FY 2024 Homeland Security Grant Program
Application Solicitation

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.

As in the previous year, 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 priority consideration as the state must attribute at least 30% of our total award to these areas.

Additional State Priorities include Law Enforcement Specialized Teams, Forensic Analysis and Attribution, State Interoperable Radio Network (SIRN) access and equipment, Unmanned Aerial Systems, Point of Distribution/Distribution Management resources, Stop the Bleed resources, Regional Response Team 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.

Timeline

Federal Guidance (NOFO) Released: April 16, 2024
State Application Guidance Distributed: April 17, 2024

Technical Assistance Sessions: Tuesday, April 23rd   10:00 am
                                                    Monday, April 29th   1:00 pm
                                                    Wednesday, May 1st   10:00 am

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

Application Submission Deadline: Friday, May 24, 2024 – contact us if you are having any challenges.

Application Requirements

This cycle, we will be collecting complete grant applications during the initial solicitation based on experience learned from previous grant cycles. All submissions should use the FY 2024 HSGP 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 request the correct version from the HSSAA. Also, the document should be submitted in an editable format when completed.
- Project Description – The project description should both describe **and** justify the project. The project description should directly correlate to the budget and total project cost and include a rough project timeline. Each area of budgetary expenses will also need to be justified in their respective Project Budget sections of the application.
- Budget – Listing the cost of specific items in the budget is helpful during project review and will allow for potential partial funding, where applicable.
- 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.

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, May 24, 2024, to be considered.

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 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 will be periodically updating 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 some technical assistance sessions where 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.
- FY 24 HSGP funding will be available no earlier than October 2024. No activity prior to that timeframe will be allowable.
- 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)
- 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.