

FY 2018 Kentucky Office of Homeland Security Grant Application Guidance

All applications MUST be postmarked by May 4, 2018

- The Grant Application can be downloaded at <https://homelandsecurity.ky.gov>. Please open it in the latest free version of Adobe Reader <https://get.adobe.com/reader/>.
- Only eligible applicants may apply for these funds. Eligible applicants include city or county governments, area development districts, and local taxing 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.
- The lead applicant is responsible for grant funds and administration including, but not limited to, assurances and audit requirement, maintenance, and records retention.
- 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, Discipline, Project Category (see Category Selection Guidance below), DUNS #, dollar amount requested, etc.

PLEASE NOTE: The Authorizing Official, Project Director, and Financial Officer MUST sign the Cover Sheet. The Authorizing Official can only be the Mayor, County Judge Executive, ADD Director, and Chairperson of Taxing District. The Authorizing Official must also sign the last page of application.

- **Section I:** Total Estimated Cost Table.
- **Section II:** Project Strategy
- **Section III:** Project Specific Information
- **Section IV:** Budget Narrative.
- **Section V:** Historical KOHS Funding for past three years only.
- **Terms and Conditions** 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.
 - Print out of Authorized Equipment List (AEL) Documentation.
 - One (1) price quote for requested equipment.
 - KWIEC approval (Communications projects only) www.kwiec.ky.gov.
 - Mutual Aid Agreement with KSP (Communication projects only) <http://kwiec.ky.gov/interoperability/Pages/Mutual-Aid-Interoperability-Frequencies.aspx>
 - Labeled photos if project requires equipment installation to the inside or outside of a building, tower or any other structure.

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

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

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

Please do not submit the application in binders or plastic covers.

FY 2018 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 <https://www.fema.gov/authorized-equipment-list>.

We have indicated the project types that will require Kentucky Heritage Council Section 106 Review (KHC) and an Environmental and Historical Preservation (EHP) review **IF APPROVED**. NO KHC and EHP documents are required to apply for initial funding of your project. **If approved, an KHC and EHP review must be completed.**

Communications

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

Communications equipment, excluding siren systems, requires a KWIEC review. You may apply for KWIEC approval at www.kwiec.ky.gov.

Critical Infrastructure Protection

- Power Equipment (generators) - **Requires KHC and EHP Review.**
- Physical Security Enhancement Equipment – **Requires KHC and 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.
- SWAT

For questions regarding the application, please contact the Grants Department at 502-564-2081