Lower Rio Grande Valley Development Council
COG-21
FY2020-21 Application Development Workshop
State Homeland Security Program (SHSP)

Regular Projects
LETPA (Law Enforcement Terrorism Prevention Activities) Projects

Office of the Governor – Homeland Security Grants Division
Preparedness Programs
Housekeeping Items

• Safety Exits
• Fire Alarm/Fire Extinguisher
• Bathrooms
Agenda

• Introduction
• FY2020-21 Request for Application (RFA) Highlights
• Application Development
• 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
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).
FY2020-21 Request for Applications
RFA for LETPA Projects

• **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*. Projects must assist grantees in achieving target capabilities related to preventing or thwarting an initial or follow-up terrorist attack.

Planning; Public Information and Warning; Operational Coordination; Intelligence and Information Sharing; Interdiction and Disruption; Screening, Search and Detection; and Forensics and Attribution.
<table>
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<tr>
<th>Prevention</th>
<th>Protection</th>
<th>Mitigation</th>
<th>Response</th>
<th>Recovery</th>
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<td>Planning</td>
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<tr>
<td>Public Information and Warning</td>
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<tr>
<td>Operational Coordination</td>
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</tbody>
</table>

**Intelligence and Information Sharing**
- Forensics and Attribution
- Access Control and Identity Verification
- Cybersecurity
- Physical Protective Measures
- Risk Management for Protection Programs and Activities
- Supply Chain Integrity and Security

**Community Resilience**
- Long-Term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threats and Hazards Identification

**Infrastructure Systems**
- Critical Transportation
- Environmental Response/Health and Safety
- Fatality Management Services
- Fire Management and Suppression
- Logistics and Supply Chain Management
- Mass Care Services
- Mass Search and Rescue Operations
- On-Scene Security, Protection, and Law Enforcement
- Operational Communications
- Public Health, Healthcare & Emergency Medical Services
- Situational Assessment

**Economic Recovery**
- Health and Social Services
- Housing
- Natural and Cultural Resources
GRANT APPLICATION KIT

- eGrants
- List of 32 Core Capabilities
- Description of 32 Core Capabilities
- LRGVDC 2019 THIRA
- LRGVDC 2019 SPR
- LRGVDC's Status of Emergency Management Plans for Jurisdictions
- Texas Homeland Security Strategic Plan 2015-2020: Goals, Objectives & Priority Actions
- D-U-N-S Number (Dun & Bradstreet)
- SAM (System for Award Management)
- USPS Zip+4 Look Up
- AEL (Authorized Equipment List) Lookup
- National Incident Management System
- FEMA Resource Typing Library Tool
FY2020-21 Request for Applications (RFA)

**Funding Levels:**

- Minimum: $2,500
- Maximum for Local and Regional projects: None
Core Capabilities

This page contains the 32 core capabilities identified in the National Preparedness Goal and is intended to assist everyone who has a role in achieving all of the elements in the Goal.

These capabilities are referenced in many national preparedness efforts, including the National Planning Frameworks. The Goal grouped the capabilities into five mission areas, based on where they most logically fit. Some fall into only one mission area, while some others apply to several mission areas.

If you have any questions, please contact the National Integration Center at FEMA-NIC@fema.dhs.gov.

Expand All Sections

Planning

- Mission Areas: All
- Description: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.

Public Information And Warning

- Mission Areas: All
- Description: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.
FY2020-21 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
  • Cyberscurity

*Highlights in red are the activities selected for the LRGVDC (COG 21) region for the FY2020-21 grant cycle.*
FY2020-21 Request for Applications (RFA)

Program-Specific Requirements

1. Clear link to one or more Core Capabilities in the National Preparedness Goal.
2. Activities must support terrorism preparedness
3. Adoption and Implementation of NIMS
4. Have a current Emergency Management Plan or member of an inter-jurisdictional emergency management program with a plan
5. Grantees will be required to complete the 2020 Nationwide Cybersecurity Review (NCSR)
Eligibility Requirements

1. 90% average or above on both adult and juvenile dispositions entered on DPD database.

2. Beginning 1/1/2020, counties applying for grant awards from OOG must report at least 90% of convictions within 7 business days to DPS. By 2021, reporting must take place within 5 business days.

3. Eligible applicants operating a LE agency must be current on reporting Part 1 violent crime data to Texas DPS for inclusion in UCR. A full 12 months of accurate data to DPS is required.

4. Starting January 1, 2020, all LE agencies will be required to be NIBRS compliant in order to received grants.

5. Must have a DUNS number (Data Universal Nnumbering System)

6. Must be registered in System for Award Management (SAM)
FY2020-21 Request for Applications (RFA)

• **Project Period**: Grant-funded projects must begin between September 1, 2020 and March 1, 2021, and expire on or before August 31, 2021. 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.
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.
### Application Process

<table>
<thead>
<tr>
<th>Task</th>
<th>SHSP</th>
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</thead>
<tbody>
<tr>
<td>Apps Available in eGrants</td>
<td>12/13/2019</td>
</tr>
<tr>
<td>Application due to HSGD</td>
<td>2/27/2020 5 PM CST</td>
</tr>
</tbody>
</table>

**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.
Questions?

• eGrants questions? Contact the eGrants Help Desk
  • 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
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
Application Development: Profile Tab

- Sub-tabs
  - Details
  - Grant Vendor
Application Development: Profile/Details Tab

- Identifying Information
- Project Title
- Project dates
- Target Area Information
- Grant Officials and contact information
Application Development: Profile/Details Tab

• Project start dates must be the 1st 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.
### 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:**

--- Select One ---

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:
## 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.

<table>
<thead>
<tr>
<th>Grant Officials Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Official Email Address:</td>
<td></td>
</tr>
<tr>
<td>Financial Officer Email Address:</td>
<td></td>
</tr>
<tr>
<td>Project Director Email Address:</td>
<td></td>
</tr>
<tr>
<td>Grant Writer Email Address:</td>
<td><a href="mailto:harrington@gov.texas.gov">harrington@gov.texas.gov</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title:</th>
<th>Ms.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>Arrington</td>
</tr>
<tr>
<td>Business Phone:</td>
<td>512-463-1789</td>
</tr>
<tr>
<td>Position:</td>
<td>Systems Support Specialist</td>
</tr>
<tr>
<td>Address Line 1:</td>
<td>1200 San Jacinto</td>
</tr>
<tr>
<td>City:</td>
<td>Austin</td>
</tr>
<tr>
<td>Zip Code:</td>
<td>78701</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Heather</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax Number:</td>
<td>512-475-2440</td>
</tr>
<tr>
<td>Salutation:</td>
<td>Ms.</td>
</tr>
<tr>
<td>Address Line 2:</td>
<td>Room 2.236</td>
</tr>
<tr>
<td>State:</td>
<td>Texas</td>
</tr>
</tbody>
</table>
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
Application Development: Profile/Grant Vendor Tab

- Vendor Identifying Information
  - Organization Type
  - Federal Employee Identification (FEI) Number
  - DUNS Number

- System for Award Management (SAM) Expiration
Application Development: Profile/Grant Vendor Tab

The applicant needs to select the matching payment information.
Application Development: Profile/Grant Vendor Tab

General Information and Instructions

View Introduction

Collapse Financial Management Tools

To receive payments from the Office of the Governor (OOG), download, complete and upload the following forms within the Uploaded Documents area at the bottom of the Profile/Grant Vendor tab.

- Texas Application for Payee Identification Number Form - 02/20/2015
- Texas Direct Deposit/Advance Payment Form - 02/20/2015
- IRS W-9 Form - 02/20/2015

NOTE: Forms will not be accepted in hard copy format.

Vendor Identifying Information

Organization Type

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

- County
- applying to provide services to all others
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

Completed Vendor Forms must be UPLOADED here prior to Application Submission

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:
Application Development: Narrative Tab

- **Project Summary**
- Problem Statement
- Existing Capabilities
- Existing Capability Gaps
- Impact Statement
- **Homeland Security Priority Actions**
- Target Group
- Long-term Approach
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.
Go to [www.lrgvdc.org](http://www.lrgvdc.org),
Then go to tab, Public Safety.
On the drop down menu, go to Homeland Security.
You will see a list of documents on right-hand side.
Application Development: Activities Tab

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

### 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

#### Activity Description of Activity

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description of Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Infrastructure</td>
<td>Identifying critical infrastructure, collecting and maintaining data, and prioritizing critical infrastructure assets, clusters, 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 jurisdictions 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.</td>
</tr>
<tr>
<td>Fusion Center</td>
<td>Support for a recognized fusion center (please refer to <a href="http://www.dhs.gov/fusion-center%E2%80%90locations%E2%80%90and%E2%80%90contact%E2%80%90information">http://www.dhs.gov/fusion-center‐locations‐and‐contact‐information</a>).</td>
</tr>
<tr>
<td>Intelligence &amp; Information Sharing</td>
<td>Projects that enable interdiction 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.</td>
</tr>
<tr>
<td>Interoperable Communications</td>
<td>Building capabilities to meet P‐25 standards and sustaining existing capabilities through life cycle replacement of equipment.</td>
</tr>
<tr>
<td>Operational Coordination</td>
<td>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.</td>
</tr>
<tr>
<td>State, Regional &amp; Local Planning</td>
<td>Development of state and regional risk and preparedness assessments. Core capability development planning, to include typing and tracking of equipment and special response teams. Planning and execution of training and exercises focused on terrorism prevention, protection and response. Multi-jurisdictional operational planning to include plans for regional operational coordination of terrorism prevention, protection, and response capabilities. Maintaining or updating Emergency Operations Plans. Planning and implementation of initiatives (e.g. CERT team training) to enhance the Citizen Corps Program. Public Warning Systems (note: public warning systems must be responsive to terrorism threats). WebEOC and other situational awareness and decision support tools.</td>
</tr>
<tr>
<td>Sustaining Special Response Teams and First Responder Capabilities</td>
<td>CBP/NIJ WMD detection, HAZMAT response and decontamination, Urban Search and Rescue, SWAT and other tactical teams. Also includes first responder equipment sustainment needs, including PPE, WMD Pharmaceuticals, Calibration and maintenance for WMD-related detection and identification systems, and closely related investments to update or sustain current first responder equipment.</td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dedicated Percentage</th>
<th>Description of Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interoperable Communications</td>
<td>100</td>
<td>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. It will provide interoperable communications via improved dual modem cellular service. Other activities supported by this project are operational coordination and on-scene incident support.</td>
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</table>
Application Development: Measures Tab

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

<table>
<thead>
<tr>
<th>Output Measures</th>
<th>Target Level</th>
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<tbody>
<tr>
<td>Number of exercises conducted.</td>
<td>0</td>
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<tr>
<td>Number of individuals participating in exercises.</td>
<td>0</td>
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<tr>
<td>Number of interoperable communications devices procured or upgraded.</td>
<td>12</td>
</tr>
<tr>
<td>Number of interoperable communications systems created, maintained or enhanced.</td>
<td>1</td>
</tr>
<tr>
<td>Number of people trained.</td>
<td>0</td>
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<tr>
<td>Number of trainings conducted.</td>
<td>0</td>
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</table>
Application Development: Budget Tab

Select and Enter Budget Line Item Details

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<tr>
<th>Budget Category</th>
<th>OOG Funds</th>
<th>Cash Match</th>
<th>In Kind Match</th>
<th>GPI</th>
<th>Total Project</th>
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<tbody>
<tr>
<td>Personnel</td>
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<tr>
<td>Contractual and Professional Services</td>
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<tr>
<td>Travel and Training</td>
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<tr>
<td>Equipment</td>
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<tr>
<td>Supplies and Direct Operating Expenses</td>
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<td>Indirect Costs</td>
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</table>

Budget Summary Totals

<table>
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<tr>
<th>OOG Funds</th>
<th>Cash Match</th>
<th>In Kind Match</th>
<th>GPI</th>
<th>Total Project</th>
</tr>
</thead>
</table>

POETE Groupings

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

Expand Solution Area
Expand Disciplines
Application Development: Budget/Details: POETE Groupings

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

<table>
<thead>
<tr>
<th>POETE Groupings</th>
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<tr>
<td>Planning:</td>
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<tr>
<td>Organization:</td>
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<tr>
<td>Equipment:</td>
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<tr>
<td>Training:</td>
</tr>
<tr>
<td>Exercises:</td>
</tr>
<tr>
<td>M &amp; A:</td>
</tr>
</tbody>
</table>

**Expand Solution Area**
**Expand Disciplines**
Application Development: Budget/Details Personnel

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

• HS Planner, Full-Time, 1/1/19 – 12/31/19, Coordinates all homeland security planning activities for 10-county COG region.

• Exercise Coordinator, Part-Time 20 HRS, 1/1/19 – 12/31/19, Coordinates all homeland security exercises for the 10-county COG region.

• Senior Accountant, Part-Time 10 HRS, 1/1/19 – 12/31/19, Tracks all grant-related expenses, prepares financial status reports, and maintains supporting documentation for expenditures.
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
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.
Application Development: Budget/Details: Travel and Training

• Line Item Descriptions
• Training Review Worksheets
• In-State considerations
• Out-of-State considerations
• Overseas considerations
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.
Application Development: Budget/Details: Equipment

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

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>OOG Funds</th>
<th>Cash Match</th>
<th>In Kind Match</th>
<th>GPI</th>
<th>Total Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>OOG-Defined Line Item</th>
<th>OOG Funds</th>
<th>Cash Match</th>
<th>In Kind Match</th>
<th>GPI</th>
<th>Total Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>07RD-01-HHSM Meter, Survey, Handheld</td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grantee-Defined Line Item</th>
<th>OOG Funds</th>
<th>Cash Match</th>
<th>In Kind Match</th>
<th>GPI</th>
<th>Total Project</th>
<th>Qty / % of Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
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</tr>
</tbody>
</table>
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).
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
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)
Application Development: Budget/Details: Indirect Costs

- Rate Information
- Indirect Cost Rate Letters
- Gaps between rate letters
- De Minimus Rate

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<td>Indirect Costs - Approved Rate (Training)</td>
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Indirect Cost for CERT instructor salaries at a rate of 7.67%
Application Development: Documents Tab

• Resolution from Governing Body
• Contract Compliance
• Lobbying
• Fiscal Year
• Sources of Financial Support
SAMPLE RESOLUTION

WHEREAS, The _______________ (Governing Body) finds it in the best interest of the citizens of _______________, (Geographic Area) that the _______________ (Name of Project) be operated for the ___ (Year); and

WHEREAS, _______________ (Governing Body) agrees to provide applicable matching funds for the said project as required by the _______________ (Funding Source) grant application; and

WHEREAS, _______________ (Governing Body) agrees that in the event of loss or misuse of the Office of the Governor funds, _______________ (Governing Body) assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, _______________ (Governing Body) designates _______________ (Name and/or Position Title) as the grantee’s authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that _______________ (Governing Body) approves submission of the grant application for the _______________ (Name of Project) to the Office of the Governor.

Signed by:

Passed and Approved this _____ (Day) of __________ (Month), _____ (Year)

Grant Number: ____________________________

NOTES

It is not necessary to include the dollar or percentage amount, just a commitment to provide the applicable match. Changes in the award amount could result in a requirement for the grantee to submit a new resolution.

If you designate a name, you will always need to submit a new resolution if the authorized official changes.
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](#)
<table>
<thead>
<tr>
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</table>
Application Development: Summary Tab

- Grant Issues
- Award Statement
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:
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.
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
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:

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<tr>
<th>Upload Files Option</th>
<th>Grant Vendor Option</th>
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<tr>
<td>☐ Other</td>
<td>☐ Direct Deposit</td>
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<tr>
<td></td>
<td>☐ Texas Payee ID</td>
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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.

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<th>Select</th>
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<th>End Date</th>
<th>Project Title</th>
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</table>
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:
Office of the Governor
HSGD - Preparedness Programs

Robert Cottle – Program Manager
(512) 463-8317 - Robert.Cottle@gov.texas.gov

Will Ogletree – Associate Program Manager
(512) 463-8339 - Will.Ogletree@gov.texas.gov

eGrants Help Desk –
(512) 463-1919 - eGrants@gov.texas.gov
Office of the Governor
Homeland Security Grants Division

Dorothy Caston
(512) 463-8542 - 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
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
- eGrants User’s Guide to Creating an Application
- OOG Sample Resolution
  https://egrants.gov.texas.gov/FileDirectory/OOG_Sample_Resolution.doc
* See sample on next slide
Sample Resolution

WHEREAS, The ___________________ (Governing Body) finds it in the best interest of the citizens of ________________, (Geographic Area) that the ________________ (Name of Project) be operated for the _____ (Year); and

WHEREAS, ______________ (Governing Body) agrees to provide applicable matching funds for the said project as required by the _______________ (Funding Source) grant application; and

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Signed by:

Passed and Approved this _____ (Day) of __________ (Month), ____ (Year)
Helpful Links

• Uploading eGrants Files

• Preliminary Review Report video
  • [https://egrants.gov.texas.gov/Videos/8_Submit_PRR/8_Submit_PRR.html](https://TEGRANTS.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://TEGRANTS.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

• Grant Adjustment Tutorial
  • https://egrants.gov.texas.gov/Videos/09_Grant_Adjustments/09_Grant_Adjustments.html

• Prepare and Submit an FSR
  • 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

• FEMA Preparedness (Non-Disaster) Grants
  • https://www.fema.gov/preparedness-non-disaster-grants
LRGVDC Homeland Security Staff

Juanita (Jayni) Saenz
Program Supervisor, Homeland Security & Criminal Justice Programs
jsaenz@lrgvdc.org
(956) 682-3481 ext. 157
(956) 832-3680 Cell

Manuel Cruz
Director of Public Safety
mcruz@lrgvdc.org or (956) 682-3481 ext.105
The LRGVDC is a voluntary association of local governments formed under Texas Law in 1967 as one of Texas' 24 regional Council of Governments (COGs) serving Cameron, Hidalgo and Willacy County.

The LRGVDC promotes and encourages cooperation among local units of government in order to improve the region's health, safety, and general welfare and to plan for future development.

- Economies of scale
- Region-wide, equitable advocacy and representation
- Promote efficient and effective local government
- Linkage between federal, state and local programs

In an effort to assess current services and to provide for the continuance of progressive programs the LRGVDC Membership evaluates and adopts the Council's Annual Work Program (AWP).

2017-2022 Lower Rio Grande Regional Strategic Plan

Designated by the State of Texas as a regional planning organization, LRGVDC facilitates, plans and prepares a five-year comprehensive “Regional Strategic Plan” updated every two years to coincide with Texas Legislative Session.

The regional strategic plan serves as the collective, comprehensive guide that highlights the vision and goals of the region.
Homeland Security

The LRGVDC Homeland Security staff is committed to assist the region's jurisdictions in the emergency planning process and homeland security grant administrative support. We have the commitment to promote emergency preparedness and ensure all of LRGVDC’s jurisdictions are prepared as possible for emergency responses.

Our mission is to provide assistance and support to local counties, city governments and first responders in formulating a regional strategy to access funding to address any disaster or major incident whether it is a natural act of God, man-made mishap or an act of terrorism.

Our goals are to:

- Increase and enhance county and city emergency management planning.
- Provide jurisdictional needs in the LRGV region with technical assistance necessary to meet their emergency preparedness needs.
- Facilitate a coordinated plan of response to any weather related or terrorist incident.
- Identify and prepare training and exercise needs in the region.
- Identify areas of strength, weaknesses and possible threats to the region when dealing with disasters.
- Ensure that all entities are advised of future funding opportunities and are prepared to apply for funding that will assist them in the coordinated plan of response to weather related or terrorist events.
- Establish effective, mutually beneficial communication among the communities in the Lower Rio Grande Valley Council of Governments Region.
- Mutual Aid Agreements: the LRGVDC will assist governments in the region in enhancing their collective emergency response capability by assisting each county and the cities including the independent school districts (ISD) within those counties in developing standardized mutual aid agreements.
- National Incident Management System - the LRGVDC will assist local governments in adopting, developing and training on the National Incident Management System (NIMS).
- Enhance the region’s interoperability communications capability and attain a level 4 communications certification as mandated by the state.
ALL THESE RESOURCES AT YOUR FINGERTIPS

USE THEM