



**FY 2017 Homeland Security Grant
Guidance and Application
Instructions**





Estimated FY 17 Award Timeline

Date	Action
Feb. 17, 2017	Applications MUST be submitted or postmarked by this date.
March 2017	Peer review process. Grant staff review process.
August 2017	DHS awards grant funding to KOHS.
September 2017	KOHS awards approved grants.

- Listed above are approximate dates for the federal award and local application award.
- These dates could change, depending on when DHS makes our award.



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**



FY 2017 Key Change: First Responder Capabilities Report

- **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.



- 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.



- The lead applicant must agree to follow KRS 45A-Kentucky Model Procurement Code.

- **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.



Communication Eligible Projects

- Radio Equipment
- Narrowbanding Equipment
- Alert/Siren Systems – **Requires KHC Section 106 Review and an EHP Review**
- Infrastructure Equipment (voters, repeaters, antennas, microwave links) – **Requires KHC Section 106 Review and an EHP Review**

- **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>**



First Responder Eligible Equipment

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

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



Critical Infrastructure Protection Equipment

- Power Equipment (generators, etc.) – **Requires KHC Section 106 Review and an EHP Review**
- Physical Security Enhancement Equipment (surveillance cameras, etc.) – **Requires KHC Section 106 Review and an EHP Review**

(more on next slide)

- **KHC Section 106 – Kentucky Heritage Council Section 106 Review: <http://heritage.ky.gov/siteprotect/>**
- **EHP – Environmental and Historical Preservation Screening Form: <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>**



Critical Infrastructure Protection Continued

- **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

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



To Complete FY 2017 Grant Application

- Kentucky Office of Homeland Security Grants and Inventory website <http://kohs.ky.gov/>.



Kentucky Office of Homeland Security Grants and Inventory

Welcome to the Kentucky Office of Homeland Security (KOHS) Grant Management Portal.

If you have registered and have been issued a username and password, please enter them below.

If you need to request login credentials, click [HERE](#).

USERNAME:

PASSWORD:

Go to my FUNDED GRANTS
 Go to my APPLICATIONS

GLOSSARY	
RECIPIENT	THE AGENCY AWARDED FUNDING FROM KOHS
SUB-RECIPIENT	A GOVERNMENTAL AGENCY BENEFITING FROM THE RECIPIENT'S AWARD FROM KOHS
PROJECT NUMBER	A NUMBER THAT WAS GIVEN TO THE RECIPIENT WHEN AWARDED KOHS GRANT FUNDS
GRANT YEAR	THE FEDERAL YEAR THAT THE FUNDS WERE AWARDED TO KOHS
HSQP	HOMELAND SECURITY GRANT PROGRAM
EMPG	EMERGENCY MANAGEMENT PERFORMANCE GRANT
SHSP	STATE HOMELAND SECURITY PROGRAM

[Home](#) | [Privacy](#) | [Security](#) | [Accessibility](#) | [Contact Us](#) | [Login](#)
Copyright © 2016 Kentucky Office of Homeland Security

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.**

KENTUCKY OFFICE OF HOMELAND SECURITY
Ready & Prepared

Contact Us

NAME: <input type="text"/>	<p><i>Or you may contact us at:</i></p> <p>Kentucky Office of Homeland Security 200 Mero Street Frankfort, KY 40601 Phone:(502) 564-2081</p>
TITLE/ORGANIZATION: <input type="text"/>	
COUNTY: <input type="text"/>	
PHONE: <input type="text"/>	
EMAIL: <input type="text"/>	
COMMENT: <input type="text"/>	
<input type="submit" value="Submit"/>	

[Home](#) | [Privacy](#) | [Security](#) | [Accessibility](#) | [Contact Us](#) | [Login](#)

Copyright © 2016 Kentucky Office of Homeland Security

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



Kentucky Office of Homeland Security Grants and Inventory

Welcome to the Kentucky Office of Homeland Security (KOHS) Grant Management Portal.

If you have registered and have been issued a username and password, please enter them below.

If you need to request login credentials, click [HERE](#).

USERNAME:	<input type="text"/>
PASSWORD:	<input type="password"/>
<input type="radio"/> Go to my FUNDED GRANTS <input checked="" type="radio"/> Go to my APPLICATIONS	
<input type="button" value="GO"/>	



GLOSSARY	
RECIPIENT	THE AGENCY AWARDED FUNDING FROM KOHS
SUB-RECIPIENT	A GOVERNMENTAL AGENCY BENEFITING FROM THE RECIPIENT'S AWARD FROM KOHS
PROJECT NUMBER	A NUMBER THAT WAS GIVEN TO THE RECIPIENT WHEN AWARDED KOHS GRANT FUNDS
GRANT YEAR	THE FEDERAL YEAR THAT THE FUNDS WERE AWARDED TO KOHS
HSGP	HOMELAND SECURITY GRANT PROGRAM
EMPG	EMERGENCY MANAGEMENT PERFORMANCE GRANT
SHSP	STATE HOMELAND SECURITY PROGRAM

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



Dashboard - Applications

Click [HERE](#) to go to inventory / grants dashboard.

Click [HERE](#) to apply for a new grant 

APPLICATIONS									
PROJECT NO.	COVER	STRATEGY	PROJECT SPECIFICS	BUDGET	ESTIMATED COST	HISTORICAL FUNDING	LINKS	COMPLETED APPLICATION PRINT PAGE	STATUS
15-011	VIEW								
16-001	VIEW								

[Home](#) | [Privacy](#) | [Security](#) | [Accessibility](#) | [Contact Us](#) | [Login](#) | [Logout](#) | [Change Password](#)
Copyright © 2016 Kentucky Office of Homeland Security

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.**



New Registration

Please fill out all fields in the registration below and click 'Submit'.

DATE RECEIVED:				
05/06/2016				
PROJECT TITLE:				
LEAD APPLICANT AGENCY (CITY, FISCAL COURT, ADD, UNIVERSITY)				
LEAD APPLICANT:		CEO:	E-MAIL ADDRESS:	
STREET OR P.O. BOX:	CITY:	COUNTY:	STATE:	ZIP CODE + 4:
		(Select One) ▾	KY	
TELEPHONE NUMBER:	FAX NUMBER:	DUNS NUMBER:		
NAME OF SUBRECIPIENT (IF ANY):				
PLEASE CHOOSE THE CATEGORY AND SUBCATEGORY FOR WHICH YOU ARE APPLYING:				
First Responder Equipment - PPE ▾				
APPLICATION PREPARED BY:				
NAME:		EMAIL ADDRESS:		
STREET OR P.O. BOX:	CITY:	COUNTY:	STATE:	ZIP CODE + 4:
		(Select One) ▾	KY	
TELEPHONE NUMBER:	CELL NUMBER:	FAX NUMBER:		
Submit				

1. Complete the New Registration Page.
2. Click on “Submit.”



Your new application has been given a project number, please continue with the application process below.

Dashboard - Applications

Click [HERE](#) to go to inventory / grants dashboard.

Click [HERE](#) to apply for a new grant

APPLICATIONS									
PROJECT NO.	COVER	STRATEGY	PROJECT SPECIFICS	BUDGET	ESTIMATED COST	HISTORICAL FUNDING	LINKS	COMPLETED APPLICATION PRINT PAGE	STATUS
15-011	VIEW								
16-001	VIEW								
16-003	ADD	ADD	ADD	ADD	VIEW	VIEW	VIEW	VIEW	

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.



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**

Cover Section

Application 15-001

PROJECT NUMBER: 15-001	DATE RECEIVED: 03/12/2015	KWIEC TRACKING NUMBER:	eCLEARINGHOUSE SAI NUMBER:	
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.

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

- 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.

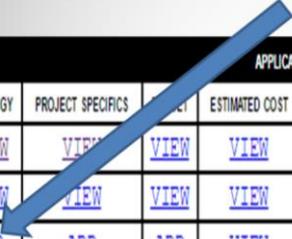
Links for Cover Section

- **eClearinghouse**
<http://kydlgweb.ky.gov/FederalGrants/eclearinghouse.cfm>
- **DUNS Number**
<http://fedgov.dnb.com/webform>
- **KWIEC Application Form**
<http://kwiec.ky.gov/>

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.**

Section I: Strategy



APPLICATIONS									
PROJECT NO.	COVER	STRATEGY	PROJECT SPECIFICS	EST.	ESTIMATED COST	HISTORICAL FUNDING	LINKS	COMPLETED APPLICATION PRINT PAGE	STATUS
15-011	VIEW								
16-001	VIEW								
16-003	ADD	ADD	ADD	ADD	VIEW	VIEW	VIEW	VIEW	

1. Now, click “ADD” under “STRATEGY.”
2. The next two slides cover Section I - Strategy.



Section I - Strategy

All applicants must complete this section, please answer ALL questions below.

DESCRIBE YOUR UNDERSTANDING OF THE COMMUNITY'S NEEDS AND THE PROBLEM(S) YOU ARE ADDRESSING:

LIST ANY EMERGENCIES OR INCIDENTS THAT MAY HAVE BROUGHT THIS NEED TO YOUR ATTENTION:

EXPLAIN THE SOLUTION YOU ARE PROPOSING TO MEET THE ABOVE NEED(S). AT A HIGH LEVEL DESCRIBE WHAT ACTIVITIES WILL BE IMPLEMENTED AND ACCOMPLISHED BY THIS PROJECT:

LIST AGENCIES THAT WILL BENEFIT FROM THIS PROJECT (FIRE, POLICE, EMS, ONE COUNTY, MULTIPLE COUNTIES, ETC.):

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.**

Section II: Project Specific Information

APPLICATIONS									
PROJECT NO.	COVER	STRATEGY	PROJECT SPECIFICS	BUDGET	ESTIMATED COST	HISTORICAL FUNDING	LINKS	COMPLETED APPLICATION PRINT PAGE	STATUS
15-011	VIEW								
16-001	VIEW								
16-003	ADD	ADD	ADD	ADD	VIEW	VIEW	VIEW	VIEW	

1. Now, click “ADD” under “PROJECT SPECIFICS” to continue to Section II.
2. The next five slides cover Section II.



Section II - Project Specific Information

Please answer each question

Choose **ONLY** one category to complete for your project:

- | |
|--|
| <input checked="" type="radio"/> Communications |
| <input type="radio"/> Critical Infrastructure Protection |
| <input type="radio"/> First Responder Equipment |

- Select your project specific category.

Section II is Project Specific Information.

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

1. **Communications**– Radio equipment, narrowband equipment, infrastructure equipment (voters, repeaters, antennas, microwave links, towers).
2. **Critical Infrastructure** – Power equipment (generators), physical security, cybersecurity.
3. **First Responder Equipment** – PPE, detection, CBRNE, search and rescue, explosive device mitigation & remediation, decontamination equipment, medical equipment.



Communication Project

A. Communications

1. RADIOS

EXPLAIN THE EQUIPMENT AND/OR SYSTEM YOU INTEND TO DEPLOY:

DOES THIS EQUIPMENT REPLACE ANY EXISTING INVENTORY?

EXPLAIN THE EQUIPMENT AND / OR SYSTEM YOU INTEND TO DEPLOY:

IS YOUR CURRENT RADIO SYSTEM P25 COMPLIANT?

LIST THE FREQUENCY BANDS THAT ARE USED BY YOUR AGENCY:

WHAT OTHER FREQUENCY BANDS ARE USED IN YOUR COUNTY?

ARE ALL FIRST RESPONDER MOBILE AND HAND HELD RADIOS PROGRAMMED WITH MUTUAL AID AND INTEROPERABILITY FREQUENCIES?

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>

 <p>KENTUCKY OFFICE OF HOMELAND SECURITY <small>READY AND PREPARED</small></p>
<h2>Critical Infrastructure Protection – Physical Security</h2> <h3>B. Critical Infrastructure Protection</h3>
1. PHYSICAL SECURITY, GENERATORS, ETC.
WHAT IS THE CRITICAL INFRASTRUCTUE BEING HARDENED? <input type="text"/>
PLEASE INCLUDE THE CRITICAL INFRASTRUCTURE'S NAME AND ADDRESS. <input type="text"/>
WHY IS THIS STRUCTURE CONSIDERED CRITICAL INFRASTRUCTURE? <input type="text"/>
IS THIS CRITICAL INFRASTRUCTURE OWNED BY THE APPLICANT AGENCY? IF NOT, WHO OWNS IT? <input type="text"/>
WHAT IS THE AGE OF THE CRITICAL INFRASTRUCTURE INVOLVED IN THIS PROJECT? <input type="text"/>
DESCRIBE THE EQUIPMENT BEING REQUESTED. <input type="text"/>
DOES THIS EQUIPMENT REPLACE ANY EXISTING INVENTORY / EQUIPMENT? <input type="text" value="Yes"/>
HAVE ANY STUDIES, REPORTS OR SURVEYS BEEN COMPLETED THAT PROVIDE INFORMATION ON ENVIRONMENTAL IMPACT ON HISTORIC PROPERTIES IN THE AREA? <input type="text" value="Yes"/>

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.

 <p>KENTUCKY OFFICE OF HOMELAND SECURITY <small>READY AND PREPARED</small></p>
Critical Infrastructure Protection – Cyber Security
2. CYBER SECURITY ENHANCEMENT PROJECTS
DESCRIBE THE FACILITY(S) THAT THESE ENHANCEMENTS WILL BENEFIT.
DESCRIBE THE SYSTEM(S) THIS PROJECT WILL ENHANCE. IS THIS A SHARED NETWORK OR A STANDALONE NETWORK?
WHAT TECHNOLOGY IS CURRENTLY BEING USED TO PROTECT THE SYSTEM?
IS THE CURRENT TECHNOLOGY OUTDATED OR CONSIDERED OBSOLETE BY TODAY'S STANDARD?
<input type="text" value="Yes"/>
JUSTIFY THE NEED FOR THIS PROJECT BY DESCRIBING THE TYPE OF DATA THAT THIS PROJECT WILL PROTECT.
WHAT CRIMES, IF ANY, WILL THE REQUESTED TECHNOLOGY DETER?
ARE THERE DOCUMENTED COMPUTER-RELATED CRIMES THAT THIS PROJECT WILL ADDRESS IN THE COMMUNITY?
<input type="text" value="Yes"/>

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.



First Responder Equipment

C. First Responder Equipment

DO YOU HAVE A COMPREHENSIVE EQUIPMENT SCHEDULE THAT INCLUDES REQUIRED EQUIPMENT, EQUIPMENT ON HAND AND NEEDED EQUIPMENT? PLEASE EXPLAIN.

DOES THE REQUESTED EQUIPMENT REPLACE ANY EXISTING INVENTORY / EQUIPMENT? IF SO, PLEASE DESCRIBE THE AGE AND CONDITION OF THE EXISTING INVENTORY / EQUIPMENT.

DESCRIBE THE EQUIPMENT BEING REQUESTED AND ITS KEY IMPORTANCE TO FIRST RESPONDERS.

DESCRIBE THE TRAINING INVOLVED IN ORDER TO USE THIS SPECIALIZED EQUIPMENT.

ARE REQUIRED PHYSICALS ALREADY BUDGETED?

HOW MANY INDIVIDUALS WOULD NEED PHYSICALS TO USE THIS EQUIPMENT?

DESCRIBE ANY LOCAL AND REGIONAL TRAININGS, DRILLS OR TABLETOP EXERCISES IN WHICH YOUR DEPARTMENT(S) PARTICIPATES.

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.

Section III: Budget

APPLICATIONS									
PROJECT NO.	COVER	STRATEGY	PROJECT SPECIFICS	BUDGET	ESTIMATED COST	HISTORICAL FUNDING	LINKS	COMPLETED APPLICATION PRINT PAGE	STATUS
15-011	VIEW								
16-001	VIEW								
16-003	ADD	ADD	ADD	ADD	VIEW	VIEW	VIEW	VIEW	

1. Click “ADD” under “BUDGET” to continue to Section III.
2. The next slide covers Section III.

KENTUCKY OFFICE OF HOMELAND SECURITY Ready & Prepared

Section III - Budget

All applicants must complete this section, please answer ALL questions below.

GIVE A BRIEF SUMMARY OF THE PLANNED EXPENDITURES.

WHAT IS THE NECESSITY AND REASONABLENESS OF ALL PROJECT COSTS.

HAVE YOU APPLIED FOR ANY OTHER FEDERAL OR STATE FUNDS FOR THIS PROJECT? IF SO, WHAT AGENCY?

IS THE APPLICANTE CAPABLE OF SUPPLEMENTING A PORTION OF THE PROJECT? IF SO, HOW MUCH?

DISCUSS HOW YOU PLAN TO MAINTAIN AND REPLACE THIS EQUIPMENT.

WILL THE STATE PRICE CONTRACT BE USED?

PROVIDE MILESTONES FOR THESE DATES: OCT-DEC, JAN-MAR, APR-JUN, AND JUL-SEP.

[Home](#) | [Privacy](#) | [Security](#) | [Accessibility](#) | [Contact Us](#) | [Login](#) | [Logout](#) | [Change Password](#) Copyright © 2016 Kentucky Office of Homeland Security

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.

Section IV: Estimated Cost



APPLICATIONS										
PROJECT NO.	COVER	STRATEGY	PROJECT SPECIFICS	BUDGET	ESTIMATED COST	HISTORICAL FUNDING	LINKS	COMPLETED APPLICATION PRINT PAGE	STATUS	
15-011	VIEW	VIEW								
16-001	VIEW	VIEW								
16-003	ADD	ADD	ADD	ADD	VIEW	VIEW	VIEW	VIEW	VIEW	

1. Click “VIEW” under “ESTIMATED COST” to continue to Section IV.
2. The next slide covers Section IV.

Total Estimated Cost

Provide the total estimated cost to implement this project by completing the following table.

AEL #	AEL CATEGORY	EQUIPMENT REQUESTED	TOTAL COST PER UNIT	NUMBER OF UNITS REQUESTED	TOTAL COST	ADD
DASHBOARD						

- The Total Estimated Cost section requires you to “ADD” the authorized equipment list number and individual unit pricing for each piece of equipment you are requesting.
- You can find your corresponding AEL numbers by going to <http://beta.fema.gov/authorized-equipment-list>.

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.

Section V: Historical Funding



APPLICATIONS									
PROJECT NO.	COVER	STRATEGY	PROJECT SPECIFICS	BUDGET	ESTIMATED COST	HISTORICAL FUNDING	LINKS	COMPLETED APPLICATION PRINT PAGE	STATUS
15-011	VIEW								
16-001	VIEW								
16-003	ADD	ADD	ADD	ADD	VIEW	VIEW	VIEW	VIEW	

1. Click “VIEW” under “HISTORICAL FUNDING” to continue to Section V.
2. The next slide covers Section V.

KENTUCKY OFFICE OF HOMELAND SECURITY *Ready & Prepared*

Section V - Historical Funding

Complete the following chart detailing past funding the Lead Applicant Agency received from KOHS.

YEAR	AMOUNT	USE OF GRANT (MDC, CBRNE, EQUIPMENT, TOWER, RADIOS, ETC.)	ENTITIES THAT RECEIVED EQUIPMENT OR BENEFITS	ADD
DASHBOARD				

- The Historical Funding Section also requires you to “ADD” rows for each year KOHS funding was received.
- Please don’t go back further than 5 years.
- This has no effect on scoring of your application.

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.



Dashboard - Applications

Click [HERE](#) to go to inventory / grants dashboard.

Click [HERE](#) to apply for a new grant

APPLICATIONS									
PROJECT NO.	COVER	STRATEGY	PROJECT SPECIFICS	BUDGET	ESTIMATED COST	HISTORICAL FUNDING	LINKS	COMPLETED APPLICATION PRINT PAGE	STATUS
15-011	VIEW								
16-001	VIEW								
16-003	ADD	ADD	ADD	ADD	VIEW	VIEW	VIEW	VIEW	

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."



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			



Completed Application Print Page

APPLICATIONS									
PROJECT NO.	COVER	STRATEGY	PROJECT SPECIFICS	BUDGET	ESTIMATED COST	HISTORICAL FUNDING	LINKS	COMPLETED APPLICATION PRINT PAGE	STATUS
15-001	VIEW	Funded							

1. To access and print a fully assembled version of your application, click on “Completed Application Print Page.”
2. Be sure to have authorizing official the sign signature page.
3. Mail the original application and FOUR (4) copies with all required attachments to:

KOHS-Grants
200 Mero St.
Frankfort, KY 40622

- 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.



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.

Submitting Multiple Applications

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

15-011	ADD	ADD	ADD	ADD	VIEW	VIEW	VIEW	VIEW	
--------	---------------------	---------------------	---------------------	---------------------	----------------------	----------------------	----------------------	----------------------	--



Click [HERE](#) to add another application.

- 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