

State of Alabama Homeland Security Grant Program Application Training

March 2024

Agenda and Course Outline

1. Purpose of the Training
2. Benefits of the Training
3. Grant Investment Areas
 - a. State Investment Justifications
 - b. National Priorities
4. Defining and Developing an HSGP Project
 - a. Project Development Principles
 - b. Like and Unlike Items
5. Alabama Project Application Template
 - a. Project Description
 - b. Capability Gaps and Needs
 - c. Project Implementation
 - d. Milestones
 - e. Budget Narrative
 - f. New Construction
 - g. 2 CFR 200.500
6. Core Capabilities

Purpose

- The purpose of this training is to better enable Homeland Security Grant Program (HSGP) subrecipients to effectively write HSGP funded projects, and more accurately and consistently align HSGP funded projects to Alabama's and the National Priority investment areas, and the core capabilities from the National Preparedness Goal.

Benefit

- Better written and more accurate and consistent alignment of projects to investment areas and core capabilities will better enable the state and subrecipients to:
 1. Gain project approval from ALEA and FEMA
 2. Track their investments against the state's future homeland security strategy
 3. Understand and articulate the impacts and outcomes from those investments across the state in a consistent manner
 4. Provide better data to Congress and the Administration in support of continuing the grant programs.

Grant Investment Areas

Alabama FY 2024 SHSP Investment Areas

No.	Investment Areas
1	Protect Soft Targets and Crowded Places
2	Combating Domestic Violent Extremism
3	Enhancing Community Preparedness and Resilience
4	Enhance Election Security
5	Alabama Mutual Aid System
6	Interoperable Communications
7	Emergency Management Coordination
8	Law Enforcement Homeland Security Operations
9	Fire, EMS, and Health Operations

National Priority Investments

- The National Priority (NP) investment areas were created by DHS in 2020
- 30% of all grant funding must go towards the NP investment areas
 - \$1,455,000 for Alabama in FY 2023
- In FY 2024 there will likely be 4 NP areas that will be open for local projects
 1. Enhancing the protection of soft targets/crowded places
 2. Combating domestic violent extremism
 3. Enhancing community preparedness and resilience
 4. Enhancing election security

Enhance the Protection of Soft Targets/Crowded Places

- National Priority Investment
- Covered projects include the following:
 - Security cameras (closed-circuit television)
 - Security screening equipment for people and baggage
 - Lighting
 - Access controls
 - Fencing, gates, barriers, etc.
 - Special event security planning and exercises
 - Public information and warning systems at soft targets and crowded places
 - Critical infrastructure and key resource list/database

Combat Domestic Violent Extremism

- National Priority Investment
- Covered projects include the following:
 - Open-source analysis of disinformation and misinformation campaigns, targeted violence and threats to life, including tips/leads, and online/social media-based threats
 - Sharing and leveraging intelligence and information, including open-source analysis
 - Execution and management of threat assessment programs to identify, evaluate, and analyze indicators and behaviors indicative of domestic violent extremists
 - Training and awareness programs (e.g., through social media, suspicious activity reporting [SAR] indicators and behaviors) to help prevent radicalization
 - Training and awareness programs (e.g., through social media, SAR indicators and behaviors) to educate the public on misinformation and disinformation campaigns and resources to help them identify and report potential instances of domestic violent extremism

Enhance Election Security

- National Priority Investment
- Covered projects include the following:
 - Physical security planning support for election sites
 - Physical/site security measures – e.g., locks, shatterproof glass, alarms, access controls, etc., at election sites
 - General election security navigator support
 - Cyber navigator support for election security
 - Cybersecurity risk assessments, training, and planning
 - Projects that address election vulnerabilities identified in cybersecurity risk assessments
 - Iterative backups, encrypted backups, network segmentation, software to monitor/scan, and endpoint protection for election security
 - Distributed Denial of Service protection
 - Migrating online election services to the “.gov” internet domain
 - Public awareness/preparedness campaigns discussing election security and integrity measures

Enhancing Community Preparedness and Resilience

- National Priority Investment
- Covered projects include the following:
 - Public awareness campaigns on disaster preparedness and resiliency
 - Mass evacuation planning, training, or exercises
 - Community Emergency Response Team programs
 - Volunteer or donations management projects
 - Projects that support faith-based organizations, local businesses, and community-based organizations such as homeless shelters, food pantries, nonprofit medical providers and senior care facilities to bolster their preparedness and resilience to all hazards.
 - Educational programming to guide schools and students on how to create emergency kits and family communications plans for disasters.

Alabama Mutual Aid System (AMAS)

- Covered projects include the following:
 - Planning, equipment, training, or exercises for the AMAS teams.
 - Search and rescue
 - Hazardous materials response
 - Incident management
 - Fatality management

Interoperable Communications

- Covered projects include the following:
 - A commercial High Frequency (HF) radio that will work with the State HF system already in place must include Automatic Link Establishment (ALE) capability and be located at a County EOC or Public Safety Answering Point (PSAP).
 - A P25 radio site (equipment and or tower)
 - Preferences will be given to the following projects
 - Rural Areas with no P25 resources
 - ✓ Neighboring Counties with current P25 Coverage
 - ✓ New P25 coverage in a county with no current coverage in that county.
 - Coverage to a US Interstate or US Highway
 - ✓ State Evacuation Routes
 - Coverage of critical infrastructure in Alabama.
 - **No portable or mobile radios!**

Emergency Management Coordination

- Covered projects include the following:
 - Emergency Operation Centers/Command Post planning, equipment, training, and exercises
 - Emergency management planning
 - Continuity of operations/continuity of government planning
 - Projects to support supply chain resiliency through coordination and collaboration with the private sector
 - Standard operating procedures for public information and warnings at the state and local level
 - Alert and warning equipment and systems
 - Implementation of the Integrated Public Alert and Warning System (IPAWS) alerting authority

Law Enforcement Homeland Security Operations

- Covered projects include the following:
 - Law enforcement specialty teams
 - Special weapons and tactics teams
 - Public safety dive teams
 - Public safety bomb squads
 - Mobile field force units
 - Security cameras, security screening of people and baggage, lighting, fencing, gates, barriers, and specialized training, etc., to protect against acts of terrorism
 - Active shooter response training/exercises

Fire, EMS, and Health Operations

- Covered projects include the following:
 - Fire service training and exercises
 - Emergency medical technician training and equipment
 - Medical equipment stockpiling
 - Medical surge equipment or plans
 - Medical counter measures planning and exercises
 - Medical supplies
 - Patient tracking systems

Funding Caps and Minimums

- The minimum funding amount for any one project is \$10,000, except for AMAS projects which have no minimum funding level.
 - Any single project application seeking less than \$10,000, except for an AMAS project, will be deemed ineligible and will not be reviewed or scored for an award.
- The maximum funding allowable for any one project is \$200,000, except for any one interoperable communications project which is capped at \$500,000.
 - Any single project application seeking more than \$200,000, or any single interoperable communications project seeking more than \$500,000, will be deemed ineligible and will not be reviewed or scored for an award.

Unallowable Equipment and Expenses

- The following items and expenses are **not allowable** for FY 2024.
 - Portable/mobile handheld radios
 - Armored vehicles, wheeled or tracked, and any other controlled equipment listed under FEMA Information Bulletin 426
 - Weapons and weapon accessories
 - Boats or watercraft
 - Unmanned aerial systems/vehicles/drones
 - Operational overtime
 - Technology to mitigate or counter unmanned aerial systems/vehicles/drones

Defining and Developing a Project

Project Development Principles

- When developing a project keep like things together
- Separate out the things that are different
- Be descriptive without being gratuitous
- Give the project a clear name
- Projects must have a nexus to terrorism preparedness, even if they will also address natural hazards preparedness

Like and Unlike Items

- Like things means the things are directly linked to a single issue, purpose, or topic area.
 - A project that includes the development of an emergency operations plan followed by training on the plan, and an exercise to test and evaluate the plan, would involve like things, because each element is directly linked to the same item – the emergency operations plan.
- A project that includes training courses for hazardous materials response teams, equipment for community emergency response teams, and upgrades to an alert and warning system is not made of “like things.”

Project Application Template

Application Sections and Values

Project Section Title	Section Score Value
Alabama Investment Area	N/A
Project Name	N/A
Describe the needs of the agency and the problem the project will be addressing.	30%
Describe how this project will enhance your ability to address threats and acts of terrorism.	10%
Describe how this project will be implemented and how this project will address the problem or need by closing capability gaps and/or addressing sustainment needs.	30%
Milestones	10%
Budget Narrative	20%
2 CFR 200.500	N/A

Project Description

- Include the following information when describing a project:
 - Who the project is for, e.g., local HazMat Team, Bomb Squad, EOC, Water Treatment Plant, Fusion Center, etc.
 - What the project entails, e.g., plans, equipment, training, etc.
 - Describe where the project will take place, e.g., the county EOC, a city park, etc.
 - Describe when the project will start and end - needs to be within the period of performance of the grant
 - Describe why the project is necessary, or what the intended benefit will be

Project Description Examples

- (who) The city will hire a contractor (what) to design, develop, and conduct a full-scale active shooter exercise (when) in 2020 (where) at a simulated major special event (why) to test and evaluate emergency communications capabilities across public safety disciplines, private security staff, and local jurisdictions.
- (who) The County will (what) install fencing, lighting, and gates, (where) at the Water Treatment Plant, (when) in 2019, (why) to protect the plant from unauthorized intrusion and sabotage.

Poor Description Examples

- Radios for first responders.
- Future specialized training related to the specified investment justification for critical infrastructure protection and explosive mitigation.
- EOC equipment to enhance incident management.



Capability Gaps and Needs

- Across each element of capability, you need to describe what, if any, gaps or needs there are that the project will address.
 - What are the Planning needs?
 - What are the Organization needs?
 - What are the Equipment needs?
 - What are the Training needs?
 - What are the Exercise needs?

Sample Gaps and Needs

- Equipment: Assessments have shown that Sample county lacks sufficient vehicle barriers, cameras, and lighting to protect its critical infrastructure from terrorist attacks including bombings, vehicle ramming attacks, active shooters, etc.
- Training: County personnel have not been trained on detecting and reporting suspicious activity and need emergency response training for addressing a terrorist attack at county owned critical infrastructure.

Core Capabilities

- List the primary Core Capability the grant funded resource will support building or sustaining.
 - While virtually all projects will implicate or link with multiple Core Capabilities, the requirement is to pick only one – the one where the linkage is strongest and clearest.

Project Implementation

- For each applicable solution area, describe in detail how the project will either close a capability gap or build/sustain a capability for your agency or jurisdiction.
- This is the inverse of the prior gaps and needs section.

Project Implementation Sample

- Equipment: The County will purchase vehicle barriers, cameras, gates, fencing, and lighting for the county civic center, courthouse, and administration building. The camera systems will be fully integrated to better share information between and among first responders and the site operators/administrators before and during an incident. The vehicle barriers, gates, and fencing will be placed in key locations to prevent ramming attacks and to mitigate the damage caused by vehicle borne improvised explosive devices by establishing a set-back between the vehicle and the buildings. The lighting will enhance situational awareness around the perimeter of each facility to better detect incoming threats at night.

Milestones

- Provide a complete, orderly, and sequential list of up to 10 project milestones, with start and end dates, and provide a clear description for each milestone.
- Milestones need to capture the key actions necessary to complete the project on time.

Milestones Sample

Milestones	Anticipated Completion Date
Accept grant award.	November 2023
Issue RFP for camera system at schools and government buildings.	January 2024
Review security camera proposals.	March 2024
Award security camera contract.	May 2024
Implement and test security camera system at government buildings.	July 2024

Budget Narrative

- Provide a complete budget narrative that accounts for all project funding, and clearly break out the budget by the applicable solution areas of planning, organization, equipment, training, and exercises.

Budget Narrative Sample

- The total cost for this project is \$145,000.
- Equipment: The county will acquire 40 pan-tilt-zoom cameras at a cost of \$15,000 to be deployed at the county civic center, courthouse, and administration building to enhance detection and situational awareness at each site. The cameras will be staffed real time during site operating hours and will collect video for all off-hour operations. The project will include \$85,000 for the vehicle barriers, fencing, gates and lighting that will be deployed at key locations at civic center, courthouse, and administration building to prevent vehicle ramming attacks and vehicle borne improvised explosive device attacks through an established set-back the barriers will create.
- Training: Once the cameras, lighting, and barriers are in place, the county will conduct a series of three training sessions, one at each of the three sites, to test and evaluate active shooter/threat response with law enforcement and EMS personnel at a cost of \$15,000 per site. The field training will familiarize responders with each site and focus on engaging the threat and treating the wounded as quickly as possible.

Equipment Details

- For equipment items, there are a series of data points that must be provided.
 - For each equipment item list the appropriate category of equipment from the Authorized Equipment List (AEL) the item falls under.
 - <https://www.fema.gov/grants/tools/authorized-equipment-list>
 - For each equipment item list its AEL number.
 - For each equipment item list its unit price.
 - For each equipment item list the discipline, e.g., law, fire, emergency management, etc., that will be responsible for maintaining/holding the item.

New Construction

- Does this project require new construction, renovation, retrofitting, or modifications of existing structures?

2 CFR Part 200

- Does your agency spend \$750,000 or more in federal grant funds per fiscal year?
 - See 2 CFR 200
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F?toc=1>

Core Capabilities

The 32 Core Capabilities

Common				
Planning				
Public Information and Warning				
Operational Coordination				
Prevention	Protection	Mitigation	Response	Recovery
Forensics and Attribution	Access Control and Identity Verification	Community Resilience	Critical Transportation	Economic Recovery
Intelligence and Information Sharing	Cyber Security	Long-term Vulnerability Reduction	Environmental Response/Health and Safety	Health and Social Services
Interdiction and Disruption	Intelligence and Information Sharing	Risk and Disaster Resilience Assessment	Fatality Management Services	Housing
Screening, Search, and Detection	Interdiction and Disruption	Threats and Hazard Identification	Fire Management and Suppression	Infrastructure Systems
	Physical Protective Measures		Infrastructure Systems	Natural and Cultural Resources
	Risk Management for Protection Programs and Activities		Logistics and Supply Chain Management	
	Screening, Search, and Detection		Mass Care Services	
	Supply Chain Integrity and Security		Mass Search and Rescue Operations	
			On-scene Security and Protection	
			Operational Communications	
			Public Health, Healthcare, and Emergency Medical Services	
			Situational Assessment	

Sample Core Capability Links

- The primary purpose given for the project will determine the primary Core Capability the project links with.
 - If the primary purpose of an exercise is to test coordination between command posts, department operations centers, and emergency operations centers, the primary Core Capability will be **Operational Coordination**.
 - If on the other hand, the primary purpose of an exercise is to test and evaluate alerting and warning the public before or during a disaster, the primary Core Capability will be **Public Information and Warning**.
 - If the primary purpose of a drone is to conduct search and rescue operations, the primary core capability will be **Mass Search and Rescue Operations**.
 - If the primary purpose of the drone (example only, as drone acquisition from this grant is not allowed per Alabama SAA) is to support SWAT operations, the primary Core Capability will be **Interdiction and Disruption**.
 - If the primary purpose of the drone is to support fire fighting operations, the primary core Capability will be **Fire Management and Suppression**.

Sample Core Capability Links

Project	Project Description	Primary Core Capability
1	The County EMA will hire a consultant to update the County EOP, and multiple support annexes, including Mass Care, Transportation, and Logistics, in 2023 to enhance incident response operations for all hazards, including catastrophic acts of terrorism.	Operational Coordination
2	The region will provide "Rescue Systems II Training" to approximately 100 county-wide fire fighters in 2018-2019 on advanced heavy rescue system techniques by addressing structural building types, wood and mechanical shores, crib capacities, floor weight calculations, building search, confined space considerations, damaged structure hazard assessment, use of power tools, air bags, to conduct rescue operations following a terrorist attack or other hazard.	Mass Search and Rescue Operations
3	The city will acquire a mutual aid drone to support special weapons and tactics team (SWAT) operations from across the region by providing real time tactical information to SWAT commanders during incidents involving barricaded suspects, hostage rescue, execution of high risk warrants, and counter terrorism operations.	Interdiction and Disruption
4	The county will purchase a radio communications tower to enhance the ability of emergency response personnel across the county to communicate and share information during a mass casualty incident.	Operational Communications

Sample IJ and Core Capability Links

Project	Project Description	Primary Core Capability
5	The coroner will purchase 1 Decedent Storage Response Vehicle in 2019 to respond to mass casualty incidents in the county and serve as a mutual aid resource.	Fatality Management Systems
6 6	County EMA will pay the annual subscription cost for the countywide public Emergency Notification System for all hazards, which allows the county to issue alerts and warning to the entire population of the county.	Public Information and Warning
7	The county will purchase 10 self-contained breathing apparatus units in 2018 for fire departments in rural areas of the county to fight fires.	Fire Management and Suppression
8	Upgrade the county public health department's existing refrigeration equipment in 2019 to store disease specimens to enhance bio terrorism preparedness through research and other activities.	Health, Public Health, EMS
9	County EMA will acquire vests, flashlights, blankets and other equipment for the county's Community Emergency Response Team in 2018 to support response agencies across the county for all hazards.	Community Resilience

Sample IJ and Core Capability Links

Project	Project Description	Primary Core Capability
10	Provide training to 100 volunteers on Community Mass Care and Emergency Assistance (G108) to address catastrophic incidents that displace people from their homes.	Mass Care Services
11	The County Fire Department will purchase 41 ballistic vests in 2018 to protect county fire and EMS staff in the warm zone in response to active shooter, and complex coordinated terrorist attack events.	On-scene Security, Protection, and Law Enforcement
12	The County will purchase automated license plate readers for use on law enforcement vehicles to capture license plate data, and compare the plate number acquired to one or more databases of vehicles of interest to law enforcement, and to alert the officer when a vehicle of interest has been observed in order to detect wanted criminals and terrorist suspects in the County.	Screening, Search, and Detection

Sample IJ and Core Capability Links

Project	Project Description	Primary Core Capability
13	The county will purchase and install 1 security gate, and 1 camera at the back entrance of the sheriff's department main office to deter and detect intruders. The camera will be monitored part time, and will record and store data for up to 30 days.	Physical Protective Measures
14	The City Fire Department will purchase a set of equipment in 2023, including chemical protective clothing, field testing, detection equipment, air monitoring, sampling, and radiation detection equipment for the agency's Type 2 hazardous materials response team to ensure the team can maintain its Type 2 rating over the coming years to respond to chemical releases. This is required due to the threat posed by accidental and intentional releases of hazardous materials in this densely populated city.	Environmental Response, Health, and Safety
15	The county will acquire 1 armored vehicle for the sheriff's department's law enforcement tactical team in 2019 for use in response to active shooter, and complex coordinated attacks in order to rescue victims, and engage suspects to more rapidly end the attacks.	Interdiction and Disruption

Sample IJ and Core Capability Links

Project	Project Description	Primary Core Capability
16	In 2019, the County will hire a contractor to develop a regional concept of operations for preventive radiological nuclear detection and associated standard operating procedures for law enforcement primary and secondary rad/nuke screeners.	Screening, Search, and Detection
17	The region will hire a consultant to provide and conduct K-9 explosives detection training, and explosives detection and render-safe exercises for the three public safety bomb squads in the region over the next two years to enhance security at special events and for dignitary protection support operations in the region.	On-scene Security, Protection, and Law Enforcement

Review

Identify the Correct Core Capability for each Project

Project Summary

- A. The county will acquire hardware and software to enhance its ability to alert and warn the public before, during, and after a threat or hazard occurs to allow the public to take emergency protective measures.
- B. The county SWAT team will acquire ballistic shields, body armor, and helmets in 2022 to help protect team members to conduct counter terrorism operations.
- C. The county will purchase and install a security gate and perimeter cameras at the front and rear entrance of the Sheriff's main office to detect and deter intruders and potential threat actors.
- D. County Office of Emergency Management will hire a consultant to update the County EOP in 2022 to enhance incident response operations for all hazards, including terrorism.
- E. The City will hire a contractor to manage the county Emergency Volunteer Program for all addressing hazards in 2022-2023 by reviewing plans, training curriculum, and data management and tracking systems.

Core Capability

Community Resilience

Physical Protective Measures

Interdiction & Disruption

Operational Coordination

Public Information and
Warning

Answer

Project Summary

- A. The county will acquire hardware and software to enhance its ability to alert and warn the public before, during, and after a threat or hazard occurs to allow the public to take emergency protective measures.
- B. The county SWAT team will acquire ballistic shields, body armor, and helmets in 2022 to help protect team members to conduct counter terrorism operations.
- C. The county will purchase and install a security gate and perimeter cameras at the front and rear entrance of the Sheriff's main office to detect and deter intruders and potential threat actors.
- D. County Office of Emergency Management will hire a consultant to update the County EOP in 2022 to enhance incident response operations for all hazards, including terrorism.
- E. The City will hire a contractor to manage the county Emergency Volunteer Program for all addressing hazards in 2022-2023 by reviewing plans, training curriculum, and data management and tracking systems.

Core Capability

Public Information and Warning

Interdiction & Disruption

Physical Protective Measures

Operational Coordination

Community Resilience