

## FY 2016 Kentucky Office of Homeland Security Grant Application Guidance

**All applications MUST be postmarked by July 8, 2016**

- Step-by-step instructions for completing the Kentucky Office of Homeland Security electronic grant application can be found at <http://homelandsecurity.ky.gov/Pages/Grants.aspx>.
- The Grant Application is accessed and completed online at <http://kohs.ky.gov/>.
- Only eligible applicants may apply for these funds. Eligible applicants include units of government: city or county governments, area development districts, merged units of government, and public universities.
- An agency may submit multiple applications. However, each application may contain **only one project** and reflect **only one funding category**. **Please consider your community's most critical need when applying for these limited funds.**
- The lead applicant is responsible for grant funds and administration including, but not limited to, assurances and audit requirement, maintenance, and records.
- The lead applicant must agree to follow KRS 45A-Kentucky Model Procurement Code.
- All applicants applying for federal grant awards must have an eClearinghouse review. For instructions go to <https://kydlgweb.ky.gov/FederalGrants/eClearinghouse.cfm>.
- All applicants applying for federal grant awards must comply with National Incident Management System (NIMS) guidelines. For instructions go to <http://homelandsecurity.ky.gov/Pages/National-Incident-Management-System.aspx>.

### Application Checklist

A completed application must contain the following:

- **Cover Sheet:** Lead Applicant contact information, Project Category (see Category Selection Guidance below), dollar amount requested, etc.
- **Section I:** Strategy-address each bullet point.
- **Section II:** Project Specifics-choose which category your project best fits and complete that section.
- **Section III:** Budget- address each bullet point.
- **Section IV:** Total Estimated Cost.
- **Section V:** Historical Funding.
- **Section VI:** Completed Application Print Page with authorized official signature.
- **Required Attachments for hard copies: Must be included to be eligible for review**
  - eClearinghouse Letter – submitted and received SAI number.
  - City/County/District resolution stating adoption of KRS 45A.
  - Print out of Authorized Equipment List (AEL) Documentation.
  - One (1) price quote for requested equipment.
  - KWIEC approval (Communications projects only) [www.kwiec.ky.gov](http://www.kwiec.ky.gov).
  - Mutual Aid Agreement with KSP (Communication projects only) <http://kwiec.ky.gov/interoperability/Pages/default.aspx>.
  - Labeled photo if project requires equipment installation to the inside or outside of a building, tower or any other structure.

**After completing your electronic application, print and send the original application and four (4) copies with required attachments to:**

**Kentucky Office of Homeland Security  
Attention: Grants Department  
200 Mero Street  
Frankfort, KY 40622**

**All hard copies of the application should be secured by staple or binder clip only.**

**For questions regarding the application, please contact:  
Tammy Stipes at 502-564-2081**

## FY 2016 Kentucky Office of Homeland Security Grant Application Project Category Selection Guidance

Listed below are the Project Categories approved for KOHS grant funding and example equipment included in each category. Funding is not limited to the examples, but only equipment that is included on the DHS Authorized Equipment List is eligible for grant funding <http://beta.fema.gov/authorized-equipment-list>.

We have indicated the project types that will require an environmental (EHP) review **IF APPROVED**. NO EHP documents are required to apply for initial funding of your project. **If approved, an EHP review must be completed.**

### Communications

- Radio Equipment.
- Narrowbanding Equipment.
- 911 Equipment.
- Infrastructure Equipment (voters, repeaters, antennas, microwave links, towers) – **Requires EHP Review.**
- Alert/Siren Systems - **Requires EHP Review.**

**Radio equipment, narrowbanding equipment, some infrastructure equipment and some 911 equipment will require a KWIEC review and approval. You may apply for KWIEC approval at [www.kwiec.ky.gov](http://www.kwiec.ky.gov).**

### Critical Infrastructure Protection

- Power Equipment (generators) - **Requires EHP Review.**
- Physical Security Enhancement Equipment – **Requires EHP Review.**
- Cyber Security Enhancement Equipment/Software - biometric user authentication, software encryption for networks, data transmission encryption for networks, forensic software for computer-related crimes, malware software protection and network firewalls, intrusion detection and prevention software, network vulnerability scanning.

### First Responder Equipment

- Personal Protective Equipment (PPE).
- Detection Equipment.
- Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) Equipment.
- Search & Rescue Equipment.
- Explosive Device Mitigation & Remediation Equipment.
- Decontamination Equipment.
- Medical Equipment.