

**2009 Colorado Homeland Security
Program
Governor's Office of Homeland Security
Grant Guidance and Requirements**



**Version 2.0
January 15, 2009**

Table of Contents

Table of Contents	2
Overview	3
Funding Levels	3
Grant Timeline Overview.....	3
Eligible Applicants Overview.....	4
Grant Allocation Process.....	5
Funding Formulas.....	6
Minimum Requirements for ALL Applicants.....	6
Appendix A	11
Homeland Security Program Timeline	11
Appendix B	14
2009 SHSP Regional Target Allocation	14
Appendix C	15
2009 CCP Regional Target Allocation	15
Appendix D	16
2009 Colorado Risk Based Funding Formula	16
Appendix E	17
Homeland Security Coordinator or Program Manager Position Requirements.....	17
Appendix F	18
Investment Justifications and Related Projects	18
Appendix G.....	21
Match Definitions and Documentation Requirements	21
Appendix H.....	22
Application Instructions.....	22
Appendix I	29
2009 State Homeland Security Grant Application	29
Appendix J.....	38
Competitive Scoring Criteria.....	38

Overview

The Governor's Office of Homeland Security (GOHS) announces the availability of federal grant funding for the 2009 State Homeland Security Grant Program (HSGP). The programs are intended to build capabilities at the state and local levels and to implement the goals and objectives included in the Colorado State Homeland Security Strategy. Included in this grant guidance and requirements document are the application requirements for the State Homeland Security Grant, the Urban Areas Security Initiative, the Citizen Corps Grant Program, and the Metropolitan Medical Response System Grant.

Complete federal guidance may be found online at: www.fema.gov/government/grant All applicants must adhere to federal requirements identified in the guidance.

Funding Levels

The State of Colorado has been given a targeted allocation by the Department of Homeland Security. Based on the application and peer review process, these funding levels may increase or decrease by up to 10%. The figures below identify the current targeted allocation as announced in the federal guidance.

Colorado 2009 Target Allocation by Program

Program	SHSP	UASI	MMRS	CCP	Total
	State Homeland Security Program (+/-10%)	Urban Area Security Initiative (+/-10%)	Metropolitan Medical Response System	Citizen Corps Program	
Amount	\$11,286,000	\$7,233,800	\$963,663	\$248,204	\$19,731,667

As required by the federal guidance, 80% of the State's allocation will be passed through to regional/local governments. The remaining 20% is available for state agencies. The table below identifies the portions available for both state and local applicants.

Colorado 2009 Target Allocation - Regions/State Breakdown					
Program	SHSP (+/- 10%)	UASI (+/-10%)	CCP	MMRS	TOTAL
Colorado Target Funding Allocation	\$11,286,000	\$7,233,800	\$248,204	\$963,663	\$19,731,667
Local Regions Allocation	\$9,028,800	\$5,787,040	\$198,563	\$934,753	\$15,949,156
State Agencies Allocation	\$2,257,200	\$1,446,760	\$49,641	\$28,910	\$3,782,511

Grant Timeline Overview

Applicants for all grant programs are required to submit an electronic "Draft Application" (located in **Appendix I**) with a narrative responding to investment justification questions and a budget

summary by close of business February 13, 2009 to Jane Sanders at jane.sanders@state.co.us and Ezzie Michaels at ezzie.michaels@state.co.us.

Eligible applicants must submit a “**Final Application**” with detailed project and budget **information** by close of business June 1, 2009. Applicants must submit one hard copy to GOHS, 9195 East Mineral Ave. Centennial, CO 80112 with original signatures. An electronic copy must be emailed to Ezzie Michaels at ezzie.michaels@state.co.us and Jane Sanders at jane.sanders@state.co.us. Please note that no modifications to final applications will be allowed after the submission deadline.

The Grant Review Committee will convene in June 2009 to review the competitive projects and provide funding recommendations to the Senior Advisory Committee (SAC). The SAC will coordinate the grant resources from the Department of Homeland Security to integrate and leverage federal and state funds. The SAC allocations will be submitted to the Governor for final approval and submission to DHS.

Regions and State Departments will be awarded grants based on the availability of Homeland Security Grant Funds, SAC recommendations, and Governor’s approval.

For a more detailed timeline, please see **Appendix A**.

Eligible Applicants Overview

The table directly below identified at a very high level the programs and eligible applicants for each. Please see the grant specific sections for more detailed application information.

<u>Programs:</u>	<u>Eligible Applicants</u>	<u># of Applications</u>
* State Homeland Security Program (SHSP)	Nine All-Hazard Regions State departments	One per region One per state dept.
* Citizens Corps Program (CCP)	Nine All-Hazard Regions State departments	One per region One per state dept.
* Urban Area Security Initiative (UASI)	City and County of Denver	One from Denver One per state dept.
* MMRS	City and County of Denver City of Aurora City of Colorado Springs	One from Denver One from Aurora One from Co Spgs

Grant Allocation Process

All applicants must submit their draft application using the FY09 Grant Application located in **Appendix I**. Detailed directions on how to complete the application template have been provided and can found in **Appendix H**. All sections must be complete to be considered. Final applications may require more detail with regard to the budget sections. An updated application template will be provided if necessary.

State Homeland Security and Citizen Corps Grants

The Homeland Security Grant and Citizen Corps Grant applications will be funded based on an 80% targeted funding allocation amount and a 20% competitive portion for Regional applicants. Each eligible Region will be provided a targeted funding allocation amount and a maximum application amount, which will be based on the maximum possible amount for the State grant application.

The targeted allocation amount will be comprised of projects that are the Region's top priorities. Each project, however, will be reviewed for compliance by the Governor's Office of Homeland Security staff. The targeted allocation will be provided to the Grant Review Committee for reference, but will not be scored.

The competitive portion of the funding has been based on the recommendations made by the Grant Review Committee, in coordination with the Governor's Office of Homeland Security. Criteria for evaluation will be the following:

- ◆ the project's impact relative to its most applicable capability area (25%)
- ◆ the project's alignment to the State Homeland Security Strategy (20%)
- ◆ the linkage of the project to the identified priority capabilities(15%)
- ◆ the project's linkage to the priority planning scenarios (15%)
- ◆ the ability of the requesting jurisdiction to sustain the project (15%) and
- ◆ the collaboration exhibited in the project submission (10%).

The grant application form has been updated to better align it with the criteria listed above to ensure that the necessary elements for each project are included.

Please see **Appendices B and C** which identify targeted funding allocations and maximums for each Region for both the State Homeland Security Grant Program and the Citizen Corps Grant Program.

State agencies will be funded on a competitive basis. Funding recommendations will be based on the recommendations made by the Grant Review Committee, in coordination with the Governor's Office of Homeland Security. Criteria for evaluation will include, at a minimum, the project's alignment to the State Homeland Security Strategy and priorities, the identified priority capabilities and priority national planning scenarios.

All applicants should note that the Department of Homeland Security requires that States ensure at least 25 percent of their SHSP award funds and at least 25 percent of their UASI award funds are dedicated towards law enforcement terrorism prevention-oriented planning, organization, training, exercise, and equipment activities.

(2009 Federal Grant Guidance, pg. ii)

Additionally, at least 25 percent of FY2009 HSGP funding (State Homeland Security Program, Urban Areas Security Initiative, Metropolitan Medical Response System, and Citizen Corps

Program) must be collectively allocated to the Strengthening Preparedness Planning priority noted through planning, training and exercise activities.

Urban Areas Security Initiative Program

The Denver Urban Area may apply for 80% of the State's targeted allocation, plus an additional 10% that may be eligible if the application scores well at the federal level.

State agencies are eligible to apply for UASI funding. Important to note, state agency projects must directly support the Denver Urban Area.

All applicants should note that the Department of Homeland Security requires that States ensure at least 25 percent of their SHSP award funds and at least 25 percent of their UASI award funds are dedicated towards law enforcement terrorism prevention-oriented planning, organization, training, exercise, and equipment activities.

Metropolitan Medical Response System

Each of the federally identified MMRS jurisdictions may apply for \$311,585.

State agencies are not eligible to apply for this funding stream but are encouraged to participate in the MMRS Steering Committee and other preparedness efforts. The Governor's Office of Homeland Security will retain 3% of the total award for management and administration costs.

Funding Formulas

The targeted allocations for each Region were derived from a risk based funding formula. The formula included elements of Threat, Vulnerability and Consequence (which are compiled using the Population Index, the Vulnerability and Consequence Index, and Geographic Attribute and Security Index), and Homeland Security Program Sustainment. For more detailed information on the Risk Based Formula calculations, please see **Appendix D**.

Minimum Requirements for ALL Applicants

For all grant requirements, compliance will be determined through a variety of monitoring practices by the Governor's Office of Homeland Security. If any areas of non-compliance are identified, the sub-grantee will be notified and given 60 days to rectify the situation. Failure to meet the requirements after such notice and time may result in withholding of drawdown requests.

Program/Grant Management Requirements

Each Regional applicant must designate a Homeland Security Coordinator (for the SHSG) to provide grant and program management. Funding for this position may be requested for up to an 18-month period to ensure program support for the period of performance of the grant. Specific job requirements are included in **Appendix E**.

Likewise, the MMRS and UASI applicants must also designate a primary Program Manager for program and grant management activities. Specific requirements of this position may also be found in **Appendix E**. This individual will also be responsible for attending the monthly Homeland Security Coordinator meetings.

Additionally, each state agency applicant must identify a primary point of contact to assist in the maintenance and implementation of the grant projects. They will also be responsible for assisting in the implementation of the State Homeland Security Strategy.

Each applicant (local and state agency) must identify a fiscal agent. This fiscal agent will be considered the sub-grantee and will be accountable for the direct management of all awarded Homeland Security Grant Program funds. The fiscal agent must comply with OMB Circular No. A-133 and submit to the GOHS a copy of their A-133 Audit.

Office of Management and Budget (OMB) Circular A-133 sets forth standards for obtaining consistency and uniformity for the audit of States, local governments, and non-profit organizations expending Federal awards. All non-Federal entities who expend \$500,000 or more in a year in Federal awards are required to submit this audit report within the earlier of 30 days after receipt of the auditor's report, or nine months after the end of the audit period.

Please submit to GOHS a soft or hard copy of the report within 30 days after submitting the report to the Federal Government. You can email the report to ezzie.michaels@state.co.us or mail it to the following address:

Governor's Office of Homeland Security
Attn: Ezzie Michaels
9195 East Mineral Avenue, Suite 270
Centennial, CO 80112

Although there is not a specific requirement for applicants to provide a minimum matching amount, applicant contributions are highly encouraged. For more detail regarding contribution or match definitions, please refer to **Appendix G**.

Investment Justification/ Scenario/Capability Linkage Requirements

All applications and projects **must** address one or more of the following prioritized Capability Areas, National Planning Scenarios and investment justifications or they will not be considered for funding. For more information on eligible Investment Justifications and allowable project examples, please see **Appendix F**.

Capability Areas:

1. Community Preparedness*
2. Planning*
3. Intelligence/Information Sharing and Dissemination*
4. Responder Health and Safety*
5. Communications*
6. Critical Infrastructure Protection*
7. Counter-Terror Investigations and Law Enforcement
8. CBRNE Detection
9. Explosive Device Response Operations
10. WND/Hazardous Materials Response and Decontamination
11. Citizen Evacuation and Shelter-In-Place
12. Emergency Public Information and Warning
13. Medical Surge
14. Mass Prophylaxis
15. Mass Care

With regard to the scoring of the competitive portion of the grant requests, additional points will be awarded to projects that tie to the six (6) Priority Capability Areas that are identified above with an asterisk (*).

Investment Justifications:

1. Communications
2. Strengthen Preparedness Planning/Community Preparedness
3. IED Protection and Response Planning/Operations
4. Information Sharing/Counter Terror Operations
5. Medical Preparedness

Priority Planning Scenarios:

1. Improvised Explosive Device
2. Pandemic Influenza
3. Foreign Animal Disease
4. Food Contamination

Additionally, all projects must tie to the State Homeland Security Strategy, which may be found at <http://www.colorado.gov/homelandsecurity>

Training Requirements (2009 Federal Grant Guidance, pg. 37-38)

Regions are strongly encouraged to use HSGP funds to develop a homeland security training program. Allowable training-related costs under HSGP include the establishment, support, conduct and attendance of training specifically identified under SHSP, UASI, MMRS and CCP grant programs. Allowable training topics include, but are not limited to, CBRNE terrorism, cyber/agriculture/food security, intelligence gathering and analysis, NIMS related training, citizen and community preparedness, and training for volunteers. Trainings where HSGP funds are used must be approved by the Department of Homeland Security. Use of HSGP funds for non-DHS approved courses will be reviewed and approved on a case-by-case basis.

Training conducted using HSGP funds should address a performance gap identified through an After Action Report/Improvement Plan (AAR/IP) or contribute to building a capability that will be evaluated through an exercise. Additionally, training requests should be directly linked to the Annual Training and Exercise Planning workshop. Exercises should be used to provide the opportunity to demonstrate and validate skills learned in training, as well as to identify training gaps. Any training or training gaps should be identified in the AAR/IP and addressed in the regional training cycle. All trainings and exercises conducted with HSGP funds should support the development and testing of jurisdictional emergency operations plans (EOP) or specific annexes, where applicable.

Exercise Requirements (2009 Federal Grant Guidance, pg. 37-38)

Exercises conducted with HSGP funding must be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). There are no exceptions. Important to note, all exercises using HSGP funding must be NIMS compliant. Prior to the execution of any exercises, the State Training & Exercise Manager must be notified and the exercise must be uploaded onto the National Exercise Schedule System. Regardless of exercise type or scope, After Action Reports/Improvement Plans (AAR/IP) are due to the State Training and Exercise Program Manager within 45 days of the exercise. The State will then submit to the federal government within 60 days.

The scenarios used in HSGP funded exercises must be based on the State Homeland Security Strategy. Scenarios used must focus on validating existing capabilities and must be large enough in scope and size to exercise multiple tasks. Exercises should also be based on the State Multi-Year Training & Exercise Plan and tie directly to the Training and Exercise Planning Workshop.

Acceptable scenarios for SHSP, UASI, MMRS and CCP exercises include: chemical, biological, radiological, nuclear, explosive, cyber, agricultural and natural or technological disasters. Exercise scenarios MUST be catastrophic in scope and size, as defined by the National Response Framework.

Information regarding HSEEP:

HSEEP Volumes One, Two and Three contain guidance for exercise design, development, conduct, evaluation and improvement planning. HSEEP Volume Four provides sample exercise materials, and HSEEP Volume Five contains guidance and recommendations for designing, developing, conducting and evaluating prevention-focused exercises. All volumes can be found at <http://hseep.dhs.gov>.

Planning Requirements

All regions and state agencies that receive planning, training and/or exercise funds through the State Homeland Security Grant Program are required to participate in the annual Risk and Capability Assessment, the Improvement Planning Conference and State Training & Exercise Planning Workshop.

All sub-recipients of grant funds must continue to implement the National Incident Management System and the Incident Command System (NIMS/ICS). Implementation means utilizing NIMS/ICS during events and exercises and continuing to train on NIMS/ICS. All sub-recipient county level governments must also enter their data into NIMSCAST within 6 months of receiving their award.

(2009 Federal Grant Guidance, pg. ii)

Additionally, at least 25 percent of FY2009 HSGP funding (State Homeland Security Program, Urban Areas Security Initiative, Metropolitan Medical Response System, and Citizen Corps Program) must be collectively allocated to the Strengthening Preparedness Planning priority noted through planning, training and exercise activities.

Resource Ordering and Status System/Resource Inventory Report Requirements

All applicant agencies that own resources currently covered by Colorado Resource Typing Standards must agree to participate in the State's Emergency Resource Inventory Report and update their information on a quarterly basis. Agencies may update their information online or may submit their data electronically using a database supplied by the Division of Fire Safety. To assist in the implementation of this requirement the Division of Fire Safety, on a quarterly basis, will send to each of the Regional Homeland Security Coordinators a list of agencies that are not in compliance.

Fire Department applicants must also participate in the State's National Fire Incident Reporting System (NFIRS). Data must be submitted at least annually. To assist in the implementation of this requirement the Division of Fire Safety, on a quarterly basis, will send to each of the Regional Homeland security Coordinators a list of agencies that are not in compliance.

Credentialing Requirements

All Regions and state agencies that receive funds for credentialing programs through the State Homeland Security Grant Program are required to comply with the Colorado First Responder Authentication Credentialing (COFRAC) standards published and maintained by the Colorado Governor's Office of Information Technology (OIT). Recipients of funding must also share credential holder unique identifying information and related knowledge, skills and abilities (KSAs) to the Colorado state bridge, operated by the Office of Information Technology, for interoperability across jurisdictional boundaries. Credentialing exercises will be conducted in accordance with the Exercise Requirements referenced in this Planning Guidance.

Appendix A

Homeland Security Program Timeline

Dates	Activity	Related Tasks/Actions
August- September 2008	Regional Risk and Capability Assessments	◆ County/Regional Data Collected
November 2008	Federal Grant Guidance Issued	◆ State Receives data and begins building 2009 process
December 2008	AAR for 2008 Grant Process	◆ Grant Review Committee Input ◆ Regional Coordinator Input
December 2,3 2008	Improvement Planning Conference	◆ Statewide risk and capability data input ◆ Planning Scenario and Capability Prioritization ◆ State Preparedness Report ◆ General funding availability caps provided ◆ Initiative Development/Review
December 2008	Investment Justification Development Process	◆ IJs developed based on information gathered during the IPC
December 8, 2008	2009 State Grant Guidance Issued	◆ Include calendar/timeline ◆ Homeland Security Coordinator Position requirements ◆ Project guidance (to include contribution elements, baseline funding levels and phasing requirements) ◆ Application template ◆ Update General Scoring Criteria ◆ Colorado Resource Inventory Report Database Requirement ◆ NIMS Implementation Requirement ◆ A-133 Audit Requirement ◆ Credentialing Requirements (Compliant with COFRAC Standards)
December 31, 2008	All Statewide Risk and Capability Data Finalized	◆ CIAC/Rubicon data validation finalized
January 2009	Goal Leader Charters Due	◆ Goal Leader Charters created and work groups initiated
January 14, 2009	Training and Exercise Planning Workshop	◆ Development of 3-year Training and Exercise Plan ◆ Discuss a centralized statewide calendar
February 13, 2009	Regional and State Agency DRAFT Applications Due	◆ Investment Justification development ◆ State Grant development ◆ Applications due for MMRS, SHGP, CCP and UASI

March 20, 2009	State Grant Application Due	◆ Working Group and SME input from state and local partners
April 2009	Regional and State Agency Grant Project Feedback	◆ Statewide Working Groups (under direction from Goal Leaders) review all state agency and regional projects ◆ Working groups ensure projects are coordinated and appropriate ◆ Preliminary vetting of projects
May 2009	Regions revise/update applications	◆ Based on SME/Work Group feedback, regions revise and update their projects
June 1, 2009	All FINAL state agency and regional grant applications	◆ Identify GRC Committee Members ◆ GRC members receive projects for review
June 10, 2009	Grant Review Committee Receives all applications	◆ Applications are reviewed by the GRC ◆ Questions/comments are prepared by each member
June 29, 2009	GRC Questions and Comments are due to GOHS	◆ Each GRC member submits questions and comments relative to each project ◆ All questions and comments are provided to HLS coordinators to assist in the development of their grant presentation
July 14, 15, 16, 2009	Grant Review Committee Convenes	◆ GRC Briefed and given review time for projects ◆ Regions are provided time to present their applications and answer questions from GRC ◆ GRC final recommendations
July 2009	SAC and Governor Final Approval of grants	◆ All data provided and final approval to move forward
July 2009	AAR for 2009 Grant Process	◆ Grant Review Committee Hotwash ◆ Local and State input
August 2009	Grant Contracts Issued and Grant Management Training Provided	◆ All regional and state agency awards finalized and issued to recipients ◆ Training will be focused on grant management requirements and will include an updated Grant Management Policy Manual
August/September 2009	Regional Risk and Capability Assessments	◆ County/Regional Data Collected
October 2009	Improvement Planning Conference	◆ Statewide risk and capability data input ◆ Planning Scenario Prioritization ◆ Capability Prioritization ◆ State Preparedness Report ◆ Initiative Development/Review ◆ Goal Leader Updates ◆ State Strategy Review/Update ◆ Review of Work group status

November 2009	Training and Exercise Planning Workshop	<ul style="list-style-type: none"> ◆ Development of 3-year Training and Exercise Plan ◆ Establishment of centralized statewide calendar
November 2009	Anticipated Federal Grant Guidance	

*Items in red indicate grant related activities.

*All items in black are directly related to program and planning functions.

Appendix C

2009 CCP Regional Target Allocation

2009 Total Colorado Citizen Corps Program			\$248,204											
2009 Target Amount for Local Regions CCP Application (80% of Colorado CCP Allocation)			\$198,563											
2009 CCP Regions Target Allocation	% threat	Threat	% Population Index	Population Index	% Population Density	Population Density	% Asset	Asset & Infrastructure	% Geographic	Geographic & Security	Program Sustainment	Target Baseline Subtotal	Special Priority Competitive	Max Target Allocation
\$198,563	10.67%	\$21,187	10.67%	\$21,187	10.67%	\$21,187	15.11%	\$30,003	6.22%	26.66%	\$158,851	20.00%		
NORTH CENTRAL	24.55%	\$5,200	55.61%	\$11,783	87.40%	\$18,518	29.41%	\$8,824	21.88%	\$2,702	\$5,882	\$52,909	TBD	\$92,621
NORTH EAST	12.73%	\$2,696	12.59%	\$2,667	2.60%	\$551	14.71%	\$4,412	18.75%	\$2,316	\$5,882	\$18,524	TBD	\$58,237
NORTH WEST	9.09%	\$1,926	7.31%	\$1,548	2.08%	\$440	11.76%	\$3,530	9.38%	\$1,158	\$5,882	\$14,484	TBD	\$54,196
SAN LUIS VALLEY	6.36%	\$1,348	0.98%	\$207	0.55%	\$117	5.88%	\$1,765	3.13%	\$386	\$5,882	\$9,705	TBD	\$49,418
SOUTH	14.55%	\$3,082	4.76%	\$1,008	1.27%	\$269	8.82%	\$2,647	15.63%	\$1,930	\$5,882	\$14,818	TBD	\$54,530
SOUTH CENTRAL	12.73%	\$2,696	13.83%	\$2,930	4.30%	\$912	11.76%	\$3,530	15.63%	\$1,930	\$5,882	\$17,880	TBD	\$57,593
SOUTH EAST	6.36%	\$1,348	1.02%	\$217	0.42%	\$90	5.88%	\$1,765	3.13%	\$386	\$5,882	\$9,687	TBD	\$49,400
SOUTH WEST	6.36%	\$1,348	1.86%	\$395	0.63%	\$133	5.88%	\$1,765	9.38%	\$1,158	\$5,882	\$10,681	TBD	\$50,394
WEST	7.27%	\$1,541	2.04%	\$432	0.75%	\$158	5.88%	\$1,765	3.13%	\$386	\$5,882	\$10,164	TBD	\$49,876
TOTAL	100.00%	\$21,187	100.00%	\$21,187	100.00%	\$21,187	100.00%	\$30,003	100.00%	\$12,351	\$52,937	\$158,851	\$39,713	

Appendix D

2009 Colorado Risk Based Funding Formula

The following funding formula will be used to establish a target baseline for each All-Hazard Region. Funding amounts are all subject to approval and are at no time guaranteed. All applicants will be required to submit written applications with itemized budgets and justification for individual projects.

Region	Threat Score	Population % of Total	Population Density	Asset Rating	Geographic Rating
North Central	27	55.61%	7,963	10	7
North East	14	12.59%	237	5	6
North West	10	7.31%	189	4	3
San Luis Valley	7	0.98%	50	2	1
South	16	4.76%	116	3	5
South Central	14	13.83%	392	4	5
South East	7	1.02%	39	2	1
South West	7	1.86%	57	2	3
West	8	2.04%	68	2	1

10.67% Threat

Funding allocation based on data collected in the 2006/2007 Regional Risk Assessment and 2007 Key Asset Suspicious Incidents reported to the CIAC. The threat data includes: Classified numbers of FBI cases, I-94 Visitors Countries of Interest, Immigration & Customs Cases, Port of Entry/Border Crossings and related Suspicious Incidents as reported to the CIAC.

42.67% Vulnerability & Consequence

21.34% Population Index: 10.67% 2009 Population Forecast by County and 10.67% Population Density. Data from: http://dola.colorado.gov/dlg/demog/pop_cnty_forecasts.html and calculations based on the individual region's percent of the statewide total.

15.11% Asset and Infrastructure Index: 2006/2007 Regional Risk Assessment for critical infrastructure and key resource assets. Data was summarized and assigned a rating value from 1–10.

6.22% Geographic Attribute and Security Index: 2006/2007 Regional Risk Assessment data for geographical attributes: Visitors/Year, Mission Consequences, Psychological Consequences and Vulnerability. Data was summarized and assigned a rating value from 1–10.

26.66% Homeland Security Program Sustainment

Funding allocation for every All-Hazard Region to support the universal efforts of preparing Colorado's communities to be capable of preventing attacks and protecting against, responding to, and recovering from all hazards. Allocation will be included and justified in the Regional projects to continue and/or enhance existing capabilities; establish and support standardized regional responsibilities for the Regional Coordinators; CIAC reporting; NIMS compliance; essential support for Planning, Training, Exercising and Equipment (updates, on-going, maintenance, replacement, etc.)

20% Statewide Competitive

Competitive funds available to all Regions. Competitive projects should address any additional capability needs and special projects with a strong emphasis on risk and anticipated effectiveness.

Appendix E

Homeland Security Coordinator or Program Manager Position Requirements

Purpose: The purpose of this document is to outline the minimum tasks/functions required of the Homeland Security Coordinator or project manager as a condition of the Homeland Security Grant Program. Regional Boards of Directors may have additional requirements above and beyond those identified here. This document identifies key areas that the Governor's Office of Homeland Security requires.

The Homeland Security Coordinator or Program Manager shall:

- ◆ Serve as the primary point of contact for their respective Region (or entity) with regard to the Homeland Security Program for the Governor's Office of Homeland Security.
- ◆ Provide Regional (entity) updates to local elected officials on as-needed basis.
- ◆ Act as a liaison for planning, training and exercises related to All-Hazards and Homeland Security Programs.
- ◆ Attend monthly Homeland Security Coordinator Meetings as well as special meetings that may be scheduled for urgent situations.
- ◆ Facilitate multi-jurisdictional planning related to Homeland Security efforts.
- ◆ Serve as the primary point of contact for Regional risk and capability assessments including coordinating representatives from stakeholder agencies to provide input for assessment processes.
- ◆ Attend annual Improvement Planning Conference, and the Training and Exercise Planning Workshop. Assist GOHS in identifying key stakeholders that should be invited to provide input to these events.
- ◆ Communicate the requirement of multi-jurisdictional and multi-disciplinary membership to Regional Board of Directors.
- ◆ Participate in the State Homeland Security Strategy development and provide input for other statewide homeland security planning efforts.
- ◆ Coordinate the development of a Regional Homeland Security Strategic Plan.
- ◆ Responsible for coordinating the update of the Regional Tactical Interoperable Communications Plans and providing input into the Statewide Communications Interoperability Plan.
- ◆ Be responsible for populating the Initial Strategy Implementation Plan and updating the Bi-Annual Strategy Implementation Report, in coordination with the Governor's Office of Homeland Security, based on federal submission dates and requirements.
- ◆ Submit quarterly narrative and financial reports, in coordination with the fiscal agent.
- ◆ In coordination with the fiscal agent, support the preparation of reimbursement requests. These requests are submitted on a quarterly basis and must follow the guidelines and format provided by the GOHS.
- ◆ Serve as the lead for the Regional (or entity) Homeland Security Grant Development process.
- ◆ Comply with and follow all requirements established in the Grant Policy and Procedure Manual.
- ◆ Ensure that all grant sub-recipients are NIMS compliant and have entered and updated data in the Colorado Resource Inventory Report.
- ◆ Work to establish and maintain a Citizen Corps Council to provide strategic guidance relating to community preparedness activities.
- ◆ Develop and submit a "State of the Region" report on an annual basis to capture activities and challenges occurring within the Region.
- ◆ On an annual basis, the Homeland Security Coordinator or program manager, the fiscal agent, the Regional Chair of the Board of Directors and the GOHS staff, shall undergo a program evaluation.

Appendix F

Investment Justifications and Related Projects

1. **Communications** *Interoperable Communications Equipment.*
 - a. Towers/Antenna *must be included in a jurisdiction's interoperable communications plan. Communication tower projects must be submitted to FEMA for EHP review.*
 - b. End User Equipment (radios)
 - c. Gateways
 - d. Zone Controllers
 - e. Training and Exercise. *Training Work Shops and Conferences. Full or Part Time Staff or Contractors. Travel. Supplies. Tuition for Higher Education.*

2. **Strengthen Preparedness Planning/Community Preparedness** State and local jurisdictions must engage in comprehensive national and regional planning processes that seek to enhance emergency management capabilities through strengthened national and regional relationships and the allocation of resources toward preparedness planning. Comprehensive plans should be developed that cover prevention, protection, and response activities for specific planning scenarios. In order to develop these plans, applicants are strongly encouraged to develop plans in a manner consistent with the principles and doctrine outlined in Comprehensive Preparedness Guide 101, *Producing Emergency Plans: a Guide for All-Hazard Operations Planning for State, Local and Tribal Governments (Interim)*.
 - a. CERT. *Conducting community assessments, surveys and research of vulnerabilities and resources needs, and determine citizen education and participation to meet the needs.*
 - b. Colorado Animal Rescue Team
 - c. Citizen Education. Outreach. *Conducting public education and outreach campaigns, including promoting individual, family and business emergency preparedness; alerts and warnings education; and evacuation plans as well as IED or bombing prevention awareness.*
 - d. Training/Exercises *Training Work Shops and Conferences. Full or Part Time Staff or Contractors. Travel. Supplies. Tuition for Higher Education.*
 - e. Regional Coordination. NIMS compliance. National Preparedness Guideline compliance. *Hiring of full or part time staff or contractors for emergency management activities.*
 - f. Strategic Planning (Mutual Aid, Evacuation Plans, TICP, Special Needs, NPS, SPR)
 - g. Operational Planning. Scenario specific operational plans.

3. **IED Protection Planning/Operations** This priority supports the policy outlined in HSPD-19, *Combating Terrorist Use of Explosives in the United States*, by emphasizing the need for States and Urban areas to take a more proactive approach to reducing the threat of a terrorist attack. This year's priority is expanded to include capabilities in support of existing national protocols intended to promote early detection, identification, or interdiction of CBRN material which may be used in combination with explosives to create enhanced weapons such as a radiological dispersal device (RDD). Continue progress from 2008 by implementing programs to enhance public and private sector IED awareness and reducing critical infrastructure/key resource (CIKR) and soft target explosive vulnerabilities.
 - a. CIP.
 - i. Assessments. *Conducting point vulnerability assessments at critical infrastructure sites/key assets and develop remediation/security plans.*
 - ii. Target Hardening. *Physical Security enhancement Equipment.*
 - iii. Cyber Security. *Cyber Security Enhancement Equipment.*
 - iv. Training/Exercises. *Training Work Shops and Conferences. Full or Part Time Staff or Contractors. Travel. Supplies. Tuition for Higher Education.*
 - v. Public Education. *Developing school preparedness plans.*

- vi. ACAMS. *Conducting point vulnerability assessments at critical infrastructure.*
- b. Citizen Preparedness for protection. *Citizen Corps volunteer programs and other activities to strengthen citizen participation Conducting Citizen Corps program assessments and evaluations, citizen preparedness surveys, volunteer impact studies and cost/benefit analysis..*
- c. Responder Health and Safety
 - i. Personal Protective Equipment. *PPE*
 - ii. Credentialing *IT enhancements for identification management and verification systems are a priority. Specific allowable activities include: Standards-based technologies, policies, protocols and practices for a portable and functional solution, which could include training or exercises.*
- d. Training/Exercises. *Training Work Shops and Conferences. Full or Part Time Staff or Contractors. Travel. Supplies. Tuition for Higher Education.*
- e. Hazardous Materials Detection and Identification.
 - i. Information technology
- f. Response Operations.
 - i. *Explosive device mitigation and remediation equipment*
 - ii. *CBRNE operational search and rescue equipment*
 - iii. *Chemical, Biological, Radiological, Explosive detection equipment*
 - iv. *CBRNE reference materials*
 - v. *CBRNE Incident response vehicles*
 - vi. *Terrorism incident prevention equipment*
 - vii. *Inspection and screening systems*
 - viii. *Agriculture terrorism prevention, response, and mitigation equipment*
 - ix. *CBRNE prevention and response wqtercraft*
 - x. *CBRNE aviation equipment*
 - xi. *Intervention equipment*

4. Information Sharing/ Counter Terror Operations Efforts to support the establishment of and continued support for a national network of fusion centers to facilitate effective nationwide sharing between local, State, and federal Partners. Effective prevention efforts depend on the ability of all levels and sectors of government, as well as private industry, to collect, analyze, disseminate, and use homeland security- and crime-related information and intelligence.

- a. Community Preparedness
 - i. Public Information and Warning. *Ensuring jurisdiction EOPs adequately address warnings, emergency public information, evacuation, mass care, resource management from non-governmental sources, etc.*
 - ii. Public Education
- b. Training/Exercises. *Training Work Shops and Conferences. Full or Part Time Staff or Contractors. Travel. Supplies. Tuition for Higher Education.*
- c. Planning. *Developing or enhancing Bombing Prevention Plans. Conducting Bombing Prevention Capability Analysis.*
 - i. COOP/COG. *Developing or enhancing continuity of operations and continuity of government plans.*
- d. Establishing or enhancing a fusion center.
- e. Information Sharing and Dissemination
 - i. Analysts. *SHSP and UASI funds may be used to hire new staff and/or contractor positions to serve as intelligence analysts to enable information/intelligence sharing capabilities. Costs may not exceed 50% of the allocation.*
 - ii. Training/Exercise. *Training Work Shops and Conferences. Full or Part Time Staff or Contractors. Travel. Supplies. Tuition for Higher Education.*

- iii. Law Enforcement Software/Hardware. *Information Technology. Acquiring systems allowing connectivity to State, local and federal data networks such as; The National Crime Information Center, and Integrated Automated Fingerprint Identification System.*
 - iv. *Hiring an IT specialist to plan, develop, and implement the IT applications necessary for a fusion center.*
 - v. *Integrating and coordinating public health and health security data gathering within state and local fusion centers.*
 - vi. *Terror Liaison Officers- Training/Staffing. Training workshops and conferences. Travel. Overtime and backfill for emergency preparedness and response personnel to attend FEMA sponsored and approved training classes.*
 - vii. *Public Warning/Information Gathering/Sharing. Ensuring jurisdiction EOPs adequately address warnings, emergency public information, evacuation, mass care, resource management from non-governmental sources, etc.*
5. **Medical Preparedness.** *Preparedness efforts that emphasize biological attack detection (bio collection), mass casualty incident response, and counter-measure stockpiling and distribution.*
- a. CIP
 - i. *Cyber Security. Cyber Security Enhancement Equipment.*
 - ii. *COOP/Cog. Developing or enhancing continuity of operations and continuity of government plans.*
 - b. Community Preparedness
 - i. *Citizen Education Outreach. Conducting public education campaigns, including promoting individual, family and business emergency preparedness; promoting the Ready campaign; and or creating State, regional or local emergency preparedness efforts that build on the Ready campaign.*
 - ii. *CERT. Developing or enhancing citizen surge capacity.*
 - iii. *Public Education/Warning. Ensuring jurisdiction EOPs adequately address warnings, emergency public information, evacuation, mass care, resource management from non-governmental sources, etc.*
 - iv. *Training/Exercise. Training Work Shops and Conferences. Full or Part Time Staff or Contractors. Travel. Supplies. Tuition for Higher Education. HSEEP compliant exercise costs.*
 - c. *Regional Coordination. Hiring of full or part time staff or contractors for emergency management activities.*
 - d. *Credentialing It enhancements for identification management and verification systems are a priority. Specific allowable activities include: Standards-based technologies, policies, protocols and practices for a portable and functional solution, which could include training or exercises.*
 - e. Response operations.
 - i. *Updated MMRS Mass Casualty Plan*
 - ii. *Mass casualty supplies*
 - iii. *Mass casualty equipment*

Appendix G

Match Definitions and Documentation Requirements

What is match in the context of Colorado's Homeland Security Program?

Match is a contribution to the grant effort by the grantee, or arranged for by the grantee. Any costs/donations used for match must be allowable and allocable under the grant.

Federal funds are excluded as a source of match.

For grants awarded and administered through the Colorado Governor's Office of Homeland Security, all match must come from non-federal sources.

What are the types of match?

Match can be cash or in-kind. Guidance on match can be found in OMB Circular A-102, however, there is some variation in the definitions of cash and in-kind among federal programs. For grants awarded and administered through the Colorado Governor's Office of Homeland Security, the following definitions will be used:

- ❖ **Cash match** means actual cash expenditure. Examples of cash match with documentation requirements are
 - Payments to third parties for goods or services related to the grant
 - ✓ Complete information on the goods and/or services provided, as well as invoices and proofs of payment
 - Personnel costs under these conditions
 - ◇ Personnel are performing work for the grant
 - ◇ They are being paid at a rate consistent with rates paid for similar work within the grantee organization
 - ◇ They are NOT being paid out of the grant, or another grant
 - ◇ The payment is NOT already being used as a match for another federal grant
 - ✓ Individual time and effort reports
- ❖ **In-kind** means that something of value has been contributed to the grant effort, but no cash expenditure has been made. Examples of in-kind match and required documentation are
 - Unpaid, volunteer time using a rate consistent with rates paid for similar work within the grantee organization
 - ✓ Records containing names, dates and activities, signed by the volunteer and a grants official
 - Donated meeting space
 - ✓ Information on the location and standard charge for the meeting space, as well as the purpose of the meeting and the names of attendees.

Documenting Match

The standards and requirements for documenting match are the same as those for documenting drawdown requests.

If You Have Other Questions

Please contact your assigned Grant Manager if you have any questions about match or match requirements.

Appendix H

Application Instructions

GOVERNOR'S OFFICE OF HOMELAND SECURITY (OHS) HOMELAND SECURITY GRANT PROGRAM (HSGP) FUNDS

HSGP Applications must be received at OHS

9195 East Mineral Avenue, Suite 200,
Centennial, CO 80112

no later than 3:00 pm on February 13, 2009

Late applications will not be accepted.



Colorado Governor's Office of Homeland Security

For Information and Questions Contact:

Jane Sanders
Jane.Sanders@state.co.us
720.852.6621

Ezzie Michaels
Ezzie.Michaels@state.co.us
720.852.6607

Website: [http:// www.colorado.gov/homelandsecurity](http://www.colorado.gov/homelandsecurity)

👓 READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE GRANT APPLICATION 👓

🌀 SUBMIT TO THE GOVERNOR'S OFFICE OF HOMELAND SECURITY (OHS):

- Two, one-sided copies of the application, including Certified Assurances (SPCA) and appendices
- TWO COPIES OF THE APPLICATION MUST HAVE ORIGINAL BLUE INK SIGNATURES on the signature page

🌀 APPLICATIONS MUST BE RECEIVED NO LATER THAN 3:00 P.M. ON JUNE 1, 2009 AT:

- The Governor's Office of Homeland Security (2 copies)
9195 East Mineral Avenue, Suite 200
Centennial, CO 80112
Please mark "State HSGP Application" on the envelope!

Please note: DRAFT Applications may be sent electronically to jane.sanders@state.co.us and ezzie.michaels@state.co.us and do not require official signatures.

HELPFUL INFORMATION:

- 🌀 **DO NOT COPY OR SUBMIT THE INSTRUCTIONS OR CHECKLIST. COPY THE APPLICATION ONLY** – one-sided copies. All copies should be stapled in the upper left hand corner.
- 🌀 **DO NOT attach cover letters to original or copies.** It is not necessary to include a cover letter. If you do include a cover letter, do not put information in the letter that is not found in the application. Cover letters are not reviewed with the application.
- 🌀 **DO NOT place applications in binders or folders.**
- 🌀 **DO NOT use a font size smaller than 10 points.**
- 🌀 **DO NOT exceed the space provided for your responses.**
- 🌀 **DO NOT alter the application or table formats. Computer-generated applications MUST be identical to the official application as to form, spacing, and page breaks. Please compare your copy to the paper copy of the application to ensure that the format, spacing and page breaks are the same.**

Important Information!

SECTION A: APPLICANT INFORMATION

- 1) **Homeland Security Grant Program:** Select one Homeland Security Grant Program (HSGP) that the Project(s) in the Application are being requested under (i.e. Citizen Corps Program, Homeland Security Grant Program, Metropolitan Medical Response System, Urban Area Security Initiative)
- 2) **Region:** Select the appropriate Region for the Grant Application.
- 3) **FEIN#:** Your Federal Employer Identification Number (FEIN) is a nine-digit number used by your finance department for filing and paying various withholding and social security taxes to the Internal Revenue Service (IRS). It is also referred to as a Tax Identification Number (TIN).
- 4) **Applicant Agency:** This is the Agency that will administer the funds, if received (i.e. Fiscal Agent).
- 5) **Address:** Address for the Applicant Agency.
- 6) **Authorized Official:** The individual who is authorized to enter into legal contracts on behalf of the Applicant Agency. The Authorized Official must be a person other than the project director or the financial officer.

In local units of government, the Authorized Official is usually the city council president or city manager, district attorney, mayor and/or chair of county commissioners.

At the state level, the Authorized Official is a department or division head.

For private non-profit agencies, the Authorized Official is the Chair of the Board of Directors.

NOTE: If someone other than the AUTHORIZED OFFICIAL as described above has been delegated as the person who can enter into contractual agreements, such as this grant application, you must provide official documentation of such delegation (such as bylaws or resolutions) immediately following the signature page.

- 7) **Financial Officer:** Enter the name, position/title (as related to the applicant agency), telephone, FAX, and email address of the Financial Officer. The Financial Officer is the person who will be responsible for fiscal matters relating to the project and is ultimately in charge of accounting, management of funds, verification of expenditures and grant financial reports. This must be an individual other than the project director or authorized official.
- 8) **Participating Counties:** List all counties that participated in the development of the Application.
- 9) **Total Funds Requested:** Enter the HSGP funds you are requesting. Round your request to the nearest dollar.

SECTION B: SIGNATURE PAGE

10) **Authorized Official:** The individual who is authorized to enter into legal contracts on behalf of the Applicant Agency. The Authorized Official must be a person other than the project director or the financial officer.

In local units of government, the Authorized Official is usually the city council president or city manager, district attorney, mayor and/or chair of county commissioners.

At the state level, the Authorized Official is a department head.

For private non-profit agencies, the Authorized Official is the Chair of the Board of Directors.

NOTE: If someone other than the AUTHORIZED OFFICIAL as described above has been delegated as the person who can enter into contractual agreements, such as this grant application, you must provide official documentation of such delegation (such as bylaws or resolutions) immediately following the signature page.

11) **Fiscal Agent (Financial Officer):** Enter the name, position/title (as related to the applicant agency), telephone, FAX, and email address of the Financial Officer. The Financial Officer is the person who will be responsible for fiscal matters relating to the project and is ultimately in charge of accounting, management of funds, verification of expenditures and grant financial reports. This must be an individual other than the project director or authorized official.

12) **Project Director (Regional Coordinator):** Enter the name, position/title, agency, address, telephone, FAX, and email address of the Project Director. The Project Director is the individual who will oversee the day-to-day management of the State VALE project. The project director must be a person other than the authorized official or the financial officer.

SECTION C: CERTIFICATIONS

The Certified Assurances are state government requirements for these funds. By signing the application, the applicant certifies that he/she has read and will abide by the Special Provisions and Certified Assurances. Any questions should be directed to the staff at OHS.

SECTION D: REGIONAL OVERVIEW

13) Provide a high-level overview (no more than 1 page) that describes the current state of the Region. This should include the methodology used to determine priorities.

SECTION E: PROJECT OVERVIEW

- 14) **Project Title:** Enter a short, but descriptive, title specific to the proposed project.
- 15) **Point of Contact:** Enter the name, phone, and e-mail for one primary Point of Contact (POC). This POC will be contacted in the event that there are any specific questions related to the project.
- 16) **Regional Priority:** Enter the priority number of this project as it relates to the region's entire application in full.
- 17) **What Investment Does This Project Support:** Enter in the name of the Primary Investment Justification that the Project supports.

SECTION F: PROJECT BASELINE/NARRATIVE

- 18) **Previous HSGP Project Title and Funding Allocation:** If the Project was included in a previous HSGP request, please provide the name of the Project and the total amount of HSGP funding that was dedicated to this Project, if any.
- 19) **Brief Summary:** Summarize in two or three sentences what activities will be implemented and what will be accomplished by this Project. Keep in mind that this summary and the brief project title (#17) will be included on the *GOHS* website. It should be clear, succinct, and suitable for a press release.
- 20) **Description of Project for which Funds are Being Requested:** Please describe (in more detail than #18) the project that will be supported with these funds. Provide a summary description of the current state of this Project, its objectives, and any accomplishments that will be completed prior to the application of FY09 HSGP funds. Include in this description whether this is a new or ongoing Project. Describe only the Project for which you are requesting funding.

SECTION G: STATE HOMELAND SECURITY STRATEGY

- 21) **State Preparedness Report (SPR):** In a paragraph, explain how this Project supports Initiatives in the SPR. Please reference specific sections in the SPR, which can be found online at <http://www.colorado.gov/homelandsecurity>
- 22) **State Homeland Security Strategy and Objectives:** Describe, in a paragraph, how this Project supports the State Homeland Security Strategy Goals and Objectives. Please reference relevant Goal and Objective numbers in the Strategy. The State Strategy may also be found at <http://www.colorado.gov/homelandsecurity>

23) **Target Capabilities:**

A) **Primary Target Capability:** List ONE Primary Capability that this Project supports.

B) **Primary Target Capability Narrative:** In one paragraph, describe how this Project supports the selected Primary Capability.

C) **Secondary Capabilities:** LIST up to four additional Capabilities that this Project supports.

24) **Planning Scenarios:** In a paragraph, explain how the project relates to and supports one of the four Priority Planning Scenarios listed in the 2009 Grant Guidance.

SECTION H: PROJECT BUDGET INFORMATION

25) **Project Budget Narrative:** In a paragraph, describe the overall budget request for this Project and how the funds will be applied to improve the capabilities.

26) **Project Budget Summary Table:** Provide the total estimated cost to implement this Project during the three year FY09 HSGP period of performance by completing the table. Round all figures to the nearest dollar. Include any Optional costs that will support the project.

27) **Project Budget Detail and Justification:** Address each item in the budget. A justification and explanation is required for all project budget items requested.

Helpful Information about Budget Detail and Justification:

- Clearly explain the basis for your calculations (prorating where applicable), i.e. salary \$15,000/year x 50% time for this project = \$7,500.
- The budget detail and justification should show the relationship between the amount of grant dollars requested and the proposed goals and objectives, i.e. how they are related to accomplishing the activities of the project.
- Make sure that the budget figures in this section of the application and those on the *Budget Request* are the same.
- All consultants/contractors should be listed under the Personnel category.

For each budget category, fully explain the dollar amount requested and justify the need for the requested item. (Example: \$20,000 is being requested to purchase XX number of SCOTT AV3000 masks for XXX, XXX, XXX law enforcement agencies. The need for these masks was identified during the 2008 Full Spectrum regional full scale exercise).

SECTION I: IMPLEMENTATION

28) **Accomplishments:** Identify one primary accomplishment that will be achieved within the three year, FY09 HSGP period of performance.

- A. Identify the Accomplishment and the planned end date for accomplishment
- B. Identify at least one milestone that will indicate the Project is progressing
- C. Identify at least one challenge that may impede the accomplishment
- D. Explain how the challenge will be mitigated and the accomplishment and milestone will be achieved in the three year FY 09 HSGP period of performance.

SECTION J: IMPACT

- 29) **Sustainability:** Describe the long-term approach to sustaining the capabilities created and/or enhanced by this Project. Be specific as to how ongoing costs will be handled (i.e. user fees, personnel costs, equipment maintenance, upgrades, training, etc.).
- 30) **Regional Collaboration:** What is the level of collaboration related to this project? Which agencies will benefit? Are there formal agreements in place related to this project?
- 31) **Capability Enhancement/Impact:** What is your current Regional/State Agency Target Capability score with regard to this project (please provide the specific figure from the 2009 Capability Assessment)? What is the expected capability improvement based on this project? Explain why.

Appendix I

REGION: _____ PROJECT: _____

GOVERNOR'S OFFICE OF HOMELAND SECURITY 2009 STATE HOMELAND SECURITY GRANT APPLICATION

2009 State Homeland Security Grant Application

SECTION A: APPLICANT INFORMATION

1. HOMELAND SECURITY GRANT PROGRAM:

2. REGION:

3. FEIN#:

4. APPLICANT AGENCY:

5. ADDRESS:

6. AUTHORIZED OFFICIAL:

7. FINANCIAL OFFICER:

Name:

Name:

Phone:

Phone:

Email:

Email:

Fax:

Fax:

8. PARTICIPATING COUNTIES:

9. TOTAL FUNDS REQUESTED:

Please submit 1 signed original and 1 electronic copy to:

Governor's Office of Homeland Security
9195 E. Mineral Avenue, Suite 200
Centennial, CO 80112-3549

Please submit an electronic version of your application to:

Jane Sanders at jane.sanders@state.co.us and Ezzie Michaels at ezzie.michaels@state.co.us

SECTION B: SIGNATURE PAGE

ORIGINAL SIGNATURES REQUIRED-
Please sign in **BLUE** ink. See instructions for description of proper signatories

The Subgrantee and responsible signatories certify by signing that they have read the Application including the Grant Requirements, and are fully cognizant of their duties and responsibilities for this project. The Subgrantee understands and agrees that any subgrant award received as a result of this application shall incorporate by reference the information contained herein. Responsibility for narrative and fiscal reporting requirements are delegated to the designated Authorized Official (Project Director), who will sign all such reports.

10. Authorized Official

Name		
Position		
Agency		
Mailing Address		
City, State, Zip		
Telephone #		
Fax #		
E-mail Address		
Signature		Date

11. Fiscal Agent (Financial Officer)

Name		
Position		
Agency		
Mailing Address		
City, State, Zip		
Telephone #		
Fax #		
E-mail Address		
Signature		Date

12. Project Director (Regional Coordinator)

Name		
Agency		
Mailing Address		
City, State, Zip		
Telephone #		
Fax #		
E-mail Address		
Signature		Date

REGION: _____

PROJECT: _____

SECTION C: CERTIFICATIONS

**CERTIFICATION OF COMPLIANCE WITH REGULATIONS
OFFICE FOR CIVIL RIGHTS, OFFICE OF JUSTICE PROGRAMS**

**for Subgrants Issued By The
Colorado Governor’s Office of Homeland Security**

INSTRUCTIONS: Complete the identifying information in the table below. Read the form completely, **identifying the person responsible for reporting civil rights findings and checking only the certification under Section II that applies to your agency.** Ask your Authorized Official for this certification to sign page 3 below and send the signed original form to the Governor’s Office of Homeland Security, 9195 East Mineral Ave. Ste. 200, Centennial CO 80112.

Subgrantee Name (Fiscal Agent for Applicant Agency):
Address:
Authorized Official Name and Phone Number:
Authorized Official for reporting civil rights findings of discrimination Name and Phone Number:

AUTHORIZED OFFICIAL’S CERTIFICATION: As the Authorized Official for the above Subgrantee, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this Certification.

- I. REQUIREMENTS OF SUBGRANT RECIPIENTS: All subgrant recipients (regardless of the type of entity or the amount awarded) are subject to prohibitions against discrimination in any program or activity, and must take reasonable steps to provide meaningful access for persons with limited English proficiency.
 - I certify that this agency will maintain data (and submit when required) to ensure that: our services are delivered in an equitable manner to all segments of the service population; our employment practices comply with Equal Opportunity Requirements, 28 CFR 42.207 and 42.301 *et seq.*; our projects and activities provide meaningful access for people with limited English proficiency as required by Title VI of the Civil Rights Act, (*See also*, 2000 Executive Order #13166).
 - I also certify that the person in this agency or unit of government who is responsible for reporting civil rights findings of discrimination will submit violation(s), if any, to the Governor’s Office of Homeland Security within 45 days of such violation(s), and/or if the violation(s) occurred prior to the grant award beginning date, within 45 days of the grant award beginning date. A copy of this Certification will be provided to this person, as identified here:

REGION: _____ **PROJECT:** _____

II. **EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATIONS:** Check the box before **ONLY THE ONE** APPROPRIATE CERTIFICATION (A, B, C1 or C2 below) that applies to this subgrantee agency during the period of the grant duration noted above.

CERTIFICATION "A" (NO EEOP IS REQUIRED if (1), (2) or (3) below applies.) This is the Certification that most non-profits and small agencies will use. More than one may apply.
This funded entity has not been awarded more than \$1 million cumulatively from all programs administered by the U.S. Office of Domestic Preparedness over an 18-month period that includes the above grant duration period, and
___(1) is an educational, medical or non-profit institution or an Indian Tribe; and/or
___(2) has fewer than 50 employees; and/or
___(3) was awarded through this grant from the Governor's Office of Homeland Security less than \$25,000 from the U.S. Office of Domestic Preparedness.
Therefore, I hereby certify that this funded entity is not required to maintain an EEOP, pursuant to 28 CFR 42.301, et seq.

CERTIFICATION "B" (EEOP MUST BE ON FILE)

This funded entity, as a for-profit entity or a state or local government having 50 or more employees, was awarded, through this grant from the Governor's Office of Homeland Security, more than \$25,000, but less than \$500,000 in federal U.S. Office of Domestic Preparedness. Also, it has not been awarded more than \$1 million cumulatively from all programs administered by the U.S. Office of Domestic Preparedness over an 18-month period that includes the above grant duration period.

Therefore, I hereby certify that the funded entity has formulated and Equal Employment Opportunity Plan in accordance with 28 CFR 42.301, et seq., subpart E. that it has been signed into effect by the proper authority and disseminated to all employees, and that it is on file for review or audit by officials of the SAA as required by relevant laws and regulations.

CERTIFICATION "C1" (EEOP MUST BE ON FILE)

This funded entity, as a for-profit entity or a state or local government having 50 or more employees, was awarded, through this grant from the Governor's Office Of Homeland Security, more than \$500,000 in federal U.S. Office of Domestic Preparedness, but, it has not been awarded more than \$1 million cumulatively from all programs administered by the U.S. Office of Domestic Preparedness over an 18-month period that includes the above grant duration period.

Therefore, I hereby certify that the funded entity will submit, with the Homeland Security application, an EEOP or and EEOP Short Form, that will include a section specifically analyzing the subgrantee (implementing) agency.

CERTIFICATION "C2" (EEOP MUST BE ON FILE)

This funded entity, having 50 or more employees, has been awarded more than \$1 million cumulatively from all programs administered by the U.S. Department of Justice, including this subgrant from the Governor's Office of Homeland Security, over an 18-month period that includes the above grant duration period.

Therefore, I hereby certify that the funded entity will submit, with the Homeland Security application, an EEOP or an EEOP Short Form, which will include a section specifically analyzing the subgrantee (implementing) agency.

As the authorized Official for the above Subgrantee, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this Certification.

Date

Authorized Official's Signature (Director of Human Resource Department)

Typed Name	Title
------------	-------

REGION: _____ PROJECT: _____

SECTION D: REGIONAL OVERVIEW

13. REGIONAL/AGENCY DESCRIPTION AND PRIORITIZATION PROCESS:

REGION: _____ PROJECT: _____

SECTION E: PROJECT OVERVIEW

14. PROJECT TITLE:	
15. Point of Contact:	
Phone:	
Email:	
16. Regional Priority:	
17. Which IJ does Project support?	

SECTION F: PROJECT BASELINE/NARRATIVE

18. PREVIOUS SHSP PROJECT TITLE AND FUNDING ALLOCATION

19. BRIEF PROJECT SUMMARY

20. DESCRIPTION OF PROJECT FOR WHICH FUNDS ARE BEING REQUESTED

SECTION G: STATE HOMELAND SECURITY STRATEGY

21. STATE PREPAREDNESS REPORT (SPR)

22. STATE HOMELAND SECURITY STRATEGY AND OBJECTIVES

REGION: _____ PROJECT: _____

23. TARGET CAPABILITIES

A. PRIMARY TARGET CAPABILITY

B. PRIMARY TARGET CAPABILITY NARRATIVE

C. SECONDARY CAPABILITIES

- 1.
- 2.
- 3.
- 4.

24. PLANNING SCENARIO

A. PRIMARY PLANNING SCENARIO

B. PLANNING SCENARIO NARRATIVE

SECTION H: PROJECT BUDGET INFORMATION

25. PROJECT BUDGET NARRATIVE

26. PROJECT BUDGET SUMMARY TABLE

	FY09 SHSP PROJECT REQUEST	IN-KIND MATCH (OPTIONAL)	CASH MATCH (OPTIONAL)	OTHER CONTRIBUTION (OPTIONAL)	PROJECT TOTAL
PLANNING					
ORGANIZATION					
EQUIPMENT					
TRAINING					
EXERCISES					
PERSONNEL					
PROJECT TOTAL					

REGION: _____ PROJECT: _____

27. PROJECT BUDGET DETAIL AND JUSTIFICATION

A. ORGANIZATION:

B. EQUIPMENT:

C. TRAINING:

D. EXERCISE:

E. PERSONNEL:

F. OPTIONAL IN-KIND MATCH:

G. OPTIONAL CASH MATCH:

H. OPTIONAL OTHER CONTRIUTION:

SECTION I: IMPLEMENTATION

28. ACCOMPLISHMENT(S)

A. ACCOMPLISHMENT

B. MILESTONE

C. CHALLENGE

D. CHALLENGE MITIGATION

REGION: _____ PROJECT: _____

SECTION J: IMPACT

29. SUSTAINABILITY

30. COLLABORATION

31. CAPABILITY ENHANCEMENT/IMPROVEMENT

Appendix J

Competitive Scoring Criteria

Scoring Metrics

Reviewers will score each metric on a five-point scale. Anchors for low, medium, and high points of the scale are provided for each metric to assist reviewers.

Project's Impact (25%)

- 0: No indication of increased capability
- 1:
- 2: Clearly describes how project will increase Regional (or State Agency) capability score by two (2) points (utilizing the capability scoring tool)
- 3:
- 4: Clearly describes how project will increase Regional (or State Agency) capability score by four (4) or more points (utilizing the capability scoring tool)

Project's Alignment to the State Strategy (20%)

- 0: Project does not link to State Strategy
- 1:
- 2: Project clearly describes the alignment with the State Strategy but does not illustrate a direct improvement and/or enhancement
- 3:
- 4: Project clearly describes the alignment with the State Strategy and illustrates a definitive improvement and/or enhancement

Linkage to Priority Capability Areas (15%):

- 0: Project does not support any of the six (6) priority capability areas
- 1:
- 2: Project clearly describes how it supports one of the six (6) priority capability areas
- 3:
- 4: Project clearly identifies an overall capability enhancement of one of the six (6) priority capability areas

Linkage to Priority National Planning Scenarios (15%):

- 0: Project does not link to any of the Priority National Planning Scenarios
- 1:
- 2: Project clearly describes how it supports preparing for one of the Priority National Planning Scenarios
- 3:
- 4: Project clearly describes how it supports preparing for one of the Priority National Planning Scenarios and illustrates a definitive improvement and/or enhancement

Sustainability of project (15%):

- 0: No plan is provided with regard to sustainment
- 1:
- 2: A plan is identified regarding sustainment but lacks specificity
- 3:
- 4: A clearly defined long-term plan exists that includes specific resources that will be utilized to support ongoing costs/requirements

Collaboration (10%):

- 0: Single Agency Project with no indication of collaboration with other agencies
- 1:
- 2: Regional project with evidence of some level of collaboration with regard to both project development and implementation
- 3:
- 4: Statewide/Multi-State project that demonstrates a high level of collaboration with regard to both project development and implementation