

FY 2024 Homeland Security Grant Program Supplemental Solicitation Application Guidance

Program Overview

The US Department of Homeland Security/FEMA awards funding to the State of West Virginia each year to strengthen homeland security preparedness through the Homeland Security Grant Program (HSGP). As outlined in the [FEMA Preparedness Grants Manual](#), this funding must be used to “prevent terrorism and other catastrophic events, and to prepare the Nation for the threats and hazards that pose the greatest threat to the security of the United States.” All projects funded through this grant **must** have a nexus to terrorism and improve a jurisdiction or organization’s ability to:

- Prevent a threatened or actual act of terrorism;
- Protect citizens, residents, visitors, and assets against the threats that pose the greatest risk to the security of the United States;
- Mitigate the loss of life and property by lessening the impact of future catastrophic events; and/or
- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a disaster.

National and State Priorities

In each grant cycle, the federal government and the state identify priority areas to address identified gaps and needs in the state’s homeland security posture. Further details on the priorities for this funding are included in the Priorities Overview of this solicitation.

For 2024, the six National Priorities include: (1) Protecting Soft Targets and Crowded Places, (2) Intelligence and Information Sharing, (3) Combating Domestic Violent Extremism, (4) Cybersecurity, (5) Enhancing Community Preparedness & Resilience, and (6) Election Security. Projects in these areas will receive preferential consideration as the state must attribute at least 30% of our total award to the priorities. Specifically, the state must spend at least 3% of our total award (\$130,883) for Election Security and is specifically soliciting projects for this initiative.

Additional State Priorities include Law Enforcement Specialized Teams, Forensic Analysis and Attribution, State Interoperable Radio Network (SIRN) access and equipment, Point of Distribution/Distribution Management resources, Stop the Bleed resources, Regional Response Team and other hazmat training and equipment, and public notification and warning. Maintenance and sustainment of equipment purchased with prior grant funds is allowable.

Other acceptable purposes for this funding are included in the Priorities Overview.

Eligibility

The following types of organizations are eligible to be direct recipients of HSGP funding:

1. Local government agencies including county commissions, county clerks, and municipalities.
2. State, county, or municipal law enforcement agencies.
3. County emergency management agencies.
4. Local Health Departments.
5. Local Boards of Education.
6. Recognized Fire Departments in the State of West Virginia.
7. Local Emergency Planning Committees.
8. State Agencies with role in prevention, protection, response, and/or recovery to terrorist or other extremist events in West Virginia.
9. Professional Associations for various Homeland Security disciplines.

Timeline

Supplemental Application Guidance Distributed: September 6, 2024

Technical Assistance Sessions:

Wednesday, September 11 th	1:30 pm
Thursday, September 12 th	10:00 am
Tuesday, September 17 th	10:00 am

Contact HSSAA@wv.gov to request a link to any of the sessions.

Application Submission Deadline: Friday, October 11, 2024 – contact us if you are having any challenges.

Application Requirements

All submissions should use the FY 2024 HSGP Supplemental Solicitation application form available on the [HSGP section](#) of the West Virginia Emergency Management Division's website.

Here are some tips for completing the application form:

- **Application** document is a fillable Adobe PDF form. If you have received a non-fillable version, please retrieve the fillable version from the [EMD website](#) or request the correct version from the HSSAA. Also, the document should be submitted in an editable format when completed. No signature is required on the application. To ensure the internal calculations work, please type "Complete" in the last line of the spreadsheet on the last page of the application.
- **Project Description** – The project description should both describe **and** justify the project. What activity(s) will the grant funds support? Is this sustaining current capabilities or building new ones? Is there context that helps clarify how the project fits into the bigger picture? The project description should correlate to the budget and total project cost and include a rough project timeline as feasible.
- **Budget** – Unlike previous applications, the budget is broken into two spreadsheets. The first sheet is for equipment and the second sheet is for all other expenses. Listing the cost of specific items in the budget is helpful during project review and will allow for potential partial funding, where applicable. A separate budget with approved expenses will be included in the award documentation for each successful application.
- **Supporting documentation** – If you have supporting documentation that helps provide context and validates costs included in a proposed project, it can be sent in an email to HSSAA@wv.gov referencing the project. The supporting documents can be sent with the application, or later if more information is obtained.

Submission Process

Applications and additional information or documentation should be submitted to HSSAA@wv.gov. A jurisdiction or agency can complete multiple applications for different projects. We will send an email confirmation validating receipt of each proposal. If you do not receive a confirmation email within two days, please contact Leona Wehrle at 304-558-5380 to confirm receipt or the need to resubmit. Proposals must be submitted by Friday, October 11, 2024.

Application Evaluation

All proposals will be evaluated with the following criteria:

- Nexus to Terrorism
- Correlation to National Priority Areas and State Priorities
- Anticipated Project Impact/Benefit
- Feasibility – can the organization implement the project within their organizational capacity and within the grant Period of Performance?
- Sustainability – can the equipment or capability be maintained after grant funding expires?

- Gap/Need Resolution – does the project address capability gaps identified in the State Homeland Security Strategy, Threat and Hazard Identification & Risk Assessment (THIRA), Stakeholder Preparedness Review (SPR), annual NIMS Assessment, and the CPG-101 evaluation of the state Emergency Operations Plan?
- Shareable/Deployable – can the resource be used to support the state and/or other jurisdictions?

Questions

To garner an optimal pool of applications for the state to address our most critical needs and gaps, we want to be as flexible as possible and provide potential applicants with robust support. We may periodically update information about the HSGP program and this solicitation on the WV Emergency Management Division's website at www.emd.wv.gov under the Homeland Security Grant Program option of the Grants tab. We will also be offering technical assistance sessions where we will provide a program and process overview and answer questions. The times for the initial sessions are listed above. Please email us to request the link to the webinar. Questions can be emailed any time to HSSAA@wv.gov and we will send a response as quickly as possible. You may also contact the HSSAA grant staff at 304-558-5380.

Important Reminders

- Every submission will be reviewed and evaluated. If we need additional information, we will reach out to the point of contact on the application. Please respond to the request for supplemental information as soon as practical.
- HSGP applications submitted during March and April 2024 will be reconsidered in this funding allocation. If you want to modify a prior submission, a project application can be resubmitted. If you want to submit additional information for a previously submitted project, it can be emailed to HSSAA@wv.gov
- Expenses prior to September 2024 cannot be covered with FY 24 HSGP funding.
- There is no match required for the Homeland Security Grant Program, however, organizations are encouraged to attribute some of their own resources, as available, to expand the state's utilization of HSGP funds.
- All equipment purchased with HSGP funding must be on the FEMA Authorized Equipment List, and allowable for Homeland Security Grant funding. (<https://www.fema.gov/grants/guidance-tools/authorized-equipment-list>) The proper AEL number is required on each line of the equipment budget (page 5). If you need assistance with AEL numbers, please contact the HSSAA.
- Any communications equipment purchased must be compliant with Statewide Interoperable Radio Network standards and guidance (www.sirn.wv.gov) and must be approved by the Statewide Interoperability Coordinator (SWIC). The HSSAA will manage the SWIC concurrence.
- Applicants may submit more than one project. Similar activity or equipment should be grouped together into one application, but distinct projects should be submitted separately.
- For the state to remain eligible for federal funding, subrecipients must implement and comply with the [National Incident Management System](#) (NIMS), as appropriate.
- Approved applicants must have a Unique Entity Identifier (UEI) from the federal government. Information on the UEI can be found at <https://gsa.gov/entityid>
- Approved applicants must also have an account on the state accounting system, wvOASIS. Recommended applications will be submitted through the Vendor Self Service portal under the OASIS registration of the applicant.
- To receive funding, it is not necessary to check Yes for all six questions related to the National Preparedness System on the fourth page of the application. These questions help us track utilization of dollars but every project does not have to meet all six objectives.