

FFY 2024 State Homeland Security Grant Program Guidance

Guidance Released: January 3, 2024

MONTANA DISASTER AND EMERGENCY SERVICES



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PO Box 4789
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Application Due Date: 11:59 pm Friday, March 15, 2024

STATE HOMELAND SECURITY GRANT PROGRAM

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State Homeland Security Program (SHSP) Grant

Funding for this program is provided to Montana Disaster and Emergency Services (MT DES). MT DES is the State Administrative Authority for this program. Funding is provided by the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD).

Catalog of Federal Domestic Assistance (CFDA) Number: 97.067
CFDA Title: Homeland Security Grant Program (HSGP)

Applications will only be accepted on-line through the AmpliFund system.

<https://mt.amplifund.com/account/Login.aspx>

If you have not been in AmpliFund prior to this, you will need to choose “register” on the login page. If you have logged into AmpliFund in the past, you may log in and start your application.

KEY DATES:

- **Open no later than Wednesday, January 3rd, 2024**
- **Closes on Friday, March 15th, 2024 at 11:59 PM MDT**
- **Projected period of performance (POP) is 1 October 2024 – 30 September 2025. Extensions to the period of performance may be granted with justification.**

NOTE: Changes to FFY24 Notice of Funding Opportunity guidance may result in modifications to this document.

1.0 Overview

The purpose of the Federal Fiscal Year (FFY) 2024 State Homeland Security Program (SHSP) is to support state and local efforts to prevent terrorism and to prepare Montana for the threats and hazards that pose the greatest risk to its security. The SHSP grant provides funding to implement investments that build, sustain, and deliver FEMA’s 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. Building, sustaining, and delivering core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community, inclusive of children, individuals with disabilities, individuals with access and functional needs, diverse communities, and people with limited English proficiency. The Homeland Security Grant Program (HSGP) supports the core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs. The HSGP supports the Quadrennial Homeland Security Review Mission to Strengthen National Preparedness and Resilience.

SHSP funds a range of activities, including planning, organization, equipment purchase, training, exercises, and management and administration across all core capabilities and mission areas. Eighty percent (80%) of SHSP funds must be passed through to local or tribal units of government. At least thirty percent (35%) of the overall SHSP funds received must be dedicated towards law enforcement

terrorism prevention activities (LETPA). Thirty percent (30%) of SHSP funds must be used for National Priorities as described in the Notice of Funding Opportunity (NOFO).

The Department of Homeland Security has not yet released the FFY 2024 HSGP Notice of Funding Opportunity (NOFO). When it becomes available, it can be found at:

<https://des.mt.gov/Grant-Programs/State-Homeland-Security-Grants>.

The funding amount Montana will receive under the SHSP in FFY 2024 has not yet been released. It will be released with the FFY 2024 NOFO. The FFY 2023 funding amount was \$4,847,500.00 and we anticipate FFY 2024 to be close to the same.

2.0 Purpose

The SHSP assists state, tribal, and local preparedness activities that address high-priority preparedness gaps across all core capabilities where a nexus to terrorism exists. All supported investments are based on capability targets and gaps identified during the Threat and Hazard Identification and Risk Assessment (THIRA) process and assessed in the Stakeholder Preparedness Review (SPR).

The program is based on risk-driven, capabilities based strategic plans that outline high-priority needs relating to terrorism preparedness. Many capabilities which support preparing for terrorism simultaneously support preparedness of other hazards. To ensure these plans are effective, government officials and elected leaders, work with the whole community to consider how to sustain current capability levels, while also addressing gaps.

3.0 Priorities

MT DES anticipates receiving more applications for projects than the SHSP grant will be able to support. The Montana Homeland Security Advisor (HSA) has provided funding priorities for state projects. See Attachment A, Homeland Security Advisor Funding Priorities, for additional details. The Senior Advisory Committee (SAC), in consultation with the HSA, has set funding priorities for local projects that have a statewide or significant regional impact. See Attachment B, SAC Funding Priorities, for additional details. MT DES anticipates FEMA’s National Priority Areas to remain the same as identified under FY 2023 SHSP. See Attachment C, National Priorities, for additional details.

NATIONAL PRIORITY AREAS
Enhancing the protection of soft targets/crowded places
Enhancing information and intelligence sharing and analysis
Combating domestic violent extremism
Enhancing cybersecurity
Enhancing community preparedness and resilience
Enhancing election security

SHSP Grant Applicants are encouraged to develop projects that address National, State, and local priority Capabilities. High priority capabilities are identified through a jurisdiction Stakeholder Preparedness Report (SPR).

NOTE: Applicants are not guaranteed to receive funding even if the project falls within a local or national priority capability.

MT DES collaborates with the SAC to develop guidance, funding targets, application evaluation criteria, and methodology for reviewing SHSP Grant applications. The SAC ensures projects meet the intent of the State Homeland Security Program.

Federal program guidance requires at least thirty-five percent (35%) of the SHSP funds be dedicated to law enforcement terrorism prevention activities. MT DES staff will advise the Senior Advisory Committee (SAC) if the total approved projects do not meet the 35% threshold.

The National Prevention Framework describes LETPA activities as those that should be executed upon discovery of intelligence or information regarding an imminent threat to the homeland, in order to prevent an initial or follow-on terrorist attack and provides guidance to ensure the Nation is prepared to prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the National Prevention Framework are eligible for use as LETPA funds. Additionally, projects whose capabilities are shared with the protection mission area are also eligible for LETPA use. Other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

The SAC will prioritize local projects and provide a recommendation for funding to the Homeland Security Advisor for approval. Criteria for initially rating projects is included in Attachment E, *Application Evaluation Criteria*. MT DES will pre-screen applications to ensure projects are eligible and applications are complete. **The Senior Advisory Committee reserves the right to prioritize projects with the most benefit to meet the intent of the State Homeland Security Grant Program in reducing vulnerabilities or increasing capabilities across Montana.** The SAC may recommend partial funding for some projects if deemed appropriate. As an example, if a project application is requesting \$50,000 and there is only \$35,000 remaining in SHSP funds to allocate, the SAC may offer to award the remaining \$35,000 instead of the full amount applied for. If reverted funds become available, projects that are partially funded may be prioritized for funding.

Projects for items considered standard equipment (handheld radios, ballistic vest, other eligible PPE, etc.) will be evaluated but not given as high a priority.

4.0 Eligibility Requirements for Applicants

4.1 Eligible Applicants

Eligible applicants (sub-recipients) are local units of government within Montana (county, city, town, special district, agency of a local government), state agencies, and federally recognized tribal governments within Montana. Nonprofits who provide services to a local government agency may submit an application, but still need their projects to be endorsed by the local jurisdiction. A local jurisdiction may act as a host on behalf of an entity, including non-profits and associations, to address critical needs.

Jurisdictions may submit up to a maximum of three (3) ranked project applications from the entities in the eligible applicants listed above. This is in addition to applications submitted as Regional or

Statewide projects as listed in Attachment B. Hosting an approved regional project will not restrict a Jurisdiction from submitting additional project for their jurisdiction. Additionally, projects that fall within the national priority of *Combating Domestic Violence Extremism* will not count against the 3 ranked projects application maximum. Applications are for a single project and all costs in the project application must be in support of the overall objective and outcome of the project. Applications that contain multiple projects may be returned for corrections or disqualified for evaluation.

Projects shall be ranked by their respective Local Emergency Planning Committee (LEPC) or Tribal Emergency Response Commission (TERC). Projects without a LEPC ranking will not be initially evaluated or considered for funding. See Attachment G, *Project Ranking Form for LEPCs/TERCs*. This form is to be signed by the Chairperson of the LEPC or TERC.

4.2 National Incident Management System (NIMS)

Prior to allocation of any Federal preparedness awards in FFY 2024, sub-recipients must ensure and maintain adoption and implementation of NIMS. NIMS uses a systematic approach to integrate the best existing processes and methods into a unified national framework for incident management. Incident management refers to how incidents are managed across all homeland security activities, including prevention, protection, response, mitigation, and recovery. Additional information can be referenced in attachment I.

4.3 Emergency Management Assistance Compact (EMAC)

In support of the National Preparedness Goal, the State of Montana is a member of EMAC. Assets supported in part or entirely with HSGP funding must be readily deployable to support emergency or disaster operations per existing EMAC agreements. In addition, funding may be used for the sustainment of core capabilities that, while they may not be physically deployable, support national response capabilities such as interoperable communications systems, capabilities as defined under the mitigation mission area of the National Preparedness Goal, and identified fusion centers.

4.4 Cost Share or Match

Cost share or match is not required for the FFY 2024 SHSP.

5.0 Project Categories and Activities

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

Sub-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) https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

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

Applicants are encouraged to provide project and budget details related to Planning, Organization (including travel and personnel), Equipment, Training, Exercise, Construction and Renovation, and Management and Administration (M&A) activities. This list is not all-inclusive.

5.1 Planning

SHSP funds may be used for a range of emergency preparedness and management planning activities such as those associated with the update 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 v2.0.

Planning should include participation from all stakeholders in the community who are able to contribute critical perspectives and may have a role in executing the plan. Planning should be flexible enough to address incidents of varying types and magnitudes. Jurisdictions should focus planning efforts to enhance and expand capabilities through partnerships. All jurisdictions are encouraged to work through Citizen Corps Councils, nongovernmental entities, and the general public in planning activities.

Entities receiving SHSP funds to create a plan (EOP, annex, SOP, etc.) must validate the plan through no less than a table top-level exercise. The exercise must be facilitated and documented using the HSEEP process, and the After-Action Report and Improvement Plan submitted to MT DES.

5.2 Organization – Personnel

Personnel hiring, overtime, and backfill expenses are permitted under this grant in order to perform allowable SHSP planning, training, exercise, and equipment activities. SHSP funds may not be used to support the hiring of any personnel for the purpose of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities. Personnel may include but is not limited to: training and exercise coordinators, program managers for activities directly associated with SHSP funded activities, intelligence analysts, and statewide interoperability coordinators.

5.3 Organizational – Travel

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

5.4 Equipment

The allowable equipment categories and equipment standards for SHSP are listed on the DHS Authorized Equipment List (AEL). Additional information can be referenced in attachment I.

Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS/FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for, at their own expense, obtaining and maintaining all necessary certifications and licenses for the requested equipment. When completing the Budget portion of the application, installation and construction costs shall go under the construction and renovation budget line. Only the cost of equipment should be included in the equipment line.

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active and future grant awards, unless otherwise noted. Federal guidance (FEMA Policy 205-402-125-1) also provides guidance on the support of equipment previously purchased with both federal grant and non-federal grant funding. While these activities may be submitted, they are not a priority for the state. General maintenance and repairs are not allowable.

5.5 Communications Equipment

SHSP funds to support emergency communications activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Please see the web link in Attachment I with more information.

Subrecipients must ensure all telecommunication, video surveillance equipment or services obtained with homeland security funds are not China made or China affiliated. Reference FEMA policy #405-143-1 https://www.fema.gov/sites/default/files/documents/fema_policy-405-143-1-prohibition-covered-services-equipment-gpd.pdf. To search for ineligible equipment or service providers, subrecipients should search [SAM.gov](https://sam.gov) for proposed vendors.

5.6 Controlled Equipment

Grant funds may be used for the purchase of Controlled Equipment, however, because of the nature of the equipment and the potential impact on the community there are additional and specific requirements to acquire this equipment. Refer to IB 407 *Use of Grant Funds for Controlled Equipment* https://www.fema.gov/sites/default/files/2020-08/ib_407_controlled_equipment_03092016.pdf. Please contact your grant coordinator for more information.

5.7 Training

Allowable training-related costs under SHSP include the establishment, support, conduct, and attendance of training specifically identified under the SHSP programs and/or in conjunction with emergency preparedness training by other Federal agencies. Training conducted using SHSP funds should address a performance gap identified through the Montana Stakeholder Preparedness Review, Integrated Preparedness Plan (IPP) or other assessments and contribute to building a capability that will be evaluated through a formal exercise.

DHS/FEMA sponsored training programs or courses developed for and delivered by the Center for Domestic Preparedness (CDP), the Emergency Management Institute (EMI), and the National Training and Education Division's (NTED) training partner programs including the Continuing Training Grants, the National Domestic Preparedness Consortium (NDPC), and the Rural Domestic Preparedness Consortium (RDPC) that are within the scope of the HSGP are generally eligible.

Attendance at non-DHS/FEMA training is allowable if the training is approved by MT DES and falls within the FEMA mission scope and the jurisdiction's Emergency Operation Plan (EOP). FEMA will conduct periodic reviews of all state, local, territory, tribal entities, and high-risk urban area training funded by FEMA. These reviews may include requests for all course materials and physical observation of, or

participation in, the funded training. If these reviews determine that courses are outside the scope of this guidance, sub-recipients will be asked to repay grant funds expended in support of those efforts.

5.8 Exercise

Exercises conducted with grant funding should be managed and conducted consistent with the Homeland Security Exercise and Evaluation Program (HSEEP). There is a web link in Attachment I with more information to HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning.

SHSP scope of exercise scenarios should consider the jurisdiction's gap analysis, exercise or event After Action Reports, and plans. Acceptable scenarios for SHSP exercises include cyber, natural, or technological disasters, mass care, health and social services, and public information and warning. Exercise scenarios used in SHSP funded exercises must focus on validating existing capabilities, be large enough in scope and size to exercise multiple activities, and warrant involvement from multiple disciplines and non-governmental organizations.

County, Tribal, and/or city emergency management organizations are required to develop an IPP that identifies training and exercise priorities and activities. The Multi-year IPP is submitted to MT DES through a separate program.

Sub-recipients are required to submit an After-Action Report/Improvement Plan (AAR/IP) for each SHSP-funded exercise. AAR/IPs should be submitted to MT DES, through the quarterly Status Report, no more than 90 days after completion of the exercise. Sub-recipients are reminded of the importance of implementing corrective actions. Sub-recipients are required to use the HSEEP AAR/IP template that can be found at https://des.mt.gov/Preparedness/Training_Exercise/AAR-Oct-2018---Participant-Form.docx. The AAR/IP must be submitted prior to requesting reimbursement.

5.9 Construction and Renovation

Construction and Renovation costs to achieve capability targets related to preventing, preparing for, protecting against, or responding to acts of terrorism are allowed under SHSP. For construction costs to be allowed, they must be specifically approved by DHS/FEMA in writing prior to the use of any program funds for construction or renovation. Installation and construction costs associated with equipment shall go under the construction and renovation budget line. Recipients using funds for construction projects must comply with the *Davis-Bacon Act* (40 U.S.C. § 3141 *et seq.*). Recipients must ensure that their contractors or subcontractors for construction projects pay workers no less than the prevailing wages for laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the state in which the work is to be performed.

All construction and renovation projects require EHP review. Recipients and subrecipients are encouraged to have completed as many steps as possible for a successful EHP review in support of their proposal for funding (e.g., coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects, compliance with all state and local EHP laws and requirements). Projects for which the recipient believes an Environmental Assessment (EA) may be needed, as defined in [DHS Instruction Manual 023-01-001-01, Rev 01, FEMA](#)

Directive 108-1, and FEMA Instruction 108-1-1, must also be identified to the FEMA HQ Preparedness Officer within six months of the award and completed EHP review materials must be submitted no later than 12 months before the end of the period of performance. EHP policy guidance and the EHP Screening Form, can be found online at: <https://www.fema.gov/media-library/assets/documents/90195>.

For relevant Construction and Renovation projects, The Build America, Buy America Act (BABAA) requires “*all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States.*” For more information about this requirement, please see the interim policy at https://www.fema.gov/sites/default/files/documents/fema_build-america-buy-america-act-policy.pdf.

5.10 Management and Administration

Management and Administration (M&A) activities are those directly relating to the management and administration of SHSP funds, such as financial management and monitoring. Sub-recipients may use a maximum of up to 5% of funding for M&A purposes. SHSP funds used for M&A must have supporting documentation (i.e. timecards (salary), invoices/receipts (goods), and general ledgers). M&A must be coded separately on the general ledger so that it is clear as to how many hours were allocated toward M&A for the grant.

6.0 Unallowable Costs and Activities

6.1 Unallowable Costs

Per FEMA policy, the purchase of weapons and weapon accessories is not allowed with SHSP funds. Grant funds may not be used for the purchase of Prohibited Equipment. Refer to IB 407 *Use of Grant Funds for Controlled Equipment* https://www.fema.gov/sites/default/files/2020-08/ib_407_controlled_equipment_03092016.pdf **and** *Executive Order on Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety* <https://www.whitehouse.gov/briefing-room/presidential-actions/2022/05/25/executive-order-on-advancing-effective-accountable-policing-and-criminal-justice-practices-to-enhance-public-trust-and-public-safety/> for a completed and updated list of prohibited equipment.

Unauthorized exercise-related costs include:

- The maintenance and/or wear and tear costs of general use vehicles, medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances)
- Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (e.g., electronic messaging signs).
- Other Unauthorized costs include, but are **not limited to**, the following:
 - General-purpose vehicles (patrol cars, executive transportation, fire apparatus)
 - General maintenance and repairs
 - Parking tickets or other traffic tickets
 - Hiring of sworn public safety officers or to supplant public safety positions and responsibilities
 - Sole source contracts and procurements not pre-approved by MT DES
 - Stand-alone working meals
 - Alcoholic beverages

- Supplanting any expense already budgeted
- Entertainment
- Laundry
- Late payment fees
- Pre-award costs

Activities unrelated to the completion and implementation of the State Homeland Security Program.

6.2 Supplanting

Grant funds must supplement, not supplant, replace or offset state or local funds that have been appropriated for the same purpose. Applications for projects that fall under an enterprise fund or non-tax revenue source may be required to provide additional information on the project.

If supplanting is determined, sub-recipients will be required to repay grant funds expended in support of those efforts.

6.3 Telecommunication, Video Surveillance Equipment and Services

Subrecipients may not use any FEMA funds to procure or obtain China made or China affiliated telecommunication, video surveillance equipment or services. Reference FEMA policy #405-143-1 https://www.fema.gov/sites/default/files/documents/fema_policy-405-143-1-prohibition-covered-services-equipment-gpd.pdf

Please reference the System for Award Management (SAM) for a consolidated exclusion list of subsidiaries of telecommunication companies <https://sam.gov/SAM/>. Please contact your grant coordinator to determine if equipment or services is eligible under this program.

7.0 Procurement

All FEMA awards are subject to the federal procurement standards under the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* found at [2 C.F.R. § 200.317-200.327](https://www.federalregister.gov/documents/2013/07/16/2013-14176-uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards). Applicants selected for funding does not constitute award. Any costs incurred or obligated prior to the execution of an award are not allowed.

For a FEMA award recipient or subrecipient to determine which federal procurement rules to follow, it must first determine if it is a state entity or a non-state entity. Please refer to Attachment I for the FEMA Fact Sheet with details on how to make this determination.

When purchasing under a FEMA award, a **state entity** must follow its own procurement policies and procedures pursuant to [2 C.F.R. § 200.317](https://www.federalregister.gov/documents/2013/07/16/2013-14176-uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards) as well as all other applicable state and federal laws, executive orders, and implementing regulations. Additional rules that impact state procurements are detailed in Attachment I.

When purchasing under a FEMA award, a **non-state entity** must have and use documented procurement procedures, consistent with state, local, and Tribal laws and regulations and conforming to applicable federal law and the procurement standards identified in [2 C.F.R. § 200.317-200.327](https://www.federalregister.gov/documents/2013/07/16/2013-14176-uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards). For a **non-state entity**, where a difference exists between a federal procurement standard and a state, local, and/or

Tribal procurement standard or regulation, the **non-state entity** must apply the most restrictive standard.

MT DES may request a copy of an entity's own documented procurement procedures which reflect applicable state and local laws and regulations. Procurement procedures must conform to applicable Federal law and the standards identified in [2 C.F.R. § 200.318](#)

For more information on federal procurement see [2 C.F.R. § 200.320](#).

For more information on MT Procurement laws, rules, policies, and executive orders please visit [State Procurement Bureau](#).

8.0 Application and Submission Information

8.1 Key Dates and Times

Application Period Opens: Application will be available no later than January 3, 2024, on AmpliFund

Application submission deadline: March 15, 2024, at 11:59 PM MDT

8.2 Application Information

Applicants are asked to provide letters of support for their projects from other LEPC/TERC or any other entity that demonstrates whole-community support. To receive recognition as a multi-County/Tribe or regional project, letters of support from County LEPC or TERC must be provided in the application. Letters of support from other entities do not indicate a multi-County/Tribe or regional project. Support letters must state how the project will impact and benefit the community. Attachment D provides guidance for Letters of Support. SHSP is a competitive grant with limited funding, not all projects will be awarded.

Applicants are responsible for planning far enough in advance to complete their application prior to the established deadline. The application deadline is set and will not be extended due to the competitive nature of the grant. If technical difficulties occur, it is the responsibility of the applicant to inform one of the MT DES Grant Coordinators immediately to work on a resolution.

When completing the application, the applicant should consider what the current market price is and then take into consideration any anticipated inflation that may occur between application submittal and the project start date. When estimating real time project costs at the time of application, consider adding 5 – 10% more to the total cost on the application.

The application will consist of the following sections that must be completed:

- Opportunity Details
- Project Information
- Application Forms
- Budget
- Project Performance Plan/Milestone

Applications are for a single project and all the pieces of the project must be integral towards achieving one precise objective/outcome. Applications that combine projects into a single application will be moved to the bottom of the competitive pool or may be disqualified.

Examples of a single project are:

- Purchasing cots, blankets, and storage carts for mass care shelters
- Purchase and installation of a backup generator, including the switches and purchase and installation of a fuel tank
- Purchase and installation of video surveillance cameras on critical infrastructure
- Purchase and installation of a complete (multiple components) Public Alerting System

Examples of combined projects and may be disqualified are:

- Request for multiple generators at different locations
- Request for public alert system and cybersecurity software
- Request for video surveillance cameras and personnel protective gear

8.3 Unique Entity Identifier (UEI)

The federal government now requires the Unique Entity Identifier (UEI) numbers that are created in [SAM.gov](https://sam.gov). This number is required to apply for SHSP. Jurisdictions that do not have a UEI may request one through [SAM.gov](https://sam.gov).

8.4 Applicant Agent or Authorized Representative

The applicant agent or authorized representative is the individual who is able or given authority to make legally binding commitments for the applicant organization.

8.5 Electronic Signature

Applications submitted through AmpliFund constitute a submission as electronically signed applications. When submitting the application, the name of the applicant's authorized representative will be typed into the certification block.

8.6 Application Review and Recommendation

FY2024 SHSP applications will be evaluated by MT DES staff through a review process to determine the application completeness and eligibility based on adherence to state and federal program guidance. The project applications will be reviewed for project relevance to the core capability, feasibility, sustainability, and impact to reducing vulnerability or increasing capability. Applications that meet all the elements are not guaranteed funding.

Eligible projects will be reviewed and prioritized by the Senior Advisory Committee (SAC) for final recommendation to the HSA for funding allocations. The SAC will assess the reasonableness and cost effectiveness of the total request. Prioritization and rankings are used as recommendations but do not constitute an approval for funding. The following are examples, but not all inclusive, of factors that may affect project ranking:

- Duplicated resource
- Costs of project
- Geographic distribution

The SAC Chair may request additional clarifying information from applicants during the review and recommendation process.

See Attachment E for a sample scoring matrix.

9.0 Award Administration Information

9.1 Award Administration

Notification of award approval is made through the sub-recipient's authorized representative in the application.

Awards will be made to the sub-recipients no later than 45 days following the state's acceptance of the Federal award. Sub-recipients who wish to decline the award must provide a written notice of intent to decline.

The Principal Elected Official with the legal authority to enter into an agreement and the Authorized Representative working on the project will be required to sign the Award Obligation Letter and email it back to their respective grant coordinator prior to any funds being reimbursed on the project.

9.2 Environmental and Historic Preservation Compliance

All projects which may have a potential impact to the environment require a FEMA EHP review. Ground-disturbing activities, new construction, including communication towers, or modification/renovation of existing buildings or structures must undergo a FEMA EHP review. Projects requesting to purchase sonar equipment will also need to undergo a FEMA EHP review. Projects that require an EHP review, must have an approval from DHS/FEMA prior to any work being started or funds being expended. To initiate EHP review of your project(s), you must complete all relevant sections of FEMA's EHP form and submit it to MT DES along with all other pertinent project information within 90 days of the period of performance start date. Failure to provide requisite information could result in delays in the release of grant funds. MT DES will work with Grant Programs Directorate for EHP approval. Modifications or change of scope to a project with an approved EHP will require an amendment of the original EHP. The amendment must be approved by FEMA prior to any modified work being performed. Work done outside the approved EHP will not be eligible for reimbursement and jeopardizes the entire project funding. Sub-recipients must ensure the EHP is adhered to.

9.3 Nationwide Cybersecurity Review

All awarded sub-recipients will be required to complete the 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 sub-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 2-4 hours to complete. The NCSR is expected to be open from October – January. Additional information will be provided in the award documents.

9.4 Build America, Buy America Act (BABAA)

All awarded sub-recipients must comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act §§ 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers. This requires that any funds used for a project for infrastructure utilizing iron and steel, manufactured products, and construction materials should be produced in the United States. This

preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project.

As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does it apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

For more information or to see if a project is considered an infrastructure program, please see: [Programs and Definitions: Build America, Buy America Act | FEMA.gov](#)

Or contact a MT DES Grant Coordinator.

10.0 Reporting

10.1 Quarterly Progress Reports

Sub-recipients are responsible for providing quarterly performance reports using the Performance Progress Report form in [AmpliFund](#) detailing milestones and work accomplished during the reporting period. Progress reports must be completed and approved to request reimbursement.

The following reporting periods and due dates apply for the progress reports:

Reporting Period	Report Due Date
October 1 – December 31, 2024	January 10, 2025
January 1 – March 31, 2025	April 10, 2025
April 1 – June 30, 2025	July 10, 2025
July 1 – September 30, 2025	October 10, 2025

Additional reporting periods and due dates will apply for sub-recipients that are approved for an extension beyond September 30, 2025.

10.2 Financial Reporting (Payment Requests)

Sub-recipients must submit at least one payment request upon completion of the project to receive grant funds. However, quarterly payment requests as the project progresses are preferred. The payment request must be done through [AmpliFund](#). All payment requests must include supporting documentation to substantiate claimed expenses. Supporting Documentation must include:

- Proof of payment (i.e., general ledger or warrant check)
- Invoices
- Receipts

Reimbursements are made only for expenditures made during the grant period of performance. Any requests for reimbursements for Salary, Benefits, and corresponding mileage must be submitted together in one claim. Reimbursements requests will be rejected if any quarterly progress reports are outstanding. Projects with outstanding quarterly progress reports may be subject to termination of project funding.

10.3 Accruals

Sub-recipients with an open grant will be required to submit an accrual form prior to the end of the State Fiscal Year (SFY) to account for any expenditures or valid obligations that have occurred in the SFY and not been reimbursed prior to June 30. Sub-recipients that do not submit an accrual form and supporting documentation and then request reimbursement for goods or services from the prior SFY are at risk of non-payment due to lack of accrual funds.

11.0 Scope of Work, Budget Modifications, and Extensions

Any changes to the scope of work will be submitted via a paper request form. Any changes to the budget or period of performance extensions may be made by filling out an amendment request in the [AmpliFund](#) system. Scope of work changes may be required to obtain approval by the Senior Advisory Committee (SAC) if the scope is outside the approved application. Subrecipients will need to contact their grant coordinator if any changes are being requested.

12.0 Monitoring/Technical Assistance

12.1 Monitoring

Sub-recipients will be monitored by MT DES staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

12.2 Technical Assistance

Technical Assistance will be accomplished through desk-based reviews of financial reimbursement requests and project status reports. In addition, on-site technical assistance visits will be performed according to MT DES schedules, as requested, or as needed. Technical Assistance will involve the review of the financial, programmatic, performance, compliance, administrative processes, policies, activities, and other attributes of each Federal assistance award and will identify areas where further assistance, corrective actions or other support may be needed.

13.0 Project Closeout and De-Obligated Funds

13.1 Closeout

Closeout of State Homeland Security Grant projects will be administered by MT DES upon determination of grant completion in accordance with 2 C.F.R. § 200.344 and upon receipt of a signed sub-recipient letter requesting closeout. MT DES will complete a project and file review prior to closing out a project and provide the subrecipient with a closeout confirmation letter for the grant files.

13.2 De-obligated Funds

Projects that are completed under budget will have funds de-obligated during the grant closeout process and will no longer be available to the sub-recipient. De-obligated funds will be utilized during the grant period of performance to fund additional projects. The Senior Advisory Committee (SAC) will make recommendations for re-awarding grant funds to eligible and approved projects. The committee reserves the right to conduct an interim application process for de-obligated funds.

14.0 MT DES Contact Information

MT DES will provide programmatic support and technical assistance for the SHSP Grant.

Preparedness Grant Coordinator

Sarah Harmon

SarahHarmon@mt.gov

Preparedness Grant Coordinator

Pamela Fruh

Pam.Fruh@mt.gov

Preparedness Program Manager

Amanda Avard

Amanda.Avard@mt.gov

ATTACHMENT A

Montana State Homeland Security Program Homeland Security Advisor Funding Priorities

The State of Montana has developed capabilities critical to the prevention, protection, response, recovery, and mitigation related to acts of terrorism and other terrorism related catastrophic events.

The State Homeland Security Advisor will determine priorities for the FY24 State Homeland Security Program (SHSP) Grant. State DES will work with state agencies directly for the HSA priority projects.

Priority	Project	Estimated Funding
1	MT DES M&A – 5% of State Award	TBD
2	DOJ MATIC – Fusion Center	\$420,000
3	DOJ CDVE - Analyst and Software	\$160,000
4	DOC MATIC - Analyst	\$100,000
5	MT DES Community Preparedness and Resiliency	\$38,000

State-Level Projects

No more than Twenty (20%) percent of the total SHSP funds will be allocated to state-level projects including the State Management and Administration costs. Remaining and reverted funds will be available for other state or local projects.

ATTACHMENT B

Montana State Homeland Security Program Senior Advisory Committee Funding Priorities

The State of Montana has developed capabilities critical to the prevention, protection, response, recovery, and mitigation related to acts of terrorism. The following priorities help sustain these capabilities while reducing identified gaps and vulnerabilities across the state.

In consultation with the State Homeland Security Advisor, the Senior Advisory Committee (SAC) has approved the following projects for FY24 State Homeland Security Program (SHSP) Grant. Projects will be funded in the priority order listed.

Local Projects with a Statewide or Regional Impact

Eighty percent of the total SHSP funds overall will be allocated to local projects. Projects listed below are hosted at the local level, however they have either a statewide or regional impact.

Priority	Project	Funding
1	MATIC Information Liaison Officer (Helena PD)	\$125,000.00
2	Regional EOD teams	\$300,000.00
3	MACO	\$160,000.00
4	Montana Law Enforcement Mutual Aid Coordinator	\$125,000.00
5	Incident Management Development	\$75,000.00
6	Incident Management – Situation Analyst Montana	\$75,000.00
	Total	\$860,000.00

Attachment C

National Priorities - Notice of Funding Opportunity (NOFO)

Until the release of the FY 2024 Notice of Funding opportunity (NOFO) MT DES is not certain what FEMA’s national priorities will be. MT DES anticipates the national priorities will remain the same as outlined in the FY 2023 state guidance.

The overall amount required for all 6 national priority areas remained the same at 30% of total funding. Projects that fall within the national priority areas will be competitive within each priority area listed below. Projects are not guaranteed to be included in the state application for funding, even if they fall within the national priorities. LEPC/TERC ranking is required for all projects submitted except for state agencies and regional projects identified as a Senior Advisory Committee priority.

Projects that fall under the Combating Domestic Violence Extremism priority will not count against the 3 ranked project application maximum.

NATIONAL PRIORITY AREA
Enhancing the protection of soft targets/crowded places – 3%
Enhancing information and intelligence sharing and analysis – 3%
Combating domestic violent extremism – 3%
Enhancing cybersecurity – 0%
Enhancing community preparedness and resilience – 3%
Enhancing election security – 3%

Applicants whose project is selected for inclusion in the state application, as a national priority, will go through a national effectiveness review. Additional information may be required prior to final award.

1) Enhancing the protection of soft targets/crowded places

Soft targets and crowded places are increasingly appealing to terrorists and other extremists 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 public, and by nature of their purpose do not incorporate strict security measures. Given the increased emphasis by terrorists and other extremists 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, special event venues, and similar facilities.

Examples (not all inclusive):

- Physical security enhancements – **Priority may be given for schools and election security enhancements** -- buildings should have a vulnerability assessment
 - Security cameras (CCTV, mobile and stationary)
 - Security screening equipment for people and baggage
 - Lighting
 - Access controls
 - Fencing, gates, barriers, etc.

2) Enhancing information and intelligence sharing and analysis

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 is critical to homeland security operations and the prevention of, preparation for, protection against, and responding to acts of terrorism, and other threats to life and criminal acts of targeted violence.

Examples (not all inclusive):

- 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

3) Combating domestic violent extremism

Domestic violent extremists include ideologically motivated offenders, 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. Recent domestic events have further created an environment that may lead to accelerated mobilization to targeted violence and/or radicalization to domestic terrorism, including driving lawful protests to incite violence, intimidate targets, and promote their violent extremist ideologies.

Examples (not all inclusive):

- Training and awareness programs (e.g., through social media, suspicious activity reporting [SAR] indicators and behaviors) to help prevent radicalization
- Training and awareness programs (e.g., through social media, SAR indicators and behaviors) to educate the public on misinformation campaigns and resources to help them identify and report potential instances of domestic violent extremism
- Anonymous tip line creations
- Creating policy and procedures for use of social media monitoring software

4) Enhancing cybersecurity

Cybersecurity projects 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.

Examples (not all inclusive):

- Cybersecurity risk assessments
- Cybersecurity training and planning
- Projects that address vulnerabilities identified in cybersecurity risk assessments:

- Improving cybersecurity of critical infrastructure to meet minimum levels identified by Cybersecurity and Infrastructure Security Agency (CISA)

5) Enhancing community preparedness and resilience

Communities are increasingly complex, and so are the challenges they face. Human-caused and natural disasters are more frequent and costly. Factors like climate change, globalization, and increased urbanization can bring disaster related risks to greater numbers of people. Addressing these threats calls for an approach that combines what we know about preparing for disasters with what we know about actions that strengthen communities every day. Community resilience focuses on enhancing the day-to-day health and wellbeing of communities to reduce the negative impacts of disasters.

Examples (not all inclusive):

- Community Emergency Response Team (CERT) programs to educate volunteers about disaster preparedness for the hazards in their area and train them in basic disaster response skills.
- Student Tools for Emergency Planning curriculum
- Community based continuity training
- Emergency Financial First Aid Kit training
- You are the Help Until Help Arrives workshops

6) Enhancing election security

Elections play a vital role in a free and fair society and are a cornerstone of American democracy. A secure and resilient electoral process is a vital national interest and a national priority for DHS. Working together with stakeholders to manage risk to election infrastructure, including the physical and cyber, is paramount in protecting against evolving threats.

Examples (not all inclusive):

- Physical security planning support and security measures
- Cybersecurity risk assessments for election equipment
- Migrating online services to the “.gov” internet domain

ATTACHMENT D

Montana State Homeland Security Program FY24 Template Letter of Support

LEPC/TERC/ENTITY LETTERHEAD

Enter Date

Senior Advisory Committee
C/O MT DES
1956 Mt. Majo Street
Fort Harrison, MT 59636

Senior Advisory Committee Members:

[Your LEPC/TERC/Entity] is in support of [Agency/Organization Applying] application for the [Project name] under the FY 2024 State Homeland Security Program grant.

Describe the project and how this project will benefit your organization. Support letters must illustrate the level of impact and benefit this project will have on your organization should it be awarded.

Typed Name

Title

LEPC/TERC/Entity Name

Attachment E - Application Evaluation Criteria

Local Emergency Planning Committee (LEPC) Support - 5 total points

Local Emergency Planning Committee (LEPC) Support - 5 total points				
	5	3	1	0
LEPC Support and Prioritization	LEPC Ranked the project the top priority for the jurisdiction	LEPC Ranked the project as the second priority	LEPC Ranked the project as the third priority	Projects without a LEPC ranking will not be initially evaluated or considered for funding

Impact/Support from Other Entities Throughout the State - 15 total points

Impact/Support from Other Entities Throughout the State - 15 total points				
	5	3	1	0
Level of Impact	Project benefit has a statewide impact. Resource, training, or equipment can be shared or utilized with entities throughout the state.	Project benefit has a broad impact. Resource, training, or equipment can be shared or utilized with multiple contiguous entities.	Project benefit has a limited impact. Resource, training, or equipment can be shared or utilized with one other entity.	Project only benefits the host entity.

Impact/Support from Other Entities Throughout the State - 15 total points						
	5	4	3	2	1	0
Level of Support	Letter of support stating project impact and benefits was provided by multiple LEPC/TERC.	Letter of support stating project impact and benefits was provided by one other LEPC/TERC.	Letter of support stating project impact and benefits was provided by multiple entities.	Letter of support stating project impact and benefits was provided by one other entity.	Letters of Support submitted but no significant support/benefit identified.	No letter of support from other Jurisdictions, entity or group provided

	5				4				3				2				0											
	Duplication of Shareable Resources	Project will not knowingly duplicate sharable resources, training, or equipment currently available from a contiguous county or tribe. Applicant provides strong justification.				Project duplicates sharable resources, training, or equipment currently available from a contiguous county or tribe. However, Applicant provides strong justification for duplication.				Project will not knowingly duplicate sharable resources, training, or equipment currently available; applicant provides adequate justification.				Project duplicates sharable resources, training, or equipment currently available from a contiguous county or tribe. However, Applicant provides adequate justification for duplication.				Project will not knowingly duplicate sharable resources, training, or equipment currently available; applicant provides limited justification.				Project duplicates sharable resources, training, or equipment currently available from a contiguous county or tribe. However, Applicant provides limited justification for duplication.				Applicant does not know if project resources, training, or equipment are available from contiguous entities.		

History of Eligible Homeland Security Awards - 5 total points																				
	5				4				3				2				0			
	History of Homeland Security Award	Applicant has never received a Homeland Security Grant, or previous award was more than 4 years ago.				Applicant received a Homeland Security Award within the last 3 years.				Applicant received a Homeland Security Award within the last 2 years.				Applicant received a Homeland Security Award last year.						

Identified Funding Priorities - 5 total points																			
	5				3				3				0						
	National/State SPR Priority	Project supports a national priority identified in the NOFO.				Project identified as a local high priority in the jurisdiction SPR								Project not identified as a priority at the national or local level.					

Project Sustainment and Milestones - 10 total points					
Sustainment Plan	5	4	3	2	0
	Detailed maintenance, support and sustainment plan has been developed and is likely to be implemented without using future State Homeland Security Program grant funding	Sustainment Plan is not applicable to project	Maintenance, support and sustainment plan has been developed and is likely to be implemented but may require State Homeland Security Program grant funds	Maintenance, support and sustainment plan is limited. May require State Homeland Security Program grant funds.	Maintenance, support and sustainment plan is not addressed
Milestones	5	3	1	0	
	Milestones are clearly described and account for all project activities, can be realistically achieved within the period of performance.		Milestones are clearly described and account for most of the project activities to be achieved within the period of performance.	Milestones are described and account for some of the project activities to be achieved within the period of performance.	Milestones are vague.
Core Capability Narrative & Project Description - 60 total points					
<i>The Senior Advisory Committee will assess the reasonableness and cost effectiveness of the total request. Refer to State Guidance</i>					
Costs	Score 0 - 15 (Up to 3 points for each of the below areas)				
	0-3	0-3	0-3	0-3	0-3
	Costs are reasonable , reflecting an accurate estimate for budget items.	Costs are allowable and necessary for the scope of project.	All costs to complete the project are included in the budget and are correctly categorized	Clear and concise description of budget items	Project is cost effective given the budget and project description

<p style="text-align: center;">Regular Project Score 0 - 45</p> <p style="text-align: center;">The following areas will be considered in this section. The tie to terrorism is more heavily weighted.</p>						
Vision and Objective	0-10	0-10	0-10	0-5	0-5	0-5
Vision and Objective	Applicant described how this project would prevent, protect, or reduce the impact to the community population from terrorism.	Applicant provides a detailed measurable project outcome	Applicantion illustrated clearly defined and quantified project benefits.	All aspects of the application are explained in a manner that is easily understood by persons outside of the applicants profession.	The objective of this project was clear and realistic.	Applicant clearly defines identified gap and is supported through provided documentation such as AAR, etc.
<p style="text-align: center;">Standard Equipment Project Score 0 - 8 (SCBA, hand held radios, PPE, etc.)</p> <p style="text-align: center;">Projects falling within standard equipment are still eligible to recieve funding, but are considered a lower priority for funding</p> <p style="text-align: center;">The following areas will be considered in this section. The tie to terrorism is more heavily weighted.</p>						
Vision and Objective	0-3	0-1	0-1	0-1	0-1	0-1
Vision and Objective	Applicant described how this project would prevent, protect, or reduce the impact to the community population from terrorism.	Applicant provides a detailed measurable project outcome	Applicantion illustrated clearly defined and quantifying project benefits.	All aspects of the application are explained in a manner that is easily understood by persons outside of the applicants profession.	The objective of this project was clear and realistic.	Applicant clearly defines identified gap and is supported through provided documentation such as AAR, etc.

ATTACHMENT F

Montana State Homeland Security Program Core Capability Definitions

1. **Planning** – Systematically engage the whole community, as appropriate, in the development of executable strategic, operational, and /or tactical-level approaches to meet defined objectives.
2. **Public Information & Warning** – Deliver coordinated, timely, reliable and actionable information to the whole community regarding any threat or hazard, actions being taken, and the assistance being made available. Distributed information must be clear, consistent, accessible, and culturally and linguistically appropriate.
3. **Operational Coordination** – Establish and maintain a unified and coordinated operational structure and process, integrating all critical stakeholders and supporting the execution of core capabilities.
4. **Forensics & Attribution** – Conduct forensic analysis and attribute acts to their source (including means and methods) in an effort to prevent initial or follow-on acts and/or develop counter-options.
5. **Intelligence & Information sharing** – Provide timely, accurate, and actionable information by gathering, analyzing, consolidating, and sharing raw data and information, from numerous sources, among Federal, State, Tribal, local and/or private sector entities, as appropriate.
6. **Interdiction & Disruption** – Delay, divert, intercept, halt, apprehend or secure threats and/or hazards. Activities include detection and investigation of potential terrorist activities.
7. **Screen, Search & Detection** – Discover, locate and identify threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio surveillance, sensor technologies, or physical investigation and intelligence.
8. **Access Control & Identity Verification**- Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems, limiting access to authorized individuals carrying out legitimate activities.

9. **Cyber Security** – Protect against damage to, unauthorized use of, and/or exploitation of electronic communications systems and services and the information contained therein, while allowing information and systems to be restored, if needed.
10. **Physical Protective Measures** – Implement and maintain risk-informed countermeasures and policies protecting people, borders, structures, materials, produces and systems associated with key operational activities and critical infrastructure sectors in order to reduce or mitigate risks.
11. **Risk Management for Protection Programs & Activities** – Identify, assess and prioritize risks prior to an event to prioritize Protection activities and investments.
12. **Supply Chain Integrity & Security** – Strengthen the security and resilience of the supply chain, which includes food and agricultural production, food processing facilities, laboratory surveillance, transportation, retail points, public notification, and domestic and international confidence in the US food supply.
13. **Community Resilience** – Enable the recognition, understanding, communication of, and planning for risk, and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand and quickly recover from future events.
14. **Long-term Vulnerability Reduction** – Build and sustain resilient systems, communities, critical infrastructure and key resources to reduce vulnerability and lessen the likelihood, severity and duration of adverse consequences.
15. **Risk & Disaster Resilience Assessment** – Assess risk and disaster resilience so decision makers, responders, and community members can take informed action to reduce risk and increase resilience.
16. **Threats & Hazard Identification** – Identify threats and hazards that occur in the geographic area, determine the frequency and magnitude, and incorporate this information into analysis and planning processes in order to clearly understand the needs of a community or entity.
17. **Critical Transportation** – Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment and services.

18. **Environmental Response/Health & Safety** – Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities. Provide protective guidance, training and resources to responders and affected communities. Minimize exposure to environmental public health hazards, i.e. contaminated food, air, water, waste, debris and hazardous waste. Manage the consequences of hazardous materials release, including conducting searches of suspected sources, testing and identifying substances, identifying isolation perimeters, decontamination procedures, and the notification of proper authorities.
19. **Fatality Management Services** – Provide services including decedent remains recovery and victim identification. Work with local, state, tribal and federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.
20. **Fire Management and Suppression** – Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds and complexities while protecting lives, property, and the environment in the affected area.
21. **Infrastructure Systems** – Stabilize critical infrastructure functions, minimize health and safety threats, and restore systems to support a viable, resilient community. Stabilization activities include damage and safety assessments, and the repair of infrastructure for oil, gas, electric, telecommunications, drinking water, wastewater, and transportations systems.
22. **Logistics and Supply Chain Management** – Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
23. **Mass Care Services** – Provide life-sustaining services, focusing on hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.
24. **Mass Search & Rescue Operations** – Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in needs, with the goal of saving the greatest number of endangered lives in the shortest time possible.
25. **On-scene Security, Protection & Law Enforcement** – Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life sustaining operations.

26. **Operational Communications** – Ensure timely communications in support of security, situational awareness, and operations among and between affected communities and all response forces.
27. **Public Health, Healthcare & Emergency Medical Services** – Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations.
28. **Situational Assessment** – Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.
29. **Economic Recovery** – Return economic and business activities, including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.
30. **Health & Social Services** – Restore and improve health and social services capabilities and networks to promote the resilience, independence, physical and behavioral health, and well-being of the whole community.
31. **Housing** – Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.
32. **Natural & Cultural Resources** – Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historical preservation laws and executive orders.

ATTACHMENT G

REQUIRED

Montana State Homeland Security Program FY24 Template LEPC/TERC Project Priority

LETTERHEAD

Enter Date

Senior Advisory Committee
C/O MT DES
1956 Mt. Majo Street
Fort Harrison, MT 59636

Senior Advisory Committee Members:

[Your LEPC/TERC] has reviewed and approved the following applications for consideration for funding under the FFY24 Homeland Security Grant.

Priority	Applicant Agency	Project Name	Funding Amount Requested
1			
2			
3			

Typed name
County/Tribe XXX LEPC/TERC Chairperson

ATTACHMENT H

Montana State Homeland Security Program

Commonly Referenced Websites

Department of Homeland Security (DHS) Authorized Equipment List (AEL):
<https://www.fema.gov/grants/guidance-tools/authorized-equipment-list>

Amplifund: <https://mt.amplifund.com/account/Login.aspx>

FEMA Policy #405-143-1, *Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services*:
https://www.fema.gov/sites/default/files/documents/fema_policy-405-143-1-prohibition-covered-services-equipment-gpd.pdf

Cybersecurity & Infrastructure Security Agency/SAFECOM: <https://www.dhs.gov/safecom>

System for Award Management (SAM): <https://sam.gov/SAM/>

Homeland Security Exercise and Evaluation Program (HSEEP) Guidance:
<https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>

MT DES Website: <https://des.mt.gov/>

MT DES Website, Homeland Security Grant Information:
<https://des.mt.gov/Grant-Programs/State-Homeland-Security-Grants>

MT DES Website, Homeland Security Exercise and Evaluation Program (HSEEP) Overview, under the Exercise Design (HSEEP) Resources tab: <https://des.mt.gov/Preparedness/Training-and-Exercise>

National Incident Management System (NIMS):
<https://www.fema.gov/emergency-managers/nims/components>

2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards): https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Build America, Buy America Act (BABAA):
["Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure](#)

National Cybersecurity Review:
<https://www.cisecurity.org/ms-isac/services/ncsr/>

FEMA FACT SHEET

Purchasing Under a FEMA Award: State Entities

FEMA grant programs are subject to the federal procurement rules found at 2 C.F.R. §§ 200.317 – 200.327. This Fact Sheet provides information on the federal procurement rules applicable to state entities when purchasing under FEMA awards and disaster declarations issued on or after November 12, 2020.

OMB Revisions

The Office of Management and Budget (OMB) revised sections of *OMB Guidance for Grants and Agreements* found in *Title 2 of the Code of Federal Regulations* and these revisions are applicable to FEMA awards issued on or after November 12, 2020, unless indicated otherwise. These revisions include changes to the federal procurement rules, which govern how FEMA award recipients and subrecipients must purchase under a FEMA award. FEMA award recipients and subrecipients are encouraged to review the [Federal Register Notice 2020-17468](#) and [Reference Document for Federal Register Notice: 2020-17468](#) for comprehensive information on the revisions to *OMB Guidance for Grants and Agreements*.

If purchasing under FEMA awards or disaster declarations issued between December 26, 2014 - November 11, 2020, please see [Code of Federal Regulations, Title 2, Grants and Agreements- January 2020](#) and the [PDAT Website](#) for information on applicable federal procurement rules.

Applicable Federal Procurement Rules

For a FEMA award recipient or subrecipient to determine which federal procurement rules to follow, it must first determine if it is a state entity or a non-state entity.

- For purposes of the federal procurement requirements in 2 C.F.R. Part 200 (also known as the Uniform Administrative Requirements), a state means any state or territory of the United States and any agency or instrumentality of that state or territory, *exclusive of local governments, as defined in 2 C.F.R. § 200.1* (previously 2 C.F.R. § 200.90). Non-state entities are any other eligible FEMA award recipients and subrecipients that do not meet the definition of a state. Non-state entities, which include tribes, local governments, nonprofits, some institutions of higher education, and other non-federal entities, and for-profit



FEMA

organizations must follow the federal procurement rules at 2 C.F.R. §§ 200.318 – 200.327. (See 2 C.F.R. § 200.317 and [PDAT Field Manual](#))

State entities serving as pass-through entities should be familiar with the full set of procurement requirements at 2 C.F.R. §§ 200.317 – 200.327 for purposes of pass-through entity responsibilities for subaward management and oversight per 2 C.F.R. § 200.332.

In the case of noncompliance with the federal procurement rules, FEMA may apply a remedy, as appropriate, in accordance with its authorities found at 2 C.F.R. § 200.339 *Remedies for Noncompliance*.

Rules for State Entities

When purchasing under a FEMA award, a state entity must follow its own procurement policies and procedures pursuant to 2 C.F.R. § 200.317 as well as all other applicable state and federal laws, executive orders, and implementing regulations. FEMA may review procurements purchased under a FEMA award to determine whether costs conform to the *Cost Principles* at 2 C.F.R. Part 200, Subpart E. Additional requirements for state entities are detailed below:

- **Socioeconomic affirmative steps (2 C.F.R. § 200.321)- (New rule)**

States must take all necessary affirmative steps to make sure small and minority businesses, women-owned enterprises, and labor surplus area firms are used when possible (see [PDAT Field Manual](#) for definitions). Affirmative steps must include at least the following six steps:

1. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
2. Assuring that small and minority businesses and women’s business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the same affirmative steps as listed in numbers 1 through 5.

- **Domestic preferences (2 C.F.R. § 200.322)- (New rule)**

As appropriate and to the extent consistent with law, states should, to the greatest extent practicable under its FEMA award, provide a preference for the purchase of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. 2 C.F.R. § 200.322 also provides specific definitions for “Produced in the United States” and “manufactured products” that states should review.

- **Procurement of recovered materials (2 C.F.R. § 200.323)**

State agencies, agencies of political subdivisions of a state, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act requirements:

- For purchases above \$10,000, procuring items designated in Environmental Protection Agency guidelines with the highest percentage of recovered materials practicable;
- Procuring solid waste management services in a way that maximizes energy and resource recovery; and
- Establishing an affirmative procurement program for procurement of recovered materials.

State agencies can find additional information on the PDAT website under [“Additional Resources”](#) (Procurement of Recovered Materials).

▪ **Contract provisions (2 C.F.R. § 200.327) – (New clauses)**

All state entity purchase orders and other contracts must include applicable contract clauses as described in Appendix II of 2 C.F.R. Part 200. Some clauses are required depending on the dollar amount of the purchase, while others may be required depending on the goods or services being procured. States can find a list of required clauses and sample language for some clauses in the PDAT Contract Provisions Template.

Additional Rules that Impact State Procurements

In addition to the federal procurement rules found at 2 C.F.R. § 200.317, there are other important sections of 2 C.F.R. Part 200 that apply to states when considering purchasing under a FEMA award. Here are a few:

- States may not award contracts to contractors that are suspended or debarred as listed on SAM.gov (2 C.F.R. § 200.213);
- States must ensure all contract costs are necessary, allocable, reasonable, adequately documented, and otherwise allowable (2 C.F.R. § 200.403); and
- States are prohibited from contracting for covered telecommunications equipment or services (2 C.F.R. § 200.216) effective August 13, 2020. (See [Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services- Interim Policy](#)).

DISCLAIMER: This Fact Sheet is intended to provide general information on procurement compliance and is not inclusive of every rule that FEMA award recipients and subrecipients may need to comply with. Additional information regarding the federal procurement rules can be found on the PDAT Website: www.fema.gov/grants/procurement.