Where can I find info regarding the State Homeland Security Program (SHSP)?

Here is a list of valuable resources to learn more about SHSP:

- SHSP State Grant Guidance and Notice of Funding Opportunity (NOFO) – found at https://des.mt.gov/Grant-Programs/SHSP/SHSP-Resource-Docs
- 2 CFR Part 200 – found at https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- MT DES Preparedness Grant Coordinator

Who are the MT DES Preparedness Grant Coordinators?

Emily Schuff	Pam Fruh	Genny Lighthiser
Emily.Schuff@mt.gov	Pam.Fruh@mt.gov	Genevieve.Lighthiser@mt.gov
(406)417-9354	(406)439-5917	(406)417-8685

What forms are due when?

SHSP applications are typically due to MT DES on or about the first week of April. The AmpliFund application will be open on or about the first week of January.

Nationwide Cybersecurity Review (NCSR)

Awarded sub-recipients are required to complete the NCSR. Reference page 3 and 4 of this document for more information on the NCSR timeline and process.

Performance Plan Reports and Payment Requests submitted:

- Performance reports are due by the 10th day after the end of each quarter.
- It is recommended to submit a payment request quarterly if possible.

Reporting Period	Performance Report Due Date
October 1 – December 31	January 10
January 1 – March 31	April 10
April 1 – June 30	July 10
July 1 – September 30	October 10

Accruals are due the second week of June. Reference page 6 of this document for more information on the accrual process.

Closeout Letter is due once project is complete and final report and claim have been submitted.

What is the period of performance (POP) for the SHSP grant?

The period of performance is the window of time in which all grant related project costs must be expended. The SHSP grant POP for most sub-recipients in the state of Montana is October 1, 2025 – September 30, 2027. All expenditures associated with the grant award must be made within the associated time frame. Any expenditures made outside the period of performance are not eligible for that year's grant.

ENVIRONMENTAL HISTORIC PRESERVATION (EHP) REVIEW

When is an EHP review required?

An EHP review is required for projects that have the potential to affect the environment and/or historic properties. Listed are some examples of projects that always require an EHP review:

- Modification or renovation of existing buildings or structures (cameras, generators, access controls, etc.). This applies to historic and non-historic structures.
- Physical security enhancements both interior and exterior (doors, lights, fences, etc.)
- Construction or modification of communication towers (adding antennas, mounting equipment or shelters)
- Sonar related devices and some radio related devices or modifications
- All activities that cause ground disturbance
  - o Ground disturbance is anything that breaks the ground or changes the condition of the ground's surface such as installation of a concrete pad, installation of a fence post and trenching for utilities.
  - o Some trainings and exercises create ground disturbance such as vehicle or equipment movement, heavy foot traffic, trenching or hole excavation and explosives.

How long does the EHP process take?

EHP processing time is dependent on the scope and scale of the project, and how quickly sub-recipients complete their EHP screening form. MT DES suggests subrecipients complete and submit the EHP screening form within 3 months of the grant award. Completing the EHP screening form may take a couple of weeks to two months depending on project. Once the EHP

screening form is completed, the form is submitted to MT DES for review and forwarding to FEMA. Expect an additional one to three months before the formal approval letter is received from FEMA, pending FEMA has no further questions. MT DES will let you know when the EHP has been approved and provide you with a copy of FEMAs EHP approval letter for your project binder.

Can I start my project before the EHP review is approved by FEMA?

No, the EHP review must be completed and approved by FEMA before project initiation. Therefore, do not start any part of the project scope until you have the EHP approval letter from FEMA. EHP noncompliance will jeopardize receipt of grant funds which may result in project delay, denial, or de-obligation of funding.

How do I submit an EHP?

Sub-recipients are not able to submit EHP forms directly to FEMA. Please contact a MT DES Preparedness Grant Coordinator for guidance on the submittal process.

NATIONWIDE CYBERSECURITY REVIEW (NCSR)

What is the NCSR?

The NCSR is a no cost, annual self-assessment that is designed to measure gaps and capabilities of state, local, tribal, and territorial (SLTT) governments cybersecurity programs. It is based on the National Institute of Standards and Technology Cybersecurity Framework (NISTCSF). The NCSR is sponsored by the Department of Homeland Security (DHS) and the Multi-State Information Sharing and Analysis Center (MS-ISAC). Using the results of the NCSR, DHS delivers a bi-yearly anonymous summary report to Congress, providing a broad picture of cybersecurity maturity across the SLTT communities.

Is the NCSR required for all SHSP projects?

The NCSR is required for all SHSP grants awarded.

When is the NCSR Due?

The NCSR is open for sub-recipients from October 1 – February 28. Sub-recipients are required to complete the NCSR by the due date to benchmark and measure their progress of improving their cybersecurity posture.

How do I register and access the NCSR for completion?

Sub-recipients must register for the NCSR, to do so please visit the following website: https://www.cisecurity.org/ms-isac/services/ncsr/.

I have questions regarding the NCSR, who do I contact?

You may always reach out to a MT DES Preparedness Grant Coordinator OR for additional questions or assistance, email NCSR@cisecurity.org.

ALLOWABLE EXPENDITURES

Can I use SHSP funds to develop or enhance emergency management preparedness and management planning activities?

Yes, some eligible activities include an update of the Threat and Hazard Identification and Risk Assessment (THIRA), Stakeholder Preparedness Review (SPR) and Continuity of Operations Plans (COOP) as well as updating and maintaining a current Emergency Operations Plan (EOP).

Can I use SHSP funds for planning, training, and exercise-related costs?

Yes. SHSP funds can be used to:

- Design, develop, and conduct trainings and exercises.
- Fund travel (e.g., airfare, mileage, per diem and hotel)
- Implement HSEEP principles into exercise program.

What is the difference between Equipment and Supplies?

- Equipment is a single item that costs more than $5,000.00 and typically has a lifespan of more than one year. Equipment would be items such as generators, repeaters, or sirens.
- Supplies are expendable, cost less than $5,000 and typically have a lifespan of more than one year. Supplies would be portable radios and security cameras.

State of Montana
FY2025 SHSP
Frequently Asked Questions

Can I buy radios with SHSP funds?
Yes, radios are allowable under the SHSP program. However, please be aware that radios are not a priority project. Therefore, the Senior Advisory Committee (SAC) may move radio projects to the bottom of the list when reviewing and prioritizing SHSP applications.

Is China made or affiliated telecommunication equipment/services allowable?
No, sub-recipients may not use any FEMA funds to procure or obtain China made or China affiliated telecommunication, video surveillance equipment or services. Please reference the System for Award Management (SAM) for an exclusion list of manufacturers and vendors https://sam.gov/content/entity-information or reach out to a MT DES Preparedness Grant Coordinator for guidance.

GRANT MODIFICATIONS

Can I request a grant extension?
Yes, please reach out to your MT DES Grant Coordinator for guidance if it is anticipated that the project will not be completed by the initial period of performance (POP) end date noted on the signed obligating document. Some projects may have additional time for a grant extension to be requested and approved should there be proper justification.

What if the project is not completed by the end of the grant POP?
SHSP projects must be completed by the end of the POP. Any projects still making purchases or finalizing construction after the POP are no longer eligible for funding. Any reimbursements that had been paid to the sub-recipient may need to be paid back to the state.

Can I request a budget modification?
Budget modifications are reviewed on a case-by-case basis. Contact a MT DES Preparedness Grant Coordinator if you anticipate a budget modification.

What do I need to submit for a budget modification request?
Contact a MT DES Preparedness Grant Coordinator for guidance on how to submit a budget modification. MT DES has an Amendment Request form to fill out.

Can I request a change of project scope?

SHSP projects must follow the same project scope that was set forth during the time of award. However, some scope changes can be requested and approved pending proper justification for allowable modifications that still support the original project intent. Contact a MT DES Preparedness Grant Coordinator for additional guidance.

How soon will I hear back from MT DES on modification requests?

An approved request results in a modification to the award documentation. MT DES reviews requests and notifies sub-recipients of approval of modifications within 30 days.

ACCRUAL PROCESS

What is an accrual, and do I need to do one?

An accrual, as found in the Montana Operations Manual, is the recognition of expenditure activity prior to its actual receipt or disbursement. Accruals are a method of accounting that recognizes expenses when they occur, not when cash is paid.

Subrecipients with remaining grant funds are required to submit accruals annually to MT DES no later than the second week of June. MT DES will provide each subrecipient with an accrual form prior to the June deadline. If you have any questions on the accrual process, please reach out to your Grant Coordinator.