FY 2021 Homeland Security Grant Program
Sub-grant Project Application Instructions

The Homeland Security State Administrative Agency is collecting proposals for projects to be included in the FY 2021 State Homeland Security Grant federal application. As we are in the transition phase to an online grant application, we will be collecting simplified project proposals. Only projects that are included in the federal application will complete official grant documents.

To submit a project, please complete a Project Coversheet, attach a project synopsis which includes the information outlined below, and any supporting documentation that will help convey the intent and benefit of the project.

The project synopsis should include:
- A description of the project including justification of total estimated cost
- A list of specific equipment to be purchased including cost information for individual items when available
- How the project supports the FY 21 Priorities – projects not directly related to the priorities will be considered, however, the state must allocate a certain portion of our award to the priorities
- Estimated timeframe to implement the project
- A statement indicating compliance with the certifications on the coversheet

Supporting documentation may include quotes for equipment, contractor estimates with detail or explanation, photos, maps, or anything to enable better understanding of the project. No supporting documentation is required.

Important Reminders:
- FY 21 HSGP funding will be available no earlier than mid-September 2021. No activity prior to that timeframe will be allowable.
- All equipment purchased with HSGP funding must be on the FEMA Authorized Equipment List, and allowable for State Homeland Security Grant funding. Any communications equipment must be compliant with the Statewide Interoperable Radio Network and be approved by the Statewide Interoperability Coordinator.
- Applicants may submit more than one project. Similar activity can be grouped together, but distinct projects should be submitted separately.
- In order for the state to remain eligible for federal funding, approved applicants must implement and comply with the National Incident Management System, as appropriate. Questions related to NIMS can be sent to Chuck Bennett at charles.w.bennett@wv.gov
- Approved applicants must have a DUNS number and be registered in the state's accounting system, wvOASIS.

All submissions will be reviewed and evaluated.

Please submit the application coversheet, project synopsis, and supporting documentation to HSSAA@wv.gov by Friday, March 19th, 2021. If you have questions, please contact Kevin Cook or David Hoge at (304) 558-5380.