



Grant Program Overview: FFY 2019 State Homeland Security Program (SHSP)

May 7, 2020

Introduction

The State Homeland Security Program (SHSP) is a federally funded grant program intended to support state, local, tribal, and territorial efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism.

The Minnesota Department of Public Safety - Homeland Security & Emergency Management Division (MN DPS-HSEM) is the designated recipient of federal SHSP grant funding. Minnesota Department of Public Safety - Emergency Communication Networks Division (MN DPS-ECN) applied for and was awarded SHSP funding from MN DPS-HSEM for the purpose of improving interoperable public safety communications capabilities within the state's seven Emergency Communications Board (ECB) and Emergency Services Board (ESB) regions.

Available Funding

MN DPS-ECN will allocate \$225,000 in FFY 2019 SHSP Grant Program in the following manner:

- Training and Exercise Activities: Each ECB/ESB region will receive \$25,000 in grant funding from MN DPS-ECN to support training and exercise activities that build and/or sustain emergency communication capabilities.
 - NOTE: The COVID-19 outbreak may limit the ability to conduct these activities. ECB/ESB regions interested in reallocating all or a portion of their \$25,000 allotment to support allowable equipment acquisitions should contact MN DPS-ECN for additional guidance.
- Training and Exercise Activities / Allowable Equipment Acquisitions: The remaining \$50,000 in grant funding will be awarded by MN DPS-ECN to selected ECB/ESB regions to support training and exercise activities as well as allowable equipment acquisitions that build and/or sustain emergency communication capabilities.

As part of the award process, MN DPS-ECN will engage stakeholders at the state, tribal, regional, and local levels to identify emergency communications related projects suitable for SHSP Grant Program funding.

NOTE: There are no local cost share/matching requirements associated with the SHSP grant program (i.e. 100% of the total project cost may be grant funded).

Performance Period

- July 1, 2020 through December 31, 2020.

Funding Priorities

In support of regional efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism, MN DPS-ECN has established the following priorities for FFY 2019 SHSP Grant Program funding:

- Enhance ARMER System communications capabilities for emergency responders as well as whole community partners such as schools, public works, emergency management, public health, voluntary agencies, and non-governmental organizations that may be involved in emergency/disaster response operations. Examples include the acquisition of equipment for ARMER infrastructure enhancements

(towers, channels, bi-directional antennas, etc.) as well as subscriber equipment (mobile and portable radios) based on demonstrated financial and operational need.

- Provide support for technology and personnel associated with the Communications Unit (COMU) and Strategic Technology Reserve (STR) programs. Examples include replacing and/or upgrading existing STR equipment, acquiring new technology to expand current STR capabilities, and training and exercise opportunities for COMU personnel.
- Provide emergency communications related training opportunities for first responders as well as whole community partners such as government officials, schools, public works, emergency management, public health, voluntary agencies, and non-governmental organizations that may be involved in emergency/disaster response operations. Examples include ARMER system end-user training (initial and refresher), Integrated Public Alert and Warning System (IPAWS) training, dispatcher training, and awareness/exposure to emerging public safety communications technology.

Allowable Expenses

The following activities are allowable expenses under the SHSP grant program:

- **Training Events:** Allowable expenses include the reimbursement of costs associated with planning, conducting, hosting, and/or attending emergency communications related training courses, workshops, and conferences that help build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism. Allowable expenses in this category include:
 - Training course registration fees, vendor fees for hosted training events, venue rental fees for hosted training events, participant overtime and backfill expenses, and attendee travel expenses (transportation, mileage, lodging, meals, etc.).
- **Exercise Activities:** Allowable expenses include the reimbursement of costs associated with planning, conducting, evaluating, and/or attending exercises related to emergency communications that help build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism. Allowable expenses in this category include:
 - Vendor fees for hosted exercise events, venue rental fees for hosted training events, participant overtime and backfill expenses, and attendee travel expenses (transportation, mileage, lodging, meals, etc.).
- **Equipment Acquisitions:** Allowable expenses include the reimbursement of costs associated with the acquisition, maintenance, and/or sustainment of emergency communications equipment and technology that helps build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism.

NOTE: Equipment purchased with SHSP grant funds must be listed on the Authorized Equipment List (AEL) published by the U.S. Department of Homeland Security Federal Emergency Management Agency (FEMA). The AEL consists of 21 equipment categories divided into categories, sub-categories, and then individual equipment items. Additional information regarding the Authorized Equipment List is available at:

- <https://www.fema.gov/authorized-equipment-list>

Eligible Applicants

- Northeast Minnesota Emergency Communications Board
- Metropolitan Emergency Services Board
- Southeast Minnesota Emergency Communications Board
- South Central Minnesota Emergency Communications Board
- Southwest Minnesota Emergency Communications Board
- Central Minnesota Emergency Services Board
- Northwest Minnesota Emergency Communications Board

Application Process

- Each ECB/ESB region should collaborate with MN DPS-ECN leadership and staff to implement a planning process for identifying grant funded projects that build and/or sustain local/regional emergency communication capabilities. The planning process should include:
 - An assessment of current capabilities, needs, and priorities.
 - Strategies for sustaining existing capabilities.
 - Strategies for closing capability gaps that incorporate activities across all five lanes of the Interoperability Continuum (Governance, Standards, Technology, Training & Exercises, and Usage).
- A separate 'SHSP Grant Program Application Form' must be completed by the designated regional grant coordinator for each project proposal. Copies of this form are available on the 'Grants' page of the MN DPS-ECN website.
 - Applications should reference:
 - The financial need for grant funding to support the project.
 - How the project will build and sustain local/regional emergency communication capabilities.
 - How the project will build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism.
 - How the project will be funded/sustained beyond the term of the grant.
- The region's designated grant coordinator will be responsible for submitting the completed application form to MN DPS-ECN at ecn@state.mn.us no later than the application deadline established by MN DPS-ECN.
 - Please include 'FFY 2019 SHSP Grant Application' in the subject line.
 - Supporting documentation associated with the request should be included as separate attachments.
- Once received, MN DPS-ECN will conduct a technical and administrative review of the submitted application.
- MN DPS-ECN will ensure that notifications regarding the application status are provided to the designated regional grant coordinator in a timely manner.
- Upon notification of the award, the designated regional grant coordinator will be responsible for completing the application process in the MN DPS-HSEM 'E-Grants' online grant management system.

Reporting Requirements

- Progress Reports must be completed by the designated regional grant coordinator in the MN DPS 'E-Grants' online grant management system throughout the grant term.
 - Progress Reports must include sufficient details to provide an overview of the current project status, accomplishments, potential challenges affecting project completion, and other relevant information.
 - Progress Reports must be submitted on a quarterly basis (no later than 30 days after the end of the quarter).
 - NOTE: If no project activity has occurred during the reporting period, an entry is still required.
- Financial Status Requests (FSRs) must be completed by the designated regional grant coordinator in the MN DPS 'E-Grants' online grant management system throughout the grant term.
 - At least one (1) FSR must be submitted on a quarterly basis (no later than 30 days after the end of the quarter).
 - NOTE: FSRs can be submitted on a monthly basis if desired.
 - NOTE: If no funds have been expended during the reporting period, an entry is still required.
- Each ECB/ESB region receiving SHSP grant funds will be required to provide MN DPS-ECN with a detailed report regarding their estimated turnback funds no later than the deadline established by MN DPS-ECN. This reporting requirement provides an opportunity for MN DPS-ECN to reallocate turnback funds to unfunded SHSP grant projects.

Grant Program Resources

MN DPS-ECN Website:

Additional information regarding the emergency communications grant programs administered by MN DPS-ECN can be found on the 'Grants' page of the MN DPS-ECN website.

- <https://dps.mn.gov/divisions/ecn/grants/Pages/default.aspx>