



FREQUENTLY ASKED QUESTIONS

State Homeland Security Program (Non-Disaster Grant, Federal Funded)

This FAQ is broken up into the four phases of grant management: Pre-Award, Award, Post-Award, and Closeout.

Pre-Award

1. What is the name of the Grant and Acronym?

Homeland Security Grant Program (HSGP); State Home Security Program (SHSP)

What is the intent/purpose of the grant?

One of the core missions of DHS/FEMA is to enhance the ability of state, territory, local, and tribal governments to prevent, protect against, respond to, and recover from terrorist attacks and other disasters. DHS/FEMA's comprehensive suite of grant programs is an important part of the Administration's larger coordinated effort to strengthen homeland security preparedness. The HSGP is one tool in a comprehensive set of initiatives authorized by Congress and implemented by the Administration to help strengthen the Nation against risks associated with potential terrorist attacks. As appropriated by Congress and described in the Notice of Funding Opportunity (NOFO) issued by FEMA, the HSGP is intended to "support state and local 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."

2. What is the CFDA number for the grant?

97.067

3. Why is the grant important to Virginia?

This grant allows local governments to apply for funding to meet their capability and security gaps based on threat hazard identification and risk assessment (THIRA) and Stakeholder Preparedness Review (SPR). In addition to local competitive projects, VDEM passes through funding to local special operations teams, which include technical rescue/search and rescue, radio caches, incident management teams, and hazardous materials teams.

4. Who can apply for this grant (list all)?

The State Administrative Agency (VDEM) is the only entity eligible to submit HSGP applications to FEMA. Local governments may apply to VDEM, and a state agency may be a supporting agency for a local government application.

5. When does the grant application period typically open?

Spring

6. What is the process for the sub-applicant to apply?

VDEM sets up an application portal through Old Dominion University for applications to be submitted.

7. Who reviews and approves the projects (state, federal, subject matter experts)? Please describe.

VDEM staff, Subject Matter Experts (SMEs), and Peers review applications. The list of applicants that are recommended for funding is then provided to VDEM, and VDEM leadership reviews and approves the projects. Program Analysts at FEMA Headquarters conduct a federal review.

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8. What special grant requirements must be addressed in the application?

For purposes of SHSP, DHS/FEMA requires states, territories, and Urban Areas to complete a THIRA and an SPR. It then prioritizes grant funding to help close capability gaps or sustain the capabilities identified in this process.

9. Are there scoring criteria? If so, what are they?

Criteria for SME reviews are: risk, benefit, vetted regionalism, and resource sharing. Criteria for peer reviews are scope, capability linkage, sustainment, whole of community, project management, performance measurement plan, and project replication.

10. What stakeholders are involved in the application process?

VDEM; peer reviewers, SMEs, the Secretary of Public Safety and Homeland Security, and FEMA.

11. How are stakeholders and potential sub-applicants notified?

VDEM publicizes grant funding opportunities through our grant listserv hosted by constant contact. It is a self-registration portal: <https://www.vaemergency.gov/divisions/finance/grants/> VDEM also posts grant deadlines through our social media pages and grant webpage.

12. What is VDEM's role in the application process?

VDEM reviews, monitors, and vets projects for eligibility and alignment with federal and state priorities.

13. Is there a cost share involved?

No, this grant is 100% federally funded.

14. Are there any application resources that applicants need to be aware of? List documents and where to find them.

The resources are the NOFO and the Preparedness Grants Manual at <https://www.fema.gov/grants/preparedness/manual>

15. When can the applicant expect to be notified if their grant is approved or not?

4–5 months after the VDEM application deadline.

Award

1. When the application is approved and funds are obligated, how is the applicant notified?

Notification is by a grant award letter from <https://vdem.emgrants.com>.

2. What is the process of obligated funds? Is there an agreement?

Once an applicant receives the allocation, they have 30 days to complete the application package. After that, a sub-award agreement is prepared. Once the agreement is signed, the funds are open for spending. By signing the grant agreement, the sub-recipient agrees to all the terms and conditions associated with the award.

3. Can VDEM reimburse funds to a sub-recipient who has not agreed to the terms and conditions in the grant award?

VDEM cannot reimburse any funds if the terms and conditions of the grant award are not being met.

4. What is a period of performance?

This is the timeframe in which the actual project objectives must be met. This does not mean that all expenditures must be paid within this timeframe, but all of the work must be completed.

5. What is the liquidation period?

This is a 90-day period in which the sub-recipient must make final payments, reconcile expenditures,

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request final reimbursement, and closeout the award.

Post-Award

1. What are the responsibilities of the sub-recipient?

They are as follows: ensure that project scope is met, complete all reporting requirements, sufficiently document all expenditures, follow the terms and conditions of the grant agreement, submit reimbursement requests regularly, and advise the VDEM grants administrator of any key changes to scope, budget, or timeline.

2. How does the sub-recipient submit quarterly reports?

All quarterly reports are due to VDEM on the fifteenth day after the quarter ends. All quarterly reports must be submitted through <https://vdem.emgrants.com>

- January 1–March 30 (Due to VDEM April 15)
- April 1–June 30 (Due to VDEM July 15)
- July 1–September 30 (Due to VDEM October 15)
- October 1–December 31 (Due to VDEM January 15)

3. How does the sub-recipient submit time extension requests?

These must be submitted through <https://vdem.emgrants.com> at least 90 days before the end of the period of performance. Time extensions must include a justification for the additional time and a timeline for completing the scope of work.

4. How does the sub-recipient submit budget amendment requests?

These also are submitted through <https://vdem.emgrants.com>. Budget amendment requests must include the original budget line items and the proposed revised budget line items. VDEM is allowed to approve up to a 10% adjustment in a line item within the budget, but anything over 10% requires FEMA approval.

5. How does the sub-recipient submit reimbursement requests?

Reimbursement requests are submitted through <https://vdem.emgrants.com>. Sub-recipients must identify expenses and upload supporting documentation for each expense. Once all expenses are identified and the documentation is uploaded, you may request reimbursement for those expenses. VDEM grants administrators review reimbursement requests for eligibility and completeness.

6. How does the sub-recipient document match?

A match is not required for this grant.

7. What type of documentation is required for reimbursement?

It is the responsibility of the sub-recipient to provide sufficient documentation for all expenditures. VDEM cannot reimburse a subrecipient for an expenditure that was not adequately documented. Documentation typically takes the form of executed contracts and invoices, purchases of supplies and materials, labor rates and hours worked, and proof that the sub-recipient paid that particular expenditure.

Closeout

1. How long after the period of performance ends does the sub-recipient have to request closeout?

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90 days after the period of performance ends.

2. What is the process to request a closeout of requesting a closeout of the project?

The request for closeout must be submitted through <https://vdem.emgrants.com>. A closeout checklist will be provided.

3. Must performance metrics (program) be documented as part of the completion of the grant?

Successful completion of milestones must be documented in the final progress report to be included in the Biannual Strategy Implementation Report (BSIR).

4. How long must documents be retained?

Documents must be retained for 3 years from the closeout date.

5. How are the sub-recipients notified of the grant closeout?

Sub-recipients receive an email stating the GAN (Grant Adjustment Notice) is available in <https://vdem.emgrants.com> for downloading.