



State of Utah  
 Department of Public Safety  
 Division of Emergency Management

**State Homeland Security Program (SHSP) Project Planning Template**

<b>Investment</b>	
<b>Project Information</b>	
<b>Project Name</b>	
Project Description (1500 character maximum)	
Region	
Agency	
Zip Code	
Primary Core Capability	
Building or Sustaining	
Deployable?	
Shareable?	
<b>Project Alignment to Core Capabilities and Solution Areas</b>	
<b>Solution Area</b>	<b>Amount of Proposed Funding</b>
Planning	
Organization	
Equipment	
Training	
Exercise	
<b>Total</b>	
<b>Project Baseline and Management</b>	
<b>Project Management Step</b>	
<b>Project Start Date</b>	
<b>Project End Date</b>	
<b>Does this Project Require new construction, renovation, or retrofitting?</b>	

<b>Budget Breakdown</b>	
<b>Planning</b>	
Public Education and outreach	
Develop scenario plans that incorporate the range of prevention, protection, response and recovery activities	
Develop and implement homeland security support programs and adopt ongoing DHS National Initiatives	
Develop and enhance plans and protocols	
Develop related terrorism prevention activities	
Develop or conduct assessments	
Establish, enhance, or evaluate Citizen Corps related volunteer programs	
Hiring of full- or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)	
Conference to facilitate planning activities	
Materials required to conduct planning activities	
Travel/per diem related to planning activities	
Overtime and backfill costs (IAW operational Cost Guidance)	
Other project areas with Prior approval from FEMA	
Program Evaluations	
Other Authorized Personnel	
<b>Planning check</b>	
<b>Organization</b>	
Overtime for information, investigative, and intelligence sharing activities	
Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred during period of DHS-declared alert	
Travel and Per Diem	
Vehicle and Equipment Rentals	
Vehicle/Equipment Maintenance	
Fuel cost and/or Mileage Reimbursement management activities	
Hiring of full- or part-time staff or contractor for emergency mngmt	
Other Authorized Personnel	
<b>Organization check</b>	

<b>Budget Breakdown</b>	
<b>Equipment</b>	
AEL #1 - Personal Protective Equipment	
AEL #2 - Explosive Device Mitigation and Remediation Equipment	
AEL #3 - CBRNE Operational and Search and Rescue Equipment	
AEL #4 - Information Technology	
AEL #5 - Cyber Security Enhancement Equipment	
AEL #6 - Interoperable Communications Equipment	
AEL #7 - Detection	
AEL #8 - Decontamination	
AEL #9 - Medical	
AEL #10 - Power	
AEL #11 - CBRNE Reference Materials	
AEL #12 - CBRNE Incident Response Vehicles	
AEL #13 - Terrorism Incident Prevention Equipment	
AEL #14 - Physical Security Enhancement Equipment	
AEL #15 - Inspection and Screening Systems	
AEL #16 - Animal and Plants	
AEL #17 - CBRNE Prevention and Response Watercraft	
AEL #18 - CBRNE Aviation Equipment	
AEL #19 - CBRNE Logistical Support Equipment	
AEL #20 - Intervention Equipment	
AEL #21 - Other Authorized Equipment	
<b>Equipment Check</b>	

<b>Budget Breakdown</b>	
<b>Training</b>	
Overtime and backfill for emergency preparedness and response personnel attending FEMA-sponsored and approved training classes	
Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in FEMA training	
Training workshops and conferences	
Full- or part-time staff or contractors/consultants	
Travel	
Supplies	
Tuition for higher education	
Other items	
Other Authorized Personnel	
<b>Training Check</b>	
<b>Exercise</b>	
Design, Develop, Conduct, and Evaluate an Exercise	
Exercise planning workshop	
Full- or part-time staff or contractors/consultants	
Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in FEMA exercises	
Implementation of HSEEP	
Travel	
Supplies	
Other items	
Other Authorized Personnel	
<b>Exercise Check</b>	

<b>Milestones</b>		
<b>Milestones</b>	<b>Description</b>	<b>Date</b>
Milestone 1		
Milestone 2		
Milestone 3		

Give it a new name: "Agency" SHSP Project "Project Name"

# State Homeland Security Program (SHSP) Project Planning Template

## Instructions

### 1. Investment

- a. This is referring to our Investment Justification (Application) Investments. States are limited to 10 Investments, some of them are required as National Priority Areas while others are determined to best suit the needs and interests of participants throughout the state. You will need to select the investment that best fits the project you are creating.

<b>Investment</b>	Select an Investment
<b>Project Name</b>	Combating Domestic Violent Extremism Community Preparedness and Resilience Cybersecurity Enhancement Election Security Emergency Management Intelligence and Information Sharing Operational Communications
Project Description (1500 character maximum)	

- b. Currently, the Investments that proposed projects need to fit under are:
- i. **\*\*Combating Domestic Violent Extremism**
    1. Projects that should be placed under this investment are those that address the state's and high-risk urban area's efforts to combat the rise, influence, and spread of domestic violent extremism.
    2. Examples of CDVE projects include:
      - a. Open-source analysis of disinformation and misinformation campaigns, targeted violence and threats to life, including tips/leads, and online/social media-based threats;
      - b. Sharing and leveraging intelligence and information, including open-source analysis,
      - c. Execution and management of threat assessment programs to identify, evaluate, and analyze indicators and behaviors indicative of domestic violent extremists;
      - d. Training and awareness programs (e.g., through social media, suspicious activity reporting [SAR] indicators and behaviors) to help prevent radicalization;
      - e. 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
  - ii. **\*\*Community Preparedness and Resilience**
    1. Projects that should be placed under this investment are those that support community organizations and community emergency response teams with an emphasis on equity and proactively prioritizing actions that reinforce cultural competency, accessibility, and inclusion, as reflecting the historical context of specific groups of people. SHSP recipients are encouraged to explore how these projects can address the needs of underserved, at-risk communities to help ensure consistent and systematic, fair, just, and impartial treatment of all individuals before, during, and after a disaster.
    2. Examples of CPR projects include:
      - a. Establish, train, and maintain Community Emergency Response Teams (CERT) and Teen CERT, with a focus on historically underserved communities, including procurement of appropriate tools, equipment and training aides;

- b. Local delivery of CERT Train-the-Trainer and CERT Program Manager to build local program training and maintenance capacity;
- c. 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;
- d. 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;
- e. 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;
- f. Target youth preparedness using FEMA programming such as Prepare with Pedro resources and Ready2Help;
- g. Promote community planning, coordination, and integration of children's needs during emergencies through workshops like FEMA's Integrating the Needs of Children;
- h. Community Mapping: identify community resources and characteristics in order to identify gaps in resources, identify hazards and vulnerabilities, and inform action to promote resilience;
- i. 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.

iii. \*Cybersecurity Enhancement

- 1. Projects that should be placed under this investment are those that support the security and functioning of critical infrastructure and core capabilities as they relate to preventing, preparing for, protecting against, or responding to acts of terrorism.
- 2. Examples of cyber projects include:
  - a. Cybersecurity risk assessments
  - b. Migrating online services to the ".gov" internet domain
  - c. Projects that address vulnerabilities identified in cybersecurity risk assessments
  - d. 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
  - e. Cybersecurity training and planning

iv. \*Election Security

- 1. Projects that should be placed under this investment are those that support securing election infrastructure and ensuring an election free from foreign interference.
- 2. Examples of election security projects include:
  - a. Physical security planning support
  - b. Physical/site security measures – e.g., locks, shatter proof glass, alarms, etc.
  - c. General election security navigator support
  - d. Cyber navigator support
  - e. Cybersecurity risk assessments, training, and planning
  - f. Projects that address vulnerabilities identified in cybersecurity risk assessments

- g. Iterative backups, encrypted backups, network segmentation, software to monitor/scan, and endpoint protection
  - h. Distributed Denial Of Service protection
  - i. Migrating online services to the “.gov” internet domain
- v. Emergency Management
  - 1. Projects that should be placed under this investment are those that support Emergency Management Programs and Efforts throughout the State.
  - 2. Examples of emergency management projects include:
    - a. Development of Emergency Management Operations Centers (EOC), Mobile EOCs, Multi Agency Command Centers (MACC), Mobile MACCs, and other facilities necessary to facilitate All-Hazards Response.
    - b. Development of Emergency Operations Plans
    - c. Procurement of Emergency Management Equipment, such as logistical support equipment.
    - d. Training on concepts of ICS, NIMS, etc.
    - e. Exercising Emergency Operations Plans
- vi. \*\*Intelligence and Information Sharing
  - 1. Projects that should be placed under this investment are those that support the access to, analysis of, and the timely sharing of open source, unclassified, and classified information, suspicious activity reports, tips/leads, and actionable intelligence on indicators and behaviors to accurately identify, assess, and mitigate a wide array of threats against the United States.
  - 2. Examples of I&IS projects include:
    - a. Fusion center operations (Fusion Center project will be required under this investment, no longer as a stand-alone investment)
    - b. Information sharing with all DHS components; fusion centers; other operational, investigative, and analytic entities; and other federal law enforcement and intelligence entities
    - c. Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition, assessment, analysis, and mitigation
    - d. Identification, assessment, and reporting of threats of violence
    - e. Joint intelligence analysis training and planning with DHS officials and other entities designated by DHS
- vii. Emergency Communications
  - 1. Projects that should be placed under this project are those that support Operational Communications Capabilities, regardless of discipline, in alignment with the [Statewide Communications Interoperability Plan \(SCIP\)](#)
  - 2. Examples of operational communications projects include any projects in support of P-25 compliance or enhancing communications capabilities as outlined in the SCIP.
- viii. \*\*Soft Targets and Crowded places
  - 1. Projects that should be placed under this investment are those that support the collaboration of public and private sectors to enhance the security of locations such as transportation centers, parks, restaurants, shopping centers, special event venues, polling places, and similar facilities.
  - 2. Examples of STCP projects include:
    - a. Operational overtime
    - b. Physical security enhancements
    - c. Closed-circuit television (CCTV) security cameras, Security screening equipment for people and baggage, Lighting, Access controls, Fencing, gates, barriers, etc.

- d. Unmanned aircraft system detection technologies
- e. Public Information and Warning systems capable of reaching transient populations and geo-fencing gathering places.

ix. Terrorism Prevention Capabilities

- 1. Projects that should be placed under this investment are those that support any of the capabilities under the Prevention ([page 4-16](#)) and Protection ([page 17-39](#)) Mission areas with a nexus to terrorism that don't quite fit under one of the other investment.
- 2. Examples of TPC projects include:
  - a. Interdiction and Disruption projects supporting SWAT or Tactical entry Teams (weapons and weapon accessories are unallowable)
  - b. Enhancement of Screening, Search and Detection capabilities
  - c. Physical Protective measures that don't quite align with the Soft Targets and Crowded Places Investment, such as physical security enhancements for critical infrastructure.
  - d. Enhancement of accredited bomb squads and EOD capabilities

x. Terrorism Response Capabilities

- 1. Projects that should be placed under this investment are those that support any of the capabilities under the Response ([page 55-85](#)) Mission areas with a nexus to terrorism that don't quite fit under one of the other investments.
- 2. Examples of TRC projects include:
  - a. Development of HazMat Teams
  - b. Development of Urban Search and Rescue Teams
  - c. Development of Rescue Task Forces
  - d. Development of Mass Casualty Incident Response teams
  - e. Development of Sheltering Capabilities relating to an act of terrorism
    - i. All operational communications projects should be listed under the Emergency Communications Investment

- c. \* Investments marked with this are optional national priority areas, we do not have to have projects under this category but 30% of our overall award each year has to go to these (and the \*\*) categories. These include cybersecurity and election security.
- d. \*\*Investments marked with this are required national priority areas, these investments have a minimum investment requirement of 3% of our total award. Historically, the State Information and Analysis Center (SIAC) has meets the Combating Domestic Violent Extremism and Intelligence and Information Sharing Requirement. These include Combating Domestic Violent Extremism, Intelligence and Information Sharing, Soft Targets and Crowded Places, and Community Preparedness and Resilience.
- e. Projects under \* and \*\* are required to go through an Enhanced Effectiveness Review (EER) as part of the application review process. While we want all of our projects to meet the bar of the EER it's useful to keep this in mind, as projects under these categories may need a little more detail than the ones in our other investments.

2. Project Name and Project Description

- a. Each project will need a unique name and description

Project Name	
Project Description (1500 character maximum)	



- b. For the project name, I would recommend starting with your agency, city, or county: “(County Name) Soft Target Security Enhancement.” Avoid project names like “Radios.”
- c. Project descriptions, where we provide a brief narrative describing the project at a high level, are something that are becoming increasingly scrutinized, there are a few key points that we need to be sure to hit with each project description:
  - i. Who
    - 1. What agency will be pursuing the project?
  - ii. What
    - 1. What will we be doing? What will we be buying? The allowable cost categories are broken into POETE (Planning, Organization, Equipment, Training, and Exercise), you can see sub-categories in the budget breakdown section of the Project Template. If we’re working on a plan, what plan? If we’re supporting organizational costs, for what organization or position? If we’re buying equipment, what equipment ([include the AEL #](#)) and how many? If we’re putting on a training or sending people to training, what training? If we’re putting on an exercise or sending people to an exercise, what exercise and what plan are we exercising?
    - 2. “What” tends to be our most common hang up. With SHSP, we are proposing a project to FEMA for them to award us the funding and they’ll want to know, within reason, exactly *what* we plan to do with the money if they were to award it to us.
  - iii. Where
    - 1. If the project has a specific location, where is it taking place? Where is the training or exercise? Where is the equipment going to be stationed?
  - iv. When
    - 1. Estimates of when the project is going to take place
    - 2. This piece seems redundant, as we provide this information in the milestones later on, but they do ask for it in the project description as well.
  - v. Why
    - 1. Why is this the project we want to pursue? Are we sustaining a capability previously built with SHSP funds and need it to maintain our capability levels? Did we have a recent assessment, exercise, or real-world event that made us aware of a critical capability gap that we need to address but don’t have the funding to do so?
    - 2. And sort of a mix between why and what, what is our intended outcome? A simple response is to enhance our ability to deliver certain types of capabilities but the more nuanced the better.
  - vi. These can be addressed in any order, but we do need to touch on all of them in our project descriptions. And don’t forget to include quantity! Even if it’s a complete guess at the time of application.

3. General Information

- a. This section covers the applicant information and a few details about the project we’re pursuing.

Region	Select a Region or Utah for State Agencies
Agency	
Zip Code	
Primary Core Capability	Select a core capability
Building or Sustaining	Is this project building or sustaining the core capability?
Deployable?	Is the capability deployable to other jurisdictions?
Shareable?	Is the capability shareable with other jurisdictions?

- b. Region

- i. Select the Region you’re located in from the drop down menu. If you’re unsure which region you’re in, the drop down says which Counties are in which Regions.

- c. Agency
    - i. Your agency
  - d. Zip Code
    - i. The location of the project (not your agency)
  - e. Primary Core Capability
    - i. As the title says this is the ‘primary’ core capability the project addresses. Each project is bound to touch several core capabilities but here we just pick the most relevant one.
    - ii. If you’re unfamiliar with FEMA’s 5 Mission areas and 32 core capabilities, refer to FEMA’s [core capability development sheets](#). These sheets are useful for understanding the mission areas and their capabilities as well as coming up with ideas on how to further develop existing capabilities.
  - f. Building or Sustaining
    - i. Is this project supporting the building of a new capability or closing a capability gap? Or supporting the sustainment of an existing capability at the same level?
  - g. Deployable?
    - i. Are the assets or activities of this project something you could deploy to other jurisdictions/states?
    - ii. Typically either deployable or sharable. Sometimes neither but rarely both.
  - h. Sharable?
    - i. Are the assets or activities of this project something you could share with other jurisdictions/states but aren’t physically deployable assets?
    - ii. Typical either deployable or sharable. Sometimes neither but rarely both.
4. Project Alignment to Core Capabilities and Solution Areas
- a. This section is basically how much money you’ll need to carry out the project and what Solution Areas that money would be spent in.
    - i. Solution areas are planning, organization, equipment, training, and exercise.
  - b. I’d recommend filling out these forms for how much money it would feasibly take to carry out the project unless you’ve been given a specific amount of funding to apply for by your region chair.
  - c. The amounts entered here will come back later in the project template and we’ll have to split the amount between subcategories.

5. Project Baseline and Management

- a. This section is asking for information on the proposed project’s project cycle.

<b>Project Management Step</b>	Select From Drop Down
<b>Project Start Date</b>	
<b>Project End Date</b>	
<b>Does this Project Require new construction, renovation, or retrofitting?</b>	Select From Drop Down

- b. For the project management step, select the option from the dropdown that best describes where you’re at with this project.
  - i. For new projects, they’re all most likely going to be “initiate.”
  - ii. For projects that are a continuation of an existing project, you may be in the “execute” phase.
  - iii. I’d expect most of these to be either initiate or execute, but use your judgement.
- c. Project state date and end date
  - i. For these fields, we’ve historically just listed the PoP for subrecipients under SHSP (September 2022 – March 2025 for example)
  - ii. Wherever possible, it’s helpful to know how long you think it will take to complete the project. The actual dates will change depending on when the project is submitted, but using the date range above is useful for getting an idea of the length of the project.

- d. Does this project require new construction, renovation, or retrofitting?
  - i. Dig a hole, drive a nail, or turn a screw. Do an EHP review.
  - ii. Whenever we want to use federal funds to undertake a construction/renovation project that involves modifications to an existing permanent structure or ground disturbance of any kind, we have to do an EHP review before we start on the project. This field is to identify which projects will need to do that review.

## 6. Budget Breakdown

- a. This next section provides the sub-categories for each of the solution areas (planning, organization, equipment, training, and exercise).
- b. In general, these solution area sub-categories are meant to encompass all of the eligible costs we could possibly spend money on. Just pick the one that fits best. And the way you'll be spending the money really doesn't align with any of these subcategories, there's a good chance it's not an allowable expense under this federal program. But you can always reach out and check.
- c. The one solution areas that needs some additional explanation of its subcategories is equipment.
  - i. For equipment to be allowable, it needs to be on the [FEMA Authorized Equipment List](#)
    1. It's important to make sure that SHSP is listed under the "FEMA Related Grant Programs Section:

### **FEMA Related Grant Programs:**

- Amtrak - (IPR - Amtrak)
- Port Security Grant Program (PSGP)
- Tribal Homeland Security Grant Program (THSGP)
- Transit Security Grant Program (TSGP)
- Urban Areas Security Initiative Program (UASI)
- State Homeland Security Program (SHSP)
- Emergency Management Performance Grants (EMPG)

2. And to check for any grant notes that may place additional requirements on the equipment we're purchasing:

### **Grant Notes:**

Unmanned aircraft systems (UAS)—also known as unmanned aerial vehicles (UAV) or drones—are used across our Nation to support emergency incident situational awareness, to monitor and assess critical infrastructure, to provide disaster relief by transporting emergency medical supplies to remote locations, and to aid efforts to secure our borders. However, UAS can also be used for malicious schemes by terrorists, criminal organizations (including transnational organizations), and lone actors with specific objectives. Additional information on this subject is available on the Department of Homeland Security, Cyber and Infrastructure Security Agency (CISA) website at: <https://www.dhs.gov/uas-law-enforcement> and <https://www.dhs.gov/publication/uas-fact-sheets>.

3. The first two numbers of the AEL number will tell you what AEL category the equipment is listed under.

**01AR-01-SCBA - SCBA, CBRN**

- d. Otherwise, all that matters for this section is that the amount at the top of each table, equals the amount at the bottom. (example on next page)

Budget Breakdown	
<b>Planning</b>	\$ 8,000.00
Public Education and outreach	\$ 1,000.00
Develop scenario plans that incorporate the range of prevention, protection, response and recovery activities	\$ 1,000.00
Develop and implement homeland security support programs and adopt ongoing DHS National Initiatives	\$ 1,000.00
Develop and enhance plans and protocols	\$ 1,000.00
Develop related terrorism prevention activities	\$ 1,000.00
Develop or conduct assessments	\$ 1,000.00
Establish, enhance, or evaluate Citizen Corps related volunteer programs	\$ 1,000.00
Hiring of full- or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)	\$ 1,000.00
Conference to facilitate planning activities	
Materials required to conduct planning activities	
Travel/per diem related to planning activities	
Overtime and backfill costs (IAW operational Cost Guidance)	
Other project areas with Prior approval from FEMA	
Program Evaluations	
Other Authorized Personnel	
<b>Planning check</b>	\$ 8,000.00

7. Milestones

- a. Milestones are where we give our estimated schedule for completing the project. We're supposed to give at least three and I like to think of these as conversation starters for checking in on a projects progress. Is it on schedule? Behind schedule? Ahead of schedule? Should we start planning for an extension? Etc.

Milestones		
Milestones	Description	Date
Milestone 1	Obtain quotes for equipment	1/31/23
Milestone 2	Purchase Equipment	3/31/23
Milestone 3	Train personnel on and deploy equipment	6/30/23

8. Save As

- a. Now that the project template is filled out, we need to save it as a PDF and give it a unique name. It's important to rename the PDF as if multiple people send in files with the same name, if you try to save two files with the same name, one may replace the other.
- b. It is also important that it is saved as a pdf and not printed, scanned, or flattened. You can tell if it's saved correctly by opening it. If you can still edit the document, then it's in the correct format.

9. Send it off

- a. The last step is to e-mail it to your Region Chair or whoever is responsible for collecting SHSP projects in your region.