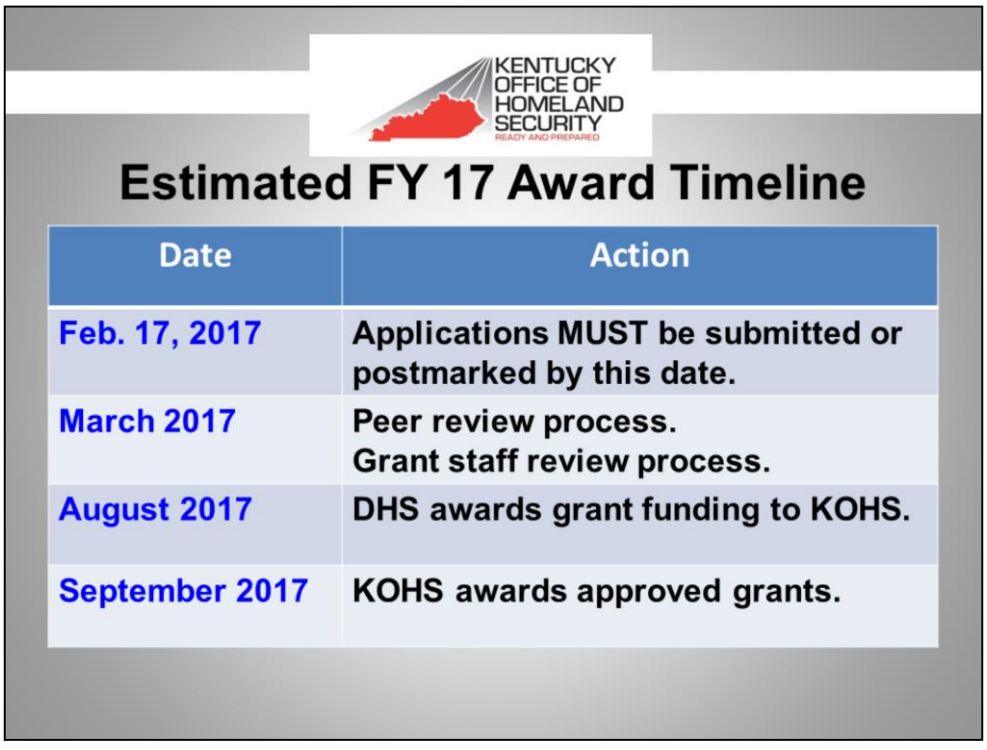
KENTUCKY OFFICE OF HOMELAND SECURITY
READY AND PREPARED

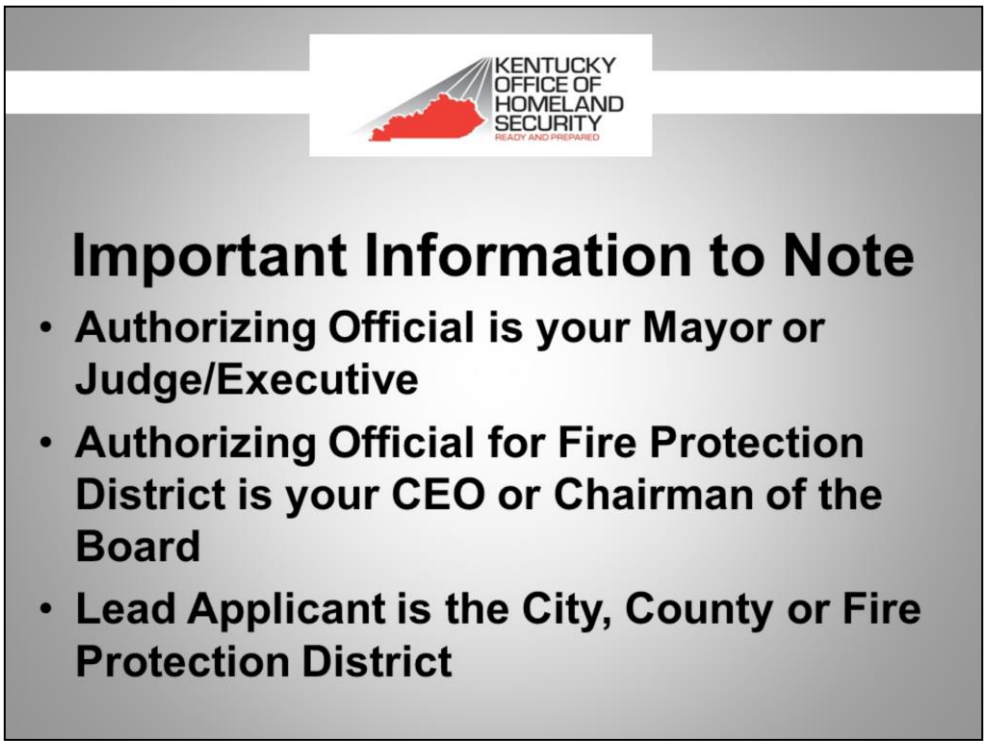
FY 2017 Homeland Security Grant Guidance and Application Instructions

Kentucky UNBRIDLED SPIRIT™



- **Listed above are approximate dates for the federal award and local application award.**

- **These dates could change, depending on when DHS makes our award.**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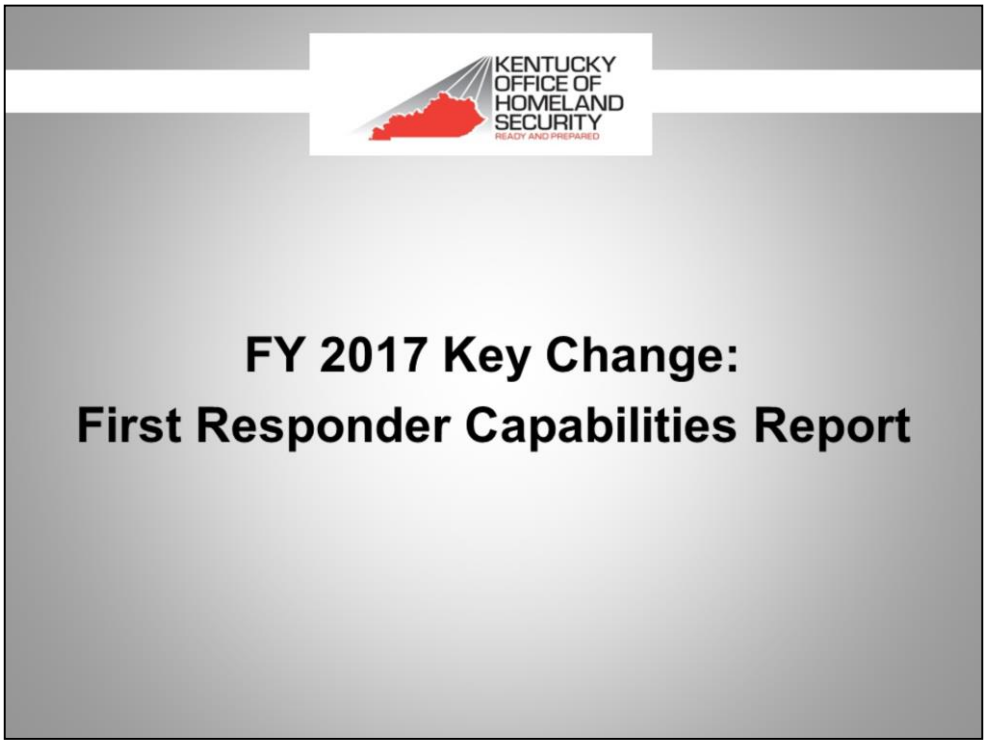
Important Information to Note
• Authorizing Official is your Mayor or Judge/Executive
• Authorizing Official for Fire Protection District is your CEO or Chairman of the Board
• Lead Applicant is the City, County or Fire Protection District



- **This form can be found on our website at http://homelandsecurity.ky.gov/Pages/Grants.aspx**
- **This form must be completed and emailed to Jarred Ball at jarred.ball@ky.gov**
- **List of counties that have completed this form is located at http://homelandsecurity.ky.gov/Pages/Grants.aspx**

First Responder Capabilities Report

- To date, a comprehensive list of Kentucky's emergency response resources and capabilities on a county level has never existed, yet every year millions of dollars in precious grant dollars are disbursed without a true accounting of existing resources. The First Responder Capabilities Report, a yearly comprehensive assessment compiled by KOHS of Kentucky's first responders, equipment and training on a county level, fills this void and will serve as a critical tool in evaluating preparedness on a local level.

First Responder Capabilities Report, cont.

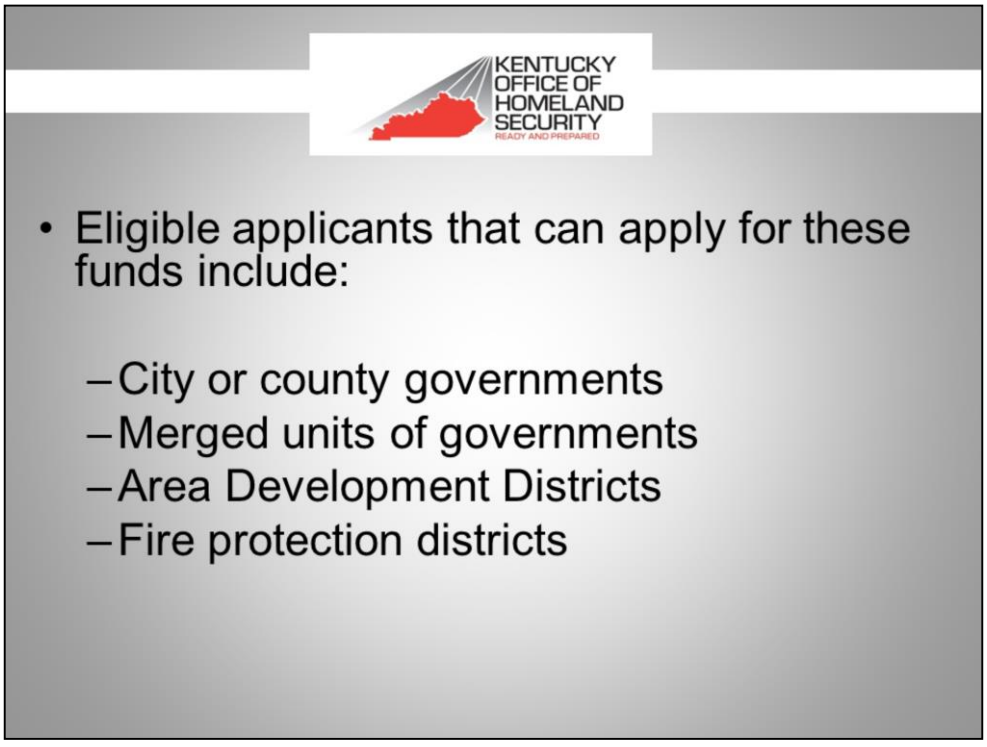
- The First Responder Capabilities Report covers three disciplines: fire, law enforcement and emergency management services. The county emergency management director or their designee will submit first responder and emergency management resource information for their county to the Kentucky Office of Homeland Security (download form here). County EM directors, who are responsible for planning for, and responding to, local disasters, and are connected with the state Emergency Management Office's network and the Kentucky Emergency Operations Center, are in the ideal position to fulfill this mission.

First Responder Capabilities Report, cont.

- By compiling this information on an annual basis, county emergency management directors will complete a vital mission of reassessing their current capabilities and resources existing within their counties. Failure to maintain an accurate accounting of current resources creates uncertainty regarding a county's readiness to respond.

First Responder Capabilities Report, cont.

- Upon completion of 120 Kentucky county assessments, for the first time ever the Kentucky Office of Homeland Security will have a complete view of emergency services capabilities and response assets in the event of a substantial regional or statewide disaster. In order for KOHS to effectively and efficiently allocate scarce life-saving grant resources it is paramount that KOHS has a complete picture of first responder resources to best analyze and identify gaps in capabilities from region to region during the decision-making process of funding projects.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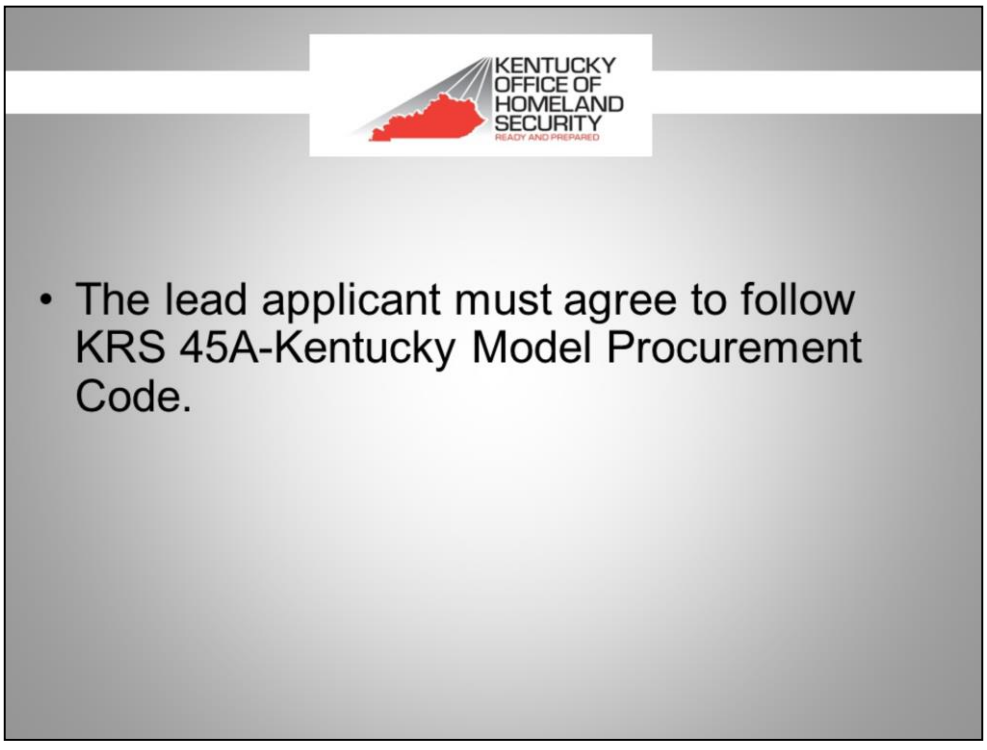
• Eligible applicants that can apply for these funds include:
– City or county governments
– Merged units of governments
– Area Development Districts
– Fire protection districts

- 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.**
- Funding is limited, with demand outpacing fund availability at a 5 to 1 ratio so be mindful of this when considering grants in excess of $100,000.

- Make sure that the solution you are proposing is the most efficient, reasonable and fiscally responsible solution.
- Be sure that you include a maintenance and replacement plan for the equipment you are requesting and that the plan is obtainable for your community.

- The lead applicant is responsible for grant funds and administration including, but not limited to, assurances and audit requirement, maintenance and records.

- This is a reimbursement grant. The lead agency will front the money for the project and once we receive all required documentation the funds will be reimbursed to the lead applicant agency.



- **For any equipment and/or services under $20,000 three (3) quotes will be obtained.**

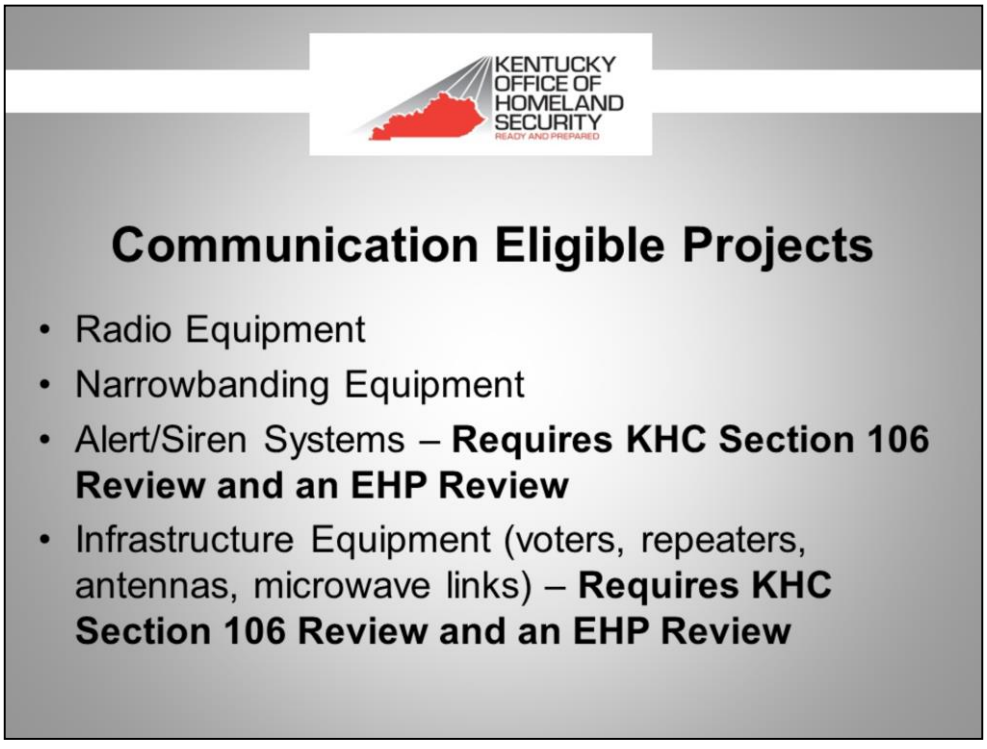
- **For any equipment and/or services that exceeds $20,000 the provisions of KRS 45A will apply.**

- All applicants applying for federal grant awards must have an eClearinghouse review.
- As of January 1st, 2017, the new eClearinghouse website is up and running. You can no longer use the old one, but your workbasket has been copied over to the new one. Please follow the new directions available on the new website.
- https://kydlgweb.ky.gov/eClearinghouse/16_echHome.cfm

All applicants applying for federal grant awards must comply with National Incident Management System (NIMS) guidelines.

For more information on NIMS, see:
http://homelandsecurity.ky.gov/Pages/National-Incident-Management-System.aspx

- The Grant Application is accessed and completed online at http://kohs.ky.gov/.
- Mail in original application and 4 copies.
- Application must be post marked no later than February 17, 2017. You may hand deliver your application to our office if necessary.



- **KHC Section 106 – Kentucky Heritage Council Section 106 Review: http://heritage.ky.gov/siteprotect/**

- **EHP – Environmental and Historical Preservation Screening Form located on our website at: http://homelandsecurity.ky.gov/Pages/Grants.aspx**

- **All equipment must be on the Authorized Equipment List (AEL) on the FEMA website at: https://www.fema.gov/authorized-equipment-list**

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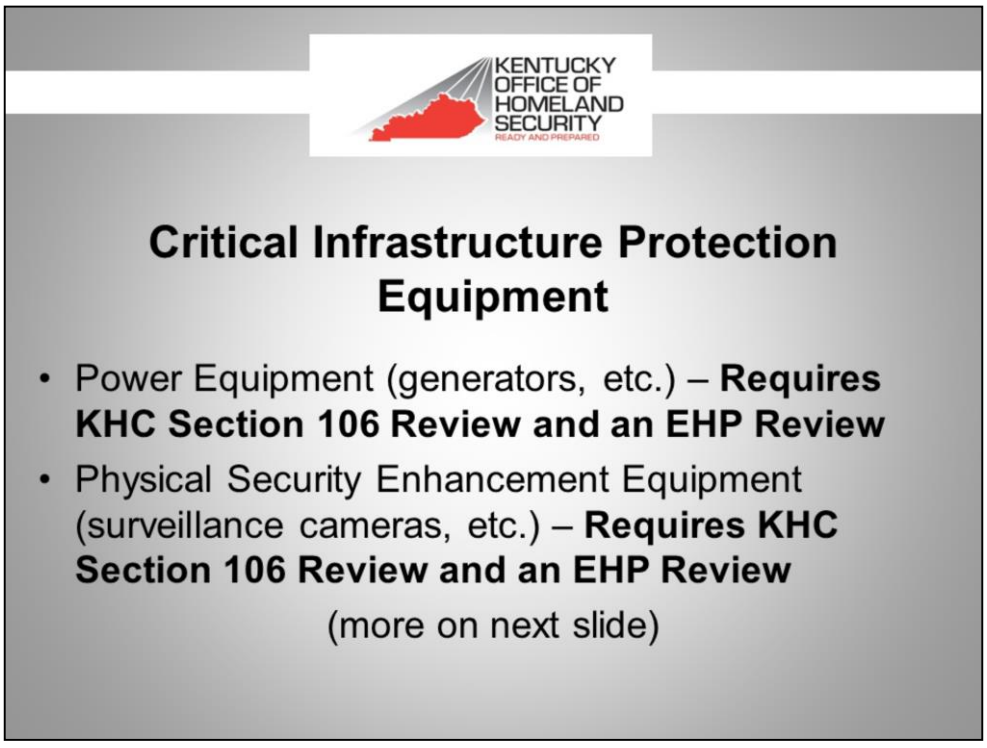

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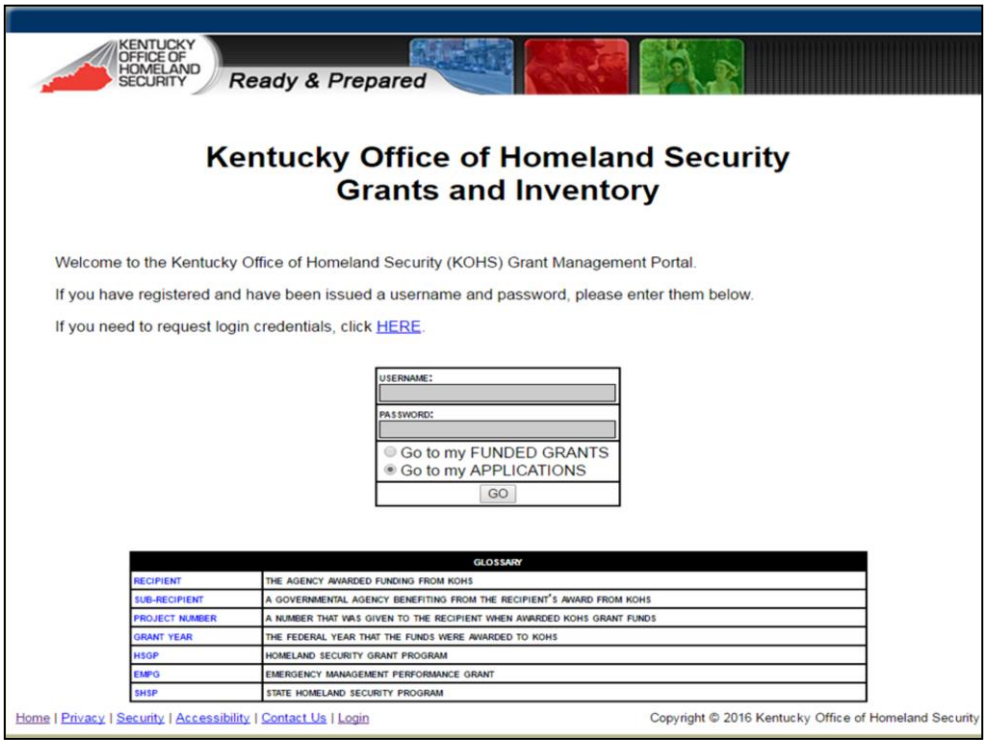
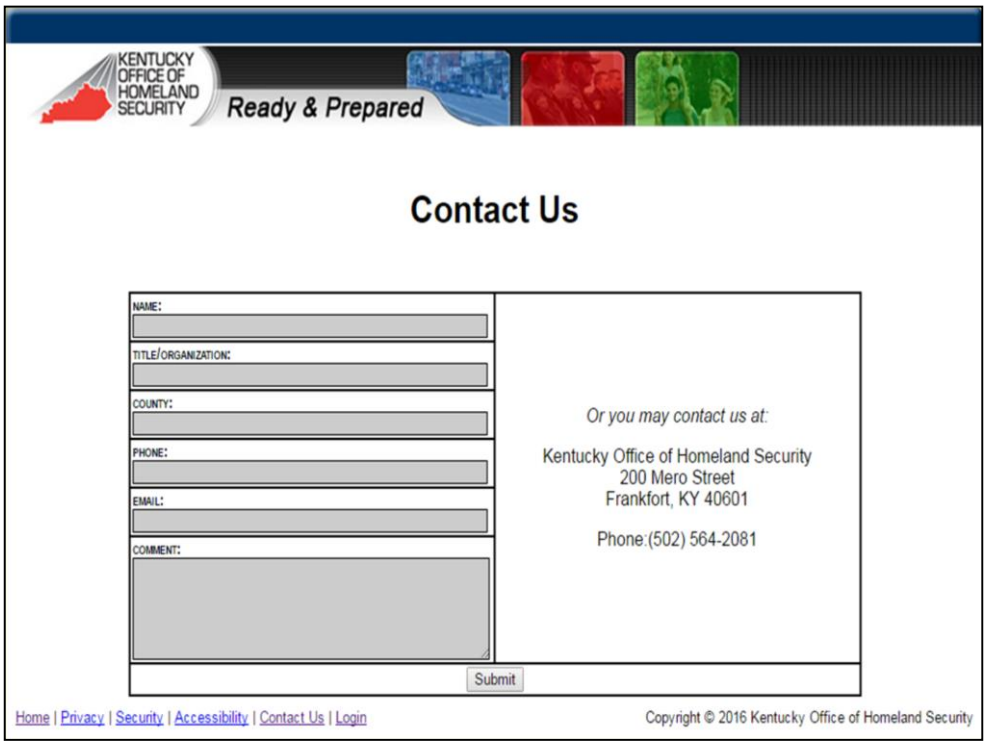
To Complete FY 2017 Grant Application
• Kentucky Office of Homeland Security Grants and Inventory website http://kohs.ky.gov/.



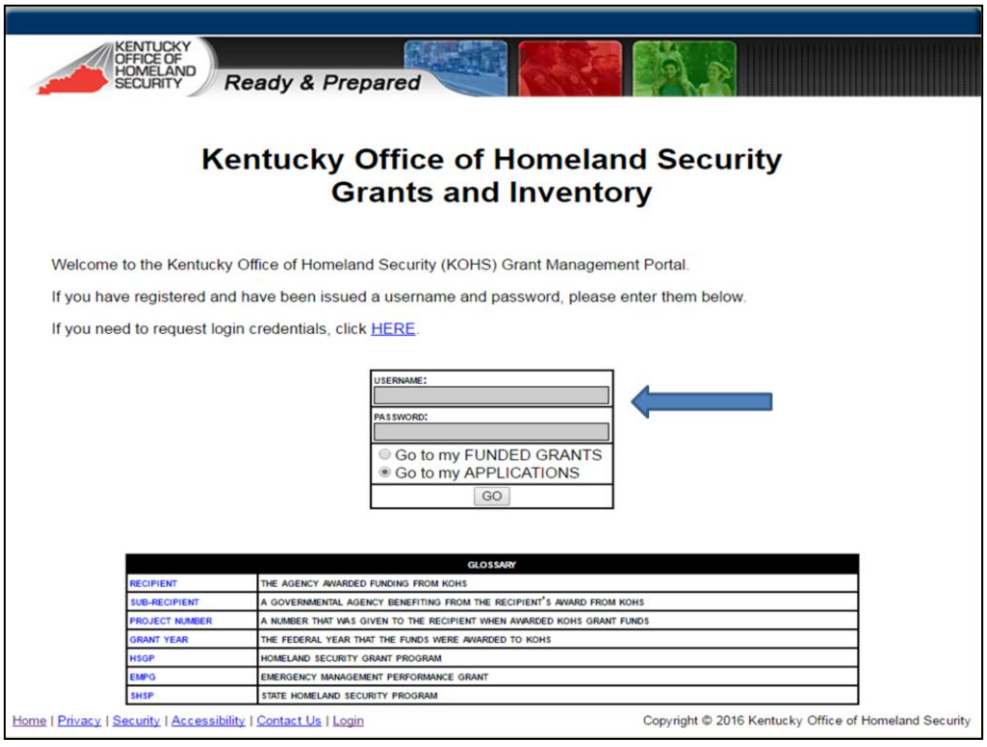
Go to KOHS.KY.GOV to complete grant application.

- **If you completed an application last year, those log-in credentials are still valid.**

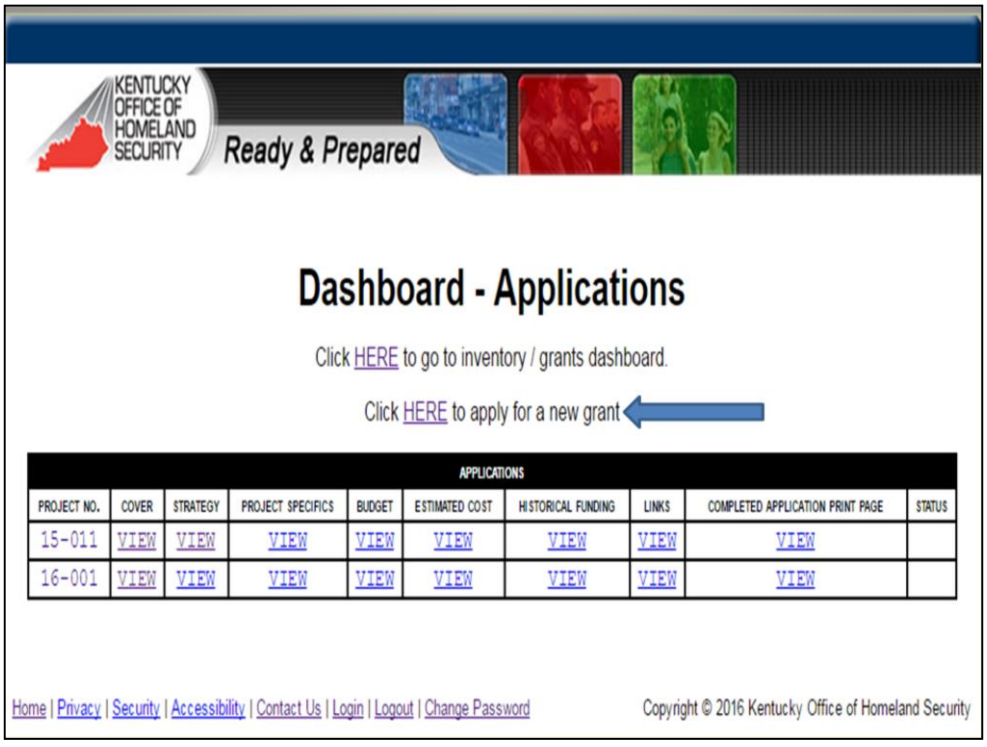
- **First time users click where indicated to request log-in credentials.**



- **Complete and submit the "Contact Us" form.**
- **You will receive a username and password via email shortly.**

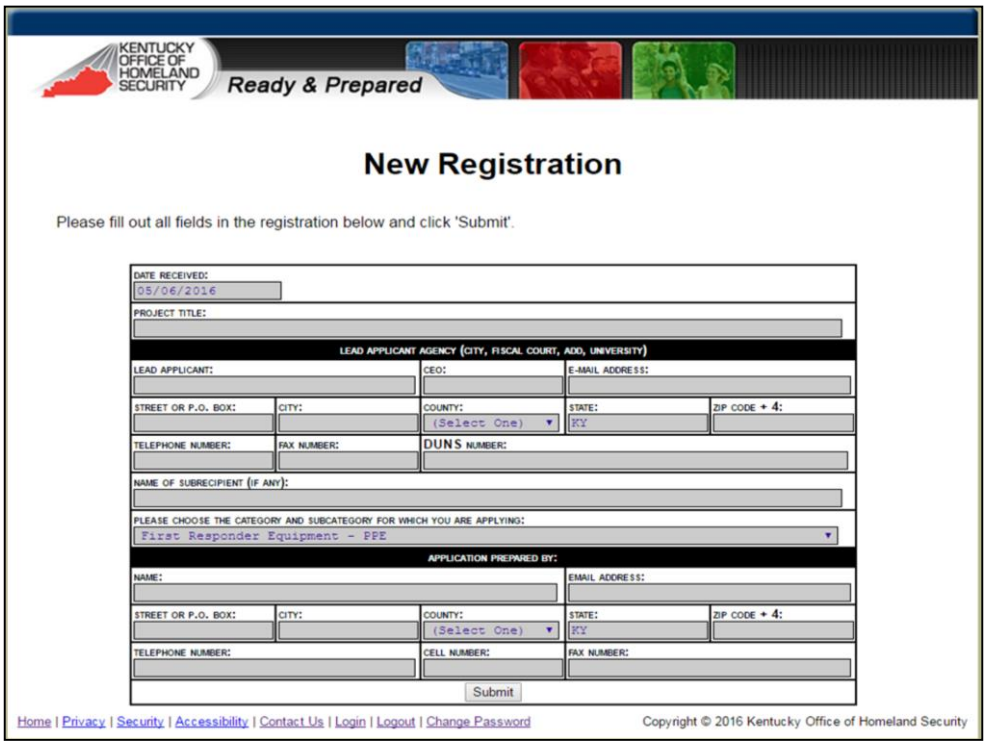


- **Once you receive your user name and password, you can sign in at KOHS.KY.GOV**



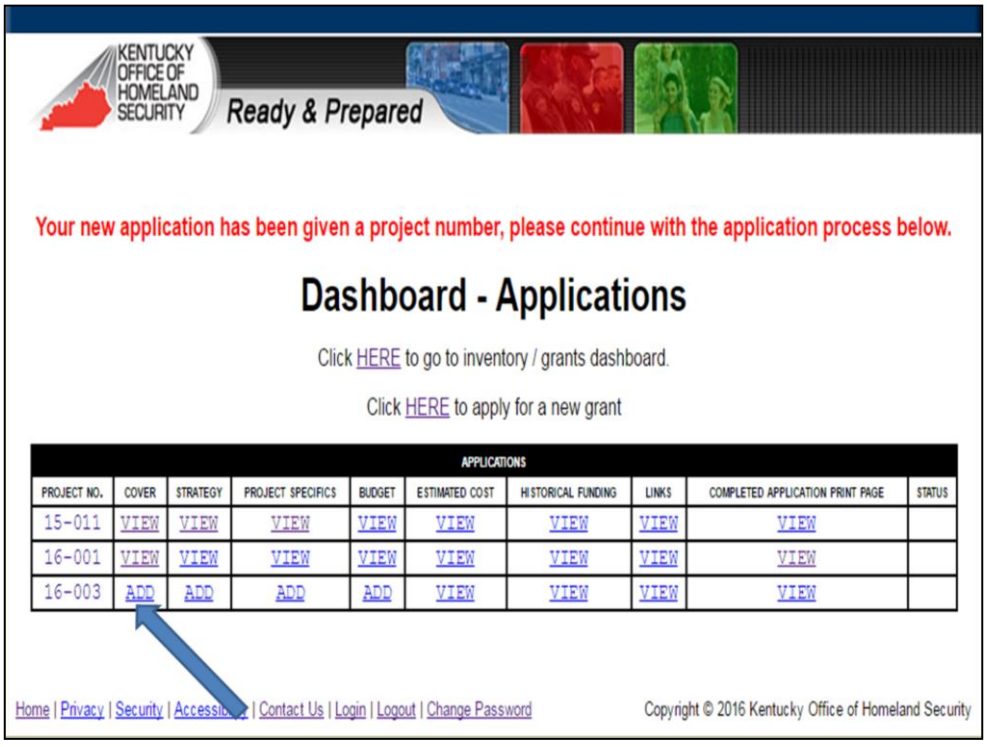
1. **After you sign in, you will be taken to the Dashboard for Applications.**

2. **Click on the second choice to begin a new application.**



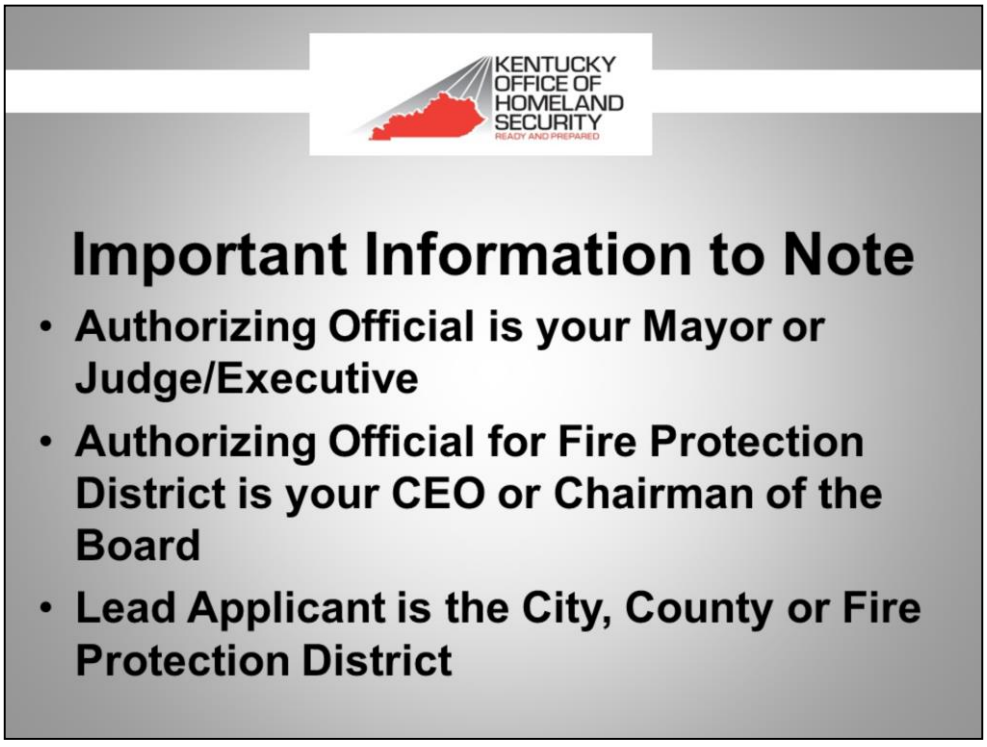
1. **Complete the New Registration Page.**

2. **Click on "Submit."**



1. **You will be taken back to the Dashboard where the new application now appears with a project number.**

2. **Begin by clicking “ADD” under the “COVER” section.**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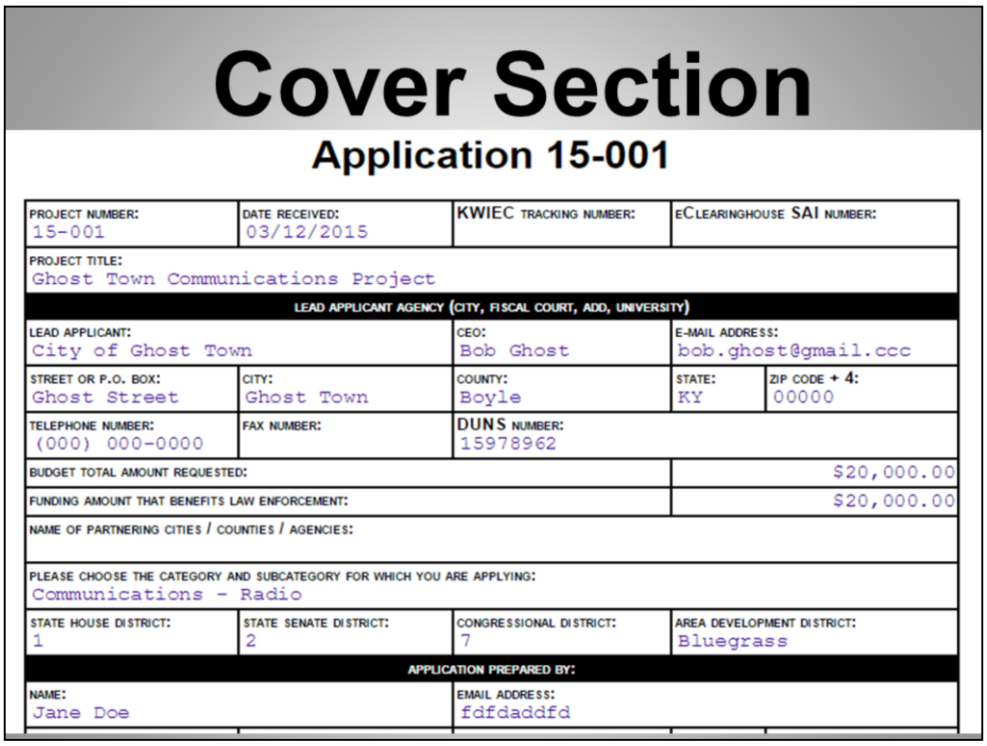


Cover Section

Application 15-001

PROJECT NUMBER:	DATE RECEIVED:	KWIEC TRACKING NUMBER:	eCLEARINGHOUSE SAI NUMBER:	
15-001	03/12/2015			
PROJECT TITLE: Ghost Town Communications Project				
LEAD APPLICANT AGENCY (CITY, FISCAL COURT, ADD, UNIVERSITY)				
LEAD APPLICANT: City of Ghost Town		CEO: Bob Ghost	E-MAIL ADDRESS: bob.ghost@gmail.ccc	
STREET OR P.O. BOX: Ghost Street	CITY: Ghost Town	COUNTY: Boyle	STATE: KY	ZIP CODE + 4: 00000
TELEPHONE NUMBER: (000) 000-0000	FAX NUMBER:	DUNS NUMBER: 15978962		
BUDGET TOTAL AMOUNT REQUESTED:			$20,000.00	
FUNDING AMOUNT THAT BENEFITS LAW ENFORCEMENT:			$20,000.00	
NAME OF PARTNERING CITIES / COUNTIES / AGENCIES:				
PLEASE CHOOSE THE CATEGORY AND SUBCATEGORY FOR WHICH YOU ARE APPLYING: Communications - Radio				
STATE HOUSE DISTRICT: 1	STATE SENATE DISTRICT: 2	CONGRESSIONAL DISTRICT: 7	AREA DEVELOPMENT DISTRICT: Bluegrass	
APPLICATION PREPARED BY:				
NAME: Jane Doe		EMAIL ADDRESS: fdfdaddfd		

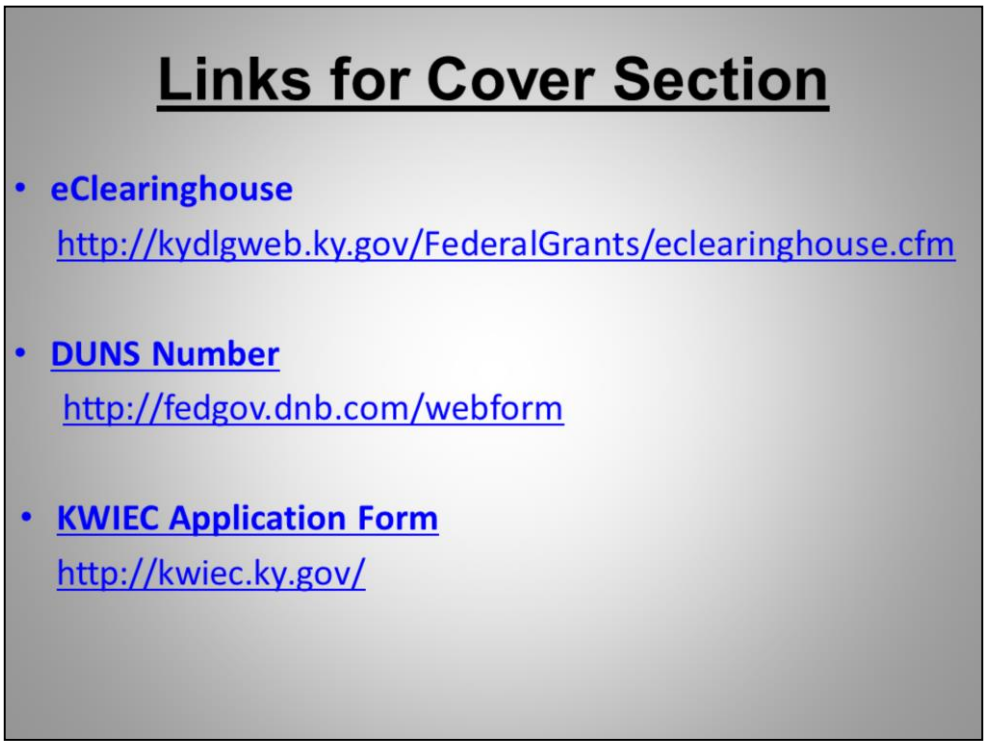
1. **All fields must be completed. If not applicable type N/A.**

<u>The following information is requested in this section. Links to this information can be found on the next slide</u>.

- **eClearinghouse SAI NUMBER**
- **DUNS NUMBER (make sure you have the correct DUNS# for the lead applicant)**
- **KWIEC NUMBER (Communications Only)**

2. **Your progress will be saved when you click “SUBMIT” at the bottom of each page.**

3. **You will then be taken back to the dashboard to complete the next section.**

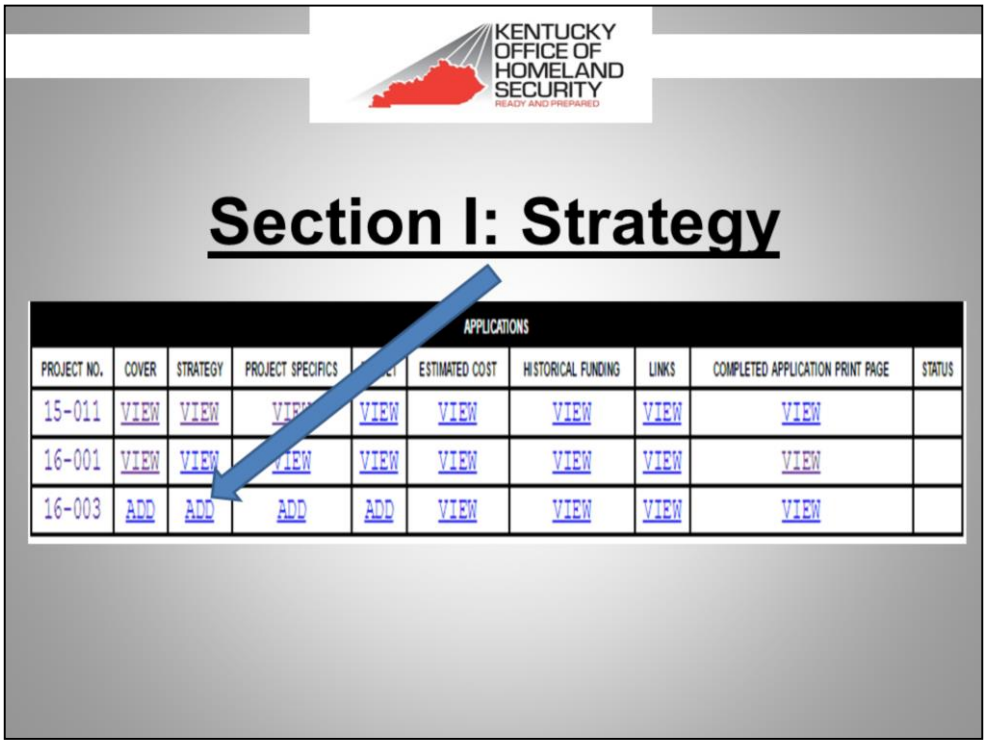


Above you will find links that will:

•Enable you to initiate your KWIEC Application - Per Federal and state law all communications projects must be KWIEC approved.

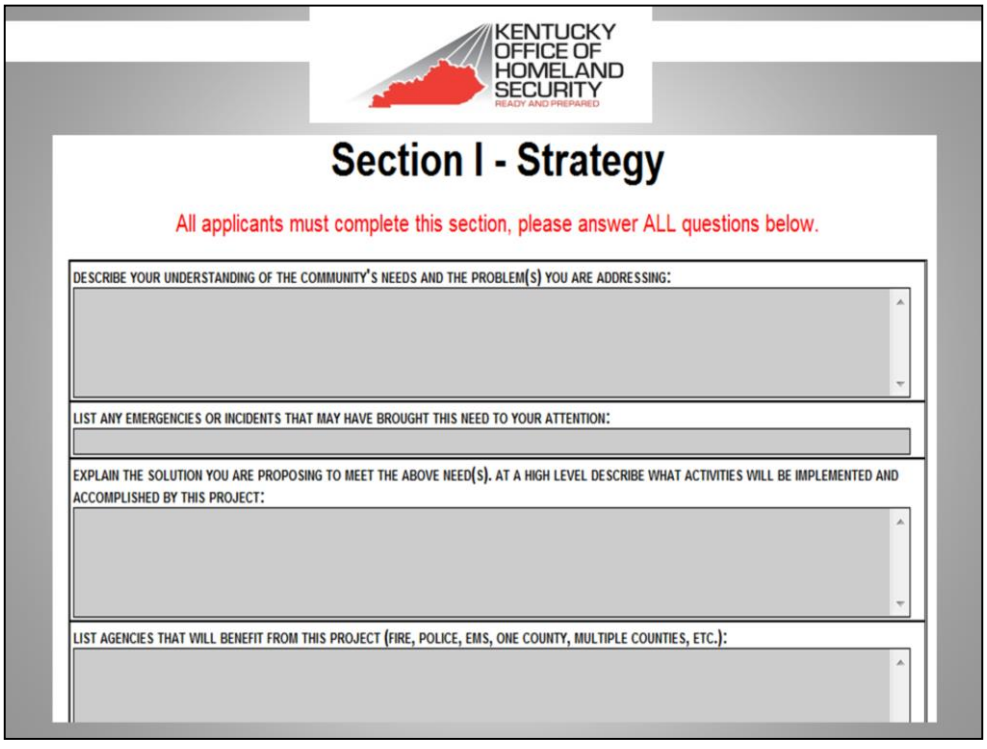
•Submit your project for eClearinghouse approval - Per federal requirements ALL projects must go through the State Clearinghouse.

•Apply for your DUNS number if you do not already have one.

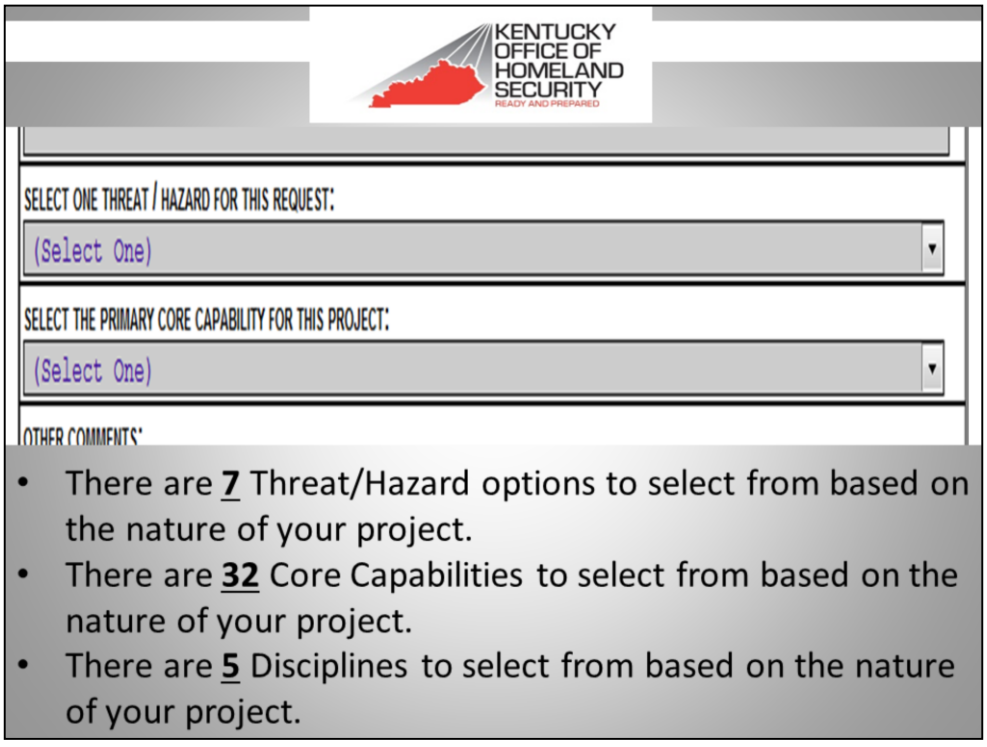


1. **Now, click “ADD” under “STRATEGY.”**

2. **The next two slides cover Section I - Strategy.**

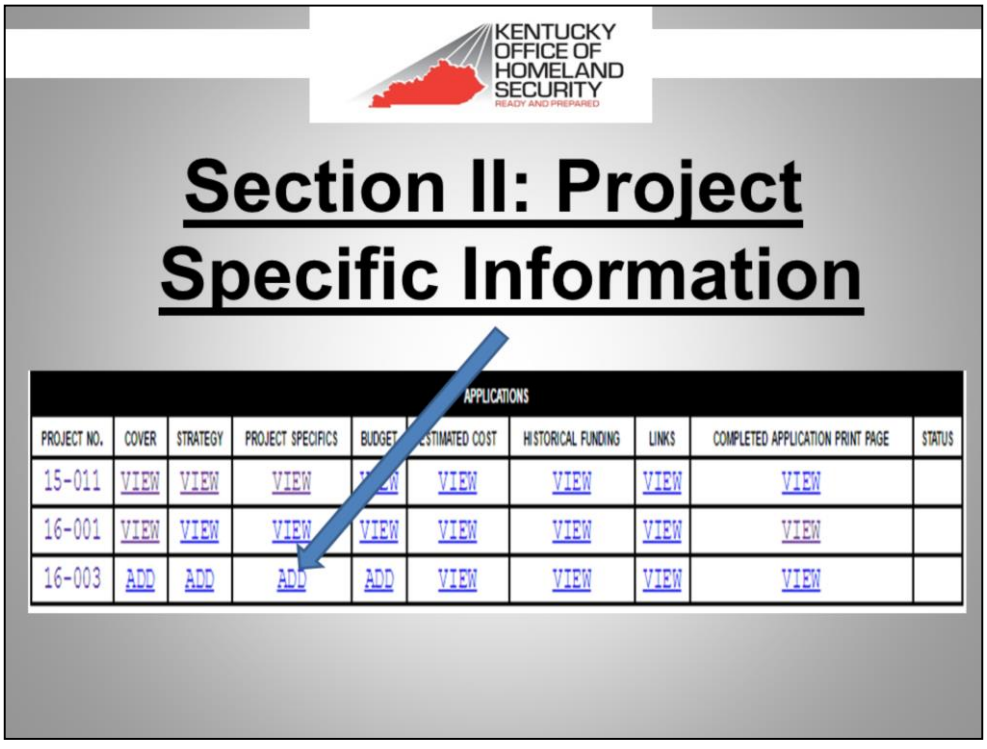


1. **Please provide information for each section.**



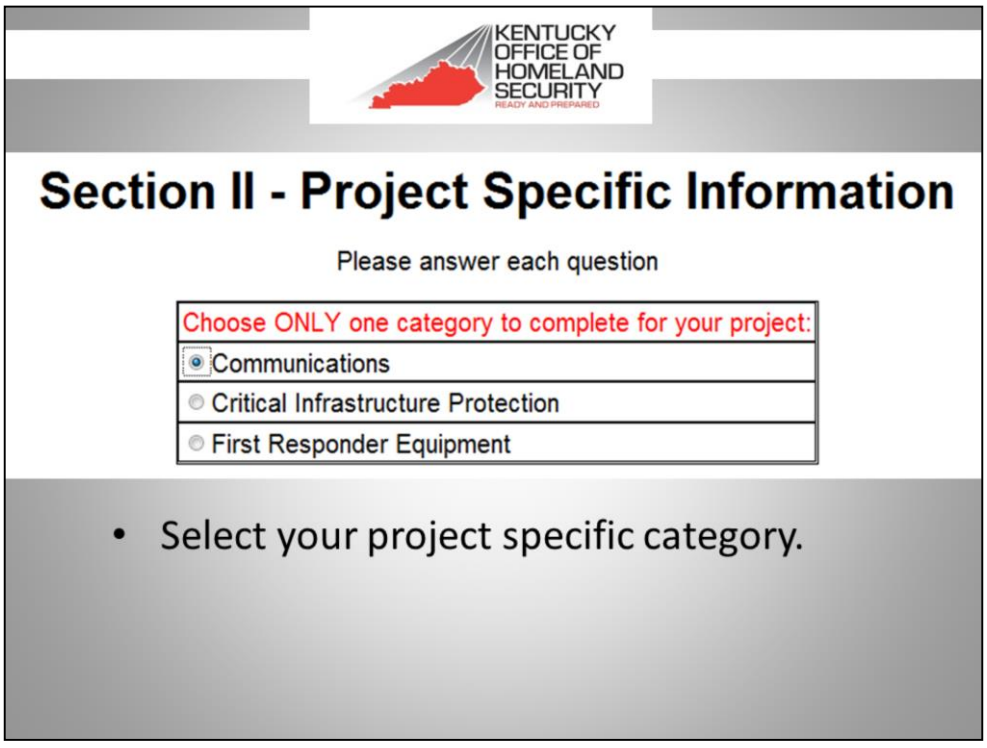
1. **Select the Threat/Hazard, the Core Capability, and the Discipline that best describes the needs you are trying to address by applying for grant funding.**

2. **Click on "SUBMIT" at the bottom of the page to save your progress and "DASHBOARD" to continue to the next section.**



1. **Now, click "ADD" under "PROJECT SPECIFICS" to continue to Section II.**

2. **The next five slides cover Section II.**



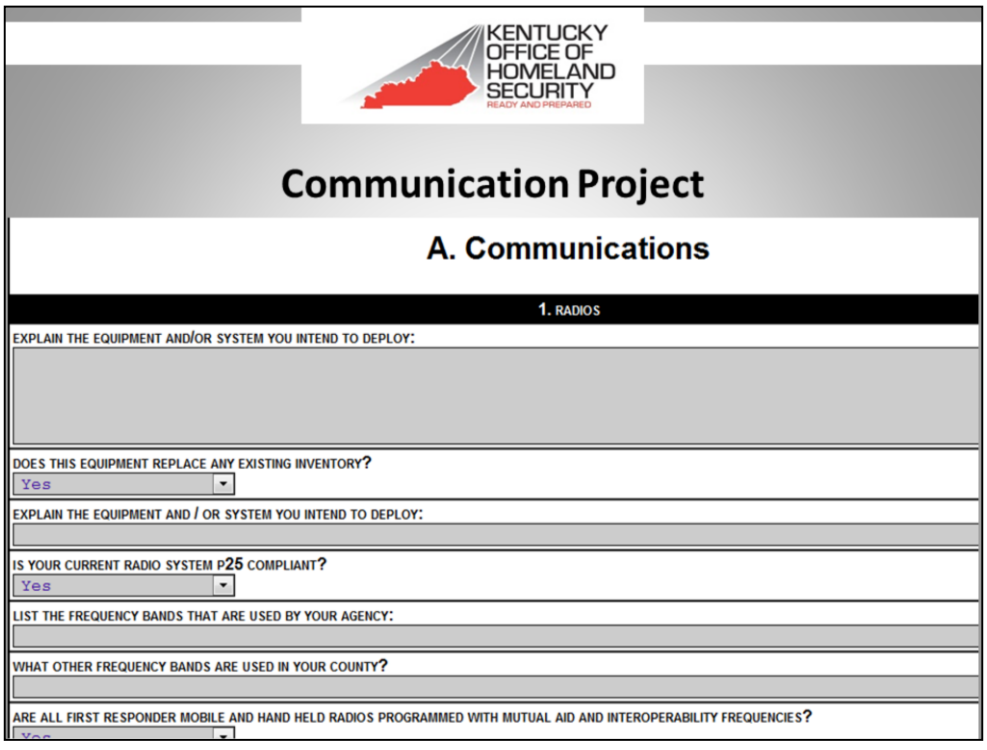
Section II is Project Specific Information.

Choose ONE of the three project categories shown and complete ONLY the information specific to that category.

1. **<u>Communications</u>–** Radio equipment, narrowband equipment, infrastructure equipment (voters, repeaters, antennas, microwave links, towers.

2. **<u>Critical Infrastructure</u> –** Power equipment (generators), physical security, cybersecurity.

3. **<u>First Responder Equipment</u> –** PPE, detection, CBRNE, search and rescue, explosive device mitigation & remediation, decontamination equipment, medical equipment.

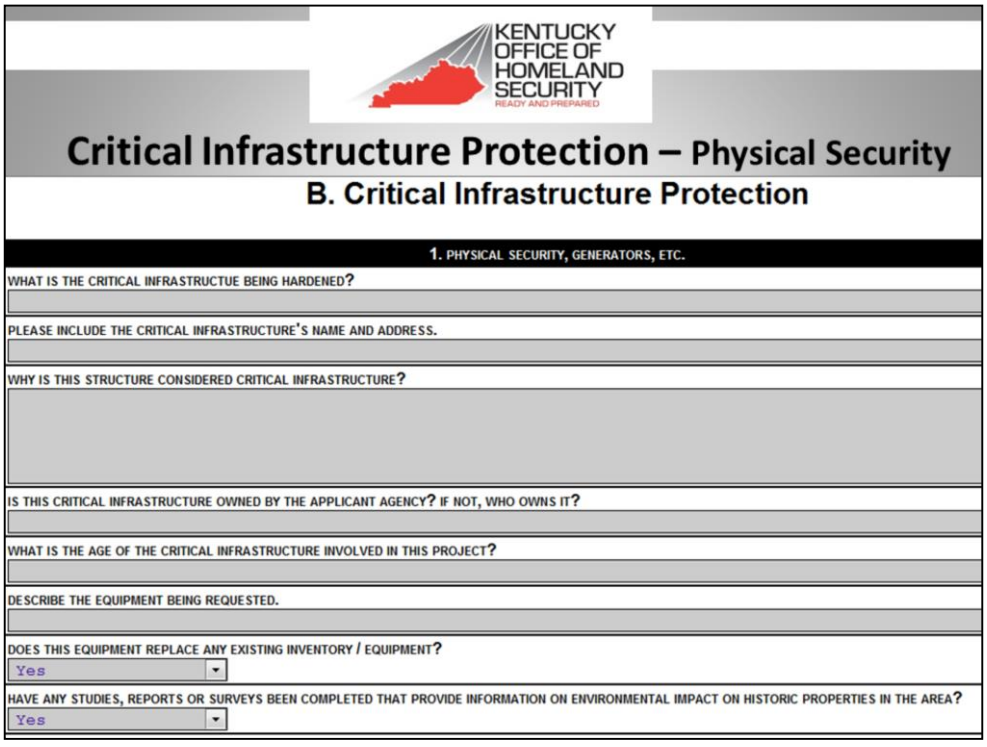


1. **The first project category in Section II is Communications - Radio equipment, narrowband equipment, infrastructure equipment such as voters, repeaters, antennas, or microwave links.**

2. **You must address each question and provide information accordingly.**

3. **If the question does not apply to your project type N/A.**

4. **Communications Projects Requiring KWIEC Approval: Radio * Infrastructure: http://kwiec.ky.gov**

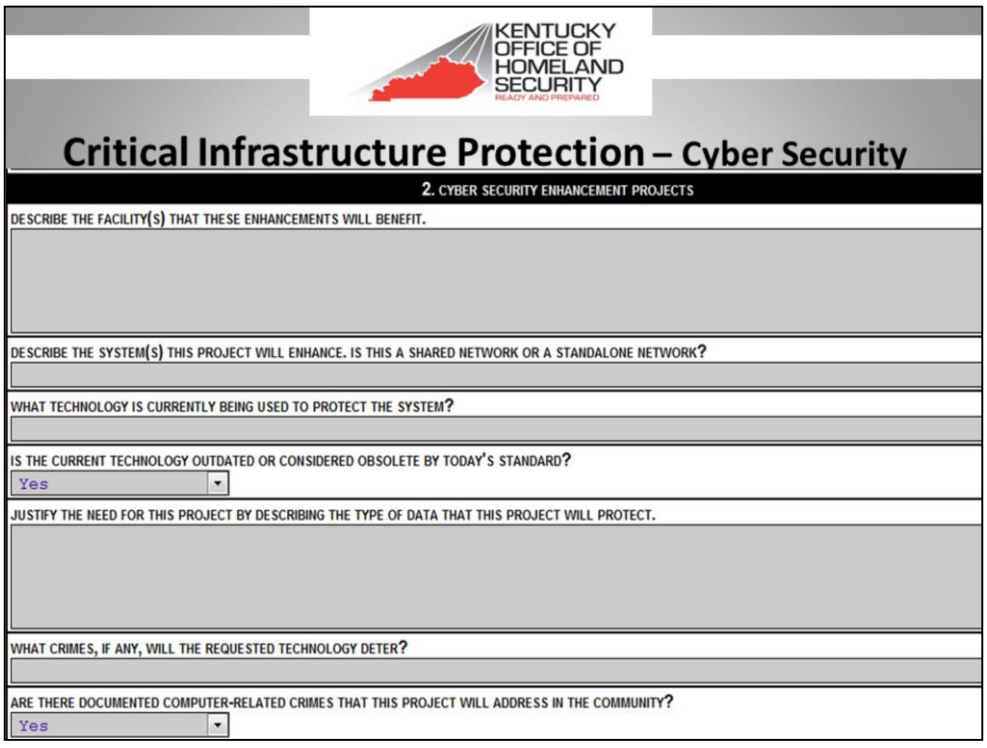


1. **The next project category in Section II is Critical Infrastructure Protection.**

2. **You will complete this part of Section II if your project includes physical security or cyber security enhancements.**

3. **Examples for physical security include surveillance cameras, door entry systems, and generators.**

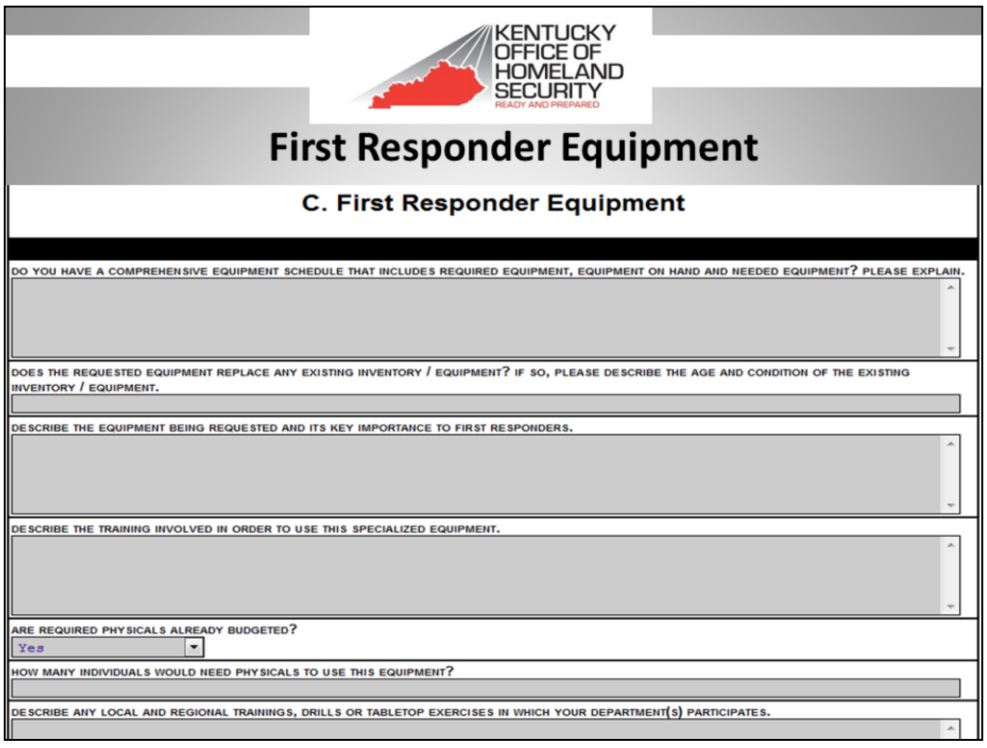
4. **For Physical Security, you will complete Sub Section B. Number 1.**



1. **For cyber security, you will complete Sub-Section B. Number 2.**

2. **Examples of cyber security include biometric user authentication, encryption software for protecting stored data files, 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.**

3. **This sub-section requires you to describe the facility and system that will benefit, what type of technology is currently being used, and to justify the need of your request and/or how the project will deter crime.**

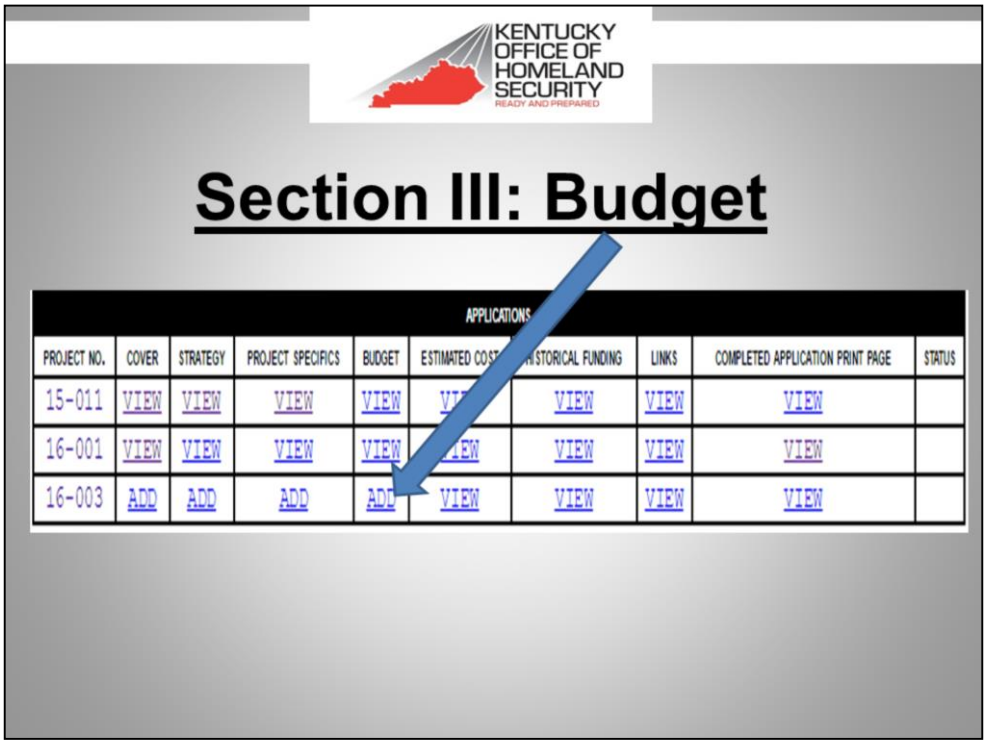


1. **The last project category in Section II is First Responder Equipment. This includes PPE, detection, CBRNE, search and rescue, explosive device mitigation & remediation, decontamination equipment, medical equipment.**

2. **You will complete section II. Sub Section C.**

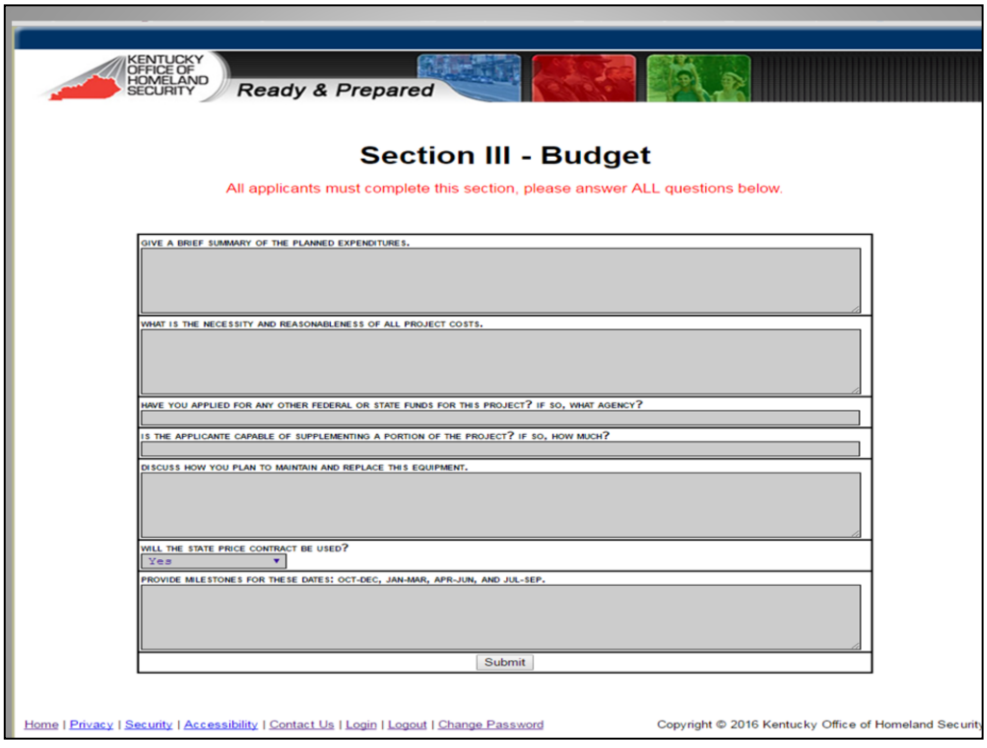
3. **Click on "SUBMIT" at the bottom of the page to save your progress and "DASHBOARD" to continue to the next section.**

SECTION II OF THE APPLICATION IS COMPLETE.



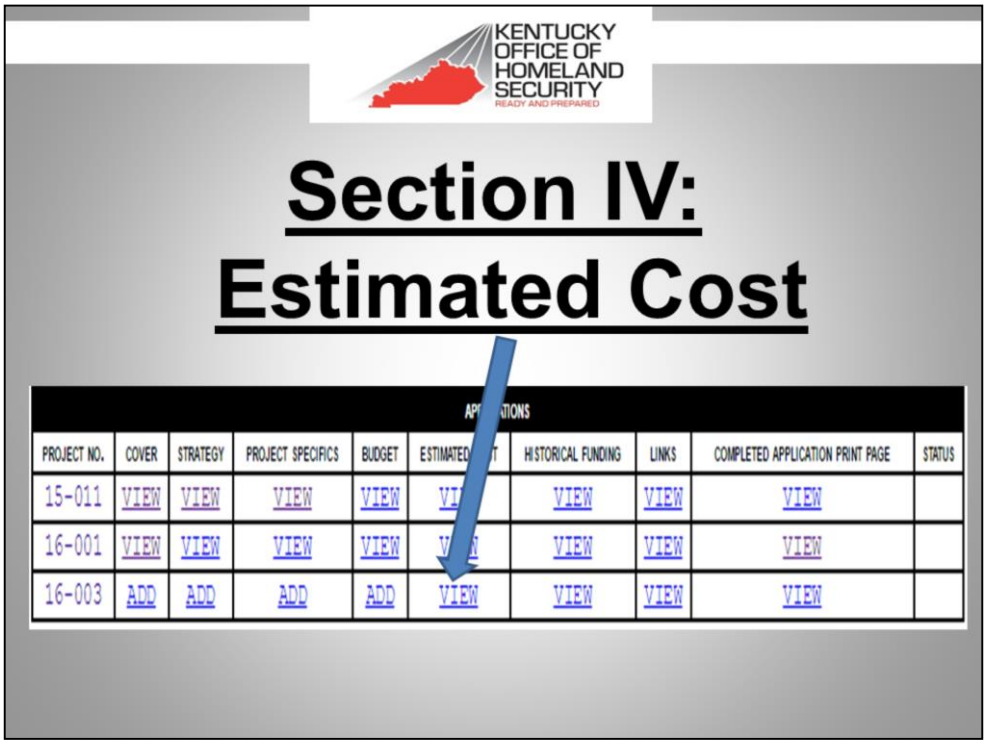
1. **Click “ADD” under “BUDGET” to continue to Section III.**

2. **The next slide covers Section III.**



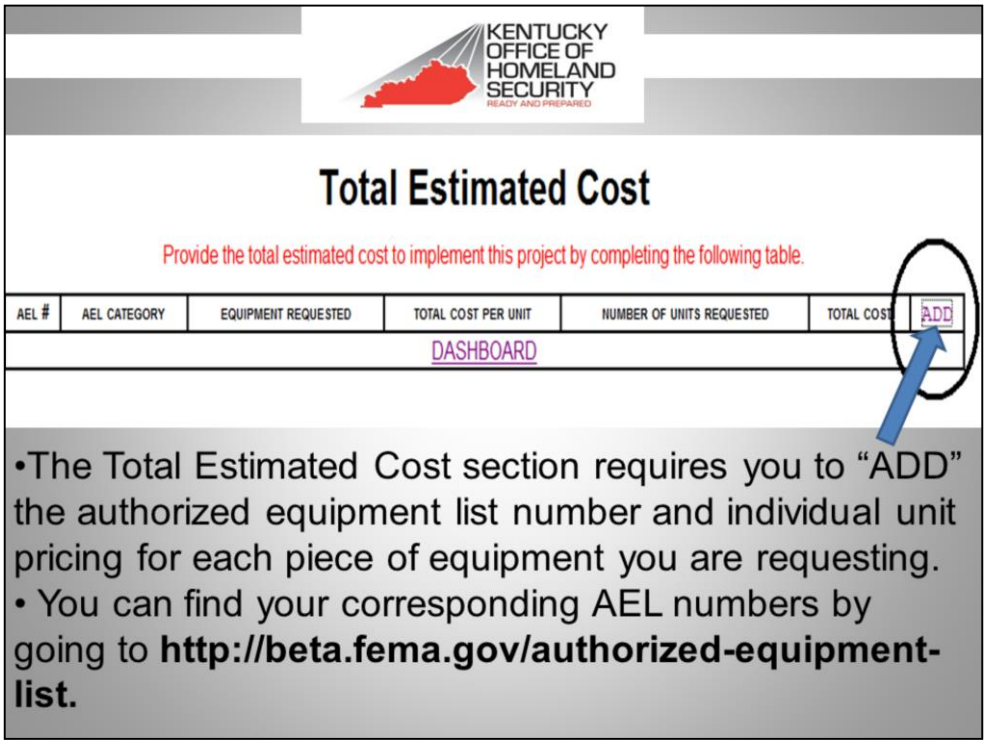
1. **Please provide complete information for each section.**

2. **Click on "SUBMIT" at the bottom of the page to save your progress and "DASHBOARD" to continue to the next section.**



1. **Click "VIEW" under "ESTIMATED COST" to continue to Section IV.**

2. **The next slide covers Section IV.**

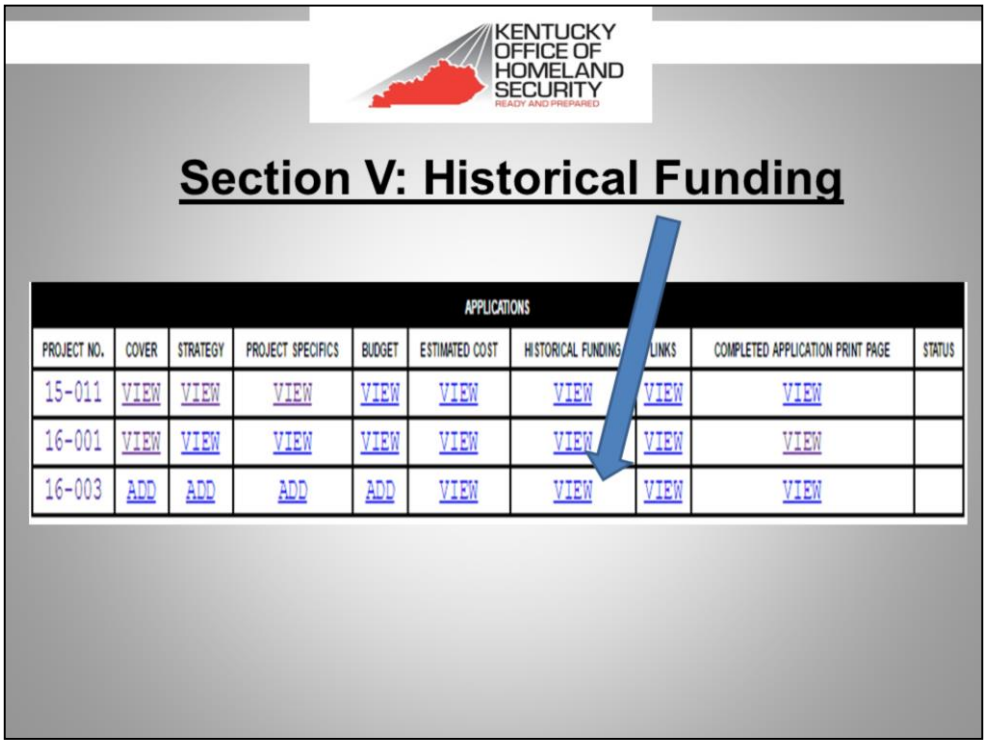


1. **This section requires you to enter the Authorized Equipment List (AEL) number and individual unit pricing for each piece of equipment.**

2. **The total entered into the estimated cost table should match the "Budget Total Amount Requested" which you listed on the Cover Sheet.**

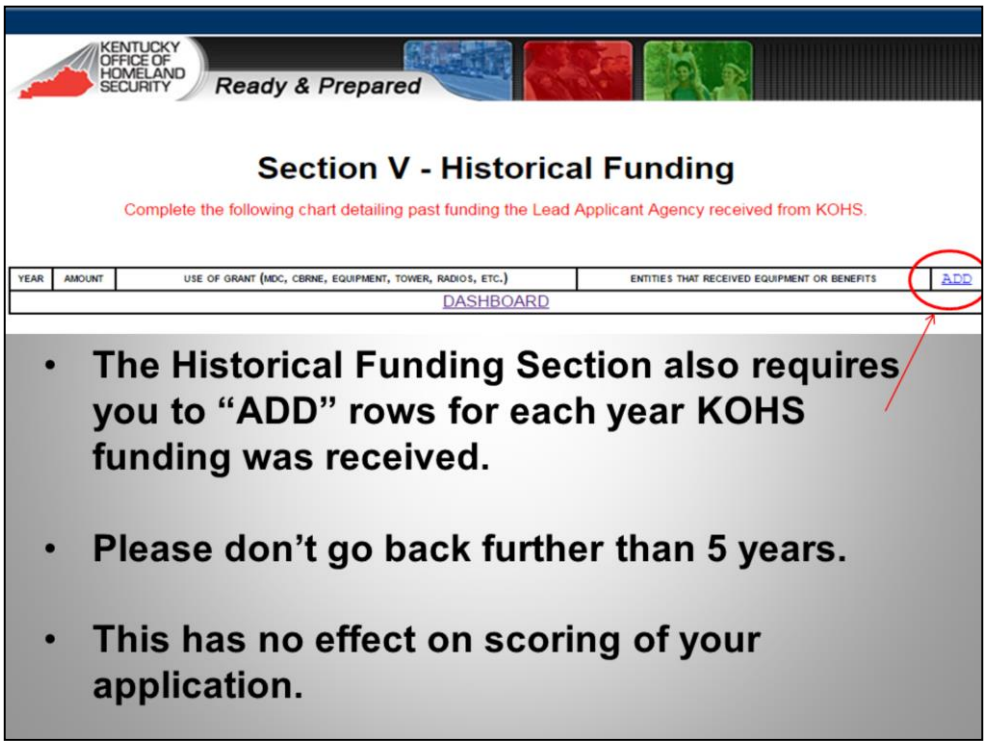
3. **Be sure to print the authorized equipment list documentation and attach it to your application as it is a required attachment.**

2. **Click on "SUBMIT" at the bottom of the page to save your progress and "DASHBOARD" to continue to the next section.**



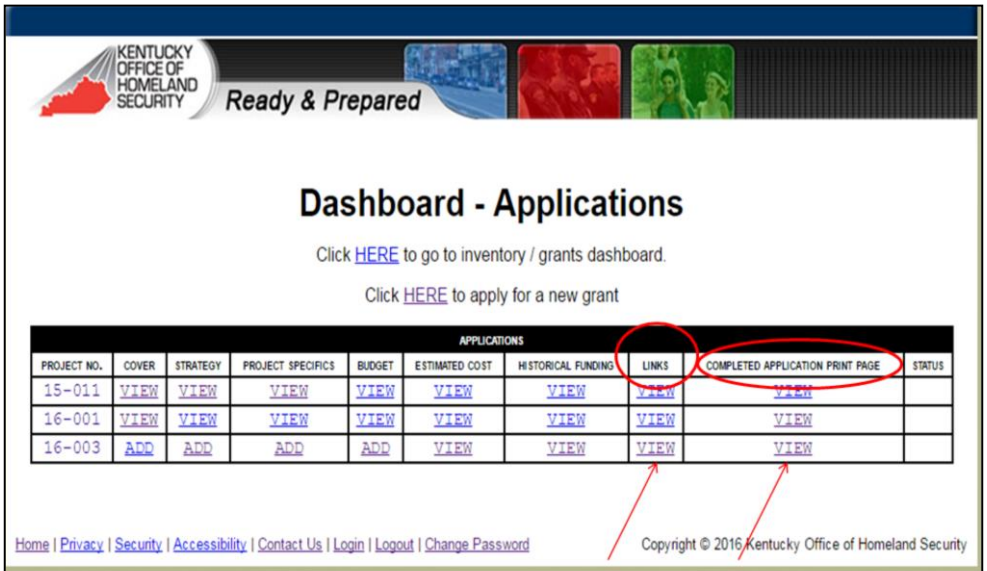
1. **Click "VIEW" under "HISTORICAL FUNDING" to continue to Section V.**

2. **The next slide covers Section V.**

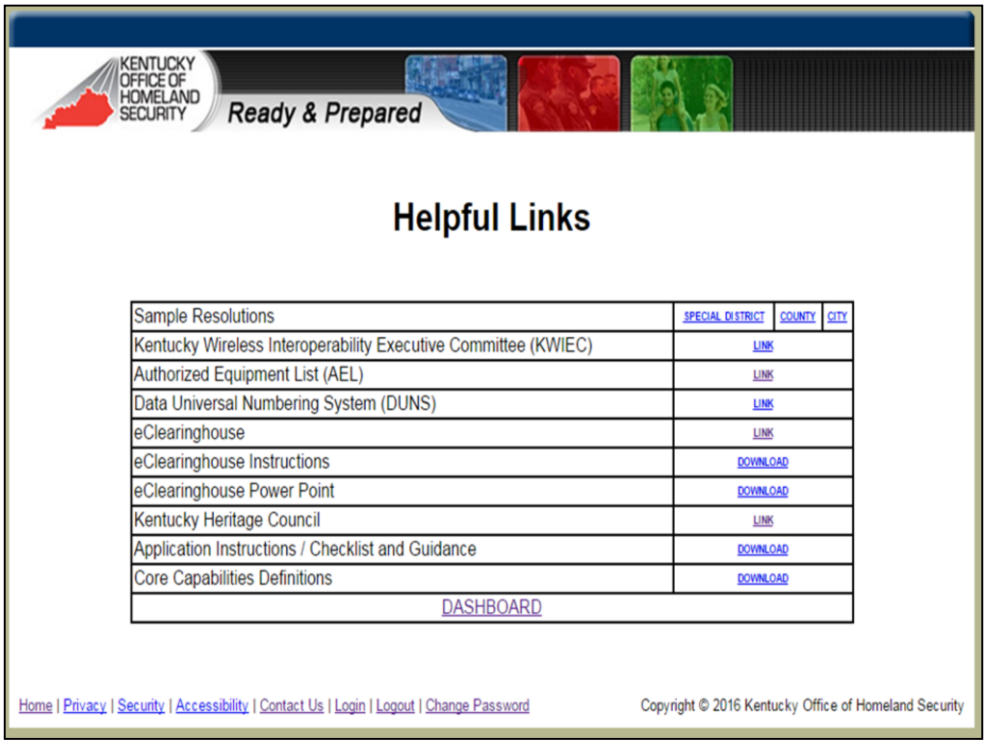


1. **When you are finished adding historical funding information, click "SUBMIT" at the bottom of the page to save your progress and return to the main dashboard.**

THIS IS THE LAST SECTION THAT REQUIRES DATA ENTRY.



1. **The "LINKS" section contains links to information you may need to complete previous sections of your application.**
2. **If you have completed ALL required information, you are ready to move on to the "COMPLETED APPLICATION PRINT PAGE."**


KENTUCKY OFFICE OF HOMELAND SECURITY
Ready & Prepared
Helpful Links
Sample Resolutions
SPECIAL DISTRICT
COUNTY
CITY
Kentucky Wireless Interoperability Executive Committee (KWIEC)
LINK
Authorized Equipment List (AEL)
LINK
Data Universal Numbering System (DUNS)
LINK
eClearinghouse
LINK
eClearinghouse Instructions
DOWNLOAD
eClearinghouse Power Point
DOWNLOAD
Kentucky Heritage Council
LINK
Application Instructions / Checklist and Guidance
DOWNLOAD
Core Capabilities Definitions
DOWNLOAD
DASHBOARD
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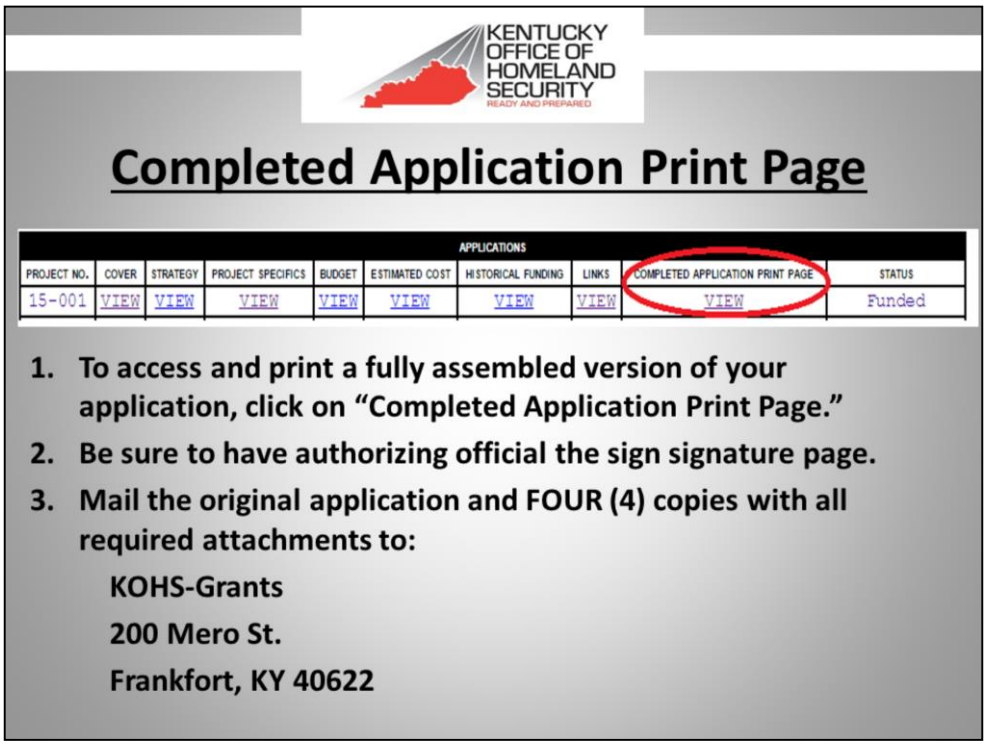


- **THE AUTHORIZING OFFICIAL IS THE MAYOR, JUDGE/EXECUTIVE, DIRECTOR OF AN AREA DEVELOPMENT DISTRICT (ADD), OR CEO OF A TAXING DISTRICT.**

- **IF YOU HAVE NOT PROVIDED ALL REQUIRED INFORMATION, THE SYSTEM WILL NOT ALLOW YOU TO SUBMIT OR PRINT YOUR APPLICATION.**

KENTUCKY OFFICE OF HOMELAND SECURITY
READY AND PREPARED

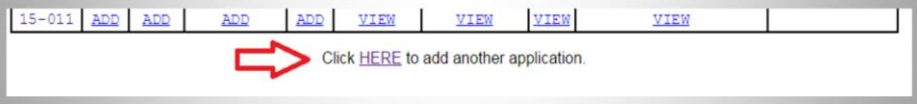
Required Application Attachments

- 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).
- Mutual Aid Agreement with KSP (Communication projects only).
- Labeled photo if project requires equipment installation to the inside or outside of a building, tower, or any other structure.

KENTUCKY OFFICE OF HOMELAND SECURITY
READY AND PREPARED

Submitting Multiple Applications

- An agency may submit multiple applications by clicking the link at the bottom of the Application Dashboard.



- 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.

Grants Management Branch

For any questions regarding the application please contact:

Grants Team
502-564-2081
homelandsecurity@ky.gov