



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** April 19, 2018

**Staff Contact:** Darren Schulz, Public Works Director

**Agenda Title:** For Possible Action: To approve submittal of a grant application to the Nevada Division of Emergency Management for regional communication system capability enhancement. (James Jacklett, jjacklett@carson.org)

**Staff Summary:** The Public Works Department is seeking approval from the Board of Supervisors to submit a grant application to the Nevada Division of Emergency Management (NDEM) for regional communication system capability enhancement. The City's grant policy requires any grant application over \$50,000 be approved by the Board of Supervisors prior to a grant application submittal by City staff.

**Agenda Action:** Formal Action/Motion

**Time Requested:** Consent

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## **Proposed Motion**

Move to approve submittal of a grant application to the Nevada Division of Emergency Management for regional communication system capability enhancements.

## **Board's Strategic Goal**

Safety

## **Previous Action**

Not applicable.

## **Background/Issues & Analysis**

The Nevada Homeland Security Grant Program (HSGP) has been established to support state, local and tribal efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The Public Works Department is preparing to submit a grant application to NDEM for regional communication system capability enhancements. The cost of the communication system enhancements is anticipated to be close to \$1.2 million. NDEM has not announced the available funding for FY18 or determined if a match will be required. In FY17, the program provided \$402 million and there was no match. If the City is awarded the grant and a match is required, it will come from the Fleet Services Radio budget. If successful, funds are expected in the fall of 2018.

## **Applicable Statute, Code, Policy, Rule or Regulation**

The City's grant policy requires any grant application over \$50,000 be approved by the Board of Supervisors prior to a grant application submittal by City staff.

## **Financial Information**

Is there a fiscal impact? ☒ Yes ☐ No

If yes, account name/number: 560-3055-419-77-75

Is it currently budgeted? ☒ Yes ☐ No

Explanation of Fiscal Impact: NDEM has not determined if a match is required. If required, the match will be paid from the Fleet Services Radio budget.

**Alternatives**

Direct staff not to apply for the NDEM grant.

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

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\_\_\_\_\_  
(Vote Recorded By)

**From:** Nevada Commission on Homeland Security ListServ  
**To:** [NCHS@LISTSERV.STATE.NV.US](mailto:NCHS@LISTSERV.STATE.NV.US)  
**Subject:** IMPORTANT: BULLETIN #1 - FFY18 HSGP PROJECT PROPOSALS AND BUDGET TEMPLATES DUE 4/11/18 5:00 P.M.  
**Date:** Tuesday, March 27, 2018 9:24:08 AM  
**Attachments:** [image003.png](#)  
[image008.png](#)  
[FFY18 HSGP Project Proposal Form\\_Sustain & Competitive\\_distributed.pdf](#)  
[FFY 2018 HSGP Project Proposal Key\\_Revised\\_032118.pdf](#)  
[Master Budget Template FFY18.xlsx](#)  
[2018\\_NCHS Approved Priorities 012918.pdf](#)  
[FY 2017 HSGP NOFO\\_6.1.17.900\\_FINAL.PDF](#)

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**BULLETIN #1**

**NEVADA HOMELAND SECURITY GRANT PROGRAM (HSGP) – MARCH 27, 2018**

**FFY18 HSGP PROJECT PROPOSALS AND BUDGET TEMPLATES DUE BY APRIL 11, 2018 – 5:00 P.M.**

To all Homeland Security Interested parties:

The State of Nevada Department of Public Safety and the Division of Emergency Management is moving forward with the distribution of Federal Fiscal Year (FFY) 2018 Homeland Security Grant Program (HSGP) process documents ahead of the federal release of grant guidance for 2018. ***At this time, DEM is still awaiting the federal release of the FFY18 HSGP Notice of Funding Opportunity (NOFO).***

Please find enclosed the following documents:

- FFY18 HSGP Project Proposal Form;
- FFY18 HSGP Project Proposal Explanation Key;
- FFY18 Budget Template/Environmental Planning and Historic Preservation (EHP) Compliance Workbook;
- FFY18 Nevada Commission on Homeland Security (NCHS) Priorities; and
- FFY17 HSGP NOFO (for reference on POETE requirements only until FFY18 guidance is received).

**OVERVIEW**

The purpose of the Fiscal Year (FFY) 2018 HSGP is to support state, local, and tribal efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States.

On January 29, 2018, the Nevada Commission on Homeland Security established the following Core Capabilities to be used during the FFY18 HSGP Process. The ranked Core Capabilities are as follows:

- #1 – Intelligence and Information Sharing
- #2 – Cybersecurity
- #3 – Operational Coordination
- #4 – Public Information and Warning
- #5 – Operational Communications

**INSTRUCTIONS FOR FFY18 HSGP PROJECT SUBMITTERS**

- 1) Please review the attached approved FFY18 Nevada Commission on Homeland Security (NCHS) Priorities document to determine where your project fits into the FFY18 priorities for the state of Nevada.
- 2) **Due to Executive Order 2018-4, Implementation of Nevada's Statewide Resilience Strategy, and the initiative to develop existing capacities and capabilities essential for sustainment, HSGP project submitters may be required to submit TWO versions of their proposals this year depending on the category of the project.** Sustainment-based projects will be considered separately and apart from those projects requesting enhancements or that are "new" in nature:

**FOR THOSE PROJECT SUBMITTERS THAT HAVE EXISTING PROJECTS THAT WILL BE SENT IN FOR FUNDING CONSIDERATION:**

- **You will be required to submit TWO separate project proposals.** One proposal will address **SUSTAINMENT ONLY** of your project, and the other will address **ENHANCEMENTS** to your existing project. The FFY18 HSGP Project Proposal Form will allow you to choose which version of the project you are submitting (ENHANCE-Competitive or SUSTAINMENT ONLY).
- When naming your respective project(s), we ask that you include a title suffix of SUSTAINMENT for your sustainment project(s), and COMPETITIVE for your enhancement project(s) – Example: Emergency Management – SUSTAINMENT, and Emergency Management – COMPETITIVE.

**FOR THOSE PROJECT SUBMITTERS THAT HAVE NEW PROJECTS THAT WILL BE SENT IN FOR FUNDING CONSIDERATION:**

- **You will be required to submit only ONE project proposal.** The FFY18 HSGP Project Proposal Form will allow you to choose **NEW-Competitive** as your project choice.
  - When naming your respective project(s), we ask that you include a title suffix of COMPETITIVE for your new project(s).
- 3) **At this time, and until FFY18 HSGP guidance is received, project submitters are encouraged to refer to the existing FFY17 HSGP NOFO for specific Planning, Organization, Equipment, Training, and Exercise (POETE) guidance.** Once the FFY18 HSGP NOFO is released, all project submitters will be subject to the requirements within that guidance.
  - 4) Fill out and submit your FFY HSGP Project Proposal Form and FFY18 Budget Template/ Environmental Planning and Historic Preservation (EHP) Compliance Workbook.
    - **The FFY18 HSGP Project Proposal Form and FFY18 Budget Template/ Environmental Planning and Historic Preservation (EHP) Compliance Workbook will be due to the DEM office on Wednesday, April 11, 2018, by 5:00 P.M.; this is a hard deadline and proposals and budgets will not be accepted after this date for the Federal Fiscal Year 2018 grant process.**
    - Please electronically submit your FFY18 HSGP Project Proposal Form by using the large red **SUBMIT** button on the bottom right portion of the last page of the document. Electronic submissions are time-stamped and recorded for compliance/audit purposes.

- Please *separately* submit, *via email*, the FFY18 Budget Template/Environmental Planning and Historic Preservation (EHP) Compliance Workbook to DEM at [DHSgrants@dps.state.nv.us](mailto:DHSgrants@dps.state.nv.us).

- 5) *All Urban Area Security Initiative (UASI) requests will be submitted to DEM at [DHSgrants@dps.state.nv.us](mailto:DHSgrants@dps.state.nv.us), and they will follow the same date and time guidelines*; however, once submitted to DEM, project submitters must please attach a copy of the proposal in PDF form and email it to Clark County Emergency Management c/o Misty Richardson @ [richardsonm@ClarkCountyNV.gov](mailto:richardsonm@ClarkCountyNV.gov). This submission is *extremely* important for the UASI process.
- 6) *There may or may not be a cost share match requirement in the FFY18 HSGP NOFO*. Please be ready to accommodate the necessity for cost share within your project proposals.

## DELIVERABLES AND MEETING TIMELINE

At this time, HSGP meeting schedules and timelines are to be determined as soon as possible. For now, there are only the deliverables noted below in the yellow highlighted area. A list of the standard HSGP meetings associated with this process are also provided to help submitters understand the process flow

Meeting/Deliverable	Description of Meeting/Deliverable	Due Date of Deliverable or Meeting Date	Due Time of Deliverable or Meeting Time
<b>FFY18 HSGP Project Proposal Submissions Due</b>	<b>Project submitters MUST submit FFY18 HSGP Project Proposal(s) to DEM by date and time indicated. This is a hard deadline.</b>	<b>4/11/18</b>	<b>5:00 P.M.</b>
<b>FFY18 Budget Template/ (EHP Compliance Workbook</b>	<b>Project submitters MUST submit FFY18 HSGP Budget Template/EHP Workbook to DEM by date and time indicated. This is a hard deadline.</b>	<b>4/11/18</b>	<b>5:00 P.M.</b>
Urban Area Working Group (UAWG) #1	HSGP project review for UASI projects - UAWG review; Project presenter(s) MUST attend.	Pending	Pending
Nevada Homeland Security Working Group (HSWG) #1	HSGP project review for SHSP or SHSP/UASI projects - HSWG review; Project presenter(s) MUST attend.	Pending	Pending
Nevada Commission on Homeland Security – Cyber Security Committee (CSC)	Technical review of HSGP Cybersecurity-specific projects; Project presenter(s) MUST attend	Pending	Pending
Nevada Public Safety Communications Committee (NPSCC)	Technical review of HSGP Communications-specific projects; Project presenter(s) MUST attend.	Pending	Pending
Urban Area Working Group (UAWG) #2	Rank/Prioritization of HSGP UASI projects; Project presenter(s) MUST attend.	Pending	Pending
Nevada Homeland Security Working Group (HSWG) #2	Rank/Prioritization of HSGP SHSP and SHSP/UASI projects; Project presenter(s) MUST attend.	Pending	Pending
Updated Proposals, Budgets, and Travel Addenda Due	Submitters update project proposals, budgets, and travel to DEM	Pending	Pending
Investment Justifications and Project Worksheets Due	IJ leads combine projects into capability groups and submit to DEM	Pending	Pending
Nevada Commission on Homeland Security – Finance Committee Meeting	Review of HSWG/UASI recommendations for HSGP funding; Project presenter(s) with projects recommended for funding should attend.	Pending	Pending
Nevada Commission on Homeland Security Meeting	Review and Approval of HSWG/UASI recommendations for FFY18 HSGP; Project presenter(s) with projects recommended for	Pending	Pending

	funding should attend.		
Final State Application due to FEMA DHS Due:	Submission of the final Grant application to DHS for consideration	Pending	Pending

## TRAVEL INFORMATION

**DEM can only pay for travel for voting members of the Nevada Homeland Security Working Group (HSWG). DEM will not pay for proposal submitters to travel to HSWG meetings;** however there will be two locations where the public and project presenters can participate in the meetings. The Carson City location will be the State Emergency Operations Center, and the Las Vegas location will be Clark County Fire Department – Station 18. Due dates for submission of travel requests are currently pending until the meeting dates for the HSWG are established. Voting members will be requested to participate in HSWG meetings from the Carson City venue established. ***Travel arrangement information will be sent out once we solidify meeting dates/times.***

## CONTACT INFORMATION / QUESTIONS

If you have questions regarding specific grant-related questions, or content requirements within the project proposal or budget template please contact:

Contact Name	Position Title	Phone Number	Email
Sonja Williams	Grants & Projects Supervisor	(775) 687-0388	<a href="mailto:swilliams@dps.state.nv.us">swilliams@dps.state.nv.us</a>
Stephanie Parker	Grants & Projects Analyst	(775) 687-0306	<a href="mailto:sparker@dps.state.nv.us">sparker@dps.state.nv.us</a>

If you have questions about the FFY18 HSGP Project Proposal Form, or have any difficulties submitting the proposal, please contact:

Contact Name	Position Title	Phone Number	Email
Karen Hall	Management Analyst/HS	(775) 687-0424	<a href="mailto:klhall@dps.state.nv.us">klhall@dps.state.nv.us</a>

Thank you!!



**Karen L. Hall, M.B.A.**

Management Analyst II

Nevada Department of Public Safety, Division of Emergency Management/Office of Homeland Security

2478 Fairview Drive, Carson City, NV 89701 | Office 775.687.0424 | Cell 775.315.2262 | Fax 775.687.0322

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<http://listserv.state.nv.us/scripts/wa.exe?>

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