.00	$ 2,250.00	Operational Coordination		16AD-01-PPE	SHSP	2,250.00
41								$ -					-
42								$ -					-
	EQUIPMENT Sub-Total							$ 49,255.00					$ 49,255.00

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.

(Line 37) The Avatar III is a robot designed for use in the tactical environment to conduct surveillance, communicate, and locate hiding suspects, injured persons, and hazards. Can also be equipped with payload delivery trailer for less-lethal measures, medical equipment, air monitor, etc. (38)The Liberator III headsets is a product, worn by the individual operator, which is mounted to their ballistic helmet. It is equipped with noise-cancelling headphones, which protect hearing, and are integrated to a microphone and speakers. This allows the operator to communicate over the radio and hear noise in the outside world, while muffling dangerous levels of noise to protect hearing. (39 and 40) The projection units and gas mask adapter allow for verbal and radio communications with those encountered on tactical operations, command staff and other team members without having to remove equipment or sacrafice personnel protective gear in an austere tactical environment. Both of these items integrate directly with the Liberator headsets in order to allow for verbal and radio communications while the operator is wearing a gas mask, without having to yell or distort radio traffic due to the physical barrier posed by the wearing of the mask.

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		NONE									$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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		NONE					-	-			$ -		-
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	$ 49,255.00		$ 49,255.00

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

The desired project outcome is to upgrade existing mobile surveillance and tactical communications abilities of the Carson City Sheriff's Office: Crisis Response Unit (SWAT and CNT). The Special Weapons and Tactics Team (SWAT) and Crisis Negotions Unit (CNT) are the sub-entities within the Sheriff's Office, responsible for the handlaing and resoloution of critical incidents in the jurisdiction of the State Capital. Potential risks to the team include armed and barricaded persons, mentally ill persons, domestic terrorist activities, hostage situations, high-risk surveillance, and dignitary protection. The SWAT/CNT-arm of the Sheriff's Office requires the capability of remote surveillance and communications through the means of an unmanned robot in order to safely resolve these issues with minimal loss of life, potential for injury, and damage to property. This robot also has payload and two-way communications ability. Additionally, SWAT team leadership requires the ability to utilize a dual-communications radio system in order to efficiently and effectively communicate with team operators and command staff during an operation.

Burden Disclosure Notice: Form 089-1
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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 +
SHSP	$ 49,255.00	$0	%0	$
UASI	$	$	%	$
Total:	**$** 49,255.00	**$**	**%**	**$**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

Tactical Surveillance and Communications Equipment

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

Carson City Sheriff's Office

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	$ 49,255.00
FY 2015 Proposed Amount		**$** 49,255.00

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.)

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☐ **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):

$ 0.00

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.

In the 2016, Carson City HazardMitigation Plan the report listed Location, Extent, Probability of Future Events Terrorist acts are likely to occur in populated areas or places where people gather. Sporting events and public facilities including the State Capital and legislative buildings, county courthouses and correctional facilities are specific locations where civil disorder may occur. Criminal acts commonly occur at schools, hospitals, restaurants, and casinos. The overall magnitude and potential severity of impacts from terrorism, civil disorder and criminal acts is considered Moderate in Carson City. Considering a worst case scenario, civil disorder or criminal acts events can require Quad County, then state level support to respond to the incident, can impact critical facilities and disrupt services for 1 to 3 days, and have citywide economic impacts. Terrorism - All areas of Carson City are potentially susceptible to the impacts of terrorism though the risk is comparatively higher for the State Capitol Building, Supreme Court Building and Legislative Building, specifically every two years when the Legislature is in session, bringing potential protest groups into the city; as well as the potential at the State Computer Center , Carson City Airport, the Nevada State Military facilities in and around the Capital City and the downtown corridor. Special events (drawing up to 5,000 to 40,000 individuals per day), above-ground fuel tank farm, and the sewage plants are also susceptible to terrorist attacks. Additionally, rural areas of Nevada provide ample space to conduct training and practice employment of terrorist weapons without observation. Although Carson City, itself does not have extreme rural areas

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within the city boundaries, adjacent counties are in close proximity to the Capital City that do have these rural areas. The expanding presence of MDTO's (Major Drug Trafficking Organizations) in the U.S. is also likely to result in narco-terrorism events associated with protecting the lucrative drug traffic. With the recent adoption of medical marijuana facilities approved in the State and the Capital City, this has become an area of future concern, to be considered in this section and the Hazardous Materials section of the plan. Based on the Homeland Security Threatened Level System, it is anticipated that SECTION FIVE Hazard Analysis 5-10 terrorism will remain a high threat to the United States into the foreseeable future. Because terrorism events typically are focused on a single high payoff area or facility, estimated damage is less than one percent damage to facilities in Carson City.

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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Attribute Name	**Description**	**Application Instructions**
Project Name	Tactical Surveillance and Communications Equipment	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	The desired project outcome is to upgrade existing mobile surveillance and tactical communications abilities of the Carson City Sheriff's Office: Crisis Response Unit (SWAT and CNT). The Special Weapons and Tactics Team (SWAT) and Crisis Negotions Unit (CNT) are the sub-entities within the Sheriff's Office, responsible for the handlaing and resoloution of critical incidents in the jurisdiction of the State Capital. Potential risks to the team include armed and barricaded persons, mentally ill persons, domestic terrorist activities, hostage situations, high-risk surveillance, and dignitary protection. The SWAT/CNT-arm of the Sheriff's Office requires the capability of remote surveillance and communications through the means of an unmanned robot in order to safely resolve these issues with minimal loss of life, potential for injury, and damage to property. This robot also has payload and two-way communications ability. Additionally, SWAT team	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*.

	leadership requires the ability to utilize a dual-communications radio system in order to efficiently and effectively communicate with team operators and command staff during an operation.	
Sub-Recipient Name	Carson City Sheriff's Office: Crisis Response Unit	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	Local Law Enforcement Agency	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	89701	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	Every project must support a Core Capability. Select the primary core capability associated with this project.
Sustain or Build	Build Robotics Program and Tactical Communications	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 – Robotics No – Communications Equipment	Is the core capability supported by this project shareable with other jurisdictions? (Yes/No)

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	$0	Identify the amount of funds in the project that will be for planning activities.
Organization	$0	Identify the amount of funds in the project that will be for organization activities.
Equipment	$49,255.00	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	$0	Identify the amount of funds in the project that will be for training activities.
Exercises	$0	Identify the amount of funds in the project that will be for exercise activities.
Total	$49,255.00	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 Lifecycle.

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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?	N/A	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	N/A	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?	N/A	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	N/A	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	N/A	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	N/A	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

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Construction Activity	No	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate	Project will be initiated upon funding from grant	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	Acquire and inspect equipment provided for with grant funding	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	Train relavant personnel on use of equipment	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	Inspect equipment periodically and utilize new equipment in training and actual operations to test effectiveness	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	Accept equipment, complete training roster for new equipment, and add equipment to unit inventory	Involves formally terminating and concluding all tasks, activities, and component parts of a particular project, or phase of a project.

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For additional information on the Project Management Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted 11/30/2018

1)	**PROJECT TITLE:**	Mobile Operation Center
2)	**Proposing/Lead Agency:**	Carson City Sheriff'S Office
3)	**Proposed Project Manager:**	Daniel Gonzales

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 desired project outcome is to establish a contemporary, effective Mobile Operations Center that can be used by the Carson City Sheriff's Office (CCSO) Patrol Division and Crisis Response Unit (along with other government entities should unified command occur) in the event of a critical incident, terrorist attack, or disaster. The listed equipment is essential for functionality both interdepartmentally and intrastate to achieve the goals of intelligence and information sharing, public information and warning, and operational coordination and communication. Primary beneficiaries will be at risk citizens and emergency responders, and while Carson City will be the geographical focus of these capabilities, the use could easily extend to the rest of Northern Nevada and parts of California.

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:	OPERATIONAL COORDINATION - [Mission Area: ALL]
Secondary Core Capability:	PHYSICAL PROTECTIVE MEASURES - [Mission Area: PROTECTION]

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 Patrol Division Watch-Commander will be responsible for outfitting the three available SUVs which are assigned to supervisors. These field supervisors will likely be the first response to a critical incident, will be required to implement and deploy their assigned equipment along with NIMS protocol, and coordinate further response from the Crisis Response Unit (CRU) and other entities. The CRU Commander will delegate and disseminate all assignments to include job tasks and equipment usage to CRU supervisors and unified command. These supervisors, typically Sergeants, will then coordinate individual personnel responsibilities. These individuals will be responsible for use of their assigned equipment to affect the goals of information exchange, public warning, incident management, operational coordination, and disaster response and emergency containment. These individual CRU elements will regularly estimate the effectiveness of their responsibilities, adapt accordingly to achieve the mission, and report progress back to the CRU Commander through the chain of command.

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)			
9(b)			
9(c)			

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

No continuing financial obligation will be needed after this funding cycle.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/30/2018

PROJECT TITLE (Autopopulate) Mobile Operation Center

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
Ballistic Shield: Is necessary to protect initial responders from various threats. IR Throw Bells : This device will be used to illuminate a room so that the tactical operators or robot can have an enhanced view using infrared googles or cameras. Dual Radio Harness: During large incidents, it is often required for the incident commander to have access to two radio systems to allow for effective communication. This radio harness will hold two radios onto the operator's chest. CTCF50 Mask Filters: The Filter is a low profile combination filter containing a pleated high-efficiency filter element for removal of aerosols, particulate matter, smoke, fumes and a carbon bed for the removal of vapors that may be released from trapped particles. CBRN CF50 Mask Filter: A particulate filter ensuring effective performance against all dusts, mists, fumes, biological agents (bacteria, virus, fungal spores etc), including radioactive dusts. TCI Modular Antenna V4 : TCI M.A.S.T. allows operators to mount small tactical radios on their torso or sides of their kit while leaving the antenna high on their back to achieve maximum L.O.S. (Line of sight) with other radios drastically improving communications. Ballistic Helmets: Will allow for protection of the head from small caliber weapons. Helmet mounted task lit: These lights will allow us to work in the dark so that we could conceal our location during a critical incident. Pelican cases : These two cases will		$ 41,844.49	$ 41,844.49

12d) Training [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
MGT 346 is a 24 hour class. This course provides personnel who could be assigned to or work in an Emergency Operations Center (EOC) the skills necessary to effectively plan for and manage a large-scale incidents by applying and implementing an all-hazards, multi-disciplinary, management team approach. The course places specific emphasis on the planning, resource, and information management processes. The course focuses on the key decision-making requirements within the Emergency Operations Center. The jurisdictional team will learn from the effects of incident decisions while working in an EOC using a simulated, notional jurisdiction as they respond to the final days exercise. The course is delivered in your jurisdiction. The instructional team consists of coaches and mentors experienced in emergency management and incident response. The course uses		$ 2,100.00	$ 2,100.00

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	$ 43,944.49	$ 43,944.49

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	Purchase required items	01/2019	02/19	1
3	Attend all approved training courses	02/2019	04/2019	2
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

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

	Agency Name	Carson City Sheriff's Office	**Project Manager Name & Contact #**	Daniel Gonzales (775)283-7891		**Grant Manager Name & Contact #**	Casey Otto (775)283-7811						
	IJ TITLE:	**Mobile Operation Center**											
		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								$ -					$ -
	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								$ -					$ -
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									-				-
10									-				-
11									-				-
	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.

MGT 346 is a 24 hour class. This course provides personnel who could be assigned to or work in an Emergency Operations Center (EOC) the skills necessary to effectively plan for and manage a large-scale incidents by applying and implementing an all-hazards, multi-disciplinary, management team approach. The course places specific emphasis on the planning, resource, and information management processes.
The course focuses on the key decision-making requirements within the Emergency Operations Center. The jurisdictional team will learn from the effects of incident decisions while working in an EOC using a simulated, notional jurisdiction as they respond to the final days exercise.
The course is delivered in your jurisdiction. The instructional team consists of coaches and mentors experienced in emergency management and incident response. The course uses a multi-discipline, jurisdictional approach to accomplish the course objectives. The course adapts existing incident management systems, best practices and procedures to the unique requirements of responding to all-hazards incident. MGT 404 is a 2 day, 16 hour class. This course emphasizes the unique aspects of response to an incident occurring during a sports/special event, including considerations for business continuity and after-action activities. You will learn the skills necessary to effectively manage an incident by applying and implementing a multi-disciplinary management team approach as described in the National Incident Management System (NIMS).
The course is designed to help develop athletic department staff, facility management personnel, campus public safety personnel, emergency response supervisors, and others involved in sports/special event management to better manage incidents that could occur during an event.

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								-					-
	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	New	Local									
37		Ballistic Shield	New	Local		1	7,000.00	$ 7,000.00	Operational Coordination	Physical Protective Measures	01LE-01-SHLD	SHSP	7,000.00
38		Wireless Loudspeaker	New	Local		1	2,900.00	$ 2,900.00	Operational Coordination	Public Information and Warning	03OE-03-MEGA	SHSP	2,900.00
39		Command Board Cases	New	Local		4	399.00	$ 1,596.00	Operational Coordination	Intelligence Information and Sharing	04AP-05-CDSS	SHSP	1,596.00
40		Bumper Chute/Canopies	New	Local		4	540.00	$ 2,160.00	Operational Coordination	Intelligence Information and Sharing	19GN-00-HSSF	SHSP	2,160.00
41		ICS LEO Vests	New	Local		1	485.99	$ 485.99	Operational Coordination	Intelligence Information and Sharing	14SW-01-SIDP	SHSP	485.99
42		Active Shooter Victim Cards	New	Local		1	41.99	$ 41.99	Operational Coordination	Public Information and Warning	14SW-01-SIDP	SHSP	41.99
43		Portable Exterior Scene Lamps	New	Local		2	1,884.88	$ 3,769.76	Operational Coordination	Forensics and Attribution	03OE-03-LTPA	SHSP	3,769.76
44		AVON C50 Gas Masks	New	Local		7	550.00	$ 3,850.00	Operational Coordination	Physical Protective Measures	01AR-01-SCBT	SHSP	3,850.00
45		Command Cabinets	New	Local		3	3,650.00	$ 10,950.00	Operational Coordination	Intelligence Information and Sharing	04AP-05-CDSS	SHSP	10,950.00
46		AVON Audio AmplifiersC Voice Projection Unit	New	Local		5	440.00	$ 2,200.00	Operational Coordination	Physical Protective Measures	06CP-03-PRAC	SHSP	2,200.00
47		AVON AR 3.5 mm communication Ear ports jack	New	Local		5	110.00	$ 550.00	Operational Coordination	Physical Protective Measures	06CP-03-PRAC	SHSP	550.00
48		Ballistic Helmets	New	Local		7	500.00	$ 3,500.00	Operational Coordination	Physical Protective Measures	01LE-01-HLMT	SHSP	3,500.00
49		Helmet mounted task lights	New	Local		7	54.99	$ 384.93	Operational Coordination	Physical Protective Measures	03OE-04-LTHH	SHSP	384.93
50		IR enhancement throw balls lights	New	Local		1	350.00	$ 350.00	Operational Coordination	screening, search and detection	04MD-01-LAMP	SHSP	350.00
51		Dual Radio Harness	New	Local		2	46.00	$ 92.00	Operational Coordination	Physical Protective Measures	06CP-03-PRAC	SHSP	92.00
52		CTCF50 Mask Filters (4pack)	New	Local		5	144.50	$ 722.50	operational Coordination	physical Protective Measures	01AR-01-SCBT	SHSP	722.50
53		CBRN CF50 Mask Filters	New	Local		7	53.51	$ 374.57	Operational Coordination	Physical Protective Measures	01AR-01-SCBT	SHSP	374.57

54		TCI Modular Antenna V4 w/ malice clips	New	Local		3	72.25	$ 216.75	Operational Coordination	physical Protective Measures	06CP-03-PRAC	SHSP	216.75
55		Pelican case 1740	New	Local		2	350.00	$ 700.00	operational Coordination	Physical Protective Measures	01ZP-00-GBAG	SHSP	700.00
56								$ -					-
	EQUIPMENT Sub-Total							$ 41,844.49					$ 41,844.49

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.

(37)A large ballistic shield is necessary to protect initial responders from various threats such as improvised explosive devices (IEDs), high-powered gun fire, and other foreign objects or debris. Often times, initial critical incident responders do not have access to armored vehicles or other protective measures, and such a device would allow for rapid deployment while further assistance is garnered. There are currently no shields of this nature allotted to field responders, and the access to one would allow for initial response, preservation of life, and reporting to operational command. (50) IR Throw Balls : This device will be used to illuminate a room so that the tactical operators or robot can have an enhanced view using Infrared googles or cameras. (51) Dual Radio Harness: During large incidents, it is often required for the incident commander to have access to two radio systems to allow for effective communication. This radio harness will hold two radios onto the operators chest. (52) CTCF50 Mask Filters: The Avon CTCF50 Filter is a low profile combination filter containing a pleated high-efficiency filter element for removal of aerosols, particulate matter, smoke, fumes and a carbon bed for the removal of vapors that may be released from trapped particles. It is specifically designed for removal of riot control agents and tear gases including CS, CN and OC pepper spray. (53) CBRN CF50 Mask Filter: A particulate filter element exceeding the requirements of NIOSH 42CFR84 P100 and EN 14387 (P3) is incorporated, ensuring effective performance against all dusts, mists, fumes, biological agents (bacteria, virus, fungal spores etc.), including radioactive dusts. (54) TCI Modular Antenna V4 : TCI M.A.S.T. allows operators to mount small tactical radios on their torso or sides of their kit while leaving the antenna high on their back to achieve maximum L.O.S. (Line of sight) with other radios drastically improving communications. While optimal communications is always a benefit to any operation the real benefit lies in the fact that the antenna is no longer in a position to potentially interfere with the shooters weapons placement, manual dexterity or peripheral vision

(48): Ballistic Helmets - Will allow for protection of the head from small caliber weapons. (49) Helmet mounted task lit: These lights will allow us to work in the dark so that we could conceal our location during a critical incident. (55): Pelican cases These two cases will be used to properly store the helmets, gas mask and filters.
(38)An amplified, wireless loud-speaker serves multiple purposes. It can be used to give far-reaching warnings and announcements to the public to keep them away from a threat such as an explosive device, or to advise them to barricade in their homes to protect from chemical or biological dangers. It can also be used to establish initial communications with potential aggressors or terrorists themselves who may wish to discuss options or express demands. The wireless capability provides safety through distance as well. CCSO currently has two hand-held bullhorns which require direct exposure to threat for use and reach minimal distance.
(39)Four command board cases will be used to equip supervisor vehicles with basic Incident Command System (ICS) hardware, forms, and writing equipment. The Carson City Sheriff's Office (CCSO) currently has three assigned supervisor vehicles, and four of these cases will accommodate those three vehicles along with the designated CRU trailer (already owned) to ensure the equipment is always available regardless of on-duty personnel. These boards are the foundation of NIMS onset during a critical incident or major disaster and will allow for intelligence and information sharing as well as operational coordination.
(40)Along with the command boards, four 'bumper shoot' canopies will be assigned to the same vehicles. These devices extend from the hatch area of a vehicle to allow for a workable space in the field, until a more solid location can be used. These are necessary to facilitate initial operational command and communication, and without them information can be lost to environmental exposure such as rain and wind. Continuity of operations planning cannot exist until such shelter is provided for the gathering and sharing of intelligence.

(41,42)ICS Law Enforcement vests will be used to identify LEO from other agencies as assigned to various ICS designations such as liaison and incident commander. Victim cards will be used to mark citizens as they are retrieved from danger zones and allow for more efficient interviewing and triage. (43) Two outdoor portable lights will provide scene light and incident containment during nighttime hours of operation. The two lights can effectively illuminate a large four-walled building or open outdoor area with multiple potential uses. They can be used to light a search area while looking for or dismantling explosives, to conceal personnel movements, and to provide lighting for an initial outdoor incident command center. Without lighting, nighttime operations would be extremely difficult, and operational coordination and communication would halt. (44,46,47) Gas masks are essential for effective operational communication for field elements. Without them, personnel would be ineffective in establishing incident management, could not contribute to intelligence gathering and sharing, and would be susceptible for chemical attack upon initial response. Along with these gas masks, personnel will need voice amplifiers and ear ports for radios. Effective communication cannot occur through these gas masks without the voice amplifiers, which allow masked personnel to be heard clearly. The ear-ports are necessary to achieve the same core capabilities to monitor radio traffic to provide operational communications and continuity. (45) Command cabinets are necessary to adequately outfit the three field-supervisor vehicles for initial NIMS response and the establishment of incident command. These cabinets allow for efficient storage space within the hatchback area of the vehicles that will be supplied with incident command related hardware. Whiteboards, ICS forms, markers, communication equipment, and displays and several examples, and the command board systems can be stored here as well. Without these storage solutions, initial response will be unable to effectively establish incident command and communicate operationally.

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**					-	-					
57											$ -		-
58											$ -		-
59											$ -		-
60											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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)**											
61							-	-			$ -		-
62											$ -		-
	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	**$ 41,844.49**		**$ 41,844.49**

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

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PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

The desired project outcome is to establish a contemporary, effective Mobile Operations Center that can be used by the Carson City Sheriff's Office (CCSO) Patrol Division and Crisis Response Unit (along with other government entities should unified command occur) in the event of a critical incident, terrorist attack, or disaster. The listed equipment is essential for functionality both interdepartmentally and intrastate to achieve the goals of intelligence and information sharing, public information and warning, and operational coordination and communication. Primary beneficiaries will be at risk citizens and emergency responders, and while Carson City will be the geographical focus of these capabilities, the use could easily extend to the rest of Northern Nevada and parts of California. These funds will allow us to stand up a formal temporay command post using the resources that the Patrol watch commander has available to them on a daily basis, using their assigned Sports Utility vehicle. The funds will also allow us to purchase additional equipment to effectively set up proper communications with those who may want to bring harm to anyone in the State Capital City. We will also attend training that will give us the foundation to prepare in advance to better respond during large incidents, like the Nevada Day parade.

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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 +
SHSP	$ $41,844.49	$	%	$
UASI	$	$	%	$
Total:	**$ $41,844.49**	**$**	**%**	**$**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

Mobile command and communication

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

Carson City Sheriffs Office

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	$ $41,844.49
FY 2015 Proposed Amount		**$**

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.)

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☐ **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):

$ 0.00

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.

In the 2016, Carson City HazardMitigation Plan the report listed Location, Extent, Probability of Future Events Terrorist acts are likely to occur in populated areas or places where people gather. Sporting events and public facilities including the State Capital and legislative buildings, county courthouses and correctional facilities are specific locations where civil disorder may occur. Criminal acts commonly occur at schools, hospitals, restaurants, and casinos. The overall magnitude and potential severity of impacts from terrorism, civil disorder and criminal acts is considered Moderate in Carson City. Considering a worst case scenario, civil disorder or criminal acts events can require Quad County, then state level support to respond to the incident, can impact critical facilities and disrupt services for 1 to 3 days, and have citywide economic impacts. Terrorism - All areas of Carson City are potentially susceptible to the impacts of terrorism though the risk is comparatively higher for the State Capitol Building, Supreme Court Building and Legislative Building, specifically every two years when the Legislature is in session, bringing potential protest groups into the city; as well as the potential at the State Computer Center , Carson City Airport, the Nevada State Military facilities in and around the Capital City and the downtown corridor. Special events (drawing up to 5,000 to 40,000 individuals per day), above-ground fuel tank farm, and the sewage plants are also susceptible to terrorist attacks. Additionally, rural areas of Nevada provide ample space to conduct training and practice employment of terrorist weapons without observation. Although Carson City, itself does not have extreme rural areas

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within the city boundaries, adjacent counties are in close proximity to the Capital City that do have these rural areas. The expanding presence of MDTO's (Major Drug Trafficking Organizations) in the U.S. is also likely to result in narco-terrorism events associated with protecting the lucrative drug traffic. With the recent adoption of medical marijuana facilities approved in the State and the Capital City, this has become an area of future concern, to be considered in this section and the Hazardous Materials section of the plan. Based on the Homeland Security Threatened Level System, it is anticipated that SECTION FIVE Hazard Analysis 5-10 terrorism will remain a high threat to the United States into the foreseeable future. Because terrorism events typically are focused on a single high payoff area or facility, estimated damage is less than one percent damage to facilities in Carson City.

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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Attribute Name	**Description**	**Application Instructions**
Project Name	Mobile Operation Center	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	The desired project outcome is to establish a contemporary, effective Mobile Operations Center that can be used by the Carson City Sheriff's Office (CCSO) Patrol Division and Crisis Response Unit (along with other government entities should unified command occur) in the event of a critical incident, terrorist attack, or disaster. The listed equipment is essential for functionality both interdepartmentally and intrastate to achieve the goals of intelligence and information sharing, public information and warning, and operational coordination and communication. Primary beneficiaries will be at risk citizens and emergency responders, and while Carson City will be the geographical focus of these capabilities, the use could easily extend to the rest of Northern Nevada and parts of California.	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*.
Sub-Recipient Name		Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	Carson City Sheriffs Office	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.

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Project Location	89701	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	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)

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	Dollar Amount of the Project supporting Planning	Identify the amount of funds in the project that will be for planning activities.
Organization	Dollar Amount of the Project supporting Organization	Identify the amount of funds in the project that will be for organization activities.
Equipment	$41,844.49	Identify the amount of funds in the project that will be for the purchase of equipment.
Training		Identify the amount of funds in the project that will be for training activities.
Exercises	Dollar Amount of the Project supporting Exercises	Identify the amount of funds in the project that will be for exercise activities.
Total	$41,844.49	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 Lifecycle.

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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?	Fiscal Year of the previous award.	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	The previously awarded investment that the project supports.	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?	A description of the last completed milestone from the previously awarded investment.	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	The current Project Lifecycle phase of the previously awarded investment, or the new project.	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	01/02/2019	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	04/01/2019	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

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Construction Activity	None	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate	The authorization to begin work or resume work on any particular activity.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	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	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	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	The completion of all work on a project. Can also refer to completion of a phase of the project.	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 Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted 11/30/18

1)	**PROJECT TITLE:**	Security Skills Professional Development for State ISOs
2)	**Proposing/Lead Agency:**	Department of Administration
3)	**Proposed Project Manager:**	Robert Dehnhardt

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.].

To improve the core competencies in cybersecurity knowledge, skills and abilities of State, County, and City Government Information Security Officers (ISO) - statewide - by providing Professional Development Training, through the SANS Global Information Assurance Certification (GIAC) Security Essentials, SANS Intro to Cyber Security certifications or other SANS cyber professional development.

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:	CYBERSECURITY - [Mission Area: PROTECTION]
Secondary Core Capability:	PLANNING - [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	#1 - CYBERSECURITY
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 State Agency ISO's have requirements set out in the State Security Policies Standards and Procedures for ISO Roles and Responsibilities. The State ISO's, as well as a number of County and City candidates - facilitated through the Nevada Office of Cyber Defense Coordination - are to be registered to participate in the professional development training. Establish Professional Development with approvals from DEM training office for the SANS Global Information Assurance Certification (GIAC) Security Essentials, SANS Intro to Cyber Security certifications or other SANS cyber professional development, limited to the number of vouchers available. The professional development must be completed by June 30, 2019. Conduct development and evaluate process results at conclusion.

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)			
9(b)			
9(c)			

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

Sustainment of the GIAC certifications will be the responsibility of the ISO's hiring agency. Certification recipients will be required to renew the certification every 4 years.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/30/18

PROJECT TITLE (Autopopulate) Security Skills Professional Development for State ISOs

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
Provide 60 ppl cybersecurity professional development with approvals from DEM training office; SANS Voucher Program for SANS Global Information Assurance Certification (GIAC) Security Essentials, SANS Intro to Cyber Security certifications or other SANS cyber professional development.		$ 229,140.00	$ 229,140.00

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

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

12d) **Training** [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
n/a			$ 0.00

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

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

12g) PROJECT TOTALS	LV-UASI	State-wide	TOTAL
	$0.00	$ 229,140.00	$ 229,140.00

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	Grant award acceptance and approvals	1/19	1/19	1
3	Conduct Compliant Procurement Process	1/19	1/19	1
4	Create SANS Voucher Account for management of process	1/19	2119	1
5	Complete ISO and vetted participant registration process for courses	1/19	1/19	1
6	Conduct training	2/19	6/19	4
7	Evaluate training process results	6/19	6/19	1
8	Close out the Grant	6/19		
9				
10				
11				
12				
13				

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

	Agency Name	Enterprise IT Services, Office of Information Security, Department of Administration	**Project Manager Name & Contact #**	Robert Dehnhardt, 775-684-7322		**Grant Manager Name & Contact #**	Alisanne Maffei, EITS, 775-684-5855						
	IJ TITLE:	**Security Skills Professional Development for State ISOs**											
		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	none							$ -					$ -
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	none							$ -					$ -
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	none								-				-
10									-				-
	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**	New										
26	**Professional Development**	Provide 60 ppl cybersecurity professional development; SANS Voucher Program for Long Course through June 30, 2019.			new - no previous funding	60	3,050.00	183,000.00	Cyber security		05NP-00-IDPS	SHSP	183,000.00
27	**Professional Development**	Provide 60 ppl cybersecurity professional development; SANS Voucher Program for Certification through June 30, 2019.			new - no previous funding	60	769.00	46,140.00	Cyber security		05NP-00-IDPS	SHSP	46,140.00
28													-
29													-
	Planning Sub-Total							$ 229,140.00					$ 229,140.00
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.													
To improve the core competencies in cybersecurity knowledge, skills and abilities of State, County, and City Government Information Security Officers (ISO) - statewide. The project is to provide Professional Development thorough SANS Voucher Program for Global Information Assurance Certification (GIAC) Security Essentials, SANS Intro to Cyber Security certifications, or other SANS long course cyber professional developments, limited to the number of vouchers available and must be completed by June 30, 2019.													

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	none					-		$ -					-
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	none							$ -					-
38								$ -					-
39								$ -					-
	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.

Narrative HERE

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	none						-	-			$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	none						-	-			$ -		-
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	$ 229,140.00		$ 229,140.00

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

DEPARTMENT OF ADMINISTRATION ENTERPRISE IT SERVICES

OFFICE OF INFORMATION SECURITY

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

Cybersecurity continues as one of the greatest threats to governmental agencies and infrastructure. Threats come from rogue state actors and insiders seeking profit or retribution. Cybersecurity is critical to identify and respond to terrorism. Nevada Commission on Homeland Security ranks Cybersecurity #1 priority and State Homeland Security Strategy Goal #6 Cybersecurity (Protection/Prevention/Response/Recovery). IT resource threats include internal/external actors, malicious data or system loss, physical disasters making systems unavailable. Malicious activity and data loss monitoring, planning, responding to data disaster recovery are mission critical components to the ISO responsibilities. Providing Security Skills Professional Development for State, County, and City Government Information Security Officers (ISO) - statewide - links to PROTECT Framework Core Function. The Protect Function outlines appropriate safeguards to ensure delivery of critical infrastructure services. The Protect Function supports the ability to limit or contain the impact of a potential cybersecurity event. This project links to National Preparedness Goal Core Capability for Cybersecurity and follows NIST Cyber Security Framework.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

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 +
SHSP	$ 229,140	$	%	$
UASI	$0	$0	%0	$0
Total:	**$ 229,140**	**$**	**%**	**$**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100-character max)

Security Skills Professional Development for State ISOs

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

State of Nevada Enterprise IT Services

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	SHSP	$ 229,140
FY 2015 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.)

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

☐ **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):

$0

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.

In the Nevada Threat Hazard Identification Risk Assessment (THIRA) and State Preparedness Report (SPR), cyber security is listed as a high priority core capability. Cybersecurity is listed nationally as a primary threat. Nevada THIRA is groundwork for all potential events and a resource Nevada Commission on Homeland Security uses to vote on top 5 priorities Nevada will focus on. NCHS listed cybersecurity as #1 priority to be addressed. The cybersecurity professional development project for the State of Nevada is one component of statewide need to address Cybersecurity at Protection level. Investment Justification represents the steps selected to continue to address the statewide cyber security capability deficit identified. Target capability is to implement and maintain procedures to detect malicious activity and to conduct technical and investigative-based countermeasures, mitigations, and operations against malicious actors to counter existing and emerging cyber-based threats, consistent with established protocols and law enforcement methods. This involves planning, measuring, monitoring, analysis and corrective action. Nevada State Comprehensive Emergency Management Plan listed threats/hazards most likely to encounter: Technological and Accidental, blackouts, hazardous materials, building/structural; defects, local power and/or communication loss, cyber-attacks/threats; Natural Disasters, flood, severe weather, fires, earthquakes, winter storms/cold; Terrorist Hazards, biological, chemical, explosions, cyber-

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attack. Training continues to rate low in POETE (planning, organization, equipment, training and exercise) scoring of cyber security core capability. Approach tracks capabilities-based planning model as outlined by DHS, aligns with format used by State Preparedness Report (SPR) evaluation tool. The funding requested in this investment justification will be used to address this recognized gap in training. Training continues to obstruct effective response capabilities.

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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Attribute Name	**Description**	**Application Instructions**
Project Name	Security Skills Professional Development for State ISOs	Provide a title for specified project (100-character max). Title must reflect nature of work to be completed under the project.
Project Description	Provide 60 ppl cybersecurity professional development; SANS Voucher Program to State, County, and City Government Information Security Officers (ISO) - statewide	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*.
Sub-Recipient Name	State of Nevada, Enterprise Information Technology Services (EITS)	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	State	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	89701	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	Cybersecurity	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	No	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)

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	$ 229,140 Dollar amount for state professional development on planning functions	01/19 – 6/19 Identify the amount of funds in the project that will be for planning activities.
Organization	$0	Identify the amount of funds in the project that will be for organization activities.
Equipment	$0	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	$0	Identify the amount of funds in the project that will be for training activities.
Exercises	$0	Identify the amount of funds in the project that will be for exercise activities.
Total	$ 229,140	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 Lifecycle.

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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?	n/a	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	n/a	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?	n/a	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	Initiate	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	January 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	June 2019	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

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Construction Activity	n/a	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate	The authorization to begin work or resume work on any particular activity.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	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	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	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	The completion of all work on a project. Can also refer to completion of a phase of the project.	Involves formally terminating and concluding all tasks, activities, and component parts of a particular project, or phase of a project.

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For additional information on the Project Management Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/29/2018

1)	**PROJECT TITLE:**	Elko City Fire/Elko County Emergency Management
2)	**Proposing/Lead Agency:**	City of Elko
3)	**Proposed Project Manager:**	Jack Snyder

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.].

Elko Fire is this region's only hazardous materials response team as well as Aircraft Rescue Firefighting Team. The request for this equipment will Build and create sustainable resilient systems, and communities. We are the critical infrastructure and key resource lifeline to reduce the vulnerability to natural, technological, and human-caused threats. Elko Fire Department is requesting ten hand-held multi-band radios, five multi-band mobile radios, five cellular to LMR repeaters, and a mobile satellite system/satellite earth station transmitter and receiver. In order to ensure the capacity for timely communications in support of security, situational awareness, and operations; this critical equipment creates a redundancy system to ensure communications are always available. This will enhance all communications by all means available, among and between affected communities in the impact area and all response forces.

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:	LONG-TERM VULNERABILITY REDUCTION - [Mission Area: MITIGATION]
Secondary Core Capability:	OPERATIONAL COMMUNICATIONS - [Mission Area: RESPONSE]

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

NCHS FFY16 Priority	#5 - OPERATIONAL COMMUNICATIONS
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 procurement of the equipment will be accomplished by local, state and federal procurement procedures. The items will be purchased through a vendor, programmed by them and the equipment will be installed by a certified installer. This will be overseen by the City of Elko Fire Department.

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)	City of Elko Fire Department	Nevada	Jack Snyder
9(b)	Elko County Emergency Management	Nevada	Annette Kerr
9(c)			

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

Sustainment for all of the equipment will be maintained by the City Elko Fire Department and Elko County Emergency Management.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/29/2018

PROJECT TITLE (Autopopulate) Elko City Fire/Elko County Emergency Management

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
ten handheld multiband radios, five multiband mobile radios and accessories, five cellular to LMR repeaters, and a mobile satellite system/satellite earth station transmitter and receiver		$ 115,275.45	$ 115,275.45

12d) Training [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
			$ 0.00

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	$ 115,275.45	$ 115,275.45

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	Present to the Resillency Commision	Dec 2018	Jan 2018	1
3	Equipment goes out to bid	Jan 2019	Feb 2019	1
4	Purchase Equipment	Feb 2019	Mar 2019	1
5	Installation and programming of Equipment	Mar 2019	April 2019	1
6				
7				
8				
9				
10				
11				
12				
13				

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

	Agency Name	City of Elko Fire Dept/Elko County Emergency Management	**Project Manager Name & Contact #**	Jack Snyder. 775-777-7350		**Grant Manager Name & Contact #**	Annette Kerr, 775-738-3421						
	IJ TITLE:	**City of Elko/Elko County Emergency Management Radios**											
		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								$ -					$ -
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								$ -					$ -
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									-				-
10									-				-
11									-				-
12									-				-
13									-				-
14									-				-
	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								-					-
	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	Portable Radios	all band portable radios				10	5,338.26	$ 53,382.60	Operational Coordination	Operational Coordination	06CP-01-MOBL	SHSP	53,382.60
38	Mobile Radios	all band mobile radios				5	4,255.27	$ 21,276.35	Operational Coordination	Operational Coordination	06CP-01-PORT	SHSP	21,276.35
39	Speaker Mics	speaker mics				10	401.50	$ 4,015.00	Operational Coordination	Operational Coordination	06CP-03-PRAC	SHSP	4,015.00
40	Spare Batteries	Spare portable batteries				10	109.50	$ 1,095.00	Operational Coordination	Operational Coordination	10BC-00-BATT	SHSP	1,095.00
	Mobile radio Installation	Mobile Radio Installation				5	325.00	$ 1,625.00	Operational Coordination	Operational Coordination	21gn-00-INST	SHSP	1,625.00
	Radio Programming	programming of radios				15	50.00	$ 750.00	Operational Coordination	Operational Coordination	21gn-00-INST	SHSP	750.00
41	Battery Charger	6 bank battery chager				1	912.50	$ 912.50	Operational Coordination	Operational Coordination	10BC-00-SOLR	SHSP	912.50
42	Land Mobile Radio Int	Cradlepoint NetCloud Essentials for Mobile Routers (Prime) with IBR900-600M-NPS, 1-yr MA1-0900600MNNA, JPS Interoperability Cable jps-cable				5	1,469.30	$ 7,346.50	Operational Coordination	Operational Coordination	06CP-02-BRDG	SHSP	7,346.50
43	Satelite, Mobile	Mobile Satelite Internet System				1	19,949.00	$ 19,949.00	Operational Coordination	Operational Coordination	06CC-04-EQSD	SHSP	19,949.00
	Satelite installation	Installation				1	1,525.00	$ 1,525.00	Operational Coordination	Operational Coordination	21gn-00-INST	SHSP	1,525.00

44	**Idirect Modem**	Satellite Data, Standard iDirect Modem Provisioning fee, 12 months service fee				1	2,899.00	$ 2,899.00	Operational Coordination	Operational Coordination	06CC-04-SADS	SHSP	2,899.00
45	**Generator**	Honda 2,000-Watt Super Quiet Gasoline Powered Portable Inverter Generator				1.00	499.50	$ 499.50	Operational Coordination	Operational Coordination	10GE-00-GENR	SHSP	499.50
	EQUIPMENT Sub-Total							$ 115,275.45					$ 115,275.45

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.

Narrative HERE

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	**$ 115,275.45**		**$ 115,275.45**

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency
HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

OMB Control Number: 1660-0125

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.

The City of Elko and Elko County Emergency Management THIRA evaluation processes identified the Core Capability of Long-term Vulnerability Reduction and Operational Communications as an important element of homeland security and government functions. The THIRA identified assessments in the emphasis of the need for Long-term Vulnerability Reduction and operational communications. The evaluation processes (THIRA) have provided baseline capability levels for comparative analysis to gauge progress in planning, training, and exercise efforts under the NIMS requirements for the state, jurisdictions, and tribes. A recurring theme is the need for interoperable communications among local, State, and Federal responders to direct response and recovery actions during a crisis. Elko Fire is this region's only hazardous materials response team as well as Aircraft Rescue Firefighting Team. The request for this equipment will Build and create sustainable resilient systems, and communities. We are the critical infrastructure and key resource lifeline to reduce the vulnerability to natural, technological, and human-caused threats. Elko Fire Department is requesting ten handheld multiband radios, five multiband mobile radios, five cellular to LMR repeaters, and a mobile satellite system/satellite earth station transmitter and receiver. In order to ensure the capacity for timely communications in support of security, situational awareness, and operations; this critical equipment creates a redundancy system to ensure communications are always available. This will enhance all communications by all means available, among and between affected communities in the impact area and all response forces.

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 calculate the Percentage will Automatically calculated in the table below. The GRT will automatically

total when applicants transfer funding. Please note that M&A should be calculated Investment level. Their answers. The total M&A percentage may not exceed five percent (5%) of the allocated level per funding source (e.g., SHSP, UASI) and not at the individual

Program	Request Amount	M&A Amount	M&A Percentage	Subtotal (Request Amount + M&A)
SHSP	$115,275.45	$0	%0	$115,275.45
UASI	$	$	%	$
Total:	$	$	%	$

PART II. SPECIFIC INVESTMENT INFORMATION

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

Long-term Vulnerability Risk Reduction/Emergency Communications

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

City of Elko and Elko County Emergency Management

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	$115,375.45
Proposed Amount		**$**

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): $ 0.00

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.

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

The City of Elko Fire Department and Elko County Emergency Management THIRA evaluation processes identified the Core Capability of Long-term Vulnerability Reduction and Operational Communications as an important element of homeland security and government functions. These annual assessments form the foundational components of the City of Elko and Elko County Emergency Management Program. The evaluation processes (THIRA) have provided baseline capability levels for comparative analysis to gauge progress in planning, training, and exercise efforts. The SPR POETE lists interoperable communications between responders as a functional area of capability gap within planning and long-term vulnerability reduction which will enhance our resiliency. The improvement and enhancement of radio communications within and outside of their main area of response. Due to the limitations of digital radio communications in rural and mountainous areas that have become prevalent following the transition of analog to digital communication, the current equipment request (multi-ban mobile, portable radios, cellular to LMR repeaters and satellite dish) can be taken into remote and mountainous areas to expand radio communications, or be used as an emergency replacement for an existing radio repeater in the event it is rendered inoperable, such as during a domestic terrorist attack, sustaining communications operability. By purchasing this equipment it will help with the NG911 project, emergency communication in Elko County will not only increase its capability, it will continue to support the National and Statewide Interoperability Communications Plans through investing in the broadband-related projects and bringing interoperability to Northeastern Nevada as it is non-existent at this time. This project aligns with the SAFECOM guidance and the needs identified in the Nevada Statewide Interoperability Plan (SCIP).

PART III. PROJECT INFORMATION

All of the requested funding must be associated with specificprojects. For each project several pieces of information, or attributes, must be provided in order to submit the project for consideration in setthe application. The tables below list each attribute, followed by a description and a 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 collected several of the project attributes. The applicant may then use the information in the worksheet for rapid transfer to the GRT interface. Recipients Each project will be given a unique identifier as it is submitted via the GRT. 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 the GRT an error message will appear and the applicant will not be able to submit application.

The GRT will provide a list of sub-recipients from previous awards. Alternatively, the applicant will have the opportunity to add a new sub-be recipient to the list. The attribute of `Sub-recipient type' will that auto-populated based on the sub-recipient selection. The applicant must ensure 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	Emergency Communications	City of Elko Fire Department and Elko County Emergency Management Emergency Communications Equipment and Software Installation.
Project Description	Descriptive Narrative of the Project	This project is intended to facilitate emergency communication coordination between all responders, including all levels of government, public, private and nongovernmental organizations. The desired goal of this project is to enable response to high-level emergency communications due to terrorism incidents, identification of possible terrorist activities, and the ability to share information with state fusion centers, law enforcement, first responders and EMS and protect life and property by installing equipment and software for emergency communications system.
Sub-Recipient Name	Organization Name of the Sub-recipient who will be executing the project	**City of Elko and Elko County Emergency Management**
Recipient Type	State or Local recipient for purposes of meeting the 80% pass through requirement	**Local**
Project Location	Zip code of the primary location of the project	89801
Primary Core Capability	Primary Core Capability that the Project will impact	Operational Communications
Sustain or Build	Indicates whether the project will sustain or build a core capability	Build
Deployable	Indicates if the assets or activities of the project are deployable to other states.	No
Shareable	Indicates if the assets or activities of the project are shareable within the state or with other states because the activities assets are not physically deployable.	Yes

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	Dollar Amount of the Project supporting Planning	0
Organization	Dollar Amount of the Project supporting Organization	0
Equipment	Dollar Amount of the Project supporting Equipment	$115,275.45
Training	Dollar Amount of the Project supporting Training	0
Exercises	Dollar Amount of the Project supporting Exercises	0
Total	Total dollar amount for the project.	$115,275.45

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.

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NOT

Attribute Name	Description	Application Instructions
Does the Project Support a Previously Awarded Investment?	Indicates if the project is related to an investment awarded in a previous year.	No
If yes, from which year?	Fiscal Year of the previous award.	
If Yes, which investment?	The previously awarded investment that the project supports.	
What is the Last Completed milestone of the previous investment?	A description of the last completed milestone from the previously awarded investment.	
Project Management Step	The current Project Life-cycle phase the previously awarded investment, or the new project.	Initiate
Start Date	Start Date of the Project/Previously Awarded Investment	January 1, 2019
End Date	End Date of the Project/Previously Awarded Investment	September 30, 2019

III. C. Project Implementation and Management (continued)

Attribute Name	Description	Application Instructions
Construction Activity	Indicates whether activities of the project will involve construction, renovation, retrofitting or modifications to an existing structure.	No

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	The authorization to begin work or resume work on any particular activity.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	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	The period within the project life-cycle during which the actual work of creating the project's deliverables is carried out.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	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	The completion of all work on a project. Can also refer to completion of a phase of the project.	Involves formally terminating and concluding all tasks, activities, and component parts of a particular project, or phase of a project.

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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.*

Nevada Homeland Security Grant Program (HSGP)
Project Proposal for FFY16 HSGP Funding Description

Date Submitted
11/28/2018

1)	**PROJECT TITLE:**	East Fork Fire District 2018 Radio Program
2)	**Proposing/Lead Agency:**	East Fork Fire Protection District
3)	**Proposed Project Manager:**	David Fogerson

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.].

To establish updated operational communications for East Fork Fire Protection District, a bi-state and quad county response organization. East Fork has an economical version of a radio that was designed to get us through the FCC narrowbanding update. Since that update, technology has greatly improved that East Fork would like to take advantage of this opportunity provide operational communications with our adjoining agencies including Douglas County Sheriff's Office, Tahoe Douglas Fire, Carson City Fire, Carson City Sheriff, Alpine County, Mono County, Lyon County agencies and Storey County. This update will enable us to share informational and intelligence with these agencies while jointly coordinating incident response and community recovery. These radios can be used in our role as members of the Quad County Haz Mat Response Team and connect to our SCBA face masks via Bluetooth technology to provide enhanced communications in hazardous atmospheres. It will place us on the same footing as other Douglas County public safety agencies.

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:	OPERATIONAL COMMUNICATIONS - [Mission Area: RESPONSE]
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	#5 - OPERATIONAL COMMUNICATIONS
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

As soon as finances are available, East Fork will purchase the radios. Once obtained, programming will be accomplished in-house, training completed and radios assigned. They will be used in emergency response and evaluated in exercise play.

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)	East Fork Fire Protection District	Special District within Douglas County, NV	Dave Fogerson
9(b)			
9(c)			

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

To sustain a radio, annual preventive maintenance and reprogramming is necessary to stay abreast of frequency changes. East Fork contracts with Douglas County to conduct these services on an annual basis for all of our radios. This is already accounted for in our annual budget.

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

PROJECT TITLE (Autopopulate) East Fork Fire District 2018 Radio Program

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
20 of Motorola APX6000 VHG MHZ 3.5 Portable Radios with digital operation in green high impact housing. Units will include charger and lithium ion battery packs. AEL # 06CP-01-PORT		$ 97,540.00	$ 97,540.00

12d) Training [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
			$ 0.00

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	$ 97,540.00	$ 97,540.00

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	Purchase radios	1/2019	1/2019	1
3	Receive and program radios	2/2019	3/2019	2
4	Train personnel on use of the radios; utilize radios in exercises	4/2019	4/2019	1
5	Radios in service	4/2019	5/2019	1
6				
7				
8				
9				
10				
11				
12				
13				

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

	Agency Name	East Fork Fire Protection District	**Project Manager Name & Contact #**	David Fogerson (775) 230-0672		**Grant Manager Name & Contact #**	Toni Braga (775) 782-9040						
	IJ TITLE:	**East Fork Fire 2018 Radio Program**											
		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								$ -					$ -
	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								$ -					$ -
	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									-				-
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								-					-
	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 ACTIVITIES - 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	Enhance	Local									
37		Motorola APX6000 VHG MHZ 3.5 Portable Radios with digital operation in green high impact housing. Units will include charger and lithium ion battery packs.				20	4,877.00	$ 97,540.00		Operational Coordination	06CP-01-PORT	UASI	97,540.00
	EQUIPMENT Sub-Total							$ 97,540.00					$ 97,540.00

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.

Motorola APX6000 VHG MHZ 3.5 Portable Radios with digital operation in green high impact housing. Units will include charger and lithium ion battery packs. Radios are P25 compliant. Program will be completed by June 2019.

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	**$ 97,540.00**		**$ 97,540.00**

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

East Fork Fire Protection District is the fire, EMS and emergency management provider for 96% of Douglas County, immediately south of our State Capital with Lake Tahoe in our sphere. We are members of the Quad County Hazardous Materials Response Team which provide protection to four Counties and eight Fire Districts in Northern Nevada including the State Capital, Lake Tahoe, Tahoe Reno Industrial Center, West Coast Starbucks Roasting Plant and major highways. We have automatic aid with our immediate partners and the leading partner in Quad County Multi-Agency Coordination.

This response area requires us to be prepared for all of the hazards within the hazard mitigation plans for the Quad County region including earthquakes, wildland fires, floods, active assailant/hostile event, complex coordinated terrorist act, agro-terrorism, along with our normal day-to-day calls of medical incidents and structure fires. Operational communications is an essential piece of our response. The lack of operational communications has been identified in various after action reports for real life incidents and for our regional exercises. Operational communications requires employees to be trained in effective communication methods along with effective use of our radio system. It also requires the infrastructure of the radio system, including handheld radios for responders, to occur.

We have an economy version of a portable radio that was purchased in the narrow banding phase of FCC regulations. As technology has progressed, our partners are using encrypted frequencies and Vote

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Scan technology, something we do not possess, creating a communications gap. We need to invest in a new radio platform which will enable us to engage in operational communications with our essential partners to protect the fire and life safety needs of our community. This will enable us to maintain situational awareness, provide automatic and mutual aid response and readily share information and intelligence.

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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 +
SHSP	$97,540.00	$0.00	0%	$ 97,540.00
UASI	$	$	%	$
Total:	**$**	**$**	**%**	**$**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

East Fork Fire District 2018 Radio Program

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

East Fork Fire Protection District

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	$97,540.00
FY 2015 Proposed Amount		**$**

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.)

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☐ **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):

$0.00

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.

Our role as Douglas County Emergency Management provides us with the opportunity to provide input to the THIRA and SPR based upon what we see as local issues. This makes these documents good reference documents for us, as they do a great job of reflecting our local issues. To say they drove our priorities or to say our priorities may have influenced them is a good question.

The 2016 priorities include operational communications, operational coordination and intelligence, and information sharing. Enhancing East Fork Fire's capabilities with new technology radios will begin to close the gap in selected parts of each of these priorities for our community.

Page 8 of the Nevada 2016 THIRA, indicates Operational Coordination as a capability target that is lacking for our major hazards. Operational communications improves the operational coordination as it will enable East Fork Fire to communicate with our law enforcement, fire, EMS and emergency management partners to share situational awareness and begin a faster unified command process. This is also reflected on page 57 of the 2016 SPR with the desire to increase the capability of operational coordination.

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The enhanced radios will also enable us to close some of the gaps in intelligence and information sharing that is indicated on page 12 of the 2016 THIRA by allowing us to share critical communications between agencies due to encrypted frequency enablement and vote scan. This is also reflected on page 57 of the 2016 SPR with the desire to increase the capability of information and intelligence sharing.

The largest gap closer is in Operational Communications, listed on page 35 of the 2016 THIRA. These radios will enable us to engage in communications at incident scenes with our partners including local law enforcement, federal wildland fire and law enforcement agencies, and surrounding fire/EMS agencies, immediately through training provided to the user in how to select the group and channel when necessary for inter-operable communications. Page 60 of the 2016 SPR indicates the State desires to continue to increase the capability of operational communications.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

Attribute Name	**Description**	**Application Instructions**
Project Name	Descriptive Identifier of the Project	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	Descriptive Narrative of the Project	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*.
Sub-Recipient Name	Organization Name of the Sub-recipient who will be executing the project	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	State or Local recipient for purposes of meeting the 80% pass through requirement	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	Zip code of the primary location of the project	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	Primary Core Capability that the Project will impact	Every project must support a Core Capability. Select the primary core capability associated with this project.
Sustain or Build	Indicates whether the project will sustain or build a core capability	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	Indicates if the assets or activities of the project are deployable to other states.	Is the core capability supported by this project deployable to other jurisdictions? (Yes/No)
Shareable	Indicates if the assets or activities of the project are shareable within the state or with other states because the activities assets are not physically deployable.	Is the core capability supported by this project shareable with other jurisdictions? (Yes/No)

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	Dollar Amount of the Project supporting Planning	Identify the amount of funds in the project that will be for planning activities.
Organization	Dollar Amount of the Project supporting Organization	Identify the amount of funds in the project that will be for organization activities.
Equipment	Dollar Amount of the Project supporting Equipment	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	Dollar Amount of the Project supporting Training	Identify the amount of funds in the project that will be for training activities.
Exercises	Dollar Amount of the Project supporting Exercises	Identify the amount of funds in the project that will be for exercise activities.
Total	Total dollar amount for the project.	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 Lifecycle.

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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?	Indicates if the project is related to an investment awarded in a previous year.	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?	Fiscal Year of the previous award.	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	The previously awarded investment that the project supports.	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?	A description of the last completed milestone from the previously awarded investment.	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	The current Project Lifecycle phase of the previously awarded investment, or the new project.	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	Start Date of the Project/Previously Awarded Investment	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	End Date of the Project/Previously Awarded Investment	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

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Construction Activity	Indicates whether activities of the project will involve construction, renovation, retrofitting or modifications to an existing structure.	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate	The authorization to begin work or resume work on any particular activity.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	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	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	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	The completion of all work on a project. Can also refer to completion of a phase of the project.	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 Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/30/2018

1)	**PROJECT TITLE:**	Hazardous Materials Swift Water Spill Containment Response Trailer
2)	**Proposing/Lead Agency:**	City of Reno Fire Department
3)	**Proposed Project Manager:**	Eric Millette

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 this project is to improve the response capabilities of the TRIAD Regional Response Team to mitigate any hazardous materials spills that would occur in the Truckee River and any other waterways within the State through the purchase of the requested equipment. Washoe County LEPC and the TRIAD Hazardous Materials Response Team recognized that any spill that would occur in the Truckee River currently would have to be mitigated by a private contractor. The contractors may or may not have the necessary resources available to respond to such an incident. Through SERC/HMEP funding, Washoe County LEPC and the TRIAD sponsored a Swift Water Spill Containment course in November 2018 resulting in 90 personnel that received training.

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:	SITUATIONAL ASSESSMENT - [Mission Area: RESPONSE]
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

Upon receipt of grant funding, the requested equipment will be purchased by the City of Reno FD and placed in service by the TRIAD Regional HAZMAT Response Team. The necessary training was completed in November 2018.

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)			
9(b)			
9(c)			

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

The equipment purchased will be maintained by the TRIAD Hazmat Team and will not require any additional funding for sustainment.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/30/2018

PROJECT TITLE (Autopopulate) Hazardous Materials Swift Water Spill Containment Response Trailer

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
This request to purchase a fully equipped Swiftwater Spill Response Trailer for hazardous materials spill containment in waterways.		$ 35,281.31	$ 35,281.31

12d) **Training** [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
			$ 0.00

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	$ 35,281.31	$ 35,281.31

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	Purchase equipment	02/2019	04/2019	2
3	Place trailer in service	04/2019	04/2019	1
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

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

	Agency Name	City of Reno Fire Department	**Project Manager Name & Contact #**	Eric Millette 775-846-1378		**Grant Manager Name & Contact #**	Chief Dave Cochran 775-334-2300						
	IJ TITLE:	**Hazardous Materials Swift Water Spill Containment Response Trailer**											
		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								$ -					$ -
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								$ -					$ -
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									-				-
10									-				-
11									-				-
12									-				-
13									-				-
14									-				-
	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								-					-
	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		Swift Water Spill Containment Response Trailer.				1		$ -	Operational Coordination	Physical Protective Measures			-
38		6'x12' Tandem Axle Trailer				1	6,227.00	$ 6,227.00					6,227.00
39		50 ' Swiftwater Boom with Top-Tensions Cable and Ballast Chain				20	624.00	$ 12,480.00					12,480.00
40		Swiftwater Tow Bridles with Float				4	64.00	$ 256.00					256.00
41		1/3 MeterBoom Vane				1	14,015.00	$ 14,015.00					14,015.00
42		Boom Vane Packaging				1	300.00	$ 300.00					300.00
43		Sand Stakes				6	120.00	$ 720.00					720.00
44		T posts				6	4.18	$ 25.08					25.08
45		Rope, Carabiners, shackles pulleys, slings, sledge hammer pre sewn lops				1.00	1,258.23	$ 1,258.23					1,258.23
46		-					-	$ -					-
	EQUIPMENT Sub-Total							$ 35,281.31					$ 35,281.31

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 Swift Water Spill Response Trailer contains the equipment listed above. The items listed are included in a system approch to mitigate a hazardous materials spills in a swift water environment.

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	$ 35,281.31		$ 35,281.31

PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION
PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

Protecting vital waterways is paramount for the health of most communities. Unfortunately, water is also the one of the hardest infrastructure items to protect. The Truckee River not only supplies Washoe County with drinking water and irrigation, but also supplies many other communities downstream including Lockwood, the Reno Tahoe Industrial Park, Fernley and the Pyramid Lake. This request will not only sustain but will enhance the capabilities of the TRIAD Regional Hazardous Materials Team with more advanced tools to contain a spills in rivers and lakes. Through SERC funding, the Team has already been trained in the advanced methods of containing spills in swift water situations. The tools requested will allow the Team to not rely upon private contractors to contain hazardous materials spills in the Truckee River and other waterways. Through DEM, the Team is available for response throughout the state if Nevada.

The Primary Core Capability of the grant request is Situational Assessment with Operational Coordination the Secondary Core Capability. The grant request aligns with Nevada's NCHS FY 2016 Priority of Operational Coordination.

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 +
SHSP	$	$	%	$35281.31
UASI	$	$	%	$
Total:	**$**	**$**	**%**	**$35281.31**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

Truckee River Hazardous Materials Spill Containment Response Trailer

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

City of Reno

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	$35,281.31
FY 2015 Proposed Amount		**$**

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** **X 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):

$0.00

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.

The Truckee River Response Plan outlines the response guidelines for the numerous agencies responsible for protecting the waterway. Washoe County Emergency Management and the TRIAD recognize the reliance on private contractors to mitigate a hazardous materials spill in the river. With I 80, the fuel pipeline and the UP Railroad all running through the Truckee River Corridor, the risk of a catastrophic hazardous materials incident is real. There have been instances within the recent past that private contractors have not been readily available to respond to other incidents within Northern Nevada. After reviewing our response capabilities and understanding these risks, the need for responders to be trained and equipped became a high priority for Washoe LEPC and Washoe County Emergency Management. This grant request with sustain and enhance the TRIAD Hazardous Materials Team's level of response through the purchase of equipment specifically focused on swift water spill containment.

Nevada Homeland Security Grant Program (HSGP)
Project Proposal for FFY16 HSGP Funding Description

Date Submitted

1)	**PROJECT TITLE:**	Pyramid Lake Emergency Response Community Response Training Project
2)	**Proposing/Lead Agency:**	Pyramid Lake Paiute Tribe Emergency Response
3)	**Proposed Project Manager:**	Donald J. Pelt, Emergency Response Coordinator

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.].

This grant is new to Pyramid Lake Paiute Tribe's Emergency Response Department. With this grant, it will allow for Pyramid Lake's Emergency Response Department to establish a Community Emergency Response Training program to our three communities (Wadsworth, Nixon and Sutcliffe Nevada) and also to our local high school, Pyramid Lake JR/SR High School, as a vocational program in addition to our Emergency Medical Responder program currently being taught there.

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:	MASS SEARCH AND RESCUE OPERATIONS - [Mission Area: RESPONSE]
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	OPERATIONAL COORDINATION

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

Obtain information relating to cost to start program - Emergency Response Coordinator or designee
Draft budget for program - Emergency Response Coordinator or designee
Presentation to DEM - Emergency Response Coordinator or designee
Approval of project by DEM - DEM
Award of funds for project - DEM & Pyramid Lake Paiute Tribe Finance Office
Purchase of materials/equipment for training - Emergency Response Coordinator or designee
Presentation to all three communities and high school - Emergency Response Coordinator or designee

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)	Pyramid Lake Paiute Tribe Emergency Response Department	Pyramid Lake Paiute Tribe Reservation	Donald J. Pelt, Emergency Response Coordinator
9(b)			
9(c)			

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

Once this project is implemented, Pyramid Lake Emergency Response will work with tribal administration and school administration to sustain this project. Any funding post award will come from Pyramid Lake tribal funds and from Pyramid Lake JR/SR High School.

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

PROJECT TITLE (Autopopulate) Pyramid Lake Emergency Response Community Response Training Project

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
Develop polices, plans, procedures and strategies on what the target audience will be for each community. Develop polices, plans, procedures and strategies for instruction at Pyramid Lake JR/SR High School.		$ 0.00	$ 0.00

12b) Organization [Establishment of organization, structure, leadership, and operation]	LV-UASI	State-wide	SubTotal
Establish/develop orgaizational structure for program to include Lead CERT Trainer and any assistance to the leadership.		$ 0.00	$ 0.00

12c) Equipment [Procurement and installation of equipment, systems, facilities]	LV-UASI	State-wide	SubTotal
Purchase necessary equipment for CERT - $15,000 Purchase cargo trailer for CERT equipment - $5,500 Purchase securable shelving for CERT trailer $2,500		$ 23,000.00	$ 23,000.00

12d) Training [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
			$ 0.00

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
Instructor costs for various outside instructors		$ 25,000.00	$ 25,000.00

12g) PROJECT TOTALS	LV-UASI	State-wide	TOTAL
	$0.00	$ 48,000.00	$ 48,000.00

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	Purchase necessary equipment	01/2019	02/2019	2
3	Purchase cargo trailer and shelving	01/2019	01/2019	1
4	Advertise CERT Training in all three communities	02/2019	02/2019	1
5	Schedule CERT Training for all three communities	02/2019	04/2019	3
6	Present CERT Training option to JR/SR High School for School year 2019-2020	02/2019	02/2019	1
7	Conduct first CERT Training	04/2019	04/2019	1
8	Conduct second CERT Training	05/2019	05/2019	1
9	Conduct third CERT Training	06/2019	06/2019	1
10	Close grant	06/2019	07/2019	2
11				
12				
13				

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

	Agency Name	Pyramid Lake Paiute Tribe Emergency Response	Project Manager Name & Contact #	Donald J. Pelt (775)560-4417		Grant Manager Name & Contact #							
	IJ TITLE:	CERT											
		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								$ -					$ -
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								$ -					$ -
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.

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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									-				-
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.

Narrative HERE

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	$ -		$ -

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

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Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will

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automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2. Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to 10 individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

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Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10 Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685892345.shtm*).

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Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing

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As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

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- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities. Part II.

FY 2016 HSGP Investment Justification

PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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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.

The Pyramid Lake Paiute Tribal Reservation is a 742.2 square mile Indian Reservation located approximately 33 miles north of the city of Reno within Washoe, Lyon and Storey Counties. The Tribe faces a broad spectrum of hazards and employees an all-hazards fire rescue/EMS combination department, full-time law enforcement and rangers department to respond to incidents that include but not limited to natural disasters such as wild fires, floods and earthquakes. To add to these potential problems the Tribe relies heavily on revenues derived from tourism on and around the Pyramid Lake which requires our emergency services to be ready for potential acts of terrorism such as mass shootings on crowded beaches. By training community members in CERT the Tribe would be able to free up it's full-time, part-time and volunteer emergency services personnel to handles the emergences while CERT teams could be deployed in positions such as assisting in EOC operations, POD locations for things like food , water or medical services as well as traffic control and evacuations of innocent bystanders. A well trained CERT team is an absolute asset to the government as it allows for the Tribe to reestablish order to its communities in any emergency situation. The Tribe would also make our CERT team available to our neighboring communities in their times of need as the Tribe is an active member of the Nevada intra-state mutual aid compact.

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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 +
SHSP	$25,000	$25,000	100%	$25,000
UASI	$0	$0	0%	$0
Total:	**$25,000**	**$25,000**	**100%**	**$25,000**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

Pyramid Lake Emergency Response Community Response Training

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

Pyramid Lake Paiute Tribe

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 or UASI	$48,000.00
FY 2015 Proposed Amount		**$48,000.00**

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**

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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):

$0.00

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.

The Pyramid Lake Paiute Tribal Reservation has worked in conjunction with our regional partners within Washoe County to draft and implement numerous mutual/automatic aid documents for both Fire and Law Enforcement, as well as being active participants in the Washoe County Regional Emergency Operations Plan, THRIA, COOP, All Hazards Mitigation Plan, and Regional Flood Plans. On the State level the Tribe has opted into the Nevada Intrastate Mutual Aid Agreement, and serves on the Nevada Resilience Commission. Our Fire Rescue/EMS trains with our local Law Enforcement agencies in anti-terrorism and active shooter drills.
By funded a well-trained CERT team the Tribe will have additional assistance from the community when dealing with large scale natural disasters, civil disorder and acts of terrorism both on and off the Reservation as we would make our CERT team available to other Tribal Nations and neighboring jurisdiction's in their time of need.

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

Attribute Name	Description	Application Instructions

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Project Name	Descriptive Identifier of the Project	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	Descriptive Narrative of the Project	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*.
Sub-Recipient Name	Organization Name of the Sub-recipient who will be executing the project	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	State or Local recipient for purposes of meeting the 80% pass through requirement	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	Zip code of the primary location of the project	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	Primary Core Capability that the Project will impact	Every project must support a Core Capability. Select the primary core capability associated with this project.
Sustain or Build	Indicates whether the project will sustain or build a core capability	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	Indicates if the assets or activities of the project are deployable to other states.	Is the core capability supported by this project deployable to other jurisdictions? (Yes/No)
Shareable	Indicates if the assets or activities of the project are shareable within the state or with other states because the activities assets are not physically deployable.	Is the core capability supported by this project shareable with other jurisdictions? (Yes/No)

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	Dollar Amount of the Project supporting Planning	Identify the amount of funds in the project that will be for planning activities.
Organization	Dollar Amount of the Project supporting Organization	Identify the amount of funds in the project that will be for organization activities.
Equipment	Dollar Amount of the Project supporting Equipment	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	Dollar Amount of the Project supporting Training	Identify the amount of funds in the project that will be for training activities.
Exercises	Dollar Amount of the Project supporting Exercises	Identify the amount of funds in the project that will be for exercise activities.
Total	Total dollar amount for the project.	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 Lifecycle.

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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?	Indicates if the project is related to an investment awarded in a previous year.	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?	Fiscal Year of the previous award.	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	The previously awarded investment that the project supports.	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?	A description of the last completed milestone from the previously awarded investment.	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	The current Project Lifecycle phase of the previously awarded investment, or the new project.	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	Start Date of the Project/Previously Awarded Investment	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	End Date of the Project/Previously Awarded Investment	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

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Construction Activity	Indicates whether activities of the project will involve construction, renovation, retrofitting or modifications to an existing structure.	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate	The authorization to begin work or resume work on any particular activity.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	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	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	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	The completion of all work on a project. Can also refer to completion of a phase of the project.	Involves formally terminating and concluding all tasks, activities, and component parts of a particular project, or phase of a project.

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For additional information on the Project Management Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11-30-2018

1)	**PROJECT TITLE:**	Pyramid Lake Emergency Response SCBA Equipment Project
2)	**Proposing/Lead Agency:**	Pyramid Lake Paiute Tribe Emergency Response
3)	**Proposed Project Manager:**	Donald J. Pelt, Emergency Response Coordinator

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.].

This grant is new to Pyramid Lake Paiute Tribe's Emergency Response Department. With this grant, it will allow for Pyramid Lake's Emergency Response Department to purchase much needed equipment to replace outdated and non-compliant breathing apparatus for our personnel. Additionally, it will allow for the purchase of and replacement of older self-contained breathing apparatus masks in various sizes so that all personnel are able to be fitter properly for response to any type of immediate danger or life hazardous incident.

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:	PHYSICAL PROTECTIVE MEASURES - [Mission Area: 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	OPERATIONAL COORDINATION

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

Obtain information relating to cost of equipment - Emergency Response Coordinator or designee
Draft budget for purchase of equipment - Emergency Response Coordinator or designee
Presentation to DEM - Emergency Response Coordinator or designee
Approval of project by DEM - DEM
Award of funds for project - DEM & Pyramid Lake Paiute Tribe Finance Office
Purchase of equipment - Emergency Response Coordinator or designee
Training on equipment use, care and safety - Training Coordinator or designee
Equipment put into service - Emergency Response Coordinator or designee

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)	Pyramid Lake Paiute Tribe Emergency Response Department	Pyramid Lake Paiute Tribe Reservation	Donald J. Pelt, Emergency Response Coordinator
9(b)			
9(c)			

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

Once this project is implemented, Pyramid Lake Emergency Response will work with tribal administration to sustain this project. Any funding post award will come from Pyramid Lake tribal funds.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11-30-2018

PROJECT TITLE (Autopopulate) Pyramid Lake Emergency Response SCBA Equipment Project

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
Develop polices, plans, procedures and strategies on how to properly use, clean and care for new equipment. Fit test all personnel so that a correct SCBA mask can be issued.	$0.00	$ 0.00	$ 0.00

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

12c) **Equipment** [Procurement and installation of equipment, systems, facilities]	LV-UASI	State-wide	SubTotal
Purchase (8) SCBA cylinders from approved vendor - $13,000 Purchase 16 SCBA masks (S, M, L, XL) - $6,000		$ 18,840.00	$ 18,840.00

12d) **Training** [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
Fit test personnel with proper SCBA mask. Train personnel on how to properly fill SCBA tanks with air. Train personnel on how to properly don and doff SCBA packs		$ 0.00	$ 0.00

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	$ 18,840.00	$ 18,840.00

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	Solicit quote from three approved vendors	1/2019	2/2019	1
3	Process purchase orders and place order with selected vendor	2/2019	2/2019	1
4	Receive order of equipment	3/2019	3/2019	1
5	FIT test personnel	4/2019	4/2019	1
6	Train Personnel	4/2019	5/2019	2
7	Place equipment in service	5/2019	5/2019	1
8	Close grant	6/2019	6/2019	1
9				
10				
11				
12				
13				

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

	Agency Name	Pyramid Lake Paiute Tribe Emergency Response	Project Manager Name & Contact #	Donald J. Pelt (775)560-4417		Grant Manager Name & Contact #							
	IJ TITLE:	SCBA											
		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								$ -					$ -
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								$ -					$ -
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.

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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									-				-
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		Scott SCBA Air Pack Cylinder				8	1,625.00	$ 13,000.00	Physical Protective Measures	Operational Coordination	01AR-01-SCBC		13,000.00
38		Scott SCBA Mask - Small				4	365.00	$ 1,460.00	Physical Protective Measures	Operational Coordination	16AD-01-PPE		1,460.00
39		Scott SCBA Mask - Med				4	365.00	$ 1,460.00	Physical Protective Measures	Operational Coordination	16AD-01-PPE		1,460.00
40		Scott SCBA Mask - Large				4	365.00	$ 1,460.00	Physical Protective Measures	Operational Coordination	16AD-01-PPE		1,460.00
41		Scott SCBA Mask - XL				4	365.00	$ 1,460.00	Physical Protective Measures	Operational Coordination	16AD-01-PPE		1,460.00
42								$ -					-
43								$ -					-
44								$ -					-
45								$ -					-
46								$ -					-
	EQUIPMENT Sub-Total							$ 18,840.00					$ 18,840.00

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.

Narrative HERE

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	$ 18,840.00		$ 18,840.00

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

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PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

The Pyramid Lake Paiute Tribal Reservation is a 742.2 square mile Indian Reservation located approximately 33 miles north of the city of Reno within Washoe, Lyon and Storey Counties. The Tribe faces a broad spectrum of hazards and employees an all-hazards Fire Rescue/EMS combination department, full-time Law Enforcement and Rangers department to respond to incidents that include but not limited to natural disasters such as wild fires, floods and earthquakes. To add to these potential problems the Tribe relies heavily on revenues derived from tourism on and around the Pyramid Lake which requires our emergency services to be ready for potential acts of terrorism and civil disorder such as mass shootings on crowded beaches.

By updating our out of date and no longer NFPA complainant Self Contained Breathing Apparatus (SBCA's) our Fire and Law Enforcement personnel would be able to safely breathe in a life hazard air environment and successfully complete their missions and potentially save lives. The Fire Department would make our new SCBA's readily available to our Law Enforcement partners both on and off the Reservation.

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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 +
SHSP	$0	$0	%0	$0
UASI	$0	$0	%0	$0
Total:	**$0**	**$0**	**%0**	**$0**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

Pyramid Lake Emergency Response SCBA Equipment Project

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

Pyramid Lake Paiute Tribe

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 or UASI	$18,840.00
FY 2015 Proposed Amount		**$**

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.)

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☐ **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):

$0.00

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.

The Pyramid Lake Paiute Tribal Reservation has worked in conjunction with our regional partners within Washoe County to draft and implement numerous mutual/automatic aid documents for Fire and Law Enforcement, as well as being active participants in the Washoe County Regional Emergency Operations Plan, THRIA, COOP, All Hazards Mitigation Plan, and Regional Flood Plans. On the State level the Tribe has opted into the Nevada Intrastate Mutual Aid Agreement, and serves on the Nevada Resilience Commission. Our Fire Rescue/EMS trains with our local Law Enforcement agencies in anti-terrorism and active shooter drills.

By funded the replacement of our out of date SCBA's the fire department and police department will be better prepared to meet the challenges of responding to life hazardous air environments when working at large scale natural disasters, civil disorder and acts of terrorism both on and off the Reservation as we would make our equipment available to other Tribal Nations and neighboring jurisdiction's in their time of need.

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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Attribute Name	**Description**	**Application Instructions**
Project Name	Descriptive Identifier of the Project	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	Descriptive Narrative of the Project	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*.
Sub-Recipient Name	Organization Name of the Sub-recipient who will be executing the project	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	State or Local recipient for purposes of meeting the 80% pass through requirement	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	Zip code of the primary location of the project	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	Primary Core Capability that the Project will impact	Every project must support a Core Capability. Select the primary core capability associated with this project.
Sustain or Build	Indicates whether the project will sustain or build a core capability	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	Indicates if the assets or activities of the project are deployable to other states.	Is the core capability supported by this project deployable to other jurisdictions? (Yes/No)
Shareable	Indicates if the assets or activities of the project are shareable within the state or with other states because the activities assets are not physically deployable.	Is the core capability supported by this project shareable with other jurisdictions? (Yes/No)

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	Dollar Amount of the Project supporting Planning	Identify the amount of funds in the project that will be for planning activities.
Organization	Dollar Amount of the Project supporting Organization	Identify the amount of funds in the project that will be for organization activities.
Equipment	Dollar Amount of the Project supporting Equipment	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	Dollar Amount of the Project supporting Training	Identify the amount of funds in the project that will be for training activities.
Exercises	Dollar Amount of the Project supporting Exercises	Identify the amount of funds in the project that will be for exercise activities.
Total	Total dollar amount for the project.	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 Lifecycle.

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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?	Indicates if the project is related to an investment awarded in a previous year.	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?	Fiscal Year of the previous award.	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	The previously awarded investment that the project supports.	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?	A description of the last completed milestone from the previously awarded investment.	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	The current Project Lifecycle phase of the previously awarded investment, or the new project.	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	Start Date of the Project/Previously Awarded Investment	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	End Date of the Project/Previously Awarded Investment	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

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Construction Activity	Indicates whether activities of the project will involve construction, renovation, retrofitting or modifications to an existing structure.	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate	The authorization to begin work or resume work on any particular activity.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	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	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	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	The completion of all work on a project. Can also refer to completion of a phase of the project.	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 Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted 11-30-2018

1)	**PROJECT TITLE:**	Pyramid Lake Emergency Response MDT Equipment Project
2)	**Proposing/Lead Agency:**	Pyramid Lake Paiute Tribe Emergency Response
3)	**Proposed Project Manager:**	Donald J. Pelt, Emergency Response Coordinator

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.].

This grant is new to Pyramid Lake Paiute Tribe's Emergency Response Department. With this grant, it will allow for Pyramid Lake's Emergency Response Department to purchase much needed equipment to replace outdated and non-compliant mobile data terminals for our apparatus. Additionally, it will allow for the purchase of the necessary equipment to install the mobile data terminals in the apparatus.

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:	INTELLIGENCE AND INFORMATION SHARING - [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	#2 - INTELLIGENCE AND INFORMATION SHARING
Urban Area Strategy	OPERATIONAL COORDINATION

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

Obtain information relating to cost of equipment - Emergency Response Coordinator or designee
Draft budget for purchase of equipment - Emergency Response Coordinator or designee
Presentation to DEM - Emergency Response Coordinator or designee
Approval of project by DEM - DEM
Award of funds for project - DEM & Pyramid Lake Paiute Tribe Finance Office
Purchase of equipment - Emergency Response Coordinator or designee
Training on equipment use, care and safety - Training Coordinator or designee
Equipment put into service - Emergency Response Coordinator or designee

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)	Pyramid Lake Paiute Tribe Emergency Response Department	Pyramid Lake Paiute Tribe Reservation	Donald J. Pelt, Emergency Response Coordinator
9(b)			
9(c)			

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

Once this project is implemented, Pyramid Lake Emergency Response will work with tribal administration to sustain this project. Any funding post award will come from Pyramid Lake tribal funds.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11-30-2018

PROJECT TITLE (Autopopulate) Pyramid Lake Emergency Response MDT Equipment Project

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
Develop polices, plans, procedures and strategies on how to properly use and care for new equipment. Develop policy on how to access data securely and safely while in apparatus.	$0.00	$ 0.00	$ 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
Purchase 12 MDT's from approved vendor - $78,000.00; Purchase 12 vehicle mounting stations (Complete) - $12,360.00 Purchase 12 MDT access licenses through Washoe County Dispatch - $42,000.00; Purchase 12 Verizon Wireless Access SIM Cards for one year- $5,760.00; Install Fee for all 12 MDT's - $12,000		$ 150,120.00	$ 150,120.00

12d) Training [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
			$ 0.00

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	$ 150,120.00	$ 150,120.00

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	Solicit quote from three approved vendors	1/2019	2/2019	1
3	Process purchase orders and place order with selected vendor	2/2019	2/2019	1
4	Receive order of equipment	3/2019	3/2019	1
5	Install Equipment in Vehicles	4/2019	5/2019	2
6	Train Personnel	4/2019	5/2019	2
7	Place equipment in service	5/2019	5/2019	1
8	Close grant	6/2019	6/2019	1
9				
10				
11				
12				
13				

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

	Agency Name	Pyramid Lake Paiute Tribe Emergency Response	**Project Manager Name & Contact #**	Donald J. Pelt (775)560-4417		**Grant Manager Name & Contact #**							
	IJ TITLE:												
		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								$ -					$ -
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								$ -					$ -
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									-				-
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		Panasonic Toughbook MDT's				12	6,500.00	$ 78,000.00	Intelligence Information and Sharing	Operational Coordination	04HW-01-MOBL		78,000.00
38		Vehicle Mounting Stations				12	1,030.00	$ 12,360.00	Intelligence Information and Sharing	Operational Coordination	04HW-01-MOBL		12,360.00
39		MDT Access License through Washoe County				12	3,500.00	$ 42,000.00	Intelligence Information and Sharing	Operational Coordination	04AP-01-CADS		42,000.00
40		MDT Internet Access through Verizon Wireless for one year service (12 devices @ 40.00/month x 12 months)=5760.00				144	40.00	$ 5,760.00	Intelligence Information and Sharing	Operational Coordination	06CC-01-CELL / 06CC-05-PRTY		5,760.00
41		Install Fee				12	1,000.00	$ 12,000.00	Intelligence Information and Sharing	Operational Coordination	21GN-00-INST		12,000.00
42								$ -					-
43								$ -					-
44								$ -					-
45								$ -					-
46								$ -					-
	EQUIPMENT Sub-Total							$ 150,120.00					$ 150,120.00

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.

Narrative HERE

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	$ 150,120.00		$ 150,120.00

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

The Pyramid Lake Paiute Tribal Reservation is a 742.2 square mile Indian Reservation located approximately 33 miles north of the city of Reno within Washoe, Lyon and Storey Counties. The Tribe faces a broad spectrum of hazards and employees an all-hazards fire rescue/EMS combination department, full-time law enforcement and rangers department to respond to incidents that include but not limited to natural disasters such as wild fires, floods and earthquakes. To add to these potential problems the Tribe relies heavily on revenues derived from tourism on and around the Pyramid Lake which requires our emergency services to be ready for potential acts of terrorism such as mass shootings on crowded beaches.

By upgrading our Mobile Data Terminals (MDT's) our Fire Department personnel will be able to access the Washoe County Tiberon System so that the county, municipal and Tribal fire departments can maintain interoperability with one another so they can assist each other in their times of need.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

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 +
SHSP	$0.00	$0.00	%0	$0.00
UASI	$0.00	$0.00	%0	$0.00
Total:	**$0**	**$0**	**%0**	**$0**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

Pyramid Lake Emergency Response MDT Equipment Project

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

Pyramid Lake Paiute Tribe

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 or UASI	$135,710.00
FY 2015 Proposed Amount		**$135,710.00**

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.)

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

☐ **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):

$0.00

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.

The Pyramid Lake Paiute Tribal Reservation has worked in conjunction with our regional partners within Washoe County to draft and implement numerous mutual/automatic aid documents for both Fire and Law Enforcement, as well as being active participants in the Washoe County Regional Emergency Operations Plan, THRIA, COOP, All Hazards Mitigation Plan, and Regional Flood Plans. On the State level the Tribe has opted into the Nevada Intrastate Mutual Aid Agreement, and serves on the Nevada Resilience Commission. Our Fire Rescue/EMS trains with our local Law Enforcement agencies in anti-terrorism and active shooter drills.

By upgrading our Mobile Data Terminals (MDT's) our Fire Department personnel will be able to access the Washoe County Tiberon System so that the county, municipal and Tribal fire departments can maintain interoperability with one another so they can assist each other in their times of need.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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Attribute Name	**Description**	**Application Instructions**
Project Name	Descriptive Identifier of the Project	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	Descriptive Narrative of the Project	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*.
Sub-Recipient Name	Organization Name of the Sub-recipient who will be executing the project	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	State or Local recipient for purposes of meeting the 80% pass through requirement	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	Zip code of the primary location of the project	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	Primary Core Capability that the Project will impact	Every project must support a Core Capability. Select the primary core capability associated with this project.
Sustain or Build	Indicates whether the project will sustain or build a core capability	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	Indicates if the assets or activities of the project are deployable to other states.	Is the core capability supported by this project deployable to other jurisdictions? (Yes/No)
Shareable	Indicates if the assets or activities of the project are shareable within the state or with other states because the activities assets are not physically deployable.	Is the core capability supported by this project shareable with other jurisdictions? (Yes/No)

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	Dollar Amount of the Project supporting Planning	Identify the amount of funds in the project that will be for planning activities.
Organization	Dollar Amount of the Project supporting Organization	Identify the amount of funds in the project that will be for organization activities.
Equipment	Dollar Amount of the Project supporting Equipment	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	Dollar Amount of the Project supporting Training	Identify the amount of funds in the project that will be for training activities.
Exercises	Dollar Amount of the Project supporting Exercises	Identify the amount of funds in the project that will be for exercise activities.
Total	Total dollar amount for the project.	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 Lifecycle.

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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?	Indicates if the project is related to an investment awarded in a previous year.	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?	Fiscal Year of the previous award.	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	The previously awarded investment that the project supports.	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?	A description of the last completed milestone from the previously awarded investment.	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	The current Project Lifecycle phase of the previously awarded investment, or the new project.	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	Start Date of the Project/Previously Awarded Investment	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	End Date of the Project/Previously Awarded Investment	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

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Construction Activity	Indicates whether activities of the project will involve construction, renovation, retrofitting or modifications to an existing structure.	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate	The authorization to begin work or resume work on any particular activity.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	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	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	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	The completion of all work on a project. Can also refer to completion of a phase of the project.	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 Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP)
Project Proposal for FFY16 HSGP Funding Description

Date Submitted
11/30/2018

1)	**PROJECT TITLE:**	SOS Cyber Security Enhancement Project
2)	**Proposing/Lead Agency:**	Secretary of State
3)	**Proposed Project Manager:**	Tim Horgan

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 primary goals of this project are as follows:
1) Directly address recommendations made by Department of Homeland Security HIRT Team to the Nevada Secretary of State.
2) Provide training and tools to SOS technical staff enabling us to perform Threat Hunt activities in the future.

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:	CYBERSECURITY - [Mission Area: PROTECTION]
Secondary Core Capability:	FORENSICS AND ATTRIBUTION - [Mission Area: PREVENTION]

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

NCHS FFY16 Priority	#1 - CYBERSECURITY
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

All project phases will be carried out by Secretary of State of Nevada (agency) technical staff.
- To reap immediate benefits and because staff already has knowledge of the products, phase 1will be to implement Splunk, CarbonBlack and PolicyPak products.
- Then staff will take the Gigamon training and then develop and carry out implementation of Gigamon products.
- Then staff will take SANS forensics course.
- Then staff will develop and document processes and procedures for conducting a Threat Hunt. The first Hunt will be carried out upon our own agency and we will evaluate our results and make adjustments as needed.
- In the final phase we will tailor our Hunt Process for a county partner and work with agency management to offer this service to a county clerk's office on a trail basis

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)	SOS	State	Tim Horgan
9(b)			
9(c)			

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

Software licenses have been quoted for five years where possible but will need to be renewed. The agency will have to seek enhancements to our biennial budget in Fiscal Years 2025 & 2026. Training materials will be maintained for retraining and turnover purposes but to address course material updates over time, we will request our currently contracted training provider (NAME) add equivalent courses to their library.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/30/2018

PROJECT TITLE (Autopopulate) SOS Cyber Security Enhancement Project

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
Assuming that agency staff conducts a Threat Hunt of the Clark County Registrar of Voters systems		$ 378,550.00	$ 378,550.00

12d) Training [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
Assuming that agency staff conducts a Threat Hunt of the Clark County Registrar of Voters systems		$ 51,960.00	$ 51,960.00

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	$ 430,510.00	$ 430,510.00

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	Develop and document implementation plan and schedule	1/1/2019	1/30/2019	1
3	Develop Purchase orders and submit	1/22/2019	1/30/2019	<1
4	Receive and implement Splunk, CarbonBlack and PolicyPak products and	2/1/2019	2/28/2019	1
5	Take Gigamon training	3/1/2019	3/21/2019	<1
6	With Gigamon training completed, develop implementation plan for Gigamon	3/22/2019	4/15/2019	<1
7	Implement FireEye products	3/22/2019	4/15/2019	<1
8	Take SANS Forensics training	3/21/2019	5/1/2019	1.5
9	Develop Threat Hunt processes and procedures	5/2/2019	7/1/2019	2
10	Install TVs, mounts and monitor PCs	3/1/2019	5/1/2019	2
11				
12	Project Complete on or before		7/31/2019	
13				

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

	Agency Name	Secretary of State	Project Manager Name & Contact #	Tim Horgan - 775-684-5702		Grant Manager Name & Contact #	Ashley Dale - 775-684-5738						
	IJ TITLE:	Cyber Security											
		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								$ -					$ -
2								$ -					$ -
3								$ -					$ -
4								$ -					$ -
	Personnel Sub-Total							$ -					$ -
PERSONNEL COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAIN 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								$ -					$ -
6								$ -					$ -
	Fringe Sub-Total							$ -					$ -
FRINGE COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAIN 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													

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

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									-				-
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 EXPLAIN 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

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

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		Security Broker Will help Secure PII and prevent data leakage from the agency to cloud services such as MicroSoft OneDrive, Dropbox, Google Drive, etc.	New			5	8,400.00	$ 42,000.00	Cyber security		05NP-00-IDP	SHSP	42,000.00
38		PolicyPak First Year - Policy Pak will enable IT to lock down settings on common software to ensure that bad extensions or addons are not installed	New			200	32.50	$ 6,500.00	Cyber security		05PM-00-PTC	SHSP	6,500.00
39		PolicyPak Next 4 years - Policy Pak will enable IT to lock down settings on common software to ensure that bad extensions or addons are not installed	New			4	2,000.00	$ 8,000.00	Cyber security		05PM-00-PTC	SHSP	8,000.00
40		Carbon Black Protect - Carbon Black Protect will prevent unauthorized software installations through white listing allowed software.	New			5	7,600.00	$ 38,000.00	Cyber security		05HS-00-MALW	SHSP	38,000.00
41		Gigamon GigaVUE HC1 Hardware Appliance - Gigamon Visibility tools will give us indepth insight to our network flows on premise and off premise. This is the base Hardware Appliance.	New			2	23,000.00	$ 46,000.00	Cyber security		04HW-01-INHW	SHSP	46,000.00
42		Gigamon Dedup License for HC1 - License required for Deduplication	New			2	7,500.00	$ 15,000.00	Cyber security		05HS-00-FRNS	SHSP	15,000.00
43		Gigamon Neflow License for HC1 - License required for Netflow Generation	New			2	7,500.00	$ 15,000.00	Cyber security		05HS-00-FRNS	SHSP	15,000.00
44		Gigamon Slicing License for HC1 - License required for base filtering	New			2	4,000.00	$ 8,000.00	Cyber security		05HS-00-FRNS	SHSP	8,000.00
45		Gigamon 3 years Suport for HC1 and Licenses - 8-5 Business Day Support for Gigamon	New			2	19,000.00	$ 38,000.00	Cyber security		05HS-00-FRNS	SHSP	38,000.00
46		Gigamon Copper SFP+ Connectors - Certified SFP connectors are required by Gigamon Support	New			8	700.00	$ 5,600.00	Cyber security		05HS-00-FRNS	SHSP	5,600.00
47		Fireeye HX 2502 and 200 Endpoint Power Agents - Fireye HX will give remote forensincs abilities into endpoints for in-house HUNTs for Indicators of Compromise - 5 years of license for 200 Endopoints	New			5	8,190.00	$ 40,950.00	Cyber security		05HS-00-FRNS	SHSP	40,950.00
48		Splunk Licensing - 50GB per Day additional Splunk License will allow Sostek to log endpoint forensics and network data flows	New			1	95,000.00	$ 95,000.00	Cyber security		05NP-00-SEIM	SHSP	95,000.00
49		Splunk Server - Optane drives are the highest perfroming SSD's available. Searching through Network flows and endpoint forensics requires the most performance possible	New			1	5,000.00	$ 5,000.00	Cyber security		04HW-01-INHW	SHSP	5,000.00
50		Splunk Optane Drives - Optane drives are the highest perfroming SSD's available. Searching through Network flows and endpoint forensics requires the most performance possible	New			2	2,500.00	$ 5,000.00	Cyber security		04HW-01-INHW	SHSP	5,000.00
51		Intel NUC - 10 Monitoring Pc's with Wifi that can be mounted behind the Large Display. These will be used for constant monitoring of systems and security	New			10	500.00	$ 5,000.00	Cyber security		04HW-01-INHW	SHSP	5,000.00
52		50"-55" LED TV - 10 Large displays for constant monitoring of systems and security	New			10	550.00	$ 5,500.00	Cyber security		04MD-03-DISP	SHSP	5,500.00
	EQUIPMENT Sub-Total							$ 378,550.00					$ 378,550.00

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.

All of the above products fall in line with the DHS HIRT Team suggestions on what Nevada Secretary of State can do to improve cybercecurity.

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

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											
53		SANS FOR572: Advanced Network Forensics: Threat Hunting, Analysis, and Incident Response Training. - HUNT training of Systems personnel by the SANS institute.	New				6	6,660.00	Cyber security		$ 39,960.00	21GN-00-TRNG	39,960.00
54		GigamonFoundation Course - Training on Gigamon Visibility Products	New				6	2,000.00	Cyber security		$ 12,000.00	21GN-00-TRNG	12,000.00
55											$ -		-
56											$ -		-
	Training Sub-Total							8,660.00			$ 51,960.00		51,960.00

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.

All of the above training fall in line with the DHS HIRT Team suggestions on what Nevada Secretary of State can do to improve cybercecurity.

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)											
57							-	-			$ -		-
58											$ -		-
	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	**$ 430,510.00**		**$ 430,510.00**

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

Compromises to Voting Systems and Voter Registration Systems can come in many forms from the physical threats posed by a disgruntled employee, to cyber-security related threats. In Nevada, these systems for voting and for voter registration are owned and operated by the Secretary of State's office, the seventeen county Registrars of Voters and Clerks.

The Secretary of State's office IT staff have engaged in a Cyber Threat Hunt with DHS and have begun the process of learning their tools and techniques. This grant request is for procurement of the tools and further training that would enable our team to conduct a Hunt for ourselves and potentially for our county partners.

A Cyber Threat Hunt as conducted by DHS involves the following:

- *Network topology review*
- *Infrastructure configuration review*
- *Log analysis*
- *Hunt analysis*
- *Malware analysis*
- *Mitigation*
- *Digital media analysis*
- *Control systems analysis*

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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 +
SHSP	$430,510.00	$0.00	0%	$430,510.00
UASI	$0.00	$0.00	0%	$0.00
Total:	**$430,510.00**	**$0.00**	**0%**	**$430,510.00**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

State Homeland Security Program – Cybersecurity Enhancement Equipment

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

Nevada Secretary of State

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	$430,510.00
FY 2016 Proposed Amount		**$**

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.)

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☐ **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):

$0

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.

Grant funds will directly address the findings of a Deptarment of Homeland Security National Cybersecurity and Communications Integration Center (NCCIC), Hunt and Incident Response Team (HIRT) from October of 2018. These products and services will enhance the capabilities of the office of the Secretary of State to conduct cyber security threat detection activities for our own agency and for partner agencies within the State of Nevada.

One of the primary recommendations the HIRT team presented to agency management was that of establishing a training program for agency staff on cyber threat detection and mitigation. This very specialized area within Information Technology represents a capability gap for the agency.

Efforts are beginning to work along side the Nevada Department of Emergency Management to identify the specific sections of our jurisdiction's Threat and Hazard Identification and Risk Assessment are represented by the above described cyber security threats and which gaps within our Stakeholder Preparedness Review would be shored up by the capabilities afforded us with funding from the grant.

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

Attribute Name	**Description**	**Application Instructions**
Project Name	Descriptive Identifier of the Project	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	Descriptive Narrative of the Project	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*.
Sub-Recipient Name	Organization Name of the Sub-recipient who will be executing the project	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	State or Local recipient for purposes of meeting the 80% pass through requirement	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	Zip code of the primary location of the project	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	Primary Core Capability that the Project will impact	Every project must support a Core Capability. Select the primary core capability associated with this project.
Sustain or Build	Indicates whether the project will sustain or build a core capability	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	Indicates if the assets or activities of the project are deployable to other states.	Is the core capability supported by this project deployable to other jurisdictions? (Yes/No)
Shareable	Indicates if the assets or activities of the project are shareable within the state or with other states because the activities assets are not physically deployable.	Is the core capability supported by this project shareable with other jurisdictions? (Yes/No)

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	Dollar Amount of the Project supporting Planning	Identify the amount of funds in the project that will be for planning activities.
Organization	Dollar Amount of the Project supporting Organization	Identify the amount of funds in the project that will be for organization activities.
Equipment	Dollar Amount of the Project supporting Equipment	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	Dollar Amount of the Project supporting Training	Identify the amount of funds in the project that will be for training activities.
Exercises	Dollar Amount of the Project supporting Exercises	Identify the amount of funds in the project that will be for exercise activities.
Total	Total dollar amount for the project.	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 Lifecycle.

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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?	Indicates if the project is related to an investment awarded in a previous year.	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?	Fiscal Year of the previous award.	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	The previously awarded investment that the project supports.	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?	A description of the last completed milestone from the previously awarded investment.	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	The current Project Lifecycle phase of the previously awarded investment, or the new project.	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	Start Date of the Project/Previously Awarded Investment	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	End Date of the Project/Previously Awarded Investment	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

Burden Disclosure Notice: Form 089-1
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Construction Activity	Indicates whether activities of the project will involve construction, renovation, retrofitting or modifications to an existing structure.	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate	The authorization to begin work or resume work on any particular activity.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	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	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	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	The completion of all work on a project. Can also refer to completion of a phase of the project.	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 Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/30/2018

1)	**PROJECT TITLE:**	STOREY COUNTY CERT EQUIPMENT
2)	**Proposing/Lead Agency:**	STOREY COUNTY EMERGENCY MANAGEMENT
3)	**Proposed Project Manager:**	CHERIE NEVIN

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.].

Storey County is requesting equipment to support our 29 member Community Emergency Response Team to improve their capabilities to respond to incidents. We are requesting ten (10) handheld radios which will improve our Operational Communications and overall coordinated response. Five (5) of these radios will be located in Virginia City and five (5) will be located in Lockwood. These radios will be checked out to our CERT team leads during an incident. We are also requesting ten (10) First Aid Kits. Five (5) will be located in Virginia City and five (5)n will be located in Lockwood. As with the radios, these first aid kits will be checked out to team leads during an incident.

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:	OPERATIONAL COORDINATION - [Mission Area: ALL]
Secondary Core Capability:	OPERATIONAL COMMUNICATIONS - [Mission Area: RESPONSE]

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

NCHS FFY16 Priority	#5 - OPERATIONAL COMMUNICATIONS
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

Storey County Emergency Management in cooperation with the Storey County Sheriff's Office will work together to procure the handheld radios and first aid kits for our Community Emergency Response Team. This process will involve working with our selected vendors to order the equipment. Once the equipment is received we will train our CERT members on the proper usage of the equipment.

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)	STOREY COUNTY SHERIFF'S OFFICE		
9(b)			
9(c)			

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

Storey County has had an active Community Emergency Response Team with a total of 29 members throughout the county. The CERT has been active for at least the last five (5) years. The Sheriff's Office has a budget that provides for operational support for the CERT.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/30/2018

PROJECT TITLE (Autopopulate) STOREY COUNTY CERT EQUIPMENT

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
10 Handheld Radios with battery, antenna charger and programming. 10 First Aid Kits		$ 4,291.00	$ 4,291.00

12d) Training [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
			$ 0.00

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	$ 4,291.00	$ 4,291.00

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	Contact Vendor and Place Order	Jan 2019	February 2019	1
3	Receive and Distribute Equipment to CERT	February 2019	March 2019	1
4	Prepare all financial and grant reporting for submission to NDEM	March 2019	April 2019	1
5				
6				
7				
8				
9				
10				
11				
12				
13				

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

	Agency Name	STOREY COUNTY	Project Manager Name & Contact #	Cherie Nevin 775-847-0986		Grant Manager Name & Contact #	Cherie Nevin 775-847-0986						
	IJ TITLE:	STOREY COUNTY CERT EQUIPMENT											
		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								$ -					$ -
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								$ -					$ -
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									-				-
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	**Handheld Radios**	Kenwood 128 Channel Handheld Radios with batteries, antenna, charger unit and radio frequency programming.				10	392.00	$ 3,920.00	Operational Coordination	Intelligence Information and Sharing	06CP-01-PORT	SHSP	3,920.00
38	**First Aid Kits**	First Aid 10 Person Kit with Weatherproof Plastic Case				10	12.00	$ 120.00	Operational Coordination	Environmental Health and Safety	03OE-03-KTFA	SHSP	120.00
39								$ -					-
40								$ -					-
41								$ -					-
42								$ -					-
43								$ -					-
44								$ -					-
45								$ -					-
46								$ -					-
	EQUIPMENT Sub-Total							$ 4,040.00					$ 4,040.00

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 cost per radio is $245.00 and includes a Lithium Ion Battery $68.60, VHF Antenna $9.80, Rapid Charger Unit $43.40 and Programming $25.00. The total per radio is $391.80. The First Aid Kit will support 10 people, comes with a Weatherproof Case and is $11.63 per kit.

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	$ 4,040.00		$ 4,040.00

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

Storey County uses a Whole Community Planning approach based on the recognition that it takes all aspects of a community to effectively prepare for, protect against, respond to, recover from and mitigate against disaster. This includes all emergency management partners; traditional and non-traditional. This includes the Community Emergency Response Team which is an important compontent of our process in Storey County.
Storey County is exposed to many hazards, all of which have the potential to dsitrupt the community, cause damage, and create casualties. Possible natural diasters include droughts, floods, earthquakes, wind storms, wildfires and winter storms. The threat os a war-related incident such as a nuclear, biochemical, or conventional attack is present as well. Other disaster situations could develop from hazardous materials accidents, health-related incidents, major transportation accidents and acts of terrorism.
Storey County is requesting handheld radios and first aid kits for our Community Emergency Response Team. These items will build upon and sustain operational coordination and communication of this important assest in our county.

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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 +
SHSP	$4,040.00	$	%	$
UASI	$	$	%	$
Total:	**$4,040.00**	**$**	**%**	**$**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

Storey County CERT Equipment

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

Storey County, 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	$4,040.00
FY 2015 Proposed Amount		**$4,040.00**

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.)

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☐ **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):

$0.00

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.

Storey County is an active participant in the THIRA planning processe for the State as well as the Quad County region. At this time the plan is in the process of being updated. The THIRA is certainly an influence in the development of this project. The CERT is a critical component of our preparedness, response and mitigation efforts in Storey County. The equipment that we are requesting will build upon and help sustain our operational coordination and communication.

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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Attribute Name	**Description**	**Application Instructions**
Project Name	Storey County CERT Equipment	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	Storey Count CERT Equipment. 10 Kenwood Handheld Radios and 10 First Aid Kits	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*.
Sub-Recipient Name	Storey County, Nevada	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	State or Local recipient for purposes of meeting the 80% pass through requirement	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	89440	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	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)

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	Dollar Amount of the Project supporting Planning	Identify the amount of funds in the project that will be for planning activities.
Organization	Dollar Amount of the Project supporting Organization	Identify the amount of funds in the project that will be for organization activities.
Equipment	$4,040.00	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	Dollar Amount of the Project supporting Training	Identify the amount of funds in the project that will be for training activities.
Exercises	Dollar Amount of the Project supporting Exercises	Identify the amount of funds in the project that will be for exercise activities.
Total	$4,040.00	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 Lifecycle.

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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?	N/A	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	N/A	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?	N/A	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	New Project	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	01/01/19	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	07/01/19	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

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Construction Activity	N/A	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate	The authorization to begin work or resume work on any particular activity.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	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	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	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	The completion of all work on a project. Can also refer to completion of a phase of the project.	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 Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

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.

DRAFT NOT APPROVED

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.*

Nevada Homeland Security Grant Program (HSGP)
Project Proposal for FFY18 HSGP Funding Description

PROJECT ID:	TBD
Date Submitted	11/30/18

1) PROJECT TITLE:	Enhancement of TMFPD response to CBRNE Incidents		
2) PROPOSING/LEAD AGENCY:	Truckee Meadows Fire Protection District		
3) Project Manager Name/Title:	Alex Kukulus/Battalion Chief		
Project Manager Contact Info:	**Phone:** (775) 762-0638	**Email:** akukulus@tmfpd.us	
4) Addl Project Manager Name/Title:	Joe Kammann/Div Chief		
Addl Project Manager Contact Info:	**Phone:** (775) 240-5863	**Email:** jkammann@tmfpd.us	
5) Finance/Grant Contact Name/Title:	Cindy Vance/Chief Fiscal Officer		
Finance/Grant Contact Info:	**Phone:** (775) 326-6070	**Email:** cvance@tmfpd.us	

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

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

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

Describe the desired outcome 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) FFY18 priorities (See #10)]; **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.]. ***FIELD IS LIMIITED TO VISIBLE TEXT BOX.***

Truckee Meadows Fire Protection District (TMFPD) is seeking grant funding to obtain a Gas Chromatograph Mass Spectrometer (GC/MS). This is the most advanced equipment available to first responders for the identification of chemical hazards. Currently, TMFPD does not have any type of chemical monitoring equipment in its inventory, and this will drastically improve its response to CBRNE incidents. TMFPD will be able to analyze and disseminate information much more rapidly, and make subsequent interventions to minimize public safety, infrastructure, and environmental impacts.. TMFPD also responds its Haz-Mat team to mutual aid incidents in the surrounding jurisdictions of Northern Nevada, as well as at the State and National level as needed. Examples include: City of Reno, City of Sparks, Storey County, Lyon County.

8) PROPOSED CORE CAPABILITY - ***Identify by name the proposed Primary Core Capability to be addressed.*** Reference the Federal Emergency Management Agency (FEMA) list of Core Capabilities and the Crosswalk of Target Capabilities to Core Capabilities here: https://fema.gov/core-capabilities https://www.fema.gov/pdf/prepared/crosswalk.pdf

Primary Core Capability:	Situational Assessment [Mission Area: RESPONSE]
Secondary Core Capability:	Access Control and Identity Verification [Mission Area: PROTECTION]
DEM Recommended Core Capability:	THIS WILL BE FILLED IN BY DEM PERSONNEL UPON REVIEW OF YOUR PROJECT SUBMISSION

9) CORE CAPABILITY JUSTIFICATION - ***Describe how this project aligns with the core capabilities chosen.*** Describe the justification by which this project is asking for funding based on the primary and secondary core capabilities chosen. ***FIELD IS LIMITED TO VISIBLE TEXT BOX .***

This piece of equipment will allow TMFPD to provide timely, accurate and actionable information. It will also allow TMFPD to evaluate the situation of physical threats within the District and surrounding agencies, and prevent the unnecessary activation of mutual aid responders from outside the TMFPD response area.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY18 HSGP Funding Description	PROJECT ID:	TBD
	Date Submitted	11/30/18

PROJECT TITLE REFERENCE: Enhancement of TMFPD response to CBRNE Incidents

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

NCHS FFY18 Priority:	#1 - INTELLIGENCE AND INFORMATION SHARING
Urban Area Strategy Priority:	#1 - Intelligence and Information Sharing

11) PROJECT IMPLEMENTATION - ***Describe how, and by whom, 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

FIELD IS LIMITED TO VISIBLE TEXT BOX

Chief Kukulus/Kammann will implement the following process: 1) If the grant is awarded, it will be agendized and accepted by the Fire Board at the next available meeting (monthly). 2) The equipment will be purchased, and delivery taken. 3) TMFPD will immediately commence training on the utilization and maintenance of the equipment for all of its Hazmat Technicians (approximately 25 personnel). 4) Notification and additional training to other members of the TRIAD Hazmat Team (Reno & Sparks Fire Departments) will be made with any additional training to be delivered at the next available TRIAD training (monthly). 5) The equipment will be placed into service and made available for deployment.

12) SUB-GRANT AWARD RECIPIENTS - ***Identify the participating agency(s) and jurisdiction(s) proposed for awards.*** **[This section is for you to tell us WHO will be receiving the money for your project]**

	Agency (FD, PD, etc.)	Political Jurisdiction (City, County, State, etc.)	Project Representative (individual)
12(a)	Truckee Meadows Fire Protection District	Local Government Special District for Fire Suppression	Alex Kukulus
12(b)			
12(c)			

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

FIELD IS LIMITED TO VISIBLE TEXT BOX

Truckee Meadows Fire Protection District will fund additional sustainment cost including repairs and maintenance. There are also specifically committed funds available through the Washoe County TRIAD Hazmat Team for these purposes.

14) STATEWIDE and/or UASI BENEFIT - ***Your project's funding percentage makeup of Statewide -vs- UASI is noted below for your convenience. This amount is derived from Field '15g - PROJECT TOTALS' on Page #3***

100%	0%
Statewide (SHSP)	**Urban Area (UASI)**

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY18 HSGP Funding Description	PROJECT ID:	TBD
	Date Submitted	11/30/18

PROJECT TITLE REFERENCE: Enhancement of TMFPD response to CBRNE Incidents

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

Fields are limited to visible text box size

15a) Planning *[Development of policies, plans, procedures, mutual aid agreements, strategies]*	LV-UASI	State-wide	SubTotal
			$ 0.00

15b) Organization *[Establishment of organization, structure, leadership, and operation]*	LV-UASI	State-wide	SubTotal
			$ 0.00

15c) Equipment *[Procurement and installation of equipment, systems, facilities]*	LV-UASI	State-wide	SubTotal
Purchase 1 Griffin G510		$ 128,950.00	$ 128,950.00

15d) Training *[Development and delivery of training to perform assigned missions and tasks]*	LV-UASI	State-wide	SubTotal
Training on the utilization and maintenance of this equipment will be conducted by the vendor at no additional cost. Further training will be completed internally by trained personnel, but again at no additional cost.			$ 0.00

15e) Exercise *[Development and execution of exercises to evaluate and improve capabilities]*	LV-UASI	State-wide	SubTotal
			$ 0.00

15f) Personnel *[Staff (not contractors) directly implementing project and programmatic capability]*	LV-UASI	State-wide	SubTotal
			$ 0.00

15g) PROJECT TOTALS	LV-UASI	State-wide	TOTAL
	$ 0.00	$ 128,950.00	$ 128,950.00

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY18 HSGP Funding Description	PROJECT ID:	TBD
	Date Submitted	11/30/18

PROJECT TITLE REFERENCE: Enhancement of TMFPD response to CBRNE Incidents

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

FIELDS ARE LIMITED TO TEXT BOX SIZE

Task #	Task Description	From (MM/DD/YY)	To (MM/DD/YY)	Duration (# months)
1	**Receive Funding**	N/A	N/A	N/A
2	Seek Truckee Meadows Board of Fire Commissioners approval after grant is awarded	01/01/19	03/01/19	2
3	Order Equipment	01/01/19	04/01/19	3
4	Receive Equipment	03/01/19	05/01/19	2
5	In service training for personel	05/01/19	06/01/19	1
6	Place equipment into inventory	06/01/19	06/01/19	0
7				
8				
9				
10				
11				
12				

17) SUPPLEMENTARY INFORMATION - ***Please provide a BRIEF explanation for your response to these questions:***

Fields "a", "b", and "c" are limitied to visible text box size

a. Does this project have a nexus to terrorism? YES ◉ NO ○ Explain below.

This equipment will assist with CBRNE identification and information analysis, and will allow for appropriate and expeditious mitigation efforts.

b. Does this project align with the Nevada Commission on Homeland Security FY18 Priorities? YES ◉ NO ○ Explain below.

This equipment provides timely, accurate and actionable information from analysis and evaluation.

c. Can this project funding request be reduced? Is it scaleable? YES ○ NO ◉ Explain below.

This is a one time purchase and the vendor is non-negotiable.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY18 HSGP Funding Description	PROJECT ID:	TBD
	Date Submitted	11/30/18

PROJECT TITLE REFERENCE: Enhancement of TMFPD response to CBRNE Incidents

Fields "d" and "e" are limitied to visible text box size

d. Can this project continue without funding? YES ○ NO ● Explain below.

TMFPD does not have the budget to purchase this equipment without grant funding, so the project would therefore be canceled or postponed without funding.

e. DOES THIS PROJECT PROVIDE A MEASURABLE "STATEWIDE" BENEFIT? YES ● NO ○ Explain below.

TMFPD is member of the TRIAD Regional Hazardous Materials Response Team, which is a regional, State, and National resource.

18) THIRA COMPLETION - ***Please indicate the participation level in completing the 2017 THIRA Survey. CHOOSE ONE:***

● ***YES*** - *Agency has participated in the 2017 Threats and Hazards Identification Risk Assessment (THIRA) Survey*

○ ***NO*** - *Agency has not participated in the 2017 Threats and Hazards Identification Risk Assessment (THIRA) Survey*

19) ADDITIONAL COMMENTARY - ***Please indicate any additional project commentary you feel may be important.***
Field is limited to the visible text box

TMFPD is member of the Triad Regional Hazardous Materials Team. This piece of equipment will expand the capabilities of the team. This piece of equipment is the next generation of the current FTIR and Raman that the team has. The current models are utilizing 10 year old technology. This unit, per vendor, provides faster analysis and is 68 percent more likely to confirm a chemical. This will assist not only the unincorporated areas of Washoe County but the Reno/Sparks area as well.

Below is specific information provided by the vendor related to the equipment being requested:

"The FLIR Griffin™ G510 Gas Chromatograph Mass Spectrometer (GC/MS) is a versatile, person-portable chemical identifier. It complements presumptive techniques used during emergency missions, by enabling responders to analyze all phases of matter (liquid, solid, vapor) and by performing rapid field-confirmation of chemical hazards. The integrated heated sample probe enables hot zone operators to identify vapor-phase chemical threats within seconds when operated in Survey Mode. The integrated split/splitless injector allows for environmental, forensic, and hazardous material sampling via syringe injection of organic liquids. The 9" on-board touchscreen delivers automated user controls and can be operated while wearing full personal protective equipment downrange. It is built with an IP65-rated enclosure for harsh environments and supports passive defense, interdiction, elimination, and consequence management missions. Long-lasting, on-board batteries ensure every mission is supported from beginning to end."

HOMELAND SECURITY GRANT PROGRAM (HSGP)
FFY 2018
LINE ITEM DETAIL BUDGET

	Agency Name	Truckee Meadows Fire Protection District	Project Manager Name & Contact #	Alex Kukulus 775-762-0638		Grant Manager Name & Contact #	Cindy Vance 775-326-6070					
	IJ TITLE:											
		One Budget Per Funding Stream										
		Select Funding Stream										

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
	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								$ -				
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								$ -				
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									-			
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											
	EHP Required prior to procurement / See 2nd tab to determine whether your project requires EHP Screening											
37		**FLIR Griffin G510 Mass Spectrometer & Sensors**				1.00		$ 128,950.00				
38								$ -				
39								$ -				
40								$ -				
41								$ -				
42								$ -				
43								$ -				
44								$ -				
45								$ -				
46								$ -				
	EQUIPMENT Sub-Total							$ 128,950.00				

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.

Narrative HERE

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											$ -	
48											$ -	
49											$ -	
50											$ -	
	Training Sub-Total										$ -	

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. MAY REQUIRE EHP APPROVAL PLEASE SEE SCREENING MEMO

Training related to usage and maintenance of the proposed equipment to be purchased is included in sales price, and delivered by vendor at no additional cost.

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. MAY REQUIRE EHP, PLEASE SEE EHP SCREENING MEMO

Narrative HERE

										Budget Total Request	$ 128,950.00	

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

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PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

The Truckee Meadows Fire Protection District (TMFPD) is an all-risk fire District that provides, fire suppression, EMS, rescue, and hazmat response to the unincorporated areas of Washoe County (estimated population of 100,000). Within the jurisdiction of TMFPD are several Interstates, railways, waterways, target hazards and industrial areas where hazardous materials are transported. The TMFPD is a member of the Washoe County TRIAD Regional Hazmat Team that consists of members from the TMFPD, Reno Fire Department, and Sparks Fire Department. TMFPD has approximately 25 Hazmat Technician qualified team members. The TMFPD currently has limited hazmat equipment and does not have any product identification equipment. This grant request is for a Gas Chromatograph Mass Spectrometer (GC/MS) that is a state of the art portable chemical identification unit. The addition of this equipment to the District will enable rapid CBRNE identification and subsequently expedite mitigation actions to protect the public, environment, and infrastructure.

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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 +
SHSP	$	$	%	$
UASI	$	$	%	$
Total:	**$**	**$**	**%**	**$**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

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

Truckee Meadows Fire Protection District (Local Government, Special District, Reno, NV.)

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	$
FY 2015 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.)

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☐ **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):

$0

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.

Within the boundaries of the TMFPD are numerous high risk infrastructure systems that contribute to the potential for hazardous materials as a result of accidental release and/or terrorism related activites. Some of these include major interstates and transportation corridors, a major portion of the Union Pacific Railway, the Truckee River and several bodies of water, and large scale industrial complexes.

In the event of any CBRNE release within the District or mutual aid areas, a response from the regional TRIAD hazmat team would be activated. The District does not currently have any chemical identification equipment and must depend on the arrival of such equipment from other jurisdictions. Furthermore, the equipment that would come from other jurisdictions is older with more limited capabilities than what is being requested in this application.

As the initial hazardous materials response agency for most of the geographic areas in washoe County, the ability to begin early identification will allow for subsequent intervention activities to happen faster, during critical threats.

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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Attribute Name	**Description**	**Application Instructions**
Project Name	Descriptive Identifier of the Project	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	Descriptive Narrative of the Project	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*.
Sub-Recipient Name	Organization Name of the Sub-recipient who will be executing the project	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	State or Local recipient for purposes of meeting the 80% pass through requirement	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	Zip code of the primary location of the project	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	Primary Core Capability that the Project will impact	Every project must support a Core Capability. Select the primary core capability associated with this project.
Sustain or Build	Indicates whether the project will sustain or build a core capability	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	Indicates if the assets or activities of the project are deployable to other states.	Is the core capability supported by this project deployable to other jurisdictions? (Yes/No)
Shareable	Indicates if the assets or activities of the project are shareable within the state or with other states because the activities assets are not physically deployable.	Is the core capability supported by this project shareable with other jurisdictions? (Yes/No)

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	Dollar Amount of the Project supporting Planning	Identify the amount of funds in the project that will be for planning activities.
Organization	Dollar Amount of the Project supporting Organization	Identify the amount of funds in the project that will be for organization activities.
Equipment	Dollar Amount of the Project supporting Equipment	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	Dollar Amount of the Project supporting Training	Identify the amount of funds in the project that will be for training activities.
Exercises	Dollar Amount of the Project supporting Exercises	Identify the amount of funds in the project that will be for exercise activities.
Total	Total dollar amount for the project.	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 Lifecycle.

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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?	Indicates if the project is related to an investment awarded in a previous year.	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?	Fiscal Year of the previous award.	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	The previously awarded investment that the project supports.	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?	A description of the last completed milestone from the previously awarded investment.	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	The current Project Lifecycle phase of the previously awarded investment, or the new project.	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	Start Date of the Project/Previously Awarded Investment	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	End Date of the Project/Previously Awarded Investment	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

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Construction Activity	Indicates whether activities of the project will involve construction, renovation, retrofitting or modifications to an existing structure.	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate	The authorization to begin work or resume work on any particular activity.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	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	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	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	The completion of all work on a project. Can also refer to completion of a phase of the project.	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 Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

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TF: 800-443-3556
Fax: 510-839-5325
oaksales@lncurtis.com
DUNS#: 00-922-4163

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Quotation No. 105630

Quotation

CUSTOMER:

Truckee Meadows Fire
Protection District
PO Box 11130
Reno NV 89520

SHIP TO:

Truckee Meadows Fire
Protection District
1315 Greg Street #105
Sparks NV 89431

QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
105630	11/30/2018	01/29/2019

SALESPERSON	CUSTOMER SERVICE REP
Dan Bria dbria@lncurtis.com 775-721-7678	Dan Bria dbria@lncurtis.com 775-721-7678

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
	RANDALL GATES	C30316	Net 30	FR

F.O.B.	SHIP VIA	REQ. DELIVERY DATE
DEST	Best Way	

NOTES & DISCLAIMERS

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Quotation No. 105630

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	1	KT	103-032-0002 FLIR	GRIFFIN G510 PERSON-PORTABLE GAS CHROMATOGRAPH - MASS SPECTROMETER (GC-MS) FIELD READY KIT, INCLUDES: * GRIFFIN G510 GC-MS WITH INTEGRATED HEATED SAMPLE PROBE AND LIQUID INJECTOR * AC POWER ADAPTER * (2) 2590 BATTERIES (UBBL13) * (2) He CARRIER GAS CARTRIDGES * SYRINGE * STANDARD TOOL KIT * QUICK REFERENCE GUIDE * STYLUS, GSS L1T SOFTWARE, AND NIST 2017 LIBRARY * RUGGEDIZED TRANSPORT CASE * SHOULDER STRAP * (2) ADDITIONAL 2590 BATTERIES (UBBL13) * EXTERNAL 2-BAY BATTERY CHARGER * (22) ADDITIONAL He CARRIER GAS CARTRIDGES * (6) INJECTOR MAINTENANCE KITS * 2-YEAR ANNUAL SERVICE CONTRACT, INCLUDES TWO PREVENTATIVE MAINTENANCE SERVICES (ONE PER YEAR) * GRIFFIN REACHBACK SUPPORT 24-MONTH WARRANTY * 1-DAY ON-SITE OPERATOR TRAINING	$128,950.00	$128,950.00

DUNS NUMBER: 009224163
SIC CODE: 5099
FEDERAL TAX ID: 94-1214350

THIS PRICING REMAINS FIRM UNTIL 01/29/2019. CONTACT US FOR UPDATED PRICING AFTER THIS DATE.

Subtotal	$128,950.00
Tax Total	$0.00
Transportation	$0.00
Total	$128,950.00

Nevada Homeland Security Grant Program (HSGP)
Project Proposal for FFY16 HSGP Funding Description

Date Submitted
11/27/2018

1)	**PROJECT TITLE:**	Consolidated Bomb Squad
2)	**Proposing/Lead Agency:**	Washoe County Sheriffs Office
3)	**Proposed Project Manager:**	Sgt. Robert Bowlin

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.].

To improve operational effectiveness of bomb technicians of the Consolidated Bomb Squad. To provide bomb technicians with mobile dispatch terminals so needed information may be provided to the responding technicians. Providing access to digital tactics, techniques, and procedure documents to assist with render safe procedures. The Consolidated Bomb Squad encompasses Washoe County Sheriff's Office, Reno Police Department, and Sparks Police Department. Public safety and prosecution will also be enhanced with the ability to record and document incidents involving an improvised explosive device (IED). The Consolidated Bomb Squad is part of a Federal Task Force that responds to all of Northern Nevada to include small county areas in California.
To sustain operational coordination relative to emergency response during explosive related responses by providing 100% of the necessary emergency equipment. This will assist with the protection, mitigation, prosecution, and recovery efforts for citizens, property and the environmental concerns in our service area.
Equipment requested would assist in establishing the Tactical Bomb Technician program in 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:	OPERATIONAL COORDINATION - [Mission Area: ALL]
Secondary Core Capability:	

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

A representative of the Consolidated Bomb Squad who is employed by the Washoe County Sheriff's Office will serve as the point of contact and seek competitive quotes for the requested equipment. The representative will follow grant and county purchasing requirements. After selection is made the representative will ensure that the equipment is acquired in a timely manner and implemented into the operations of the Consolidated Bomb Squad.

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)	Washoe County Sheriff's Office	Nevada	Sgt. Robert Bowlin
9(b)			
9(c)			

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

Equipment and/or software purchased with these funds will be supported by the Washoe County Sheriff's Office.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/27/2018

PROJECT TITLE (Autopopulate) Consolidated Bomb Squad

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
Planning efforts include identifying ways to split the cost associated with the equipment between the three agencies. This would include agreements with the technology services departments to update and maintain computer equipment and radios assigned to the Consolidated Bomb Squad.			$ 0.00

12b) Organization [Establishment of organization, structure, leadership, and operation]	LV-UASI	State-wide	SubTotal
The Consolidated Bomb Squad is an accredited squad through U.S. Department of Justice. The Washoe County Sheriff's Office, Reno Police Department and Sparks Police department have partnered together to create this team. The Sergeant assigned to the squad acts as the supervisor/commander providing leadership and program direction.			$ 0.00

12c) Equipment [Procurement and installation of equipment, systems, facilities]	LV-UASI	State-wide	SubTotal
The requested equipment would serve as mobile dispatch terminals for bomb technicians. The computers would allow bomb techs to conduct needed research in the field as well as X-ray viewing platform. The printers would allow the bomb tech to print needed reference material in the field. The tactical disruptor will allow a bomb technician to complete render safe procedures in a tactical environment.		$ 16,150.00	$ 16,150.00

12d) Training [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
Provided training to the Bomb Squad members is available through the U.S. Department of Justice, all recertification is free to our agencies to include advanced training offered at the Redstone Arsenal Facility run by the FBI. As well as advanced certifications offered by the ATF at the Red Stone Arsenal Facility.			$ 0.00

12e) Exercise [Development and execution of exercises to evaluate and improve capabilities]	LV-UASI	State-wide	SubTotal
Exercise development relies on FEMA exercise guidance and HSEEP standards to establish criteria for well-designed exercises, steps and documents used in designing and conducting exercises, and identifying and evaluating challenges and opportunities for conducting exercises. Our unit's exercises, skills drills, and tabletops are designed and conducted to incorporate best practices. Exercises include a meeting with participants immediately following the exercise to review and evaluate the operations-based elements, use of forms, criteria used to develop exercise, and future trainings needed.			$ 0.00

12f) Personnel [Staff (not contractors) directly implementing project and programmatic capability]	LV-UASI	State-wide	SubTotal
The Bomb Squad staffs 1 full-time tech, 5 part - time techs 1 FBI tech(SABT) . Managed by the Commander assigned to the Squad.			$ 0.00

12g) PROJECT TOTALS	LV-UASI	State-wide	TOTAL
	$0.00	$ 16,150.00	$ 16,150.00

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	Board of County Commissioners Acceptance of award	1/2019	2/2019	2
3	Purchase equipment	2/2019	6/2019	5
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

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

	Agency Name		Project Manager Name & Contact #			Grant Manager Name & Contact #							
	IJ TITLE:												
		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								$ -					$ -
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								$ -					$ -
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.

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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									-				-
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		Rugged Laptop				2	4,225.00	$ 8,450.00	Operational Coordination	Intelligence Information and Sharing	04HW-01-INHW	SHSP	8,450.00
38		Portable Printer				2	275.00	$ 550.00	Operational Coordination	Intelligence Information and Sharing	04HW-01-INHW	SHSP	550.00
39		Tactical Disruptor				1	7,150.00	$ 7,150.00	Operational Coordination	Intelligence Information and Sharing	02EX-02-TLPB	SHSP	7,150.00
40													
41								$ -					-
42								$ -					-
43								$ -					-
44								$ -					-
45								$ -					-
46								$ -					-
	EQUIPMENT Sub-Total							$ 16,150.00					$ 16,150.00

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.

38 – A portable printer capable of running on battery power and able to print in black and white and color.
39 – A Tactical percussion actuated non-electric disruptor capable of a 12 gage round and meeting the standards of the Federal Bureau of Investigation Tactical Bomb Technician equipment requirements.

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	$ 16,150.00		$ 16,150.00

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

Burden Disclosure Notice: Form 089-1
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PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

- Were a Type 1 Bomb Team, we handle multiple simultaneous incident, possesses large robotic vehicle and are able to work in a CBRNE environment.
- Promptly share relevant, timely, and actionable information and analysis with federal, state, local, tribal, and private partners with appropriate classified/unclassified products in accordance with established protocols.
- Identify threats and hazards in collaboration with whole community partners and incorporate findings into analysis and planning process for all mission areas.
- Ensure a safe and secure environment for response personnel engaged in lifesaving and life-sustaining operations and will also support efforts to provide a safe and secure environment for people and communities located within the affected communities.

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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 +
SHSP	$16,150.00	$0	%0	$16,150.00
UASI	$0	$0	%0	$0
Total:	**$16,150.00**	**$0**	**%0**	**$16,150.00**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

Consolidated Bomb Squad

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	$16,150.00
FY 2015 Proposed Amount		**$**

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.)

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☐ **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):

$16,150.00

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:** Active Shooter **Terrorism:**
Context Description:

A coordinated active shooter incident (i.e., Mumbai/Paris-style attack) targeting multiple commercial soft tar the downtown Reno area using small arms and improvised explosive devices (IEDs). 10-15 gunmen attack va locations, including three (3) luxury hotels/casinos, a hospital and nearby international airport. The attack str for 24 hours. There are 50 fatalities and 150 non-fatal injuries as a result of the assault.

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

- Equipment will allow for local networking and information sharing
- Equipment will allow for timely and proper render-safe techniques to be used
- Equipment will be able to perform at peak levels based on condition and use

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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Attribute Name	**Description**	**Application Instructions**
Project Name	Consolidated Bomb Squad	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	Purchases will be used to replace expired, outdated, and run down equipment.	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*.
Sub-Recipient Name	Washoe County Sheriff's Office	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	Local	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	89512	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	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)

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	0	Identify the amount of funds in the project that will be for planning activities.
Organization	0	Identify the amount of funds in the project that will be for organization activities.
Equipment	16,150.00	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	0	Identify the amount of funds in the project that will be for training activities.
Exercises	0	Identify the amount of funds in the project that will be for exercise activities.
Total	16,150.00	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 Lifecycle.

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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 award year of that investment. If not, proceed to the Project Management Step question.
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	1/1/2019	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	6/30/2019	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

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Construction Activity	No	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate	Receiving Funds	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	Procure equipment	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	Replace/Install equipment	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	Compoy with quarterly financial and program reporting requiremetns. Conduct performance evaluation of course deliveries and 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.

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For additional information on the Project Management Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted 11/28/18

1)	**PROJECT TITLE:**	Electronic Control and Security for WNC
2)	**Proposing/Lead Agency:**	University Police Services
3)	**Proposed Project Manager:**	Adam Garcia

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.].

To establish electronic control, accountability and security measures on all buildings at the Western Nevada College Campus (WNC) in Carson City and Fallon, Nevada. The proposed project falls under the Access Control priority from FFY 15 and will improve access accountability for 100% of the Carson City and Fallon campuses 14 buildings - 11 in Carson City and 3 in Fallon. The direct beneficiaries are 3420 students, 440 faculty and staff and the community members of 7 counties using the facilities for a wide variety of classes, activities and events. Currently, the campuses use outdated key locking system which requires physical re-keying of doors in the event of lost keys. There is no method of identification of persons entering or using facilities, no means of permitting access after hours or during emergency situations, and no accountability for sensitive information. Re-keying is costly, and inefficient and requires additional staff and training. The current system does not provide adequate access control, monitoring or remote locking/unlocking of facilities.

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:	ACCESS CONTROL AND IDENTITY VERIFICATION - [Mission Area: 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	#1 - CYBERSECURITY
Urban Area Strategy	OPERATIONAL COORDINATION

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 proposed project will be implemented by staff from University Police in cooperation with administration at WNC. Point of Contact at WNC will be instrumental in selecting the vendor and completing the purchasing process for equipment, installation and testing. University Police will manage the grant account, and all reporting and financial claims.

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)	University Police	BOR of NSHE obo UNR	Adam Garcia
9(b)			
9(c)			

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

WNC personnel will assume all responsibility for maintenance and continued use of electronic locking systems post grant award. Any ongoing expense such as warranties, upgrades, repairs or additional training will be the responsibility of WNC.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/28/18

PROJECT TITLE (Autopopulate) Electronic Control and Security for WNC

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
control access equipment, hardware software and hosting services $163,788 + indirect cost rate @35% = $57,326		$ 221,114.00	$ 221,114.00

12d) **Training** [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
			$ 0.00

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	$ 221,114.00	$ 221,114.00

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	Designate project personnel at University Police and WNC	01/19	02/19	1
3	WNC personnel will initiate purchasing process and retain bids	03/19	04/16	1
4	Grant staff will review bids and select vendor	04/19	05/19	1
5	Equipment will be purchased and installation scheduled	05/19	6/19	1
6	Installation, testing and training will take place	06/19	08/19	2
7	University Police personnel will complete progress and financial reports	08/19	08/19	1
8				
9				
10				
11				
12				
13				

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

	Agency Name	BOR of NSHE obo UNR - University Police	**Project Manager Name & Contact #**	Adam Garcia, 775-784-4013, agarcia@unr.edu		**Grant Manager Name & Contact #**	Debbie Penrod, 775-682-7248, debbie@police.unr.edu						
	IJ TITLE:	**Electronic Control and Security Upgrades for Western Nevada College**											
		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								$ -					$ -
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								$ -					$ -
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									-				-
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	**Electronic Control System**	Control access hardware, software, programming devices, one year web hosting service $163,788 + federally negotiated indirect cost rate of 35% ($57,326)				1	ea	$ 221,114.00	Physical Protective Measures	Infrastructure Systems	14SW-01-PACS	SHSP	221,114.00
38								$ -					-
39								$ -					-
40								$ -					-
41								$ -					-
42								$ -					-
43								$ -					-
44								$ -					-
45								$ -					-
46								$ -					-
	EQUIPMENT Sub-Total							$ 221,114.00					$ 221,114.00

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.

System cost includes one year subscription cost for advanced web hosting software service, 600 small format interchangable smart cylinders, 190 Gen 3 slim key with chargers, 10 Gen 3 slim line bluetooth keys with chargers, USB programmer station, Mobile Programmer for Android, multi key charger, account setup and programming, four hours onsite training - see attached quote

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	**$ 221,114.00**		**$ 221,114.00**

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

A 2500 character limit is allowed for this response.

The College of Western Nevada faces many all-hazard risks as a result of inadequate access and identification controls on its two campuses. As mentioned in the State THIRA and SPR, Nevada has many risks related to weather, earthquake, fire and other natural disasters in addition to threats of terrorism and active shooter style violence that plagues college campuses nationwide. With this request, WNC wishes to prepare for and prevent these challenges from harming persons and facilities who depen on this instution for education, training and as a valuable community resource. By improving access and identification controls, the campuses will be prepared to respond to emergency situations by remote access when needed, monitor and identify persons accessing facilities and gather and retain data for timely public notification in the event of a crisis. All college campuses face risks of acts of terrorism and WNC is no exception. In spite of it's size, it serves a vast area of Nevada including persons traveling from rural areas to access the programs there. With improved controls, the campus will more fully align its infrastructure with Homeland Security goals of improved operational coordination, cyber security and physical protective measures priorities.

Burden Disclosure Notice: Form 089-1
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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 +
SHSP	$163788	$57326	%35	$221114
UASI	$	$	%	$
Total:	$	$	%	**$221114**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

Electronic Access and Control System for WNC

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

Board of Regents of NSHE obo University of Nevada, Reno

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	$221114
FY 2015 Proposed Amount		**$221114**

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

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):

$221114

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.

Burden Disclosure Notice: Form 089-1
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A 2500 character limit is allowed for this response.

This request will address page 20 of the 2017 Nevada THIRA regarding Access Control and Identify Verification /Impacts and Desired Outcomes. The THIRA lists several negative outcomes related to the lack of adequate access controls and identification systems. All of these risks are currently in place for the Western Nevada College Campuses. Specifically this request wishes to address the Active Shooter and Cyber Attach impacts for this campus. The current locking systems are breachable and lack appropriate identification controls to prevent physical attacks or terrorism attempts, or protection for vunerable equipment and intellectual properties. See pages 20 and 21 of the 2017 THIRA

The proposed investment will address the security gaps noted in the THIRA by providing upgraded electronic locking systems which will allow for identification controls, remote access and monitoring and data capture.

This proposed investment will address the capability gap of Physical Protective Measures listed on page 5 of the SPR. Overlapping gaps of Cybersecurity and Infrastructure systems will also be addressed. These gaps are a priority for the applicant due to the WNC's commitment to provide education to enable a trained employee pool for the recent technology industries relocationg to Nevada, such as TESLA, Panasonic, GE and others. The College has stepped up and expanded advanced manufacturing labs to enable state-of-the-art training. These facilities and the associated personnel and students must be protected from acts of violence or physical or cyber terrorism.

Customized Solution Designed for Western Nevada College

WNC – Medeco XT Intelligent Key System
RFI Proposal No. 450-1801737

Submitted To:
Dustin Cheney
Construction Project Coordinator

November 19, 2018

Hyong Cho
Account Executive
RFI Reno

Noel Reeves
Project Manager
RFI Reno

Over 35 years of industry experience

November 19, 2018

Western Nevada College
Dustin Cheney
Construction Project Coordinator
Facilities, Buildings and Grounds
2201 W. College Parkway
Carson City, NV 89703

Subject: Medeco XT Intelligent Key System
Reference: RFI Proposal No. 450-1801737

Dear Mr. Cheney:

Thank you for the opportunity to present our company with budgetary proposal for providing Medeco XT Intelligent Key System for Western Nevada College. This system has been designed to meet the specific requirements that were identified during our onsite meeting.

When you select RFI as your security provider of choice, we will demonstrate how a team of highly skilled and responsive individuals provide a superior level of performance and support to our valued customers. We realize that the quality of our performance has a direct impact on your organization and the ability to meet your business goals. Therefore, it is our aim to have a long and successful partnership with Western Nevada College.

This proposal includes:

- Information about RFI
- Our Locations
- Our Products and Services
- Vertical Markets Served
- Customer References

Again, thank you for the opportunity to submit this proposal. If you have any questions or require any additional clarification, please contact me. We look forward to working with you on this project.

Sincerely,

Hyong Cho
Account Executive
hcho@rfi.com
775-852-3555
RFI Reno

DISCOVER RFI

RFI Enterprises, Inc., dba RFI Communications & Security Systems, herein referred to as "RFI" has approximately 250 employees and maintains five regional offices located in San Jose, Los Angeles and Sacramento, CA, Reno, NV, and Seattle, WA. The Corporate office is located in San Jose.

We are pleased to have you discover how RFI's extensive experience and expertise can effectively address your company's unique needs. We are a diversified multi-systems integrator that has been designing, installing, servicing and monitoring technology-driven security and fire/life safety solutions for over thirty-five years.

Whether you need to protect your people, assets, physical or intellectual property, RFI has the security and fire/life safety solution to meet your objectives today and grow with your business tomorrow. Having successfully designed, installed and commissioned thousands of integrated systems for a wide range of business and government clients, RFI has the expertise to address even the most complex security and fire/life safety challenges.

OUR BUSINESS EDGE

RFI has been built around people – people that make a difference in both your evolving business and ours. Our people connect with your people and develop long-term business relationships based on integrity, fair business practices, trust and of course, performance. We are proud to be a VAR (Value Added Reseller) for many of the world's top manufacturers within the industries we serve. But our business edge is clearly demonstrated by our people connecting with yours to complete a successful project initiative.

SECURE MONITORING CENTER

RFI understands the importance of delivering a broad scale of secure monitoring center services. Our monitoring center maintains and supports advanced systems engineered to deliver the dependability you require while providing the reliability necessary to serve vital functions 24 hours a day, 365 days a year.

OPERATIONS

1. Underwriters Laboratories Listed Central Station
2. CSAA Five Diamond Central Station Designation
3. Multi-level security infrastructure and onsite emergency power facilities
4. Automation software ensures accurate alarm identification and swift response

MONITORING SERVICES

1. Intrusion Alarm Systems
2. Elevator Emergency
3. Fire/Life Safety Alarm Systems
4. Remote Video Services
5. Sprinkler Water Flow Management
6. Internet Monitoring
7. Personal Emergency Response
8. Critical Equipment and Conditions
9. 2-Way Voice Verification
10. Mesh Networks and Cellular Backup
11. Nationwide Coverage
12. Remote Video Services

SUPERIOR PRODUCTS AND SERVICES

Since 1979, quality, value and innovation have been the rock solid cornerstones of RFI. We continually strive to deliver superior products and services to our valued customers. Focusing on end-to-end solutions, your projects are supported by dedicated account managers, trained installation technicians, project managers, application engineers, IT professionals and CAD specialists. Our partnership with you extends beyond the installation of your new system. We provide ongoing support and services to ensure your system is utilized to its full potential.

1. Integrated Solutions
2. Monitoring Center Services
3. Security
4. Service Advantage Plans
5. Fire/Life Safety
6. Professional Services
7. Managed and Hosted Solutions
8. Business Solutions

VERTICAL MARKETS

From corporate and university campuses, to airports, hospitals and pharmaceutical manufacturing facilities, RFI understands that different industries require customized solutions to meet their very unique needs. With over 35 years of experience providing security and fire/life safety solutions to the industries we serve, RFI has the technology, resources and expertise to deliver best-in-class solutions that improve operational efficiency and provide the highest levels of protection for your people and assets.

Industries We Serve

1.	Aerospace	1.	Agriculture	2.	Banking/Financial
3.	Commercial/Office	4.	Education	5.	Government
6.	Healthcare	7.	Retail	8.	Technology

West Coast Footprint and Beyond

With our regional west coast locations combined with our connection to integrators country-wide, RFI is able to serve a large geographical area.

RFI has branch offices in the following locations:
1. San Jose, CA
2. Los Angeles, CA
3. Sacramento, CA
4. Reno, NV
5. Seattle, WA

RFI also maintains a strong national presence as a Member of Security-Net, an alliance of integrated systems professionals.

PROPOSAL

SCOPE OF WORK

RFI will provide the following equipment and services:

1. One (1) year subscription cost of Medeco XT Advanced Web Hosting software service. Limit 750 keys.
2. Qnt. (600) Best Small format interchangeable core (SFIC) smart cylinders
3. Qnt. (190) Medeco XT Gen 3 slim key with chargers
4. Ten (10) Medeco XT Gen 3 slim line bluetooth key with chargers
5. One (1) Medeco XT USB programmer station
6. One (1) Medeco XT Mobile Programmer for Android device
7. One (1) Medeco XT Multi Key charger
8. Account setup and programming
9. Four (4) hours onsite training

SCHEDULE OF VALUES

Lump Sum for the complete scope of work is:
One hundred sixty three thousand seven hundred eighty eight and NO/100 Dollars $163,788.00

Annual subscription service fee for Medeco XT Basic Web software is $1,467.00. First year subscription service fee is included in the total price listed above.

TERMS

Upon Contract Award, lump sum or fixed price contracts will be billed 30% of the total contract price for engineering and mobilization. Projects exceeding one calendar month will be billed for work completed during each month (progressive billing). Progressive Billing will include invoicing for engineering, labor, and/or programming prior to on-site installation and material stored at RFI. Payment is due 30 days from the date of invoice. Customer agrees to pay each invoice when due. In addition to all other rights and remedies available, RFI shall have the option to withhold any further shipments of material and/or the provision of any service, including but not limited to technical assistance, until Customer's account is paid in full. Further, in the event payment is not received according to terms, RFI may at its discretion, assess interest at the maximum rate allowed by law. Customer also agrees to pay reasonable attorney's fees or agency commissions sustained by RFI in pursuit of payment. Any alteration or deviation from the above specifications involving extra cost will be made only upon written agreement and will become an extra charge over and above the estimate.

All prices are valid for thirty (30) days. If for any reason of unrest or any other reason RFI is of the opinion that performance under this offer may jeopardize the safety of its employees or agents, or cause unreasonable harm, RFI may withdraw this offer without penalty. This offer is contingent on satisfactory review of credit application and references. RFI reserves the right to deny, revoke or modify any credit at its sole discretion.

CLARIFICATIONS

1. All work shall be performed during normal business hours (8:00 am to 4:30 pm) and normal working conditions.
2. RFI shall provide qualified supervisory labor at the job site. Idle time incurred by RFI employees due to absence of required escorts, clearances, inability to enter the workspace, or other factors beyond our control, shall be considered a change to the contract.
3. Customer shall provide access to all areas, including escorted areas, such as computer, telephone, equipment and fabrication rooms.
4. All permits, licenses if required, and fees shall be obtained and paid for by others.

5. Installation of IC cores are customer's responsibility.

EXCLUSIONS

1. Bonds and Permits.
2. Installation labor.
3. Change out of existing IC cores.
4. Replacement and repair of exiting doors.

TERMS AND CONDITIONS

Warranty

All equipment installed shall be warranted for one (1) year from the date of completion. This does not include ordinary wear and tear and/or unusual abuse or neglect. Warranty is contingent upon the proper use and maintenance of the equipment and/or any cabling system provided or installed by RFI. All repairs or adjustments that are or may become necessary under the warranty provisions shall be performed only by an authorized representative of RFI. Any repairs, adjustments, or interconnections performed by Customer or at the Customer's request by anyone other than an authorized representative of RFI shall VOID ALL WARRANTIES contained herein.

Insurance

RFI shall provide a certificate of insurance, naming Contractor/Customer and Owner as additional insured with the following limits:

1.	General Liability	$1,000,000 each occurrence
		$2,000,000 general aggregate
1.	Automobile	$1,000,000 combined single limit
2.	Excess Liability	$5,000,000 each occurrence, aggregate
3.	Workers Comp	Statutory limits

All insurance coverage shall be in the amounts stated above and remain in effect for the duration of the project. RFI's insurance shall be provided by carriers who have an A.M. Best's Rating of B+ or better. Certificates shall contain a cancellation clause giving Contractor/Customer thirty (30) days written notice prior to termination, cancellation or reduction of any of the above listed insurance coverage.

If any additional limits of liability are required, Contractor/Customer shall accept all payment obligations arising out of or in any way resulting from the implementation of higher limits of liability.

Should Payment and Performance Bonds be required, Contractor/Customer shall accept all payment obligations arising out of or in any way resulting from execution of bond.

It is understood and agreed that RFI shall not be held liable for any loss, damage or delays occasioned by fire, strikes or material stolen after delivery to premises, lockouts, acts of God, or the public enemy, accidents, boycotts, material shortages, disturbed labor conditions, delayed delivery of materials from suppliers, force majeure, inclement weather, floods, freight embargos, causes incident to national emergencies, war, or other causes beyond our control.

RFI shall indemnify, defend, and hold harmless Customer and its directors, officers and employees from and against any and all claims made or threatened by any third party and all related losses, expenses, damages, costs and liabilities, including reasonable attorneys' fees and expenses incurred in investigation or defense ("Damages"), to the extent such Damages arise out of or relate to the following: (a) any negligent act or omission or willful misconduct by RFI, its employees or any subcontractor engaged by RFI in the performance of RFI's obligations under this Agreement; or (b) any breach in a representation, covenant or obligation of RFI contained in this Agreement.

In the event the Customer cancels any order resulting from this proposal, the Customer shall be liable to RFI for an amount up to twenty (20) percent of the value of the order. This amount shall be construed as LIQUIDATED DAMAGES representing an approximation of all administrative, engineering, and other costs incurred by RFI in reliance upon the order; not as a penalty. RFI's rights under this clause shall be in addition to all other rights and remedies available to it in law or equity, and shall not be construed as to limit RFI's damages in any way recoverable as a result of Customer's breach.

The validity, interpretation, and performance of this Agreement will be controlled by and construed exclusively under the laws of the State of California, the state in which this Agreement is being executed, excluding its conflict of law provisions. All claims, disputes and other matters in question shall be decided in Santa Clara County, Superior Court. The parties hereby stipulate that jurisdiction and venue for any such dispute is proper in Santa Clara County Superior Court. In any dispute between Customer and RFI, the prevailing party shall be awarded its reasonable attorney fees and other expenses including but not limited to expert witness fees.

We look forward to maintaining a trusted, long term business relationship. If you have any questions regarding this proposal or any other matter, please feel free to contact me directly at **775.852.3555,** via fax at **775.852.6633,** or via email at **hcho@rfi.com**.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted.	**PO #:**

The above proposal No. 450-1801737 submitted by:

RFI Communications & Security Systems		**Customer: Western Nevada College**	
Hyong Cho	November 19, 2018		
Authorized Signature	Date	Authorized Signature	Date
Hyong Cho	Account Executive		
Print Name	Title	Print Name	Title

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN: 886000024

ORGANIZATION:
University of Nevada, Reno
1664 North Virginia Street
Reno, NV 89557

DATE:10/09/2018

FILING REF.: The preceding agreement was dated 11/14/2016

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

	EFFECTIVE PERIOD				
TYPE	FROM	TO	RATE(%)	LOCATION	APPLICABLE TO
PRED.	07/01/2016	06/30/2017	43.50	On-Campus	Organized Research
PRED.	07/01/2017	06/30/2020	44.00	On-Campus	Organized Research
PRED.	07/01/2016	06/30/2020	26.00	Off-Campus	Organized Research
PRED.	07/01/2016	06/30/2017	53.00	On-Campus	Instruction
PRED.	07/01/2017	06/30/2020	51.30	On-Campus	Instruction
PRED.	07/01/2016	06/30/2020	26.00	Off-Campus	Instruction
PRED.	07/01/2016	06/30/2017	31.00	On-Campus	Other Sponsored Activities
PRED.	07/01/2016	06/30/2017	25.60	Off-Campus	Other Sponsored Activities
PRED.	07/01/2017	06/30/2020	35.00	On-Campus	Other Sponsored Activities
PRED.	07/01/2017	06/30/2020	26.00	Off-Campus	Other Sponsored Activities
PROV.	07/01/2020	Until Amended		(1)	

*BASE

Modified total direct costs, consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

(1) Use same rates and conditions as those cited for fiscal year ending June 30, 2020.

SECTION I: FRINGE BENEFIT RATES**

TYPE	FROM	TO	RATE(%)	LOCATION	APPLICABLE TO
FIXED	7/1/2018	6/30/2019	9.90	All	Letter of Appointment
FIXED	7/1/2018	6/30/2019	25.10	All	Professional
FIXED	7/1/2018	6/30/2019	12.70	All	Graduate Students
FIXED	7/1/2018	6/30/2019	41.50	All	Classified
FIXED	7/1/2018	6/30/2019	2.50	All	Wages
PROV.	7/1/2019	6/30/2022	9.90	All	Letter of Appointment
PROV.	7/1/2019	6/30/2022	25.10	All	Professional
PROV.	7/1/2019	6/30/2022	12.70	All	Graduate Students
PROV.	7/1/2019	6/30/2022	41.50	All	Classified
PROV.	7/1/2019	6/30/2022	2.50	All	Wages

** DESCRIPTION OF FRINGE BENEFITS RATE BASE:

Salaries and wages.

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

This organization charges the actual cost of each fringe benefit direct to Federal projects. However, it uses a fringe benefit rate which is applied to salaries and wages in budgeting fringe benefit costs under project proposals. The following fringe benefits are treated as direct costs:
UNEMPLOYMENT COMPENSATION, NEVADA INDUSTRIAL INSURANCE, HEALTH INSURANCE, AND STATE RETIREMENT.

Effective July 1, 2018, the fringe benefits are charged using the rate(s) listed in the Fringe Benefits Section of this Agreement. The fringe benefits included in the rate(s) are listed below:
FICA/MEDICARE, UNEMPLOYMENT INSURANCE, NEVADA INDUSTRIAL INSURANCE, HEALTH INSURANCE, GRADUATE INSURANCE, TERMINAL LEAVE, RETIRED EMPLOYEES GROUP INSURANCE ASSESSMENT (REGIA), AND RETIREMENT.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

DEFINITION OF EQUIPMENT
Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds $5,000.

DEFINITION OF OFF-CAMPUS
An off-campus program is one where the preponderance of the program is conducted by the University (1) in leased facilities where space related costs (e.g., rent, utilities and maintenance) are charged directly to the program, or (2) in facilities made available (at no costs) to the program by a non-university organization, or (3) a minimum of 50 miles away from the University over an uninterrupted period of time in excess of 90 days per program year for field work. Short duration events such as workshops are generally considered to be on-campus.

NEXT PROPOSAL DUE DATE
An indirect cost proposal based on actual costs for fiscal year ending 06/30/19, will be due no later than 12/31/19; A fringe benefit proposal based on actual costs for fiscal year ending 06/30/18, will be due no later than 12/31/18.
This rate agreement updates the fringe benefits only.

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted: such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

University of Nevada, Reno

(INSTITUTION)

Charlene Hart

(SIGNATURE)

Charlene Hart

(NAME)

Associate VP, Research Admin

(TITLE)

10/15/18

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim -S

Digitally signed by Arif M. Karim -S
DN: c=US, o=U.S. Government, ou=HHS, ou=PSC, ou=People, cn=Arif M. Karim -S, 0.9.2342.19200300.100.1.1=2000212895
Date: 2018.10.12 07:56:22 -05'00'

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

10/9/2018

(DATE) 7095

HHS REPRESENTATIVE: Karen Wong

Telephone: (415) 437-7820

Western Nevada College
An Institution of the Nevada System of Higher Education
www.wnc.edu
FACILITIES PLANNING & MANAGEMENT

To: NV Department of Emergency Management

From: Western Nevada College
Dustin Cheney
Construction Project Coordinator

Re: NVDEM Grant Application Justification Narrative
New Keying System

Date: November 20, 2018

Dear Nevada Department of Emergency Management,

Below is the justification narrative in regards to the grant application for Western Nevada College in requesting grant funding for a new keying system on campus. If there is any additional information or clarification required please let me know.

Q: Why is your campus important to the community?

A: Western Nevada College is a public, open admissions college dedicated to providing affordable, quality educational opportunities for those residing in our seven-county service area. With the ever changing work environment in Nevada, Western Nevada College is dedicated to providing the skills needed in today's workforce. When Tesla and other companies requiring advanced manufacturing skills started to set up shop in Nevada, they needed workers for those manufacturing floors and this is where WNC stepped up, expanding its advanced manufacturing lab to offer state-of-the-art training. WNC has an advanced manufacturing program called mechatronics and it aims to meet the growing demands of the manufacturers in our area, including Tesla, Panasonic, Click Bond, GE and others. With great student to teacher ratios as well as low cost tuition, WNC provides fantastic educational opportunities throughout the community that otherwise may not exist.

In addition to the educational opportunities that WNC provides the college is also actively involved within the community. On every 2nd and 4th Saturday of the month WNC's Observatory offer free star gazing parties where community members can come and enjoy the wonders our solar system has to offer. The evenings start with a lecture on one of numerous topics and then concludes with guided star viewing by one of our astronomers. Another large community event the college puts on yearly is the Veterans Suicide Awareness March put on by our Veterans Resource Center. Participants walk from the corner of U.S. Highway 395 and West College Parkway to the WNC campus at 2201 West College Parkway, and back, approximately 2.3 miles round trip. The event brings attention to the ongoing reality of veteran suicide, which occurs approximately 22 times a day across the United States and more than

8,000 times a year. Along the way, walkers will view signage that shares caring thoughts of veterans and also acknowledges the suffering and needs many veterans bring home from battle.

Q. Why is this project necessary

A. Currently Western Nevada College has the Best Access keying system. This system consists of a key cutter, removable pinned cores, pin sets, hard keys, and keying software for auditing purposes. While this keying system provides great locking solutions it is getting harder to maintain the staff required for such a system. This system requires a trained locksmith in Best Access control (knowledge and certification stay with employee as opposed to being the college's to transfer), hardware for key cutting, as well as system administration for employees records (key requests, key returns, etc.). Each year the audit alone can take months to complete. In addition to the work related to issuing keys, in the event of lost keys the locksmith must confirm which keys were lost and re-core all doors associated with those keys creating a large cost to the institution. Recently our longtime locksmith retired taking the many years of knowledge with them and while we have sent new employees to train on the system it will take years to get back to where we were.

Western Nevada College is proposing to go with the new Medeco XT Electronic key system. This system provides many solutions for the problems we have with our current system including:

-Eliminate Costly Rekeying: The Medeco XT system eliminates the expense of physically rekeying locks and replacing keys. All rekeying is done electronically through the programming of the keys

-Providing Accountability to Sensitive Information: Audit records can identify which employees have access to sensitive information as well as identifying which employees try to access these areas.

-Grant After-Hours and Temporary Access: Electronic scheduling gives you the flexibility to control access around the clock, including providing temporary access. Both cylinder and key retain records of when all accesses occur.

-Employee Turnover: Electronic rekeying and remote-access programming lets you respond immediately to personnel changes, even if keys are not returned.

-Prevent Copied Keys: Medeco XT Intelligent Keys cannot be copied like traditional mechanical keys.

Q. How will this protect persons from acts of terrorism or other violence?

A. By implementing the Medeco XT Electronic Key system at Western Nevada College it will not only provide a new keying system with the latest technology it will also provide quick access in the event of an emergency. With all of the different cores types on campus there are as many as (14) different keys to access certain areas. During an emergency situation (i.e. active shooter) one should not be tasked with fumbling through numerous keys to gain access into a safe area. By implementing the Medeco XT Electronic Key system people can rest at ease of knowing that the (1) key in their possession will be the right key for access. Another advantage of the Medeco XT system is the feature of being able to grant access wirelessly. A mechanical key system requires a person to access a locked key cabinet to gain access to keys for secure areas. With the Medeco system one could grant access to areas via bluetooth to remote locations thus giving instant access in emergency situations.

Sincerely,

Dustin Cheney
Construction Project Coordinator
Western Nevada College

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted 11/29/18

1)	**PROJECT TITLE:**	Henderson Operational Coordination/Incident Management
2)	**Proposing/Lead Agency:**	City of Henderson
3)	**Proposed Project Manager:**	Ryan Turner, Division Chief of Emergency Management and Safety

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.].

Henderson Fire Department (HFD) supports ongoing efforts in operational coordination and incident management to mitigate, prepare, and respond to incidents. The project requiring investment is focused on these capabilities and priorities. The goal of HFD is to outfit all of its Chief Officers with standardized incident-management software and specialized incident management vehicles to provide coordinated capabilities for threats and hazards in its City as well as if called upon to assist other agencies in the Las Vegas Valley. This investment seeks specific new capabilities in operational coordination and incident management.

For the software and hardware equipment requests, all HFD incident managers are required to complete incident management sheets for tracking and accountability on emergency management scenes. The incident management sheet is an essential piece in the emergency management tool as well as one of the vital safety components in our risk management system. This tool is currently done on paper. This results in inconsistencies between humans who have different handwriting, who may fill the form out in non-standard ways, and who utilize different methods to signify changes and/or corrections to assignments. In addition, the paper version does not allow for consistent data collection or a way to gather data or accurately track incident scene times.

The software requested is a tablet-based incident and tactical management software, which allows incident managers the ability to track progress & benchmark throughout an incident to provide operational coordination based upon NIMS. It will be a tablet-based incident and tactical management software to increase HFD's operational coordination and incident management profile to prepare for, respond to, and recover from terrorism, CBRNE, and other emergencies. With this capability, an incident manager may use the tablets purchased with this grant funding to tap and drag responding apparatus onto an emergency scene, track progress against critical checklists, and time-stamp every maneuver and benchmark throughout an incident. The software will also integrate with CAD; collect and store all data electronically; improve safety; and improve business processes for multiple departments within the City of Henderson such as the Fire Department, Department of Information Technology, and Police Department.

For the specialized incident management vehicle requests, the two (2) vehicles for HFD will increase responses and the profile for allowing additional Incident Management capability by standardizing the outfitting of mobile management vehicles for use at incident scene for the purpose of mobile onsite platforms for management, control, and communications during terrorist attacks and other emergencies. The one (1) vehicle for emergency management operations will increase the City of Henderson operational coordination profile for allowing additional

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:	OPERATIONAL COORDINATION - [Mission Area: ALL]
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	OPERATIONAL COORDINATION

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

With this grant application, the Henderson Fire Department (HFD) would like to purchase tablet-based incident and tactical management software in the amount of $10,425; the tablet equipment in the amount of $14,553; and three (3) specialized incident management vehicles equipped with incident management build emergency lighting and equipment, GPS preemption high priority vehicle kits and antennas in the amount of $199,858. If awarded, HFD has already identified vendors and specific equipment items related to this request. Once the award letter is received and approved through its governing body, HFD will order the items; after received, test them; and then, put them in service immediately.

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)	Henderson Fire Department	Henderson, Clark, Nevada	Shawn White, Fire Chief
9(b)	n/a	n/a	n/a
9(c)	n/a	n/a	n/a

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

This one-time investment using grant funds provides a long-term solution to support operational coordination and incident management. It is anticipated that the associated equipment will be in frontline service providing benefit to the community for up to 5 years.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/29/18

PROJECT TITLE (Autopopulate) Henderson Operational Coordination/Incident Management

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
100	0	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
n/a	$0.00	$ 0.00	$ 0.00

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

12c) **Equipment** [Procurement and installation of equipment, systems, facilities]	LV-UASI	State-wide	SubTotal
Priority A = $91,597 tablet-based incident and tactical management software, tablet equipment, and one (1) specialized incident management vehicle. Priority B = $133,239 two (2) specialized incident management vehicles.	$224,835.33	$ 0.00	$ 224,835.33

12d) **Training** [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
n/a	$0.00	$ 0.00	$ 0.00

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

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

12g) PROJECT TOTALS	LV-UASI	State-wide	TOTAL
	$224,835.33	$ 0.00	$ 224,835.33

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	Receive Award Letter	01/02/19	02/01/19	1
3	Create Agenda Item and receive approval from City Council	02/01/19	03/01/19	1
4	Order Equipment	03/01/19	05/01/19	2
5	Receive and Test Equipment	05/01/19	06/01/19	1
6	Place Equipment in Full Service	06/01/19	07/01/19	1
7	Closeout Grant	07/01/19	07/31/19	1
8				
9				
10				
11				
12				
13				

PROJECT OUTCOME - 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.].

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For the software and hardware equipment requests, all HFD incident managers are required to complete incident management sheets for tracking and accountability on emergency management scenes. The incident management sheet is an essential piece in the emergency management tool as well as one of the vital safety components in our risk management system. This tool is currently done on paper. This results in inconsistencies between humans who have different handwriting, who may fill the form out in non-standard ways, and who utilize different methods to signify changes and/or corrections to assignments. In addition, the paper version does not allow for consistent data collection or a way to gather data or accurately track incident scene times.

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For the specialized incident management vehicle requests, the two (2) vehicles for HFD will increase responses and the profile for allowing additional Incident Management capability by standardizing the outfitting of mobile management vehicles for use at incident scene for the purpose of mobile onsite platforms for management, control, and communications during terrorist attacks and other emergencies. The one (1) vehicle for emergency management operations will increase the City of Henderson operational coordination profile for allowing additional Emergency Management personnel the ability to provide the support function for the purpose of managing emergency operations. This additional capability will include supporting terrorist attacks and other emergencies.

PROJECT IMPLEMENTATION - ***Describe how, and by whom, 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

With this grant application, the Henderson Fire Department (HFD) would like to purchase tablet-based incident and tactical management software in the amount of $10,425; the tablet equipment in the amount of $14,553; and three (3) specialized incident management vehicles equipped with

incident management build emergency lighting and equipment, GPS preemption high priority vehicle kits and antennas in the amount of $199,858. If awarded, HFD has already identified vendors and specific equipment items related to this request. Once the award letter is received and approved through its governing body, HFD will order the items; after received, test them; and then, put them in service immediately.

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

This one-time investment using grant funds provides a long-term solution to support operational coordination and incident management. It is anticipated that the associated equipment will be in frontline service providing benefit to the community for up to 5 years.

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

Priority A = $91,597 tablet-based incident and tactical management software, tablet equipment, and one (1) specialized incident management vehicle.

Priority B = $133,239 two (2) specialized incident management vehicles.

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

	Agency Name	City of Henderson	**Project Manager Name & Contact #**	Ryan Turner Division Chief of Emergency Management and Safety (702)267-2212		**Grant Manager Name & Contact #**	Heather Carson Fire Department Business Analyst III (702)267-2246						
	IJ TITLE:	**Henderson Operational Coordination/Incident Management Software/Equip**											
		One Budget Per Funding Stream											
		UASI											
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								$ -					$ -
	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**											
2								$ -					$ -
	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				-		-				
3									-				-
	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											
4								-					-
	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.											
5						-		$ -					-
	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											
6		2-way CAD Interface - CAD Interface License Handheld and "ultraportable" communications and computing device with connectivity, includes tablets and pad devices, equipment and systems that provide connectivity and electrical interoperability between local and interagency organizations to coordinate terrorism, CBRNE, and other emergency response operations.	New	Other Federal		1	6,250.00	$ 6,250.00	Operational Coordination	Operational Coordination	04AP-05-CDSS - Systems and Tools, ICS	UASI	6,250.00

7		2-way CAD Interface - Web Portal License Handheld and "ultraportable" communications and computing device with connectivity, includes tablets and pad devices, equipment and systems that provide connectivity and electrical interoperability between local and interagency organizations to coordinate terrorism, CBRNE, and other emergency response operations.	New	Other Federal		1	2,500.00	$ 2,500.00	Operational Coordination	Operational Coordination	04AP-05-CDSS - Systems and Tools, ICS	UASI	2,500.00
8		2-way CAD Interface - End User License Handheld and "ultraportable" communications and computing device with connectivity, includes tablets and pad devices, equipment and systems that provide connectivity and electrical interoperability between local and interagency organizations to coordinate terrorism, CBRNE, and other emergency response operations.	New	Other Federal		1	675.00	$ 675.00	Operational Coordination	Operational Coordination	04AP-05-CDSS - Systems and Tools, ICS	UASI	675.00
9		Scheduling Integration - Customer Development (Maintenance & Support Included) Handheld and "ultraportable" communications and computing device with connectivity, includes tablets and pad devices, equipment and systems that provide connectivity and electrical interoperability between local and interagency organizations to coordinate terrorism, CBRNE, and other emergency response operations.	New	Other Federal		1	1,000.00	$ 1,000.00	Operational Coordination	Operational Coordination	04AP-05-CDSS - Systems and Tools, ICS	UASI	1,000.00
10		12.9" tablet with Wi-Fi + Cellular; 256 GB Handheld and "ultraportable" communications and computing device with connectivity, includes tablets and pad devices, equipment and systems that provide connectivity and electrical interoperability between local and interagency organizations to coordinate terrorism, CBRNE, and other emergency response operations.	New	Other Federal		9	1,249.00	$ 11,241.00	Operational Coordination	Operational Coordination	06CC-01-CELL - Communications and Computing Device, Handheld	UASI	11,241.00
11		2-year care plan Handheld and "ultraportable" communications and computing device with connectivity, includes tablets and pad devices, equipment and systems that provide connectivity and electrical interoperability between local and interagency organizations to coordinate terrorism, CBRNE, and other emergency response operations.	New	Other Federal		9	99.00	$ 891.00	Operational Coordination	Operational Coordination	06CC-01-CELL - Communications and Computing Device, Handheld	UASI	891.00

12		Detachable keyboards Handheld and "ultraportable" communications and computing device with connectivity, includes tablets and pad devices, equipment and systems that provide connectivity and electrical interoperability between local and interagency organizations to coordinate terrorism, CBRNE, and other emergency response operations.	New	Other Federal		9	149.95	$ 1,349.55	Operational Coordination	Operational Coordination	06CC-01-CELL - Communications and Computing Device, Handheld	UASI	1,349.55
13		Stylus (pencils) Handheld and "ultraportable" communications and computing device with connectivity, includes tablets and pad devices, equipment and systems that provide connectivity and electrical interoperability between local and interagency organizations to coordinate terrorism, CBRNE, and other emergency response operations.	New	Other Federal		9	119.00	$ 1,071.00	Operational Coordination	Operational Coordination	06CC-01-CELL - Communications and Computing Device, Handheld	UASI	1,071.00
14		1.2A Sport Utility Vehicle 4 Wheel Drive "PPV" Specify - Standard State Contract Pricing These vehicles will increase HFD responses and profile for allowing additional Incident Management capability by standardizing the outfitting of mobile command vehicles for use at incident scene for the purpose of mobile onsite platforms for command, control, and communications during terrorist attacks and other emergencies.	New	Other Federal		2.00	36,553.00	$ 73,106.00		Operational Coordination	12VE-00-CMDV - Vehicle, Command, Mobile	UASI	73,106.00

15		1.2A Sport Utility Vehicle 4 Wheel Drive "PPV" Specify - Standard State Contract Pricing This specialized vehicle for emergency management operations will increase the City of Henderson operational coordination profile for allowing additional Emergency Management personnel the ability to provide the support function for the purpose of managing emergency operations. This additional capability will include supporting terrorist attacks and other emergencies.	New	Other Federal		1.00	36,553.00	$ 36,553.00		Operational Coordination	12VE-00-SPEC - Vehicle, Specialized Emergency Management	UASI	36,553.00
16		1.2A Sport Utility Vehicle 4 Wheel Drive "PPV" Specify - Command Build Emergency Lighting and Equipment This specialized vehicle for emergency management operations will increase the City of Henderson operational coordination profile for allowing additional Emergency Management personnel the ability to provide the support function for the purpose of managing emergency operations. This additional capability will include supporting terrorist attacks and other emergencies.	New	Other Federal		3.00	15,910.26	$ 47,730.78		Operational Coordination	12VE-00-CMDV - Vehicle, Command, Mobile	UASI	47,730.78
17		1.2A Sport Utility Vehicle 4 Wheel Drive "PPV" Specify - Radios Mobile radio equipment, deployed in/on vehicles, or can also be deployed as temporary base stations. This includes equipment and systems that provide connectivity and electrical interoperability between local and interagency organizations to coordinate CBRNE response operations.	New	Other Federal		3.00	10,936.00	$ 32,808.00		Operational Coordination	06CP-01-MOBL - Radio, Mobile	UASI	32,808.00
18		1.2A Sport Utility Vehicle 4 Wheel Drive "PPV" Specify - GPS Premption High Priority Vehicle Kit with Antenna Global Positioning System (GPS) receiving device, including self-contained handhelds, mobile mounted systems, and accessory devices to enable computers and communications devices.	New	Other Federal		3.00	3,220.00	$ 9,660.00		Operational Coordination	04AP-02-DGPS	UASI	9,660.00
	EQUIPMENT Sub-Total							$ 224,835.33					$ 224,835.33

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.

With this grant application, the Henderson Fire Department (HFD) would like to purchase tablet-based incident and tactical management software in the amount of $10,425; the tablet equipment in the amount of $14,553; and three (3) specialized incident management vehicles equipped with incident management build emergency lighting and equipment, GPS preemption high priority vehicle kits and antennas in the amount of $199,858. If awarded, HFD has already identified vendors and specific equipment items related to this request. Once the award letter is received and approved through its governing body, HFD will order the items; after received, test them; and then, put them in service immediately.

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					-	-					
19											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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)											
20							-	-			$ -		-
	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	**$ 224,835.33**		**$ 224,835.33**

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

Henderson Fire Department (HFD) supports ongoing efforts in operational coordination and incident management to mitigate, prepare, and respond to incidents. The project requiring investment is focused on these capabilities and priorities. The goal of HFD is to outfit all of its Chief Officers with standardized incident-management software and specialized incident management vehicles to provide coordinated capabilities for threats and hazards in its City as well as if called upon to assist other agencies in the Las Vegas Valley. This investment seeks specific new capabilities in operational coordination and incident management.

For the software and hardware equipment requests, all HFD incident managers are required to complete incident management sheets for tracking and accountability on emergency management scenes. The incident management sheet is an essential piece in the emergency management tool as well as one of the vital safety components in our risk management system. This tool is currently done on paper. This results in inconsistencies between humans who have different handwriting, who may fill the form out in non-standard ways, and who utilize different methods to signify changes and/or corrections to assignments. In addition, the paper version does not allow for consistent data collection or a way to gather data or accurately track incident scene times.

The software requested is a tablet-based incident and tactical management software, which allows incident managers the ability to track progress & benchmark throughout an incident to provide operational coordination based upon NIMS. It will be a tablet-based incident and tactical management software to increase HFD's operational coordination and incident management profile to prepare for, respond to, and recover from terrorism, CBRNE, and other emergencies. With this capability, an incident manager may use the tablets purchased with this grant funding to tap and drag responding apparatus onto an emergency scene, track progress against critical checklists, and time-stamp every maneuver and benchmark throughout an incident. The software will also integrate with CAD; collect and store all data electronically; improve safety; and improve business processes for multiple departments within the City of Henderson such as the Fire Department, Department of Information Technology, and Police Department.

Burden Disclosure Notice: Form 089-1
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For the specialized incident management vehicle requests, the two (2) vehicles for HFD will increase responses and the profile for allowing additional Incident Management capability by standardizing the outfitting of mobile management vehicles for use at incident scene for the purpose of mobile onsite platforms for management, control, and communications during terrorist attacks and other emergencies. The one (1) vehicle for emergency management operations will increase the City of Henderson operational coordination profile for allowing additional Emergency Management personnel the ability to provide the support function for the purpose of managing emergency operations. This additional capability will include supporting terrorist attacks and other emergencies.

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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 +
SHSP	$0	$0	%0	$0
UASI	$224,835.33	$0	%0	$224,835.33
Total:	**$224,835.33**	**$**	**%**	**$224,835.33**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

Henderson Operational Coordination/Incident Management

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

City of Henderson

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*)	UASI	$224,835.33
FY 2016 Proposed Amount		**$224,835.33**

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.)

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☐ **Yes** **X 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):

$0

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.

On page 8 of the 2016 THIRA, Operational Coordination/Capability Target states to establish and maintain a unified command/control ICS structure with all intrastate and interstate stakeholders to identify and coordinate incident management activities within 30 minutes of awareness of the threat/hazard across the impacted area. Within 1 hour, mobilize critical resources and establish command, control, and coordination structures through the SEOC and 16 Emergency Support Functions in the state, as well as all appropriate local EOC's in the impacted area/community, and maintain, as needed, throughout the duration of an incident.

The requested tablet-based incident and tactical management software, tablet equipment, and specialized incident management vehicles will allow the City of Henderson to provide coordinated capabilities for threats and hazards in its City as well as if called upon to assist other agencies in the Las Vegas Valley. The capability to capture "real time" incident and tactical information in the field and have the ability to share it with staff working in the Emergency Operations Center is invaluable. In addition, providing Chief Officers with standardized specialized incident management vehicles will allow for more coverage in a large-scale event as well as the ability to assist neighboring agencies if needed.

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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Attribute Name	**Description**	**Application Instructions**
Project Name	Henderson Operational Coordination/Incident Management	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	Henderson Fire Department (HFD) supports ongoing efforts in operational coordination and incident management to mitigate, prepare, and respond to incidents. The project requiring investment is focused on these capabilities and priorities. The goal of HFD is to outfit all of its Chief Officers with standardized incident-management software and specialized incident management vehicles to provide coordinated capabilities for threats and hazards in its City as well as if called upon to assist other agencies in the Las Vegas Valley. The software requested is a tablet-based incident and tactical management software, which allows incident managers the ability to track progress & benchmark throughout an incident to provide operational coordination based upon NIMS. It will be a tablet-based incident and tactical management software to increase HFD's operational coordination and incident management profile to prepare for, respond to, and recover from terrorism, CBRNE, and other emergencies. For the specialized incident management vehicle requests, the two (2) vehicles for HFD will increase responses and the profile for allowing additional Incident Management capability by standardizing the outfitting of mobile incident management vehicles for use at incident scenes for the purpose of mobile onsite platforms for incident management, control, and communications during terrorist attacks and other emergencies. The one (1) vehicle for emergency management	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*.

	operations will increase the City of Henderson operational coordination profile for allowing additional Emergency Management personnel the ability to provide the support function for the purpose of managing emergency operations. This additional capability will include supporting terrorist attacks and other emergencies.	
Sub-Recipient Name	Henderson Fire Department	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	Nevada Division of Emergency Management	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	89015	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	Every project must support a Core Capability. Select the primary core capability associated with this project.
Sustain or Build	Build	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)

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	$0	Identify the amount of funds in the project that will be for planning activities.
Organization	$0	Identify the amount of funds in the project that will be for organization activities.
Equipment	$224,835.33	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	$0	Identify the amount of funds in the project that will be for training activities.
Exercises	$0	Identify the amount of funds in the project that will be for exercise activities.
Total	$224,835.33	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 Lifecycle.

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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?	n/a	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	n/a	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?	n/a	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	Initiate	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	January 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	July 2019	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

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Construction Activity	n/a	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate	Receive Award Letter; create agenda item and receive approval from City Council	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	Order Equipment	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	Receive and Test Equipment	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	Place Equipment in Full Service	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	Verify all invoices have been paid; reporting to granting agency has been completed and submitted.	Involves formally terminating and concluding all tasks, activities, and component parts of a particular project, or phase of a project.

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For additional information on the Project Management Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP)
Project Proposal for FFY16 HSGP Funding Description

Date Submitted
November 19, 2018

1)	**PROJECT TITLE:**	City of Las Vegas – Department of Public Safety: Trailer Cameras
2)	**Proposing/Lead Agency:**	City of Las Vegas, Department of Public Safety
3)	**Proposed Project Manager:**	Timothy Shattler Deputy Chief, Department of Public Safety

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 city of Las Vegas - Department of Public Safety provides the public with law enforcement and detention services. Its mission is to improve public safety through the delivery of law enforcement, inmate custody, and animal control services so its residents, businesses and visitors can live, work and play safely in the most extraordinary city in the world.

The Department of Public Safety received funding in FY18 UASI for 1 out of the 4 requested camera trailers to improve officer surveillance/patrolling efforts in the city of Las Vegas. This award was recently processed and the project is proceeding. Receipt of deobligated FY16 funds at this time would be ideal in that the department can easily increase quantity orders to fully complete both FY18 and FY16 awards.

These cameras will be used for large special events such as parades, New Year's Eve etc. The cameras the department is requesting will have special features such as it will be able to count the number of people in a crowd and it will also be able to record license plates.

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:	INTELLIGENCE AND INFORMATION SHARING - [Mission Areas: PREVENTION/PROTECTION]
Secondary Core Capability:	INFRASTRUCTURE SYSTEMS - [Mission Areas: RESPONSE/RECOVERY]

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

NCHS FFY16 Priority	#2 - INTELLIGENCE AND INFORMATION SHARING
Urban Area Strategy	INTELLIGENCE AND INFORMATION SHARING

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 Department of Public Safety - Deputy City Marshal and Criminal Investigation units will have primary responsibility of the implementation of this project.

They will work closely with it's IT and purchasing departments to purchase these cameras. The Deputy City Marshals and Criminal Investigation units will coordinate to develop policy and procedures on the use of the cameras as well as provide training for those who will be using it. The placement and scheduling of the trailer cameras will also be handled by these units.

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)	Department of Public Safety	City of Las Vegas	Timothy Shattler
9(b)			
9(c)			

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

Once all trailers have been purchased, the City will be responsible for any replacements or repairs. This funding will be realized from the department's budget.

The department will ensure proper funds will be allocated/budgeted for maintenance of the cameras.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted November 19, 2018

PROJECT TITLE (Autopopulate) City of Las Vegas – Department of Public Safety: Trailer Cameras

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		0

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
N/A			$ 0.00

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

12c) Equipment [Procurement and installation of equipment, systems, facilities]	LV-UASI	State-wide	SubTotal
The Department of Public Safety is requesting funding for 3 trailer cameras. The department will work closely with its IT and purchasing department to ensure the success of this project.	$159,000.00		$ 159,000.00

12d) Training [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
N/A			$ 0.00

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

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

12g) PROJECT TOTALS	LV-UASI	State-wide	TOTAL
	$159,000.00	$ 0.00	$ 159,000.00

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	Request for updated quote	12/1/18	12/31/18	1
3	Obtain purchase approval through "chain of command"	1/1/19	1/31/19	1
4	Purchase cameras	2/1/19	3/31/19	2
5	Development of policy and procedures	2/1/19	3/31/19	2
6	Training	4/1/19	4/30/19	1
7	Implementation of project (ongoing)	5/1/19		
8				
9				
10				
11				
12				
13				

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

	Agency Name	City of Las Vegas-Department of Public Safety	**Project Manager Name & Contact #**	Timothy Shattler tshattler@lasvegasnevada.gov (702) 229-1255		**Grant Manager Name & Contact #**	Jeanifer Gallego jgallego@lasvegasnevada.gov (702) 229-1839						
	IJ TITLE:	**Trailer Cameras**											
		One Budget Per Funding Stream											
		UASI											
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								$ -					$ -
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								$ -					$ -
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									-				-
10									-				-
11									-				-
12									-				-
13									-				-
14									-				-
	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								-					-
	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		MPS 3400 Trailer System				3	53,000.00	$ 159,000.00	Intelligence Information and Sharing	Infrastructure Systems	04-MD-01-VCAM	UASI	159,000.00
38								$ -					-
39								$ -					-
	EQUIPMENT Sub-Total							$ 159,000.00					$ 159,000.00

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 purchase of these cameras are essential as they add a layer of protection during large events with crowded areas.

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	$ 159,000.00		$ 159,000.00

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

The purchase of trailer cameras is in line with core capability number 1 -Intelligence and Information Sharing.
Law enforcement agencies across the globe utilize cameras to fight terrorism. They use these cameras to monitor public areas and to solve crime. The Department of Public Safety is responsible for patrolling a total of 312 properties which includes numerous city facilities and areas that frequently have large crowds and events such as Freemont Street or even City Hall. With only 60 patrol Deputy City Marshals, having these cameras will play a large part when monitoring large events. The city of Las Vegas hosts several large events each year including Life is Beautiful, Helldorado. parade etc. Many of these events are considered soft targets due to the location and the amount of people that attend. These cameras will be help the agency monitor these large events, adding a layer of safety and protection to infrastructure around the event and those participating and attending the event.

The city of Las Vegas- Department of Public Safety provides the public with law enforcement and detention services. Its mission is to improve public safety through the delivery of law enforcement, inmate custody, and animal control services so its residents, businesses and visitors can live, work and play safely in the most extraordinary city in the world. The Department of Public Safety Is requesting funding for 4 camera trailers to improve officer surveillance/patrolling efforts in the city of Las Vegas.

These cameras will be used for large special events such as parades, New Year's Eve etc. The cameras the department is requesting will have special features such as it will be able to count the number of people in a crowd and it will also be able to record license plates. The department would be able to review and share any of the recordings. These cameras will help the department's efforts to keep the community safe. Based on many studies, the very presence of camera surveillance systems has discouraged criminals, thus preventing crimes from happening. These cameras will have recording ability, thus the department will be able to share information with other agencies which will assist in analyzing events if needed.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

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 +
SHSP	$	$	%	$
UASI	$159,000	$	100%	$159,000
Total:	**$**	**$**	**%**	**$159,000**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

Fusion Center - UASI

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

City of Las Vegas – Department of Public Safety

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*)	UASI	$159,000
FY 2015 Proposed Amount		**$**

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.)

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

☒ **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):

$159,000

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.

The 2017 THIRA identified significant threats and hazards to the State of Nevada. Although not exclusive, the funding in this investment supports/sustains the following Core Capabilities and their related gaps identified in the state 2017 THIRA, and/or 2017 SPR via the gathering, analysis, and dissemination of threat and hazard intelligence and information to federal, local, state, tribal, and private sector stakeholders; CIKR vulnerability / special events assessments; Suspicious Activity Reports processing; investigation; Cybersecurity; GIS mapping; outreach; training; exercises; etc., in an effort to detect, deter, prevent and/or mitigate terrorism, criminal activity and other public safety hazards: Intelligence and Information Sharing- THIRA page 17; SPR page 9- High Priority. Interdiction and Disruption- THIRA Page 20; SPR page 11- High Priority. Cybersecurity- THIRA page 26; SPR page 15- High Priority. Physical Protective Measures- THIRA page 28; SPR page 16- High Priority. Risk Management for Protection Programs and Activities- THIRA page 29; SPR page 18- High Priority. Long Term Vulnerability Reduction- THIRA page 35; SPR page 22- Medium Priority. Risk and Disaster Resilience Assessment- THIRA page 35; SPR page 23- High Priority. Threats and Hazard Identification- THIRA page 37; SPR page 24- High Priority. Operational Communications- THIRA page 56; SPR page 39- High Priority. Situational Assessment- THIRA page 60; SPR page 42 – High Priority. In addition, the funding requested in this investment will support the SNCTC programs/operations aimed at sustaining or achieving Fusion Center Baseline Capabilities and associated Critical Operating Capabilities (COGs) and Enabling Capabilities (ECs), which address mitigating gaps identified In those areas from th(ECs), which address mitigating gaps identified in those areas from the 2017 Fusion Center Annual Assessment (Note: Baseline Capabllities/COCs/ECs ultimately support the above noted Core Capabilities.) More specifically, the funding requested In this investment will support implementation of COGs and ECs through the following fusion center programs/operations: Counter Terrorism/Intelligence Analytical Program- this directly supports Critical Operating Capabilities (COGs) 1, 2, 3, and 4, and/and Enabling Capabilities (ECs) 1,3, and 4; TLO Program- this directly supports COGs 2, 3, and 4, and ECs 1 and 3; CIKR Program- this directly supports COGs 2, 3, and 4.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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Attribute Name	**Description**	**Application Instructions**
Project Name	Descriptive Identifier of the Project	Department of Public Safety Trailer Cameras
Project Description	Descriptive Narrative of the Project	The cameras the department is requesting will have special features such as it will be able to count the number of people in a crowd and it will also be able to record license plates. The department would be able to review and share any of the recordings. These cameras will help the department's efforts to keep the community safe. Based on many studies, the very presence of camera surveillance systems has discouraged criminals, thus preventing crimes from happening. These cameras will have recording ability, thus the department will be able to share information with other agencies which will assist in analyzing events if needed.
Sub-Recipient Name	Organization Name of the Sub-recipient who will be executing the project	City of Las Vegas
Recipient Type	State or Local recipient for purposes of meeting the 80% pass through requirement	Local
Project Location	Zip code of the primary location of the project	89101
Primary Core Capability	Primary Core Capability that the Project will impact	Operational Coordination
Sustain or Build	Indicates whether the project will sustain or build a core capability	Build
Deployable	Indicates if the assets or activities of the project are deployable to other states.	Yes
Shareable	Indicates if the assets or activities of the project are shareable within the state or with other states because the activities assets are not physically deployable.	Yes

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	Dollar Amount of the Project supporting Planning	$0
Organization	Dollar Amount of the Project supporting Organization	$0
Equipment	Dollar Amount of the Project supporting Equipment	$159,000
Training	Dollar Amount of the Project supporting Training	$0
Exercises	Dollar Amount of the Project supporting Exercises	$0
Total	Total dollar amount for the project.	$159,000

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 Lifecycle.

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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?	Indicates if the project is related to an investment awarded in a previous year.	Yes. Funds awarded in FY18 allowed this project to begin at 25% of requested amount. Reobligation of FY16 funds allows the remaining 75% of the project to be completed.
If yes, from which year?	Fiscal Year of the previous award.	FY18
If Yes, which investment?	The previously awarded investment that the project supports.	IJ #1 Fusion Center - UASI
What is the Last Completed milestone of the previous investment?	A description of the last completed milestone from the previously awarded investment.	Received funding award; updating quotes.
Project Management Step	The current Project Lifecycle phase of the previously awarded investment, or the new project.	Step 2
Start Date	Start Date of the Project/Previously Awarded Investment	09/01/2018
End Date	End Date of the Project/Previously Awarded Investment	05/01/2019
Construction Activity	Indicates whether activities of the project will involve construction, renovation, retrofitting or	No

	modifications to an existing structure.	

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate	The authorization to begin work or resume work on any particular activity.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	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	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	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	The completion of all work on a project. Can also refer to completion of a phase of the project.	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 Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted 11/29/18

1)	**PROJECT TITLE:**	NLVFD/MACTAC Interoperability - TACMEDIC Radios
2)	**Proposing/Lead Agency:**	City of North Las Vegas
3)	**Proposed Project Manager:**	Solome' Barton and John Wright

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.].

To establish continuity in communications and enhancement of interoperability capabilities and efforts between the North Las Vegas Fire Department Tactical Medic team which deploys to more than 100 events/incidents in support of NLVPD SWAT and MACTAC teams. The team commanders also provide incident management support and operational resource coordination.This purchase of P-25 Phase II will enable AES Encryption to ensure secure transmissions among entities and GPS tracking for secure location solutions, safety, and resource allocations. These radios will be used specifically for NLVFD and SWAT/MACTAC collaboration to meet Operational Communication and Operational Coordination capabilities and enhance the valley-wide efficiency and effectiveness of high-risk, high-profile operations in the Las Vegas Urban Area.

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:	OPERATIONAL COMMUNICATIONS - [Mission Area: RESPONSE]
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	#5 - OPERATIONAL COMMUNICATIONS
Urban Area Strategy	OPERATIONAL COORDINATION

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

NLVFD and EM Staff has obtain the necessary quotes, sole source backup documentation IAW with HSGP guidelines. Upon receipt of equipment, appropriate inventory and tagging will be accomplished. Equipment Warranties will be in place. Staff will be responsible for putting the radios in service.

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)	North Las Vegas Fire Department	Nevada	Solome Barton & John Wright
9(b)			
9(c)			

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

Ongoing inspections of equipment; estimated 5-10% cost for parts and maintenance per year with funding through grant requests and City CIP.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/29/18

PROJECT TITLE (Autopopulate) NLVFD/MACTAC Interoperability - TACMEDIC Radios

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
100	0	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
North Las Vegas Fire Department Logistics and EM Staff will follow and adhere to all City policies and procedures; a project plan is in place based on requirements and maintenance guidelines.	$0.00	$ 0.00	$ 0.00
12b) Organization [Establishment of organization, structure, leadership, and operation]	**LV-UASI**	**State-wide**	**SubTotal**
North Las Vegas Fire Department Logistics Staff will maintain the equipment inventory and logs. A copy will be maintained in the Emergency Management Inventory logs as well. The Logistics Officer will have supervision and oversee all distribution of equipment.	$0.00	$ 0.00	$ 0.00
12c) Equipment [Procurement and installation of equipment, systems, facilities]	**LV-UASI**	**State-wide**	**SubTotal**
Ten (10) - APX-7000R Multi-Band Digital Portable Radios will be procured through Motorola Solutions; Accessories to include 20 batteries (2 batteries for each radio) and 10 radio holsters; Radio Management Licenses Online.	$80,930.00	$ 0.00	$ 80,930.00
12d) Training [Development and delivery of training to perform assigned missions and tasks]	**LV-UASI**	**State-wide**	**SubTotal**
Existing staff are fully trained on maintenance and installation or equipment.	$0.00	$ 0.00	$ 0.00
12e) Exercise [Development and execution of exercises to evaluate and improve capabilities]	**LV-UASI**	**State-wide**	**SubTotal**
Multiple monthly, quarterly, and annual exercises performed valley-wide to show interoperability capabilities.	$0.00	$ 0.00	$ 0.00
12f) Personnel [Staff (not contractors) directly implementing project and programmatic capability]	**LV-UASI**	**State-wide**	**SubTotal**
Existing NLVFD Staff will be performing all required tasks on this project. No new personnel required.	$0.00	$ 0.00	$ 0.00
12g) PROJECT TOTALS	**LV-UASI**	**State-wide**	**TOTAL**
	$80,930.00	$ 0.00	$ 80,930.00

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	Submit recommended quote & request for procurement approval to City Council	12/18	1/19	1
3	Upon approval, submit requisition for Purchase Order with Purchasing Dept	1/19	2/19	1
4	Coordinate equipment receipt date with vendor	2/19	2/19	0.5
5	Testing and activation of systems and equipment (programming)	3/19	4/19	1
6	Process invoice for full payment to vendor	2/19	2/19	0.5
7	Maintain equipment and programming by Radio Comm Staff (Ongoing)	2/19	7/19	5
8	Submit final reports and reimbursement paperwork to State (NDEM)	7/19	7/19	0.5
9				
10				
11				
12				
13				

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

	Agency Name	CITY OF NORTH LAS VEGAS	Project Manager Name & Contact #	SOLOME BARTON (702) 633-1125; JOHN WRIGHT (702) 633-1069		Grant Manager Name & Contact #	GEORGE ARTING, (702) 633-1119						
	IJ TITLE:	NLVFD/MACTAC INTEROPERABILITY - TACMEDIC RADIOS											
		One Budget Per Funding Stream											
		UASI											
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		N/A						$ -					$ -
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.

N/A

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		N/A						$ -					$ -
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.

N/A

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		N/A							-				-
10									-				-
11									-				-
12									-				-
13									-				-
14									-				-
	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.

N/A

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		N/A						-					-
27								-					-
28								-					-
29								-					-
	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.

N/A

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		N/A				-		$ -					-
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.

N/A

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	New	Other Federal					Operational Communication				
37		APX7000R 700/800 Multi-Band Portable Radios				10	7,500.00	$ 75,000.00		Operational Coordination	06CP-01-PORT	UASI	75,000.00
38		Batteries (2 per radio)				20	277.00	$ 5,540.00		Operational Coordination	06CP-01-PORT	UASI	5,540.00
39		Radio Holster				10	39.00	$ 390.00		Operational Coordination	06CP-01-PORT	UASI	390.00
40													
	EQUIPMENT Sub-Total							$ 80,930.00					$ 80,930.00

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.

This purchase of APX7000R Multi-Band Portable Radios will enable AES Encryption to ensure secure transmissions among entities and GPS tracking for secure location solutions, safety, and resource allocations. These radios will be used specifically for NLVFD and SWAT/MACTAC collaboration to meet Operational Communication and Operational Coordination capabilities and enhance the valley-wide efficiency and effectiveness of high-risk, high-profile operations in the Las Vegas Urban Area.

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		N/A									$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

N/A

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		N/A					-	-			$ -		-
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.

N/A

										Budget Total Request	$ 80,930.00		$ 80,930.00

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

To establish continuity in communications and enhancement of interoperability capabilities and efforts between the North Las Vegas Fire Department Tactical Medic team which deploys to more than 100 events/incidents in support of NLVPD SWAT and MACTAC teams. The team commanders also provide incident management support and operational resource coordination. This purchase of APX7000R Multi-Band Portable Radios will enable AES Encryption to ensure secure transmissions among entities and GPS tracking for secure location solutions, safety, and resource allocations. These radios will be used specifically for NLVFD and SWAT/MACTAC collaboration to meet Operational Communication and Operational Coordination capabilities and enhance the valley-wide efficiency and effectiveness of high-risk, high-profile operations in the Las Vegas Urban Area.

The Tactical Medic program gives the North Las Vegas Fire Department a unique capability that no other department in the valley currently has available to them. The program fosters unified training and coordination between law enforcement agencies and the fire department. The program puts firefighters in a position to be trained and deal with emerging threats identified as critical areas of expansion of capability within the City of North Las Vegas and in the Las Vegas valley.

The North Las Vegas Tactical Medic Team is seeking funding for radios to supplement the operational communication capability of the SWAT team. These radios will also provide needed interoperable communications with neighboring law enforcement and support organizations during not only local SWAT operations, but MACTAC activations and events that threaten homeland security such as terrorism.

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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 +
SHSP	$0	$0	%	$0
UASI	$80,930	$0	100%	$80,930
Total:	**$80,930**	**$0**	**100%**	**$80,930**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

NLVFD/MATAC Interoperability – TACMEDIC Radios

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

Las Vegas Urban Area

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*)	UASI	$80,930
FY 2015 Proposed Amount		**$**

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.)

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☐ **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):

$0.00

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 bocth. 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.

2016 THIRA, Operational Communication, Pg. 71
Within 12 hours of an incident, ensure interoperable communication networks for emergency services are functional statewide through the repair or transition to backup systems. Restore traditional analog and digital communications systems within 24 hours. Ensure the ability to share data, including photographs and live video , among 3 command posts in the region, the state fusion center, and the state operatiosn center.

2016 SPR, Operational Communication, Pg. 45
Not every resource understands the equipment provided to them for full interoperability. Training at the Academy level lacks radio training beyond basic operations using a standard configuration; At the state level, systems are in place but require surge/Lightening protection to build resilience and safety in the systems. Need Aircraft Radio capabilities at the State Emergency Operations Center; While exercises test communications, usually those who are tested are mid to higher level comm personnel who understand the systems. It is often reported that the average Deputy or field user is highly unlikely to understand or able to configure his/her radio for statewide interoperability

2016 THIRA, Operational Coordination, Pg. 9
Establish and maintain a unified command/control ICS structure with all intrastate and interstate stakeholders to identify and coordinate incident management activities within 30 minutes of awareness of the threat/hazard across the impacted area. Within 1 hour, mobilize critical resources and establish command, control, and coordination structures through the SEOC and 16 Emergency Support Functions in the state, as well as all appropriate local EOC's in the impacted area/community, and maintain, as needed, throughout the duration of an incident.

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2016 SPR, Operational Coordination, Pg. 51

2017 has been identified as the year to focus on position specific training and CMS training through FEMA; 2017 exercise schedule includes several FE's with outlying jurisdictions to assist them in understanding the interactions between them and the state

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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Attribute Name	**Description**	**Application Instructions**
Project Name	NLVFD/MACTAC Interoperability – TACMEDIC Radios	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	To establish the ability for NLVFD and MACTAC to communicate, receive, and enable AES Encryption to ensure secure transmissions among entities and GPS tracking for secure location solutions, safety, and resource allocations during joint operations.	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*.
Sub-Recipient Name	City of North Las Vegas	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	Local	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	89030	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 Communications	Every project must support a Core Capability. Select the primary core capability associated with this project.
Sustain or Build	Build	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)

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Shareable	Yes	Is the core capability supported by this project shareable with other jurisdictions? (Yes/No)

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Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	0	Identify the amount of funds in the project that will be for planning activities.
Organization	0	Identify the amount of funds in the project that will be for organization activities.
Equipment	$80,930	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	0	Identify the amount of funds in the project that will be for training activities.
Exercises	0	Identify the amount of funds in the project that will be for exercise activities.
Total	$80,930	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 Lifecycle.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

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?	N/A	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	N/A	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?	N/A	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	N/A	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	January 1, 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	July 1, 2019	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

Construction Activity	No	Select yes if the project may involve construction related activity.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate	The authorization to begin work or resume work on any particular activity.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	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	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	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	The completion of all work on a project. Can also refer to completion of a phase of the project.	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 Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted 11/29/18

1)	**PROJECT TITLE:**	NLV/ARMOR Interoperability Project
2)	**Proposing/Lead Agency:**	City of North Las Vegas
3)	**Proposed Project Manager:**	Solome' Barton

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.].

To establish the ability for NLVPD to communicate, receive, and record transmissions from the LVMPD/ARMOR robotic and surveillance platforms during joint operations. The Operational Communication and Operational Coordination between NLVPD and LVMPD will enhance the valley-wide efficiency and effectiveness of high-risk, high-profile operations in the Las Vegas Urban Area.

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:	OPERATIONAL COMMUNICATIONS - [Mission Area: RESPONSE]
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	#5 - OPERATIONAL COMMUNICATIONS
Urban Area Strategy	OPERATIONAL COORDINATION

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

Upon confirmation of the grant award, NLV will proceed with purchasing equipment and support services for the equipping and installation in coordination with LVMPD outlined in the proposal in accordance with NLV and DHS grant purchasing policy.

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)	NLV PD	Nevada	Solome' Barton
9(b)			
9(c)			

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

Sustainment to be continued by future grant opportunities or available general funding.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/29/18

PROJECT TITLE (Autopopulate) NLV/ARMOR Interoperability Project

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
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
N/A	$0.00	$ 0.00	$ 0.00

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

12c) **Equipment** [Procurement and installation of equipment, systems, facilities]	LV-UASI	State-wide	SubTotal
Procure equipment to be utilized by NLVPD and ARMOR during joint operations that will be coordinated to ensure proper communication and coordination between ARMOR Robotic and surveillance platforms and NLVPD on high-risk operations.	$15,000.00	$ 0.00	$ 15,000.00

12d) **Training** [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
N/A	$0.00	$ 0.00	$ 0.00

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

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

12g) PROJECT TOTALS	LV-UASI	State-wide	TOTAL
	$15,000.00	$ 0.00	$ 15,000.00

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	Contract with Equipment Vendor	1/19	2/19	1
3	Purchase and Delivery	2/19	4/19	2
4	Installation, Implementation and Training	4/19	6/19	2
5				
6				
7				
8				
9				
10				
11				
12				
13				

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

	Agency Name	CITY OF NORTH LAS VEGAS	Project Manager Name & Contact #	SOLOME BARTON 702) 633-1125		Grant Manager Name & Contact #	GEORGE ARTNG (702) 633-1119						
	IJ TITLE:	NLV/ARMOR INTEROPERABILITY PROJECT											
		One Budget Per Funding Stream											
		UASI											
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		N/A						$ -					$ -
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.

N/A

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		N/A						$ -					$ -
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.

N/A

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		N/A							-				-
10									-				-
11									-				-
12									-				-
13									-				-
	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.

N/A

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		N/A						-					-
27								-					-
28								-					-
29								-					-
	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.

N/A

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		N/A				-		$ -					-
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.

N/A

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	Sustainment	Other Federal									
37		4 Channel Video Encoders (RCA to BNC)				2	600.00	$ 1,200.00		Operational Coordination	03OE-01-CTAC	UASI	1,200.00
38		CF-33 Panasonic Toughbooks 22 - 12"				2	3,800.00	$ 7,600.00		Operational Coordination	03OE-01-CTAC	UASI	7,600.00
39		Panasonic Keyboards				2	600.00	$ 1,200.00		Operational Coordination	03OE-01-CTAC	UASI	1,200.00
40		Misc parts, software, Pelican, & antennaes				1	3,980.00	$ 3,980.00		Operational Coordination	03OE-01-CTAC	UASI	3,980.00

41		Configuration of equipment				2	510.00	$ 1,020.00		Operational Coordination	04SW-04-NETW	UASI	1,020.00
42								$ -					-
	EQUIPMENT Sub-Total							$ 15,000.00					$ 15,000.00

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.

Purchase equipment will be utilized by North Las Vegas to establish the ability for NLVPD to communicate, receive, and record transmissions from the LVMPD/ARMOR robotic and surveillance platforms during joint operations. Robotic support is essential for safety of officers and suspects during high-stress incidents. The deployment of robotic support allows an additional resource for the locating of suspects, victims, and hazards prior to officers entry into unknown situations. The robotic support for NLVPD SWAT is provided by the ARMOR section. The encoders will eliminate the accidental interception of video feeds; other equipment will be utilized to meet the operational coordination capability and ensure constant communication and interoperability.

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		N/A									$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

N/A

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		**N/A**					-	-			$ -		-
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.

N/A

										Budget Total Request	**$ 15,000.00**		**$ 15,000.00**

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

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PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

This project is to purchase equipment that will be utilized by North Las Vegas to establish the ability for NLVPD to communicate, receive, and record transmissions from the LVMPD/ARMOR robotic and surveillance platforms during joint operations. Robotic support is essential for safety of officers and suspects during high-stress incidents. The deployment of robotic support allows an additional resource for the locating of suspects, victims, and hazards prior to officers entry into unknown situations. The robotic support for NLVPD SWAT is provided by the ARMOR section. North Las Vegas Police Dept. SWAT has been an essential resource and augmenting unit deployable throughout the Las Vegas Urban Area. North Las Vegas SWAT in conjunction with ARMOR robotic platforms searched the house of Oct 1st shooter Paddock in Mesquite, NV. ARMOR platforms assist NLVPD an average of 45 times each year. The Operational Communication and Operational Coordination between NLVPD and LVMPD will enhance the valley-wide efficiency and effectiveness of high-risk, high-profile operations in the Las Vegas Urban Area.

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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 +
SHSP	$0	$0	%	$0
UASI	$15,000	$0	100%	$15,000
Total:	**$15,000**	**$0**	**100%**	**$15,000**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

NLV/ARMOR Interoperability Project

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

Las Vegas Urban Area

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*)	UASI	$15,000
FY 2015 Proposed Amount		**$15,000**

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.)

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☐ **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):

$15,000

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.

This investment responds to Operational Communication and Operational Coordination sections of the THIRA, SPR and Capabilities Estimation in building and sustaining the capabilities within the Las Vegas Urban Area.

The NLV/ARMOR Interoperability Project meets the definition of the Operational Communication Cor Capability which reads, "Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces." (THIRA, pg. 19)

Under current operations, ARMOR robot operators must audibly transmit information over radio to NLV Officers and Command Staff during search and surveillance assistance of responses at Active Shooter, Barricade, Search Warrant and Hostage Rescue operations. The delay or miscommunication of information may present a serious danger to officers and the surrounding community. The ability to record high-risk and high-profile events would be beneficial for evidentiary and liability purposes. The ability for NLV to receive direct feed from utilized platforms on the types of events will allow for more effective and efficient decision-making by command staff, negotiators, and operators. Enhanced interagency communication and coordination will increase potential for more effective large scale

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response to events and incidents in the Urban Area.

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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Attribute Name	**Description**	**Application Instructions**
Project Name	NLV/ARMOR Interoperability Project	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	To establish the ability for NLVPD to communicate, receive, and record transmissions from the ARMOR robotic and surveillance platforms during joint operations.	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*.
Sub-Recipient Name	City of North Las Vegas	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	Local	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	89030	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 Communications	Every project must support a Core Capability. Select the primary core capability associated with this project.
Sustain or Build	Build	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)

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	$0	Identify the amount of funds in the project that will be for planning activities.
Organization	$0	Identify the amount of funds in the project that will be for organization activities.
Equipment	$15,000	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	$0	Identify the amount of funds in the project that will be for training activities.
Exercises	$0	Identify the amount of funds in the project that will be for exercise activities.
Total	$15,000	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 Lifecycle.

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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?	N/A	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	N/A	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?	N/A	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	N/A	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	January 1, 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	July 1, 2019	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

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Construction Activity	No	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate	The authorization to begin work or resume work on any particular activity.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	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	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	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	The completion of all work on a project. Can also refer to completion of a phase of the project.	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 Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/29/2018

1)	**PROJECT TITLE:**	Clark County Emergency Operations Plan Annexes Update
2)	**Proposing/Lead Agency:**	Clark County Office of Emergency Management
3)	**Proposed Project Manager:**	John Steinbeck

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.].

Clark County received SHSP funding this year to update the basic Emergency Operations Plan, this will fill gaps mentioned in the After Action Report from 1October. This funding is enhancing operational coordination,emergency warning and alerts,improve NIMS, strenghten communication, expends regional collaboration.

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:	OPERATIONAL COORDINATION - [Mission Area: ALL]
Secondary Core Capability:	INTELLIGENCE AND INFORMATION SHARING - [Mission Areas: PREVENTION/PROTECTION]

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	INTELLIGENCE AND INFORMATION SHARING

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

Clark County will hired a contractor to assist with the develop of new annexes for Emergency Support Function Annexes, Incident Annexes, Aircraft Annexes, and complete an exercise on the new annexes with all community partners.

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)	Clark County Office of Emergency Management	County	John Steinbeck
9(b)			
9(c)			

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

For updates needed to the plan, additional funding may be requested.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/29/2018

PROJECT TITLE (Autopopulate) Clark County Emergency Operations Plan Annexes Update

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
develop annexes to the emergency operations plan		$ 52,950.00	$ 52,950.00

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
			$ 0.00

12e) Exercise [Development and execution of exercises to evaluate and improve capabilities]	LV-UASI	State-wide	SubTotal
Complete exercise of the new annexes		$ 7,450.00	$ 7,450.00

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	$ 60,400.00	$ 60,400.00

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	Clark County Purchasing process	12/18	2/19	2
3	develop of annexes	3/19	6/19	3
4	Exercise the plan	6/19	7/19	1
5				
6				
7				
8				
9				
10				
11				
12				
13				

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

	Agency Name	Clark County Office of Emergency Management	Project Manager Name & Contact #	John Steinbeck		Grant Manager Name & Contact #	Karen Taylor						
	IJ TITLE:	EOC Annexes											
		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								$ -					$ -
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								$ -					$ -
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									-				-
10									-				-
11									-				-
12									-				-
13									-				-
14									-				-
	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		Update Annexes for Emergency Operations Plan		Other Federal		1	1.00	52,950.00				SHSP	52,950.00
27								-					-
28								-					-
29								-					-
	Planning Sub-Total							$ 52,950.00					$ 52,950.00

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								$ -					-
	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.

Narrative HERE

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		Tabletop exerice on Emergency Operation Plan and Annexes					1	7,450.00			$ 7,450.00		7,450.00
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ 7,450.00		7,450.00

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.

Narrative HERE

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	$ 60,400.00		$ 60,400.00

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

This investment can be applied to all hazards in the Clark County THIRA/SPR, which will enhance the ablity for better Operational Coordination, Emergency Warning and Alerts, implement the National Incident Management Systems(NIMS), strengthen Interoperable and Operable Communications capabilities, expand regional collaboration locally and statewide.

Burden Disclosure Notice: Form 089-1
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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 +
SHSP	$ 60,400.00	$	%	$60,400.00
UASI	$	$	%	$
Total:	**$60,400.00**	**$**	**%**	**$60,400.00**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

Clark County Emergency Operations Plan Annexes Update

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

Clark County Office of Emergency Management

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** or UASI	$60,400.00
FY 2015 Proposed Amount		**$**

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.)

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☐ **Yes** **XX**☐ **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):

$0

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.

This investment can be applied to all hazards in the Clark County THIRA/SPR, which will enhance the ablity for better Operational Coordination, Emergency Warning and Alerts, implement the National Incident Management Systems(NIMS), strengthen Interoperable and Operable Communications capabilities, expand regional collaboration locally and statewide.

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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Attribute Name	**Description**	**Application Instructions**
Project Name	Clark County Emergency Operations Plan Annexes Update	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	Update Annexes on Emergency Support Functions,Incident, Aircraft Disaster, and tabletop exercise.	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*.
Sub-Recipient Name	Clark County Office of Emergency Management	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	Local	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	89119	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	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	No	Is the core capability supported by this project deployable to other jurisdictions? (Yes/No)
Shareable	Yes, EOC standardization procedures	Is the core capability supported by this project shareable with other jurisdictions? (Yes/No)

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	$52,950.00	Identify the amount of funds in the project that will be for planning activities.
Organization	0	Identify the amount of funds in the project that will be for organization activities.
Equipment	0	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	0	Identify the amount of funds in the project that will be for training activities.
Exercises	$7,450.00	Identify the amount of funds in the project that will be for exercise activities.
Total	$60,400.00	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 Lifecycle.

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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?	SHSP FY 15	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?	FY 15	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
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?	EOP completed	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	Award, purchasing process, work begins	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	12/18	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	07/31/2019	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

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Construction Activity	N/A	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle 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	Clark County Purchasing vendor selection	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	Annexes and Tabletop completed by July 31, 2019	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	Comply with quarterly financial and program reporting requirement.	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.

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For additional information on the Project Management Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP)
Project Proposal for FFY16 HSGP Funding Description

Date Submitted
11/29/2018

1)	**PROJECT TITLE:**	EOC Enhancements
2)	**Proposing/Lead Agency:**	Clark County Office of Emergency Management
3)	**Proposed Project Manager:**	John Steinbeck

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.].

During the design phrase of our approved FY 16 EOC Enhancement project of purchasing and installing back up generator for the MACC, the current budget item line item for increasing the capability to the electrical panel is not sufficient to run the generator. We are request this funding to increase the electrical panel and wiring needed to run the generator.
A fully functioning EOC(Emergency Operations Center-and JIC (Joint Information Center) and MSAC(Medical Surge Area Command) will support all mission areas as well as the 5 core capabilities which comprise the Nevada Commission of Homeland Security priorities. The EOC will act as a Multi-Agency Coordination Center(MACC) to support incident command response needs requiring multiple operational periods of support by multiple agencies. Support Functions that take place within the EOC/MACC maintain essential functions that aid in preparedness, response, recovery, and mitigation.

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:	OPERATIONAL COORDINATION - [Mission Area: ALL]
Secondary Core Capability:	PUBLIC AND PRIVATE SERVICES AND RESOURCES - [Mission Area: RESPONSE]

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	PUBLIC INFORMATION AND WARNING

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 the current FY 16 UASI project is underway, the additional funding will allow the increase needed to the electrical and the wiring to Station 18, that the generator can operate all the functions needed in the EOC/MACC preparedness, response, recovery, and mitigation of any event in the urban area.

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)	Clark County Office of Emergency Manage,emt	County	John Steinbeck
9(b)			
9(c)			

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

Several funding sources have already been leverage to complete various phases of this ongoing project, including EMPG,EPWG, and HSWG.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/29/2018

PROJECT TITLE (Autopopulate) EOC Enhancements

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
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
Electrical panel and wiring for generator installation	$100,000.00		$ 100,000.00

12d) **Training** [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
			$ 0.00

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
	$100,000.00	$ 0.00	$ 100,000.00

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	Continue project out to bid for generator and electrical work	1/19	2/19	2
3	Out to Bid-Clark County Purchasing	2/19	3/19	1
4	Issue Bid or equipment	3/19	4/19	1
5	install additional wiring for generator	4/19	7/19	3
6				
7				
8				
9				
10				
11				
12				
13				

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

	Agency Name	Clark Coun ty Office of Emergency Management	**Project Manager Name & Contact #**	John Steinbeck		**Grant Manager Name & Contact #**	Karen Taylor						
	IJ TITLE:	**EOC Enhancement Generator**											
		One Budget Per Funding Stream											
		Select Funding											
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								$ -					$ -
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								$ -					$ -
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									-				-
10									-				-
11									-				-
12									-				-
13									-				-
14									-				-
	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								-					-
	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		additional Electrical and wiring upgrades for generator				1	1.00	$ 100,000.00			21-GN-00-INST		100,000.00
38								$ -					-
39								$ -					-
40								$ -					-
	EQUIPMENT Sub-Total							$ 100,000.00					$ 100,000.00

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.

Narrative HERE

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total		-								$ -		-

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.

Narrative HERE

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	$ 100,000.00		$ 100,000.00

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

The following investment encompass and address hazards faced within the Las Vegas Urban Area, (LVUA) which includes Clark County, Nevada in its entirety (nearly 8,000 square miles). This investment can be applied to all hazards, the main focus of the investment that support this application is preventing, preparing for, protecting against, and responding to acts of terrorism. Each year, the Nevada Commission on Homeland Security (Commission) takes into account the THIRA and SPR prepared for the State of Nevada and the Las Vegas Urban Area. This proposal represents the focus to improve the Urban Area's ability in the following core capability priorities identified by the Commission which were Intelligence and Information Sharing, Public Information and Warning, Operational Coordination, and Operational Communications The following investment enhances, or expand capability targets as identified in the THIRA and SPR,which remain a major focus in the Urban Area, especially in light of a the Urban Area's 1 October event, which highlights the importance of multi-agency prevention and response activities in these type of events. Operational Coordination will also be enhanced by improved incident management, EOC operations, and community engagement. Operational Communications will be enhanced through investment in regional, multi-jurisdictional interoperable systems and equipment,and employing a Whole Community approach to homeland security programs.

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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 +
SHSP	$	$	%	$
UASI	$ 75,000	$	%	$ 75,000
Total:	**$ 75,000**	**$**	**%**	**$75,000**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

EOC Enhancements

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

Clark County Office of Emergency Management

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 or UASI	$75,000.00
FY 2015 Proposed Amount		**$75,000.00**

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.)

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☐ **Yes** **XX**☐ **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):

$0

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.

In Clark County Urban Area current THIRA/SPR, this additional funding will increase our ability to respond, recovery, mitigate any of the Threats and Hazards list in this document during a multiple operational periods when other interstucture may be damaged.

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

Burden Disclosure Notice: Form 089-1
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Attribute Name	**Description**	**Application Instructions**
Project Name	EOC Enhancement	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	During the design process of the purchase of the new generator, additional electricity needs were indicated to meet the needs of the generator.	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*.
Sub-Recipient Name	Clark County	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	Local	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	89119	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	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	No	Is the core capability supported by this project deployable to other jurisdictions? (Yes/No)
Shareable	No	Is the core capability supported by this project shareable with other jurisdictions? (Yes/No)

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	$52,950.00	Identify the amount of funds in the project that will be for planning activities.
Organization	0	Identify the amount of funds in the project that will be for organization activities.
Equipment	0	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	0	Identify the amount of funds in the project that will be for training activities.
Exercises	$7,450.00	Identify the amount of funds in the project that will be for exercise activities.
Total	$60,400.00	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 Lifecycle.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

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?	Yes	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?	FY 18	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	Operational Coordination	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?	Design process is underway	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	Completion by August 31, 2019	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	September 1, 2017	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	August 31, 2019	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

Construction Activity	Yes, EHP approved, no additional change, just need additional funding	Select yes if the project may involve construction related activity.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle 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	Continue work on timeline for purchasing generator	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	Complete Electrical work by July 31, 2019	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.	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.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

For additional information on the Project Management Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11-29/2018

1)	**PROJECT TITLE:**	Clark County Fire Skid Unit
2)	**Proposing/Lead Agency:**	Clark County Fire Department
3)	**Proposed Project Manager:**	Pat Foley

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.].

A gap has been identified with regards to special events to mitigate accidental ignition fires. A fire skid unit is designed to fit into the bed of a utility task vehicle(UTV)equipped to carry water,foam,discharge pump,and hose reels. Accidental ignition causing a fire has occurred at several special events like Red Bull Air Race,Rock in Rio music festival, and Electrical Daisy Carnival which the daily attendance is 140,000.

The core capability is operational coordination,respond, mitigation of fire hazard.

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:	OPERATIONAL COORDINATION - [Mission Area: ALL]
Secondary Core Capability:	SITUATIONAL ASSESSMENT - [Mission Area: RESPONSE]

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

NCHS FFY16 Priority	#3 - PUBLIC INFORMATION AND WARNING
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

When the grant award is received, coordinate with Clark County purchasing to get the equipment.

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)	Clark County Fire Department	County	Pat Foley
9(b)			
9(c)			

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

None

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11-29/2018

PROJECT TITLE (Autopopulate) Clark County Fire Skid Unit

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
Fire Skid Unit	$7,500.00		$ 7,500.00

12d) **Training** [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
			$ 0.00

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
	$7,500.00	$ 0.00	$ 7,500.00

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	Coordinate with Clark County Purchasing	1/19	2/19	2
3	receive equipment	3/19	4/19	2
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

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

	Agency Name	Clark County Fire Department	Project Manager Name & Contact #	Pat Foley		Grant Manager Name & Contact #	Karen Taylor						
	IJ TITLE:	Fire Skid Unit											
		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								$ -					$ -
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								$ -					$ -
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									-				-
10									-				-
11									-				-
12									-				-
13									-				-
14									-				-
	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								-					-
	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		Fire Skid Unit				1	7,500.00	$ 7,500.00			12VE-00-MISS		7,500.00
38								$ -					-
39								$ -					-
	EQUIPMENT Sub-Total							$ 7,500.00					$ 7,500.00

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.

Narrative HERE

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	$ 7,500.00		$ 7,500.00

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

The following investment encompass and address hazards faced within the Las Vegas Urban Area, (LVUA) which includes Clark County, Nevada in its entirety (nearly 8,000 square miles). This investment can be applied to all hazards, the main focus of the investment that support this application is preventing, preparing for, protecting against, and responding to acts of terrorism. Each year, the Nevada Commission on Homeland Security (Commission) takes into account the THIRA and SPR prepared for the State of Nevada and the Las Vegas Urban Area. This proposal represents the focus to improve the Urban Area's ability in the following core capability priorities identified by the Commission which were Intelligence and Information Sharing, Public Information and Warning, Operational Coordination, and Operational Communications The following investment enhances, or expand capability targets as identified in the THIRA and SPR,which remain a major focus in the Urban Area, especially in light of a the Urban Area's 1 October event, which highlights the importance of multi-agency prevention and response activities in these type of events. Operational Coordination will also be enhanced by improved incident management, EOC operations, and community engagement. Operational Communications will be enhanced through investment in regional, multi-jurisdictional interoperable systems and equipment,and employing a Whole Community approach to homeland security programs.

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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 +
SHSP	$	$	%	$
UASI	$ 107,500	$	%	$ 107,500
Total:	**$ 107,500**	**$**	**%**	**$107,500**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

Clark County Operational Improvements EOC Enhancements and Fire Skid Init

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

Clark County Office of Emergency Management

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 or UASI	$107,500.00
FY 2015 Proposed Amount		**$107,500.00**

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.)

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☐ **Yes** **XX**☐ **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):

$0

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.

In Clark County Urban Area current THIRA/SPR, this additional funding will increase our ability to respond, recovery, mitigate any of the Threats and Hazards list in this document during a multiple operational periods when other interstucture may be damaged.

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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Attribute Name	**Description**	**Application Instructions**
Project Name	EOC Enhancement/Fire Skid Unit	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	During the design process of the purchase of the new generator, additional electricity needs were indicated to meet the needs of the generator. And the purchase a skid unit	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*.
Sub-Recipient Name	Clark County	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	Local	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	89119	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	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	No	Is the core capability supported by this project deployable to other jurisdictions? (Yes/No)
Shareable	No	Is the core capability supported by this project shareable with other jurisdictions? (Yes/No)

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning		Identify the amount of funds in the project that will be for planning activities.
Organization	0	Identify the amount of funds in the project that will be for organization activities.
Equipment	107,500.00	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	0	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	$107,500.00	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 Lifecycle.

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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?	Yes	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?	FY 18	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	Operational Coordination	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?	Design process is underway	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	Completion by August 31, 2019	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	September 1, 2017	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	August 31, 2019	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

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Construction Activity	Yes, EHP approved, no additional change, just need additional funding	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle 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	Continue work on timeline for purchasing generator; purchase the skid unit	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	Complete Electrical work by July 31, 2019	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.	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.

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For additional information on the Project Management Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

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

1)	**PROJECT TITLE:**	Clark County and NDEM THIRA FY 19-Phrase 1
2)	**Proposing/Lead Agency:**	Clark County Office of Emergency Management
3)	**Proposed Project Manager:**	John Steinbeck

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.].

THIRA/SPR is the foundation to identifying and addressing the threats and hazards, consequences, risks, and capability gaps faced by the whole community within the State of Nevada. FEMA made wholesale changes to the methodology and information required i 2018 and going forward. The way information must be gathered and the granular level of detail necessary has created a significant gap in Clark County and the State of Nevada's ability to conduct the THIRA/SPR.

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:	PLANNING - [Mission Area: ALL]
Secondary Core Capability:	INTELLIGENCE AND INFORMATION SHARING - [Mission Areas: PREVENTION/PROTECTION]

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	INTELLIGENCE AND INFORMATION SHARING

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

Clark County will hired a contractor to assist with the develop of a joint THIRA Clark County and State of Nevada with the THIRA/SPR.

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)	Clark County Office of Emergency Management	County	John Steinbeck
9(b)			
9(c)			

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

The THIRA/SPR must be completed annually, additional funding will be required.

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

PROJECT TITLE (Autopopulate) Clark County and NDEM THIRA FY 19-Phrase 1

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
develop joint THIRA		$ 100,000.00	$ 100,000.00

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
			$ 0.00

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	$ 100,000.00	$ 100,000.00

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	Clark County Purchasing process	12/18	2/19	2
3	develop of annual THIRA	3/19	7/19	3
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

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

	Agency Name	Clark County Office of Emergency Management	Project Manager Name & Contact #	John Steinbeck		Grant Manager Name & Contact #	Karen Taylor						
	IJ TITLE:	THIRA Phase I											
		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								$ -					$ -
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								$ -					$ -
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		develop THIRA							100,000.00				100,000.00
10									-				-
11									-				-
12									-				-
	Travel Sub-Total								100,000.00				100,000.00
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								-					-
	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								$ -					-
	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.

Narrative HERE

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	$ 100,000.00		$ 100,000.00

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

The conduct of the THIRA/SPR is foundational to identifying and addressing the threats and hazards, consequences, risks, and capability gaps faced by the whole community within the State of Nevada. FEMA made wholesale changes to the methodology and information required in 2018 and going forward. The way information must be gathered and the granular level of detail necessary has created a significant gap in Clark County and the State of Nevada's ability to conduct the THIRA/SPR.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

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 +
SHSP	$100,000	$	%	$100,000
UASI	$	$	%	$
Total:	**$100,000**	**$**	**%**	**$100,000**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

Clark County and State of Nevada THIRA/SPR

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

Clark County Office of Emergency Management

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 or UASI	$100,000
FY 2015 Proposed Amount		**$**

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.)

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

☐ **Yes** **XX☐ 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):

$0

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.

With the wholesale changes by FEMA to the methodology and information required in 2018 and going forward it clearly pointed out that the manner in which the THIRA/SPR had been conducted previously was not providing the granular level of detail required by FEMA going forward and recently by the Nevada Commission on Homeland Security. This proposed investement will address all 32 core capabililties and gaps identified in the THIRA/SPR. Clark County, the State of Nevada and the Nevada Commission of Homeland Security have identified the THIRA/SPR as the basis for analysis of consequences, assessment of risk and gap analysis to inform response and recovery emergency and disaster planning, identification and management of resoruces, and financial planning and budgeting.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

This investment is to provide contractual assistance in the conduct and preparation of the Clark County and State of Nevada's THIRA/SPR. This assessment and review cover all 32 core capability areas. FEMA made wholesale change to the methodology and information required in 2018 and going forward. The way information must be gathered and the granular level of detail necessary has created a significant gap in Clark County and the State of Nevada's ability to conduct the THIRA/SPR.

This proposed investment will address all 32 core capabilities and gaps identified in the THIRA/SPR. Clark County, the State of Nevada and the Nevada Commission on Homeland Security have identified the THIRA/SPR as the basis for analysis of consequences, assessment of risk and gap analysis to informa response and recovery emergency and disaster planning,identification and management of resources, and financial planning and budgeting.

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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Attribute Name	**Description**	**Application Instructions**
Project Name	Clark County and State of Nevada THIRA/SPR FY 19	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	Prepare FY 19 THIRA/SPR	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*.
Sub-Recipient Name	Clark County Office of Emergency Management	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	County	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	89119,89701	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	Planning	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	No	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)

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning		Identify the amount of funds in the project that will be for planning activities.
Organization	100,000.00	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		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	100,000.00	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 Lifecycle.

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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?	Yes, SHSP	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?	FY 16	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
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?	Currently underway	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step		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	01/01/2019	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	7/31/2019	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

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Construction Activity	0	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle 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	Vendor selection Clark County Purchasing	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	Joint THIRA/SRA Phrase 1 by July 31, 2018	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	Comply with quarterly financial and program reporting requirement.	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.

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For additional information on the Project Management Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted 12-04-18

1)	**PROJECT TITLE:**	LVFR Bomb Squad
2)	**Proposing/Lead Agency:**	Las Vegas Fire & Rescue
3)	**Proposed Project Manager:**	Steven Poe

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 this project is to sustain the Las Vegas Bomb Squad by supporting the core capability of Intelligence and Information Sharing.

The Las Vegas Bomb Squad is the only Bomb Squad in Southern Nevada and supports the jurisdictions of, including but not limited to, the City of Las Vegas, City of North Las Vegas, Henderson, Boulder City and Clark County.

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:	INTELLIGENCE AND INFORMATION SHARING - [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	#2 - INTELLIGENCE AND INFORMATION SHARING
Urban Area Strategy	INTELLIGENCE AND INFORMATION SHARING

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

Implementation will be conducted by Steven Poe and consist of procurement, training and delivering of the equipment to the LVFR Bomb Squad.

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)	Las Vegas Fire &	City of Las Vegas	Steven Poe
9(b)			
9(c)			

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

None.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	12-04-18

PROJECT TITLE (Autopopulate) LVFR Bomb Squad

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
22	78	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
X-Ray Equipment Power Hawk N.E.R.A.T.(Non-Energetic Remote Access Tool)	$52,889.00	$ 184,491.00	$ 237,380.00

12d) **Training** [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
			$ 0.00

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
	$52,889.00	$ 184,491.00	$ 237,380.00

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	Order Equipment			
3	Receive Equipment			
4	Distribute Equipment			
5	Close Out Grant			
6				
7				
8				
9				
10				
11				
12				
13				

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

	Agency Name	Las Vegas Fire & Rescue Bomb Squad	**Project Manager Name & Contact #**	Steven Poe 702-303-0773		**Grant Manager Name & Contact #**	Prescilla Wdowiak 702-229-6045						
	IJ TITLE:	**LVFR Bomb Squad Exploitation tools**											
		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								$ -					$ -
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								$ -					$ -
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									-				-
10									-				-
11									-				-
12									-				-
13									-				-
14									-				-
	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								-					-
	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	Sustainment	Other		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	Sustainment	Other									
37	Complete system Standard MMX	MMX products incorporate removable imaging plates that allow additional flexibility for operators in the field. The x-ray image can be captured with the imaging panel inside the unit (flat panel mode) or with the imaging panel outside the unit and then inserted into the unit for scanning (scanner mode). The MMX standard size is 14in x 17in.				2	63,437.00	$ 126,874.00	Intelligence Information and Sharing	Operational Coordination	151N-00-XRAY	SHSP	126,874.00
38	Panasonic Rugadized tablet w integrated XTK software	A tablet capable of running full windows software packages in support of XTK diagnostic software (for Xray interpretation) and ruggedized for field deployment.				2	2,364.00	$ 4,728.00	Intelligence Information and Sharing	Operational Coordination	151N-00-XRAY	SHSP	4,728.00
39	Power Hawk N.E.R.T. (Non-Energentic Remote Access Tool)	This remote capability provides a multi-purpose interchangeable spreader and cutting tool that uses non-energetic methods for responding and mitigating various threats and operations including VBIED, PBIED, suspicious packages and devices, hostage rescue, and more.				1	34,149.00	$ 34,149.00	Intelligence Information and Sharing	Operational Coordination	02EX-02-TLPB	SHSP	34,149.00
40	XR150 12V X-Ray Kit	Portable Pulsed X-ray generator powered by commercially available battery packs.				4	4,685.00	$ 18,740.00	Interdiction and Disruption	Operational Coordination	151N-00-XRAY	SHSP	18,740.00
41								$ -					-
	EQUIPMENT Sub-Total							$ 184,491.00					$ 184,491.00

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.

Narrative HERE

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	$ 184,491.00		$ 184,491.00

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

The following investments encompass and address hazards faced within Southern Nevada which includes Clark County, Nevada in its entirety (nearly 8,000 square miles), Nye, Lincoln and Esmeralda counties. While some of the investments can be applied to all hazards, the main focus of the investments included in the Investment Justifications that support this application is preventing, preparing for, protecting against, and responding to acts of terrorism. Each year, the Nevada Commission on Homeland Security (Commission) takes into account the THIRA and SPR prepared for the state of Nevada and the Las Vegas Urban Area. Project proposers representing a wide array of agencies are then directed to focus their efforts on the top 5 core capability priorities identified by the Commission. For FY2017, the Commission selected: Cybersecurity, Intelligence and Information Sharing, Public Information and Warning, Operational Coordination, and Operational Communications as their top 5. The following investments cover 4 of those 5 priorities with projects that sustain, enhance, or expand capability targets as identified in the THIRA and SPR. As emphasized in the FY2017 NOFA, project proposals adequately address MMRS, Citizen Corps, and fusion center activities, which include a new FTE for public health analytics. Cybersecurity investments prioritized to receive UASI funds address the capability gaps in the THIRA as well as findings resulting from a wastewater Regional Resiliency Assessment conducted in 2015. Sustaining Operational Coordination remains a major focus in the Urban Area, especially in light of global events highlighting the importance of multi-agency prevention and response activities in a complex coordinated terrorist attack. CBRNE investments have

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been combined to facilitate multi-agency Operational Coordination and leverage resources throughout the Southen Nevada. Operational Coordination will also be enhanced by improved incident management, EOC operations, and community engagement. Operational Communications will be enhanced through investment in regional, multi-jurisdictional interoperable systems and equipment. Building communications capabilities among area hospitals and schools demonstrates the Las Vegas Urban Area commitment to employing a Whole Community approach to homeland security programs. Efforts to identify critical infrastructure vulnerabilities have resulted in requests to enhance surveillance measures.

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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 +
SHSP	$184,491.00	$0.00	%0	$184,491.00
UASI	$0	$0.00	%0	$0
Total:	**$184,491.00**	**$0**	**%0**	**$184,491.00**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

LVFR Bomb Squad Exploitation Tools

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

Southern 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	$184,491.00
FY 2015 Proposed Amount		**$**

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.)

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☐ **Yes** *X* **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):

$184,491.00

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.

This investment responds to numerous sections of the THIRA, SPR and Capabilities Estimation in building and sustaining the capabilities within Southern Nevada. The threat of CBRNE terrorism in the high-profile, tourism-based economy of Southern Nevada and the Las Vegas Urban Area presents challenges to coordinated efforts of the Las Vegas Emergency Response Agencies.

The LVFR Bomb Squad Exploitation tools addresses the Core Capability of Screening, Search, and Detection (THIRA, pg. 14) in the ability to "employ wide-area search and detection assets in targeted areas" and ability to collect and share timely information.

The SPR addressing Threat and Hazard Identification attributed to equipment seeks (SPR pg. 31) the ability for "data collection and sharing".

The LVFR Bomb Squad Exploitation tools sustains the Intelligence and Information Sharing capabilities (THIRA pg. 13), outlined as "within 2 hours, develop information and intelligence gathering priorities in response to a dynamic threat scenario with a potential for follow-on attacks and ensure identification and tasking of all available intelligence assets to support these priorities." within Southern NV. The equipment will be utilized by Las Vegas Fire & Rescue Bomb Squad and will work with the

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other Law Enforcement agencies members to quickly gather, analyze, and distribute timely threat information regarding hostile actions employing a CBRNE nexus.

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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Attribute Name	**Description**	**Application Instructions**
Project Name	LVFR Bomb Squad Exploitation tools	Exploitation of Impervised Explosive devises while gatherin intelligence and sharing the information for prosecution.
Project Description	The goal of this project is to sustain the Las Vegas Fire and Rescue Bomb Squad by supporting the National Priority for intelligence and information sharing. The focus of this project and equipment is to prepare for and respond to bomb , improvised explosive, hostage with improvise explosives, large vehicle borne improvised explosives and active shooter incidents with improvised explosives. This equipment would assist the Bomb Technicians by decreasing the mortality rate and increasing the survivability to bomb technicians and civilians during explosive incidents.It focuses on the Core Capabilities of: Screening, Search and Detection and Intelligence and information sharing.	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*.
Sub-Recipient Name	Las Vegas Fire & Rescue	
Recipient Type	Local	
Project Location	89101	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	Intelligence and information sharing	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)

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	0	Identify the amount of funds in the project that will be for planning activities.
Organization	0	Identify the amount of funds in the project that will be for organization activities.
Equipment	$184,491.00	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	0	Identify the amount of funds in the project that will be for training activities.
Exercises	0	Identify the amount of funds in the project that will be for exercise activities.
Total	$184,491.00	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 Lifecycle.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

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?	Yes	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?	2016	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	CBRNExplosive	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?	Close out	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	01-01-2019	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	07-31-2019	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

Construction Activity	NO	Select yes if the project may involve construction related activity.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate		Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan		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		Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control		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		Involves formally terminating and concluding all tasks, activities, and component parts of a particular project, or phase of a project.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

For additional information on the Project Management Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted 12-04-18

1)	**PROJECT TITLE:**	LVFR Bomb Squad
2)	**Proposing/Lead Agency:**	Las Vegas Fire & Rescue
3)	**Proposed Project Manager:**	Steven Poe

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 this project is to sustain the Las Vegas Bomb Squad by supporting the core capability of Intelligence and Information Sharing.

The Las Vegas Bomb Squad is the only Bomb Squad in Southern Nevada and supports the jurisdictions of, including but not limited to, the City of Las Vegas, City of North Las Vegas, Henderson, Boulder City and Clark County.

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:	INTELLIGENCE AND INFORMATION SHARING - [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	#2 - INTELLIGENCE AND INFORMATION SHARING
Urban Area Strategy	INTELLIGENCE AND INFORMATION SHARING

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

Implementation will be conducted by Steven Poe and consist of procurement, training and delivering of the equipment to the LVFR Bomb Squad.

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)	Las Vegas Fire &	City of Las Vegas	Steven Poe
9(b)			
9(c)			

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

None.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	12-04-18

PROJECT TITLE (Autopopulate) LVFR Bomb Squad

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
22	78	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
X-Ray Equipment Power Hawk N.E.R.A.T.(Non-Energetic Remote Access Tool)	$52,889.00	$ 184,491.00	$ 237,380.00

12d) **Training** [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
			$ 0.00

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
	$52,889.00	$ 184,491.00	$ 237,380.00

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	Order Equipment			
3	Receive Equipment			
4	Distribute Equipment			
5	Close Out Grant			
6				
7				
8				
9				
10				
11				
12				
13				

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

	Agency Name	Las Vegas Fire & Rescue Bomb Squad	Project Manager Name & Contact #	Steven Poe 702-303-0773		Grant Manager Name & Contact #	Prescilla Wdowiak 702-229-6045						
	IJ TITLE:	LVFR Bomb Squad Exploitation tools											
		One Budget Per Funding Stream											
		UASI											
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								$ -					$ -
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								$ -					$ -
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									-				-
10									-				-
11									-				-
12									-				-
13									-				-
14									-				-
	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								-					-
	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	Sustainment	Other		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**	Sustainment	Other									
37	**Power Hawk N.E.R.T. (Non-Energentic Remote Access Tool)**	This remote capability provides a multi-purpose interchangeable spreader and cutting tool that uses non-energetic methods for responding and mitigating various threats and operations including VBIED, PBIED, suspicious packages and devices, hostage rescue, and more.				1	34,149.00	$ 34,149.00	Intelligence Information and Sharing	Operational Coordination	02EX-02-TLPB	UASI	34,149.00
38	**XR150 12V X-Ray Kit**	Portable Pulsed X-ray generator powered by commercially available battery packs.				4	4,685.00	$ 18,740.00	Intelligence Information and Sharing	Operational Coordination	151N-00-XRAY	UASI	18,740.00
39								$ -					-
40								$ -					-
	EQUIPMENT Sub-Total							$ 52,889.00					$ 52,889.00

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.

Narrative HERE

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	$ 52,889.00		$ 52,889.00

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

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PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

The following investments encompass and address hazards faced within the Las Vegas Urban Area, (LVUA) which includes Clark County, Nevada in its entirety (nearly 8,000 square miles). While some of the investments can be applied to all hazards, the main focus of the investments included in the Investment Justifications that support this application is preventing, preparing for, protecting against, and responding to acts of terrorism. Each year, the Nevada Commission on Homeland Security (Commission) takes into account the THIRA and SPR prepared for the state of Nevada and the Las Vegas Urban Area. Project proposers representing a wide array of agencies are then directed to focus their efforts on the top 5 core capability priorities identified by the Commission. For FY2017, the Commission selected: Cybersecurity, Intelligence and Information Sharing, Public Information and Warning, Operational Coordination, and Operational Communications as their top 5. The following investments cover 4 of those 5 priorities with projects that sustain, enhance, or expand capability targets as identified in the THIRA and SPR. As emphasized in the FY2017 NOFA, project proposals adequately address MMRS, Citizen Corps, and fusion center activities, which include a new FTE for public health analytics. Cybersecurity investments prioritized to receive UASI funds address the capability gaps in the THIRA as well as findings resulting from a wastewater Regional Resiliency Assessment conducted in 2015. Sustaining Operational Coordination remains a major focus in the Urban Area, especially in light of global events highlighting the importance of multi-agency prevention and response activities in a complex coordinated terrorist attack. CBRNE investments have been

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combined to facilitate multi-agency Operational Coordination and leverage resources throughout the Las Vegas Urban Area. Operational Coordination will also be enhanced by improved incident management, EOC operations, and community engagement. Operational Communications will be enhanced through investment in regional, multi-jurisdictional interoperable systems and equipment. Building communications capabilities among area hospitals and schools demonstrates the Las Vegas Urban Area commitment to employing a Whole Community approach to homeland security programs. Efforts to identify critical infrastructure vulnerabilities have resulted in requests to enhance surveillance measures.

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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 +
SHSP	$0	$0.00	%0	$0
UASI	$52,889.00	$0.00	%0	$52,889.00
Total:	**$52,889.00**	**$0**	**%0**	**$52,889.00**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

LVFR Bomb Squad Exploitation Tools

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

Las Vegas Urban Area

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*)	UASI	$52,889.00
FY 2015 Proposed Amount		**$**

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.)

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☐ **Yes** *X* **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):

$82,889.00

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.

This investment responds to numerous sections of the THIRA, SPR and Capabilities Estimation in building and sustaining the capabilities within the Las Vegas Urban Area. The threat of CBRNE terrorism in the high-profile, tourism-based economy of Southern Nevada and the Las Vegas Urban Area presents challenges to coordinated efforts of the Las Vegas Emergency Response Agencies.

The LVFR Bomb Squad Exploitation tools addresses the Core Capability of Screening, Search, and Detection (THIRA, pg. 14) in the ability to "employ wide-area search and detection assets in targeted areas" and ability to collect and share timely information.

The SPR addressing Threat and Hazard Identification attributed to equipment seeks (SPR pg. 31) the ability for "data collection and sharing".

The LVFR Bomb Squad Exploitation tools sustains the Intelligence and Information Sharing capabilities (THIRA pg. 13), outlined as "within 2 hours, develop information and intelligence gathering priorities in response to a dynamic threat scenario with a potential for follow-on attacks and ensure identification and tasking of all available intelligence assets to support these priorities." within Southern NV. The equipment will be utilized by Las Vegas Fire & Rescue Bomb Squad and will work with the

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other Law Enforcement agencies members to quickly gather, analyze, and distribute timely threat information regarding hostile actions employing a CBRNE nexus.

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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Attribute Name	**Description**	**Application Instructions**
Project Name	LVFR Bomb Squad Exploitation tools	Exploitation of Impervised Explosive devises while gatherin intelligence and sharing the information for prosecution.
Project Description	The goal of this project is to sustain the Las Vegas Fire and Rescue Bomb Squad by supporting the National Priority for intelligence and information sharing. The focus of this project and equipment is to prepare for and respond to bomb , improvised explosive, hostage with improvise explosives, large vehicle borne improvised explosives and active shooter incidents with improvised explosives. This equipment would assist the Bomb Technicians by decreasing the mortality rate and increasing the survivability to bomb technicians and civilians during explosive incidents.It focuses on the Core Capabilities of: Screening, Search and Detection and Intelligence and information sharing.	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*.
Sub-Recipient Name	Las Vegas Fire & Rescue	
Recipient Type	Local	
Project Location	89101	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	Intelligence and information sharing	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

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		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)

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	0	Identify the amount of funds in the project that will be for planning activities.
Organization	0	Identify the amount of funds in the project that will be for organization activities.
Equipment	$52,889.00	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	0	Identify the amount of funds in the project that will be for training activities.
Exercises	0	Identify the amount of funds in the project that will be for exercise activities.
Total	$52,889.00	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 Lifecycle.

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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?	Yes	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?	2016	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	CBRNExplosive	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?	Close out	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	01-01-2019	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	07-31-2019	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

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Construction Activity	NO	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate		Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan		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		Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control		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		Involves formally terminating and concluding all tasks, activities, and component parts of a particular project, or phase of a project.

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For additional information on the Project Management Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted 11/20/18

1)	**PROJECT TITLE:**	ARMOR Rehab/Command Trailer
2)	**Proposing/Lead Agency:**	LVMPD ARMOR
3)	**Proposed Project Manager:**	Roger Haskins

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.].

To enable a multi-purpose trailer for special events, protracted operations, and events where support facilities are not readily available for ARMOR response The trailer would allow for the transport of an All-terrain Vehicle (ATV), facilities, briefing space, and rehab capability for personnel in all-weather and remote environments.

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:	OPERATIONAL COORDINATION - [Mission Area: ALL]
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	#5 - OPERATIONAL COMMUNICATIONS
Urban Area Strategy	OPERATIONAL COORDINATION

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

Upon confirmation of the grant award, LVMPD will proceed with purchasing equipment and support services for the equipping and installation outlined in the proposal in accordance with LVMPD and DHS grant purchasing policy.

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)	LVMPD	County	Roger Haskins
9(b)			
9(c)			

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

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/20/18

PROJECT TITLE (Autopopulate) ARMOR Rehab/Command Trailer

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
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
Procure equipment to be utilized by ARMOR during special event and protracted operations that will be utilized to enable transport of specialized equipment and personnel facilities.			$ 0.00

12d) Training [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
			$ 0.00

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	$ 0.00	$ 0.00

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	Contract with Equipment Vendor	1/19	2/19	1
3	Purchase and Delivery	2/19	4/19	2
4	Installation, Implementation and Training	4/19	6/19	2
5				
6				
7				
8				
9				
10				
11				
12				
13				

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

	Agency Name	LVMPD	Project Manager Name & Contact #	Roger Haskins 702-271-2325		Grant Manager Name & Contact #	Angela Walker (702) 828-810						
	IJ TITLE:	ARMOR Command Trailer											
		One Budget Per Funding Stream											
		UASI											
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								$ -					$ -
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								$ -					$ -
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									-				-
10									-				-
11									-				-
12									-				-
13									-				-
14									-				-
	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								-					-
	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	Trailer w/ Facilities	Trailer w/ ATV transport and personnel facilities				1		$ 55,000.00		Operational Coordination	12TR-00-TEQP	UASI	55,000.00
38								$ -					-
39								$ -					-
40								$ -					-
	EQUIPMENT Sub-Total							$ 55,000.00					$ 55,000.00

EQUIPMENT COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAIN 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.

To enable a multi-purpose trailer for special events, protracted operations, and events where support facilities are not readily available for ARMOR response The trailer would allow for the transport of an All-terrain Vehicle (ATV), facilities, briefing space, and rehab capability for personnel in all-weather and remote environments.

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	$ 55,000.00		$ 55,000.00

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

This project is to purchase equipment that will be utilized by ARMOR to expand the capability to provide support for remote or protracted operations in coordination with other agencies. The deployment of support allows an additional resource for the locating of suspects, victims, and hazards before and after officers make entry into unknown situations. ARMOR has extensively been utilized as an resource and augmenting unit in support of numerous agencies and units deployable throughout the Las Vegas Urban Area. Providing support to Tactical units, Search and Rescue, and Special Events has required ARMOR operators to remain onscene for protracted events. These protracted or remote events require facilities and all-weather capability to assist with personnel support. The Operational Coordination and support offered by this project between multiple agencies and operational units will enhance the valley-wide efficiency and effectiveness of remote and protracted operations in the Las Vegas Urban Area.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

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 +
SHSP	$	$	%	$
UASI	$55,000	$	%	$55,000
Total:	**$**	**$**	**%**	**$**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

ARMOR Rehab/Command Trailer

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

Las Vegas Urban Area

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*)	UASI	$55,000
FY 2015 Proposed Amount		**$**

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.)

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Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

☐ **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):

$55,000

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.

This investment responds to Operational Communication and Operational Coordination sections of the THIRA, SPR and Capabilities Estimation in building and sustaining the capabilities within the Las Vegas Urban Area.

The ARMOR Rehab/Command Trailer Project meets the definition of the Operational Coordination Core Capability which reads, " Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities." (THIRA, pg. 3)

Under current operations, ARMOR and other agency operators are in need of a transport for ATV capablitlity that can offer facilities for event command, rehab,and preparation outside of the elements. The vehicles currently utilized by ARMOR do not have rehabilitation, facilities, or space for large interagency briefing away from elemnts or media attention during protracted events.

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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Attribute Name	**Description**	**Application Instructions**
Project Name	ARMOR Rehab/Command Trailer	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	To establish the ability for ARMOR Task Force to transport an ATV capablitlity and can offer facilities for event command, rehab,and preparation in all-weather and remote environments	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*.
Sub-Recipient Name	LVMPD	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	Local	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	89030	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	Every project must support a Core Capability. Select the primary core capability associated with this project.
Sustain or Build	Build	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)

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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 FY 2016 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	$55,000	Identify the amount of funds in the project that will be for the purchase of equipment.
Training		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	$55,000	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 Lifecycle.

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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?	N/A	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	N/A	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?	N/A	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	N/A	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	January 1, 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	July 1, 2019	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

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Construction Activity	No	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate	The authorization to begin work or resume work on any particular activity.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	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	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	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	The completion of all work on a project. Can also refer to completion of a phase of the project.	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 Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted 11/29/2018

1)	**PROJECT TITLE:**	Operational Coordination - LVMPD Events Planning
2)	**Proposing/Lead Agency:**	LVMPD
3)	**Proposed Project Manager:**	Kendall Bell

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 LVMPD Events Planning Section handles all the logistics, staffing and first responder coordination to special events within Clark County. This teams staffs and supports high profile populations of mass gathering. This grant is to outfit the interior of a Event Mobile Command Center to be pre-deployed on special events. The ability for the LVMPD Events Planning section to have this vehicle will better increase their posture to detect, prevent, deter, and respond to acts of terrorism. This project directly supports Clark County's Operation Coordination and aligns with and aligns with the Nevada Commission on Homeland Security's priorities.

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:	OPERATIONAL COORDINATION - [Mission Area: ALL]
Secondary Core Capability:	INTELLIGENCE AND INFORMATION SHARING - [Mission Areas: PREVENTION/PROTECTION]

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	INTELLIGENCE AND INFORMATION SHARING

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 LVMPD Events Planning section will manage this grant and handle the procurement of all items. Installation of all items will be handled by LVMPD. All bidding and purchasing will also be handled in-house.

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)	LVMPD	Clark County, NV	Kendall Bell
9(b)			
9(c)			

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

There is no continuing financial obligation, save it be the software and annual maintenance for the air cards.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/29/2018

PROJECT TITLE (Autopopulate) Operational Coordination - LVMPD Events Planning

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
100	0	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
Tactical RZR, computer hardware, annual air card services, and radio base stations.	$31,814.00	$ 0.00	$ 31,814.00

12d) Training [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
			$ 0.00

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
	$31,814.00	$ 0.00	$ 31,814.00

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	Bid Equpment	12/2018	6/2019	7
3	Issue Purchasing Order	12/2018	6/2019	7
4	Procure Equipment	12/2018	6/2019	7
5	Install Equipment	12/2018	6/2019	7
6				
7				
8				
9				
10				
11				
12				
13				

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

	Agency Name	Las Vegas Metropolitan Police Department	**Project Manager Name & Contact #**	James Seebock 702 828 2281		**Grant Manager Name & Contact #**	Joni Prucnal 702 828 8267 & Angela Walker 702 828 8210						
	IJ TITLE:	**Events Planning Equipment**											
		One Budget Per Funding Stream											
		UASI											
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								$ -					$ -
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								$ -					$ -
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									-				-
10									-				-
11									-				-
12									-				-
13									-				-
14									-				-
	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								-					-
	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		Tactical Vehicle (RZR)	Sustainment	Other Federal		1	17,000.00	$ 17,000.00	Operational Coordination	Intelligence Information and Sharing	12VE-00MISS		17,000.00
38		Computer Hardware	Sustainment	Other Federal		1	3,734.00	$ 3,734.00	Operational Coordination	Intelligence Information and Sharing	04SW-04-NETW		3,734.00
39		Annual Air Card Service	Sustainment	Other Federal		1	1,080.00	$ 1,080.00	Operational Coordination	Intelligence Information and Sharing	04SW-04-NETW		1,080.00
40		Radio Base Stations	Sustainment	Other Federal		2	5,000.00	$ 10,000.00	Operational Coordination	Intelligence Information and Sharing	06CP-01-BASE		10,000.00
41								$ -					-
	EQUIPMENT Sub-Total							$ 31,814.00					$ 31,814.00

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.

Narrative HERE

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													-
48													-
49													-
50													-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	$ 31,814.00		$ 31,814.00

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

Due to the SAA no later than April 5th by close of business day.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

PORTFOLIO INFORMATION PLEASE LEAVE THIS BLANK ONLY ONE IS REQUIRED FOR SHSP AND ONE FOR UASI

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.

A 2500 character limit is allowed for this response. Leave blank

Guidance for Completing this Section: Applicants should briefly describe the spectrum of all-hazard risks the applicant faces. The description should provide the framework for all Investments provided within the IJ. Per the Homeland Security Act of 2002, as ameneded, applicants must demonstrate how the IJ will contribute to building and/or sustaining core capabilities and assist in preventing, preparing for, protecting against, and responding to acts of terrorism. Applicants are also encouraged to align their IJ with their State and Urban Area homeland security strategies and priorities.

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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 +
SHSP	$	$	%	$
UASI	$ 31,814	$	%	$ 31,814
Total:	$ 31,814	**$**	**%**	$ 31,814

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

Operational Coordination – LVMPD Events Planning

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

Las Vegas Metropolitan Police Dept. – LVMPD Events Planning Section	

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*)	UASI	$ 31,814
FY 2015 Proposed Amount		$ 31,814

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.)

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☐ **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):

$ 31,814

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.

This is one overall description of the THIRA and SPR for this entire IJ

The 2015 THIRA identified significant threats and hazards to the State of Nevada. Although not exclusive, the funding in this investment supports/sustains the following Core Capabilities and their related gaps identified in the NPG, THIRA, and/or SPR via the gathering, analysis, and dissemination of threat and hazard intelligence and information to federal, local, state, tribal, and private sector stakeholders; CIKR vulnerability / special events assessments; in an effort to detect, deter, prevent and/or mitigate terrorism, criminal activity and other public safety hazards:

Intelligence and Information Sharing – THIRA page # 15 -SPR page # 19 - High Priority;
Interdiction and Disruption – THIRA Page # 17 - SPR page # 22 – High Priority;
Cybersecurity – THIRA page # 23 -SPR page # 31 – High Priority
Physical Protective Measures – THIRA page #25 - SPR page # 33 – High Priority
Risk Management for Protection Programs and Activities – THIRA page #27 - SPR page # 36 – High Priority;
Long Term Vulnerability Reduction – THIRA page #33 - SPR page # 46 – Medium

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Priority;
Risk and Disaster Resilience Assessment – THIRA page #35 - SPR page # 49 – Medium Priority;
Threats and Hazard Identification – THIRA page #37 - SPR page # 52 – High Priority
Operational Communications – THIRA page #54 - SPR page #75 - High Priority
Situational Assessment – THIRA page #60 - SPR page #83 – High Priority

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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This is per project not per Investment Justification. Please add an additional text box for each project within the Investment Justification.

Attribute Name	**Description**	**Application Instructions**
Project Name	LVMPD - Events Planning Section	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	The LVMPD Events Planning Section handles all the coordination, staffing, and first responder response to special events within Clark County. This team staffs EDC, Life is Beautiful, NYE, the marathon, and a great deal many more special events. This is the team that planed the Route 91 coordiation and it was determined that this equipment is necessary for them to be able to bridge identified gaps during that response on 1 October.	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*.
Sub-Recipient Name	N/A	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	Local	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	89106	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	Every project must support a Core Capability. Select the primary core capability associated with this project.
Sustain or Build	Build	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)

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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 FY 2016 HSGP NOFO.

Please add the amount of funds for each individual project. You may need to duplicate this text box

Attribute Name	Description	Application Instructions
Planning -	0	Identify the amount of funds in the project that will be for planning activities.
Organization-	0	Identify the amount of funds in the project that will be for organization activities.
Equipment -	$ 31,814	Identify the amount of funds in the project that will be for the purchase of equipment.
Training -	0	Identify the amount of funds in the project that will be for training activities.
Exercises -	0	Identify the amount of funds in the project that will be for exercise activities.
Total –	$ 31,814	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 Lifecycle.

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.

IF you have more than one project, please duplicate the test box and complete this box for each project. Do no use this box for more than one project.

Attribute Name	**Description**	**Application Instructions**
Does the Project Support a Previously Awarded Investment?	Yes	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?	FY2015, FY2016, FY2017, FY2018	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	Fusion Center - SNCTC	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?	All Milestones are ongoing and the project remains in the Execute/Control phase.	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	Execute/Control	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.

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Start Date	August 2018	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	June 2019	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.
Construction Activity	No	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate -	The authorization to begin work or resume work on any particular activity.	**Each Process must include start and end date. Each process steps must be used.** August 2018 – June 2019 Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan -	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	August 2018 – June 2019 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 –	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.	August 2018 – June 2019 Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.

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Control -	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	August 2018 – June 2019 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 -	The completion of all work on a project. Can also refer to completion of a phase of the project.	August 2018 – June 2019 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 Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP)
Project Proposal for FFY16 HSGP Funding Description

Date Submitted
11/29/2018

1)	**PROJECT TITLE:**	Operational Coordination - LVMPD TASS
2)	**Proposing/Lead Agency:**	LVMPD
3)	**Proposed Project Manager:**	Brad Cupp

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 LVMPD Technical and Surveillance Section responds to all critical events within our valley. This grant is to procure and build a technical response vehicle that will be equip to stand up ad hoc networks for first responders in the area of operation from cameras, data, radio communications and more. This vehicle would ensure the necessary network infrastructure and communication infrastructure that is extremely vital during a tactical response. The ability for the LVMPD TASS section to have this vehicle will better increase their posture to detect, prevent, deter, and respond to acts of terrorism. This project directly supports Clark County's Operation Coordination and Operational Communications and aligns with the Nevada Commission on Homeland Security's priorities.

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:	OPERATIONAL COMMUNICATIONS - [Mission Area: RESPONSE]
Secondary Core Capability:	INTELLIGENCE AND INFORMATION SHARING - [Mission Areas: PREVENTION/PROTECTION]

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

NCHS FFY16 Priority	#5 - OPERATIONAL COMMUNICATIONS
Urban Area Strategy	INTELLIGENCE AND INFORMATION SHARING

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 LVMPD TASS section will manage this grant and handle the procurement of all items. Installation of all items will be handled by LVMPD. All bidding and purchasing will also be handled in-house.

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)	LVMPD	Clark County, NV	Kendall Bell
9(b)			
9(c)			

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

There is no continuing financial obligation.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/29/2018

PROJECT TITLE (Autopopulate) Operational Coordination - LVMPD TASS

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
50	50	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
Tactical Response Vehicle	$148,075.47	$ 150,000.00	$ 298,075.47

12d) **Training** [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
			$ 0.00

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
	$148,075.47	$ 150,000.00	$ 298,075.47

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	Bid Equpment	12/2018	6/2019	7
3	Issue Purchasing Order	12/2018	6/2019	7
4	Procure Equipment	12/2018	6/2019	7
5	Install Equipment	12/2018	6/2019	7
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10) SUSTAINMENT - ***Identify any continuing financial obligation created by the Project, and proposed funding solution***

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Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/29/2018

PROJECT TITLE (Autopopulate) Operational Coordination - LVMPD TASS

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FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

Due to the SAA no later than April 5th by close of business day.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

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PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

PORTFOLIO INFORMATION PLEASE LEAVE THIS BLANK ONLY ONE IS REQUIRED FOR SHSP AND ONE FOR UASI

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.

A 2500 character limit is allowed for this response. Leave blank

Guidance for Completing this Section: Applicants should briefly describe the spectrum of all-hazard risks the applicant faces. The description should provide the framework for all Investments provided within the IJ. Per the Homeland Security Act of 2002, as ameneded, applicants must demonstrate how the IJ will contribute to building and/or sustaining core capabilities and assist in preventing, preparing for, protecting against, and responding to acts of terrorism. Applicants are also encouraged to align their IJ with their State and Urban Area homeland security strategies and priorities.

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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 +
SHSP	$ 150,000	$	%	$ 150,000
UASI	$ 148,075	$	%	$ 148,075
Total:	$ 298,075	**$**	**%**	$ 298,075

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

Operational Communication – LVMPD TASS

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

Las Vegas Metropolitan Police Dept. – LVMPD TASS	

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*)	UASI / SHSP	$ 298,075
FY 2016 Proposed Amount		$ 298,075

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.)

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☐ **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):

$ 298,075

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.

This is one overall description of the THIRA and SPR for this entire IJ

The 2015 THIRA identified significant threats and hazards to the State of Nevada. Although not exclusive, the funding in this investment supports/sustains the following Core Capabilities and their related gaps identified in the NPG, THIRA, and/or SPR via the gathering, analysis, and dissemination of threat and hazard intelligence and information to federal, local, state, tribal, and private sector stakeholders; CIKR vulnerability / special events assessments; in an effort to detect, deter, prevent and/or mitigate terrorism, criminal activity and other public safety hazards:

Intelligence and Information Sharing – THIRA page # 15 -SPR page # 19 - High Priority;
Interdiction and Disruption – THIRA Page # 17 - SPR page # 22 – High Priority;
Cybersecurity – THIRA page # 23 -SPR page # 31 – High Priority
Physical Protective Measures – THIRA page #25 - SPR page # 33 – High Priority
Risk Management for Protection Programs and Activities – THIRA page #27 - SPR page # 36 – High Priority;
Long Term Vulnerability Reduction – THIRA page #33 - SPR page # 46 – Medium

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Priority;
Risk and Disaster Resilience Assessment – THIRA page #35 - SPR page # 49 – Medium Priority;
Threats and Hazard Identification – THIRA page #37 - SPR page # 52 – High Priority
Operational Communications – THIRA page #54 - SPR page #75 - High Priority
Situational Assessment – THIRA page #60 - SPR page #83 – High Priority

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

Burden Disclosure Notice: Form 089-1
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This is per project not per Investment Justification. Please add an additional text box for each project within the Investment Justification.

Attribute Name	**Description**	**Application Instructions**
Project Name	LVMPD – TASS Section	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	The Technical Response Vehicle (TRV) will be used to transport and deploy equipment necessary for the build out of a mobile ad hoc network (MANET) and surveillance camera deployment in support of SWAT and other law enforcement response during critical incidents. The TRV is critical to providing a secure network for the transmission of data, voice, and video communication in areas where the necessary infrastructure is not readily available. Additionally, the networking capabilities inherent to the TRV are instrumental in providing real-time situational awareness information and intelligence gathered from a wide variety of sensors that can include: Video Cameras, EOD Robots, Unmanned Aerial Vehicles (UAVs), and law enforcement aircraft. Real-time intelligence information is critical to the command and control	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*.

	component during tactical and critical incidents, and plays a critical role in the successful outcome of these types of operations.	
Sub-Recipient Name	N/A	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	Local	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	89106	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 Communications	Every project must support a Core Capability. Select the primary core capability associated with this project.
Sustain or Build	Build	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)

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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 FY 2016 HSGP NOFO.

Please add the amount of funds for each individual project. You may need to duplicate this text box

Attribute Name	Description	Application Instructions
Planning -	0	Identify the amount of funds in the project that will be for planning activities.
Organization-	0	Identify the amount of funds in the project that will be for organization activities.
Equipment -	$ 298,075	Identify the amount of funds in the project that will be for the purchase of equipment.
Training -	0	Identify the amount of funds in the project that will be for training activities.
Exercises -	0	Identify the amount of funds in the project that will be for exercise activities.
Total –	$ 298,075	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 Lifecycle.

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.

IF you have more than one project, please duplicate the test box and complete this box for each project. Do no use this box for more than one project.

Attribute Name	**Description**	**Application Instructions**
Does the Project Support a Previously Awarded Investment?	Yes	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?	FY2015, FY2016, FY2017, FY2018	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	Fusion Center - SNCTC	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?	All Milestones are ongoing and the project remains in the Executive/Control phase.	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	Executive/Control	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.

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Start Date	August 2018	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	June 2019	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.
Construction Activity	No	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate -	The authorization to begin work or resume work on any particular activity.	**Each Process must include start and end date. Each process steps must be used.** August 2018 – June 2019 Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan -	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	August 2018 – June 2019 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 –	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.	August 2018 – June 2019 Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.

Control -	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	August 2018 – June 2019 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 -	The completion of all work on a project. Can also refer to completion of a phase of the project.	August 2018 – June 2019 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 Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

Due to the SAA no later than April 5th by close of business day.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

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PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

PORTFOLIO INFORMATION PLEASE LEAVE THIS BLANK ONLY ONE IS REQUIRED FOR SHSP AND ONE FOR UASI

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.

A 2500 character limit is allowed for this response. Leave blank

Guidance for Completing this Section: Applicants should briefly describe the spectrum of all-hazard risks the applicant faces. The description should provide the framework for all Investments provided within the IJ. Per the Homeland Security Act of 2002, as ameneded, applicants must demonstrate how the IJ will contribute to building and/or sustaining core capabilities and assist in preventing, preparing for, protecting against, and responding to acts of terrorism. Applicants are also encouraged to align their IJ with their State and Urban Area homeland security strategies and priorities.

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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 +
SHSP	$ 150,000	$	%	$ 150,000
UASI	$ 148,075	$	%	$ 148,075
Total:	$ 298,075	**$**	**%**	$ 298,075

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

Operational Communication – LVMPD TASS

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

Las Vegas Metropolitan Police Dept. – LVMPD TASS	

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*)	UASI / SHSP	$ 298,075
FY 2016 Proposed Amount		$ 298,075

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.)

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☐ **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):

$ 298,075

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.

This is one overall description of the THIRA and SPR for this entire IJ

The 2015 THIRA identified significant threats and hazards to the State of Nevada. Although not exclusive, the funding in this investment supports/sustains the following Core Capabilities and their related gaps identified in the NPG, THIRA, and/or SPR via the gathering, analysis, and dissemination of threat and hazard intelligence and information to federal, local, state, tribal, and private sector stakeholders; CIKR vulnerability / special events assessments; in an effort to detect, deter, prevent and/or mitigate terrorism, criminal activity and other public safety hazards:

Intelligence and Information Sharing – THIRA page # 15 -SPR page # 19 - High Priority;
Interdiction and Disruption – THIRA Page # 17 - SPR page # 22 – High Priority;
Cybersecurity – THIRA page # 23 -SPR page # 31 – High Priority
Physical Protective Measures – THIRA page #25 - SPR page # 33 – High Priority
Risk Management for Protection Programs and Activities – THIRA page #27 - SPR page # 36 – High Priority;
Long Term Vulnerability Reduction – THIRA page #33 - SPR page # 46 – Medium

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Priority;
Risk and Disaster Resilience Assessment – THIRA page #35 - SPR page # 49 – Medium Priority;
Threats and Hazard Identification – THIRA page #37 - SPR page # 52 – High Priority
Operational Communications – THIRA page #54 - SPR page #75 - High Priority
Situational Assessment – THIRA page #60 - SPR page #83 – High Priority

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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This is per project not per Investment Justification. Please add an additional text box for each project within the Investment Justification.

Attribute Name	**Description**	**Application Instructions**
Project Name	LVMPD – TASS Section	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	The Technical Response Vehicle (TRV) will be used to transport and deploy equipment necessary for the build out of a mobile ad hoc network (MANET) and surveillance camera deployment in support of SWAT and other law enforcement response during critical incidents. The TRV is critical to providing a secure network for the transmission of data, voice, and video communication in areas where the necessary infrastructure is not readily available. Additionally, the networking capabilities inherent to the TRV are instrumental in providing real-time situational awareness information and intelligence gathered from a wide variety of sensors that can include: Video Cameras, EOD Robots, Unmanned Aerial Vehicles (UAVs), and law enforcement aircraft. Real-time intelligence information is critical to the command and control	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*.

	component during tactical and critical incidents, and plays a critical role in the successful outcome of these types of operations.	
Sub-Recipient Name	N/A	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	Local	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	89106	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 Communications	Every project must support a Core Capability. Select the primary core capability associated with this project.
Sustain or Build	Build	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)

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

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 FY 2016 HSGP NOFO.

Please add the amount of funds for each individual project. You may need to duplicate this text box

Attribute Name	Description	Application Instructions
Planning -	0	Identify the amount of funds in the project that will be for planning activities.
Organization-	0	Identify the amount of funds in the project that will be for organization activities.
Equipment -	$ 298,075	Identify the amount of funds in the project that will be for the purchase of equipment.
Training -	0	Identify the amount of funds in the project that will be for training activities.
Exercises -	0	Identify the amount of funds in the project that will be for exercise activities.
Total –	$ 298,075	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 Lifecycle.

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.

IF you have more than one project, please duplicate the test box and complete this box for each project. Do no use this box for more than one project.

Attribute Name	**Description**	**Application Instructions**
Does the Project Support a Previously Awarded Investment?	Yes	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?	FY2015, FY2016, FY2017, FY2018	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	Fusion Center - SNCTC	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?	All Milestones are ongoing and the project remains in the Executive/Control phase.	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	Executive/Control	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.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

Start Date	August 2018	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	June 2019	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.
Construction Activity	No	Select yes if the project may involve construction related activity.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate -	The authorization to begin work or resume work on any particular activity.	**Each Process must include start and end date. Each process steps must be used.** August 2018 – June 2019 Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan -	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	August 2018 – June 2019 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 –	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.	August 2018 – June 2019 Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.

Control -	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	August 2018 – June 2019 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 -	The completion of all work on a project. Can also refer to completion of a phase of the project.	August 2018 – June 2019 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 Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

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

	Agency Name	Las Vegas Metropolitan Police Department	Project Manager Name & Contact #	Kendall Bell		Grant Manager Name & Contact #	Joni Prucnal 702 828 8267 & Angela Walker 702 828 8210						
	IJ TITLE:	TASS SHSP											
		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								$ -					$ -
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								$ -					$ -
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									-				-
10									-				-
11									-				-
12									-				-
13									-				-
14									-				-
	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								-					-
	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		Tactical Vehicle (Comms and Support)	Sustainment	Other Federal		1.00	$ 150,000.00	$ 150,000.00	Operational Coordination	Operational Coordination	12VE-00MISS	SHSP	150,000.00
38								$ -					-
39								$ -					-
40								$ -					-
	EQUIPMENT Sub-Total							$ 150,000.00					$ 150,000.00

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.

Narrative HERE

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	$ 150,000.00		$ 150,000.00

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

	Agency Name	Las Vegas Metropolitan Police Department	Project Manager Name & Contact #	James Seebock 702 828 2281		Grant Manager Name & Contact #	Joni Prucnal 702 828 8267 & Angela Walker 702 828 8210						
	IJ TITLE:	TASS											
		One Budget Per Funding Stream											
		UASI											
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								$ -					$ -
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								$ -					$ -
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.

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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									-				-
10									-				-
11									-				-
12									-				-
13									-				-
14									-				-
	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								-					-
	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		Tactical Vehicle (Comms and Support)	Sustainment	Other Federal		1.00	$ 150,000.00	$ 150,000.00	Operational Coordination	Operational Coordination	12VE-00MISS	UASI	148,075.47
38								$ -					-
39								$ -					-
40								$ -					-
	EQUIPMENT Sub-Total							$ 150,000.00					$ 148,075.47

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.

Narrative HERE

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	$ 150,000.00		$ 148,075.47

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted 11/20/18

1)	**PROJECT TITLE:**	Radio Interoperability
2)	**Proposing/Lead Agency:**	Las Vegas Paiute Police Department
3)	**Proposed Project Manager:**	James Owens Chief of Police

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 this project is to establish the capability of radio interoperability between tribal police officer and other first responder agencies as well as state and federal agencies.

Operational communications with adjoining agencies is critical when responding to terrorism related emergency situations or natural disasters. The funding would allow each police vehicle to be outfitted with a P-25 compliant radio as well as provide two radios for the police dispatch center

This will allow direct communication between tribal police officers and other first responders. This will also allow for direct radio communication between the different agency dispatch centers.

The Tribe currently has 10 MOUs in place with the other first responder agencies in Southern Nevada. As soon as the radios are purchased, programmed and installed in the vehicles, we will immediately have direct radio contact with these agencies.

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:	OPERATIONAL COMMUNICATIONS - [Mission Area: RESPONSE]
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	#5 - OPERATIONAL COMMUNICATIONS
Urban Area Strategy	OPERATIONAL COORDINATION

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 project will be implemented initially by the purchase of 9, P-25 compliant mobile radios, from an approved vendor.

The radios will cost approximately $4,820.24 each. Seven of the radios will be installed in police vehicles by qualified technicians. Two of the radios will be installed at the police dispatch center by qualified technicians.

The radios will be programmed with proper frequencies of other first responders and state agencies by technicians from SNACC (Southern Nevada Area Communications Council).

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)	Las Vegas Paiute Police Department	Las Vegas Paiute Tribe	James Owens
9(b)			
9(c)			

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

Once the radios are formatted and installed, there is an annual fee charged by SNACC of $249.65 for each radio. This cost will be paid by the Las Vegas Paiute Tribe.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/20/18

PROJECT TITLE (Autopopulate) Radio Interoperability

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
P-25 compliant 800 MHZ radios with associated software and accessories 9@$4,820.24 = $43,382.16		$ 43,382.16	$ 43,382.16

12d) **Training** [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
			$ 0.00

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	$ 43,382.16	$ 43,382.16

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	Initial purchase of 9 radios	01/01/19	06/30/19	6
3	Programming and Licensing of radios by SNACC	01/01/19	06/30/19	6
4	Installation of radios in vehicles	01/01/19	06/30/19	6
5	Installation of radios in dispatch center	01/01/19	06/30/19	6
6				
7				
8				
9				
10				
11				
12				
13				

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

	Agency Name	Las Vegas Paiute Police Department	**Project Manager Name & Contact #**	James Owens 702-471-0844	**Grant Manager Name & Contact #**	Elyettte Worth 702-387-1974						**0**	
	IJ TITLE:	**All Training in this category must be coordinated with the State/UASI Training Officer, Training Must ha**											
		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								$ -					$ -
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								$ -					$ -
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									-				-
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		P-25 compatible 800 MHZ mobile radio				9	1,229.74	$ 11,067.66	Operational Coordination	Public Information and Warning		shsp	11,067.66
38		Radio software to ensure P-25 compatability				9	2,836.05	$ 25,524.45	Operational Coordination	Public Information and Warning		shsp	25,524.45
39		Radio hardware				9	754.46	$ 6,790.14	Operational Coordination	Public Information and Warning		shsp	6,790.14
40								$ -					-
41								$ -					-
42								$ -					-
43								$ -					-
44								$ -					-
45								$ -					-
46								$ -					-
	EQUIPMENT Sub-Total							$ 43,382.25					$ 43,382.25

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.

Seven of the radios will be installed in police vehicles. Two of the radios will be installed at the dispatch center. Each of the lines above are one portion of each of the radios.

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	$ 43,382.25		$ 43,382.25

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

Burden Disclosure Notice: Form 089-1
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PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

Effective operational communication and operational coordination are critical elements in ensuring the safety of the Southern Nevada community. The job of law enforcement is to protect our communities from all hazards whether natural or man made. Terrorism is a threat which cannot be ignored. Not only foreign but domestic terrorism threats must be recognized and actions taken to prevent their occurrence.

The Las Vegas Paiute Police Department has current interlocal agreements to with the Las Vegas Metropolitan Police Department and the North Las Vegas Police Department and works closely with Nevada Highway Patrol to ensure the safety of those living in the greater Las Vegas area as well as travelers on US 95.

US95 is a major highway which not only passes through tribal land but through Indian Springs, where Creech Airforce Base is located, and is also passes the entrance to the Nevada Test Site. Both of these areas are vital to the security of the United States and as such are potential terrorist targets.

US95 is a critical thoroughfare which large trucks carrying various payloads destined for the Test Site, use on a daily basis.

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The Las Vegas Paiute Police Department currently does not have P-25 compliant radios in each of the vehicles. The current radios offer very limited ability to speak with other police agencies and first responders in the event of an emergency.

The department has current interlocal agreements with 10 first responder agencies in the Southern Nevada area which will allow access to their primary radio channels once the new radios are installed.

The new P-25 radios will allow immediate communication between car to car and car to the various dispatch centers throughout the area.

Officers will be able to coordinate responses with other jurisidictions and responders to natural disasters such as wildfires, earthquakes and flooding situations as well as any type of terrorist event occurring in the area.

A 2500 character limit is allowed for this response.

Guidance for Completing this Section: Applicants should briefly describe the spectrum of all-hazard risks the applicant faces. The description should provide the framework for all Investments provided within the IJ. Per the Homeland Security Act of 2002, as ameneded, applicants must demonstrate how the IJ will contribute to building and/or sustaining core capabilities and assist in preventing, preparing for, protecting against, and responding to acts of terrorism. Applicants are also encouraged to align their IJ with their State and Urban Area homeland security strategies and priorities.

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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 +
SHSP	$48,382.25	$0.00	%0.00	$0.00
UASI	$0.00	$0.00	%0	$0.00
Total:	**$48,382.25**	**$0.00**	**%0**	**$0.00**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

Las Vegas Paiute Tribal Police P-25 Compliant Mobile Radio Project

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

Las Vegas Urban Area - Las Vegas Paiute Tribal Police Department

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	$43,382.25
FY 2015 Proposed Amount		**$**

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.)

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☐ **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):

$43,382.25

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.

2015 THIRA – Pgs 52-53

- *Threats &Hazards: Earthquakes, Floods, Wildfires, Pandemic-Human, Active Shooter, Cyber Attack, Drought, & Hazmat Chemical Release.*
- *Establish and maintan forms of communications during events; communicate both horizontally and vertically amongst all emergency resonse personnel to eliminate risk of further damage; to transmit critical information regarding incident to the affected community; access/require networks for public safety and medical response eithin 30 mins of incident.*

2015 SPR – Pgs 73-75 (Capability targets within 12hrs of incident)

- *To ensure interoperable communication networks for emergency services are functional statewide through the repair or transition to backup systems. Restore traditional analog and digital communications systems within 24hrs. Ensure the ability to share data, including photographs and live video, among 3 command posts in the region, the state fusion center, and the state operations center.*

A 2500 character limit is allowed for this response.

Guidance for Completing this Section:

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At a high level, applicants should identify the relevant portions of their THIRA, SPR and Capability Estimation that the majority of the activities within this investment will address. The applicant should use page numbers and identify specific sections of the THIRA to aid the reviewer in the analysis of the response provided. *Then applicants must identify how the proposed investment will address one of the capability gaps identified in the most recent SPR. The specific capability gap and its priority as found in the SPR must be noted in the IJ. The applicant should then specifically describe why those proposed activities outlined within the IJ are a priority for the applicant.*

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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Attribute Name	**Description**	**Application Instructions**
Project Name	Las Vegas Paiute Tribal Police Department P-25 Compliant Mobile Radio Project	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	Current mobile radios are not P-25 compliant and unable to have direct contact with the various first responder agencies in the valley. Current radios have reached end of service life. New P-25 radios will be purchased and installed in patrol vehicles and the dispatch center. This upgrade will enable AES Encryption to ensure secure transmissions among entities and GPS tracking for secure location solutions, safety and resource allocation	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*.
Sub-Recipient Name	Las Vegas Paiute Police Department	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	Local	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	Las Vegas, NV 89106	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 Communications	Every project must support a Core Capability. Select the primary core capability associated with this project.
Sustain or Build	Build: The project will build upon the current system to enhance and upgrade to the new P-25 application to ensure interoperability and	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

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	secure communication with all participating entities.	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)

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	0.00	Identify the amount of funds in the project that will be for planning activities.
Organization	0.00	Identify the amount of funds in the project that will be for organization activities.
Equipment	$43,382.25	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	0.00	Identify the amount of funds in the project that will be for training activities.
Exercises	0.00	Identify the amount of funds in the project that will be for exercise activities.
Total	$43,382.25.	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 Lifecycle.

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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?	yes.	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?	2015.	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	LV Paiute Tribal Police Mobile Radios	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?	5 mobile radios were purchased and installed in department patrol vehicles.	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	Project was closed out	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	June 1, 2018	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	August 15, 2018	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

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Construction Activity	No	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate	Once advised of authorization to beging project efforts to obtain P-25 compliant radios will begin.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	Quotes will be obtained from appropriate vendor to supply P-25 compliant radios.	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	Once radios are purchased they will be installed in patrol vehicles and dispatch center and programmed with available channels from other first responder agencies.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	All radios installed in vehicles and dispatch center will be programmed by SNACC (Southern Nv Area Communications Council) to ensure appropriate channels are available and the radios function properly.	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	Project will be closed out when all radios have been properly installed in the patol vehicles and dispatch center.	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 Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted 11/20/18

1)	**PROJECT TITLE:**	Radio Interoperability
2)	**Proposing/Lead Agency:**	Las Vegas Paiute Police Department
3)	**Proposed Project Manager:**	James Owens Chief of Police

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 this project is to establish the capability of radio interoperability between tribal police officer and other first responder agencies as well as state and federal agencies.

Operational communications with adjoining agencies is critical when responding to terrorism related emergency situations or natural disasters. The funding would allow each police vehicle to be outfitted with a P-25 compliant radio as well as provide two radios for the police dispatch center

This will allow direct communication between tribal police officers and other first responders. This will also allow for direct radio communication between the different agency dispatch centers.

The Tribe currently has 10 MOUs in place with the other first responder agencies in Southern Nevada. As soon as the radios are purchased, programmed and installed in the vehicles, we will immediately have direct radio contact with these agencies.

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:	OPERATIONAL COMMUNICATIONS - [Mission Area: RESPONSE]
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	#5 - OPERATIONAL COMMUNICATIONS
Urban Area Strategy	OPERATIONAL COORDINATION

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 project will be implemented initially by the purchase of 9, P-25 compliant mobile radios, from an approved vendor.

The radios will cost approximately $4,820.24 each. Seven of the radios will be installed in police vehicles by qualified technicians. Two of the radios will be installed at the police dispatch center by qualified technicians.

The radios will be programmed with proper frequencies of other first responders and state agencies by technicians from SNACC (Southern Nevada Area Communications Council).

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)	Las Vegas Paiute Police Department	Las Vegas Paiute Tribe	James Owens
9(b)			
9(c)			

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

Once the radios are formatted and installed, there is an annual fee charged by SNACC of $249.65 for each radio. This cost will be paid by the Las Vegas Paiute Tribe.

Nevada Homeland Security Grant Program (HSGP) Project Proposal for FFY16 HSGP Funding Description	Date Submitted
	11/20/18

PROJECT TITLE (Autopopulate) Radio Interoperability

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
100	0	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
P-25 compliant 800 MHZ radios with associated software and accessories 9@$4,820.24 = $43,382.16	$43,382.16		$ 43,382.16

12d) Training [Development and delivery of training to perform assigned missions and tasks]	LV-UASI	State-wide	SubTotal
			$ 0.00

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
	$43,382.16	$ 0.00	$ 43,382.16

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	Initial purchase of 9 radios	01/01/19	06/30/19	6
3	Programming and Licensing of radios by SNACC	01/01/19	06/30/19	6
4	Installation of radios in vehicles	01/01/19	06/30/19	6
5	Installation of radios in dispatch center	01/01/19	06/30/19	6
6				
7				
8				
9				
10				
11				
12				
13				

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

	Agency Name	Las Vegas Paiute Police Department	**Project Manager Name & Contact #**	James Owens 702-471-0844		**Grant Manager Name & Contact #**	Elyettte Worth 702-387-1974					0	
	IJ TITLE:	Radio Interoperability											
		One Budget Per Funding Stream											
		UASI											
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								$ -					$ -
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								$ -					$ -
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									-				-
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		P-25 compatible 800 MHZ mobile radio				9	1,229.74	$ 11,067.66	Operational Coordination	Public Information and Warning		UASI	11,067.66
38		Radio software to ensure P-25 compatability				9	2,836.05	$ 25,524.45	Operational Coordination	Public Information and Warning		UASI	25,524.45
39		Radio hardware				9	754.46	$ 6,790.14	Operational Coordination	Public Information and Warning		UASI	6,790.14
40								$ -					-
41								$ -					-
42								$ -					-
43								$ -					-
44								$ -					-
45								$ -					-
46								$ -					-
	EQUIPMENT Sub-Total							$ 43,382.25					$ 43,382.25

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.

Seven of the radios will be installed in police vehicles. Two of the radios will be installed at the dispatch center. Each of the lines above are one portion of each of the radios.

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											$ -		-
48											$ -		-
49											$ -		-
50											$ -		-
	Training Sub-Total										$ -		-

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.

Narrative HERE

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	$ 43,382.25		$ 43,382.25

FISCAL YEAR 2016

HOMELAND SECURITY GRANT PROGRAM

INVESTMENT JUSTIFICATION PLANNING GUIDE: INSTRUCTIONS, IJ TEMPLATE AND PROJECT INFORMATION REQUEST FOR DEOBLIGATED FUNDS

FEBRUARY 2016

U.S. DEPARTMENT OF HOMELAND SECURITY

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PART I.
FY 2016 HSGP INVESTMENT JUSTIFICATION
INSTRUCTIONS

KEY CHANGES FOR FY 2016

Urban Areas
In the Explanatory Statement accompanying the FY 2016 Appropriation for the Department of Homeland Security (DHS), Congress expressed its intent that the Secretary fund up to eighty-five percent (85%) of nationwide risk. In accordance with that intent, the Secretary designated twenty-nine (29) Urban Areas eligible for funding under the Urban Area Security Initiative (UASI). This is an increase from the twenty-eight (28) Urban Areas eligible in FY 2015.

Controlled and Prohibited Equipment
On January 16, 2015, President Barack Obama issued Executive Order 13688, *Federal Support for Local Law Enforcement Equipment Acquisition*, to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, tribal, and territorial law enforcement agencies. The Executive Order specifically prohibits certain equipment from being purchased with Federal funds. The prohibited and controlled equipment rules have been included in this year's NOFO following the direction of Executive Order 13688 and apply to all grant recipients that request controlled equipment.

Project-Based Applications
In FY 2016, there is no limit to the number of projects that may be submitted as part of the IJ submission or the first Biannual Strategy Implementation Report submission.
Any projects not included in the application must be included in the first BSIR submission. **Please note: For FY 2017, all projects proposed for funding must be included in the application.**

Countering Violent Extremism (CVE)
The Administration has placed a priority on countering violent extremism (CVE). The Administration's approach to Countering Violent Extremism (CVE) echoes the whole community approach to all-hazards preparedness and emphasizes and encourages partnerships with local community organizations, the private sector and other relevant partners. The HSGP allows a range of CVE activities and initiatives, and the Administration strongly encourages HSGP recipients to consider allocating grant funding to support CVE-related programs or projects. Examples of CVE-related programs or projects are provided in the FY 2016 HSGP NOFO.

Application Submission

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in *http://www.grants.gov* at least ten (10) days before the application deadline. This involves submitting a complete Standard Form 424 to *http://www.grants.gov*. The Standard Form 424 will be retrieved by the Non-Disaster (ND) Grants System, which will automatically populate the relevant data fields in the application. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step 1 could result in applicants missing the application deadline in Step 2.

Once DHS/FEMA has determined an applicant to be eligible, applicants will receive notification for approval to proceed to Step 2, which involves submitting the full application package via the ND Grants system.

States, territories, and Urban Areas are required to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) for their HSGP submission. Please allow enough time before (or no later than 11:59:59 p.m. EDT) **April 25, 2016,** to complete the IJ in the GRT. Urban Areas should work in accordance with their respective State's timelines and processes identified by the State Administrative Agency (SAA) to ensure the Urban Area Investment Justification (IJ) is submitted in compliance with and by the application deadline.

For instructions on how to log into the GRT and complete the IJ, please reference the *GRT Investment Justification Submission Technical User's Guide* located at *https://www.reporting.odp.dhs.gov/*. The *Guide* can be accessed on the first screen once a valid userid and password have been entered. After the application has been marked 'complete' in the GRT, SAAs on behalf of applicants must upload the IJs as attachments with the application in the ND Grants system located at *https://portal.fema.gov*. Please note that applicants should ensure that the IJ accounts for all funds requested by the applicant and the total funding requested does not exceed the funding allocations included in the FY 2016 HSGP Notice of Funding Opportunity (NOFO).

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities)
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification; and
- Indirect Cost Agreement*, if applicable.*

If assistance is needed to register in the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Each state's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project which describes the activities the state will implement with SHSP funds. Of the up to 10 Investments, applicants are required to propose one (1) single investment in support of a designated fusion center, as designated by the Governor of the State.

Each Urban Area's IJ must include at least one and up to **10** individual investments, and each investment must include at least one project, which describe the activities the Urban Area will implement with UASI funds. If applicable, of the up to 10 Investments, Urban Areas are required to propose one (1) single investment in support of a designated fusion center within the Urban Area. If UASI funds are used by the SAA in support of the Urban Area, the SAA must as part of the up to 10

Investments under UASI, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Lastly, applicants must ensure that the total estimated funding amounts across all investments should not exceed the SHSP and UASI program allocations as published in the FY 2016 HSGP NOFO.

OVERVIEW OF THE IJ TEMPLATE AND PROJECT WORKSHEET

The FY 2016 HSGP IJ Template provides applicants with an optional, MS Word formatted document, to assist in developing the first two sections of each Investment to be included as part of the final IJ. The IJ Project Worksheet is an MS Excel document that provides the applicants with a single table for organizing the information required for all projects.

The IJ Template and Project Worksheet are **only** preparatory tools. States, territories, and Urban Areas are **required** to use the web-based IJ submission module provided by DHS/FEMA in the Grants Reporting Tool (GRT) to submit their FY 2016 HSGP IJ submission. Each applicant's official IJ submission module is located on the GRT at *https://www.reporting.odp.dhs.gov/*.

GENERAL REMINDERS

The information in this Planning Guide only applies to State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) applicants. Therefore, this is not applicable to the Operation Stonegarden (OPSG) program. For application instructions for the FY 2016 OPSG Program, applicants should refer to the FY 2016 HSGP NOFO.

Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of publication of the FY 2016 NOFO. Early registration will allow applicants to have adequate time to start and complete their application. The application must be completed and final submission made through the ND Grants system located at *https://portal.fema.gov*.

Fusion Centers

Applicants are required to consolidate all fusion center related funding requests 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 refer to *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

Recipient must coordinate with the fusion center when developing a fusion center investment prior to submission and the investment requests must directly align to and reference any target capabilities identified during the center's individual 2015 Fusion Center Assessment Report. For additional information, please refer to the FY 2016 HSGP NOFO.

OVERVIEW OF THE LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) FUNDING MINIMUM CALCULATION

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. The 25% LETPA allocation is in addition to the 80% pass through requirement to local units of government and Tribes referenced in the FY 2016 HSGP NOFO.

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, in order to thwart an initial or follow on terrorist attack, and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the *National Prevention Framework* are eligible for use of LETPA focused funds. In addition, where capabilities are shared with the protection mission area, the *National Protection Framework* activities are also eligible. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

ALIGNMENT TO CORE CAPABILITIES

Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The core capabilities contained in the *National Preparedness Goal* (the "Goal") are the distinct critical elements necessary for our success. The core capabilities listed in the Goal are supported by the National Incident Management Systems (NIMS). NIMS ensures that the whole community is using common terminology.

FY 2016 HSGP applicants will be required to align each project in each investment to one of the core capabilities within the NPG. Applicants must also identify additional characteristics related to the specified capability, or the assets and activities within the project that support that capability.

Resource Typing
As part of the description for each project, the applicant must identify whether the project supports a NIMS typed resource. Applicants should refer to Resource Typing Library Tool located at *http://www.fema.gov/resource-management* to select specific typed resources. Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Deployable
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be

used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Building Capability/Sustaining Capability
Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level. This project attribute contributes to the risk and gap analysis of the applicant and the Federal reviewers. It will assist DHS/FEMA in measuring progress towards National Preparedness Goal.

SUMMARY OF THE APPLICATION REVIEW PROCESS

Review Criteria
FY 2016 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants will be required to align all IJs to at least one core capability identified in the Goal. Descriptions of projects should be clear and concise and should include whether the project supports a NIMS typed resource and whether assets are deployable/shareable. 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.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.
FEMA will use the information provided in the application and after the submission of the first BSIR, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected, identification of core capability addressed and whether the core capability is identified in the SPR, where applicable, as a priority);
- Desired outcomes, including expected long-term impact where applicable, and discussion of which core capability gap it helps to close and how;
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan); and
- Project schedule

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Review and Selection Process
To ensure the effectiveness of proposed investments and projects, all applications will undergo a federal review. The federal review will be conducted by HQ Program Analysts. HQ Program Analysts will use a checklist to verify compliance with all administrative and eligibility criteria

identified in the NOFO. Additionally using previously submitted SPR data, HQ Program Analysts will verify alignment of the proposed investments and projects to gaps identified through the THIRA/SPR process and national priorities identified in the NPR. IJs will be reviewed at both the investment and project level. The IJ will receive either an approval or conditional approval. Those IJs that are conditionally approved must be revised and must receive final approval prior to access to full funding.

Fusion center investments will be jointly reviewed by FEMA and the DHS Office of Intelligence and Analysis (I&A) for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. Investments that do not meet the requirements will be revised and must receive approval prior to accessing funds allocated to fusion center activities.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

PART II.

FY 2016 HSGP INVESTMENT JUSTIFICATION PLANNING TEMPLATE

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 NDgrants, it is also recommended that the applicant save a working copy of this document and delete pages 1-8 and pages 13-21.

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.

Effective operational communication and operational coordination are critical elements in ensuring the safety of the Southern Nevada community. The job of law enforcement is to protect our communities from all hazards whether natural or man made. Terrorism is a threat which cannot be ignored. Not only foreign but domestic terrorism threats must be recognized and actions taken to prevent their occurrence.

The Las Vegas Paiute Police Department has current interlocal agreements to with the Las Vegas Metropolitan Police Department and the North Las Vegas Police Department and works closely with Nevada Highway Patrol to ensure the safety of those living in the greater Las Vegas area as well as travelers on US 95.

US95 is a major highway which not only passes through tribal land but through Indian Springs, where Creech Airforce Base is located, and is also passes the entrance to the Nevada Test Site. Both of these areas are vital to the security of the United States and as such are potential terrorist targets.

US95 is a critical thoroughfare which large trucks carrying various payloads destined for the Test Site, use on a daily basis.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

The Las Vegas Paiute Police Department currently does not have P-25 compliant radios in each of the vehicles. The current radios offer very limited ability to speak with other police agencies and first responders in the event of an emergency.

The department has current interlocal agreements with 10 first responder agencies in the Southern Nevada area which will allow access to their primary radio channels once the new radios are installed.

The new P-25 radios will allow immediate communication between car to car and car to the various dispatch centers throughout the area.

Officers will be able to coordinate responses with other jurisidictions and responders to natural disasters such as wildfires, earthquakes and flooding situations as well as any type of terrorist event occurring in the area.

A 2500 character limit is allowed for this response.

Guidance for Completing this Section: Applicants should briefly describe the spectrum of all-hazard risks the applicant faces. The description should provide the framework for all Investments provided within the IJ. Per the Homeland Security Act of 2002, as ameneded, applicants must demonstrate how the IJ will contribute to building and/or sustaining core capabilities and assist in preventing, preparing for, protecting against, and responding to acts of terrorism. Applicants are also encouraged to align their IJ with their State and Urban Area homeland security strategies and priorities.

Burden Disclosure Notice: Form 089-1
Public reporting burden for this form is estimated to average 1488.5 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. 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, Paperwork Reduction Project (1660-0125) NOTE: Do not send your completed form to this address.

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 +
SHSP	$0.00	$0.00	%0.00	$0.00
UASI	$48,382.25	$0.00	%0	$0.00
Total:	**$48,382.25**	**$0.00**	**%0**	**$0.00**

SPECIFIC INVESTMENT INFORMATION

The applicant must answer the following questions for every investment.

II.A Provide the FY 2016 Investment name: (100 character max)

Las Vegas Paiute Tribal Police P-25 Compliant Mobile Radio Project

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

Las Vegas Urban Area - Las Vegas Paiute Tribal Police Department

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*)	UASI	$43,382.25
FY 2015 Proposed Amount		**$**

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.)

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☐ **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):

$43,382.25

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.

2015 THIRA – Pgs 52-53

- *Threats &Hazards: Earthquakes, Floods, Wildfires, Pandemic-Human, Active Shooter, Cyber Attack, Drought, & Hazmat Chemical Release.*
- *Establish and maintan forms of communications during events; communicate both horizontally and vertically amongst all emergency resonse personnel to eliminate risk of further damage; to transmit critical information regarding incident to the affected community; access/require networks for public safety and medical response eithin 30 mins of incident.*

2015 SPR – Pgs 73-75 (Capability targets within 12hrs of incident)

- *To ensure interoperable communication networks for emergency services are functional statewide through the repair or transition to backup systems. Restore traditional analog and digital communications systems within 24hrs. Ensure the ability to share data, including photographs and live video, among 3 command posts in the region, the state fusion center, and the state operations center.*

A 2500 character limit is allowed for this response.

Guidance for Completing this Section:

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At a high level, applicants should identify the relevant portions of their THIRA, SPR and Capability Estimation that the majority of the activities within this investment will address. The applicant should use page numbers and identify specific sections of the THIRA to aid the reviewer in the analysis of the response provided. *Then applicants must identify how the proposed investment will address one of the capability gaps identified in the most recent SPR. The specific capability gap and its priority as found in the SPR must be noted in the IJ. The applicant should then specifically describe why those proposed activities outlined within the IJ are a priority for the applicant.*

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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 (*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 dropdown 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 sub-recipient 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/pdf/prepared/npg.pdf*.

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Attribute Name	**Description**	**Application Instructions**
Project Name	Las Vegas Paiute Tribal Police Department P-25 Compliant Mobile Radio Project	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	Current mobile radios are not P-25 compliant and unable to have direct contact with the various first responder agencies in the valley. Current radios have reached end of service life. New P-25 radios will be purchased and installed in patrol vehicles and the dispatch center. This upgrade will enable AES Encryption to ensure secure transmissions among entities and GPS tracking for secure location solutions, safety and resource allocation	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*.
Sub-Recipient Name	Las Vegas Paiute Police Department	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	Local	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	Las Vegas, NV 89106	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 Communications	Every project must support a Core Capability. Select the primary core capability associated with this project.
Sustain or Build	Build: The project will build upon the current system to enhance and upgrade to the new P-25 application to ensure interoperability and	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

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	secure communication with all participating entities.	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)

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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 FY 2016 HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	0.00	Identify the amount of funds in the project that will be for planning activities.
Organization	0.00	Identify the amount of funds in the project that will be for organization activities.
Equipment	$43,382.25	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	0.00	Identify the amount of funds in the project that will be for training activities.
Exercises	0.00	Identify the amount of funds in the project that will be for exercise activities.
Total	$43,382.25.	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 Lifecycle.

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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?	yes.	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?	2015.	If the project is a continuation of a previous investment, select the award year of that investment. If not, proceed to the Project Management Step question.
If Yes, which investment?	LV Paiute Tribal Police Mobile Radios	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?	5 mobile radios were purchased and installed in department patrol vehicles.	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	Project was closed out	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	June 1, 2018	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	August 15, 2018	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

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Construction Activity	No	Select yes if the project may involve construction related activity.

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APPENDIX A.
PROJECT MANAGEMENT LIFECYCLE

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 deliverables), 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 Lifecycle are summarized in this table:

Steps	Description	Process
Initiate	Once advised of authorization to beging project efforts to obtain P-25 compliant radios will begin.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	Quotes will be obtained from appropriate vendor to supply P-25 compliant radios.	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	Once radios are purchased they will be installed in patrol vehicles and dispatch center and programmed with available channels from other first responder agencies.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	All radios installed in vehicles and dispatch center will be programmed by SNACC (Southern Nv Area Communications Council) to ensure appropriate channels are available and the radios function properly.	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	Project will be closed out when all radios have been properly installed in the patol vehicles and dispatch center.	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 Lifecycle, 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.*

THIS GUIDE MAY NOT BE SUBMITTED TO *http://www.grants.gov*

Please transfer all responses completed in this worksheet to the IJ Submission module in the Grants Reporting Tool at *https://www.reporting.odp.dhs.gov*.