

# 2024 State Homeland Security Grant Program (SHSP)

Presented by  
Alabama Law Enforcement Agency  
Programs Office



# Agenda

SHSP Overview

AGATE (Grants Management System)

Pre-Application Action Items & Requirements

Completing your Application





# Initial Overview

- The SHSP is a federally funded, FEMA grant program focused on enhancing the ability to prevent, protect against, respond to, and recover from terrorist attacks.
- The SHSP is a **competitive** grant program.
- ALEA serves as the State Administrative Agency (SAA) for the SHSP.

# Eligible Applicants

- Local units of government, meaning:
  - A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government;
  - An Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; and
  - A rural community, unincorporated town or village, or other public entity



# Notice to Applicants

- This is a reimbursement grant.
  - You may have a local unit of government apply on your organization's behalf.
  - The organization applying for the grant should be the organization that is paying the invoices and requesting reimbursement.
  - The entity applying/receiving the award needs to have a Unique Entity Identifier with SAM.gov AND be registered as a vendor in the state purchasing system known as STAARS.
  - Must read and comply/have written standards for several requirements in:
    - 2 CFR - <https://www.ecfr.gov/>
    - [FY23 HSGP NOFO](#) \*\*
    - [FY23 Preparedness Grants Manual](#) \*\*
- \*\*this will be updated with FY24 once available



# Allowable Costs

- The Notice of Funding (NOFO) will contain all the allowable expense areas under the State Homeland Security Grant Program (FY2024 NOFO has not been released yet).
- Historically, the SHSP funds a range of activities across all capabilities to prevent, protect against, respond to, and recover from terrorist attacks, including:
  - Planning costs
  - Organization costs
  - Equipment costs – must be listed in the [Authorized Equipment List \(AEL\)](#).
  - Training costs
  - Exercise costs

# FY 2023 Funding Priorities

1. Enhancing the protection of soft targets/crowded places (National)
2. Election Security (National)
3. Enhancing information and intelligence sharing and analysis, and cooperation with federal agencies, including DHS (National)
4. Combatting domestic violent extremism (National)
5. Enhancing community preparedness and resilience (National)
6. Alabama Mutual Aid System (State)
7. Emergency Communications and Coordination (State)
8. Law Enforcement Homeland Security Operations (State)
9. Fire, EMS, and Public Health Operations (State)

# FY 2024 Funding Priorities

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5. Enhancing community preparedness and resilience (National)
6. Alabama Mutual Aid System (State)
7. Emergency Communications/Interoperability Infrastructure Projects (State)
8. Emergency Coordination (State)
9. Law Enforcement Homeland Security Operations (State)
10. Fire, EMS, and Public Health Operations (State)

# Core Capabilities



- This project addresses:
  - Access Control and Identity Verification
  - Cybersecurity
  - Fire Management and Suppression
  - Infrastructure Systems
  - Intelligence and Information Sharing
  - Interdiction and Disruption
  - Long-Term Vulnerability Reduction
  - Mass Care Services
  - Mass Search and Rescue Operations
  - On-scene Security, Protection, and Law Enforcement
  - Operational Communications
  - Operational Coordination
  - Physical Protective Measures
  - Public Health, Healthcare, and Emergency Medical Services
  - Public Information and Warning
  - Risk Management for Protection Programs and Activities
  - Screening, Search, and Detection
  - Situational Assessment
  - Threats and Hazards Identification

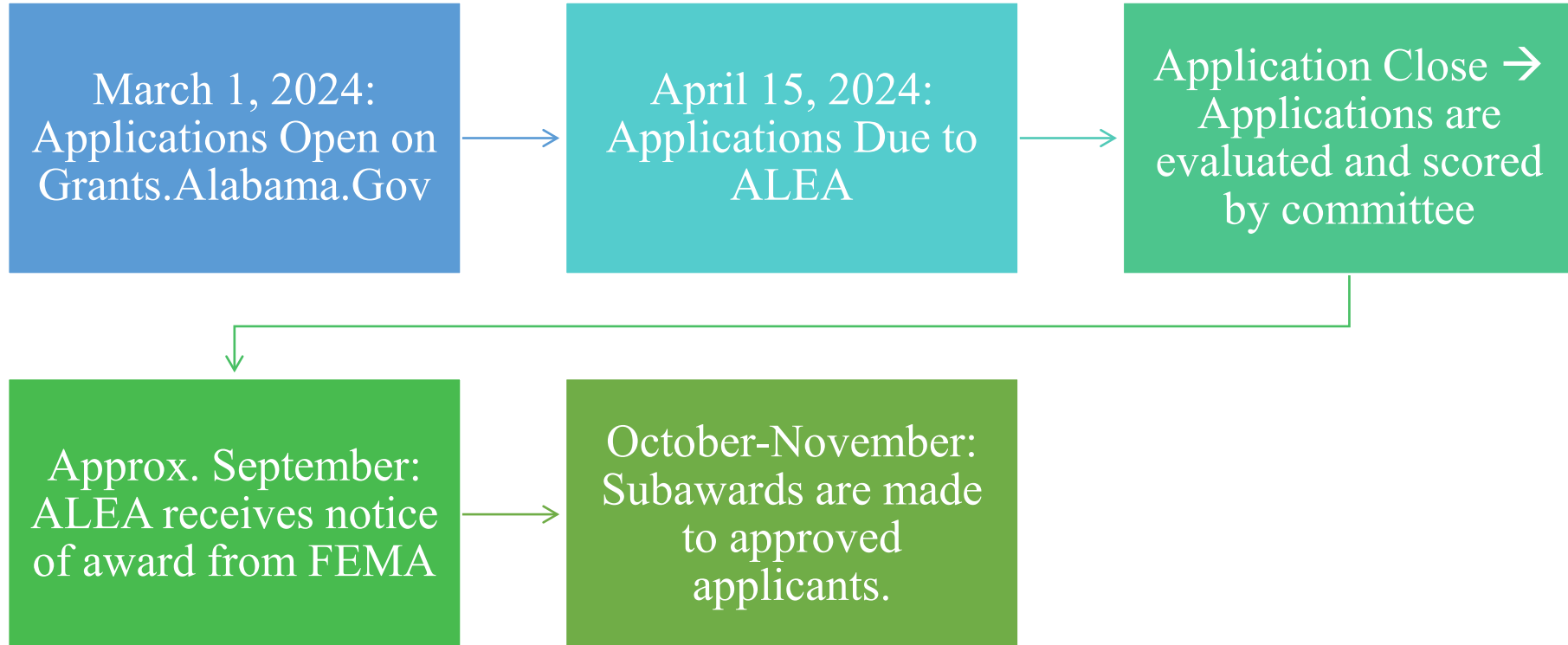




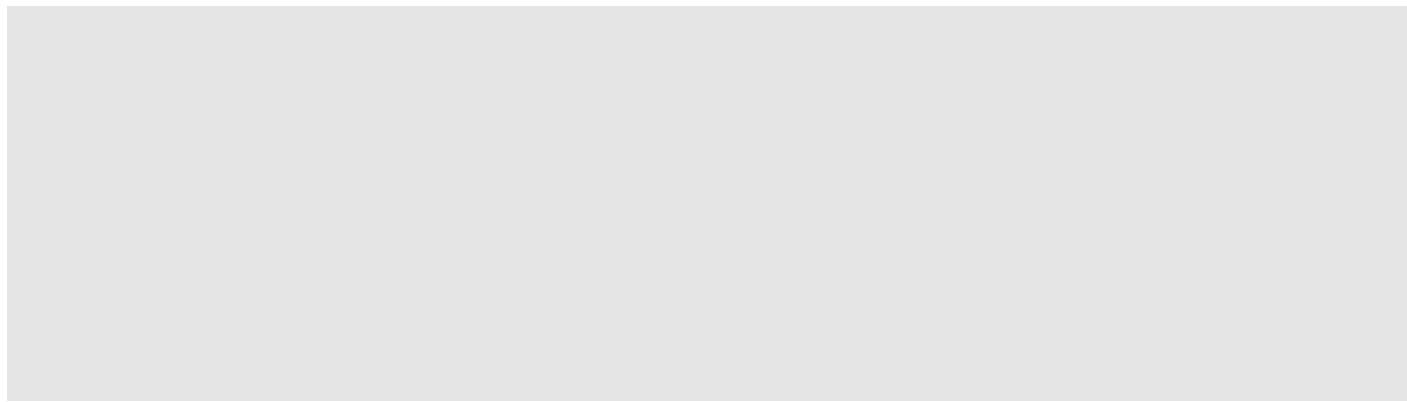
# Projects Must:

- Be based on capability targets and gaps identified by your agency.
- Describe the need for the proposed project and the identified gap(s) that it will fill.
- If equipment costs, must be listed in the **Authorized Equipment List**.
- Explain how the proposed investments **nexus to terrorism** as this is a requirement of the grant.
- Minimum Requirement: \$10,000
- Maximum Cap: \$200,000 (with the exception of the Interoperability Infrastructure Projects at \$500,000)

# Estimated Timeline

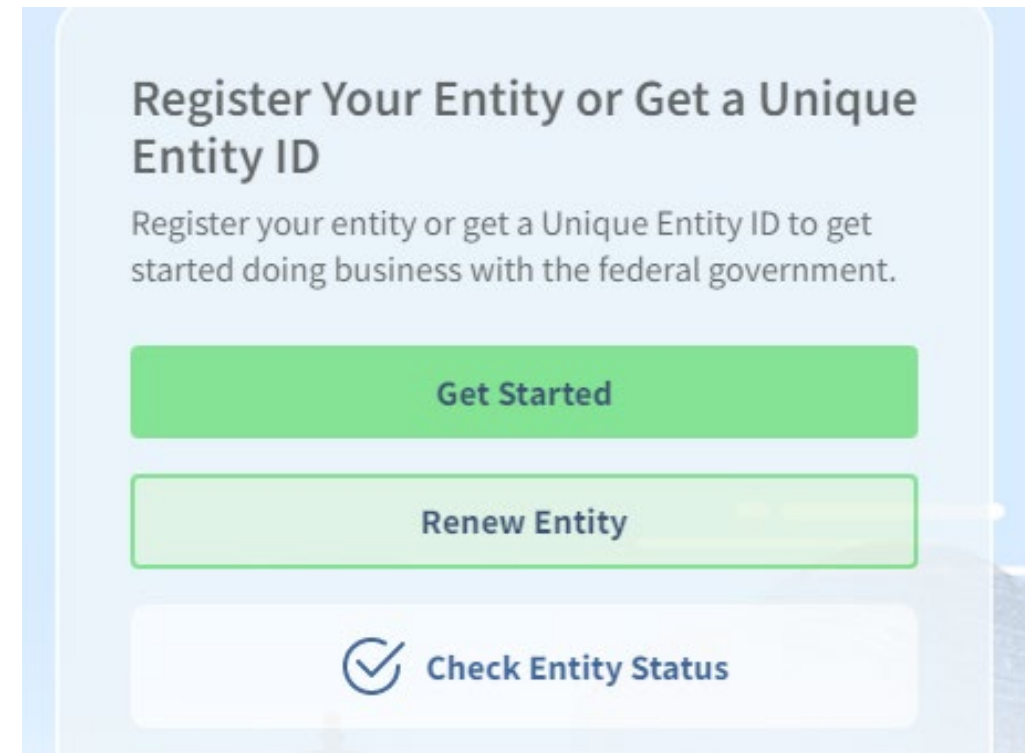


# Pre-Application Action Items: How Can I Prepare?



# Obtain a UEI Number (SAM.gov)

- Ensure your organization has a UEI and that it is active prior to applying, as issues with your UEI could slow down the application process.
- UEI may not be active for up several days after registration, so be proactive in completing this step!



# Complete AGATE Registration

- Register on our website: <https://grants.alabama.gov/>.
- Send an email informing us you intend to apply and have already registered on the website so we can approve it (Email [GrantsAdmin@alea.gov](mailto:GrantsAdmin@alea.gov) with subject line FY 2024 SHSP).
- Make sure your agency is not already in the system. Duplicate entries could cause issues later on.

# Brainstorm Your Project

- What needs does your organization have?
  - Identify gaps and vulnerabilities.
- Identify how your proposed project is related to state counterterrorism efforts.
  - Protect citizens, residents, visitors, and assets against the greatest threats that pose the greatest risk to the security of the United States
  - Respond quickly to save lives, protect property and the environment, and meeting basic human needs in the aftermath of a catastrophic incident



# Environmental & Historic Preservation Form (EHP)

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- Determine if your project will require an EHP. **\*\*Spending cannot begin on a project that requires an EHP until FEMA has given approval\*\***
- Examples of Projects Requiring EHP:
  - Purchase of equipment that will require installation on or in a building or structure
  - Training exercises with any field-based components, such as drills or full-scale exercises
  - Renovations, upgrades, retrofits, and installation of equipment or systems in or on a building or structure
    - Examples include, but are not limited to: interior building renovations, electrical system upgrades, sprinkler system, vehicle exhaust systems, closed circuit television cameras, security fencing, access control for an area, building, or room, bollards, motion detection systems, alarm systems, security door installation or upgrades, lighting, and audio-visual equipment
  - Installation of new or replacement generators, to include the concrete pads, underground fuel and electric lines, and if necessary, a fuel storage tank
  - New construction, addition to, or expansion of a facility
  - Construction of new or replacement communications towers, or installation of communications-related equipment on a tower or building or in a communications shelter or building

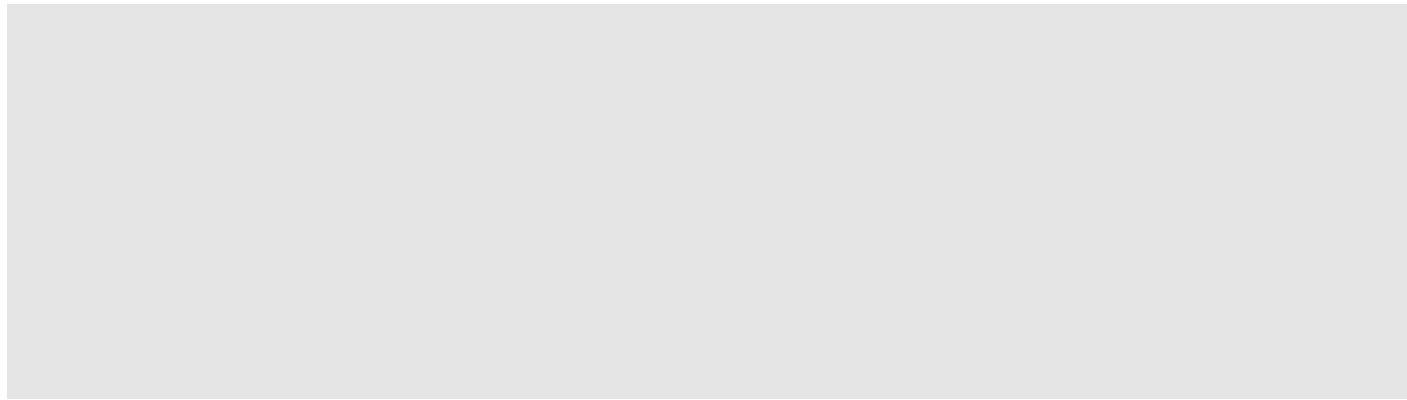
# Nationwide Cybersecurity Review (NCSR)

- Free **annual** self-assessment designed to measure gaps and capabilities of state, local, tribal, and territorial (SLTT) governments' cybersecurity programs.
- **Required** for all recipients and subrecipients of the HSGP annually.
- This is open from Oct 1 to Feb 28.

<b>7</b> Optimized	Your organization is executing the activity or process and has formally documented policies, standards, and procedures. Implementation is tested, verified, and reviewed regularly to ensure continued effectiveness.
<b>6</b> Tested and Verified	Your organization is executing the activity or process and has formally documented policies, standards, and procedures. Implementation is tested and verified.
<b>5</b> Implementation in Process	Your organization has an activity or process defined within documented policies, standards, and/or procedures. Your organization is in the process of implementing and aligning the documentation to a formal security framework and/or methodology.
<b>4</b> Partially Documented Standards and/or Procedures	Your organization has a formal policy in place and has begun the process of developing documented standards and/or procedures to support the policy.
<b>3</b> Documented Policy	Your organization has a formal policy in place that has been approved by senior management.
<b>2</b> Informally Done	Activities and processes may be substantially performed, and technologies may be available to achieve this objective, but they are undocumented and/or not formally approved by senior management.
<b>1</b> Not Performed	Activities, processes, and technologies are not in place to achieve the referenced objective.



# Application Process



# Beginning the Application Process



- Register for an account on our website: <https://Grants.Alabama.Gov>. Ensure that you have a UEI number with SAM.gov.

- Send an email informing us you intend to apply and have registered on the website so we can approve it ([GrantsAdmin@alea.gov](mailto:GrantsAdmin@alea.gov) with subject line FY 2024 SHSP)

- Check FEMA's Authorized Equipment List (AEL) to ensure proposed equipment is covered. Provide basic estimates/quotes for market values of equipment, installation, warranty, etc.

# Navigating AGATE (grants.alabama.gov)

## Registering as New User



Alabama Grants

Opportunity Search

Welcome to Alabama Grants, the State of Alabama's electronic grant management system. This system requires authorization for access.

Getting Started:

1. The initial registration in Alabama Grants must be completed by an Authorized Official (AO) for your organization, like a Program Director or other senior leader.
2. Complete and submit your registration request. Click **New User? Register Here!** to register.
3. After submitting a registration request, you will receive an email confirmation of your acceptance into the system.
4. From that point, your organization's AO can designate access to your organizational account to other staff members as appropriate.

The Subrecipient Training Webinar is available by clicking Below.

[Alabama Grants Video Table of Contents \(ADECA\)](#)

[Alabama Grants Video Tutorial \(ADECA\)](#)

[Alabama Grants Video Table of Contents \(ALEA\)](#)

[Alabama Grants Video Tutorial \(ALEA\)](#)

## Announcements

[ALEA Homeland Security Grant Program Post-Award Training](#)

## Login

Username

Please enter your username

Password

[Forgot Username/Password!](#)

[New User? Register Here!](#)

# Navigating AGATE: New User Registration

- Once you click, “New User? Register Here!,” this registration page will appear.
- Ensure that you have filled out each required field, then click “Register.”
- Your organization must be registered in SAM.gov before you can create your account.
- After you register, email [GrantsAdmin@alea.gov](mailto:GrantsAdmin@alea.gov) letting us know that you have registered and are awaiting approval.

## New User Registration

Page instructions for the registration modal

<b>First Name</b> <input type="text"/> <small>The First Name field is required.</small>	<b>Middle Name</b> <input type="text"/>
<b>Last Name</b> <input type="text"/> <small>The Last Name field is required.</small>	<b>Prefix</b> <input type="text"/>
<b>SAM</b> <input type="text"/> <input type="button" value="Search"/> <small>This field is required.</small>	<b>Suffix</b> <input type="text"/>
<b>Organization</b> <input type="text"/>	<b>FEIN</b> <input type="text"/>
<b>Address</b> <input type="text"/> <small>The Address field is required.</small>	<b>Title</b> <input type="text"/>
<b>State</b> <input type="text" value="Alabama"/>	<b>Address 2</b> <input type="text"/>
<b>City</b> <input type="text"/> <small>The City field is required.</small>	<b>County</b> <input type="text"/> <small>The County field is required.</small>
	<b>Zip Code</b> <input type="text"/> <small>The Zip Code field is required.</small>

<b>Email</b> <input type="text"/> <small>The Email field is required.</small>	<b>Phone</b> <input type="text"/> <small>The Phone field is required.</small>
<b>Phone 2</b> <input type="text"/>	<b>Fax</b> <input type="text"/>
<b>Cell Phone</b> <input type="text"/>	<b>Website</b> <input type="text"/>
<b>Username</b> <input type="text"/> <small>The Username field is required.</small>	
<b>Password</b> <input type="text"/> <small>The Password field is required.</small>	<b>Verify Password</b> <input type="text"/> <small>The Verify Password field is required.</small>
<b>Notes</b> <input type="text"/>	

# Navigating AGATE: Personalizing Your Dashboard



Alabama Grants

Home

Searches ▾



Angela Martin ▾

Add Panel | Save

## Dashboard

Use the below panels to work with your Grants and Funding Opportunities...

Select the type of information that you would like to see in this panel

My Opportunities (Jumbo)

My Opportunities (Jumbo)

My Opportunities (Wide)

My Tasks (Jumbo)

My Tasks (Tall)

My Tasks (Wide)

### My Opportunities

Name	Provider	Availability	Description
<a href="#">Alabama Bomb Squads 2022</a>	ALEA	5/13/2022 12:00:00 AM - Open Ended	Enhancing prevention, detection, response and recovery capabilities for WMD and/or improvised explosive devices (IED) to include CBRNE

Save

# Navigating AGATE: Personalizing Your Dashboard

The dashboard features a top navigation bar with 'Home' and 'Searches' on the left, and user profile 'Angela Martin' on the right. Below the navigation bar is the 'Dashboard' title and a sub-header: 'Use the below panels to work with your Grants and Funding Opportunities...'. The dashboard is divided into three main panels:

- My Opportunities:** A table listing grants and funding opportunities.
- My Tasks:** A table listing tasks with columns for Name, Document Type, Organization, Status, Status Date, and Due Date.
- Announcements:** A section for displaying announcements, currently showing 'SHSP PowerPoint'.

**My Opportunities Table:**

Opportunity Name	Agency	Start/End Date	Description
Community Preparedness and Resilience			Resilience
Homeland Security Grant Program 2022 - Fire / EMS / EMA Emergency Operations	ALEA	5/24/2022 12:00:00 AM - Open Ended	Search & Rescue, CBRNE Response, HAZMAT, EOC & Command Posts
Homeland Security Grant Program 2022 - Information and Intelligence Sharing	ALEA	5/6/2022 12:00:00 AM - Open Ended	Enhancing information and intelligence sharing and cooperation with federal agencies.
Homeland Security Grant Program 2022 - Interoperable Communications	ALEA	1/1/2021 12:00:00 AM - Open Ended	Enhance statewide interoperable communications

**My Tasks Table:**

Name	Document Type	Organization	Status	Status Date	Due Date
	Subgrant Narrative Report	Dunder Mifflin Paper Company	Narrative Report in Process	8/26/2021 9:02:00 AM	
(null) - Claim (null)	ALEA Application - Homeland Security	Dunder Mifflin Paper Company	Grant Executed	10/5/2021 2:08:17 PM	
(null) - Claim (null)	ALEA Application - Homeland	Dunder Mifflin Paper Company	Grant Executed	11/7/2022 9:19:57 AM	

**Announcements:**

SHSP PowerPoint

# Navigating AGATE: Exploring Opportunities

- Explore opportunities available to you by clicking the name of the grant under “my opportunities” and reading the description to see if they apply to your organization.

My Opportunities			
<a href="#">Program 2022 - Information and Intelligence Sharing</a>		Open Ended	and intelligence sharing and cooperation with federal agencies.
<a href="#">Homeland Security Grant Program 2022 - Interoperable Communications</a>	ALEA	1/1/2021 12:00:00 AM - Open Ended	Enhance statewide interoperable communications
<a href="#">Homeland Security Grant Program 2022 - Law Enforcement Homeland Security Operations</a>	ALEA	5/25/2022 12:00:00 AM - Open Ended	Search & Rescue, CBRNE Response, Active Shooter Preparedness, SWAT, HAZMAT
<a href="#">Homeland Security Grant Program 2022 - Soft Target/Crowded Places</a>	ALEA	5/11/2022 12:00:00 AM - Open Ended	Enhancing the protection of soft targets/crowded places

## Homeland Security Grant Program 2022 - Soft Target/Crowded Places Protection

Provided By: ALEA

Provided To: Dunder Mifflin Paper Company

ALEA Application - Homeland Security Availability Dates: 5/11/2022 12:00:00 AM -

Due Date: N/A

### Description:

Funding provided to establish or enhance physical protective security measures against possible terrorist/extremist attacks on potential public/private areas or targets. Examples of projects for this opportunity include:

- Operational overtime
- Physical security enhancements
  - Closed-circuit television security cameras
  - Security screening equipment for people and baggage
  - Lighting
  - Access controls
  - Fencing, gates, barriers, etc.

Proceed

Cancel

2024-4LOC-CPR-13

Forms

Application Forms

Application Information

Project Description

Budget Worksheet

Misc Attachments

Tools

Landing Page

Add/Edit People

Attachment Repository

Modification Summary

Document Validation

# Document Landing Page

View document details.

**Template**  
Homeland Security 2024

**Instance**  
Homeland Security Grant Program 2024 - Community Preparedness and Resilience

**Process**  
ALEA Application - Homeland Security

**Document Name**  
2024-4LOC-CPR-13

**Document Status**  
Application In Process

**Organization**  
Dunder Mifflin Paper Company

**Your Role**  
Sub Recipient Admin, Sub Recipient Staff



Please Consider:

- Are all Miscellaneous Attachments signed and attached?
- Does your budget include AEL #'s?
- Does your Budget Narrative explain the cost in your budget?
- Is the agency that is applying for this grant going to be the one coming out of pocket for the purchases?
- Is your agency registered in the STAARS system? If not, see below.
  - Procedures for how to register, [Click Here](#).
  - If not [Click Here](#) to register in STAARS



# AGATE

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- Once you choose the opportunity you want to apply for, you will have to complete these four components of your application.
- Required Application Components:
  - Application Information
  - Project Description
  - Budget Worksheet
  - Misc. Attachments

Application Forms

Application Information



Project Description



Budget Worksheet



Misc Attachments



### Authorizing Official

Select the individual authorized to enter into binding commitments on behalf of the applicant. The official will normally be the Board President or the chief officer of the agency or government involved; i.e. Mayor, County Commission Chairman, City Council President, State Department Director, President of the Board of Directors.

Name\*  
Angela Martin

Title\* title

Address\* 2214 University Park Drive

Phone No.\* (123) 456-7489

E-Mail\* kkeberlein@agatesoftware.com

### Project Director

Select the individual who combines knowledge and experience in the project area with abilities in administration and supervision of personnel. The project director will also be expected to necessary amount of time to ensure the effective management the project. Example: Executive Director

Name\*  
Andy Bernard

Title\* Nard Dogg

Address\* 2214 University Park Dr.

Phone No.\* (989) 111-1123

E-Mail\* tmock@agatesoftware.com

### Financial Officer

Select the individual who will be responsible for fiscal matters relating to the project, and in ultimate charge of accounting, management of funds, verification of expenditures, and grant financial reports.

Name\*  
Michael Scott

Title\* Regional Manager

Address\* 0000 Scranton In

Phone No.\* (000) 000-0000

E-Mail\* tmock@agatesoftware.com

# Application Information

- Applicant Info will auto populate based on organization information already in AGATE (except for STAARS Vendor # and EIN).
- Authorizing Official
  - Select the individual authorized to enter into binding commitments on behalf of the applicant
- Project Director
  - Select the individual who combines knowledge and experience in the project area with abilities in administration and supervision of personnel
- Financial Officer
  - Select the individual who will be responsible for fiscal matters relating to the project, and in ultimate charge of accounting, management of funds, verification of expenditures, and grant financial reports

# Project Description

## Project Description

Project Name\*

Dunder Mifflin CERT Team Project

Project Type\*

Establish/enhance citizen/volunteer initiatives

In which Congressional District is your agency headquartered?

*If you don't know your Congressional District, please click [HERE](#) and search by Zip Code and/or Address.*

2

What is the Zip Code (Zip + 4) for the location of this project?

36108-1111

What is your service area for this project?\*

Municipality

County

Other

County\*

Montgomery County

Autauga County

Core Capability Selection:

Operational Coordination

Is your project building or sustaining capabilities?

Build

Sustain

Is this project deployable?

Yes

No

Is this project shareable?

Yes

No

Is 80% or more of your annual gross revenues from Federal Awards?

Yes

No

Do you receive \$25 million or more annually from Federal Awards?

Yes

No

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

Yes

No

Does your agency spend \$750,000 or more in federal grant funds per fiscal year?  
(See 2 CFR 200.500)

Yes

No

Describe the needs of the agency and the problem the project will be addressing.

Currently, Dunder Mifflin does not have a Community Emergency Response Team (CERT) program. These programs are beneficial not only to help the citizens of our county, but also to be deployed across the state to assist others through mutual aid requests. In the creation of this CERT Team, we will need kits and equipment to be utilized. Due to increasing costs of maintaining an effective and successful Emergency Management Company, our budget is unable to cover the initial costs of obtaining this equipment. Our agency will make arrangements to be able to sustain and maintain this equipment moving forward.

Describe how this project will enhance your ability to address threats and acts of terrorism.

This is where I tell you how our CERT Team at Dunder Mifflin has a terrorism nexus.

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.

This is where I tell you what we are suggesting to do to address the need for a CERT Team and what will need to be purchased to accomplish that and how that will be implemented and/or utilized.

# Project Description, cont.

- Please complete at least 3 milestones below to include Anticipated Completion Date.
- Please list one milestone per row.
- Click on the plus button to add a new one.
- Examples of Milestones Include:
  - Accept Grant Award
  - Obtain Quotes for Equipment
  - Complete Quarterly Reports
  - Complete Closeout

Milestones:

Obtain and execute grant award

Complete EHP if necessary

Obtain updated quotes and/or estimates

Anticipated Completion Date:

11/30/2024

01/30/2025

02/15/2025



# Budget Worksheet

## Budget Worksheet

### Items Unallowable for Applications:

- Riot gear
- Weapons and weapon accessories
- Body cameras
- Boats or watercraft
- Unmanned aerial systems/vehicles/drones
- Operational overtime
- Technology to mitigate or counter unmanned aerial system/vehicles/drones

Expense Category	Category	AEL REF #	Item	Unit Price	Quantity	Total	Discipline	Recipient
Equipment	Physical Security (PS)	01AR-01-SCBT	Barricades/Bollards	\$ 350	10	\$3,500.00	LE-Law Enforcer	City of Podunk PD
Equipment	Other Authorized Eq	01AR-02-APR	Generator	\$ 4,000	1	\$4,000.00	FS-Fire Services	City of Podunk VFD
Training	CBRNE Search and R	01AR-01-SCBR	Search and Rescue Training Course	\$ 300	3	\$900.00	LE-Law Enforcer	City of Pudunk PD
					<b>Total:</b>	<b>\$8,400.00</b>		

- Expense Category
  - Select Equipment, Training, Exercise, Planning, etc.
- AEL Ref #
  - If equipment, select the appropriate number that aligns with your item
- Item
  - Description of item (do not use AEL Ref # description)
- Unit Price
  - Price of each piece of equipment/training /etc.
- Quantity
  - Suggest you round up when applicable (Ex: Number identified in estimate is 18, round up to 20)

# Budget Worksheet, cont.

- Budget Narrative
  - Explain in paragraph form the items that you wish to buy and what is included in each item.

## Budget Narrative

*Please include a detailed description of each item listed above. Explain how it aligns with your project.*

We want to purchase 10 bollards to be placed at entrances/exits of the venues where big festivals take place. The anticipated cost is \$350 each for a total cost of \$3,500.

We hope to purchase a generator to be installed on a trailer to be deployed to assist with continuity of operations during a terrorism related power outage event. The anticipated cost is \$4,000 to include installation.

We wish to send three members of our Search and Rescue team to attend a one day course at the training facility. The registration fee is \$300 per person for a total of \$900.

# Miscellaneous Attachments

- These documents are required at the time of application:
  - Disclosure Statement
  - Debarment
  - Drug Free
  - EEOC
  - Financial Questionnaire
  - Risk Assessment Questionnaire
  - E-Verify
  - Lobbying (only if over \$100,000)
  - W-9
  - Procurement Policy
- This is where you will attach your training completion certificate.



# AGATE Continued

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- Use “Add/Edit People” to add anyone from your organization that will need access to this application
- Once you have finished all required documents, go to the Status Options tab and select “Application Submitted”
- This will send the application to ALEA for scoring and possible award
- If you wish to cancel your application, select “Application Cancelled” under the Status Options tab

Tools

Landing Page

Add/Edit People

Status Options

Application Submitted

Application Cancelled



# Application Submission/Award

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- Once an application has been submitted to ALEA, we will have reviewers score the application and then it will be considered for an award. Scoring committee consists of sheriffs, chiefs of police, county EMA directors, and representatives from Real-Time Crime Centers in Alabama.
- If you are awarded, it will be sent back to you via AGATE for your Authorized Official to sign and accept your award or to make any necessary changes to your application.
- Anyone added to the document will receive email notification when an application has changed status or requires attention.



# When are applications due?

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- FEMA has yet to release the FY 2024 Notice of Funding (NOFO), but applications open March 1, 2024
- Applications are due April 15, 2024 to ALEA.



# Bonus Points!

- All agencies who attend this training will be sent an email to complete a survey. Upon completion, you will receive a certificate of completion.
- Attach certificate in the **Miscellaneous Attachments** section of the application.
- It is your responsibility to ensure you complete the survey and upload your certificate to receive bonus points.





# Questions?

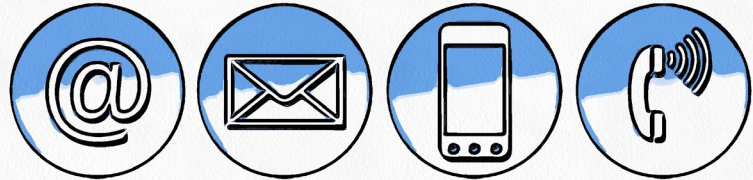
Please email [GrantsAdmin@alea.gov](mailto:GrantsAdmin@alea.gov) with any questions related to the SHSP or other grant opportunities.

Additional Resources:

- [ALEA SHSP Link](#)
- [SAM.gov](#)
- [STAARS Vendor Portal](#)

# ALEA Programs Office Contacts

contact us



Wendy Taylor  
334-676-6830  
[Wendy.Taylor@alea.gov](mailto:Wendy.Taylor@alea.gov)



Robin Douglass  
334-676-6833  
[Robin.Douglass@alea.gov](mailto:Robin.Douglass@alea.gov)