



# 2018 Application Development Workshop

State Homeland Security Program (SHSP)

Office of the Governor – Homeland Security Grants Division  
Preparedness Programs

## Slide 1 – Cover Slide

**Presenter Notes:** *This presentation was written so that a presenter may read from this script however, it is not required. This presentation is the minimum information the OOG-HSGD expects for the Regions to provide to Applicants. Regions are free to add to the presentation but not take from it unless stated for specific sections. The script is provided in the slideshow as well. Text written in a normal font is the intended content that the presenter may read or convey in their own words. Script in blue italics contains instructions for the presenter throughout the presentation. **It is highly advisable for a presenter to read the script and rehearse their presentation before presenting the information in front of participants.** This allows the presenter to contact the OOG-HSGD with questions regarding the material.*

*This presentation is a growing tool that relies upon constructive feedback from the Regions and participants. In order for the OOG-HSGD to serve the State more effectively, we appreciate candid constructive assessments and recommendations. The OOG will review all feedback and incorporate recommendations into future workshops to the fullest extent possible.*

*The .PPT file for this presentation contains several hidden slides. These slides provide more information for Applicants/Grantees who use it as a reference after the*

*presentation.*



## Agenda

- Introduction
- 2018 Request for Application (RFA) Highlights
- Application Development
- After Action Review
- Closing Comments

### Slide 3 – Agenda

**Presenter Note:** *Provide an overview of the workshop agenda*

**Note:** *This presentation does not include slides to cover the Region's processes related to SHSP, but all applicants should be made aware of regional processes and timelines related to HSGD funding.*

- Introduction
- 2018 Request for Application (RFA) Highlights
  - *The presenter will discuss key items in the RFA while encouraging the Participants to fully read the RFA before completing their application*
- Application Development
  - *This will go Tab by Tab in eGrants with a focus on common issues identified in previous Grant Reviews.*
- After Action Review
  - *To be completed by the presenter following the presentation of all material and the closing of all questions from the Participants.*
- Closing Comments



## Introduction / Purpose

- Highlight important items in the RFA
- Application development
  - Provide guidance by tab for quality application elements
  - Discuss common items for revision
  - Clarify the intent of application elements

### **Slide 4 – Introduction/Purpose**

The purpose of this workshop is to highlight key elements of the Request for Applications (RFA) and provide tips for developing quality application elements.



## 2018 Request for Applications (RFA)

- **Purpose:** The purpose of the SHSP is to support state, tribal and local preparedness activities that address high-priority preparedness gaps across all core capabilities **where a nexus to terrorism exists**. All investments must be consistent with capability targets set during the Threat and Hazard Identification and Risk Assessment (THIRA) process, and gaps identified in the State Preparedness Report (SPR).

### Slide 5 – 2018 Request for Applications (RFA)

**Presenter Notes:** *Inform the participants that they are expected to fully read the RFA and that this presentation is only highlighting SOME of the important areas and changes to the RFA from the prior year. The RFA can be found at <https://egrants.gov.texas.gov/fundopp.aspx> once it has posted.*

**Purpose:** The purpose of the SHSP is to support state, tribal and local preparedness activities that address high-priority preparedness gaps across all core capabilities **where a nexus to terrorism exists**. All investments must be consistent with capability targets set during the Threat and Hazard Identification and Risk Assessment (THIRA) process, and gaps identified in the State Preparedness Report (SPR).

The SHSP is intended to support investments that improve the ability of jurisdictions to:

- **Prevent** a threatened or an actual act of terrorism;
- **Protect** its citizens, residents, visitors, and assets against the greatest threats and hazards;
- **Mitigate** the loss of life and property by lessening the impact of future catastrophic events;
- **Respond** quickly to save lives, protect property and the environment, and meet basic

- human needs in the aftermath of a catastrophic incident; and/or
- **Recover** through a focus on the timely restoration, strengthening, accessibility and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.

Many activities which support the achievement of target capabilities related to terrorism preparedness may simultaneously support enhanced preparedness for other hazards unrelated to acts of terrorism. **However, all SHSP projects must assist grantees in achieving target capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism.**

### **Law Enforcement Terrorism Prevention Activities (LETPA)**

Per Congressional mandate (911 Act), twenty-five percent (25%) of the combined Homeland Security Grant Program funding must be spent on Law Enforcement Terrorism Prevention Activities (LETPA). Similar to regular SHSP projects, all LETPA investments must be consistent with capability targets set during the Threat and Hazard Identification and Risk Assessment (THIRA) process, and gaps identified in the State Preparedness Report (SPR).

The SHSP-LETPA is intended to support investments that improve the ability of jurisdictions to:

- **Prevent** a threatened or an actual act of terrorism;
- **Protect** its citizens, residents, visitors, and assets against the greatest threats and hazards;
- Prevention is defined as the capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism.

All capabilities being built or sustained must have a clear linkage to one or more of the following Core Capabilities in the National Preparedness Goal: Planning, Public Information and Warning, Operational Coordination, Intelligence and Information Sharing, Interdiction and Disruption, Screening, Search, and Detection, and Forensics and Attribution.



## 2018 Request for Applications (RFA)

### **Funding Levels:**

- **Minimum: \$2,500**
- Maximum for Local and Regional projects: None
- Maximum for Urban Area Security Initiative (UASI) jurisdictions that did not receive a direct allocation from the Federal Emergency Management Agency (FEMA): \$450,000 for Fusion Center projects.

### **Slide 6 – 2018 Request for Applications (RFA)**

#### **Funding Levels:**

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- Maximum for Local and Regional projects: None
- Maximum for Urban Area Security Initiative (UASI) jurisdictions that did not receive a direct allocation from the Federal Emergency Management Agency (FEMA): \$450,000 for Fusion Center projects.



## 2018 Request for Applications (RFA)

- Prohibitions – Numerous items, please read the RFA
- Eligible Activities
  - Fusion Centers (LETPA only)
  - Intelligence and Information Sharing
  - Interoperable Communications
  - Special Response Teams and First Responder Capabilities (including Border Security capabilities)
  - State, Regional and Local Planning
  - Operational Coordination
  - Critical Infrastructure

### Slide 7 – 2018 Request for Applications (RFA)

#### Prohibitions

***Presenter note: Please cover the following prohibitions during the presentation and stress the importance of reading the RFA completely.***

Grant funds may not be used to support a number of services, activities, and costs. Applicants should read the RFA carefully to ensure their entire project is allowable. The RFAs for SHSP for Regular and LETPA contain a list of prohibitions. Notable prohibitions for 2018 include:

- vehicles or equipment for government agencies that are for general agency use and/or do not have a clear nexus to terrorism prevention and protection (i.e. mobile data terminals, body cameras, in-car video systems, radios, or radar units, etc. for officers assigned to routine patrol; general firefighting equipment or uniforms);
- weapons, ammunition, weaponized vehicles or explosives (exceptions may be granted when explosives are used for bomb squad training);
- food, meals, beverages, or other refreshments, except for eligible per diem associated with grant-related travel or where pre-approved for working events;
- any use of grant funds to replace (supplant) funds that have been budgeted for the



- same purpose through non-grant sources;
- amateur radios and equipment, FMS radios, GMRS radios, or other radio equipment that is not P25 compliant;
  - regular and/or preventative maintenance of communications equipment or infrastructure (applicable to LETPA projects only, this activity will still be allowed under regular SHSP) and;
  - **any other prohibition imposed by federal, state, or local law.**

**Eligible Activities:**

Grant projects must be consistent with the program purpose stated above and must be submitted in support of one of the following approved activity areas:

- Fusion Center (only eligible under the LETPA RFA)
- Intelligence and Information Sharing (Non-Fusion Center requests)
- Interoperable Communications
- Special Response Teams and First Responder Capabilities (including Border Security capabilities)
- State, Regional and Local Planning
- Operational Coordination
- Critical Infrastructure

All capabilities being built or sustained must have a clear link to one or more Core Capabilities in the National Preparedness Goal. For a project being proposed under LETPA, the project must be linked to one of the following seven (7) Core Capabilities: Planning; Public Information and Warning; Operational Coordination; Intelligence and Information Sharing; Interdiction and Disruption; Screening, Search, and Detection; or Forensics and Attribution.

Many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Grantees must demonstrate this dual-use quality for any activities implemented under this program that are not explicitly focused on terrorism preparedness. Activities implemented under SHSP must support terrorism preparedness by building or sustaining capabilities that relate to the prevention of, protection from, mitigation of, response to, and recovery from terrorism.



## 2018 Request for Applications (RFA)

### Eligibility Requirements

1. Adoption and Implementation of NIMS
2. Current Emergency Management Plan or member of an inter-jurisdictional emergency management program with a plan
3. 90% criminal history disposition reporting by August 1, 2018
4. Current on reporting Part I violent crime data to DPS
5. Must have a DUNS number
6. Must be registered in System for Award Management (SAM)

### Slide 8 – 2018 Request for Applications (RFA)

#### Eligibility Requirements:

1. Grantees are required to maintain adoption and implementation of the National Incident Management System (NIMS). The NIMS uses a systematic approach to integrate the best existing processes and methods into a unified national framework for incident management across all homeland security activities including prevention, protection, response, mitigation, and recovery. Grantees must use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking and recovery of resources.
2. Cities and counties must have a current emergency management plan or be a legally established member of an inter-jurisdictional emergency management program with a plan on file with the Texas Department of Public Safety, Texas Division of Emergency Management (TDEM). Plans must be maintained throughout the entire grant performance period and must be at least at the Intermediate Level. If you have questions concerning your Emergency Management Plan (preparedness) level, contact your Emergency Management Coordinator (EMC) or your regional

Council of Governments (COG). For questions concerning plan deficiencies, contact TDEM at [t-dem.plans@dps.texas.gov](mailto:t-dem.plans@dps.texas.gov).

3. In order for an applicant to be eligible, the county (or counties) in which the applicant is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety for calendar years 2012 through 2016. This requirement must be met by August 1, 2018.
4. Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety (DPS) for inclusion in the annual Uniform Crime Report (UCR). To be considered eligible for funding applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year.
5. Eligible applicants must have a DUNS (Data Universal Numbering System) number assigned to its agency (to request a DUNS number, go to <http://fedgov.dnb.com/webform/displayHomePage.do>).
6. Eligible applicants must be registered in the federal System for Award Management (SAM) database located at <https://www.sam.gov/> and maintain an active registration throughout the grant period.
7. Failure to comply with program eligibility requirements may cause funds to be withheld and/or suspension or termination of grant funds.



## 2018 Request for Applications (RFA)

- **Project Period:** Grant-funded projects must begin between September 1, 2018 and March 1, 2019, and expire on or before August 31, 2020. Additional guidelines are noted below:
  1. Project periods should be structured so that projects that include grant-funded salaries and/or annual recurring costs do not overlap with the project periods of previous or future grant awards with the same costs.
  2. Project periods should be structured so that grants with grant-funded salaries or annual recurring costs are on a 12 or 24-month grant cycle/performance period.
  3. Project periods for equipment only projects are generally awarded for a 6 to 12 month grant period.
  4. HSGD will consider proposed start or end dates falling outside of these guidelines on a case-by-case basis.

### Slide 9 – 2018 Request for Applications (RFA)

**Project Period:** Grant-funded projects must begin between September 1, 2018 and March 1, 2019, and expire on or before August 31, 2020. Additional guidelines are noted below:

- Project periods should be structured so that projects that include grant-funded salaries and/or annual recurring costs do not overlap with the project periods of previous or future grant awards with the same costs.
- Project periods should be structured so that grants with grant-funded salaries or annual recurring costs are on a 12 or 24-month grant cycle/performance period.
- Project periods for equipment only projects are generally awarded for a 6 to 12 month grant period.
- HSGD will consider proposed start or end dates falling outside of these guidelines on a case-by-case basis.

**Presenter Notes:** *HSGD believes that most projects can fit within the stated parameters. However, as the above indicates, HSGD will consider other performance periods as may be necessary for complex projects.*



## 2018 Request for Applications (RFA)

### Application Process

- 1) For eligible local and regional projects:
  - a) Applicants must contact their applicable regional council of governments (COG) regarding their application.
  - b) Each of Texas' 24 COGs holds its own application planning workshops, workgroups, and/or subcommittees and facilitates application prioritization for certain programs within its region. Failure to comply with regional requirements imposed by the COG may render an application ineligible.
- 2) UASI jurisdictions that do not receive a direct allocation from the Federal Emergency Management Agency may submit an application directly to HSGD for a Fusion Center project.
- 3) All applicants must access HSGD's grant management website at <https://eGrants.gov.texas.gov> to register and apply for funding.

### Slide 10 – 2018 Request for Applications (RFA)

#### Application Process:

- 1) For eligible local and regional projects:
  - a) Applicants must contact their applicable regional council of governments (COG) regarding their application.
  - b) Each of Texas' 24 COGs holds its own application planning workshops, workgroups, and/or subcommittees and facilitates application prioritization for certain programs within its region. Failure to comply with regional requirements imposed by the COG may render an application ineligible.
- 2) UASI jurisdictions that do not receive a direct allocation from the Federal Emergency Management Agency may submit an application directly to HSGD for a Fusion Center project.
- 3) All applicants must access HSGD's grant management website at <https://eGrants.gov.texas.gov> to register and apply for funding.

#### eGrants:

**Presenter Note:** There is a separate guide on eGrants that explains the initial steps in eGrants when an agency decides to apply for grant funding through the Office of the Governor. The link to the resource titled "eGrants User's Guide to Creating an

*Application” is displayed at the end of this presentation. Please ensure applicants are aware of a few basic steps in the process as listed below. Link to eGrants User’s Guide to Creating an Application:*

[https://egrants.gov.texas.gov/FileDirectory/eGrants\\_Users\\_Guide\\_Appsv3.pdf](https://egrants.gov.texas.gov/FileDirectory/eGrants_Users_Guide_Appsv3.pdf)

**Starting an eGrants Application:**

- User must have or establish an eGrants User Account
- Applicant must logon to eGrants and go to the “Apply” tab
- The applicant will enter some basic information about their Desired Funding Agency, Organization Type, and Project to search for funding opportunities
- After the applicant selects their funding opportunity, they will need to enter their accurate **9-digit** Federal Employer Identification (FEI) Number or Vendor ID (i.e. 17512345670002) Note: A leading digit and mail code are added to the beginning and end of the FEI to create the Texas Payee ID Number. eGrants requests just the nine digit FEI as shown in this example.
- **IMPORTANT:** If the applicant is applying for funds to continue a project from a prior year, the applicant will need to enter their existing grant number into eGrants at this point. (If the proposed project is to support the same general purpose as a prior year grant that was funded by the OOG, the application would generally be classified as a continuation project.)
- The applicant will click the “Start Application” button to begin filling-out the required application fields tab by tab.



## 2018 Request for Applications (RFA)

### Application Process

Task	SHSP
Apps Available in eGrants	12/15/2017
Application due to HSGD	2/28/2018

**NOTE:** Applicants must upload the required [Direct Deposit forms](#), [New Payee Identification Form](#), and [W9 Form](#) for each application prior to submission. The eGrants system will not allow an application submission until these forms are attached to the application.

### Slide 11 – 2018 Request for Applications (RFA)

**Presenter:** Review the dates in the chart on the slide

**NOTE:** Applicants must upload the required [Direct Deposit](#) forms, [New Payee Identification Form](#), and [W9 Form](#) into the Grant.Vendor tab for each application prior to submission. The eGrants system will not allow an application submission until these forms are attached to the application. These forms are available at <https://egrants.gov.texas.gov/updates.aspx> under the Financial Management section of "Forms and Guides" or by clicking on the hyperlinks above.

**Presenter Note:** Instructions on how to upload and attached these forms will be covered later in the presentation

**Closing Date for Receipt of Applications:** All applications must be certified via HSGD's grant management website on or before 5:00 PM CST on the dates displayed in this slide.



## Questions?

- eGrants questions? Contact the eGrants Help Desk
  - [eGrants@gov.texas.gov](mailto:eGrants@gov.texas.gov), or via telephone at: (512) 463-8382 or dial 7-1-1 for relay services
- Programmatic questions? Contact your Grant Manager or the HSGD Preparedness Programs Manager

### Slide 12 – Questions

**Presenter:**

*Field questions, record those that need to be referred to the OOG-HSGD.*





## Application Development: Objectives

- Increase familiarity with the information requirements
- Be able to identify common errors to avoid
- Clarify understanding of information requirements
- Reduce the number of application revisions

### Slide 13 – Application Development: Objectives

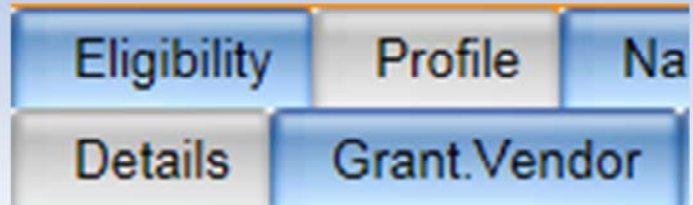
**Presenter Notes:** *Review the objectives for the Application Development module of the presentation.*

- Our first objective in this module is to become familiar with important areas in each tab
- Second, identify common errors to avoid
- Third, gain a clearer idea of the information the OOG-HSGD needs in each tab and why it is important
- Last, become better prepared to complete an application



## Application Development: Profile Tab

- Sub-tabs
  - Details
  - Grant Vendor



### Slide 14 – Application Development: Profile Tab

The Profile tab consists of two (2) sub-tabs: Details and Grant Vendor



## Application Development: Profile/Details Tab

- Identifying Information
- Project Title
- Project dates
- Target Area Information
- Grant Officials and contact information

### Slide 15 – Application Development: Profile Tab: Details

**Identifying Information** - This information tells the OOG who the Applicant is, identifies the project, and provides the project's planned start/end dates.

**Presenter Notes:** *briefly cover the areas on the slide then transition to next slide for a screen shot of the tab and more detail.*



## Application Development: Profile/Details Tab

Identifying Information

Applicant Agency Name: [?](#)

Project Title: [?](#)

Division or Unit to Administer the Project: [?](#)

Agency Address Line 1: [?](#)

Agency Address Line 2:

City: State: Texas Zip Code:

Start Date: [?](#)

End Date:

Plan Year:

- Project start dates must be the 1<sup>st</sup> of the month.
- Project end dates must be the last day of the month.
- eGrants will not allow any other dates between the first and last day of a month for project dates.

### Slide 16 – Application Development: Profile Tab: Details

#### Applicant Agency Name

Applicants enter the legal name of the agency requesting funding. Local governments should enter the legal name of a city (“Sample, City of”) or county government (“Sample County”). Applicants should use this standard format so all records within the system can be located by Agency Name in a consistent manner.

#### Project Title

The project title should provide an indication of what the project is. (Examples: Interoperable Communications, Planning, Fusion Center Sustainment, Special Team Sustainment, etc.)

#### Division or Unit to Administer the Project

This information tells the OOG who will be administering the grant.

#### Agency Address

This is the physical address for the applying agency and must include the zip code plus four. (Applicants can get this information from the local post office if it is unknown).

***Agency Address Line 1: Enter the physical address for this project. If your organization is required to keep this information confidential, please enter a mailing address instead for this project.***

**Common Error:** Entering 0000 in the zip plus four

### **Start/End Dates**

Project Period: Grant-funded projects must begin between September 1, 2018 and March 1, 2019, and expire on or before August 31, 2020. Additional guidelines are noted below:

1. Project periods should be structured so that projects that include grant-funded salaries and/or annual recurring costs do not overlap with the project periods of previous or future grant awards with the same costs
2. Project periods should be structured so that grants with annual recurring grant-funded expenses are on a 12 or 24-month grant cycle/performance period.
3. Project periods for equipment only projects are generally awarded for a 6 to 12 month grant period.
4. HSGD will consider proposed start or end dates following outside of these guidelines on a case-by-case basis.

***Presenter Notes:*** *Remind the applicants that the start date must be the first day of the month and the end date must be the last day of the month. The Plan Year is an HSGD field that will autofill based on project start date entered.*



## Application Development: Profile/Details Tab

**Target Area Information**

Select Your Project's Geographic Impact:  
 Local  Regional  Statewide

Select Your Primary Service County:  
The county in which the majority of services will be provided, or select **Impact is Statewide**:

Your project will provide services within: [?](#)  
Not applicable

Select all of the counties within the project's service area: [?](#)  
[Click to View County List](#)

View the list of counties you selected that are within the project's service area: [?](#)

### Slide 17 – Application Development: Profile Tab: Details

#### Target Area Information

This area refers to the geographical area the project is targeting to impact. Follow the directions for each field.

Note: If the Impact is Local, only one County should be listed under the Service Area. If the Impact is Regional, more than one County should be listed under the Service Area.



## Application Development: Profile/Details Tab

- Insert the email address linked to the designated official's eGrants account. If the designated official does not have an account, one will need to be established for them.
- Ensure the contact information in the official's profile is correct. This is the information the OOG will use to contact them.

Grant Officials Information

**Authorized Official Email Address:**

**Financial Officer Email Address:**

**Project Director Email Address:**

**Grant Writer Email Address:**  
harrington@gov.texas.gov

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Title:  
Ms.

Last Name:  
Arrington

Business Phone:  
512-463-1789

Position:  
Systems Support Specialist

Address Line 1:  
1200 San Jacinto

City:  
Austin

Zip Code:  
78701

First Name:  
Heather

Fax Number:  
512-475-2440

Salutation:  
Ms.

Address Line 2:  
Room 2.236

State:  
Texas

### Slide 18 – Application Development: Profile Tab: Details

#### Grant Officials and contact information

Grant Officials – The Authorized Official (AO), Financial Officer (FO) and Project Director (PD) must be three different individuals. Applicants must take care in designating and/or delegating their Grant Officials. [1 TAC §3.2501, Grant Officials](#)

**The Authorized Official (AO)** should be the chief elected official or officer of the applying agency, e.g. County Judge, Mayor, COG Executive Director, etc. This is the person that is responsible for designating the other grant officials. If the Authorized Official is delegated to anyone other than the chief official, the position shall be included in a resolution from the governing body designating the individual OR position title as the AO.

**NOTE:** The OOG recommends using position titles in the resolutions. If the official is named, then leaves office for any reason, the OOG will require a new resolution whereas if the position title is used, the incoming official is covered by the existing resolution. Any requirement to include the name of the official is strictly that of the applying agency.

**The Financial Officer (FO)** should be the Chief Financial Officer for the applying agency,

e.g. County Auditor, Finance Director, etc. Applicants are responsible for ensuring that only responsible and capable individuals are designated as the FO. The applying agency should not delegate this responsibility to junior level personnel and it cannot be a general agency clerk. The FO should have adequate experience and knowledge of grants accounting. The applying agency may be asked to certify the designated FO has the appropriate skills and knowledge to perform the assigned duties.

**The Project Director (PD)** is the official that will be the most familiar with the project. The PD should be involved in the day-to-day performance of the grant and must be an employee of the applying agency.

**The Grant Writer** may be the same individual that fills the role of one of the Grant Officials. The Grant Writer has no authority or ability to modify the application after it has been certified by the Authorized Official. The Grant Writer also has no permissions to request adjustments once an application has been awarded.

### **Contact Information**

This information comes from the profile information entered into each eGrant user's account when it was created/updated. The contact information will display after the email address for the official is entered and linked to the application record.

The information provided must be correct. The Grant Manager or Program Manager may need to contact Grant Officials during the life of a grant. Applicants should use official organizational email addresses only.





## Application Development: Profile/Details Tab

- Notes by Grantee to OOG
  - Use to add important information as needed in the grant record
  - Subject to public records regulations
  - Grant business only, notes cannot be deleted
  - Should only pertain to items on the respective tab

### Slide 19 – Application Development: Profile Tab: Details

#### Notes by Grantee to OOG

This area is available on several tabs throughout the application. Applicants can type notes or comments that are visible to the OOG. This opens a way for the Applicant to communicate with the OOG for a number of reasons. This may include responding to a question asked by the OOG in this area, clarifying any statements made under a particular tab in the application, or adding further detail on any changes.

**NOTE:** Notes added to this section cannot be deleted and are subject to public records regulations. Entries into this area should only pertain to items on the respective tab and pertinent to the grant itself.



## Application Development: Profile/Grant Vendor Tab

- Vendor Identifying Information
  - Organization Type
  - Federal Employee Identification (FEI) Number
  - DUNS Number
- System for Award Management (SAM) Expiration



### Slide 20 – Application Development: Profile Tab: Grant Vendor

Applicants use the drop down menus to select the appropriate Organization type. Additionally, the applicant needs to select the matching payment information (pick the radio button that matches the uploaded documents or select “No Match”, and then enter their applicable DUNS number and SAM Expiration Date on this tab.

**Presenter:** *The next slide displays an example of the tab for clarity.*



## Application Development: Profile/Grant Vendor Tab

Vendor Identifying Information

Organization Type

Select your type of organization. Then, if prompted, select any additional organization information:

County

applying to provide homeland security services

Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):

Select matching payment information:

No Match

Data Universal Numbering System (DUNS):

**System for Award Management (SAM)**  
Applicant assures that it is currently registered or will register in the federal System for Award Management (SAM) database. Information about registration procedures can be accessed at <https://www.sam.gov/>.

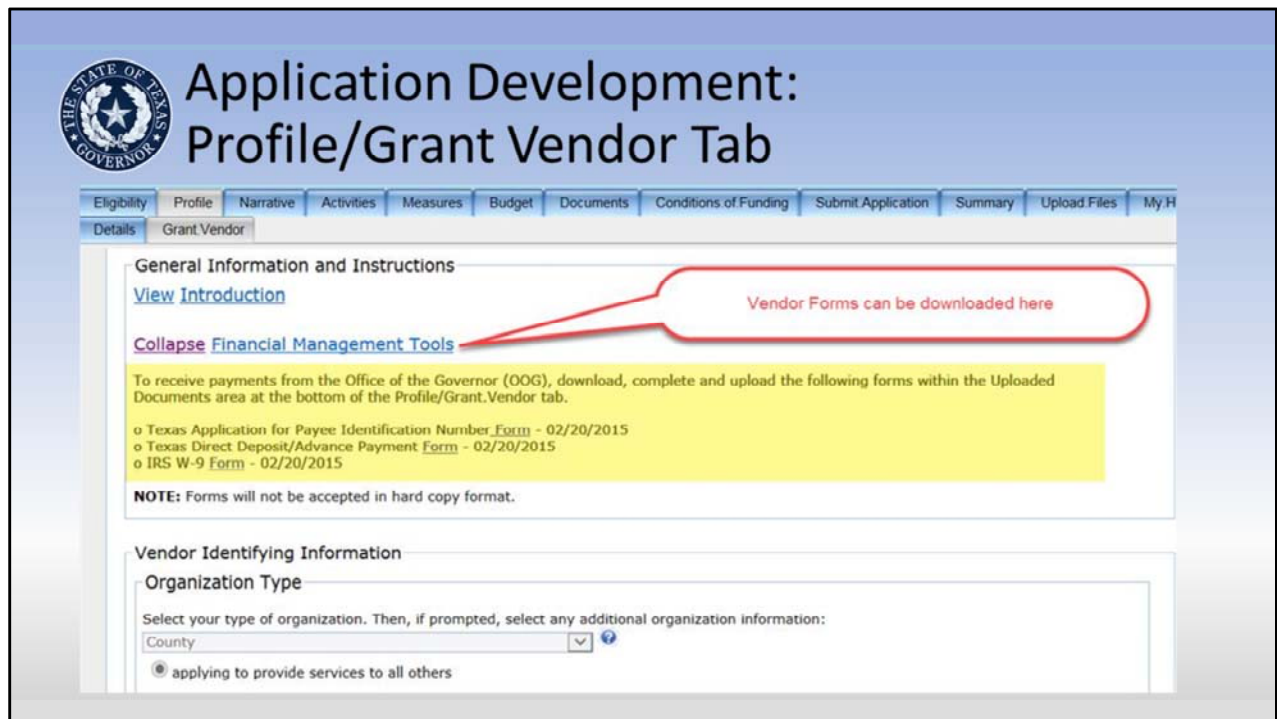
Enter the SAM Expiration Date:

Is your Agency actively seeking a valid SAM registration?  Yes

The applicant needs to select the matching payment information

### Slide 21 – Application Development: Profile Tab: Grant Vendor

**Presenter:** Use this slide to point out the location of each area discussed on the previous slide.



**Slide 22 – Application Development: Profile Tab: Grant Vendor**

**Upload Vendor Information Documents:** In order to streamline the OOG review process, Applicants/Grantees are required to submit the Direct Deposit Form, New Payee ID Form, and W9 Form with each application. These documents are required because they are necessary for the grantee to receive grant payments.

Applicants submitting more than one application may use the new Global Upload Feature in eGrants. This feature can be found on the My.Home tab. More information and steps to use this feature are covered later in the presentation. (Slides 47 – 49)

The applicant must ensure that blank documents are not uploaded to the application. This will delay the application review process.

The forms are available within the General Information and Instructions section at the top of the Grant Vendor subtab under the Link labeled “Financial Management Tools”.

**Application Development:  
Profile/Grant Vendor Tab**

No Match

Data Universal Numbering System (DUNS):

**System for Award Management (SAM)**  
Applicant assures that it is currently registered or will register in the federal System for Award Management (SAM) database. Information about registration procedures can be accessed at <https://www.sam.gov/>.

Enter the SAM Expiration Date:

Is your Agency actively seeking a valid SAM registration?  Yes

**Upload Vendor Information Documents**

*Must upload Direct Deposit, New Payee ID, and W9 forms prior to submitting application.*

Choose file type to upload:  Direct Deposit  New Payee ID  W9  Other

Enter the Description of the File to be uploaded, then click the Browse button:

Completed Vendor Forms must be UPLOADED here prior to Application Submission

### Slide 23 – Application Development: Profile Tab: Grant Vendor

**Upload:** The Applicants/Grantees may upload these documents directly onto the Grant Vendor tab. The uploaded documents will be validated prior to submission in eGrants.

**This means that the application cannot be submitted without the required documentation.** The documentation will only be visible to the Applicant's Financial Officer and the OOG Financial Services Division due to the sensitive information contained therein.



## Application Development: Narrative Tab

- **Project Summary**
  - Problem Statement
  - Existing Capabilities
  - Existing Capability Gaps
  - Impact Statement
- **Homeland Security Priority Actions**
  - Target Group
  - Long-term Approach

### Slide 24 – Application Development: Narrative Tab

**Presenter Notes:** *Note that these areas contain information from sources belonging to the Applicant, this is information the OOG uses to make determinations on the eligibility and/or effectiveness of a project. Further, OOG uses the information to prepare the State’s application to FEMA and prepare project summaries for general information requests.*

#### **The Project Summary:**

The Project Summary is the area for the Applicants to tell the OOG-HSGD what they want to do with the funds they are requesting. The summary should focus on how the project will affect prevention, protection, mitigation, response and/or recovery from **terrorism events**. The purpose of projects funded through HSGP grants must specifically connect to terrorism, not natural disasters. While the project may serve both purposes, the primary purpose for the grant must be **terrorism** related. This is the applicant’s one and only chance to make a solid case for funding.

- Terrorism related focus
- Should support the selected activity (Activities tab) and core capability

(Homeland.Security tab)

- Must be clear and concise; a reader with no knowledge of the project, the applying agency, or the region must be able to understand what it is the Applicant wants to do
- Recommended length: 3-4 sentences/150 words or less

**Common Issues:**

- The project summary focuses on natural hazards/disasters and/or there is no connection to terrorism.
- Does not support the selected core capability or activity
- Discusses threats and capability gaps without stating anything about what will be done
- Discusses the need for the project without discussing the actual project.
- The project summary is too long and includes too much information that belongs elsewhere in the narrative (e.g. includes long descriptions of all of the threats facing the jurisdiction).

**Problem Statement:**

The Problem Statement is a general statement regarding the problem the project addresses. This statement should cover existing threats and hazards that correspond with the threats related to terrorism in the Applicant’s regional THIRA. This statement should focus on the terrorism threats the project will address.

The Problem Statement should:

- Be specific, cite threats and scenarios in the regional THIRA if possible
- Be brief, focus on the terrorism threats and hazards the project will target as opposed to all of threats and hazards in the region
- Remain focused on the threats and hazards. Information on capability gaps, project impact, etc. can be detailed in the appropriate section

**COMMON ISSUES:**

- Long problem statements with little information regarding threats or hazards
- Restating information from the project summary
- Focusing on natural disasters rather than terrorism related events
- Duplicative information found in other areas of the narrative

**Existing Capability Levels:**

This area should consist of a concise summary of existing capabilities or resources currently available to the Applicant that support the proposed project activities.

This area should answer two questions:

1. What capability will the project enhance/replace/or build upon?
2. What is currently in place that will support this project?

Keep the focus of the description limited to the existing capabilities. The next section will be the focus for the capability gaps.

**Common Issues:**

- Information provided describes the need for funded activities rather than what is in place already
- Problem Statement included. This occurs when the applicant copies other narrative information into multiple fields
- Detailing the capability gaps. Touching on the gaps may provide some clarity however, the details should be provide in the capability gaps area (next section).
- Simply stating N/A. (If the applicant is using the funding to build a new capability, a brief explanation of this can be provided in this section.)

**Capability Gaps:**

An Applicant should use this section to provide a description of specific gaps the project will address and their connection with gaps discussed in the State Preparedness Report (SPR).

- Be clear on the gap the project is going to address
- Keep the focus on the gap being filled
- Reference the gap as identified in the Regional SPR (State SPR for State agencies)
- The gap should be consistent with the core capability and activity identified elsewhere in application

**Common Issues:**

- The Applicant entered “N/A” or “none”. (If the applicant is proposing funding to sustain a capability, this section should describe how the project will prevent a gap.)
- The Applicant restates the need for equipment as the gap rather than tying the need to a gap in the SPR.
- Including information about capability gaps that are not addressed by the project
- Limiting the information to a page number in the SPR
- Not including a page number in the SPR where the capability gap is referenced

**Impact Statement:**

This is a statement of the primary objective(s) of the project. This is not a re-statement of project activities. This answers the question; what will the completed project accomplish?

- Tells the reviewer what the project will accomplish
- Builds on the intended impact the applicant provided in the Project Summary

**Common Issues:**

- Applicant re-states the project activities



- Applicant does not describe what the project will accomplish

**Homeland Security Priority Actions:**

The Homeland Security Priority Actions are found in the Texas Homeland Security Strategic Plan 2015-2020. Applicants/Grantees shall select only **ONE** action that most accurately ties to the project. Applicants should follow the specific format example provided within the instructional text on the narrative page.

- Select the most appropriate action
- Some projects may not have a perfect fit. Get as close as possible.
- Only need to enter the action. The goal and objective can be deduced with just the priority action number noted. (see next Slide for examples)

**Common Issues:**

Referencing Homeland Security Objectives (The Priority Actions nest within the Objectives)

Selecting more than one action

Selecting an action unrelated to the project activities

Cutting then pasting the formatting example given on the tab or by a Grant Manager rather than the applicable action

**Target Group:**

This area is a description of who is benefitting from the project. For example: City of XXX SWAT; Regional First Responders, etc. The intent is to capture who is the recipient of the activities funded by the grant. For example, if a grant is purchasing equipment for a specialized team, the specialized team is the target group. The population would be the number of responders on the team.

**Common Issues:**

- Using the population of the city, county, region, or state as the target group without covering the actual group that will be receiving equipment, training, or salaries funded by the project.
- In some cases, the general population in an area may be the target group.

**Long-term Approach:**

The long-term approach is a description of how the Applicant will maintain the capability if funding becomes unavailable. If the capability cannot be maintained without funding, state this. If the Applicant will maintain the capability with other funding sources, state this and provide the funding source.

Should include:

- If the applying agency will seek future local funds to maintain/sustain the project’s capabilities
- What actions the applicant is taking to secure other resources to support the

- project's capabilities, if applicable
- If the capability cannot be maintained without federal grant funding

**Common Issues:**

- Area left blank
- Entry does not offer a description of how the applying agency will maintain the capability
- Focus on repairs and up keep versus how the applying agency will retain the capability.



## Application Development: Narrative Tab

### Homeland Security Priority Action Examples

**1.2.3** - Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist and criminal enterprises.

**OR**

**4.7.1** - Ensure adequate homeland security training is available to and completed by leaders with homeland security responsibilities, first responders, and key stakeholders throughout the state.

### Slide 25 – Application Development: Narrative Tab

*Presenter: Use this slide to show two different examples of Homeland Security Priority Actions*



# Application Development: Activities Tab

- Select only one (1) activity per application
- Activities align with the OOG Investment Justification (IJ)

OOG-Defined Project Activity Area

### Select Your Project Activities

Select one or more project activities that best describe your project. Once you have selected one or more project activities from the list, then click on the **Update Activity Selection** button to add those selections to your project. You will then be able to describe the project activities you selected and added to your project in the **Detailed Project Activity Area**. For a description of the eligible project activities, please click on the **View a Description of the Activities** button.

#### Collapse Activity List

- Critical Infrastructure
- Fusion Center
- Intelligence & Information Sharing
- Interoperable Communications
- Operational Coordination
- State, Regional & Local Planning
- Sustaining Special Response Teams and First Responder Capabilities

[Update Activity Selection](#)

[View a Description of the Activities](#)

Activity	Description of Activity
Critical Infrastructure	Identifying critical infrastructure, conducting and maintaining data, and prioritizing critical infrastructure assets, systems, and systems. Assessments of critical infrastructure vulnerabilities and interdependencies, particularly those involving multiple sites and/or sectors. Planning, training, exercises, equipment, and modeling enabling responsible institutions to mitigate threats to and vulnerabilities of critical infrastructure facilities, assets, networks, and systems. Analysis of critical infrastructure threats and information sharing with private sector partners. Education and communications to enhance public awareness and increase reporting of suspicious activities related to critical infrastructure.
Fusion Center	Support for a recipient fusion center (please refer to <a href="http://www.dhs.gov/fusioncenter/mission-and-composition/">http://www.dhs.gov/fusioncenter/mission-and-composition/</a> ).
Intelligence & Information Sharing	Projects that enable interception and disruption of terrorist activity through enhanced understanding and recognition of pre-operational activity and other crimes that may be precursors or indicators of terrorist activity.
Interoperable Communications	Building capabilities to meet P-25 standards and sustaining aversive capabilities through life cycle replacement of equipment.
Operational Coordination	Establishing and maintaining a unified and coordinated operational structure and process that integrates critical stakeholders. Includes implementing and enhancing emergency operations centers (EOCs) and conducting or participating in incident management training and/or exercises.
State, Regional & Local Planning	Development of state and regional risk and operational assessments. Core capability development planning, to include type and tracking of equipment and special response teams. Planning and execution of training and exercises focused on terrorism prevention, mitigation and response. Multi-jurisdictional operational planning to include state, regional, operational coordination of terrorism prevention, protection, and response capabilities. Identifying or updating Emergency Operations Plans. Planning and implementation of initiatives (i.e. CERT team trained to enhance the Citizen Corps Program, Public Warning Systems (incl. public warning systems that be responsive to terrorism threats), VASBEC and other a national awareness and decision support tools.
Sustaining Special Response Teams and First Responder Capabilities	CERT, WMD detection, HAZMAT response and decontamination, Urban Search and Rescue, SOAT and other tactical teams. Also includes first responder equipment, sustainment needs, including PPE, VED, Pharmaceuticals, Calibration and maintenance for WMD-related detection and identification systems, and closely related investments to update or sustain current first responder equipment.

## Slide 26 – Application Development: Activities Tab

### HSGP Instructions for Project Activity Selection

Homeland Security Grant Program (HSGP) applicants should only select ONE (1) project activity. The eGrants system will allow multiple selections, but each HSGP subrecipient project must fit into one and only one of the Investment Categories that are listed as project activities under the "Activity List".

Applicants may review the activity descriptions included within the RFAs under the "Eligible Activities" section or by clicking the "View a Description of the Activities" button on this page in eGrants. Applicants should pick the one activity that that most closely matches the planned project activities and then click the button to "Update Activity Selection".

**Presenter Notes:** Please note that the HSGD is not the only division of the OOG using eGrants. Because of this, there is language in the tab that refers to "one or more" activities.



## Application Development: Activities Tab

### Detailed Project Activity Area

#### Describe Each Activity

This section lists all of the items you selected for OOG and grantee-defined project activities.

Click on the 'pencil' icon next to each activity to enter the percentage of time spent on the activity as well as a brief description of how the activity is performed. Click on the 'diskette' icon to save the information entered for each activity.

Activity	Dedicated Percentage	Description of Activity
Interoperable Communications	100	Project will provide equipment for both sustainment and enhancement of interoperable communications to a regional command vehicle. This vehicle responds to all-hazards incidents and is a primary response asset during a terrorist or suspected terrorist incident. The project will greatly increase on-scene communications with responders and communications with personnel staffing regional EOC's. █████ will provide interoperable communications via improved dual modem cellular service. Other activities supported by this project are operational coordination and on-scene incident support.

### Slide 27 – Application Development: Activities Tab

**Detailed Project Activity Area:** This area should be a short summary description of what the project will do based on the selected activity.

**Dedicated Percentage:** The applicant will enter 100% as the dedicated percentage since all SHSP projects must be tied to only one Activity.

**Presenter Notes:** *The detailed project activity information is entered into a table. The applicant will click on the “pencil” icon to enter/edit the information and the “disk” icon to save the information they have entered.*



## Application Development: Measures Tab

- Entering the OOG-Defined Output Performance Measure Information
- Creating Custom Measures

### Entering the OOG-Defined Output Performance Measure Information

Please enter the required target levels for each output measure listed below. ?

Output Measures	Target Level
Number of exercises conducted.	0
Number of individuals participating in exercises.	0
Number of interoperable communications devices procured or upgraded.	12
Number of interoperable communications systems created, maintained or enhanced.	1
Number of people trained.	0
Number of trainings conducted.	0

### Slide 28 – Application Development: Measures Tab

#### Entering the OOG-Defined Output Performance Measure Information

When the Applicant selects an activity on the Activities tab, eGrants auto-populates a set of measures in the Measures tab. The Applicant provides the “Target Level” for the measures specifically related to the proposed activities funded by the grant.

Every Activity includes the following measures:

- Number of exercises conducted
- Number of individuals participating in exercises
- Number of people trained
- Number of trainings conducted

Provide the Target Level data for these areas only **IF** the grant will fund Exercises or Trainings. Otherwise, the Applicant should enter a zero (0). This rule is applicable to other measures that may also not be relevant to the grant-funded activities.

Each project is different and the auto-populated measures may or may not apply. All projects should have at least one applicable measure. It may be necessary for the

Applicant to work with their Grant Manager during the review process to ensure the appropriate measures are established for the proposed project.

### **Creating Custom Measures**

This area allows the option for an Applicant to create Custom Performance Measures. These measures must follow the same rules as the OOG-Defined Performance Measures. **Custom Measures are not necessary in most cases.** Enter only those measures that relate to grant-funded activities. Custom measures should not be duplicative of the OOG-Defined Performance Measures.



## Application Development: Budget Tab

Select and Enter Budget Line Item Details

Budget Category	OOG Funds	Cash Match	In Kind Match	GPI	Total Project
Personnel					
Contractual and Professional Services					
Travel and Training					
Equipment					
Supplies and Direct Operating Expenses					
Indirect Costs					

Budget Summary Totals

OOG Funds:  Cash Match:  In Kind Match:  GPI:  Total Project:

POETE Groupings

Planning:  Organization:  Equipment:  Trainings:  Exercises:  M & A:

[Expand Solution Area](#)  
[Expand Disciplines](#)

### Slide 29 – Application Development: Budget Tab

Many of the issues identified during previous grant application reviews came from items in the budget. Common issues include but are not limited to:

- Poor line item descriptions - Descriptions that lack enough detail for the OOG to determine what the item is, if the item is allowable and whether the amount listed is a "reasonable and necessary" cost for the grant project.
- The use of an inappropriate AEL code – It is important to read the ENTIRE AEL code description before selection. The code itself may exclude the item an Applicant intends to purchase. Note: A link to the [FEMA AEL descriptions](#) is provided on the budget tab. Once a budget category is opened in eGrants, applicants may use "Control+F" to bring up a search field to find items in the eGrants list by keyword or number.
- Equipment quantities omitted, we need to know quantities to determine if the costs are reasonable. There will be more information on quantities later in the presentation.
- Budgeting rent vs. depreciation when budgeting for office space. A grantee cannot charge rent if the space is within a building owned by the applying agency. In this case, the applicant can use depreciation and must provide specific information covered later in the presentation.



- Multiple items rolled into one line item(s) that are not broken out appropriately. An example would be multiple radio accessories purchased separately from the radios that were not already included in accessories that come with the radios (including pouches, spare antennas, spare batteries, chargers, earpieces, and speaker microphones.)
- Line items mistakenly placed in the wrong budget category, such as items that are direct operating expenses placed under Contractual and Professional Services. The OOG-HSGD also noted trends in placing equipment items under supplies or vice-versa.

The OOG-HSGD is available to help applicants determine where to place items in their budget if needed. Please do not hesitate to contact your Grant Manager during the application process or following the grant review when making corrections. Additionally, the expectation is that the applicants will seek assistance if there are questions. The Grant Managers at the OOG are available to assist applicants that have questions about what budget category, AEL, or POETE category is most appropriate for an anticipated expenditure line item.



## Application Development: Budget/Details: POETE Groupings

- Planning, Organization, Equipment, Training, Exercises (POETE)
- M&A
- Solution Area
- Disciplines

POETE Groupings

Planning:	Organization:	Equipment:	Training:	Exercises:	M & A:
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[Expand Solution Area](#)

[Expand Disciplines](#)

### Slide 30 – POETE Groupings

FEMA requires states to track expenditures at a detailed level, including within the following categories referred to as “POETE”:

- Planning costs
- Organization costs
- Equipment costs
- Training costs
- Exercise costs

**M&A:** Each SHSP grant within eGrants is allowed to use up to 5% of the subgrant award amount for Management and Administration costs; these are activities related to administering the grant funds received.

eGrants ties each line item to a POETE category and calculates the overall sum. Within the POETE Groupings area, located at the bottom of the Budget tab, applicants must also classify budgeted costs within each POETE category to Solution Area and identify the Disciplines associated with those costs. If an Applicant needs assistance, they are encouraged to contact the COG or their Grant Manager.



## Application Development: Budget/Details Personnel

- Line Item Descriptions
- Salary percentages
- Salary periods (12-24 months)

### **Slide 31 – Personnel**

This budget category is for grantee staff positions with clear, defined duties and responsibilities connected with the grant. Positions listed here must be employees (current/future) of the applicant agency, not contractors or positions within another organization. Applicants/Grantees must be able to articulate what duties each of the personnel perform in supporting the outcome of the grant. Federal grant funding cannot supplant existing salaries.

#### **Line Item Descriptions:**

The description for each position must include the employee's duty title, whether the employee is full-time or part-time status, the time period/date range the salary will cover, and a description of duties or tasks related to the grant.

***Presenter Note:*** *Personnel Line Items examples will be displayed in the next slide.*

Grantees should be aware that they must maintain and might be required to provide detailed timesheets and additional documentation during a monitoring review.

#### **Qty/% of Salary**

The salary percentage must be included in the appropriate column. This percentage

represents the portion of each employee's salary expected to be charged against the grant. When a grantee is monitored, the percent of time this position works on grant-funded activities must be equal to or greater than the percent of salary listed within the grant budget.

### **Salary Periods**

The OOG-HSGD requires all grant-funded salaries to be on a 12 or 24-month period that aligns with the grant cycle/performance period. This move is a control to counter the potential for double charging a salary across two separate grants. Grantees that elect to use a 24-month period will only be considered for grants to support those salaries every other grant year, versus every year for those that elect a 12-month period. Grant awards containing 12 months of budgeted salaries should only have a performance period of 12 months in order to prevent overlapping performance periods with prior and future grant awards supporting the same salaries.

**Common Issues:** The description(s) lack detail and/or information that would help the OOG determine if the cost is reasonable or necessary to achieve the proposed project activities.



## Application Development: Budget/Details Personnel

### Example Personnel Line Item Descriptions:

- HS Planner, Full-Time, 1/1/18 – 12/31/18, Coordinates all homeland security planning activities for 10-county COG region.
- Exercise Coordinator, Part-Time 20 HRS, 1/1/18 – 12/31/18, Coordinates all homeland security exercises for the 10-county COG region.
- Senior Accountant, Part-Time 10 HRS, 1/1/18 – 12/31/18, Tracks all grant-related expenses, prepares financial status reports, and maintains supporting documentation for expenditures.

### Slide 32 – Personnel

#### Examples:

- HS Planner, Full-Time, 1/1/18 – 12/31/18, Coordinates all homeland security planning activities for 10-county COG region.
- Exercise Coordinator, Part-Time 20 HRS, 1/1/18 – 12/31/18, Coordinates all homeland security exercises for the 10-county COG region.
- Senior Accountant, Part-Time 10 HRS, 1/1/18 – 12/31/18, Tracks all grant-related expenses, prepares financial status reports, and maintains supporting documentation for expenditures.

While not required, it is helpful to add an employee's initials to the description, especially if the employee's salary is funded through multiple grants. This aids a reviewer in determining the reasonableness of the costs.



## Application Development: Budget/Details: Contractual and Professional Services

- Definitions:
  - Contract
  - Professional Services
- Authorized Equipment List (AEL) codes
  - <https://www.fema.gov/authorized-equipment-list>
- Line Item Descriptions

### **Slide 33 – Contractual and Professional Services**

Contractual and Professional Services include services and assistance obtained from other organizations to support the project scope of work.

**Presenter Notes:** *Use the information below to clarify or explain how Contractual and Professional Services are defined for any participants that may need it.*

**Contract:** A written agreement where a contractor provides goods or services in accordance with the established price, terms and conditions (Texas Comptroller of Public Accounts, 2016).

**Professional Services:** Professional services are typically those that are provided by someone who is required to be licensed or registered with the state. In the context of Homeland Security this may include, but is not limited to, accounting, engineering or medical services. Services provided by professionals outside the scope of their profession, e.g. management consulting services provided by registered nurse, are not considered professional services.

#### **Authorized Equipment List codes:**

Be sure to read the description of each AEL code used to ensure that it is the most

appropriate code for the line item. *The codes and their descriptions may be found at:*  
<https://www.fema.gov/authorized-equipment-list>

### **Line Item Descriptions:**

Line Items Descriptions for this area shall include:

- A description of services, detailed enough for the Grant Manager (GM) and OOG to understand what services are being provided and how they support the grant activities.
- Contract Period; this period should align with the same 12 or 24 months cycle as personnel. **Note: contract costs may be pro-rated to fit within a specified grant period.**
- Contract Rate, how the payment for services is calculated.

The Line Item description should also include:

- Vendor Name if available – Applicants, DO NOT forget to check vendors in SAM and on Texas CPA. Some vendors may have been debarred since last checked. It is the responsibility of the sub-grantee to verify a vendor's status in SAM prior to procurement.

### **Maintenance Agreements**

Applicants should use caution when entering into maintenance agreements. The OOG will need to have a clear understanding of what type of maintenance is included in the planned project and if any of the work will require an EHP screening.

### **Common Errors:**

- Not enough information on the purpose of the contract
- Direct Operating Expenses placed in this area
- Personnel/employees of the Grantee placed in this budget category



## Application Development: Budget/Details: Contractual and Professional Services

- 21GN-00-INST Installation

Helicopter Installation to include- Installation of Meeker Aviation for nose mount kit (nose mount kit and lower/upper dovetails), landing light kit (nose mount light kit, landing light, and taxi light), and search light kit (searchlight mount kit and lower/upper dovetails). Installation of FM Radio (FM connector box and tri-band antenna), Camera system, search light slaved to camera,. Removal of excess wiring, equipment, weighted plates, etc. and manufacture cover plates. Perform re-weighs, FAR 91.411 transponder (2yrs), and FAR 91.413 pitot static (2yrs). Shipping and labor included in installation/performance costs.

### **Slide 34: Contractual and Professional Services**

#### **Contractual and Professional Services Line Item Description Example**

##### 21GN-00-INST Installation

Helicopter Installation to include- Installation of Meeker Aviation for nose mount kit (nose mount kit and lower/upper dovetails), landing light kit (nose mount light kit, landing light, and taxi light), and search light kit (searchlight mount kit and lower/upper dovetails). Installation of FM Radio (FM connector box and tri-band antenna), Camera system, search light slaved to camera,. Removal of excess wiring, equipment, weighted plates, etc. and manufacture cover plates. Perform re-weighs, FAR 91.411 transponder (2yrs), and FAR 91.413 pitot static (2yrs). Shipping and labor included in installation/performance costs.





## Application Development: Budget/Details: Travel and Training

- Line Item Descriptions
- Training Review Worksheets
- In-State considerations
- Out-of-State considerations
- Overseas considerations

### Slide 35 – Travel and Training

This category is for travel and training costs for Grantee Agency Personnel only. Cost for non-agency personnel should be placed under operating expenses.

#### Line Item Descriptions:

Line item descriptions in this category shall include:

- The names of conferences and/or location of travel (if known)
- The dates of planned travel (if known)
- Number of personnel traveling to each event
- Other detail to help convey the cost budgeted is reasonable and necessary (i.e. number of days/nights for lodging, per diem, estimated trip cost per person, etc...)

When a line item includes any training, a Grant Manager will place a special Training Review Condition hold on the item. This hold requires the Applicant to submit a Training Review form and receive approval prior to attending training.

#### Training Review Worksheets

If required, after award but ***before*** participating in the training, the Applicant must complete the Training Review Form. Any hold placed on the grant will not allow

reimbursement of funds until the Grantee has met the condition. If training is not approved the Grantee will not receive reimbursement for expenditures resulting from non-compliance.

### **In-State considerations**

Applicants should use two separate line items for training registration/course fees and mileage/incidental costs. The training line item descriptions need to include information to support how the cost(s) in the budget were estimated, such as: the training name/course title, dates for training, location of training, estimated travel cost per trip per person, number of participants for each trip/event, and a brief description of the travel/training. Additionally, Applicants should include the venue for the training. This detail will help the OOG-HSGD determine if an EHP is required for the training or exercises.

### **Out-of-State considerations**

Similar considerations should be made for out-of-state travel or training. Training out-of-state requires approval through the OOG to ensure that comparable training is not available within the State. Similar to In-State training, the line items should be broken out to two separate line items for training registration/course fees and mileage/incidental costs. Additionally, the training line item descriptions need to include the training name/course title, dates for training, location of training, number of participants for each event, and a brief description of the training.

### **International Considerations**

The Department of Homeland Security (DHS) must approve any international travel in advance. All international training requires additional documentation be submitted through HSGD to DHS/FEMA for approval. If an Applicant has identified potential international travel and training opportunities, they should contact the OOG-HSGD for more information on the DHS training approval process and the required documentation as soon as possible following the acceptance of the award, if funded. This process can take up to 60 days to review and approve.



## Application Development: Budget/Details: Travel and Training

### Example Line Item Descriptions

- **In-State Incidentals and/or Mileage (Planning)**  
Attendance to the following trainings: The Texas Emergency Management Conference in San Antonio in May 2018 (1 staff member @ \$1,500), Terrorism Risk Management workshop in Austin in June 2018 (1 staff member @ \$700), and Regional Preparedness Conference in Sample, Texas, in November 2018 (2 staff members @ \$500/person).
- **In-State Registration Fees (Training)**  
Defense Against Methods of Entry in Sample County Sheriff's Academy, Sample, TX (09/12/18 - 09/16/18). Training for one (1) technician @ \$1,500: breaching, booby traps, advanced electronic, wire defeat/hand entry, -sustain and provide the bomb technician with the skills to identify and neutralize explosive devices used in terror events.

### Slide 36– Travel and Training

The first example is suitable in cases where the travel and training to be funded has not yet been determined.

#### In-State Incidentals and/or Mileage (Planning)

- Attendance to the following trainings: The Texas Emergency Management Conference in San Antonio in May 2018 (1 staff member @ \$1,500), Terrorism Risk Management workshop in Austin in June 2018 (1 staff member @ \$700), and Regional Preparedness Conference in Sample, Texas, in November 2018 (2 staff members @ \$500/person)

The next example shows a specific training event.

#### In-State Registration Fees (Training)

- Defense Against Methods of Entry in Sample County Sheriff's Academy, Sample, TX (09/12/18 - 09/16/18). Training for one (1) technician @ \$1,500: breaching, booby traps, advanced electronic, wire defeat/hand entry, -sustain and provide the bomb technician with the skills to identify and neutralize explosive devices used in terror

events.



## Application Development: Budget/Details: Equipment

- 2 CFR § 200.33 – Equipment
- State Controlled Assets
- Authorized Equipment List (AEL) codes
- Line Item Descriptions
- Quantity

Budget Category	OOG Funds	Cash Match	In Kind Match	GPI	Total Project		
Equipment							
OOG-Defined Line Item		OOG Funds	Cash Match	In Kind Match	GPI	Total Project	
07RD-01-HHSM Meter, Survey, Handheld							
Grantee-Defined Line Item		OOG Funds	Cash Match	In Kind Match	GPI	Total Project	Qty / % of Salary
Handheld Survey Meter will be used for detecting and monitor EOC Facility during an incident. In addition, these will be used during Planning and used for training/exercise for preparedness of staff.							

### Slide 37 – Equipment

#### 2 CFR §200.33 Defines Equipment as –

“Equipment means tangible personal property (including information technology systems) having a useful life of more than one year **and** a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.”

#### State Controlled Assets

The following items valued between \$500.00 and \$4,999.99 are designated by HSGD or the Texas Comptroller as controlled assets within the State Property Accounting guidance and are also considered equipment items that must be maintained within the grantee’s inventory records:

- Sound systems and other audio equipment
- Cameras
- TVs
- Video players/recorders

- Desktop or laptop computers
- Data projectors
- Smartphones, tablets and other hand held devices
- Mobile/Portable radios\*

\*Note: HSGD has designated mobile and portable radios as a controlled asset.

When adding items into this area of the budget, Applicants should take the time to discern if what they are planning to purchase is actually equipment. The Uniform Guidance (2 CFR 200) definition of Equipment and state controlled asset list can be used to help applicants in making that determination. Moreover, the 2 CFR 200 definition of equipment includes references to other areas of the Uniform Guidance. Applicants should familiarize themselves with these as well. Keep in mind; the items in this area of the budget (equipment) will need to be listed on your local inventory of equipment.

### **AEL Codes**

Just as in other areas of the budget, applicants must select the most appropriate AEL codes. Again, applicants must read the description of each AEL code used to ensure that it is the most appropriate code for the line item. Equipment codes may require equipment to meet special requirements or specifications. This may include recognized industry safety standards, protection levels, or engineering specifications.

(Example: Equipment under AEL code 02EX-01-XRAP - X-Ray Equipment, Portable or Transportable must meet the requirements of the National Institute of Justice (NIJ) Standard 0603. - Portable X-Ray Systems for Use in Bomb Identification, or IEEE/ANSI N42.55-2013, American National Standard for the Performance of Portable Transmission X-Ray Systems for Use in Improvised Explosive Device and Hazardous Device Identification, as applicable.) Not all codes have such requirements; Applicants must ensure they are reading the AEL code descriptions completely.

### **Line Item Descriptions**

#### **The line item descriptions are not a reiteration of the AEL code description.**

The line item descriptions for equipment shall include at a minimum:

- A description of the equipment containing enough detail for a reader with no familiarity with the Applicant or the equipment to understand what the item is and how it benefits the overall project i.e. what is it, who is the end user, and why do they need it?
- Per Unit Cost

***Presenter Notes:*** Please explain to the Participants that the reviews at the OOG include divisions outside of the HSGD. These reviews have an influence on the determination to fund a project. A clear, concise, and detailed description can help these reviews move

*more quickly without requiring the OOG to place a hold on the review to request more information.*

Like items may be included in a single line item (e.g. Radio Accessories). Non-like items should be broken out to separate line items (e.g. Computer Hardware (04HW-01-INHW) and Video Camera (04MD-01-VCAM)).

**Qty/% of Salary**

For equipment line items, the quantity (number of units to be purchased) must go in the Quantity/% of Salary column in the budget.



## Application Development: Budget/Details: Equipment

### Example Equipment Line Item Descriptions

- 07CD-01-DPGC Analyzer, Gas Chromatograph...
  - Portable gas chromatograph ACEM 9350/CDS or equivalent for quantitation of organic contaminants in air, water and soil; to be used by FFD response unit
- 01LE-01-ARMR Armor, Body
  - Ballistic Body Armor - The Body Armor is the ballistic type used by HROU and will be worn by the Bomb Technician when accompanying HROU during searches and entries as required by FEMA Typing standards.
- 02EX-02-RBTL Attachments/Tools, Robot
  - NANO with Integrated Display- Small portable xray device used with the Small Robot Platform, and other platforms, which will allow for on-scene picture development and viewing of suspect packages eliminating the need to return to a command vehicle for plate development thus saving valuable time (ie: scene in in Reliant Center and vehicle is in parking lot).

### Slide 38 – Equipment Equipment Line Item Examples

#### Equipment Line Item Descriptions

##### 07CD-01-DPGC Analyzer, Gas Chromatograph...

Portable gas chromatograph ACEM 9350/CDS or equivalent for quantitation of organic contaminants in air, water and soil; to be used by FFD response unit

##### 01LE-01-ARMR Armor, Body

Ballistic Body Armor - The Body Armor is the ballistic type used by HROU and will be worn by the Bomb Technician when accompanying HROU during searches and entries as required by FEMA Typing standards.

##### 02EX-02-RBTL Attachments/Tools, Robot

NANO with Integrated Display- Small portable xray device used with the Small Robot Platform, and other platforms, which will allow for on-scene picture development and viewing of suspect packages eliminating the need to return to a command vehicle for plate development thus saving valuable time (ie: scene



in in Reliant Center and vehicle is in parking lot).



## Application Development: Budget/Details: Supplies and Direct Operating Expenses

- Definitions
  - 2 CFR §200.94 – Supplies
  - OOG Guide to Grants – Direct Operating Expenses
- Authorized Equipment List (AEL) codes
- Line Item Descriptions
- Rent vs. Depreciation
- Quantities

### Slide 39 – Supplies and Direct Operating Expenses

#### §200.94 Supplies

“Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also §§200.20 Computing devices and 200.33 Equipment”

**Note:** Even though the federal definition of Supplies categorizes computing devices valued at less than \$5,000 as supplies, the State of Texas recognizes these devices as well as several other items as Equipment when their value exceeds \$499.

#### Direct Operating Expenses

Direct Operating Expenses include other direct costs such as leases for space, rental costs, tangible items that have a per unit value of less than \$5,000, project supplies, office supplies, advertising costs for staff vacancies, etc. Other costs may include but are not limited to communications costs, service subscriptions (WebEOC), or wireless services. Items must be necessary for the purposes of the grant project.

#### AEL Codes

Again, applicants must select the most appropriate AEL codes. Applicants should read the description of each AEL code used to ensure that it is the most appropriate code for the line item. Equipment codes may require equipment to meet special requirements or specifications. This may include recognized industry safety standards, protection levels, or engineering specifications.

It is the responsibility of the Applicant to determine if the equipment that they plan to purchase meets any requirements outlined in the Grant Notes of the AEL. Additionally, the Applicant is responsible for providing a copy of any documentation (upon request) that verifies the equipment meets these requirements for the grant record. This allows the Grantee and the OOG to validate that the purchased equipment is an allowable cost in the event of programmatic or financial monitoring of the project.

### **Line Item Descriptions**

**The line item description should not be a reiteration of the AEL code description.**

The line item descriptions for supplies shall include at a minimum:

- A description of the Supplies or Direct Operating Expense containing enough detail for a reader with no familiarity with the Applicant or the supply item to understand what the item is and how it benefits the overall project (What is it? Who is the end user? Why do they need it?)
- Quantities for items in this budget area should be included in the line item description if applicable or known. Approximate quantities are okay when listing "less" expensive items (e.g. 2-3 video projector bulbs for use in EOC video displays).
- Costs for rent shall include the cost per square foot and the number of square feet used for the project. Line items for depreciation of owned real property shall include the same level of detail.

### **Rent vs. Depreciation**

Rent is not an allowable expense IF the applicant owns, or otherwise holds title of, the real property in which the "rented" space is located. Applicants may not charge themselves rent however, they may charge depreciation of the space as an allowable expense.

"Rent is subject to the limitations described in paragraphs (b) through (d) of this section, rental costs are allowable to the extent that the rates are reasonable in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased" (2 CFR §200.465).

Depreciation is the method for allocating the cost of fixed assets to periods benefitting from asset use. Applicants should refer to 2 CFR §200.436 for more information about depreciation and the requirements.

***Presenter Notes:*** Please reiterate to the Participants that the reviews at the OOG include reviews by divisions outside of the HSGD. These reviews have an influence on the determination to fund a project. A clear, concise, and detailed description can help these reviews move more quickly without requiring the OOG to place a hold on the review to request more information.

Similar to Equipment, like items may be included in a single line item. Non-like items should be broken out to separate line items.

### **Quantity**

Quantities in this category are not required however, it is strongly preferred and usually helpful (in demonstrating the "reasonableness" of the amount budgeted) if the Applicant includes the planned quantity and per unit cost used to estimate the total in the grantee-defined line item description box.



## Application Development: Budget/Details: Supplies and Direct Operating Expenses

- 21GN-00-SHIP Shipping (*Grantee split out the \$380 total cost by type of item*)  
Shipping costs for Tactical Equipment and Medical Supplies (estimated at \$125)  
Shipping Costs for Night Vision and Thermal Imager Equipment (estimated at \$255)
- 10BC-00-BATT Batteries, All Types, Sizes (*Grantee split out the \$1,200 total cost by battery type*)  
Thermal Imagers: 7.4Volt batteries (20 batteries @ \$38 each = \$760)  
NVG: 3Volt lithium batteries (12pk @ \$22 each x 20 pks = \$440)

### Slide 40 – Supplies and Direct Operating Expenses

#### Supplies and Direct Operating Expenses Line Item Examples

These examples show where the Grantee split out the costs by expenditure. For Shipping BLIs, a simple “Shipping for Grant Funded Equipment” is sufficient. It will be the responsibility of the Grantee to maintain records for all costs charged against the grant for monitoring purposes.

21GN-00-SHIP Shipping (*Grantee split out the \$380 total cost by type of item*)  
Shipping costs for Tactical Equipment and Medical Supplies (estimated at \$125)  
Shipping Costs for Night Vision and Thermal Imager Equipment (estimated at \$255)

10BC-00-BATT Batteries, All Types, Sizes (*Grantee split out the \$1,200 total cost by battery type*)  
Thermal Imagers: 7.4Volt batteries (20 batteries @ \$38 each = \$760)  
NVG: 3Volt lithium batteries (12pk @ \$22 each x 20 pks = \$440)



# Application Development: Budget/Details: Indirect Costs

- Rate Information
- Indirect Cost Rate Letters
- Gaps between rate letters
- [De Minimus Rate](#)

Budget Category	OOG Funds	Cash Match	In Kind Match	GPI	Total Project	
Indirect Costs						
OOG-Defined Line Item	OOG Funds	Cash Match	In Kind Match	GPI	Total Project	
Indirect Costs - Approved Rate (Training)						
Grantee-Defined Line Item	OOG Funds	Cash Match	In Kind Match	GPI	Total Project	Qty / % of Salary
Indirect Cost for CERT instructor salaries at a rate of 7.67%						

## Slide 41 – Indirect Costs

Indirect costs are costs without a direct link to a single project or activity. These are frequently aggregated into an overhead cost pool and allocated to various activities.

### Rate Information

Indirect costs must include the Applicant’s indirect rate as established by their cognizant agency for indirect costs. Applicants must ensure that the organization’s current indirect rate is in the line item descriptions for indirect costs.

### Indirect Cost Rate Letter

Applicants that have negotiated an Indirect Cost Rate should have a letter from the cognizant agency that states the rate. Applicants shall upload a copy of the letter to the grant record.

### Gaps between rate letters

The OOG recognizes there is potential for gaps in an Applicant’s indirect Cost Rate letters. In these cases, the Applicant is responsible for ensuring that all indirect cost expenditures remain within their designated rate. A Grant Manager will place an informational condition on the application if the current letter expires before an

updated letter can be uploaded in eGrants. This condition does not prohibit the Applicant from receiving reimbursement; it is simply to inform the Applicant that they: a) must ensure they keep all expenditures within their authorized rate, and b.) are required to upload an updated letter when it becomes available. In the event of a change in the indirect rate, applicants should request a grant adjustment in eGrants to update the grant record.

### **De Minimis**

In some cases, an Applicant may not have an approved indirect cost rate. In this case, the applicant may elect to charge a De Minimis rate of 10% [of modified total direct costs \(MTDC\)](#). More information on the De Minimis rate may be found in [2 CFR 200.414](#). Applicants using the De Minimis rate must confirm that they have NEVER had an approved indirect cost rate **AND** they are NOT a state, local government, or Native American tribe receiving over \$35 million in direct federal funding. Both of these criteria must be met in order to qualify for the De Minimis rate.



## Application Development: Documents Tab

- Resolution from Governing Body
- Contract Compliance
- Lobbying
- Fiscal Year
- Sources of Financial Support

### **Slide 42 – Application Development: Documents Tab**

The information in this slide is related to areas in the Documents tab where Applicants should pay special attention.

#### **Resolution from Governing Body:**

The OOG requires a resolution from the Applicant's governing body. This resolution should follow the example provided by the OOG in eGrants. At a minimum, the resolution should designate the Authorized Official (AO), identify the applicable grant(s), and contain all of the applicable elements in the example resolution. Applicants must upload the signed resolution into the Application under the Upload Files tab. If an Applicant cannot provide a resolution, the reviewing Grant Manager will place a Condition of Funding hold on the entire project. This condition is met when the applicant uploads the resolution with all required clauses/details etc. described in the example resolution.

#### **Contract Compliance:**

If the Applicant has any budget line items under the Contractual and Professional Services category, they must complete this section. The OOG is looking for a brief summary of how the Applicant will monitor the activities of the sub-contractor(s) for



compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project. The OOG is looking for a concise statement outlining specific policies or procedures the Applicant will follow to oversee the contractor and monitor compliance.

### **Lobbying:**

The use of grant funding for lobbying is prohibited per the Request for Applications (RFA), 2 CFR 200.450, and the Notice of Funding Opportunity (NOFO). If the accurate response to the first question under Lobbying is “YES”, the project is not eligible. If the accurate response to the second question under Lobbying is “Yes” indicating the applicant agency has used non-federal funds for lobbying, the project will be required to complete and upload a *Disclosure of Lobbying Activities* form.

Applicants must be sure to read the questions closely before responding.

**Presenter Note:** *This is a very common error caused by an Applicant not taking care when completing the application.*

### **Fiscal Year**

The OOG asks for this because applying agencies across the state have different dates for their respective fiscal years. These fields inform the OOG of the Applicant’s fiscal year and also allow us to understand when a Single Audit is due (9 months following close of fiscal year or 30 days after the audit report is released, whichever is earlier), if required.

**Make note that this is not the period of performance date**

### **Sources of Financial Support**

The sources of financial support are the total amount of grant funding an applying agency has received (expended) from the State and/or Federal sources. This amount includes agency funding from all sources and is not exclusive to funds received through the OOG or HSGP. If the total amount of grant funding expended meets the A-133 Single Audit threshold (\$750,000), the Applicant must also include the information regarding the date its last single audit was completed.

**COMMON ERROR:** Listing only the amount the administering division expended instead of the amount the entire applicant agency expended in federal and state (separately) funds.



## Application Development: Homeland Security Tab

- Department of Homeland Security (DHS) Project type
- Capabilities ([National Preparedness Goal](#))
- Project Management Step Involved
- Milestones
- [National Incident Management System \(NIMS\) Resources](#)

### **Slide 43 – Application Development: Homeland Security Tab**

#### **Department of Homeland Security (DHS) Project type**

Applicants should select the most appropriate Project Type that applies to the project.

#### **Capabilities**

Applicants should select the most applicable (primary) Core Capability for the project from the drop-down in the application. (Applicants may view descriptions of Core Capabilities within the [National Preparedness Goal](#) document.)

Additionally, the Applicants must select if the investment will build or sustain capabilities and answer if the assets or activities are deployable, sharable, or neither.

If the project requires new construction or renovation, retrofitting, or modification of existing structures, the Applicants must check the box next this statement.

If the funding for the project supports another project previously funded with HSGP funding, the Applicants must check the box next to this statement.

#### **Project Management Step Involved**

Applicants should select the step that most closely resembles the phase of the project activities to be completed during the grant period.

### **Milestones**

Milestones are the most common issue in the Homeland Security tab. A milestone identifies a key point of progress along the critical path of a project. Beginning with the project start date, milestones mark the major deliverables and/or goals leading to the successful completion of a project by the project end date. These events should **not** include the acceptance of the grant award or closing the project in eGrants, but rather key steps in between these two points. The applicant may want to consider milestones that outline the items relevant to events such as the procurement of equipment, any training related events, or internal organization processes that drive the performance of the grant and are required to complete the project. Milestones should be specific and in chronological order.

The project milestones serve an important purpose for the sub-grantee and the HSGD. Good milestones help a grant project director and the HSGD evaluate the progress of a project after the grant is awarded. HSGD is also required to report to FEMA on project progress using milestone status.

Applicants must enter at least three (3) but no more than five (5) milestones for the project. These milestones should only include those key activities for the project. Ancillary activities, or those not funded by the project, should not be included. Milestones should be relevant to the project's performance.

### **National Incident Management System (NIMS) Resources**

If the project supports a NIMS typed resource, complete the NIMS Resources section of the tab. The Department of Homeland Security maintains the [Resources Typing Library Tool](#). The tool is an online catalogue of national NIMS resource typing definitions and job titles/position qualifications. National NIMS resource types support a common language for the mobilization of resources (equipment, teams, units, and personnel) prior to, during, and after major incidents. Resource users at all levels use these definitions as a consistent basis when identifying and inventorying their resources for capability estimation, planning, and for mobilization during mutual aid efforts. National NIMS resource types represent the minimum criteria for the associated component and capability (Department of Homeland Security, 2016). This tool may be helpful in completing this section of the application. If the project does not support a NIMS typed resource, no action in this section is required.

## Slide 44 – Summary Tab

### Grant Issues

Once the Application has been through Intake and Grant Review, the Grant Manager may return the application, referred to as the Preliminary Review Report (PRR), to the Applicant if updates are required. The Applicant may review all notes made during the review under the Summary/Grant Issues tab.

This summary gives the Applicant visibility and notes from the OOG on the corrections or revisions needed in order to forward the Application to Program Review. Applicants should pay special attention to all of the notes and take action accordingly.

### COMMON ERRORS:

- Failing to review and/or not addressing all issues
- Waiting to address issues with the application - This has required the OOG to place holds on the application and may delay the award and/or release of grant funds if the project is funded.

Applicants should understand that this is not the end of the review process and, when

needed, the OOG may request more information to clarify portions of the application. For this reason, it is important to resolve any issues quickly in order for the application to move through the process more quickly.

**Award Statement**

This sub-tab displays the Statement of Grant Award (SOGA) and any special conditions for the grant. Grant Officials may also find a link to the Grantee Responsibilities Memo. Applicants/Grantees should read all grant award documents, the SOGA, and review all of the special conditions thoroughly.



## Application Development: Upload Files Tab

### General Information and Instructions

[View Introduction](#)

[View Uploading eGrants Files](#)

### Select Document to Upload

Enter the Description of the File to be uploaded, then click the Browse button:

When the Name of the File displays in the box below, click on the Upload button:

### Slide 45 – Upload Files Tab

Applicants use this tab to upload most\* required or requested documentation for the application. Documentation such as resolutions from the governing body, P25 interoperability letters, Indirect Cost rate letters, etc. goes under this tab. Once the grant has been awarded, the Grant Manager or any of the grant officials may continue to upload other documentation for the grant record under this tab.

For more details on file types, size limitations, and instructions on uploading a document, please refer to the [Uploading eGrants Files](#) document found in the “General Information and Instructions” area of this tab.

**Presenter Note:** A hyperlink is provided above.

**DO NOT** upload any Environmental Historical Preservation (EHP) documentation until after the award is received and accepted. The best practice for EHP documentation is to email it directly to the Grant Manager and copy the Program Manager for processing. The Grant Manager will upload EHP documentation to the Grant Record. FEMA will not process any EHP until after acceptance of the award. Uploading an EHP during the application phase will not help speed up the process. If Applicants have

questions, they should contact the COG or their Grant Manager.

**\*Note:** DO NOT upload any Vendor documentation including Direct Deposit, New Payee ID, and W9 forms on this tab. Each of those forms MUST be uploaded to the Grant.Vendor tab, not the Upload.Files tab.



## Application Development: Upload Files Tab

### General Information and Instructions

[View Introduction](#)

[Collapse Uploading eGrants Files](#)

- TYPE a description of the document. Give the file a name that OOG can easily locate and identify.
- BROWSE your computer for the file by clicking the "Browse" button and navigating to the appropriate location.
  - Your file must have one of the following extensions: .doc, .xls, .pdf, .bmp, .jpg. At this time, .docx files are not accepted. Extensions must be lower case. For example, .jpg is acceptable, .JPG is not.
  - Documents are limited to 1 mb. If your document is larger, it can be split into more than one document and labeled accordingly.
- DOUBLE-CLICK the file.
- UPLOAD the file by clicking the Upload button.
- CONFIRM that your document has uploaded correctly by going to the bottom of the Uploaded Documents table and clicking Refresh List. Your document should appear at the top of the table.

**NOTE:** Click here for more detailed instructions on [Uploading eGrants Files](#).

### Slide 46 – Upload Files Tab

*Presenter Note: Use the animations in this slide to show participants where they may find the [Uploading eGrants Files](#) document*





## Global Upload

- New Global Upload Feature in eGrants
- Located on a user's My.Home tab
- Allows for the simultaneous upload of a document to multiple applications/grants at one time
- Limited to one file at a time
- Users can select to upload files to the Upload Files tab or financial documentation that uploads to the Grant Vendor tab

### **Slide 47 – Global Upload Feature**

Applicants also have a new feature in eGrants that allows them to upload documents to multiple applications at once. This Global Upload Feature can be found at the bottom of the "My.Home" tab.



# Global Upload

## Upload Documents

**Display Upload Documents Feature**

Complete this section to upload documents to one or more pending applications and/or active grants within eGrants.

### Upload Files Option

If you choose to upload files - other than banking documents - to one or more projects, the option titled "Other" will be selected by default. Once uploaded successfully, that file will be saved to each project's **Upload.Files** tab.

### Grant Vendor Option

If you choose to upload banking files - Direct Deposit, Texas Payee ID, and W9 forms - to one or more projects, select the option titled "Direct Deposit", "Texas Payee ID", or "W9". Once uploaded successfully, that file will be saved to each project's **Grant.Vendor** tab. The forms are available above under the General Information and Instructions area.

Choose file type to upload:

Upload Files Option

Other

Grant Vendor Option

Direct Deposit  Texas Payee ID  W9

Select One or More Records

[Select All](#)

[Clear All](#)

Record Count: 5

10 Items Per Page  Select the number of records to display per page.

Select	Grant #	Type	Current Status	Fund Source	Start Date	End Date	Project Title	Grantee Name	Grant Manager/Email
<input type="checkbox"/>	3493401	Application	Application Pending Submission	BL				PY18 TEST APP KIT [BL18S45014B]	

## Slide 48 – Global Upload Feature

Steps for using the Global Upload Feature:

1. Scroll to the bottom of the My.Home tab and locate the Upload Documents area.
2. Click the box next to "Display Upload Documents Feature"
3. Once the Upload Documents feature is displayed, choose the types of files you will upload, by selecting the appropriate radio button.
4. Select the applications you wish to upload the files to in the table displayed on the screen.



## Global Upload

[PENDING]									
<input type="checkbox"/>	2961301	Application	Application Pending Submission	HS					

1

Enter the Description of the File to be uploaded, then click the Browse button:

When the Name of the File displays in the box below select the Upload button:

### Slide 49 – Global Upload Feature

Steps for using the Global Upload Feature (continued):

5. Below the table, enter a short, clear description of the file to be uploaded
6. Click the Browse button and locate the file to be uploaded
7. Once you have selected the file to be uploaded, click the Upload button. The file will then be uploaded to all of the selected applications.

NOTE: This feature is available for all applications and grants in eGrants.



## SWIC Review Update

- Any communications equipment or technologies purchased with grant funds must comply with the interoperability standards established within the Texas Statewide Communications Interoperability Plan (TSCIP).
- Grantees are required to coordinate with the Statewide Interoperability Coordinator (SWIC) to ensure planned purchases will meet the interoperability standards. A SWIC review of equipment is necessary when purchasing the following with grant funds:
  - Mobile Radios;
  - Portable Radios, and
  - Repeaters.



## SWIC Review Update Cont.

- Please review the HSGD FAQ sheet for additional SWIC information.
- HSGD FAQ to be sent out.
- To submit for approval, email [TXSWIC@dps.texas.gov](mailto:TXSWIC@dps.texas.gov) and cc the COG
- <https://www.dps.texas.gov/LawEnforcementSupport/communications/interop/txicc/index.htm>



## Office of the Governor HSGD - Preparedness Programs

Robert Cottle – Program Manager

(512) 463-8317 - [Robert.Cottle@gov.texas.gov](mailto:Robert.Cottle@gov.texas.gov)

Will Ogletree – Associate Program Manager

(512) 463-8339 - [Will.Ogletree@gov.texas.gov](mailto:Will.Ogletree@gov.texas.gov)

**eGrants Help Desk –**

(512) 463-1919 - [eGrants@gov.texas.gov](mailto:eGrants@gov.texas.gov)

**Presenter Notes:** *The information on these slides is the contact information for the HSGD Preparedness team. The Grant Managers are assigned COG regions and handle all SHSP, UASI, and Non-Profit grants for their assigned regions. Regions may want to present only slide 47 and the slide for their grant manager.*



## Office of the Governor Homeland Security Grants Division

Noah Gilliam

(512) 463-8457 - [Noah.Gilliam@gov.texas.gov](mailto:Noah.Gilliam@gov.texas.gov)

- Houston-Galveston Area Council
- Houston UASI

Daisy Saenz-Rodriguez

(512) 463-8398 - [Daisy.Saenz-Rodriguez@gov.texas.gov](mailto:Daisy.Saenz-Rodriguez@gov.texas.gov)

- North Central Texas Council of Governments
- DFWA UASI

Noah Gilliam is the Grant Manager and Point of Contact for all projects in the following region and urban area:

- **Houston-Galveston Area Council**
- **Houston UASI**

Daisy Saenz-Rodriguez is the Grant Manager and Point of Contact for all projects in the following region and urban area:

- **North Central Texas Council of Governments**

- DFWA UASI





## Office of the Governor Homeland Security Grants Division

Dorothy Caston

(512) 463-8542 - [Dorothy.Caston@gov.texas.gov](mailto:Dorothy.Caston@gov.texas.gov)

- Ark-Tex Council of Governments
- Coastal Bend Council of Governments
- Deep East Texas Council of Governments
- Lower Rio Grande Valley Development Council
- Panhandle Regional Planning Commission
- South Texas Development Council
- Texoma Council of Governments
- West Central Texas Council of Governments

Dorothy Caston is the Grant Manager and Point of Contact for all projects in the following regions:

- **Ark-Tex Council of Governments**
- **Coastal Bend Council of Governments**
- **Deep East Texas Council of Governments**

- Lower Rio Grande Valley Development Council
- Panhandle Regional Planning Commission
- South Texas Development Council
- Texoma Council of Governments
- West Central Texas Council of Governments



## Office of the Governor Homeland Security Grants Division

Jaclyn Coles

(512) 463-8318 - [Jaclyn.Coles@gov.texas.gov](mailto:Jaclyn.Coles@gov.texas.gov)

- Capital Area Council of Governments
- Central Texas Council of Governments
- Golden Crescent Regional Planning Commission
- Heart of Texas Council of Governments
- Nortex Regional Planning Commission
- South East Texas Regional Planning Commission
- South Plains Association of Governments

Jaclyn Coles is the Grant Manager and Point of Contact for all projects in the following regions:

- Capital Area Council of Governments
- Central Texas Council of Governments
- Golden Crescent Regional Planning Commission

- Heart of Texas Council of Governments
- Nortex Regional Planning Commission
- South East Texas Regional Planning Commission
- South Plains Association of Governments



## Office of the Governor Homeland Security Grants Division

Chelssie Lopez

(512) 463-8418 - [Chelssie.Lopez@gov.texas.gov](mailto:Chelssie.Lopez@gov.texas.gov)

- San Antonio UASI
- Alamo Area Council of Governments
- Brazos Valley Council of Governments
- Concho Valley Council of Governments
- East Texas Council of Governments
- Middle Rio Grande Development Council
- Permian Basin Regional Planning Commission
- Rio Grande Council of Governments

Chelssie Lopez is the Grant Manager and Point of Contact for all projects in the following regions:

- San Antonio UASI
- Alamo Area Council of Governments
- Brazos Valley Council of Governments
- Concho Valley Council of

## Governments

- East Texas Council of Governments
- Middle Rio Grande Development Council
- Permian Basin Regional Planning Commission
- Rio Grande Council of Governments



## Helpful Links

- AEL Codes and code descriptions
  - <https://www.fema.gov/authorized-equipment-list>
- Title 2 Code of Federal Regulations (2CFR) Part 200
  - [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
- eGrants User's Guide to Creating an Application
  - [https://egrants.gov.texas.gov/FileDirectory/eGrants\\_Users\\_Guide\\_Appsv3.pdf](https://egrants.gov.texas.gov/FileDirectory/eGrants_Users_Guide_Appsv3.pdf)



## Helpful Links

- Uploading eGrants Files
  - [https://egrants.gov.texas.gov/FileDirectory/eGrants\\_Upload\\_Files\\_Instructions\\_v3.pdf](https://egrants.gov.texas.gov/FileDirectory/eGrants_Upload_Files_Instructions_v3.pdf)
- Preliminary Review Report video
  - [https://egrants.gov.texas.gov/Videos/8\\_Submit\\_PRR/8\\_Submit\\_PRR.html](https://egrants.gov.texas.gov/Videos/8_Submit_PRR/8_Submit_PRR.html)
- Budget Line Item Edits
  - [https://egrants.gov.texas.gov/Videos/5\\_Budget\\_Edit/5\\_Budget\\_Edit.html](https://egrants.gov.texas.gov/Videos/5_Budget_Edit/5_Budget_Edit.html)





## Helpful Links

- Find and Resolve a Special Condition
  - [https://egrants.gov.texas.gov/Videos/11\\_Special\\_Conditions/11\\_Special\\_Conditions.html](https://egrants.gov.texas.gov/Videos/11_Special_Conditions/11_Special_Conditions.html)
- Grant Adjustment Tutorial
  - [https://egrants.gov.texas.gov/Videos/09\\_Grant\\_Adjustments/09\\_Grant\\_Adjustments.html](https://egrants.gov.texas.gov/Videos/09_Grant_Adjustments/09_Grant_Adjustments.html) Budget Line Item Edits
- Prepare and Submit an FSR
  - [https://egrants.gov.texas.gov/Videos/10\\_Financial\\_Status\\_Reports/10\\_Financial\\_Status\\_Reports.html](https://egrants.gov.texas.gov/Videos/10_Financial_Status_Reports/10_Financial_Status_Reports.html)



## Helpful Links

- OOG-Homeland Security Grants Division (HSGD)
  - <http://gov.texas.gov/hsgd/>
- HSGD Guidance – Frequently Asked Questions (FAQs)
  - <https://egrants.gov.texas.gov/updates.aspx>
- HSGD Guide to Grants
  - [https://egrants.gov.texas.gov/FileDirectory/Guide to Grants v8.pdf](https://egrants.gov.texas.gov/FileDirectory/Guide%20to%20Grants%20v8.pdf)
- FEMA Preparedness (Non-Disaster) Grants
  - <https://www.fema.gov/preparedness-non-disaster-grants>