



PROJECT CONCEPT GUIDANCE

Mass Care & Community Preparedness Funding FY2010 State Homeland Security Grant Program

OVERVIEW

Funding Agency	West Virginia Department of Military Affairs and Public Safety Homeland Security State Administrative Agency		
Grant Program Title	Mass Care & Community Preparedness Funding State Homeland Security Funding Program (SHSP)		
CFDA Number	97.067		
Deadline for Submission	September 23, 2011 5:00 p.m.		
Technical Assistance Meetings & Calls			
A conference call line will be available at all meetings. To participate dial: 1-866-453-5550, Enter participant pin 4108288#.			
	August 12, 2011	710 Central Avenue, Charleston, WV 25301	10am
	August 16, 2011	Conference Call Only	3pm
	August 23, 2011	Conference Call Only	3pm
	August 31, 2011	Lewisburg Osteopathic School 400 North Lee Street Lewisburg, WV 24901	During State Citizen Corps Council Meeting, 10am-1pm
	September 6	Conference Call Only	3pm
	September 13, 2011	Canaan Valley (@ SERC Conference)	Tentative, Information available onsite if needed



AWARD INFORMATION

Number of Awards:	\$800,000 is available statewide	Award Amounts:	\$20,000 - \$150,000
Type of Funding:	Federal Grant funds, delivered via reimbursement	Match Requirement:	No match required
Grant Period :	January 2012 – October 2012		
Submission Deadline:	September 23, 2011; 5:00 p.m.		
Submission Information:	<p><i>Email to:</i> Gina.L.Namay@wv.gov</p> <ul style="list-style-type: none"> ✓ Save File as PDF including attachments using: “NameofAgency_MCCPPProjectConcept” ✓ Scan Attachments <p><i>Standard Mail:</i> Mass Care & Community Preparedness Grant Program Volunteer West Virginia 710 Central Avenue Charleston, WV 25302</p> <p>In order to be considered for funding, project concepts must arrive in our office by 5pm on Friday, September 23, 2011.</p>		
Funding Restrictions:	<ol style="list-style-type: none"> 1. Grants under this program are subject to the applicable Cost Principles under OMB Circulars A-21, A-102, A-110, A-122, A-133, A-87 or FAR 31.2 at www.whitehouse.gov/OMB/circulars/. 2. Funds must be used during the designated grant period unless a specific grant extension is approved in writing. As a rule no extensions will be allowed. 3. Funds must be spent within the parameters of authorized activities. 4. Funds must be spent in accordance with state and federal grant guidelines. 5. Funding may not be used for management and administration or construction costs. All equipment must be “allowable” (DHS approved) on the Authorized Equipment List located at: www.rkb.us 6. A funded applicant must agree that: <ol style="list-style-type: none"> a. Funds will be accounted for separately. b. Financial records will be available for review. c. Volunteer West Virginia or the West Virginia Department of Military Affairs and Public Safety staff may conduct a financial and programmatic site visit to ensure program success and compliance with approved project goals. d. SAA reporting requirements must be followed. 		



STRATEGIC DIRECTION

This funding is available now for jurisdictions who wish to implement coordinated, strategic programs to address their community's mass care and community preparedness needs.

We want to utilize the funding to benefit the greatest number of residents in the state. Priority will be given to applicants who will serve multiple jurisdictions or a region. All funded programs will be asked to make the resources obtained available to neighboring jurisdictions, to the extent that it is practical, in the event of a significant disaster affecting those areas.

Everyone has a role in Community Preparedness; therefore, applicants who utilize a "Whole Community" approach to emergency management and planning in their jurisdictions are preferred. This means that applicants should demonstrate involvement in a multi-agency or jurisdictional planning group including businesses, schools, health facilities, utility providers, emergency management, first responders, faith-based and community based organizations, social organizations and others. Ways to demonstrate this approach include: recognition as an approved Citizen Corps Council or LEPC, participation in broad stakeholder meetings, multi-agency planning committees, homeland security committees, public private partnerships, or other whole community planning groups. To be effective, please provide not only documentation that your planning committee is active, but also provide evidence that the planning organization is engaged in the development of this proposal.

Engaging both traditional and nontraditional stakeholders in a coordinated community preparedness effort is a national and state level priority. Community preparedness is a component of the state's approved Homeland Security Strategy. Strategic Goal 2, Objective 2.1 in the Strategy is to *Strengthen Citizen Preparedness and Participation*. Some of the operational activities under this objective include:

- Provide information resources and training/education to citizens on individual and community preparedness including safety, self-protection, emergency supplies, and participation in response/recovery activities.
- Identify, recruit, and train disaster response volunteers by partnering with the private sector, non-governmental, community-based and faith-based organizations.
- Enhance medical and community preparedness against public health threats.
- Enhance mass care capabilities by identifying shelter locations, obtaining mass care supplies, and developing staff to support general population, functional/medical needs, and pet shelters.
- Develop and maintain capacity to provide for animal care during and after incidents consistent with the provisions of the PETS Act and PETA Act.
- Develop and maintain capacity to provide necessary and appropriate services for special needs populations.
- Build and maintain human services capabilities including sheltering, feeding, and case management.
- Enhance donation management systems and capabilities.

The State Homeland Security Strategy is a multi-agency statewide guidance document. For more information about the State Homeland Security Strategy, please visit <http://www.dmaps.wv.gov/Pages/FAQs.aspx> .



FUNDING PRIORITIES

Priority will be given to projects that effectively address:

- A gap in information by conducting a mass care capability assessment
- A gap in human resources by planning and training for the mobilization of volunteers
- A gap in volunteer and/or donations management by training a team of volunteers
- A gap in volunteer and/or donations management by integration and implementation of plans into emergency operations procedures
- A gap in equipment identified through a recent community needs assessment.

ELIGIBLE ORGANIZATIONS

Fiscal Agent/Subgrantees: The sub-grant awards must be made directly to a local unit of government including county commissions and cities. The local unit of government can act as fiscal agent for other government or non-government agencies.

Eligible Organizations: Once the funding is awarded to county/local jurisdictions it may pass through to other eligible agencies. These include: Emergency Management, Police and Sheriff Departments, Health Departments, Fire Service, School Systems, Local Emergency Planning Committees, Faith-based groups, community-based organizations, and planning councils.

Please Address Questions to:

David Hoge
West Virginia Homeland Security State Administrative Agency
304-558-2930
David.K.Hoge@wv.gov

Heather Foster
Volunteer West Virginia
304-558-0111
Heather.R.Foster@wv.gov



HOMELAND SECURITY ELIGIBILITY CRITERIA

Fiscal agents and other direct recipients must comply with all Homeland Security Eligibility Criteria.

STEP 1. If your organization has already been certified eligible under the 2010 criteria please skip this section. If you have not already been certified as eligible, you may submit eligibility information and the Project Concept at the same time; however, before funds are awarded you must be certified eligible according to the following specifications.

STEP 2. National Incident Management System (NIMS) Implementation

Point of Contact: Charles.W.Bennett@wv.gov

The applicant must meet or exceed the following:

- a. Register for a National Incident Management System Comprehensive Assessment Support Tool (NIMSCAST) account and answer all questions in the 2011 matrix, including the development of Corrective Action Plans if necessary. Corrective Action Plans do not disqualify an organization from being an applicant or recipient.
- b. Formally adopt NIMS as the approach to be utilized for all incident management. This is evidenced by Proclamation, Resolution, Executive Order, or other document indicating adoption by the applicant's governing body. A copy of the adoption document must be attached.
- c. 70% of personnel (both paid and volunteer) who need IS and/or ICS training according to the organization's training plan will have completed the courses as assigned.

STEP 3. Continuity of Operations Plan

Point of Contact: David.W.Skeen@wv.gov

The applicant must submit a written Continuity of Operations (COOP) plan. The plan must address at a minimum the following areas:

- List of Essential Functions
- Orders of Succession for essential personnel
- List of Delegations of Authority
- Identification of a continuity facility
- Identification of Vital Records
- Continuity Communications
- Human Capital
- Training plan/schedule for COOP
- Devolution of Control and Direction
- Reconstitution

Written feedback on the plan may be provided to the organization which must be incorporated.

STEP 4. Training Data Base Registration

Point of Contact: Gregory.C.Fernley@wv.gov

Minimally, the organizational training coordinator or another designee must be registered on the WV DMAPS online training database. Go to www.onlinelearning.wv.gov/dmapscm6 to access the database, and click the "Create New User" button to register. Additionally, the organization should make every effort to have appropriate personnel attend the Homeland Security Exercise and Evaluation Program (HSEEP) course.

STEP 5. Exercise List and AARs/IPs

Point of Contact: Charles.W.Bennett@wv.gov

The applicant(s) must submit a written list of any exercises in which it has participated since January 1, 2011 along with a copy of the After Action Report (including any Improvement Plans) or a list of principle findings of the exercise relative to the organization. If the entity has not participated in any exercises, submit a written statement indicating no involvement.



CONCEPT REVIEW INFORMATION

Each Project Concept will be reviewed by a panel of (at least 3) subject matter experts representing Homeland Security, Emergency Management, First Responders, Community Development Specialists, Grant Makers or Grant Writers, Non-profit organizations, Health Officials or others with a vested interest in building the community preparedness and resilience of West Virginia.

Each submission will be reviewed on a 100 point scale. Project Concepts scoring below 80 typically are not recommended for funding.

Review committees will make recommendations for funding and deliver those to West Virginia's Cabinet Secretary of Military Affairs and Public Safety and to West Virginia's Homeland Security Advisor. Committee recommendations are only one part of the review process and other information may be considered by senior staff including: state direction and homeland security strategy, coordination and distribution of resources, availability of funding, allowability of requested expenses and quality of the concepts received.

HOW CAN MY ORGANIZATION INCREASE OUR CHANCES OF BEING FUNDED?

Fully complete the Project Concept according to this guidance. Format your narrative according to the guidelines listed below. Be clear and concise but also thorough in your descriptions. Be sure to answer all the questions asked. Use a word formatting tool to check grammar and spelling.

PROJECT CONCEPT FORMAT

Point Values are assigned as indicated:

- ✓ **(15 points) PROGRAM SUMMARY, RISK, NEED**
Include a brief executive summary of the proposed project. Identify specific risks which the project is to address. Describe how the community need was identified and how the project will meet the stated need.
- ✓ **(15 points) GOALS AND MILESTONES**
Goals are broad ideas that you hope to accomplish. Milestones are smaller tasks or objectives that you will accomplish on your way to reaching the broad goal. Milestones (objectives) are SMART – they are specific, measureable, action oriented, reasonable, and time-bound. Your milestones should create a logical progression towards your goal.
- ✓ **(45 points) PROJECT NARRATIVE**
 - Activities & Approach
Describe activities conducted to accomplish the project goals. Include a method of evaluation.
 - Impact
Describe who the project will impact or what capabilities will be increased, and why this is important. Include as many details as possible including number of people expected to be trained, educated, or served.
 - Organizational Capacity



West Virginia Department of Military Affairs and Public Safety
Homeland Security State Administrative Agency (SAA)
Project Concept Guidance

Describe the organizational systems in place to successfully complete the grant project including past grant completion, staff, and financial and programmatic systems. Attach any necessary supporting documents.

– Whole Community Planning

Show evidence of partnerships and integration with a wide variety of community agencies. Describe specifically how partners will be involved in the proposed project. Letters of support, signed MOU's, Citizen Corps approvals, LEPC minutes, or other evidence may be attached as support.

– Effective Use of Volunteers

If volunteers are utilized by the organization, describe your system of volunteer management and indicate how volunteers are effectively and safely mobilized.

– Sustainability

Describe specifically where equipment will be housed and how it will be maintained. Also describe how you will acquire the training or additional equipment needed to accomplish your goals. Explain how the program will continue to grow and benefit the community.

✓ **(10 points) BUDGET & BUDGET NARRATIVE**

Fill out your budget completely. Be specific. Expenses should reflect the ideas you proposed in your narrative statement. All expenses must be allowable from the State Homeland Security Grant Program. All equipment purchases must have an Authorized Equipment List number. Each budget line should be appropriately itemized. In the narrative section please indicate the purpose of the expense and how it relates to your project.

✓ **(15 points) STRATEGIC ALIGNMENT**

Points will be awarded for projects which serve multiple jurisdictions and align with federal target capabilities. In addition, points will be awarded to programs who seek to address one or more of the funding priorities at the local, county, or regional level. The priorities include: Conducting a community mass care assessment or implementing a mass care plan based on a previous assessment, implementing volunteer mobilization plans, planning for special populations, and developing a community based volunteer & donations management team.

GRANT AWARD PROCESS

✓ **PROJECT CONCEPT REVIEW**

✓ **PANEL RECOMMENDATIONS MADE TO STATE LEADERSHIP**

✓ **AWARD NOTIFICATIONS & NEGOTIATION PERIOD**

During this time:

- Awardees must complete a State Homeland Security Grant application (This is separate from the Project Concept – technical assistance will be available during this process.)
- Awardees must ensure compliance with listed eligibility criteria if they have not already done so.
- Questionable budget items are identified, approved or denied, and budgets are re-worked as necessary.

✓ **AWARDS FINALIZED AND GRANT PERIOD BEGINS BY JANUARY 2012**

✓ **GRANTEE TRAINING AND SITE VISITS OCCUR THROUGHOUT 2012**