Fiscal Year 2023
State Homeland Security Program

Alabama Supplement to the Federal Notice of Funding Opportunity

March 2023

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Program Overview and Eligibility

Federal and State Program Guidance

On February 27, 2023, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) issued the Fiscal Year (FY) 2023 Homeland Security Grant Program (HSGP), Notice of Funding Opportunity (NOFO) and the FEMA Preparedness Grants Manual. The State Homeland Security Program (SHSP) is a central part of the HSGP and assists state, local, tribal, and territorial efforts to build, sustain, and deliver the core capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism. For FY 2023, the State of Alabama has been allocated $4,847,500 under the SHSP.

The Alabama Law Enforcement Agency (ALEA) is the State Administrative Agency (SAA) for the SHSP and is the only entity in Alabama authorized to submit a grant application directly to DHS/FEMA. All other potential applicants in Alabama must submit their SHSP application to ALEA consistent with the NOFO, Preparedness Grants Manual, and this guidance.

Purpose of the Alabama Supplement

The FY 2023 SHSP Alabama Supplement to the NOFO (State Supplement) is intended to complement, rather than replace, the NOFO and the FEMA Preparedness Grants Manual. Eligible Applicants, referred to hereafter as Subrecipients, are highly encouraged to thoroughly read the NOFO and the Preparedness Grants Manual before referring to this State Supplement. The State Supplement will highlight additional Alabama policies and requirements applicable to the FY 2023 SHSP. **Moreover, if there are any conflicts or differences between the State Supplement and the NOFO, the State Supplement shall prevail and govern.**

Key Application Dates and Timeline

- Project Application Training Period: **May 15 – May 31, 2023**

- Project Application Period Opens: **June 1, 2023**

- Project Application Period Closes: **August 1, 2023**

- Project Review by ALEA Completed: **September 1, 2023**

- Project Scoring Completed: **October 15, 2023**

- Awards Announced: **October 30, 2023**

- Grant Period of Performance: **18 months**

Subrecipients will receive a formal notification of award via Alabama Grants (AGATE) no later than 45 days after ALEA accepts the federal grant award. Subrecipients must accept the award from ALEA within 20 calendar days of the notification. Once the award is accepted, reimbursement of eligible subaward expenditures may be requested.

Eligible Subrecipients

Subrecipients include counties, cities, state agencies, departments, commissions, certain non-profits, and boards, and state and federally recognized tribes located in Alabama. All proposed projects from Subrecipients must be submitted through the AGATE web portal during the project application period. A breakdown of the project application template in AGATE is set out in Appendix A.

All Subrecipients must follow the programmatic requirements in the NOFO, FEMA Preparedness Grants Manual, and the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in Title 2, Code of Federal Regulations (C.F.R.), Part 200.

Unique Entity Identifier

Effective April 4, 2022, the Federal Government transitioned from using the Data Universal Numbering System (DUNS) number, to a new, non-proprietary identifier known as a Unique Entity Identifier or UEI. All Subrecipients must have a UEI number from SAM.gov to be eligible to receive a SHSP award.

Debarred/ Suspended Parties

Subrecipients must not make or permit any award (subaward or contract) at any tier, to any party, that is debarred, suspended, or otherwise excluded from, or ineligible for, participation in federal assistance programs.

Subrecipients must obtain documentation of eligibility before making any subaward or contract using SHSP funds and must be prepared to present supporting documentation to ALEA or DHS/FEMA monitors and auditors.

Before entering into a Grant Subaward, the Subrecipient must notify ALEA if it knows if any of the principals under the subaward fall under one or more of the four criteria listed at 2 C.F.R. § 180.335. The rule also applies to Subrecipients who pass through funding to other local entities.

If at any time after accepting a subaward, Subrecipients learn that any of its principals fall under one or more of the criteria listed at 2 C.F.R. § 180.335, immediate written notice must be provided to ALEA and all grant activities halted until further instructions are received from ALEA. The rule also applies to subawards passed through by Subrecipients to local entities.

Investment Areas and Project Requirements

Alabama Grant Policy and Administration

Alabama's policy for FY 2023 is to administer the SHSP as a mix of competitive and non-competitive awards. ALEA, acting as the SAA, will determine funding amounts allocated for competitive and non-competitive awards. Competitive awards will be made following a review and scoring by the state's project review committee overseen by ALEA. All proposed and approved SHSP projects must have a nexus to terrorism preparedness.

FY 2023 Alabama Investment Areas

For FY 2023, Alabama will submit 10 investment justifications (IJs) to DHS/FEMA covering 10 unique areas. All Subrecipient projects must be submitted under one of the following 10 investment areas. The following lists the 10 IJs and sample projects. The sample projects are an illustrative but not an exhaustive list of the types of projects that fit under the 10 IJs.

Investment Area	Sample Projects
1. Protect Soft Targets and Crowded Places **(National Priority)**	Physical security enhancements • Security cameras (closed-circuit television) • Security screening equipment for people and baggage • Lighting • Access controls • Fencing, gates, barriers, etc.
2. Information Sharing and Cooperation **(National Priority)**	• Fusion center operations • Information sharing with all DHS components; fusion centers; other operational, investigative, and analytic entities; and other federal law enforcement and intelligence entities • Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition, assessment, analysis, and mitigation • Identification, assessment, and reporting of threats of violence • Joint intelligence analysis training and planning with DHS officials and other entities designated by DHS
3. Combating Domestic Violent Extremism **(National Priority)**	• Open-source analysis of disinformation and misinformation campaigns, targeted violence and threats to life, including tips/leads, and online/social media-based threats • Sharing and leveraging intelligence and information, including open-source analysis • Execution and management of threat assessment programs to identify, evaluate, and analyze indicators and behaviors indicative of domestic violent extremists • Training and awareness programs (e.g., through social media, suspicious activity reporting [SAR] indicators and behaviors) to help prevent radicalization • Training and awareness programs (e.g., through social media, SAR indicators and behaviors) to educate the public on misinformation and disinformation campaigns and

	resources to help them identify and report potential instances of domestic violent extremism
4. Enhancing Election Security **(National Priority)**	- Physical security planning support - Physical/site security measures – e.g., locks, shatterproof glass, alarms, access controls, etc. - General election security navigator support - Cyber navigator support - Cybersecurity risk assessments, training, and planning - Projects that address vulnerabilities identified in cybersecurity risk assessments - Iterative backups, encrypted backups, network segmentation, software to monitor/scan, and endpoint protection - Distributed Denial of Service protection - Migrating online services to the ".gov" internet domain - Online harassment and targeting prevention services - Public awareness/preparedness campaigns discussing election security and integrity measures
5. Enhancing Cybersecurity **(National Priority)**	- Cybersecurity risk assessments - Migrating online services to the ".gov" internet domain - Projects that address vulnerabilities identified in cybersecurity risk assessments - Improving cybersecurity of critical infrastructure to meet minimum levels identified by the Cybersecurity and Infrastructure Security Agency (CISA), and the National Institute of Standards and Technology Cybersecurity Framework - Adoption of cybersecurity performance goals (Cross-Sector Cybersecurity Performance Goals | CISA) - Cybersecurity training and planning
6. Community Preparedness and Resilience **(National Priority)**	- Establish, train, and maintain Community Emergency Response Teams (CERT) and Teen CERT, with a focus on historically undeserved communities, including procurement of appropriate tools, equipment and training aides - Local delivery of CERT Train-the-Trainer and CERT Program Manager to build local program training and maintenance capacity - Provide continuity training, such as FEMA's Organizations Preparing for Emergency Needs training, to faith-based organizations, local businesses, and community-based organizations such as homeless shelters, food pantries, nonprofit medical providers and senior care facilities to bolster their resilience to all hazards - Partner with local school districts to deliver the Student Tools for Emergency Planning curriculum or other educational programming to guide students on how to create emergency kits and family communications plans - Partner with key stakeholders to assist with completing the

	Emergency Financial First Aid Kit or a similar tool to bolster the disaster centric financial resilience of individuals and households • Execute You are the Help Until the Help Arrives workshops in concert with community-based organizations to bolster individual preparedness • Target youth preparedness using FEMA programing such as Prepare with Pedro resources and Ready2Help • Promote community planning, coordination, and integration of children's needs during emergencies through workshops like FEMA's Integrating the Needs of Children • Community Mapping: identify community resources and characteristics in order to identify gaps in resources, identify hazards and vulnerabilities, and inform action to promote resilience • Provide training and awareness programs with key stakeholders (e.g., through social media, community and civic organizations) to educate the public on misinformation and disinformation campaigns to increase individual and community resilience. • Support integrated and cross-jurisdictional preparedness planning that considers how the community develops networks of information-sharing and collaboration among community-based organizations and government institutions to enable a quicker recovery from multiple threats, including terrorist actions
7. Alabama Mutual Aid System (AMAS)	• Only those teams that are currently part of the AMAS are eligible to submit projects • Plans, equipment, training, or exercises to support the AMAS teams
8. Emergency Communications and Coordination	• Mobile/portable radios • Computer aided dispatch systems • Emergency Operation Centers/Command Post planning, equipment, training, and exercises • Emergency management planning • Alert and warning systems • Radio towers • Tactical Interoperable Communications Plans updates • Statewide Communications Interoperability Plan updates
9. Law Enforcement Homeland Security Operations	• Planning, equipment, training, or exercises for special weapons and tactics teams • Planning, equipment, training, or exercises for public safety dive teams • Planning, equipment, training, or exercises for public safety bomb squads • Planning, equipment, training, or exercises for mobile field force units • Regional counterterrorism training programs for small, medium, and large jurisdictions to exchange information

	and discuss the current threat environment, lessons learned, and best practices to help prevent, protect against, and mitigate acts of terrorism • Support for coordination of regional full-scale training exercises (federal, state, and local law enforcement participation) focused on terrorism-related events • Law enforcement Chemical, Biological, Radiological, Nuclear, and high yield Explosives detection and response capabilities, such as bomb detection/disposal capability deployment, sustainment, or enhancement, including canine teams, robotics platforms, and x-ray technology • Building and sustaining preventive radiological and nuclear detection capabilities, including those developed through the Securing the Cities initiative
10. Fire, EMS, and Public Health Operations	• Fire service equipment, training, or exercises • Emergency medical technician training and equipment • Medical equipment stockpiling • Medical surge equipment or plans • Medical counter measures planning and exercises • Medical supplies • Patient tracking systems

Project Funding Minimums and Caps

For FY 2023, the following funding minimums and caps shall apply.

- The minimum funding amount for any one project shall be $10,000, except for AMAS projects which shall have no minimum funding level. Any single project application seeking less than $10,000, except for an AMAS project, shall be deemed ineligible and will not be reviewed or scored for an award.
- The maximum funding allowable for any one project shall be $200,000, except for any one mobile or portable radio project which shall be capped at $50,000. Any single project application seeking more than $200,000, or any single mobile or portable radio project seeking more than $50,000, shall be deemed ineligible and will not be reviewed or scored for an award.

FY 2023 National Priorities

In FY 2023, DHS/FEMA has designated six (6) National Priority areas (see above). At least thirty (30) percent of Alabama's total SHSP award must be spent on the National Priorities. These projects also undergo heightened review for effectiveness by FEMA. Projects requiring additional information for DHS/FEMA to determine effectiveness of the project, or projects deemed ineffective, will have a hold placed on their subaward pending submission of requested information and DHS/FEMA approval.

The National Cybersecurity Review

The National Cybersecurity Review (NCSR) is a required assessment for all Subrecipients of SHSP funding to be completed between October and February 2024. The NCSR is a no-cost, anonymous, and annual self-assessment designed to measure gaps and capabilities of state, local, tribal, territorial, nonprofit, and private sector agencies' cybersecurity programs.

FEMA recognizes that some subawards will not be issued until after the NCSR has closed. In these cases, Subrecipients will be required to complete the first available NCSR offered after the subaward has been issued by ALEA.

The Chief Information Officer (CIO), Chief Information Security Officer (CISO), or equivalent at the jurisdiction or agency receiving the award should complete the NCSR. If there is no CIO or CISO, the most senior cybersecurity professional should complete the assessment. Additional information may be found in FEMA IB 439 and FEMA IB 429a.

Emergency Communications Projects

All Subrecipient emergency communications projects must comply with the SAFECOM Guidance on Emergency Communications Grants and in their application demonstrate how such activities align with the goals of the Alabama Statewide Communications Interoperability Plan.

Allowable and Unallowable Spending

Allowable Equipment

Allowable SHSP equipment is listed on the [FEMA Authorized Equipment List](#) (AEL) website. Only equipment on the AEL may be purchased with SHSP funds.

Special rules apply to pharmaceutical purchases, medical countermeasures, and critical emergency supplies; refer to page A-16 of the Preparedness Grants Manual for additional information.

Expenditures for general purpose equipment are allowable if they align to and support one or more core capabilities identified in the National Preparedness Goal, and in addition, are deployable/sharable through the Emergency Management Assistance Compact, and allowable under 6 U.S.C. § 609. Refer to the FY 2023 NOFO and Preparedness Grants Manual for examples of allowable general-purpose equipment.

Equipment Maintenance/Sustainment

Use of SHSP funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable as described in FEMA [IBs 336](#) and [379](#), as well as Grant Programs Directorate (GPD) Policy [FP-205-402-125-1](#).

Unallowable Equipment and Expenses

The following items and expenses are not allowable under the SHSP per Alabama's State Supplement guidance.

- Weapons and weapon accessories
- Boats or watercraft
- Unmanned aerial systems/vehicles/drones
- Operational overtime
- Technology to mitigate or counter unmanned aerial systems/vehicles/drones

Telecom Equipment and Services Prohibitions

Effective August 13, 2020, section 889(f)(2)-(3) of the [John S. McCain National Defense Authorization Act for FY 2019 (NDAA)](#) and [2 C.F.R. § 200.216](#) prohibit DHS/FEMA Recipients and Subrecipients (including their contractors and subcontractors) from using any FEMA funds under open or new awards for the following telecommunications equipment or services:

1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);

2) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications

Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Please see FEMA Policy #405-143-1 for additional information.

Grant Management Requirements

Reimbursement

The SHSP is a reimbursement-based grant program. This means Subrecipients are required to spend their own funds first and then file a claim for reimbursement of allowable expenses under the grant. All claims for reimbursement are due to ALEA within 30 days of the end of the month in which the expenses were incurred. Incomplete/incorrect reimbursement claims or claims requiring additional information/clarification will be returned for correction and resubmission. No payments will be processed for incorrect claims. **Subrecipients must submit all reimbursement claims through AGATE.**

"On Behalf Of"

ALEA may, in conjunction with local Subrecipients, designate funds "on behalf of" local Subrecipient entities who choose to decline or fail to utilize their subaward in a timely manner.

Subrecipient Grants Management Assessment

Per [2 C.F.R. § 200.332](#), ALEA is required to evaluate the risk of non-compliance with federal statutes, regulations, and grant terms and conditions posed by each Subrecipient of pass- through funding. The Subrecipient checklist contains questions related to an organization's experience in the management of federal grant awards. It is used to determine and provide an appropriate level of technical assistance, training, and grant oversight to Subrecipients during the subaward. The checklist/questionnaire must be completed in AGATE prior to or as part of the subaward.

Federal Funding Accountability and Transparency Act (FFATA) Financial Disclosure

Subrecipients must complete the FFATA Financial Disclosure Form in AGATE to provide the information required by the Federal Funding Accountability and Transparency Act of 2006.

Certification Regarding Lobbying

Subrecipients must complete the Certification Regarding Lobbying Form in AGATE to certify lobbying activities, as stipulated by the Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352.

Standard Assurances

The Standard Assurances list the requirements to which the Subrecipients will be held accountable. All Subrecipients must submit through AGATE the FY 2023 Standard Assurances as part of their FY 2023 SHSP award acceptance.

NOTE: Self-created Standard Assurances will not be accepted

Modifications

Post-award budget and scope modifications must be requested to ALEA through the AGATE website. Subrecipients must provide a written justification with all modification requests using the modification form in AGATE.

Subrecipients may implement grant modification activities, and incur associated expenses, only after receiving written final approval of the modification from ALEA.

Modifications to National Priority Projects have additional federal restrictions as indicated below.

- Modifications to National Priority projects that do not change the project scope and do not decrease the overall project budget can be processed via regular modification request.
- Modifications to National Priority projects that change the project scope or decrease the overall project budget will require DHS/FEMA approval.

Procurement Standards and Written Procedures

Subrecipients must conduct procurement utilizing documented local government procurement standards and procedures, or the federal procurement standards found in 2 C.F.R. Part 200, whichever is more strict. Procurement standards must also contain a written conflict of interest policy which reflects applicable federal, state, local, and tribal laws.

Effective June 20, 2018, the micro-purchase threshold was increased from $3,500 to $10,000, and the simplified acquisition threshold was increased from $150,000 to $250,000. These increases apply to all Subrecipient procurements executed on or after June 20, 2018. Refer to IB 434 for additional information.

Procurement Documentation

Per 2 C.F.R. § 200.318(i), non-federal entities other than states and territories are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, contract type, contractor selection or rejection, and the basis for the contract price. For any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g). Documentation that would cover this information include, but are not limited to:
- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post- solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments, including required contract provisions; and other documents required by federal regulations applicable at the time a grant is awarded to a Subrecipient.

All noncompetitive procurements exceeding the simplified acquisition threshold must be approved by the local Purchasing Agent prior to submitting a request for ALEA approval and be consistent with Alabama law on "sole source" procurements. A copy of the Purchasing Agent's approval must be provided to ALEA. ALEA may request additional documentation that supports the procurement effort.

Environmental Planning and Historic Preservation

DHS/FEMA is required to ensure all activities and programs that are funded by the agency comply with federal Environmental Planning and Historic Preservation (EHP) regulations. Subrecipients proposing projects or activities (including, but not limited to, training, exercises, the installation of equipment, and construction or renovation projects) that have the potential to impact the environment, or a historic structure must participate in the EHP screening process. EHP Screening Memos must include detailed project information, explain the goals and objectives of the proposed project, and include supporting documentation.

EHP Screening Requests should be submitted to ALEA as early as possible. All projects/activities triggering EHP must receive DHS/FEMA written approval prior to commencement of the funded activity.

Updated information may be referenced in the FEMA GPD EHP Policy Guidance.

Inventory Control and Property Management

Subrecipients must use standardized resource management concepts for resource typing and credentialing, in addition to maintaining an inventory by which to facilitate the effective identification, dispatch, deployment, tracking, and recovery of SHSP funded resources. Subrecipients must have an effective inventory management system, to include:
- Property records that document description, serial/ID number, fund source, title information, acquisition date, cost, federal cost share, location, use, condition, and ultimate disposition;
- A physical inventory conducted at least every two years;
- A control system to prevent loss, damage, and theft of grant purchased equipment and supplies; and
- Adequate maintenance procedures to keep the property in good condition.

Equipment Disposition

When original or replacement equipment acquired under the SHSP is no longer needed for program activities, the Subrecipient must contact ALEA to request disposition instructions. See 2 C.F.R. § 200.313(e).

Extension Requests

Extensions to the initial period of performance identified in the subaward will only be considered through formal, written requests through AGATE. Upon receipt of the extension request, ALEA will do the following.
- Verify compliance with performance reporting requirements by confirming the Subrecipient has submitted all necessary performance reports;
- Confirm the Subrecipient has provided sufficient justification for the request; and
- If applicable, confirm the Subrecipient has demonstrated sufficient progress in past situations where an extension was authorized by ALEA.

Extension requests will be granted only due to compelling legal, policy, or operational challenges, must be project-specific and will only be considered for the following reasons.

- Contractual commitments with vendors that prevent completion of the project within the period of performance;
- The project must undergo a complex environmental review which cannot be completed within this timeframe;
- Projects are long-term by design and therefore, acceleration would compromise core programmatic goals; and
- Where other special circumstances exist.

To be considered, extension requests must be received no later than 30 days prior to the end of the Subrecipient's period of performance and must contain specific and compelling justifications as to why an extension is required. All extension requests must address the following.

- Grant program, fiscal year, and award number;
- Reason for delay;
- Current status of the activity/activities;
- Approved period of performance termination date and new project completion date;
- Amount of funds drawn down to date;
- Remaining available funds, both federal and non-federal;
- Budget outlining how remaining federal and non-federal funds will be expended;
- Plan for completion, including milestones and timeframes for each milestone and the position/person responsible for implementing the plan for completion; and
- Certification the activity/activities will be completed within the extended period of performance without any modification to the original Project Scope.

General questions regarding extension requirements should be directed to ALEA. For extension requests that will require a federal extension of the grant period of performance, please see FEMA IB 379. Federal extension requests for personnel and salaries do not meet the requirements of IB 379 and will not be granted.

Progress Reports on Grant Extensions

All Subrecipients are required to submit progress reports indicating completed and future milestones on all projects. Progress reports must be submitted electronically via AGATE. Progress reports are due no later than 15 days from the last day of the quarter (i.e. January 1 to March 31, report is due by April 15).

Grant Monitoring

ALEA may actively monitor Subrecipients through day-to-day communications, programmatic site visits, desk, and on-site compliance assessments. The purpose of the compliance assessment is to ensure Subrecipients are following applicable state and federal regulations, grant guidelines, and programmatic requirements. Monitoring activities may include, but are not limited to, the following.

- Verifying entries recorded and submitted to ALEA are properly supported with source documentation;
- Eligibility of and support for expenditures, typically covering two to three years of data;
- Comparing actual Subrecipient activities to those approved in the grant application and subsequent modifications, including the review of timesheets and invoices as applicable;
- Procurements and contracts;
- Ensuring equipment lists are properly maintained and physical inventories are conducted; and
- Confirming compliance with:
- Standard Assurances, and
- Information provided on performance reports and payment requests.

Suspension and Termination

ALEA may suspend or terminate grant funding, in whole or in part, or other measures may be imposed for any of the following reasons.

- Failure to submit required reports.
- Failure to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
- Failure to comply with the requirements or statutory progress toward the goals or objectives of federal or state law.
- Failure to make satisfactory progress toward the goals or objectives set forth in the Subrecipient application.
- Failure to follow Grant Subaward requirements or Special Conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- False certification in the application or document.
- Failure to adequately manage, monitor, or direct the grant funding activities of their Subrecipients.

Before taking action, ALEA will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to informally resolve the problem.

Closeout

ALEA will close-out Subrecipient awards when it determines all applicable administrative actions and all required work of the federal award have been completed.

Subawards will be closed by ALEA after:
- All funds have been requested and reimbursed, or disencumbered;
- Receiving all applicable Subrecipient reports indicating all approved work has been completed, and all funds have been distributed;
- Completing a review to confirm the accuracy of reported information;
- Reconciling actual costs to subawards, modifications, and payments; and
- Verifying the Subrecipient has submitted a closeout report in AGATE showing all grant funds have been expended.

Records Retention

The records retention period is three (3) years from the date of the ALEA Grant Closeout letter, or until any pending litigation, claim, or audit started before the expiration of the three-year retention period has been resolved and final action is taken. Moreover, Subrecipients are required to maintain equipment records for at least 3 years after disposition.

Closed grants may still be monitored and audited. Failure to maintain all grant records for the required retention period could result in a reduction of grant funds, and an invoice to return costs associated with the unsupported activities.

If documents are retained longer than the required retention period, FEMA, the DHS Office of Inspector General, Government Accountability Office, and pass-through entity have the right to access these records as well. See 2 C.F.R. §§ 200.334, 200.336.

Appendix A
FY 2023 Alabama Project Template Sections, Score Values, and Requirements

Project Section Title	Section Score Value	Section Requirements
Alabama Investment Area	N/A	Choose which of the 10 Alabama State IJs the project falls under.
Project Name	N/A	Provide a clear and concise name for the project.
Project Description	15%	Describe the following. • Who the project is for • What the project entails/involves • Where the project will take place or be implemented • When the project will start and end • Why the project is necessary, i.e., what the intended benefit will be
Capability Gaps and Needs	25%	For each applicable solution area, describe what capability gaps your agency or jurisdiction currently has that demonstrate the need for this project. Planning: Organization: Equipment: Training: Exercises:
BSIR Data • **Build or Sustain** • **Primary Core Capability** • **Deployable** • **Shareable** • **EHP**	5%	Will this project primarily build or sustain capability? Pick the primary Core Capability this project will support building or sustaining (drop down menu). Is the capability or asset built or sustained by this project deployable to the field? Is the capability or assert built or sustained by this project shareable with other jurisdictions? Does this project require new construction, renovation, retrofitting, or modifications of existing structures?
Project Implementation	25%	For each applicable solution area, describe in detail how the project will either close a capability gap or build/sustain a capability for your agency or jurisdiction. Planning: Organization:

Project Section Title	Section Score Value	Section Requirements
		Equipment: Training: Exercises:
Milestones	15%	Provide a complete, orderly, and sequential list of up to 10 project milestones with start and end dates and provide a clear description for each milestone.
Budget Narrative	15%	Provide a complete budget narrative that accounts for all project funding, and clearly break out the budget by the applicable solution areas of planning, organization, equipment, training, and exercises. Planning: Organization: Equipment: Training: Exercises: - For each equipment item list the appropriate category of equipment from the Authorized Equipment List (AEL) the item falls under - For each equipment item list its AEL number - For each equipment item list its unit price - For each equipment item list the discipline, e.g., law, fire, emergency management, etc., that will be responsible for maintaining/holding the item
2 CFR 200.500	N/A	Does your agency spend $750,000 or more in federal grant funds per fiscal year? (See 2 CFR 200.500)

Appendix B
Core Capabilities

˅Planning
- **Mission Areas**: All
- **Description**: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.

˅Public Information and Warning
- **Mission Areas**: All
- **Description**: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

˅Operational Coordination
- **Mission Areas**: All
- **Description**: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

˅Forensics and Attribution
- **Mission Area**: Prevention
- **Description**: Conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for an attack and for the preparation for an attack in an effort to prevent initial or follow-on acts and/or swiftly develop counter-options.

˅Intelligence and Information Sharing
- **Mission Areas**: Prevention, Protection
- **Description**: Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by local, state, tribal, territorial, federal, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate.

˅Interdiction and Disruption
- **Mission Areas**: Prevention, Protection
- **Description**: Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.

˅Screening, Search, and Detection
- **Mission Areas**: Prevention, Protection
- **Description**: Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio surveillance, sensor technologies, or physical investigation and intelligence.

˅Access Control and Identity Verification
- **Mission Area**: Protection
- **Description**: Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.

⌄Cybersecurity
- **Mission Area**: Protection
- **Description**: Protect (and if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.

⌄Physical Protective Measures
- **Mission Area**: Protection
- **Description**: Implement and maintain risk-informed countermeasures, and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors.

⌄Risk Management for Protection Programs and Activities
- **Mission Area**: Protection
- **Description**: Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments.

⌄Supply Chain Integrity and Security
- **Mission Area**: Protection
- **Description**: Strengthen the security and resilience of the supply chain.

⌄Community Resilience
- **Mission Area**: Mitigation
- **Description**: Enable the recognition, understanding, communication of, and planning for risk and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents.

⌄Long-term Vulnerability Reduction
- **Mission Area**: Mitigation
- **Description**: Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.

⌄Risk and Disaster Resilience Assessment
- **Mission Area**: Mitigation
- **Description**: Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience.

⌄Threats and Hazards Identification
- **Mission Area**: Mitigation
- **Description**: Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.

⌄Critical Transportation
- **Mission Area**: Response
- **Description**: Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.

⌄Environmental Response/Health and Safety
- **Mission Area**: Response

- **Description**: Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities.

Fatality Management Services
- **Mission Area**: Response
- **Description**: Provide fatality management services, including decedent remains recovery and victim identification, working with local, state, tribal, territorial, insular area, and federal authorities to provide mortuary processes, temporary storage, or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.

Fire Management and Suppression
- **Mission Area**: Response
- **Description**: Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and the environment in the affected area.

Infrastructure Systems
- **Mission Area**: Response, Recovery
- **Description**: Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.

Logistics and Supply Chain Management
- **Mission Area:** Response
- **Description**: Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.

Mass Care Services
- **Mission Area**: Response
- **Description**: Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.

Mass Search and Rescue Operations
- **Mission Area**: Response
- **Description**: Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.

On-scene Security, Protection, and Law Enforcement
- **Mission Area**: Response
- **Description**: Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.

Operational Communications
- **Mission Area**: Response
- **Description**: Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.

Public Health, Healthcare, and Emergency Medical Services
- **Mission Area**: Response

- **Description**: Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations.

⌄ Situational Assessment

- **Mission Area**: Response
- **Description**: Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

⌄ Economic Recovery

- **Mission Area**: Recovery
- **Description**: Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.

⌄ Health and Social Services

- **Mission Area**: Recovery
- **Description**: Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.

⌄ Housing

- **Mission Area**: Recovery
- **Description**: Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.

⌄ Natural and Cultural Resources

- **Mission Area**: Recovery
- **Description**: Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and executive orders.