Instructions for Completing the FY15 State Homeland Security Program (SHSP) Subrecipient Project Submission Form (SPSF)

**GENERAL**

All 2015 project applications are to be submitted by the COG using the *FY15 State Homeland Security Program Subrecipient Project Submission Form (FY15-SHSP-SPSF)*, a Texas Homeland Security State Administrative Agency (THSSAA) online form which may be accessed with this link: [http://fs30.formsite.com/TxDPS_THS_SAA/THSSAA_Projects_FY2015/index.html](http://fs30.formsite.com/TxDPS_THS_SAA/THSSAA_Projects_FY2015/index.html)

Before entering any of your projects in the FY15-SHSP-SPSF (Form), you must first create an account using the link provided on the first page of the Form site. Creating an account will allow you to save and edit your work up until the deadline established by the THSSAA. If you have questions about the content of the FY15-SHSP-SPSF or about the investment categories or projects you plan to submit, contact Nancy Carrales (nancy.carrales@dps.texas.gov or (512) 377-0004). If you need technical support while completing the FY15-SHSP-SPSF, contact Kenneth Wilson (kenneth.wilson@dps.texas.gov or (512) 377-0008). **Note:** The Form will have the best functionality if you access it using a current version (e.g. Internet Explorer 9 or later) of a web browser.

Please refer to the prior year’s Homeland Security Grant Program (HSGP) Funding Opportunity Announcement (FOA) for information about the allowable types of activities and costs typically permissible under SHSP. Activities implemented must support terrorism preparedness by building or enhancing capabilities that relate to the prevention of, protection from, mitigation of, response to, and recovery (PPMRR) from terrorism in order to be considered eligible. However, many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Grantees must demonstrate this dual-use quality in their application responses for any activities implemented under this program that are not explicitly focused on terrorism preparedness. (Link to 2014 HSGP FOA: [http://www.fema.gov/media-library-data/1395161200285-5b07ed0456056217175fbdee28d2b06e/FY_2014_HSGP_FOA_Final.pdf](http://www.fema.gov/media-library-data/1395161200285-5b07ed0456056217175fbdee28d2b06e/FY_2014_HSGP_FOA_Final.pdf))

In prior year guidance documents, FEMA placed an emphasis on sustaining capabilities. If new capabilities are being built utilizing SHSP funding, grantees must fully justify the need for the new capabilities and ensure that the capabilities will be deployable or shareable, if applicable, outside of their community to support regional and national efforts.

FEMA has also emphasized identifying whether grant funded projects will support NIMS Typed Resources including equipment and training for typed teams. Projects should clearly identify how the project activities and expenditures will be used to support NIMS Typed Resources if applicable. See the following link for more information on NIMS resource typing: [https://rtlt.preptoolkit.org/Public](https://rtlt.preptoolkit.org/Public)

Separate project applications must be submitted for the Law Enforcement Terrorism Prevention Activities (LETPA) that are proposed to meet FEMA’s 25% LETPA investment requirement. **Note:** There is a question several pages into the Form that will ask you whether the project submitted is for LETPA.

COGs should not combine multiple projects into one broad project tied to one of the Investments. For example, a tower project and an SOC communications enhancement project may both fall under the category of expanding interoperable communications. However, the COG should create and submit separate projects to allow the description of activities and capabilities addressed to be clear and concise. Please create separate “focused” subrecipient projects that are clearly linked to one primary core capability.
Since FEMA has stated that “All capabilities being built or sustained must have a clear linkage to one or more core capabilities in the NPG”, the THSSAA will highlight these linkages in our application to FEMA. Projects must be tied to one (and only one) of the 31 core capabilities. The list of the 31 core capabilities, as identified in The National Preparedness Goal (NPG), can be found here: [http://www.fema.gov/core-capabilities](http://www.fema.gov/core-capabilities).

Projects should include Specific, Measurable, Achievable, Relevant, Time-specific (SMART) outcome and output measures. The form allows space for up to five (2 outcome and 3 output), but the quality of your outcomes/outputs is more important than the number of measures established. At least one outcome and at least one output are required within the form.

The COG should retain a copy of each Form submitted. After a Form is submitted, the COG will be able to generate a “Printer Friendly Receipt” of the submission and then may also follow a link to “Submit another Response” in order to enter and submit additional projects. Note: A confirmation copy summarizing your Form responses will be auto-generated and sent to both the Submitter and the Project Coordinator at the email addresses provided in the Form. Please see the additional instructions provided below.

**REFERENCE MATERIALS**

The following reference materials are included after the instructions or below:

- 2015 Investment Categories and Sub-Categories (Page 9)
- Homeland Security Strategic Plan Goals, Objectives and Priorities (Page 11)
- Project Management Steps (See Chart Below)

### PROJECT MANAGEMENT STEPS

<table>
<thead>
<tr>
<th>STEPS</th>
<th>DESCRIPTION</th>
<th>PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiate</td>
<td>The authorization to begin work or resume work on any particular activity.</td>
<td>Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.</td>
</tr>
<tr>
<td>Plan</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Execute</td>
<td>The period within the project lifecycle during which the actual work of creating the project’s deliverables is carried out.</td>
<td>Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.</td>
</tr>
<tr>
<td>Control</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Close Out</td>
<td>The completion of all work on a project. Can also refer to completion of a phase of the project.</td>
<td>Involves formally terminating and concluding all tasks, activities, and component parts of a particular project, or phase of a project.</td>
</tr>
<tr>
<td>Subrecipient Project Submission Form</td>
<td># of Characters Allowed</td>
<td>Additional Instructions</td>
</tr>
<tr>
<td>--------------------------------------</td>
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</tr>
<tr>
<td><strong>Region:</strong></td>
<td></td>
<td><strong>Select appropriate region from the DROPDOWN MENU.</strong> This should be the Council of Government Region through which the SHSP project was prioritized for funding.</td>
</tr>
<tr>
<td><strong>Submitter Name:</strong></td>
<td>50</td>
<td><strong>This should be your name, the person filling out the application.</strong> Enter the name (first and last), email and phone of the person (submitter) completing the online application form. The email must be a valid email address; suggested format for phone field is 512/555-5000 x4250</td>
</tr>
<tr>
<td><strong>Submitter Email:</strong></td>
<td>50</td>
<td></td>
</tr>
<tr>
<td><strong>Submitter Phone:</strong></td>
<td>50</td>
<td></td>
</tr>
<tr>
<td><strong>Are you also the Project Coordinator? (Yes/No)</strong></td>
<td></td>
<td><strong>Select the appropriate RADIOBUTTON (Yes or No) that answers the question. If the Project Coordinator Contact information is the same as the Submitter’s, select “Yes”.</strong></td>
</tr>
<tr>
<td><strong>Coordinator Name:</strong></td>
<td>50</td>
<td><strong>The project coordinator is the person that you would like us to contact in regard to this project.</strong> Enter the name (first and last), email and phone of the person who will coordinate the activities of the project and who you would like us to contact in regard to the project. Email must be a valid email address; suggested format for phone field is 512/555-5000 x4250</td>
</tr>
<tr>
<td><strong>Project Coordinator Email:</strong></td>
<td>50</td>
<td></td>
</tr>
<tr>
<td><strong>Project Coordinator Phone:</strong></td>
<td>50</td>
<td></td>
</tr>
<tr>
<td><strong>Subrecipient:</strong></td>
<td>50</td>
<td><strong>Enter the name of the Jurisdiction that will receive the grant funding if the project is approved. Please list name of City or County first, followed by “City of” or “County”. (e.g. “Fort Worth, City of” or “Tarrant County”)</strong></td>
</tr>
<tr>
<td><strong>DUNS Number:</strong></td>
<td>9</td>
<td><strong>Enter the 9-digit DUNS Number for the subrecipient.</strong></td>
</tr>
<tr>
<td><strong>Zip Code:</strong></td>
<td>5</td>
<td><strong>Enter the 5-digit zip code for the primary location of the majority of the project activities.</strong></td>
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<tr>
<td><strong>+4:</strong></td>
<td>4</td>
<td><strong>Enter the +4 code for the primary location of the majority of the project activities.</strong> Note: If the project is a regional project in which all funding will be expended by the COG for the benefit of eligible jurisdictions within the region, then enter the zip+4 for the COG’s primary office. Select appropriate county from the DROPDOWN MENU. This should be the county in which the subrecipient agency is primarily located.</td>
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<tr>
<td><strong>County</strong></td>
<td></td>
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<tr>
<td><strong>Subrecipient Project Title:</strong></td>
<td>75</td>
<td><strong>Project titles should be brief but provide an indication of the project focus. A few examples might be: SWAT Team Sustainment; Equipment &amp; Training for Hazardous Materials Response Team; Regional Planning Staff and Related Costs; EOC System Fees and Maintenance; Sustain Fusion Center Intelligence Software; or Specialized Equipment for Border Operations</strong></td>
</tr>
<tr>
<td><strong>Project Priority Rank:</strong></td>
<td>3</td>
<td><strong>Provide the rank (1-999) for the project to indicate its priority versus other projects submitted by the region. Note: If the region has identical projects for multiple jurisdictions, the region may rank the projects all with the same priority number but must submit them separately.</strong></td>
</tr>
<tr>
<td><strong>DHS Project Type:</strong></td>
<td>Select the most appropriate DHS Project Type from the <strong>DROPDOWN MENU.</strong></td>
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<tr>
<td><strong>Please select the most relevant Investment Category:</strong></td>
<td>Make a selection from the <strong>DROPDOWN MENU</strong> provided. Only projects that fit within the scope of these Investments, as per the 2015 HSGP Investment Categories list provided, will be considered for funding*. M&amp;A – If the project you are submitting is for the Regional Management and Administration of the 2015 SHSP grant funds, please select the “Management and Administration Only” Investment Category for that project. *If you determine that a high priority project for the region to close a critical gap does not fit within the investment justifications as outlined, you may submit a request to the THSSAA Deputy Assistant Director for prior approval to include the project with your submission. The request must provide sufficient information to ascertain its focus on terrorism prevention, protection, mitigation, response and recovery, the core capability that the project is focused on sustaining and the gap it addresses. Requests must be submitted via email to the THSSAA Deputy Assistant Director at <strong><a href="mailto:SAA@dps.texas.gov">SAA@dps.texas.gov</a></strong> by February 27, 2015.</td>
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<tr>
<td>1. Fusion Center</td>
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<td>2. Intelligence &amp; Information Sharing</td>
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<tr>
<td>3. Interoperable Communications</td>
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<tr>
<td>4. Sustaining Special Response Teams and First Responder Capabilities</td>
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<td>5. State, Regional &amp; Local Planning</td>
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<tr>
<td>6. Border Security</td>
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<td>7. Critical Infrastructure</td>
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<tr>
<td>8. Management and Administration (M&amp;A) Only</td>
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<tr>
<td>9. Other Projects Approved by the THSSAA</td>
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</tbody>
</table>

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<thead>
<tr>
<th><strong>Please indicate which of the Investment sub-categories is most relevant to this project:</strong></th>
<th>A list of sub-categories will auto-populate once an Investment Category (<strong>RADIOBUTTON</strong>) is selected. Please select only one box to indicate the sub-category that best aligns to the project.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you determine a different Investment Category should have been selected, be sure to uncheck any sub-category box you may have checked before selecting a new Investment Category.</td>
<td></td>
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<tr>
<td>Note: There are no sub-categories under the “M&amp;A Only” Investment and many of the below fields will not be required for M&amp;A only projects.</td>
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</table>

| **Please select one (and only one) Core Capability** | Per 2015 guidance, projects must tie to ONE (and only one) Core Capability. Please select a primary Core Capability from the **DROPDOWN MENU.** |

<table>
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<tr>
<th><strong>Identify if this Investment focuses on building new capabilities or sustaining existing capabilities.</strong></th>
<th>By clicking on the appropriate <strong>RADIOBUTTON</strong>, select whether this project is primarily to build a New Capability or primarily supports sustaining an Existing Capability. Applicants must ensure that requested funds maintain current capabilities that were funded by past SHSP funding cycles or other funding sources. New capabilities should not be built at the expense of maintaining current, essential capabilities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>- <strong>New Capabilities (Building)</strong></td>
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<tr>
<td>- <strong>Existing Capabilities (Sustaining)</strong></td>
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</tbody>
</table>

| **Are the assets or activities Deployable or Shareable?** | Select only one **RADIOBUTTON** to indicate whether the capabilities can be deployed or shared. **Deployable** refers to the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be used anywhere in the U.S. via Emergency Management Assistance Compacts or other mutual aid/assistance agreements. **Shareable** refers to the utility of a non-deployable shared asset in a region and the ability to |

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*Instructions for Completing the FY15-SHSP-SPSF (Version 1-27-15)*
augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e. fusion centers).

A project that that is **neither** deployable nor shareable may be one to construct fixed physical security enhancements such as bollards installed at a critical infrastructure site.

<table>
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<tr>
<th><strong>Does this Investment require new construction or renovation, retrofitting, or modification of existing structures?</strong></th>
<th>Select the appropriate <strong>RADIOBUTTON</strong> (Yes or No) that answers the question. <strong>NOTE:</strong> All projects must consider EHP implications, your response may indicate whether an EHP screening form will be required by a designated due date.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Will these funds support a project that was previously funded with HSGP funding?</strong></td>
<td>Select the appropriate <strong>RADIOBUTTON</strong> (Yes or No) that answers the question.</td>
</tr>
</tbody>
</table>
| **Describe the project and the activities that will be implemented. Include information about building or sustaining NIMS Typed Resources (Equipment or Training for Typed Teams)** | Explain clearly what the project will fund, what activities will take place, and the deliverables to be produced. If applicable, explain how the project is building, enhancing, or sustaining a NIMS Typed Resource. (See the following link for more information on NIMS resource typing: [https://rtlt.preptoolkit.org/Public](https://rtlt.preptoolkit.org/Public))

The project should align with the COG's Texas Homeland Security Strategic Plan Implementation Plan for 2015, and be focused on terrorism PPMRR, with other hazards as a secondary need only.

Examples of information that might be provided include:

- **Planning Activities** – planner positions funded and specifics on the types of plans to be developed (regional, local, emergency mgmt., risk assessment, hazard mitigation, evacuation, COOP, etc.)
- **Organization Activities** – details on personnel hours, expanded geographic coverage, Intelligence Analyst positions funded, etc.
- **Equipment Activities** – how equipment purchased will enhance terrorism PPMRR for a specific typed team (e.g. USAR, Dive Team, or SWAT Team) and/or capability. Note: For equipment purchases the jurisdiction should ensure any necessary training on that equipment is planned.
- **Training Activities** – specific capabilities to be addressed in proposed training
- **Exercise Activities** – specific capabilities to be tested in proposed exercise(s)

**Provide an explanation of the regional impact of this project.**

**500**

Explain the project’s positive impact for developing or sustaining capabilities that may benefit neighboring jurisdictions and/or the state or nation as a whole.

**Measuring project impact: List 2 to 5 specific performance outcomes/outputs that can be used to measure the success of the project. (At least one outcome and one output are required per project.)**

**Outcome 1:**

**Outcome 2:**

**Output 1:**

Projects should include **Specific, Measurable, Achievable, Relevant, Time-specific (SMART) outcome and output measures. At least one outcome and one output are required per project.**

Outcome/Output measures should provide clear metrics to assess how well the project is closing identified capability gaps. These measures should indicate the impact on homeland security of completing the project rather than the steps for completing it (project completion steps are captured in the Milestones section below). For example: An outcome for an interoperable communications project might be: 85% of ABC Region’s law enforcement agencies have been transitioned to APCO Project 25 standards. An output for the same project might be: Twenty (20)
Radios will be distributed to law enforcement officers in ABC County; or The ABC Region will host two training sessions on use of new radio equipment.

**Please indicate the specific categories that will be funded in this project:**

Check each box for the POETE (Planning, Organization, Equipment, Training and Exercise) Category that will be included in the project. On subsequent screens you will be asked for amounts and more details about the expenditures to be included in each of the categories selected here. See last year’s HSGP FOA for more details about the allowable activities within each of the POETE categories.

**Enter the amount of funding for each category.**

Planning  
Organization  
Equipment  
Training  
Exercise  
M/A*  

(Maximum allowed is 5% of Award Total)  
Total [Calculated]

A table will be provided for the entry of amounts under each category. Enter numbers only, no characters (dollar signs or commas). Do not put N/A, only numbers. The Total will auto-calculate.

If a category is listed that you do not intend to fund, go back to the prior screen and uncheck that category.

Use the “calculate” buttons to update your totals for total project and maximum M&A.

On the subsequent screens you will be asked to provide AELs, brief descriptions and quantities for the planned expenditures in each category.

You must include a specific breakdown by funding category (Planning, Organization, Equipment, Training, Exercises, and M&A).

A [POETE Category] Budget Justification

Include the details of your cost estimates by AEL code within each planned POETE category. See the examples provided in the Form (e.g. 21GN-00-TRNG, Training, 1@$5,000 or 01AR-01-SCCC, Respirators Self-Contained, 5@$2,000). Include an AEL code, AEL description and the quantity @ estimated average unit cost for each planned expenditure.

Provide a brief narrative with additional details to support how the requested items under each POETE category are necessary for reducing the capability gaps identified in the project. For example, if in-state travel is included under Planning, you might explain that the two Planners will attend 3 in-state conferences (EM/HS/Citizen Corps) to remain current on Homeland Security issues and trends. If a computer is requested, you would include information on how the computer would be used for project activities. (See Project Examples for further budget justification example language.)

Will this project support LETPA?  
(Law Enforcement Terrorism Prevention Activities)

Select the appropriate RADIOBUTTON (Yes or No) that answers the question. 25% of all funding must go towards allowable law-enforcement terrorism prevention activities. **These projects must be submitted separately from non-law enforcement terrorism prevention projects.** Refer to last year’s guidance, Appendix C - FY 2014 Funding Guidelines, page 52, of the FY 2014 HSGP FOA, for additional information on priority activities for building law enforcement terrorism prevention capabilities.

Local Match Amount:

Provide a description and amount for any in-kind and/or local match for this project:

There are no federal or state match requirements for FY 2015 SHSP. Please provide the total of any local cash or in-kind match for the project. Enter numbers only, no characters (dollar signs or commas). Do not put N/A, only numbers.

Provide a description of the match and the total for each type of match if more than one source of local match is supporting the project.
| Choose the Goal, Objective, and Priority Action associated with this proposal. | The Form contains a list of the 2010-2015 Texas Homeland Security Strategic Plan Goals, Objectives and Priority Actions. Select the appropriate Goal ([RADIOBUTTON](#)) to expand related Objectives, and then click on one Objective to expand related Priority Actions. **You may select only one Priority Action.** Identify the state goal, objective and priority action most closely associated with the project.

If you determine a different Priority Action or Objective should have been selected, be sure to uncheck any Priority Action and Objective box you may have checked before selecting a new Goal or Objective. |
| --- | --- |
| Describe the threats and hazards that create the need for the project: | 1250 The identified threats and hazards should be consistent with the COG’s 2014 Threat and Hazard Identification and Risk Assessment (THIRA)*, and be focused on terrorism prevention, protection, mitigation, response, or recovery (PPMRR), with other hazards as a secondary need only.

Include a discussion of the three primary risk components of threat, vulnerability and consequences related to the threats and/or hazards addressed in the project.

*Include a reference to the appropriate regional THIRA page number where applicable. |
| Describe the capability gap(s) which will be addressed by the project: | 1250 The identified capability gap should be consistent with the COG’s 2014 State Preparedness Report (SPR), and be focused on terrorism PPMRR, with other hazards as a secondary need only.

Describe the gaps between existing capabilities and desired capability.

*Include a reference to the appropriate regional SPR page number where applicable.

**For fusion center Investments only.** Indicate how requested funding directly aligns to any capability gaps identified during the center’s individual 2014 Fusion Center Assessment Report. In particular, each proposed project included in the fusion center Investment must reference the corresponding Critical Operational Capabilities (COCs) and Enabling Capabilities (ECs), as well as associated attribute(s), the funding investment is intended to address. |
| How will the project reduce the capability gap(s)? | 1250 Provide specific information as to how and to what degree completing the above activities will reduce the capability gap. For example, completing the upgrade of ABC County’s SWAT Team from Type III to Type II would reduce the region’s gap in interdiction and disruption capabilities by increasing transport capacity and allowing simultaneous response to multiple incidents.

Activities should be consistent with tasks described in the COG’s 2015 Homeland Security Strategic Plan Implementation Plan, where applicable. |
<p>| Describe existing capability levels and what will be in place to support the Investment prior to the use of FY 2015 funds. | 1250 Discuss major milestones, purchases, training activities, or other implementation steps that have been or will have been started and/or completed before the application of FY 2015 HSGP funds. Include in your description specific reference to prior years HSGP grant funded projects related to this specific project proposal, but also mention activities funded locally or through other sources. |
| Explain the long-term approach to sustaining the | 500 Provide a specific description of the jurisdiction’s sustainment plan, to include local or other funding |</p>
<table>
<thead>
<tr>
<th>capabilities developed by this project.</th>
<th>available. If sustainment will depend on continued grant funding in the future, this should be explicitly stated.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Time period for completion of project:</strong></td>
<td>Choose a time period from the DROPDOWN MENU. Please avoid auto selecting the longest period provided in these options. All projects must be completed within the performance period provided in the subrecipient award*. Do not submit proposals for projects that cannot realistically be completed in the performance period provided. *Extensions will only be considered for the most compelling legal, policy, or operational challenges that were unforeseeable at project outset. The THSSAA anticipates issuing 2015 SHSP awards with a September 1, 2015 start date and the following performance period end dates: 1/31/17 for local jurisdictions; 5/31/17 for COGs.</td>
</tr>
<tr>
<td>1-4 Months</td>
<td></td>
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<tr>
<td>5-8 Months</td>
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<tr>
<td>9-12 Months</td>
<td></td>
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<tr>
<td>13-16 Months</td>
<td></td>
</tr>
<tr>
<td>17-20 Months</td>
<td></td>
</tr>
<tr>
<td><strong>Project Management Steps involved:</strong> Choose only one.</td>
<td>Select the most applicable step from the DROPDOWN MENU. Select the step that most closely resembles the phase of the project activities to be completed during the grant period. A description of each step as provided FEMA in the prior year FOA is listed on page 2 of this instruction document.</td>
</tr>
<tr>
<td>Initiate, Plan, Execute, Control, Close Out</td>
<td></td>
</tr>
<tr>
<td><strong>List 3 to 5 milestones of this project, and then list the intended completion date for each milestone.</strong></td>
<td>Indicate the intended start date for the project, and provide 3 to 5 milestones with the intended completion date for each milestone. <strong>Milestones should occur throughout the project.</strong></td>
</tr>
<tr>
<td>Milestone 1:</td>
<td></td>
</tr>
<tr>
<td>Intended Start Date:</td>
<td></td>
</tr>
<tr>
<td>Intended Milestone Completion Date:</td>
<td></td>
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<tr>
<td>Milestone 2 – Milestone 4:</td>
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<tr>
<td>Intended Milestone Completion Date:</td>
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<td>Milestone 5:</td>
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<tr>
<td>Intended Milestone/Project Completion Date:</td>
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<tr>
<td>300 for each</td>
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</tr>
<tr>
<td><strong>Disclaimer</strong></td>
<td>You must read and agree to the disclaimer by checking the CHECKBOX before you will be able to submit the project.</td>
</tr>
<tr>
<td><strong>Submit (Options After Submission)</strong></td>
<td>After you submit a Form, you will have the option to click a link to save a “Printer Friendly Receipt” that contains all of the fields and the data you submitted for that project.</td>
</tr>
<tr>
<td>Printer Friendly Receipt</td>
<td>A “Reference #” will also be displayed for future reference. This number will be helpful when communicating with the THSSAA about each project.</td>
</tr>
<tr>
<td>Reference #</td>
<td>Additionally, you will be able to click another link to “Submit Another Response.” This link will take you to the Form login screen. You may login again with the same username and password. The next screen will show you a list of all of the Forms you have already started/submitted and it will have a button at the top, that when clicked, will allow you to “Start New” on a new project application (Form). You may also edit previously started/submitted forms by clicking on the “edit” link next to the Form Reference #. Please ensure that all projects are complete and submitted by the THSSAA due date.</td>
</tr>
</tbody>
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Instructions for Completing the FY15-SHSP-SPSF (Version 1-27-15)
2015 HSGP Investment Justifications
Categories and Sub-Categories

• Fusion Center
  • Must address funding support for a recognized fusion center (please refer to http://www.dhs.gov/fusion-center-locations-and-contact-information).
  • Must directly align to and reference any capability gaps identified during the center’s individual 2014 Fusion Center Assessment Report.
  • Facilitate the implementation of plans and procedures to work in conjunction with the Texas Joint Crime Information Center (formerly titled Texas Fusion Center), and achieve and maintain baseline capabilities for Major Urban Area Fusion Centers (projects required for all Regionally Recognized Fusion Centers, if not already required to be submitted under the 2015 UASI grant).
  • Urban Areas Security Initiative jurisdictions that are no longer separately funded will be allowed to submit a request for the Regionally Recognized Fusion Center in their jurisdiction directly to the THSSAA.

• Intelligence and Information Sharing (Non-Fusion Center requests)
  • Projects that enable interdiction and disruption of terrorist activity through enhanced understanding and recognition of pre-operational activity and other crimes that may be precursors or indicators of terrorist activity.
  • Suspicious activity reporting.

• Interoperable Communications
  • For projects that build capabilities, prioritize those required to meet P-25 standards.
  • Sustaining existing capabilities (e.g. life cycle replacement of equipment).

• Sustaining Special Response Teams and First Responder Capabilities
  • CBRNE /WMD detection, HAZMAT response and decontamination, Urban Search and Rescue, SWAT and other tactical teams.
  • First responder equipment sustainment needs, including PPE, WMD Pharmaceuticals, Calibration and maintenance for WMD-related detection and identification systems, and closely related investments to update or sustain current first responder equipment.
• State, Regional & Local Planning
  • Development of state and regional risk and preparedness assessments. Core capability development planning, to include typing and tracking of equipment and special response teams (the THSSAA will require reporting on equipment and special response teams for previous and future uses of homeland security funds.)
  • Planning and execution of training and exercises focused on terrorism prevention, protection and response.
  • Multi-jurisdictional operational planning to include plans for regional operational coordination of terrorism prevention, protection, and response capabilities.
  • Maintaining or updating Emergency Operations Plans, consistent with guidance in CPG 101.v2 and the whole community approach to security and emergency management.
  • Planning and implementation of initiatives (e.g. CERT team training) to enhance the Citizen Corps Program.
  • Public Warning Systems (note: public warning systems must be responsive to terrorism threats).
  • WebEOC and other situational awareness and decision support tools.

• Border Security
  • Sustaining and enhancing border security detection, prevention and response capabilities (note: communications projects should be included under Interoperable Communications rather than border security).
  • Planning, training, exercises, and equipment to enhance interdiction capabilities against border security threats.

• Critical Infrastructure
  • Identifying critical infrastructure, collecting and maintaining data, and prioritizing critical infrastructure assets, clusters, and systems.
  • Assessments of critical infrastructure vulnerabilities and interdependencies, particularly those involving multiple sites and/or sectors.
  • Planning, training, exercises, equipment, and modeling enabling responsible jurisdictions to mitigate threats to and vulnerabilities of critical infrastructure facilities, assets, networks, and systems.
  • Analysis of critical infrastructure threats and information sharing with private sector partners.
  • Education and communications to enhance public awareness and increase reporting of suspicious activities related to critical infrastructure.

GOAL 1 - Prevent terrorist attacks in Texas and prevent criminal enterprises from operating successfully in Texas.

OBJECTIVE 1.1: Expand and Enhance the Statewide Intelligence Capability that Reduces the Threat of Terrorism and Criminal Enterprises

PRIORITY ACTIONS:

1.1.1. Establish and employ the Texas Fusion Center Policy Council to enhance and manage the statewide intelligence capability, to include threat identification and prioritization, requirements development and management, collection, distributed analytical production, and product dissemination.

1.1.2. Expand and enhance multi-agency, multi-jurisdictional fusion capabilities throughout the state.

1.1.3. Employ the Texas Fusion Center and regional fusion centers to integrate homeland security-related information and intelligence across all agencies, jurisdictions and disciplines in Texas.

1.1.5. Enlist the homeland security community, including health services, agriculture, animal health, private sector, and other critical infrastructure stakeholders, as collectors and consumers of intelligence.

1.1.6. Implement the Texas Information Technology Plan.

1.1.7. Ensure local law enforcement agencies in Texas have onsite access to all critical Texas homeland security information systems.

OBJECTIVE 1.2: Ensure a Robust Investigative Capability to Address Terrorism and Criminal Enterprises.

PRIORITY ACTIONS:

1.2.1. Expand and enhance the state’s integrated, multi-agency counter crime and counterterrorism investigative capabilities that address: Known or suspected terrorist organizations, cells, actors and other related threats; Suspicious activities; Groups and networks providing direct material support to terrorists; Criminal enterprises indirectly supporting or enabling terrorists; and/or Criminal enterprises engaged in drug trafficking, human trafficking or smuggling, weapon smuggling, extortion, homicide, money laundering, prostitution, and other index crimes.

1.2.2. Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist organizations and criminal enterprises that provide direct material support to terrorist organizations and criminal enterprises indirectly supporting terrorists.

1.2.3. Update the statewide crime fighting, counterterrorism and intelligence training programs for law enforcement and other homeland security-related personnel to reflect threat adaptations.

1.2.4. Establish and employ an information technology capability to integrate data and monitor for loss of control of dangerous substances or devices, and for the purchase of dangerous quantities of materials and components that can be used to build explosive devices or other deadly instruments. The system must also have the capability to rapidly alert officials to such losses or purchases.

PRIORITY ACTIONS:
1.3.1. Increase local and state patrols of the border region to increase security, particularly between the ports-of-entry.
1.3.2. Support integrated multi-agency, multi-jurisdictional operations and investigations to address criminal enterprises operating in the Texas border region.
1.3.4. Integrate technology to the maximum extent to assist in monitoring the border, particularly in remote areas.

OBJECTIVE 1.4: Increase Public Awareness and Reporting of Suspicious Activities Related to Criminal Activity and Terrorism, with Emphasis on Drug Trafficking, Human Trafficking and Smuggling, and WME- and IED-Related Activities.

PRIORITY ACTIONS:
1.4.1. Work with the local law enforcement community to identify priority messages for a targeted public awareness campaign that focuses on recognizing and reporting suspicious activities related to terrorism and organized crime.
1.4.2. Support regional and local strategies to increase terror- and crime-related public awareness through media outlets and citizen groups.
1.4.3. Increase citizen and private enterprise participation in vigilance programs.

GOAL 2 - Reduce vulnerability to natural disasters, criminal and terrorist attacks and catastrophic events.

OBJECTIVE 2.1: Reduce Vulnerability of Critical Infrastructures and Key Resources in Texas.

PRIORITY ACTIONS:
2.1.1. Expand and enhance the ability to identify, validate, and update data on all CI/KR in Texas with federal, state, local and private sector partners.
2.1.2. Maintain and update the Texas CI/KR information database and improve database accessibility by local, state and federal law enforcement agencies.
2.1.3. Expand and upgrade the integrated program used to assess and prioritize the vulnerabilities of each CI/KR site in Texas.
2.1.4. Work closely with DHS, local governments, and industry to implement the Buffer Zone Protection Program to develop plans to protect eligible CI/KR, in order of priority, and track program implementation.
2.1.5. Ensure that CI/KR managers, workers, and nearby citizens – public and private – are provided training on recognizing and reporting incidents that may indicate terrorist activity.
2.1.6. Ensure CI/KRs throughout the state receive appropriate threat information.
2.1.7. Ensure that all suspicious activities and threats related to CI/KRs are reported through the statewide intelligence structure and are appropriately addressed.
2.1.8. Expand and enhance the statewide cyber security program that tests and protects local & state IT systems from penetration and attack.
2.1.9. Develop and rehearse contingency plans to mitigate the effects and consequences of a natural disaster, criminal or terrorist attack or catastrophic event.
OBJECTIVE 2.2: Reduce Risk from CBRNE Disasters.

PRIORITY ACTIONS:

2.2.1. Enhance the statewide network for monitoring biological incidents by assessing current gaps, strategically improving the BioWatch program throughout the state, and conducting regular network tests.

2.2.2. Integrate and expand statewide human and animal health surveillance capabilities in order to detect outbreaks and occurrences in the public health, veterinary or agricultural sectors at the earliest point, whether naturally occurring or manmade; i.e., either accidental or related to crime or terrorism.

2.2.3. Ensure proper detection, inspection and controls of radiological, chemical, and biological materials in Texas.

2.2.4. Enhance statewide multi-agency early detection, confirmation, response and recovery capabilities for chemical, biological, radiological and nuclear events.

2.2.5. Ensure adequate laboratory and analytical capacity for biological or chemical incidents that affect people, crops, and animal agriculture.

OBJECTIVE 2.3: Reduce Vulnerability to Natural and Manmade Threats to the Agriculture Industry.

PRIORITY ACTIONS:

2.3.1. Expand and enhance statewide pest, pesticide, agricultural disease, and food contamination monitoring capabilities.

2.3.2. Enhance and upgrade the statewide threat reporting system for threats against the agriculture industry.

2.3.3. Ensure sufficient laboratories and specialized facilities to analyze pest and disease samples.

2.3.4. Expand the network of permanent road stations throughout the state used to minimize the artificial introduction of plant and animal pests and diseases.

2.3.5. Ensure sufficient training for all disease detection stakeholders.

OBJECTIVE 2.4: Enhance the Safety of Schools in Texas.

PRIORITY ACTIONS:

2.4.1. Ensure the availability of enhanced web-based tools to conduct vulnerability self-assessments and meet security audit requirements.

2.4.2. Ensure the availability of enhanced web-based emergency operations planning tools to develop school safety and emergency response plans.

2.4.3. Ensure the availability of train-the-trainer programs to educate school officials on all aspects of security-related school safety.

2.4.4. Ensure schools participate in drills and all-hazards exercises.

2.4.5. Incorporate and implement Citizen Corps programs through training and outreach in schools to emphasize student and staff preparedness and safety.

OBJECTIVE 2.5: Use Mitigation Programs to Reduce the Threats Natural Disasters Pose to People and Property.

PRIORITY ACTIONS:

2.5.1. Upgrade the multi-year statewide hazard vulnerability assessment process.
2.5.2. Upgrade the system used to update state mitigation strategies based on vulnerability assessments across all jurisdictions.
2.5.3. Ensure jurisdictions and agencies complete hazard mitigation plans and implement local-level mitigation projects.
2.5.4. Ensure that private/commercial stakeholders are integrated into agency hazard mitigation plans.


PRIORITY ACTIONS:
2.6.1. Enhance security features in state driver licenses and identification cards to include the use of biometrics.
2.6.2. Ensure sufficient investigative capabilities to address duplicate applications for driver licenses and other identification cards.

GOAL 3 - Prepare to minimize damage through rapid, decisive response, and quickly recover from terrorist attacks and other disasters.

OBJECTIVE 3.1: Achieve Statewide Communications Interoperability in Texas.

PRIORITY ACTIONS:
3.1.2. Ensure all future radio system acquisitions are interoperable and in compliance with the Statewide Communication Interoperability Plan and the P25 suite of standards.
3.1.3. Ensure redundant communications capabilities in the event of a disaster.

OBJECTIVE 3.2: Continually Improve the Ability to Employ the National Incident Management System (NIMS) as the Statewide Standard Incident Command System for Addressing all Hazards.

PRIORITY ACTIONS:
3.2.1. Continually improve the ability to use NIMS throughout the state by providing guidance, coordination and training opportunities to state agencies and regional and local jurisdictions.
3.2.2. Continually improve proficiency in using the incident management software employed in all incident command centers – state, regional, and local.

OBJECTIVE 3.3: Maximize Response Capabilities by Expanding the Statewide Regional Response and Mutual Aid Network.

PRIORITY ACTIONS:
3.3.1. Ensure the routine, periodic review and update of all mutual aid agreements throughout Texas to expand and upgrade integrated, interoperable, cooperative emergency response among jurisdictions statewide.
3.3.2. Manage statewide data on first responder equipment and specialized teams through TxMAP and other supporting information sharing systems. Ensure first responders and leaders statewide are trained to input and access essential TxMAP information.
3.3.3. Conduct periodic reviews of state, regional and local emergency plans to ensure they are updated, meet state emergency planning standards, and address all hazards including WME and IEDs.
3.3.4. Expand the use of trained and vetted volunteers for state, regional, and local homeland security and response activities. Incorporate citizens and corporations into the volunteer scheme.

**OBJECTIVE 3.4:** Amplify Public Health Community Capabilities to Support Multi-Agency and Multi-Jurisdictional Response and Recovery Efforts for all Hazards, Including CBRNE Events.

**PRIORITY ACTIONS:**

3.4.1. Improve the ability of all local and regional medical facilities to implement NIMS and the standardized Incident Command System (ICS), and ensure personnel are fully trained.

3.4.2. Continue to improve the state's ability to ensure mass prophylaxis and medical countermeasure distribution and dispensing capabilities.

3.4.3. Assess medical surge capabilities statewide, and build capabilities in a prioritized manner based on risk.

3.4.4. Ensure that decontamination assets are accessible throughout the state and provide the appropriate capacity.

**OBJECTIVE 3.5:** Integrate Homeland Security Training across all Agencies, Jurisdictions and Disciplines.

**PRIORITY ACTIONS:**

3.5.1. Ensure adequate homeland security training is made available to, and completed by all first responders and key stakeholders throughout the state.

3.5.2. Ensure adequate homeland security training is available to and completed by leaders with homeland security responsibilities throughout the state.

3.5.3. Routinely assess homeland security training requirements within the state, and update implementation strategies to address shortfalls.

3.5.4. Ensure all training courses, where appropriate, address the requirements of the special needs population.

**OBJECTIVE 3.6:** Fully Integrate Homeland Security Exercises Across all Jurisdictions and Disciplines, to Include Exercises Related to the National Planning Scenarios, Medical Surge and Mass Prophylaxis, and Hurricane Evacuation.

**PRIORITY ACTIONS:**

3.6.1. Use homeland security exercises planned and conducted throughout the state as a vehicle to provide an accurate assessment of homeland security needs within each region.

3.6.2. Use state guidelines to monitor and evaluate homeland security exercises in Texas to ensure they are aligned with applicable national planning guidance.

3.6.3. Ensure all homeland security functions are addressed and each region of the state is represented in the exercise program.

3.6.4. Perform a multi-disciplinary evaluation of ways to improve urban area evacuations in Texas that addresses all aspects of evacuation, with emphasis on traffic flow, motorist fuel supply, and vehicle breakdown.
OBJECTIVE 3.7: Ensure Updated and Validated Emergency Plans are in Place at Agencies that Provide Vital Public Services – Include Public and Private Stakeholders.

PRIORITY ACTIONS:
3.7.1. Continually review, update, and upgrade emergency and disaster-related plans statewide.
3.7.2. Continually review, update, and upgrade the processes used to identify regional and local agencies that should maintain a current Continuity of Operations (COOP) plan, and help validate the plans.
3.7.3. Ensure that all critical facilities, including water and sewage systems, publicly-owned hospitals, law enforcement headquarters, and government offices have alternate sources of energy in the event power lines are damaged or destroyed.

OBJECTIVE 3.8: Increase Citizen Participation in Statewide Preparedness Efforts.

PRIORITY ACTIONS:
3.8.1. Expand the Texas Citizen Corps by capitalizing on Citizen Corps Councils in each of the state’s 24 regional Councils of Government (COGs).
3.8.2. Expand, enhance, and increase use of media and communications campaigns to ensure public awareness of community preparedness for all hazards.
3.8.3. Expand, enhance, and increase use of media and communications campaigns to increase participation in the Texas Citizen Corps.
3.8.4. Conduct regional train-the-trainer classes to expand the capabilities of Citizen Corps and Community Emergency Response Teams (CERTs).
3.8.5. Support the development and implementation of a coordinated statewide volunteer management strategy that accounts for all volunteer programs that support homeland security and emergency management, including a coordinated statewide database available to appropriate agents.

OBJECTIVE 3.9: Maintain Effective Ways to Alert Local Leaders and the Public About All Hazards in Their Communities.

PRIORITY ACTIONS:
3.9.1. Leverage the 2-1-1 information and referral system to provide hazard and emergency information to the public.
3.9.2. Ensure Texans with special needs receive emergency information, and facilities that care for individuals with special needs maintain evacuation and transportation plans.
3.9.3. Develop innovative means of using the public communication system to assist in public alert and information sharing for all hazards.