

Michigan FY 2020 Homeland Security Grant Program Project Workbook Guidance

The Michigan State Police (MSP), Emergency Management and Homeland Security Division (EMHSD) developed the Homeland Security Grant Program (HSGP) Project Workbook to capture the project-level detail required as a component of the HSGP. Subrecipients of HSGP funds must account for 100% of their sub-award by identifying specific projects that will be funded for the specific grant year and grant program.

All proposed projects must support sustainment of core capabilities or address resource needs identified through the Threat and Hazard Identification and Risk Assessment (THIRA) and the Stakeholder Preparedness Review (SPR) process. When developing project descriptions, it is important to establish a link between projects and one of the core capabilities by specifying which functional area(s) of the capability is supported. Please note, because the SPR is all-hazards, inclusion of a functional area does not guarantee allowability of a related project under the HSGP.

Information collected in the workbook is consistent with information required by the Department of Homeland Security, Federal Emergency Management Agency (DHS/FEMA). Each region may include up to 25 projects per grant program¹ and one project to account for Management and Administration (M&A) funds. All projects must be submitted in one project workbook for each grant program.

The Alignment and Allowability Form (AAF) continues to be used to evaluate eligibility of individual solution area costs. All HSGP AAFs submitted to MSP/EMHSD must align to a project previously submitted in the project workbook.

The project workbook must be completed and submitted electronically to EMD_HSGP@michigan.gov by the deadline established by MSP/EMHSD.

General Requirements:

- One project workbook per region, per grant program¹
- Up to 25 projects per region, plus one project for M&A, per grant program
- All projects must align to a HSGP investment from the corresponding fiscal year and must build or sustain a core capability.
- All assets supported in part or entirely with HSGP funding must be readily deployable/sharable and NIMS-typed when possible to support emergency or disaster operations per existing Emergency Management Assistance Compact agreements.
- Project submissions must cumulatively account for the region's entire (100%) HSGP allocation for the corresponding fiscal year.
 - Project workbooks must meet the 25% Law Enforcement Terrorism Prevention Activities (LETPA) minimum funding requirement.
 - Project workbooks must meet the National Priority Area minimum funding requirements.
 - Project workbooks must not exceed the 50% personnel cap.
 - M&A funds should be accounted for in a separate project and cannot exceed 5% of the total regional allocation.

¹ Subrecipients receiving both SHSP and UASI funds should submit a separate project workbook for each grant program.

- Submit completed project workbooks electronically to EMD_HSGP@michigan.gov by the date established by MSP/EMHSD.
- Subrecipients will be required to report on each HSGP project included in their project workbook biannually in the EMHSD Biannual Strategy Implementation Report (BSIR).

Project Information

For each project included in the workbook, several pieces of information must be provided. The project workbook is divided into three tabs: Baseline Project Information, Project Description, and Project Implementation. Information must be completed on both tabs for all projects. Dropdown selections have been provided for several of the project attributes and duplicated information from the Baseline Project Information tab will auto-populate in the Project Implementation tab.

Projects included in the project workbook may be comprised of a single or multiple solution areas, as appropriate for each individual project. Subrecipients are still required to submit an Alignment and Allowability Form (AAF) for individual solution area costs.

Individual Projects

A. Baseline Project Information

Follow the instructions below to complete Baseline Project Information

- **Region:** Select the appropriate number from the dropdown list.
- **Total Allocation:** Enter the total amount of regional State Homeland Security Program (SHSP) or Urban Areas Security Initiative (UASI) funds awarded.
- **Total Included:** This will auto-populate and is the sum of all costs entered in the solution area columns for all projects.
- **Balance:** This will auto-populate and is the difference between the Total Allocation and the Total Included. When the Balance is zero, this cell will turn green, indicating that the region has accounted for all allocated funds.
- **Funding Source:** Select the funding source of the project from the dropdown list. Subrecipients must distinguish between SHSP or UASI.
 - Note:** If receiving both SHSP and UASI funds, please complete a separate workbook for each funding source.
- **Investment:** From the dropdown list, select the investment from the appropriate funding source to which the project is aligned. Investment alignment is determined by the primary core capability supported by the project.
- **Project Title:** Provide a title for the specific project (100 character maximum). The title should reflect the nature of work to be completed under the project.
- **National Priority:** If the project is a National Priority Area (NPA) project, select the applicable NPA supported by the project from the dropdown list. If the project does not support one of the NPAs, select N/A.
- **Subrecipient Name:** Provide the name of the agency or organization receiving the grant funds and executing the project.
- **Project Location:** Provide the 5-digit zip code where the project will be executed. The project location could be distinct from the subrecipient address.

- **Primary Core Capability:** Select the primary core capability associated with this project.
- **Sustain or Build:** Select "build" if this project focuses on starting a new capability, enhancing an existing capability, or closing a capability gap; select "sustain" if the purpose of the project is strictly to maintain a core capability at its existing level.
- **Deployable:** Indicate whether the assets or activities in the project are deployable to other jurisdictions (Yes/No).
- **Shareable:** Indicate whether the assets or activities in the project are shareable within the state or with other states/jurisdictions, but not physically deployable (Yes/No).

Note: Project activities can be either deployable or shareable, but not both.

Project Alignment to Solution Areas

The specific grant funded activities of each project must align to one of the HSGP solution areas: Management and Administration (M&A), Planning, Organization, Equipment, Training, or Exercise (POETE). A project may include more than one solution area. The total funding amount for each project will automatically calculate as the solution area funding amounts are entered.

- **M&A:** Enter the total dollar amount dedicated to M&A for the grant program.
- **Planning:** Enter the dollar amount dedicated to planning activities for the project.
- **Organization:** Enter the dollar amount dedicated to organization activities for the project.
- **Equipment:** Enter the dollar amount dedicated to equipment purchases for the project.
- **Training:** Enter the dollar amount dedicated to training activities for the project.
- **Exercise:** Enter the dollar amount dedicated to exercise activities for the project.
- **Funding Amount:** This amount will auto-populate and is the sum of all solution area costs entered for the project.
- **LETPA Amount:** Enter the dollar amount dedicated to LETPA activities for the project. Please see additional detail below.

The column titled M&A should include the total funding amount from the regional allocation that will be dedicated to management and administration. The M&A should be accounted for in a separate project in the project workbook. The project title should distinguish it as M&A. The M&A project only needs to be completed through the funding table. No additional information is necessary and no other solution areas should be included in the M&A project.

LETPA: The column titled LETPA Amount should be used to account for the 25% LETPA minimum funding requirement. The solution area columns will cumulatively account for the total project allocation for each project (both LETPA and non-LETPA, as applicable). Meanwhile, the LETPA column only accounts for the portion of the project that applies to LETPA. The LETPA amount of

the project may be 100% of the total project cost or it may be a lesser amount (e.g., if purchasing radios for law enforcement and emergency medical services, the equipment solution area would include the total cost of all the radios combined and the LETPA column would only include the cost for the radios being purchased for law enforcement).

The bottom of the Baseline Project Information table includes three lines: Total, Total Available², and Balance with corresponding figures in the Funding Amount and the LETPA Amount columns. These cells will auto-populate and are included for reference only.

Project Progress

All projects may include up to ten milestones. Projects should include enough milestones to reasonably account for the key activities that must take place for successful project implementation. Milestones demonstrate steps towards project completion and function as a performance measure throughout the grant performance period. Subrecipients will be required to report on the status of all milestones biannually for each EMHSD BSIR reporting period.

- **Milestone:** Provide a high-level narrative description of activities to occur within each milestone. Up to ten milestones may be provided.

B. Project Description

Follow the instructions below to complete project description information

- **Project Title:** This will auto-populate and is the project title provided in the Baseline Project Information tab.
- **Primary Core Capability:** This will auto-populate and is the primary core capability provided in the Baseline Project Information tab.
- **Project Description:** Provide a brief narrative describing the project at a high level (1500 character maximum). For each project, identify the appropriate core capability and specific functional area(s) included in the SPR that will be supported by the project. Projects that build or enhance a capability must directly support a gap identified in the SPR. Please note, not all functional areas/activities from the SPR are allowable under the HSGP.

C. Project Implementation

For each project, identify a reference point for project implementation according to whether it builds on a previous investment. Not all projects will be linked to a previous investment. Next, determine the appropriate project management phase. For new projects, this will likely be the 'initiate' or 'planning' phase. However, if the project builds on a previous investment, the project may be in a more advanced 'execution' or 'control' phase. As the project is implemented, subrecipients will report on the progress of the project through the management phases. Please reference Appendix B for a detailed description of the Project Management Lifecycle. Start and end dates within the grant period of performance are also required for each project and subrecipients must indicate whether the project activities require any construction, renovation or ground disturbance activities and if it supports a National Incident Management System (NIMS) typed resource.

Follow the instructions below to complete the Project Implementation Information

- **Region:** This will auto-populate and is the region number selected in the Baseline Project

² In the LETPA column, the "Total Available" line represents the estimated minimum LETPA funding requirement. Refer to subrecipient grant agreement for the exact LETPA amount required.

Information tab.

- **Investment:** This will auto-populate and is the investment selected from the Baseline Project Information tab.
- **Project Title:** This will auto-populate and is the project title provided in the Baseline Project Information tab.
- **Does the Project Support a Previously Awarded Investment?** Indicate whether the project builds upon an investment or investment project funded in a previous grant year (Yes/No)³. If Yes, answer the next three questions; if No, proceed to Project Management Step.
 - **If Yes, from which year?** If the project is a continuation of a previous investment, select the grant award year of that investment. If the project is a continuation from multiple past grant years, select the most recent grant year.
 - **If Yes, which investment?** If the project is a continuation of a previous investment, select the number representing the specific investment that corresponds with the selected grant year. See Appendix C for a numbered list of investment titles from the past three grant years.
 - **Last completed milestone of the previous investment?** Provide a brief description of the last completed milestone from the previously funded investment (250 character maximum). Refer to the Michigan Supplemental Guidance from the corresponding grant year for past investment detail.
- **Project Management Step:** Select the most applicable project management step. Refer to Appendix B for detail relating to standard project management steps and principles.
- **Start Date:** Provide the approximate start date for the project. If the project is a continuation of a previous investment, provide the approximate start date of that investment.
- **End Date:** Provide the approximate end date of the project. If the end date is expected to be the end of the HSGP period of performance, provide that date.
- **Construction Activity:** Select Yes or No to indicate whether the project involves construction activities, renovation, retrofitting, modifications to an existing structure, or any ground disturbance activities.
- **NIMS Typed Resource:** Indicate whether the project supports a NIMS Typed Resource (Yes/No). If Yes, answer the next three questions.
 - **Resource:** Select the appropriate Resource from the dropdown menu.
 - **Type:** Select the appropriate Type from the dropdown menu.
 - **Typed Resource ID Number:** Enter the ID number of the typed resource from the Resource Typing Library Tool, <https://rtlt.preptoolkit.fema.gov/Public>.

³ Subrecipients should only select yes if the investment or investment project has been funded within the past three grant years.

Appendix A – Stakeholder Preparedness Review Core Capability Functional Areas Example

All funded projects must address a functional area from a core capability assessed in the annual THIRA and SPR process and must cite the specific language in the project description. Functional areas of capability are derived from standardized language provided by FEMA in the SPR reporting tool. Subrecipients are asked to include specific language applicable to one of the core capabilities and associated functional areas and identify if the project is sustaining or building the capability. Two example projects are provided below to demonstrate establishing a link to the functional areas of capability.

Example Core Capability Functional Areas

<u>Physical Protective Measures – Functional Areas of Capability:</u>	
<ul style="list-style-type: none"> ▪ Biosecurity ▪ Border protection ▪ Identifying and prioritizing assets to protect 	<ul style="list-style-type: none"> ▪ Physical security measures ▪ Site-specific and process-specific risk assessments
<u>Interdiction and Disruption – Functional Areas of Capability:</u>	
<ul style="list-style-type: none"> ▪ Anti-terrorism operations ▪ Border security ▪ CBRNE detection ▪ CBRNE render safe ▪ Tactical law-enforcement operations ▪ Tracking and targeting terrorists and their weapons 	<ul style="list-style-type: none"> ▪ Wide-area search and detection ▪ Interdicting cargo, conveyances, and persons ▪ Deterrent law enforcement presence ▪ Disease prevention ▪ Financial disruption ▪ Preventing acquisition of CBRNE

Example Project Descriptions:

CIKR Resilience – Core Capability: Physical Protective Measures

This project will continue to identify and prioritize key critical infrastructure sites and conduct vulnerability assessments. The assessments are an ongoing initiative to evaluate the top 10 CIKR sites in the region and to identify the most effective means of hardening the facilities or infrastructure. Public outreach may also be conducted to educate the public and encourage reporting of suspicious activities in or around CIKR sites. *This project builds Physical Protective Measures capabilities by addressing functional areas identified in the SPR, including: identifying and prioritizing assets to protect; physical security measures; and site-specific and process-specific risk assessments.*

CBRNE Capability Sustainment – Core Capability: Interdiction and Disruption

This project will sustain the capabilities of regional bomb squads via equipment replacement. There are two NIMS Type II bomb squads in the region and equipment previously purchased is reaching the end of its lifecycle or is already obsolete. This project will replace the outdated equipment to meet current standards and ensure both responder readiness and safety. Training will also be provided to responders to ensure continued recertification in the handling of hazardous devices. *This project sustains the interdiction and disruption core capability in the following functional areas identified in the SPR: CBRNE detection; CBRNE render safe; and tactical law-enforcement operations.*

Appendix B – Project Management Lifecycle⁴

The standard definition of a project is a temporary endeavor with a defined beginning and end (usually time-constrained, and often constrained by funding or deliverables), undertaken to meet unique goals and objectives, typically to bring about beneficial change or added value. Applying this standard to projects using preparedness grant funds, a project is a related set of activities and purchases supporting the building or sustaining of core capabilities, and is associated with a single entity responsible for execution.

The main steps and processes of the Project Management Lifecycle are summarized in this table:

Steps	Description	Process
Initiate	The authorization to begin work or resume work on any particular activity.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g., program, project, phase, activity, task.
Plan	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	Involves working out and extending the theoretical, practical, and/or useful application of an idea, concept, or preliminary design. This also involves a plan for moving a project concept to a viable project.
Execute	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	Involves exercising corrective action as necessary to yield a required outcome consequent upon monitoring performance. Or, the process of comparing actual performance with planned performance, analyzing variances, evaluating possible alternatives, and taking appropriate correct action as needed.
Close Out	The completion of all work on a project. Can also refer to completion of a phase of the project.	Involves formally terminating and concluding all tasks, activities, and component parts of a particular project, or phase of a project.

⁴ FY 2017 Homeland Security Grant Program Investment Justification Planning Template.

Appendix C – Previous Michigan Homeland Security Grant Program Investments

The FY 2017 Michigan HSGP – SHSP Investments include:

1. Critical Infrastructure and Key Resources
2. Homeland Security Planning
3. Operational Preparedness and Response
4. Terrorism Prevention and Protection
5. CBRNE Response
6. Community Readiness and Resilience
7. Catastrophic Incident Response
8. Michigan Intelligence Operations Center

The FY 2017 Michigan HSGP – UASI Investments include:

1. Regional Planning Framework
2. Detroit Southeast Michigan Intelligence and Information Center and Regional Information Sharing
3. Interoperable Communications/Alert and Warning Technologies
4. Critical Infrastructure and Key Resources
5. First Responder CBRNE/Terrorism Response and Prevention
6. Sustain and Enhance Capabilities in Southeast Michigan

The FY 2018 Michigan HSGP – SHSP Investments include:

1. Critical Infrastructure and Key Resources
2. Homeland Security Planning
3. Operational Preparedness and Response
4. Terrorism Prevention and Protection
5. CBRNE Response
6. Community Readiness and Resilience
7. Catastrophic Incident Response
8. Michigan Cybersecurity
9. Michigan Intelligence Operations Center (MIOC)

The FY 2018 Michigan HSGP – UASI Investments include:

1. Regional Planning Framework
2. Detroit Southeast Michigan Intelligence and Information Center and Regional Information Sharing
3. Emergency Communications and Notification
4. Protection of Critical Infrastructures and Key Resources
5. Cybersecurity and Protection of Critical Information Assets
6. First Responder CBRNE/Terrorism Response and Prevention
7. Sustain and Enhance Capabilities in Southeast Michigan

The FY 2019 Michigan HSGP – SHSP Investments include:

1. Critical Infrastructure and Key Resources
2. Homeland Security Planning
3. Operational Preparedness and Response
4. Terrorism Prevention and Protection
5. CBRNE Response
6. Community Readiness and Resilience
7. Catastrophic Incident Response
8. Michigan Cybersecurity
9. Operational Emergency Communications
10. Michigan Intelligence Operations Center (MIOC)

The FY 2019 Michigan HSGP – UASI Investments include:

1. Regional Planning Framework
2. Detroit Southeast Michigan Intelligence and Information Center and Regional Information Sharing
3. Emergency Communications and Notification
4. Protection of Critical Infrastructures and Key Resources
5. Cybersecurity and Protection of Critical Information Assets
6. First Responder CBRNE/Terrorism Response and Prevention
7. Sustain and Enhance Capabilities in Southeast Michigan