STATE HOMELAND SECURITY PROGRAM
FY2022 GRANT PROJECT APPLICATION GUIDANCE

Grant Project Applications
Due by September 23, 2022

OHIO EMERGENCY MANAGEMENT AGENCY
2855 West Dublin-Granville Road, Columbus, Ohio 43235
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Introduction

The FY2022 State Homeland Security Program plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, requires the combined effort of the whole community.

The objective of the National Preparedness System is to facilitate an integrated, risk informed, capabilities-based, whole community approach to preparedness. Complex and far-reaching threats and hazards require the engagement of individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government.

The FY2022 SHSP supports investments that improve the ability of jurisdictions nationwide to:

- **Prevent** a threatened or an actual act of terrorism;
- **Protect** our citizens, residents, visitors, and assets against the greatest threats and hazards;
- **Mitigate** the loss of life and property by lessening the impact of future catastrophic events;
- **Respond** quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of catastrophic incident; and/or
- **Recover** through a focus on the timely restoration, strengthening, accessibility and revitalization of infrastructure, housing and a sustainable economy, as well as health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident; and do so in a manner that engages the whole community while ensuring the protection of civil rights

Capabilities are the means to accomplish a mission, function, or objective based on the performance of related tasks, under specified conditions, to target levels of performance. The most essential of these capabilities are the core capabilities identified in the National Preparedness Goal. Complex and far-reaching threats and hazards require the whole community to integrate preparedness efforts in order to build, sustain, and deliver the core capabilities and achieve the desired outcomes identified in the National Preparedness Goal. The components of the National Preparedness System provide a consistent and reliable approach to support decision making, resource allocation, and measure progress toward these outcomes. While each of the components of the National Preparedness System is essential to achieve preparedness, it is critical that the components be understood and used in the context of each other. Ultimately, this integrated approach becomes a means to achieve the National Preparedness Goal in a consistent and measurable way.
Key Elements

**Competitive Application Process**
For FY2022 SHSP, Ohio EMA will transition to a competitive application process. Below are some the key points/changes:

- All project applications will be scored and ranked by Ohio EMA Grants and any additional Subject Matter Experts (SME) as deemed necessary.
- Eligible applicants are limited to County Emergency Management/Homeland Security, Local Law Enforcement/Local Departments of Public Safety.
- There is no longer a designation between SHSP and SHSP-Law Enforcement grants. Projects will be identified as Regular or LEPTA (Law Enforcement Terrorism Prevention Activity).
- Project applications must be received via email by 5:00 PM EST on Friday September 23, 2022. Applications submitted after the deadline will not be reviewed.
- Projects will have a minimum funding requirement of $15,000 and a maximum funding cap of $250,000. Exceptional projects above the $250,000 threshold may be submitted for consideration; however, the project must demonstrate a vital need and review and approval is at the sole discretion of the Executive Director of Ohio EMA (as the State Administering Agent for FEMA grants).
- Applicants may submit more than one project (whether it is an Individual Project or a Collaborative Project).
- Ohio EMA reserves the right to re-designate the funding priority of a submitted project if it aligns with any of the national priorities to adhere to minimum national priority investments.

**National Funding Priorities**
For FY2022, DHS/FEMA requires a statewide investment (minimum 30% of the total statewide allocation) in at least four of the six identified National Priorities. These priorities include the following:

- Enhancing the Protection of Soft Targets/Crowded Places (3% minimum investment)
- Enhancing information and intelligence sharing (3% minimum investment)
- Combating Domestic Violent Extremism (3% minimum investment)
- Enhancing Community Preparedness and Resilience (3% minimum investment)
- Enhancing Election Security
- Enhancing Cybersecurity

**State Funding Priorities**
For FY2022, will continue to focus investments in the following six identified priorities:

- Communications
- Early Warning/Notification
- Exercise
- Planning
- Targeted Sustainment of Specialty Teams
- Mass Casualty and Fatality Management

**Prohibition of Procurement of Restricted Communications Equipment/Services**
FEMA requires all subrecipients to comply with the *John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY2019 NDAA)* which prohibits the use of federal funding to procure certain identified communications equipment/services.
Program Overview

SHSP supports the implementation of risk driven, capabilities-based State Homeland Security Strategies to address capability targets set in Urban Area, State, and regional Threat and Hazard Identification and Risk Assessments (THIRAs). The capability levels are assessed in the Stakeholder Preparedness Review (SPR) and 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.

The purpose of this package is to provide:
- The application materials needed to apply for funding under the SHSP program
- Administrative requirements that must be met by all subrecipients in order to meet the requirements of federal regulations, mandates and orders.

In order to be eligible for funding consideration, Ohio is requiring that local projects meet the following criteria:
- Must support terrorism preparedness/demonstrate nexus to terrorism
- Have measurable and detailed goals to explain what gaps are being filled
- If requesting capability that is deployable/sharable within the region, state and nation-must indicate a commitment to do so per existing EMAC agreements;
- If requesting sustainment of core capability not physically deployable, must still support national response capabilities such as Geographic/Geospatial Information Systems (GIS), interoperable communications systems, capabilities as defined under the mitigation mission area of the Goal, and fusion centers
- Must directly support at least one of the core capabilities outlined in this document as being supported by Ohio’s FY2022 SHSP Funding Priorities
- Must be connected to a terrorism plan-local plan, regional plan, THIRA/SPR, etc.
- Subrecipients with Communication Projects will be required to explain and show how it ties into the State Communications Interoperable Plan priorities (SCIP).

DHS grant funds may only be used for the purpose set forth in the grant, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants/cooperative agreements, 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. Per FEMA policy, the purchase of weapons or weapons accessories is not allowed with SHSP funds.

Allowable Investments made in support of the SHSP funding priorities as well as other capability-enhancing projects must fall into the categories outlined below. All projects should also fit within the established project areas of planning, organization, equipment, training, exercise, and M&A activities. Additional detail about each of these allowable expense areas, as well as sections on additional activities including explicitly unallowable costs, is provided.
Funding Priorities

Ohio EMA, in its capacity as the State Administrative Agency, has decided to target specific projects with the SHSP award in order to most effectively use Homeland Security grant funds. Listed below are the categories to which applicants should target their projects.

In order to streamline the efficiency and facilitate the most effective use of federal Homeland Security Grant Program funds, the State of Ohio has developed a mechanism to target areas of response and preparedness capabilities. In this way, the funds will be directed to areas to either sustain current capabilities or fill in functional gaps that may impact the citizens of Ohio and will address needs of specialty response teams to maintain their state of readiness to protect the citizens of the State of Ohio. It is possible that some building of new capabilities may occur, but the preference is to sustain current capabilities or fill in functional gaps.

All projects must adhere to the guidelines stated within this guidance and applicable laws and regulations. The funding for Search and Rescue, Hazardous Materials, and Bomb Disposal specialty teams are narrower in scope and applicants should consult the appropriate section before applying.

National Funding Priorities

For FY2022 SHSP, DHS/FEMA now requires a statewide investment (minimum 30% of the total statewide allocation) in six identified National Priorities. These priorities include enhancing cybersecurity, enhancing the protection of soft targets/crowded places (3% minimum investment), enhancing information and intelligence sharing (3% minimum investment), Combating Domestic Violent Extremism (3% minimum investment), Community Preparedness and Resilience (3% minimum investment), and Election Security.

DHS/FEMA indicates that national funding priorities will continue to be included and updated as the threats evolve and as capability gaps are closed. Applicants are strongly encouraged to begin planning to sustain existing capabilities through other funding mechanisms.

Cybersecurity

Today’s world is more interconnected than ever before, but with increased connectivity comes increased risk of our adversaries, including terrorists, exploiting cyber vulnerabilities and weaknesses to disrupt our way of life. While not required, applicants are encouraged to submit an investment related to their ongoing or near-term high priority cybersecurity projects. The investment will be subject to DHS/FEMA’s evaluation of the effectiveness of the proposed investments. Cybersecurity investments must support the security and functioning of critical infrastructure and core capabilities as they relate to preventing, preparing for, protecting against, or responding to acts of terrorism. Recipients and subrecipients of FY 2022 HSGP grant awards will be required to complete the 2022 Nationwide Cybersecurity Review (NCSR), enabling agencies to benchmark and measure progress of improving their cybersecurity posture. The Chief Information Officer (CIO), Chief Information Security Officer (CISO) or equivalent for each recipient should complete the NCSR. If there is no CIO or CISO, the most senior cybersecurity professional should complete the assessment. The NCSR is available at no cost to the user and takes approximately 2-3 hours to complete. The 2022 NCSR is estimated to be open from October 2022 – February 2023.

The NCSR is an annual requirement for recipients and subrecipients of HSGP funds. Additionally, FEMA recognizes that some subawards will not be issued until after the NCSR has closed. In such cases, such subrecipients will be required to complete the first available NCSR offered after the subaward has been issued.

The NCSR is an annual requirement for recipients and subrecipients of HSGP funds. Additionally, FEMA recognizes that some subawards will not be issued until after the NCSR has closed. In such cases, such subrecipients will be required to complete the first available NCSR offered after the subaward has been issued.
issued by the pass-through entity. Although not required by SLTTs that did not receive HSGP funds, all SLTT agencies with preparedness responsibilities are highly encouraged to participate and complete the NCSR to evaluate their cybersecurity posture. For detailed information and background on the NCSR, please see IB 439.

Additional resources and information regarding cybersecurity are available through the Cybersecurity and Infrastructure Security Agency and the National Institute of Standards and Technology.

The table below provides a breakdown showing the core capabilities enhanced and lifelines supported, as well as examples of eligible project types for the Cybersecurity priority.

<table>
<thead>
<tr>
<th>National Priority</th>
<th>Cybersecurity</th>
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<tbody>
<tr>
<td>Core Capabilities</td>
<td>Cybersecurity; Intelligence and Information Sharing; Planning; Public information and warning; Operational coordination; Screening, search, and detection; Access control and identity verification; Supply chain integrity and security, Risk management for protection programs and activities, Long-term vulnerability reduction, Situational assessment, Infrastructure systems, Operational communications</td>
</tr>
<tr>
<td>Lifelines</td>
<td>Safety and Security</td>
</tr>
</tbody>
</table>
| Example Project Types | • Cybersecurity risk assessments  
|                     | • Migrating online services to the “.gov” internet domain  
|                     | • Projects that address vulnerabilities identified in cybersecurity risk assessments  
|                     | • Improving cybersecurity of critical infrastructure to meet minimum levels identified by the Cybersecurity and Infrastructure Security Agency (CISA), and the National Institute of Standards and Technology Cybersecurity Framework  
|                     | • Cybersecurity training and planning                                          |

**Soft Targets/Crowded Places**

Soft targets and crowded places are increasingly appealing to terrorists and other violent extremist actors because of their relative accessibility and the large number of potential targets. This challenge is complicated by the prevalent use of simple tactics and less sophisticated attacks. Segments of our society are inherently open to the general public, and by nature of their purpose do not incorporate strict security measures. Given the increased emphasis by terrorists and other violent extremist actors to leverage less sophisticated methods to inflict harm in public areas, it is vital that the public and private sectors collaborate to enhance security of locations such as transportation centers, parks, restaurants, shopping centers, special event venues, polling places, and similar facilities.

The malicious use of unmanned aircraft systems poses a threat to the safety and security of the American people, communities, and institutions. Technologies to detect or mitigate unmanned aircraft systems are an allowable use under the HSGP in accordance with the Domestic Counter-Unmanned Aircraft Systems (UAS) National Action Plan. Recipients should ensure that, prior to the testing, acquisition, installation, or use of UAS detection and/or mitigation systems, they seek the advice of counsel experienced with both federal and state criminal, surveillance, and communications laws which may apply to the use of such technologies.

Given the increased risk to soft targets and crowded places, at least one investment must be in support of the state’s efforts to protect soft targets/crowded places. Additionally, the proposed investment must meet or exceed the FY 2022 national priority percentage for soft targets/crowded places and will also be subject to DHS/FEMA’s evaluation of the effectiveness of the proposed investments. States are also encouraged to engage DHS’ Protective Security Advisors’ security assessments of soft targets to ensure
that recommendations from those assessments are taken into consideration when allocating grant funding.

Additional resources and information regarding securing soft targets and crowded places are available through the Cybersecurity and Infrastructure Security Agency and the National Institute of Standards and Technology.

The table below provides a breakdown showing the core capabilities enhanced and lifelines supported, as well as examples of eligible project types for the Soft Targets/Crowded Places priority.

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<thead>
<tr>
<th>National Priority</th>
<th>Soft Targets/Crowded Places</th>
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<tbody>
<tr>
<td>Core Capabilities</td>
<td>Operational coordination; Public information and warning; Intelligence and information sharing; Interdiction and disruption; Screening, search, and detection; Access control and identity verification; Physical protective measures; Risk management for protection programs and activities</td>
</tr>
<tr>
<td>Lifelines</td>
<td>Safety and Security</td>
</tr>
<tr>
<td>Example Projects</td>
<td>• Operational overtime</td>
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<tr>
<td></td>
<td>• Physical security enhancements</td>
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<tr>
<td></td>
<td>• Closed-circuit television (CCTV) security cameras   Security screening equipment for people and baggage   Lighting   Access controls   Fencing, gates, barriers, etc.</td>
</tr>
<tr>
<td></td>
<td>• Unmanned aircraft system detection technologies</td>
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Information & Intelligence Sharing
Effective homeland security operations rely on access to, analysis of, and the timely sharing of open source, unclassified, and classified information, suspicious activity reports, tips/leads, and actionable intelligence on indicators and behaviors to accurately identify, assess, and mitigate a wide array of threats against the United States, including terrorism, threats to life, targeted violence, and other threats within the DHS mission space. Accordingly, DHS works diligently to enhance intelligence collection, integration, analysis, and information sharing capabilities to ensure partners, stakeholders, and senior leaders receive actionable intelligence and information necessary to inform their decisions and operations. A critical and statutorily charged mission of DHS is to deliver intelligence and information to federal, state, local, and tribal governments and private sector partners. Cooperation and information sharing among state, federal, and local partners across all areas of the homeland security enterprise, including counterterrorism – including both international and domestic terrorism, cybersecurity, border security, transnational organized crime, immigration enforcement, economic security, and other areas, while upholding privacy, civil rights and civil liberties protections, is critical to homeland security operations and the prevention of, preparation for, protection against, and response to acts of terrorism, and other threats to life and criminal acts of targeted violence.

Given the importance of information sharing and collaboration to effective homeland security solutions, at least one investment must be in support of the state’s and high-risk urban area’s efforts to enhance information sharing and cooperation with DHS and other federal agencies. As noted above, this requirement must include at least one dedicated fusion center project. Additional instructions on development of the fusion center project can be found below. Applicants must justify persuasively how they will contribute to the information sharing and collaboration purposes of the investment and a culture of national preparedness. Additionally, the proposed investment must meet or exceed the FY 2022 national priority percentage for information sharing and will also be subject to DHS/FEMA’s evaluation of the effectiveness of the proposed investments.
Additional resources and information regarding collaboration and information sharing are available through the Department’s Office of Intelligence and Analysis.

The table below provides a breakdown showing the core capabilities enhanced and lifelines supported, as well as examples of eligible project types for the Information and Intelligence Sharing priority.

<table>
<thead>
<tr>
<th>National Priority</th>
<th>Information and Intelligence Sharing (including Fusion Centers)</th>
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</thead>
<tbody>
<tr>
<td>Core Capabilities</td>
<td>Intelligence and information sharing; Interdiction and disruption; Planning; Public information and warning; Operational coordination; Risk management for protection programs and activities</td>
</tr>
<tr>
<td>Lifelines</td>
<td>Safety and Security</td>
</tr>
</tbody>
</table>

**Example Projects**
- Fusion center operations
- Information sharing with all DHS components; fusion centers; other operational, investigative, and analytic entities; and other federal law enforcement and intelligence entities
- Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition, assessment, analysis, and mitigation
- Identification, assessment, and reporting of threats of violence
- Joint intelligence analysis training and planning with DHS officials and other entities designated by DHS

**Combating Domestic Violent Extremism**

As stated in the October 2020 DHS Homeland Threat Assessment, domestic violent extremists, including ideologically motivated lone offenders and small groups, present the most persistent and lethal terrorist threat to the Homeland. These violent extremists capitalize on social and political tensions, which have resulted in an elevated threat environment. They utilize social media platforms and other technologies to spread violent extremist ideologies that encourage violence and influence action within the United States. The COVID-19 pandemic has further created an environment that may lead to accelerated mobilization to targeted violence and/or radicalization to domestic terrorism, including leveraging lawful protests to incite violence, intimidate targets, and promote their violent extremist ideologies.

Given the rise of domestic violent extremism in recent years, at least one investment must be in support of the state’s and high-risk urban area’s efforts to combat the rise, influence, and spread of domestic violent extremism. Additionally, the proposed investment must meet or exceed the FY 2022 national priority percentage for domestic violent extremism and will also be subject to DHS/FEMA’s evaluation of the effectiveness of the proposed investments.

The table below provides a breakdown showing the core capabilities enhanced and lifelines supported, as well as examples of eligible project types for the Combating Domestic Violent Extremism priority.

<table>
<thead>
<tr>
<th>National Priority</th>
<th>Combating Domestic Violent Extremism</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Capabilities</td>
<td>Interdiction and disruption; Intelligence and information sharing; Planning; Public information and warning; Operational coordination; Risk management for protection programs and activities</td>
</tr>
<tr>
<td>Lifelines</td>
<td>Safety and Security</td>
</tr>
<tr>
<td>Example Projects</td>
<td>• Open-source analysis of disinformation and misinformation campaigns, targeted violence and threats to life, including tips/leads, and online/social media-based threats</td>
</tr>
</tbody>
</table>
Community Preparedness & Resilience

Community organizations are the backbones of American civic life, both during “blue skies” and in the aftermath of terrorist attacks. Community organizations, such as homeless shelters, food banks, public libraries, faith-based institutions, and nonprofit medical providers must have the capabilities to withstand acts of terrorism and provide essential services, especially to members of underserved communities, in the aftermath of an attack. In addition, individual citizens and volunteer responders, such as Community Emergency Response Teams, are often the first on the scene after a terrorist attack. The ability of these volunteers to provide assistance to their fellow citizens prior to the arrival of professional first responders is paramount to a community’s resilience. FEMA’s 2021 National Household Survey recorded an 11% decline in the number of Americans that have taken at least three preparedness actions to bolster individual and household resilience. In addition, the COVID-19 pandemic has placed a significant burden on community-based organizations such as homeless shelters, food banks, public libraries, faith-based institutions, and nonprofit medical providers to continue to provide key services during and after disasters, including acts of terrorism. This National Priority Area will bolster community preparedness and resilience by investing in local, community-driven capabilities.

Additionally, equity in emergency management requires proactively prioritizing actions that reinforce cultural competency, accessibility, and inclusion, as well as reflect the historical context of specific groups of people. To that end, states, territories, and high-risk urban areas are strongly encouraged to explore how SHSP activities can address the needs of underserved, at-risk communities to help ensure consistent and systematic, fair, just, and impartial treatment of all individuals before, during, and after a disaster.

The focus on equity and investing in strategies that meet the needs of underserved communities will strengthen the whole of community system of emergency management. Substantial and ongoing prioritization of, and investment in, underserved communities is essential for the entire system to be effective and efficient. Engaging the whole community requires all members of the community to be part of the emergency management team, including representatives of underserved communities, diverse community members, social and community service groups and institutions, faith-based and disability advocacy groups, academia, professional associations, the private and nonprofit sectors, and government agencies that may not traditionally have been directly involved in emergency management. The whole community includes children; older adults; individuals with disabilities and others with access and functional needs; those from religious, racial, and ethnically diverse backgrounds; people with limited English proficiency; and owners of animals including household pets and service animals.

These factors underpin the requirement that at least one investment must be in support of the state’s and urban area’s efforts to address community preparedness and resilience. Additionally, the proposed investment must meet or exceed the FY 2022 national priority percentage for community preparedness and resilience and will also be subject to DHS/FEMA’s evaluation of the effectiveness of the proposed investments.
Additional resources and information regarding community preparedness and resilience are available through Individuals and Communities | FEMA.gov.

The table below provides a breakdown showing the core capabilities enhanced and lifelines supported, as well as examples of eligible project types for the Community Preparedness and Resilience priority.

<table>
<thead>
<tr>
<th>National Priority</th>
<th>Community Preparedness and Resilience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Capabilities</td>
<td>Planning; Public Information and Warning; Community Resilience; Risk Management for Protection; Programs and Activities; Mass Care Services Intelligence and Information Sharing; Risk and Disaster Resilience Assessment; Long Term Vulnerability Reduction</td>
</tr>
<tr>
<td>Lifelines</td>
<td>Safety and Security</td>
</tr>
</tbody>
</table>
| Example Projects   | Establish, train, and maintain Community Emergency Response Teams (CERT) and Teen CERT, with a focus on historically undeserved communities, including procurement of appropriate tools, equipment and training aides Local delivery of CERT Train-the-Trainer and CERT Program Manager to build local program training and maintenance capacity Provide continuity training, such as FEMA’s Organizations Preparing for Emergency Needs training, to faith-based organizations, local businesses, and community-based organizations such as homeless shelters, food pantries, nonprofit medical providers and senior care facilities to bolster their resilience to all hazards Partner with local school districts to deliver the Student Tools for Emergency Planning curriculum or other educational programming to guide students on how to create emergency kits and family communications plans Partner with key stakeholders to assist with completing the Emergency Financial First Aid Kit or a similar tool to bolster the disaster centric financial resilience of individuals and households Execute *You are the Help Until the Help Arrives* workshops in concert with community-based organizations to bolster individual preparedness Target youth preparedness using FEMA programming such as Prepare with Pedro resources and Ready2Help Promote community planning, coordination, and integration of children’s needs during emergencies through workshops like FEMA’s Integrating the Needs of Children Community Mapping: identify community resources and characteristics in order to identify gaps in resources, identify hazards and vulnerabilities, and inform action to promote resilience Provide training and awareness programs with key stakeholders (e.g., through social media, community and civic organizations) to educate the public on misinformation and disinformation campaigns to increase individual and community resilience.

**Election Security**

In January 2017, DHS designated the infrastructure used to administer the Nation’s elections as critical infrastructure. This designation recognizes that the United States’ election infrastructure is of such vital importance to the American way of life that its incapacitation or destruction would have a devastating effect on the country. Securing election infrastructure and ensuring an election free from foreign interference are national security priorities. Threats to election systems are constantly evolving, so defending these systems requires constant vigilance, innovation, and adaptation. As such, while not required, applicants are encouraged to submit an investment related to their election security needs.
If submitted, the investment will be subject to DHS/FEMA’s evaluation of the effectiveness of the proposed investments. Any activities proposed that could be used to suppress voter registration or turnout will not be approved.

The table below provides a breakdown showing the core capabilities enhanced and lifelines supported, as well as examples of eligible project types for the Election Security priority.

<table>
<thead>
<tr>
<th>National Priority</th>
<th>Election Security</th>
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</thead>
<tbody>
<tr>
<td>Core Capabilities</td>
<td>Cybersecurity; Intelligence and information sharing; Planning; Long-term vulnerability reduction; Situational assessment; Infrastructure systems</td>
</tr>
<tr>
<td>Lifelines</td>
<td>Safety and Security</td>
</tr>
</tbody>
</table>
| Example Projects | • Physical security planning support  
• Physical/site security measures – e.g., locks, shatter proof glass, alarms, etc.  
• General election security navigator support  
• Cyber navigator support  
• Cybersecurity risk assessments, training, and planning  
• Projects that address vulnerabilities identified in cybersecurity risk assessments  
• Iterative backups, encrypted backups, network segmentation, software to monitor/scan, and endpoint protection  
• Distributed Denial Of Service protection  
• Migrating online services to the “.gov” internet domain |

State Funding Priorities

Beyond the six National Priorities, Ohio will continue to invest in the following priority areas.

**Communications**
Promoting Interoperable Communications continues to be a priority for local jurisdictions across the State of Ohio, which led to the decision by Ohio EMA to accept applications in this category. Subrecipients seeking to receive funding for communication projects must describe how activities align to the statewide Communication Interoperable Plan (SCIP) priorities and describe how the project supports the statewide strategy to improve emergency communications and is compatible and interoperable with surrounding systems.

Subrecipients that are using FY2022 SHSP funds to support emergency communications activities must comply with Appendix D of the SAFECOM Guidance for Emergency Communication Grants. Appendix D outlines requirements for any FEMA recipient (or subrecipient) using funds for emergency communications activities. The requirements include alignment to national and state communications plans, project coordination, and technical standards for emergency communications technologies. The SAFECOM Guidance is intended to ensure that Federally-funded investments are compatible, interoperable, and support the national goals and objectives for improving emergency communications nationwide. Recipients (including subrecipients) investing in broadband-related investments should review IB 386, Clarification on Use of DHS/FEMA Public Safety Grant Funds for Broadband-Related Expenditures and Investments, and consult their Ohio EMA Grants Specialist on such Investments before developing applications. SAFECOM guidance can be found at: https://www.dhs.gov/safecom/funding.

An initial Environmental Planning and Historic Preservation (EHP) should be submitted with the project application for appropriate projects (e.g., a communications tower). Ohio EMA Grants Branch staff will
work with the recipient of funding to ensure an EHP is approved before the project is initiated. The project cannot commence and no funding can be expended until the EHP has been approved and received by the project director listed in the SHSP application. For additional information on the EHP requirement please see the section in this guidance entitled Environmental Planning and Historic Preservation (EHP) Compliance.

**Early Warning/Notification**
Ohio EMA recognizes the need for local jurisdictions to be better prepared to provide early alerts to the public as it relates to terrorism. In light of this growing need, this category was included to assist locals in funding projects that meet the need.

This category of funding is not intended to support the purchase and installation of weather sirens (i.e. “tornado sirens”). Applicants in this category must demonstrate the nexus to terrorism in their applications. Sirens that are all-hazard outdoor sirens tied to a jurisdiction or region’s terrorism plans for public warning would be an eligible expense and must be clearly outlined within the project description.

**Exercise**
Ohio EMA requires that exercises conducted with FEMA grant funding must be managed and conducted in accordance with the US Department of Homeland Security’s Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP Guidance for exercise design, development, conduct, evaluation, and improvement planning is located at [https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep](https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep).

Programmatic information requests and requests for the State of Ohio’s Terrorism/All-Hazard EEM should be directed to the Ohio EMA Training & Exercise Supervisor. All exercises using SHSP funding must be NIMS compliant. More information is available online at the National Integration Center at [http://www.fema.gov/national-incident-management-system](http://www.fema.gov/national-incident-management-system).

The scenarios used in SHSP-funded exercises must be based on the State Homeland Security Investment Justification and plans. Acceptable scenarios for SHSP exercises include: chemical, biological, radiological, nuclear, explosive, cyber, agricultural or technological disasters. The scenarios used in SHSP-funded exercises must focus on validating existing capabilities, must be large enough in scope and size to exercise multiple activities and warrant involvement from multiple counties and disciplines and non-governmental organizations, and consider the needs and requirements for individuals with disabilities. Exercise scenarios should align with objectives and capabilities identified in the Multi-year Training and Exercise Plan. More specific exercise guidance will be contained within the grant agreement and must be agreed to for exercise projects to be funded.

**Planning**
FY2022 SHSP funds may be used for a range of emergency preparedness and management planning activities and such as those associated with the development, review and revision of the THIRA, SPR, continuity of operations plans and other planning activities that support the Goal. An emphasis should be placed on updating and maintaining a current EOP that conforms to the guidelines outlined in CPG 101 v 3.0. For additional information, please see: [https://www.fema.gov/sites/default/files/documents/fema_cpg-101-v3-developing-maintaining-eops.pdf](https://www.fema.gov/sites/default/files/documents/fema_cpg-101-v3-developing-maintaining-eops.pdf)
Upon completion of a given planning project, the subrecipient will submit copies of the completed plans and/or planning tasks that were developed, enhanced, or updated using FY2022 SHSP funds. These will be submitted to Ohio EMA’s Grants Branch not later than end of the grant performance period and will be used to validate the work was completed as per the budget. Failure to do so may result in forfeiture or repayment of grant funds.

All publications created with FY2022 SHSP funding shall prominently contain the following statement: “This document was prepared under a grant from the U.S. Department of Homeland Security (DHS). Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the U.S. DHS.”

**Targeted Sustainment of Specialty Teams**

Ohio EMA recognizes that capabilities associated with specialty teams were often built with homeland security funding. Therefore, sustainment of these specialty teams remains a priority in FY2022 SHSP. Specialty teams listed in the Ohio Fire Chiefs’ Association Emergency Response System, FBI accredited Bomb Teams, and Mission Ready Packages contained in the EMAC Operating System are also eligible for sustainment funding.

Applicants in this category should ensure they are following the equipment, training and exercise guidance established in other parts of this guidance, especially guidance on maintenance and routine upkeep costs.

**Mass Casualty and Fatality Management**

The traditional concept of Mass Casualty incident response is a component of the core capability of Public Health, Healthcare, and Emergency Medical Services. The focus of this core capability is to provide lifesaving medical treatment via Emergency Medical Services and related operations, and to avoid additional disease and injury by providing targeted public health, medical, and behavioral health support and products to all affected populations. The goal is to build a capability that can complete triage and initial stabilization of casualties and begin definitive care for those likely to survive their injuries and illnesses, return medical surge resources to pre-incident levels, complete health assessments and identify recovery processes, and deliver medical countermeasures to exposed populations. Investments that can be shown to sustain or build this capability and which are allowable under other provisions and stipulations of this grant would be considered for funding.

The core capability of Fatality Management includes providing fatality management services, including decedent remains recovery and victim identification, and work with multiple levels of government and the private sector to provide mortuary processes, temporary storage or permanent interment solutions, sharing information with Mass Care services for the purposes of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved. The goal is to build a capability that can establish and maintain operations to recover a significant number of fatalities over a geographically dispersed area, and to mitigate hazards from remains, facilitate care to survivors, and return remains for final disposition. Investments that can be shown to sustain or build this capability and which are allowable under other provisions and stipulations of this grant would be considered for funding.
Funding Guidelines

Recipients must comply with all the requirements in 2 C.F.R. Part 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*). In general, subrecipients should consult with Ohio EMA Grants Branch staff prior to making any investment that does not clearly meet the allowable expense criteria. Funding guidelines established within this section support the five mission areas—Prevention, Protection, Mitigation, Response, and Recovery—and associated core capabilities within the Goal.

Allowable investments made in support of the SHSP priorities as well as other capability-enhancing projects must have a nexus to terrorism preparedness and fall into the categories of planning, organization, exercises, training, or equipment, aligned to closing capability gaps or sustaining capabilities identified in the THIRA/SPR. Recipients are encouraged to use grant funds for evaluating grant-funded project effectiveness and return on investment. Ohio EMA encourages subrecipients to provide the results of that analysis to Ohio EMA.

**Law Enforcement Terrorism Prevention Activities Allowable Costs**

When identifying and selecting projects to meet the Law Enforcement Terrorism Prevention Activities (LETPA) set-aside requirement, recipients are strongly encouraged to consult with the law enforcement community and to consider the capabilities and resource requirements of law enforcement agencies and their unique and central role in preventing and protecting against acts of terrorism. LETPAs can also support a National Priority Area (e.g., an investment can be counted as supporting both the Soft Targets/Crowded Places and LETPA minimum allocation requirements, if applicable). In particular, recipients should consider investing in projects such as:

- Maturation and enhancement of designated state and major urban area fusion centers, including information sharing and analysis, threat recognition, terrorist interdiction, and intelligence analyst training and salaries (subject to certain conditions);
- Regional counterterrorism training programs for small, medium, and large jurisdictions to exchange information and discuss the current threat environment, lessons learned, and best practices to help prevent, protect against, and mitigate acts of terrorism;
- Support for coordination of regional full-scale training exercises (federal, state, and local law enforcement participation) focused on terrorism-related events; and
- Law enforcement Chemical, Biological, Radiological, Nuclear, and high yield Explosives detection and response capabilities, such as bomb detection/disposal capability deployment, sustainment, or enhancement, including canine teams, robotics platforms, and x-ray technology.

Additional examples of allowable LETPA projects include but are not limited to:

- Coordination between fusion centers and other intelligence, operational, analytic, or investigative efforts including, but not limited to JTTFs, Field Intelligence Groups (FIGs), High-Intensity Drug Trafficking Areas (HIDTA), Regional Information Sharing Systems (RISS) Centers, criminal intelligence units, real-time crime analysis centers and DHS intelligence, operational, analytic, and investigative entities;
- Implementation and maintenance of the Nationwide Suspicious Activity Reporting (SAR) Initiative (NSI), including training for front-line personnel on identifying and reporting suspicious activities, tips/leads, and online/social media-based threats, as well as the
execution and management of threat assessment programs to identify, evaluate, and analyze indicators and behaviors indicative of terrorism, targeted violence, threats to life, and other criminal activity;

- Management and operation of activities that support the execution of the intelligence process and fusion centers, including but not limited to: Fusion Liaison Officer (FLO) programs, security programs to protect the facility, personnel, and information, and the protection of privacy, civil rights, and civil liberties;
- Implementation of the “If You See Something, Say Something®” campaign to raise public awareness of indicators of terrorism and terrorism-related crime and associated efforts to increase the sharing of information with public and private sector partners, including nonprofit organizations. Note: DHS requires that all public and private sector partners wanting to implement and/or expand the DHS “If You See Something, Say Something®” campaign using grant funds work directly with the DHS Office of Partnership and Engagement (OPE) to ensure all public awareness materials (e.g., videos, posters, tri-folds, etc.) are consistent with DHS’s messaging and strategy for the campaign and compliant with the initiative’s trademark, which is licensed to DHS by the New York Metropolitan Transportation Authority. Coordination with OPE, through the Campaign’s Office (seesay@hq.dhs.gov), must be facilitated by the FEMA HQ Preparedness Officer;
- Increase physical security, through law enforcement personnel and other protective measures, by implementing preventive and protective measures at critical infrastructure sites or at-risk nonprofit organizations;
- Building and sustaining preventive radiological and nuclear detection capabilities, including those developed through the Securing the Cities initiative;
- Integration and interoperability of systems and data, such as computer aided dispatch (CAD) and record management systems (RMS), to facilitate the collection, evaluation, and assessment of suspicious activity reports, tips/leads, and online/social media-based threats; and
- Development of countering violent extremism programs, projects, and initiatives, addressing prevention, intervention, and diversion efforts, including training on roles of law enforcement and how to effectively partner with law enforcement; developing and promoting training specifically for law enforcement executives and frontline officers on potential behaviors and indicators of violent extremism and how to appropriately analyze and report them; supporting community and law enforcement engagement strategies such as table top exercises, roundtable events, town hall meetings, and peer to peer activities; funding for existing and/or expansion of law enforcement community relations efforts, support for the development of community engagement plans, and joint projects to increase the awareness of violent extremist threats and community mitigation solutions.

Multiple Purpose or Dual-Use of Funds

Many activities that support the achievement of core capabilities related to terrorism preparedness may simultaneously support enhanced preparedness for other hazards unrelated to acts of terrorism. However, all SHSP-funded projects must assist recipients and subrecipients in achieving core capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism.

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/SPR, continuity of operations plans, and other planning activities that support the Goal and placing an emphasis on updating and maintaining a current EOP that conforms to the guidelines outlined in CPG 101 v2.
The following are examples of Allowable Planning Activities:

- Developing hazard/threat-specific annexes
- Developing and implementing homeland security support programs and adopting ongoing DHS/FEMA national initiatives
- Developing related terrorism and other catastrophic event prevention activities
- Developing and enhancing plans and protocols
- Developing or conducting assessments
- Hiring of full- or part-time staff or contract/consultants to assist with planning activities
- Materials required to conduct planning activities
- Travel/per diem related to planning activities
- Overtime and backfill costs (in accordance with guidance)
- Issuance of WHTI-compliant Tribal identification cards
- Activities to achieve planning inclusive of people with disabilities and others with access and functional needs and limited English proficiency.
- Coordination with Citizen Corps Councils for public information/education and development of volunteer programs
- Update governance structures and processes and plans for emergency communications
- Development, and review and revision of continuity of operations plans
- Development, and review and revision of the THIRA/SPR continuity of operations plans

**Organization**

**Personnel Activities**

Personnel hiring, overtime, and backfill expenses are permitted under this grant in order to perform allowable FY2022 SHSP planning, training, exercise, equipment and M&A activities. A personnel cost cap of up to 50 percent (50%) of total may be used for personnel and personnel-related activities as directed by the Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act (Public Law 110-412). In general, the use of SHSP funding to pay for staff and/or contractor regular time or overtime/backfill is considered a personnel cost. Activities that are considered personnel and personnel-related, and therefore count against the personnel cost cap of 50 percent (50%), include, but are not limited to:

- Overtime/backfill to participate in approved training or exercise deliveries;
- Salaries and personnel costs of planners, equipment managers, exercise coordinators, and/or training coordinators;
- Salaries and personnel costs under the M&A category;
- Contractor costs associated with performing the above activities
  - A scope of work and contract detailing the job duties and deliverables for all consultants and/or contractors must be provided and approved by the Ohio EMA Grants Branch prior to finalizing any consultant/contractor agreements or contracts;
- Costs associated with providing reasonable accommodations and modifications for workers with disabilities.

FY2022 SHSP 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 for the terms as used in this grant guidance:

- Hiring. State and local entities may use grant funding to cover the salary of newly hired personnel who are exclusively undertaking allowable FEMA program activities as specified in this guidance. This may not include new personnel who are hired to fulfill any non-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 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 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 grantees may be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

**Operational Overtime Costs**

In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism and other catastrophic events, operational overtime costs are allowable for increased protective security measures at critical infrastructure sites or other high-risk locations and to enhance public safety during mass gatherings and high-profile events. In that regard, SHSP recipients are urged to consider using grant funding to support soft target preparedness activities. SHSP funds may be used to support select operational expenses associated with increased security measures in the authorized categories cited in the list below, but this list is not exhaustive. FEMA retains the discretion to approve other types of requests that do not fit within one of the categories of the table. All allowable operational overtime costs are also subject to the administration requirements outlined in the following subsection.

The following are examples of Allowable Organizational Activities:

- **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**
- **Operational Support**
- **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 resulting from a National Special Security Event**

**Equipment**

The 21 allowable prevention, protection, mitigation, response, and recovery equipment categories for SHSP are listed on the Authorized Equipment List (AEL). Some equipment items require prior approval from DHS/FEMA before obligation or purchase of the items. Please reference the grant notes for each
equipment item to ensure prior approval is not required or to ensure prior approval is obtained if necessary.

Unless otherwise stated, all equipment must meet all mandatory regulatory and/or DHS/FEMA-adopted standards to be eligible for purchase using these funds. In addition, recipients will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment. All equipment procured under SHSP must be in support of the maintenance or development of a capability described and typed under the NIMS where such typing guidance exists as published by FEMA.

Before any equipment item is added to the subrecipient budget, they must first confirm the item conforms to a specific AEL equipment item. It is recognized that the AEL is not an all-inclusive list. Some items that wish to be purchased may not exactly match a specific item in the AEL. In those cases, the county must consult Ohio EMA’s Grants Branch to determine whether or not the item meets the intent and restrictions of a given AEL equipment category/item. If Ohio EMA cannot concur or determine the eligibility of the item, they will consult with DHS to confirm eligibility of the item. The subrecipient must receive approval for the item from Ohio EMA Grants Branch. This clarification must take place prior to any encumbrance or expenditure of funds for the item in question.

Investments in emergency communications systems and equipment must meet applicable SAFECOM Guidance. Such investments must be coordinated with the SWIC and the State Interoperability Governing Body (SIGB) to ensure interoperability and long-term compatibility.

Subrecipients that are using FY2022 SHSP funds to support emergency communications activities should comply with the FY2022 SAFEOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of Interoperable Communications Equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission Waiver Order.

Requirements for Small Unmanned Aircraft System and Watercraft
All manned and unmanned aircraft/watercraft require an approved waiver from FEMA. All requests to purchase Small Unmanned Aircraft Systems (SUAS) with FEMA grant funding must comply with IB 426 and IB 438 and 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.

Ohio EMA has developed a formal process for requesting a waiver from FEMA. Please utilize the Waiver Form (available via the Ohio EMA website) and work with Ohio EMA Grants Branch staff to navigate the FEMA approval process. It is imperative that the subrecipient begin this process as early as possible to ensure completion within the performance period.

Training
Allowable training-related costs under SHSP include the establishment, support, conduct, and attendance of training specifically identified under the SHSP program and/or in conjunction with emergency preparedness training by other federal agencies (e.g., HHS and DOT). Training conducted using SHSP funds should address a performance gap identified through a TEP or other assessments (e.g., National Emergency Communications Plan NECP Goal 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 or high-risk urban area training cycle. Recipients are encouraged to use existing training rather than developing new courses. When developing new courses, recipients are encouraged to apply the Analyze, Design, Develop, Implement, and Evaluate (ADDIE) model of instructional design.

Recipients are also encouraged to utilize the National Training and Education Division’s National Preparedness Course Catalog. Trainings include programs or courses developed for and delivered by institutions and organizations funded by DHS/FEMA/National Training and Education Division (NTED). This includes the Center for Domestic Preparedness (CDP), the Emergency Management Institute (EMI), and NTED’s Training Partner Programs, including the Continuing Training Grants (CTG), the National Domestic Preparedness Consortium (NDPC), the Rural Domestic Preparedness Consortium (RDPC), and other partners.

The catalog features a wide range of course topics in multiple delivery modes to meet FEMA’s mission scope as well as the increasing training needs of federal, state, local, territorial, and tribal audiences. All courses have been approved through NTED’s courses. The catalog can be accessed at http://www.firstrespondertraining.gov.

Allowable Training Costs
Allowable training-related costs include, but are not limited to, the following:

- Developing, Delivering, and Evaluating Training. Includes costs related to administering the training, planning, scheduling, facilities, materials and supplies, reproduction of materials, disability accommodations, and equipment.
- Overtime and Backfill. The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of attendance at FEMA and/or approved training courses and programs, are allowable. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable.
- In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.
- Travel. Costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to an approved training.
- Hiring of Full or Part-Time Staff or Contractors/Consultants. Payment of salaries and fringe benefits to full or part-time staff or contractors/consultants must be in accordance with the policies of the State or unit(s) of local government and have the approval of the State or awarding agency, whichever is applicable. Such costs must be included within the funding allowed for program management personnel expenses.
- A scope of work and contract detailing the job duties and deliverables for all consultants and/or contractors must be provided and approved by the Ohio EMA Grants Branch prior to finalizing any consultant/contractor agreements or contracts.

Training Activities & Requirements
Allowable training-related costs under SHSP include the establishment, support, conduct, and attendance of training specifically identified under the SHSP program priorities and/or in conjunction with emergency preparedness training by other Federal agencies (e.g., HHS, Department of Transportation). Training conducted using SHSP funds should address a performance gap identified through a TEP or other assessments (e.g., National Emergency Communications Plan [NECP] Goal Assessments) and contribute to building a capability that will be evaluated through a formal exercise.

Any training or training gaps, including those for vulnerable populations including children, the elderly, pregnant women, and individuals with disabilities or access and functional needs, individuals with limited English proficiency and other who have functional needs, should be identified in a TEP and addressed in the State or Urban Area training cycle. Recipients (or sub-recipients) are encouraged to use existing training rather than developing new courses. When developing new courses, grantees are encouraged to apply the Analysis, Design, Development, Implementation and Evaluation model of instructional design (Course Development Tool) located at https://www.firstrespondertraining.gov

All training activities supported by FY2022 SHSP must be eligible based on DHS-FEMA FY2022 grant guidance to Ohio. Training questions from subrecipients can be answered by Ohio EMA by contacting the following Oho EMA Planning, Training, and Exercise Branch staff.

Subrecipients are required, within 30 days after attendance, to submit information through the SAA via Web-Forms on all training not provided by FEMA, but supported with SHSP funds. This information will consist of course title, course description, mission area, level of training, the training provider, the date of the course, the number and associated disciplines of the individuals, and the sponsoring county.

Subrecipients intending to use FEMA funds to support attendance at training not provided by FEMA must ensure these courses:

- Fall within the FEMA mission scope to prepare State, local, Tribal, and territorial personnel to prevent, protect against, respond to, and recover from acts of terrorism and catastrophic events;
- Build additional capabilities that: (a) support a specific training need identified by the State, territory, and Urban Area, and (b) comport with the State, territory, or Urban Area Homeland Security Strategy;
- Address specific tasks and/or competencies articulated in FEMA’s Emergency Responder Guidelines and the Homeland Security Guidelines for Prevention and Deterrence;
- Address specific capabilities and related tasks articulated in the NPG;
- Support the specific program training activities identified in the individual SHSP grant programs for which the funding will be used

**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 located at https://www.fema.gov/exercise.

**Exercise Activities and Requirements**

Ohio EMA requires that exercises conducted with FEMA grant funding must be managed and conducted in accordance with the US Department of Homeland Security’s Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP Guidance for exercise design, development, conduct, evaluation, and
Programmatic information requests and requests for the State of Ohio’s Terrorism/All-Hazard EEM should be directed to the Ohio EMA Training & Exercise Supervisor. All exercises using SHSP funding must be NIMS compliant. More information is available online at the National Integration Center at https://www.fema.gov/national-incident-management-system.

Applications requesting exercise funding should demonstrate that personnel and resources exist to ensure compliance with the HSEEP requirement and sound exercise management practices. Acceptable scenarios for SHSP exercises include: chemical, biological, radiological, nuclear, explosive, cyber, agricultural or technological disasters. The scenarios used in SHSP-funded exercises must focus on validating existing capabilities, must be large enough in scope and size to exercise multiple activities and warrant involvement from multiple counties and disciplines and non-governmental organizations, and consider the needs and requirements for individuals with disabilities. Exercise scenarios should align with objectives and capabilities identified in the Multi-year Training and Exercise Plan.

More specific exercise guidance will be contained within the grant agreement and must be agreed to for exercise projects to be funded.

**Allowable Exercise Costs**

Allowable exercise-related costs include:

- **Funds Used to Design, Develop, Conduct, and Evaluate an Exercise.** Includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation. Grantees are encouraged to use government or free public space/locations/facilities, whenever available, prior to the rental of space/locations/facilities. Exercises should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills. Any exercise or exercise gaps, including those for children and individuals with disabilities or access and functional needs, should be identified in the AAR/IP and addressed in the exercise cycle.

- **Full or part-time staff may be hired to support exercise-related activities.** Such costs must be included within the funding allowed for program management personnel expenses.

- **The applicant’s formal written procurement policy or 2 CFR 200 (NOTE: Please see procurement section in this document for additional guidance) – whichever is more stringent – must be followed.**

- **Overtime and Backfill.** The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of time spent on the design, development, and conduct of exercises are allowable expenses. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities. A Memorandum of Understanding (MOU) or other formal agreement is necessary to encompass all of the requirements with sub-granting funds to other entities for reimbursement of their personnel expenditures. Pre-approval is required for all sub-grants from Ohio EMA.

- **Travel.** Travel costs are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of exercise project(s) or HSEEP
programmatic requirements as described in the HSEEP website (e.g., Improvement Plan Workshops, Training and Exercise Plan).

- Supplies. Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., gloves, non-sterile masks, and disposable protective equipment).
- Disability Accommodations. Materials, services, tools and equipment for exercising inclusive of people with disabilities (physical, programmatic and communications access for people with physical, sensory, mental health, intellectual and cognitive disabilities).
- Other Items. These costs include the rental of equipment and other expenses used specifically for exercises, costs associated with inclusive practices and the provision of reasonable accommodations and modifications to provide full access for children and adults with disabilities.

If you have questions regarding eligibility during the developmental stages of your exercise project proposal, please contact Ohio EMA Training & Exercise Supervisor, David Nunley, dbnunley@dps.ohio.gov, or at (614) 799-3677.

Unallowable Expenses

- Unauthorized Exercise Costs
- 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 exercise conduct (e.g., electronic messaging signs).
- Per FEMA policy, the purchase of weapons and weapons accessories, including ammunition, is not allowed with SHSP funds.
- Grant funds may not be used for the purchase of equipment not approved by DHS/FEMA. Grant funds must comply with IB 426 and may not be used for the purchase of the following equipment: firearms; ammunition; grenade launchers; bayonets; or weaponized aircraft, vessels, or vehicles of any kind with weapons installed.
FY2022 SHSP Application Process

To apply for the FY2022 SHSP grant program, please download the FY2022 SHSP Project Application document from the Ohio EMA HSGP webpage located at the following location: https://ema.ohio.gov/PreparednessGrants_HSGP.aspx

Please keep in mind the following key points when developing your application:

**Eligible Applicants**
For the FY2022 SHSP Application Process, eligible applicants include the following entities:
- County Emergency Management/Homeland Security Agencies
- Local Law Enforcement Agencies
- Local Departments of Public Safety

*Please note that due to the 80% local pass-through requirement, State of Ohio entities are ineligible applicants for the FY2022 SHSP competitive grant process.*

**Project Types**
As previously indicated, the SHSP grant process is no longer based on allocations to the eight Ohio Homeland Security Regions with designated Fiscal Agents. As such, there are now two different project types: Individual Project and Collaborative Project.

Individual Projects are those where one eligible entity submits an application for their identified project for their respective agency. Collaborative Projects are those where multiple entities come together for their identified project and select one of the entities to act as the primary fiscal agent to manage the project for the group.

**Funding Priorities**
All projects need to be tied to one of the identified National or State Funding Priorities. Please refer to the detailed section Funding Priorities on page 5 of this document.

**Project Requirements**
Projects will have a minimum funding requirement of $15,000 and a maximum funding cap of $250,000. Exceptional projects above the $250,000 threshold may be submitted for consideration; however, the project must demonstrate a vital need and review and approval is at the sole discretion of the Executive Director of Ohio EMA (as the State Administering Agency for FEMA grants).

**Application Format and Submission**
All project applications must be received via email on Friday September 23, 2022 by 5:00 pm EST. Please adhere to the following requirements:
- Submit your application in Excel Format only. Submission of the application in any other format will not be reviewed.
- Use the following naming convention when submitting your application:
  - FY2022 SHSP Project Application – Agency Name – Project #1
    - If you are submitting more than one application, please continue the Project Numbering sequence above.
- Please submit all applications to the following email address before the deadline listed above:
  - EMA_Grants@dps.ohio.gov
FY2022 SHSP Project Application Document Instructions

Please use the following information as a basic instructional guide in completing the FY2022 SHSP Project Application Document:

Section 1: Applicant Information
- Applicant Agency: The primary agency applying for SHSP grant funding
- Applicant Homeland Security Region: Please select from one of the eight Ohio Homeland Security Regions (map located at https://ema.ohio.gov/PreparednessGrantsBranch.aspx)
- Applicant Agency Type: Please select from one of the three eligible applicant agency types in the dropdown menu

Section 2: Project Information
- Project Name: Identify your proposed project
- Project Area: Indicate whether this is a Regular Project or a Law Enforcement Terrorism Prevention Activity
- Project Type: Indicate whether this is an Individual Project or a Collaborative Project
- Funding Approach: Indicate whether your project is Building a New Capability, Sustaining an Existing Capability, or Addressing a Gap in a Capability.
- Funding Priority: Select the National or State Funding Priority that most closely aligns with your project.
- Primary Core Capability: Select the Core Capability that most closely aligns with your project.

Section 3: Project Detail
- Select Yes or No for the questions posed in this section.
- If you are submitting a Collaborative Project, please identify all participating agencies by listing the agency name and county (for example: Smalltown Police Department (Ohio County)).
- If you are submitting a Communications project, please indicate how it ties to the State Communications Interoperable Plan (SCIP). The Ohio SCIP is available at the following web address: https://siec.ohio.gov/Portals/0/OH_2018%20SCIP_Final_2_7_2019_1.pdf

Sections 4-7: Project Narratives
- Provide detailed information on your project and how it is tied to prevent, prepare, respond to, or recover from acts of terrorism.
- Provide detailed information on the services and/or equipment that your project will procure to address terrorism.
- Provide detailed information on what agencies will be utilizing and maintaining any procured equipment.
- Explain how this project supports a regional capability that supports multiple counties in the Ohio Homeland Security Region.

Section 8: Budget
- Provide detailed budget by listing all equipment items and services to be procured during this project. Only use total cost amounts rounded to the nearest dollar.
- Select the appropriate POETE Category (Planning, Organization, Equipment, Training, or Exercise).
- Select the quantity of the items being procured for this project.
- Identify the FEMA AEL Code utilizing the following webpage: https://www.fema.gov/grants/tools/authorized-equipment-list
Application Resources

FEMA Authorized Equipment List
https://www.fema.gov/grants/tools/authorized-equipment-list

FEMA Mission Areas and Core Capabilities

NIMS Components – Guidance and Tools
https://www.fema.gov/emergency-managers/nims/components

FEMA Policy on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services

Ohio Statewide Communications Interoperability Plan (SCIP)

Points of Contact

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