Federal Fiscal Year 2019 – Homeland Security Grant Program

Funding Opportunity Guidance

**IOWA DEPARTMENT OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT**

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SECTION 1: PROGRAM DESCRIPTION

Homeland Security Grant Program (HSGP)
The purpose of HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the nation for the threats and hazards that pose the greatest risk to the security of the United States. HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (NPG) of a secure and resilient nation. HSGP supports core capabilities across five mission areas of prevention, protection, mitigation, response, and recovery based on allowable costs.

State Homeland Security Grant Program (SHSP)
HSGP provides funding to Iowa through SHSP to implement investments that address high-priority preparedness gaps across all core capabilities where a nexus to terrorism exists. SHSP supports the implementation of risk driven, capabilities-based approaches to address capability targets set in urban area, state, and regional Threat and Hazard Identification and Risk Assessments (THIRAs). The capability targets are established during the THIRA process, and assessed in the Stakeholder Preparedness Review (SPR) are utilized to inform planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

State Administering Agency (SAA)
Iowa's Department of Homeland Security and Emergency Management (HSEMD) functions as the State Administrative Agency (SAA) for HSGP/SHSP. HSEMD applies for and accepts the federal award from FEMA. In this role, HSEMD works with local, state and national partners and stakeholders to complete the THIRA and SPR. The Core Capability Assessment is completed annually and functions as Iowa's distributable SPR. Through the continuous assessment of Iowa's core capability shortfalls, capability gaps are identified based on the previously established THIRA capability target(s). **These resource shortfalls are the "gap" areas addressed through funding allocations to project solution areas Planning, Organization, Exercise, Training, and Equipment (POETE)**. Utilizing the current Strategy for Iowa Homeland Security and Emergency Management, HSEMD along with members of the Homeland Security Advisory Committee (HSAC), have determined that gaps identified under the following capabilities are Iowa's priority for SHSP funding.

- Cybersecurity
- Operational Coordination
- Planning
- Mass Care Services
- Operational Communication
- Public Information and Warning
- Intelligence & Information Sharing
- Risk Management for Protection Programs & Activities
- Community Resilience
- Threats & Hazard Identification

To strengthen and increase Iowa's prevention, protection, mitigation, and response capabilities, HSEMD seeks applications from eligible applicants to address capability gaps identified under these, and other capabilities. For additional information, refer to Section 3: Investment Priorities.

Historical Reference
The past three years, Iowa was allocated an average of 3.8 million dollars under SHSP. Pass-through project subawards during that time in Iowa have ranged from $35,000 up to $600,000.

SECTION 2: FUNDING GUIDELINES

Available Funds
As of January 1, 2019, the federal appropriation to the U.S. Department of Homeland Security (DHS) has not been made nor has the fiscal year (FY) 2019 Notice of Funding Opportunity (NOFO) been issued by DHS/FEMA. Therefore, the State of Iowa's allocation and how much will be available to support local projects in the form of pass-through grants is unknown. In anticipation of continued funding and pass-through requirements, HSEMD is moving forward with the sub-grant application phase of FY 2019 HSGP. The funding guidelines are based on the FY 2018 NOFO. They are subject to change following the release of FY 2019.

Eligible Applicants
Eligible applicants include local units of government, combinations of local units, tribal governments, or other specific groups or organizations. This includes county, city, and municipal governments; school districts; councils of government and tribal councils; institutions of higher education; nonprofit organizations including hospitals. State agencies are eligible to apply to administer projects that benefit local entities. In such cases, a memorandum of understanding (MOU) is required to retain additional pass-through funding for use by the state on behalf of local unit(s) of government.

All applicant organizations must have a unique Data Universal Numbering System (DUNS) number. Please take immediate action to obtain a DUNS number if your organization does not have one. It may take several weeks to obtain. The DUNS number is required to complete the registration process for new applicant organizations. Go to Dun & Bradstreet's website or call (844) 730-1910.

To be eligible to receive funding, an organization's financial management systems must meet standards outlined in *Title 2 Part 200 of the Code of Federal Regulation (CFR), Subpart D, Standards for Financial and Program Management*.

Eligible applicants may apply on their own behalf or on behalf of state recognized regions or districts, special teams, specific groups, or informal alliances of jurisdictions with common regional interests.

Emergency Management Assistance Compact (EMAC) Requirement
All assets supported in part or entirely with SHSP funding must be readily deployable to support emergency or disaster operations per existing EMAC agreements. In addition, funding may be used for the sustainment of core capabilities that, while they may not be physically deployable, support national response capabilities such as Geographic/Geospatial Information Systems (GIS), interoperable communications, capabilities as defined under the mitigation mission area of the Goal and fusion centers.

Law Enforcement and Terrorism Prevention Activities (LETPA)
Per section *2006 of the Homeland Security Act of 2002*, as amended (6 U.S.C § 607), at least 25 percent (25%) of grant funding is used for law enforcement terrorism prevention activities. Activities outlined in the National Prevention Framework are eligible for use as LETPA focused funds. HSEMD ensures the allocation of SHSP meets this requirement.

Cost Share or Match
Cost share or match is not required for HSGP/SHSP.

Funding Restrictions
Federal funds made available through this award may be used only for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal award, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal Government or any other government entity.

Environmental Planning and Historic Preservation (EHP) Compliance
Sub-recipients proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the DHS/FEMA EHP review process. The EHP review process involves the submission of a detailed project description along with supporting documentation so that DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. The EHP review process must be completed before funds are released to carry out the proposed project.

All recipients are required to comply with GPD EHP Policy. Refer to: Grant Programs Directorate Environmental Planning and Historic Preservation Policy Guidance FEMA Policy #108-023-1

SAFECOM
Subrecipients who receive awards under HSGP that wholly or partially provide funding for emergency communication projects and related activities must comply with Appendix D of the SAFECOM Guidance on Emergency Communications Grants. Appendix D outlines requirements for any FEMA recipient using funds for emergency communication activities. These requirements include alignment to national and state communications plans, project coordination, and technical standards for emergency communications technologies.

Indirect (Facilities & Administrative [F&A]) Costs
Indirect costs are not allowable under this program as described in 2 C.F.R. § 200.414 unless recipients have an approved indirect cost rate agreement with FEMA to charge indirect costs to this award.

Pre-Award Costs
All costs of preparing the application are the sole responsibility of the applicant. HSEMD is not responsible for any costs incurred by the applicant that are related to the preparation or delivery of the application or any other activities undertaken by the applicant related in any way to the funding opportunity.

Cost Principles
Costs charged to this award must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E.

Direct Costs by Solution Area and Cost Type

Planning
SHSP funds may be used for a range of emergency preparedness and management planning activities such as those associated with the development, review and revision of the THIRA and SPR; continuity of operations plans; and other planning activities that support the National Preparedness Goal, placing an emphasis on updating and maintaining current emergency operations procedures (EOP).

Organization
Organizational activities may include:
- Program management;
- Development of whole community partnerships, through groups such as Citizen Corp Councils;
- Structures and mechanisms for information sharing between the public and private sector;
- Implementing models, programs, and workforce enhancement initiatives to address ideologically-inspired radicalization to violence in the homeland;
- Tools, resources and activities that facilitate shared situational awareness between the public and private sectors;

- Utilization of standardized resource management concepts such as typing, inventorying, organizing, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident;
- Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event; and
- Operational Support such as salaries and benefits for personnel to serve as qualified intelligence analysts. Operational overtime and backfill costs require prior approval.

Exercises

Exercises conducted with grant funding should be managed and conducted consistent with HSEEP. HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning is available at FEMA's National Exercise Division website.

Unauthorized exercise-related costs include:
- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances).
- Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (e.g., electronic messaging sign).

Training

Allowable training-related costs include the establishment, support, conduct, and attendance of training specifically identified under the SHSP and/or in conjunction with emergency preparedness training by other Federal agencies (e.g., HHS and DOT). Training should address a performance gap identified through a TEP or other assessments and contribute to building a capability that will be evaluated through a formal exercise.

Any training or training gaps, including training related to under-represented diverse populations that may be more impacted by disasters, including children, seniors, individuals with disabilities or access and functional needs, individuals with diverse culture and language use, individuals with lower economic capacity and other underserved populations, should be identified in a TEP and addressed in the state training cycle.

The use of existing training is encouraged rather than developing new courses. When developing new courses, the application of the Analysis, Design, Development, Implementation and Evaluation model of instructional design is encouraged. It is also encouraged to utilize the FEMA training courses offered through the Emergency Management Institute, the Center for Domestic Preparedness, the National Domestic Preparedness Consortium, and other partners. The FEMA training course catalog is found by accessing the following link: www.firstrespondertraining.gov.

DHS/FEMA will conduct periodic reviews of all training funded by DHS/FEMA. These reviews may include requests for all course materials and physical observation of, or participation in, the funded training. If these reviews determine that courses are outside the scope of this guidance, recipients will be asked to repay grant funds expended in support of those efforts.

Equipment

The 21 allowable prevention, protection, mitigation, response, and recovery equipment categories and equipment standards for HSGP are listed on the Authorized Equipment List (AEL).
Equipment must meet all mandatory regulatory and/or DHS/FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Maintenance and Sustainment: The use of grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable, as described in FEMA Policy FP 205-402-125-1 under all active and future grant awards, unless otherwise noted. With the exception of maintenance plans purchased incidental to the original purchase of the equipment, the period covered by maintenance or warranty plan must not exceed the period of performance (PoP) of the specific grant funds used to purchase the plan or warranty.

Controlled Equipment: Information Bulletin No. 426: Guidance to Recipients and Subrecipients of FEMA preparedness grants regarding the implementation of Executive Order 13809 Restoring State, Tribal, and Local Law Enforcement's Access to Life- Saving Equipment and Resources. This Information Bulletin (IB) provides guidance to recipients of preparedness grants regarding the implementation of Executive Order 13809 Restoring State, Tribal, and Local Law Enforcement's Access to Life-Saving Equipment and Resources, signed on August 28, 2017. This IB is applicable to all grants awarded by FEMA subject to IB 407a (January 19, 2017) or any previous version of IB No. 407, which applied to awards made on or after October 1, 2015.

Energetic Materials: Information Bulletin 419: Purchase of Energetic Materials Using Homeland Security Grant Program (HSGP) Funding. The purpose of this Information Bulletin (IB) is to provide guidance to Homeland Security Grant Program (HSGP) recipients on the purchase of energetic materials from authorized vendors for the purpose of training eligible Federal Bureau of Investigation (FBI) accredited bomb squads. This IB supersedes guidance document previously issued by the Federal Emergency Management Agency (FEMA): FEMA Policy (FP) 104-008-207-1.

Requirements for Small Unmanned Aircraft System: All requests to purchase Small Unmanned Aircraft System (SUAS) with FEMA grant funding must also include a description of the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to, or otherwise use the SUAS equipment. Refer to IB No. 426.

Unallowable Costs: Per FEMA policy, the purchase of weapons and weapons accessories, including ammunition, is not allowed with HSGP funds.

Personnel

Personnel hiring, overtime, and backfill expenses are permitted under this grant in order to perform allowable SHSP activities. HSEMD will ensure that not more than 50 percent of the total award to Iowa may be used to pay for personnel, including overtime and backfill costs.

HSGP funds may not be used to support the hiring of any personnel for the purposes of fulfilling traditional public health and safety duties or to supplant traditional public health and safety positions and responsibilities.

The following are definitions as it relates to personnel costs:

Hiring. State and local entities may use grant funding to cover the salary of newly hired personnel who are exclusively undertaking allowable DHS/FEMA program activities as specified in this guidance. This may not include new personnel who are hired to fulfill any non-DHS/FEMA program activities under any circumstances. Hiring will always result in a net increase of Full Time Equivalent (FTE) employees.

Overtime. These expenses are limited to the additional costs which result from personnel working over and above 40 hours of weekly work time as a direct result of their performance of DHS/FEMA-approved activities specified in this guidance. Overtime associated with any other activity is not eligible.

Backfill-related Overtime. Also called "Overtime as Backfill," these expenses are limited to overtime costs which result from personnel who are working overtime (as identified above) to perform the duties of other personnel who are temporarily assigned to DHS/FEMA-approved activities outside their core responsibilities. Neither overtime nor backfill expenses are the result of an increase of FTE employees.

Supplanting. Grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or recipients may be required to supply documentation certifying that a reduction in nonfederal resources occurred for reasons other than the receipt or expected receipt of federal funds.

Travel
Domestic travel costs are allowed under this program. International travel is not an allowable cost under this program unless approved in advance by DHS/FEMA.

Construction and Renovation
Construction costs must be specifically approved by DHS/FEMA in writing prior to the use of any program funds for construction or renovation. Limits may apply on the total amount of grant funding that may be used for construction or renovation. Additional requirements may apply when applying for funds for construction, including construct of communication towers.

Management and Administration (M&A) Costs
Sub-recipients may retain a maximum of up to five percent (5%) of their award for M&A of their grant.

SECTION 3: INVESTMENT PRIORITIES

All projects funded must align with at least one of the identified investment areas and sustain or enhance at least one of the 32 core capabilities. These projects must specifically identify the investment area, the core capability(s), and the specific resource or capability gap(s) that will be addressed. For SHSP, many activities which support the achievement of target capabilities related to terrorism preparedness may simultaneously support enhance preparedness for other hazards unrelated to acts of terrorism. **However, all SHSP-funded projects must assist recipient organizations in achieving target capabilities related to the prevention, protection, mitigation or response to acts of terrorism.**

A. INVESTMENT AREA: Intelligence/Information Sharing
Per federal grant guidance, DHS/FEMA preparedness grants will continue to support designated state fusion centers and the maturation of the information sharing environment within SHSP investment(s). In Iowa, the Division of Intelligence and Fusion Center (DOI/FC) of the Iowa Department of Public Safety (DPS) coordinates information sharing related to criminal activity and homeland security issues and provides support to local, state and federal law enforcement and homeland security partners. The DOI/FC serves as the coordinating agency for the Law Enforcement Intelligence Network (LEIN) and designated as Iowa's Intelligence Fusion Center in accordance with the National Strategy for Information Sharing.

HSEMD seeks projects that build capability in Intelligence and Information Sharing at the local and state level, support the state's Fusion Center, promote suspicious activity reporting through "See Something, Say Something™" campaigns, and address the following:

Open the Core Capability Assessment. From Table of Contents, click the Core Capability to find Capability Targets and Gap Descriptions.			
Mission Areas	**Core Capability**	**Solution Areas**	**LETPA**
Prevention Protection	Intelligence and Information Sharing	Planning Organization Exercise Training Equipment	Yes
Protection	Risk Management for Protection Programs and Activities	Planning Organization Training Exercise	Possibly
All Mission Areas	Operational Coordination	Planning Organization Training Exercise	Possibly
All Mission Areas	Planning	Planning Organization Training Exercise	Possibly
All Mission Areas	Public Information and Warning	Planning Organization Training Exercise	Possibly

B. INVESTMENT AREA: Homeland Security Emergency Response Teams

The State of Iowa formally recognizes five special response teams: Urban Search and Rescue (USAR), Incident Management Team (IMT), Explosive Device Response Operations (EOD), Weapons of Mass Destruction (WMD) Hazardous Materials Response and Decontamination and WMD Law Enforcement Tactical Operations. Collectively, these teams are organized to supplement and enhance local all-hazard emergencies and response operations. In addition, HSEMD recognizes maintaining local non-WMD Hazardous Materials Response and Decontamination efforts strengthens the state's overall preparedness, protection and response capabilities.

HSEMD seeks projects that provide for sustainment and capability building where necessary of the state's recognized response teams and local non-WMD efforts that address the following:

Open the Core Capability Assessment. From Table of Contents, click the Core Capability to find Capability Targets and Gap Descriptions.			
Mission Areas	**Core Capability**	**Solution Areas**	**LETPA**
Response	Environmental Response/ Health and Safety	Planning Organization Equipment Training Exercise	Yes
Prevention Protection	Interdiction and Disruption	Planning Organization Equipment Training Exercise	Yes
Response	Mass Search and Rescue Operations	Planning Organization Equipment Training	No
Prevention Protection Mitigation Response	Operational Coordination	Planning Organization Equipment Training Exercise	Possibly
Prevention Protection	Screening, Search and Detection	Planning Organization Equipment Exercise	Yes
Response	Situational Assessment	Planning Organization Equipment Training Exercise	No
All Mission Areas	Planning	Planning Organization Training Exercise	Possibly

C. INVESTMENT AREA: Statewide Planning, Training and Exercise

Through the joint integration of the planning, training and exercise strategy and the Strategy for Iowa Homeland Security and Emergency Management, updates to the local and state emergency response plans are now evaluated at the core capability level. During the pre-defined Emergency Support Function (ESF) update schedule, deficiencies in specific core capabilities will be identified. Any shortfalls/corrective actions identified during this process should be considered as a potential project as long as it follows all SHSP guidelines. Implementation of these corrective actions as identified through After Action Reports/Improvement Plans (AAR/IPs). Additionally, statewide training efforts that support the HSEMD's Statewide Training program are identified as a standalone priority area within the Operational Coordination core capability.

HSEMD seeks projects that provide for statewide training for local emergency responders as well as projects that align with the deficiencies previously identified in the prior year's ESF update. These projects must align with at least one of the following:

Open the Core Capability Assessment. From Table of Contents, click the Core Capability to find Capability Targets and Gap Descriptions.			
Mission Areas	**Core Capability**	**Solution Areas**	**LETPA**
Prevention Protection	Interdiction and Disruption	Planning Organization Equipment Training	Possibly
Prevention Protection Mitigation Response	Operational Coordination	Planning Organization Equipment Training Exercise	Possibly
Response	Environmental Response/Health and Safety	Planning Organization Equipment Training Exercise	Possibly
Prevention Protection Mitigation Response	Operational Communication	Planning Organization Equipment Training Exercise	Possibly
Prevention Protection Mitigation Response	Planning	Planning Organization Equipment Training Exercise	Possibly
Prevention Protection Mitigation Response	Public Information & Warning	Planning Organization Equipment Training Exercise	Possibly

Mission Areas	Core Capability	Solution Areas	LETPA
Protection	Cybersecurity	Planning Organization Equipment Training Exercise	Possibly
Response	Situational Assessment	Planning Organization Equipment Training Exercise	Possibly
Response Recovery	Infrastructure Systems	Planning Organization Equipment Training Exercise	Possibly
Response	Critical Transportation	Planning Organization Equipment Training Exercise	Possibly

D. INVESTMENT AREA: Cybersecurity

Cybersecurity has continued to be highlighted as a focal core capability in the 2018 National Preparedness Report, making this a national priority. In the fall of 2015, Iowa's Governor issued Executive Order 87, which declared cybersecurity as a top priority for the State of Iowa. This topic has also been considered in Iowa's Threat and Hazard Identification and Risk Assessment (THIRA) through the development of a hypothetical scenario specific to the terrorism hazard. Additionally, Cybersecurity core capability has been consistently ranked as high priority area in the Strategy for Iowa Homeland Security and Emergency Management as well as at the annual Homeland Security Advisory Committee (HSAC) meetings.

HSEMD seeks projects to reduce state network vulnerability to cyber-attacks and increase its resiliency by addressing the following core capabilities:

Open the Core Capability Assessment. From Table of Contents, click the Core Capability to find Capability Targets and Gap Descriptions.			
Mission Areas	**Core Capability**	**Solution Areas**	**LETPA**
Protection	Cybersecurity	Planning Organization Equipment Training Exercise	No
All Mission Areas	Planning	Planning Organization Equipment Training Exercise	Possibly

E. **INVESTMENT AREA: Whole Community Engagement**

Iowa must engage the whole community to advance community and individual preparedness and resiliency; and integrate the needs of children and individuals with disabilities, individuals with limited English proficiency, and those with access and functional needs into activities implemented with SHSP funds.

HSEMD seeks projects that focus on whole community engagement to increase preparedness efforts and community resiliency by addressing the following core capabilities:

Open the Core Capability Assessment. From Table of Contents, click the Core Capability to find Capability Targets and Gap Descriptions.			
Mission Areas	**Core Capability**	**Solution Areas**	**LETPA**
Prevention Protection Mitigation Response	Operational Coordination	Planning Organization Exercise Training Equipment	No
Response	Mass Care	Planning Organization Exercise Training Equipment	No
Prevention Protection Mitigation Response	Operational Communication	Planning Organization Exercise Training Equipment	No
Prevention Protection Mitigation Response	Planning	Planning Organization Exercise Training	No
Prevention Protection Mitigation Response	Public Information & Warning	Planning Organization Exercise Training Equipment	No
Protection	Risk Management for Protection Programs	Planning Organization Exercise Training	No
Mitigation	Community Resilience	Planning Training	No
Mitigation	Threats & Hazard Identification	Planning Organization Equipment Training	No

SECTION 4: TIMELINE AND GRANT PROCESS

Jan. 02, 2019   EMGrants application period open. Must be a registered user in EMGrants and have a current DUNS number for the organization applying.

Available Now   Technical assistance videos are available online on HSEMD's YouTube channel in addition to the step by step instructions provided within this document and online PDF in EMGrants.

Register Now   Technical assistance webinars are scheduled. Click here to register to participate for either webinar. The same information will be covered in both, but questions from participants may vary.
- *Jan. 22, 2019 at* 9:30 to 10:30 AM
- *Feb. 07, 2019* at 9:30 to 10:30 AM

Jan. 31, 2019   DEADLINE:

Notice of Interests (NOI) must be submitted in EMGrants on or before the 31 at 11:59:59 PM CST.

HSEMD will review NOI's as soon as possible. Please allow three business days after submitting for notification if Accepted/Denied. If accepted a complete application will need to be submitted for further consideration. An accepted NOI does not guarantee funding.

Feb. 28, 2019   DEADLINE:

Applications must be submitted in EMGrants on or before the 28 at 11:59:59 PM CST.

Period of Performance (PoP)
The PoP for sub-grants will generally be limited to a 21-month period within the federal (PoP). The federal PoP is anticipated to be Sept. 1, 2019 to August 31, 2022. If so, the sub-grant PoP will be Sept. 1, 2019 to June 30, 2021. An extended period may be considered for sub-grants based on project needs.

Multiple Applications
An organization may submit more than one Notice of Interest (NOI) and application, and may be awarded more than one grant. All matters concerning individual grants, including funding, must remain separate and distinct for grant management and administration; funds may not be co-mingled.

Public Records
All information submitted by an applicant will be treated as public information.

Application Clarification Process
HSEMD may request clarification from applicants for the purpose of resolving ambiguities or questioning information presented in the applications. Clarifications may occur throughout the application process.

Verification of Application Contents
The contents of an application submitted by an applicant are subject to verification. Misleading or inaccurate responses may result in rejection of the application. HSEMD reserves the right to contact any reference to assist in the evaluation of the application, to verify information contained in the application and to discuss the applicant's qualifications and the qualifications of any subcontractor identified in the application.

Amendments to HSEMD's Funding Opportunity Guidance (FOG)
HSEMD reserves the right to amend the FOG at any time. Applicants will be notified should this occur.

Grant Terms & Conditions
Prior to submitting an application, it is highly recommended that applicants access and read the Grant Terms and Conditions available under the reference documents in EMGrants. These are the non-negotiable federal, state and HSGP terms and conditions applicable to all HSGP projects. Accepting a sub-grant signifies the applicant and applicant organization will comply with grant terms and conditions.

Grant Management Roles and Responsibilities
HSEMD receives funding from FEMA and makes subawards to local entities. HSEMD is the "pass- through entity" and the entity receiving the sub-award becomes the "sub-recipient." Upon accepting funds, the sub-recipient becomes legally and financially responsible. The sub-recipient, or its designated authorized representative, is responsible for decision-making and negotiation by and between the sub-recipient and all project partners or co-applicants, if any. The sub-recipient is programmatically and fiscally responsible for the administration and management of the federal grant in accordance with the Commitment to Award and Accept Funds and the Grant Terms and Conditions. Communication to, and from, HSEMD regarding grant matters shall flow through the sub-recipient's primary contact or other designated authorized representative(s).

Sub-recipients must comply with *Title 2, Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Requirements for Federal Awards*.

Application Evaluation Process & Criteria

To ensure the effectiveness of proposed investments, all NOI's and applications will undergo HSEMD review similar to FEMA's review of state applications. HSEMD staff with specific subject matter expertise in planning, training and exercise of priority core capabilities will conduct HSEMD's review. Staff verify alignment of proposed projects to investments, priority capabilities, and gaps identified through the THIRA/SPR process. Grant staff also conduct technical reviews to verify compliance with administrative and eligibility criteria identified in FEMA's NOFO and this document.

Notice of Interest (NOI) Review

NOI evaluation criteria includes:

》 ELIGIBILITY: The applicant and project are eligible under the grant.

》 COMPLETE: The NOI is complete per instructions. The primary core capability the project supports is clearly stated. The project narrative explains what will be accomplished, by whom, how, where, why and when.

NOI's will be either accepted or denied. NOIs will not be returned for revision after the submission deadline. An accepted NOI is no guarantee of funding.

Application Review

Application evaluation criteria includes:

》 PROJECT NARRATIVE: explains what is to be accomplished, where, how, and by whom.

》 APPLICABLE: project identifies the investment to which it clearly aligns and will aid in achieving capability targets identified in the Core Capability Assessment.

》 PRIORITY: project clearly enhances or sustains core capability associated with an investment and addresses priority capability gaps.

》 COLLABORATION & IMPACT: project is (1) multi-discipline and/or (2) multi- jurisdictional.

》 FEASIBILITY: there is a clear and reasonable path to completing project within timeline.

》 COMPLETE: overall application is complete; all required forms signed and uploaded.

  》 Linkage between project and investment, capability targets, and capability gaps is clear.

  》 Describes current capabilities, how project will enhance or sustain capabilities, and provides method to determine success.

  》 Milestones are achievable, provide a clear description of activities from start to finish, and are presented in clear sequence.

  》 Budget Details are descriptive of all project requirements (including FEMA course numbers and AEL #s).

Staff recommendations are presented to the SAA. The SAA may consider any available information including any prior submitted application, HSAC comments, previous funding allocations; reference information, and any other local, state or national information received pursuant to the application process.

The SAA makes the final decision on which projects are awarded funds and the amount of the financial award.

Applications will be denied, approved, or approved with conditions. Those applications approved with conditions must be revised and must receive final approval prior to issuance of award documents.

Re-Open Application Period

In the event that applications received do not address priority needs, meet requirements, or provide sufficient information to provide indication of success, the SAA reserves the right to re-open the application period and seek additional applications.

Appeals
Only those NOIs or Applications in "Submission Completed" status in EMGrants following the posted deadline will be considered for funding. There is no appeal process for missed application deadlines. Applicants may appeal an adverse award decision by filing a written appeal to HSEMD within 10 working days of notification of a decision. Appeals shall be submitted in writing, return receipt requested, to Iowa Homeland Security and Emergency Management Division, 7900 Hickman Road, Suite 500, Windsor Heights, Iowa 50324, ATTN: Tricia Boggs.

Appeals must clearly and fully identify all issues being contested and demonstrate what procedures were not followed. In the event of appeal, HSEMD will continue working with the successful applicant pending the outcome of the appeal.

Sub-Grant Allocation Announcement
After the SAA finalizes funding decisions, a list of projects and funding allocations will be distributed to primary applicant contacts via e-mail. The SAA's announced obligation amount is subject to change if, for example, the actual award amount to Iowa is different than the amount of the original allocation announced by FEMA.

Award Package
HSEMD issues sub-grant award packages following the State's award notification by FEMA.

SECTION 5: HOW TO APPLY

STEP 1: Get Started in EMGrants   **Complete Registration by Jan. 16, 2019**

Make sure that you can log in to EMGrants and have access to apply for HSGP grants. If you are a new user, you need to register. If you are submitting an application under a new organization, allow three to five business days to establish a new organization account.

INSTRUCTIONS:

> *Instructional YouTube Video* "Register For Access On EMGrantsPro"
>
> > Link: *https://www.youtube.com/watch?v=lFfgjdVaTbc&t=7s*

EMGrants is the on-line grant management system used by Iowa's Department of Homeland Security and Emergency Management (HSEMD). It is used by representatives of cities, counties, or other organizations to apply for and manage the multiple federal grants administered by HSEMD such as HSGP. The address is: https://my.iowahomelandsecurity.org/

Forgot Login?
- If you have registered previously and are having difficulty logging in, click **Forgot Login?**
- In the pop-up form, enter your current email address.
- **Click Send Information.**
- Systems Admin will contact you at that address with instructions.
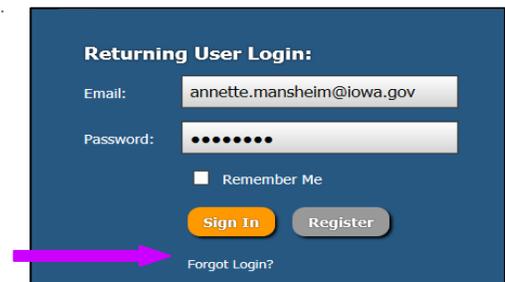
Register for Access
- If you can log in but cannot see the HSGP Grant, or
- If you have never registered before, **click the Register button.**

In the Register for Access form:
- Complete fields with **bold, red** boarders.
- At **Applicant Organization,** select the correct name.
  For example, is City of Des Moines or Des Moines Police Department the correct organization for your purpose? *The organization you select must have its own unique DUNS number.*
- At **Reason for Requested Access** reference "HSGP 2019" and explain your purpose. This will help systems administration get you set up with the correct permissions.
- **Click Register.**

More about Registering
- After registering, temporary login information will be emailed to you.
- If you entered a new Applicant Organization name, a New Applicant Organization form will be emailed to you at the email address you provided.
- Please complete and return the form as directed.
- If HSEMD needs to set up an account for the new organization; please allow three to five business days to establish the new account. You will be notified when it is completed. **Each organization must have an active DUNS# specific to the Applicant Organization name.**

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INSTRUCTIONS:

1. Open the NOI:
   • At **My Home**, on the right side under **Applicants You Represent**, find the correct applicant organization. Some users will see only one organization listed while others may have many.
   • Click **Apply for Grant**.
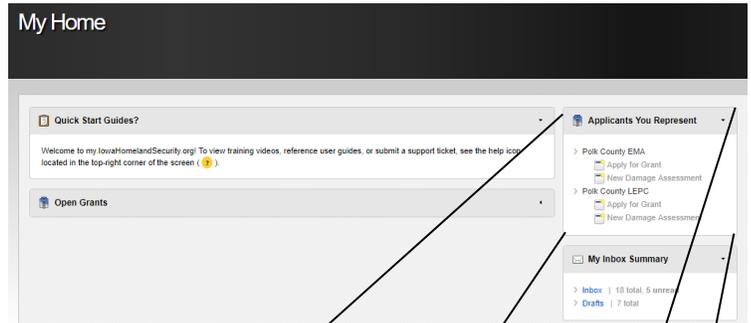
2. Then, in the Apply for Grant Pop-up:
   • At **Grant**: search and highlight 2019 – HSGP (HSGP) (Notice of Interest)
   • At **Project Type:** highlight Pass-Thru Funding - Local and State Agencies
   • Click **Create**

3. Complete the NOI for HSGP
   • Complete fields with **bold, red** borders
   • Project Description must include the following:
       1. Identify primary core capability the project supports.
       2. Explain what will be accomplished, by whom, how, where, why and when.
   •Enter **Federal Share** as estimated total request (sum of POETE costs).
   •Click **Submit**.

4. More about the NOI
   • If you Saved the NOI to return to it later before submitting, find it at: My Home/ My Inbox Summary / Drafts.
   • Accepted NOIs will be advanced to Complete; those that do not meet evaluation criteria will be denied. Either way, you will receive an Activity Notification from EMGrants informing you of the decision.
   • Applicants with approved NOIs may complete the application process.

After the NOI review, an Activity Notification will be emailed to primary and alternate grantee contacts via EMGrants to inform them if the NOI was approved or denied.

Note: an accepted NOI is no guarantee of funding.

INSTRUCTIONS:

There are 3 components to the 2019 Application:

1. Electronic forms in EMGrants including:

    o   Introduction page

    o   Cost page

    o   Work Plans for Planning/Organization/Exercise/Training/Equipment

2. Application Workbook (contains instructions for EMGrants electronic forms)

3. Required Documents

    Instructional YouTube Video "Non-Disaster Grants: Required Grant Application Documentation"

    Link: *https://www.youtube.com/watch?v=SDGSCO8kw0M&t=534s*

The Application Workbook and Required Documents will be provided and available to access in your EMGrants application immediately following approval of the NOI.