

OMB Collection #1660-0125
Homeland Security Grant Program

The Homeland Security Grant Program is comprised of three grant programs: the State Homeland Security Program (SHSP), the Urban Area Security Initiative (UASI), and the Operation Stonegarden (OPSG) Grant Program. This document discusses the application and post award processes of the forms associated with these programs.

OPSG

FEMA FORM 089-20: State Inventory Form – the Form is used by the State Administrative Agency (SAA) during the application process. It provides a listing of each eligible county/Tribe within their state applying for OPSG and the requested funding amounts. There are no changes to this form.

FEMA FORM 089-16: “Operation Order Template” – the Form is used throughout the grant cycle. The Form is completed by each applicant County/Tribal Government in coordination with Federal (U.S.B.P. Border Sector) and State partners. The Form is submitted as a draft “Concept of Operations” during the application period and then fully refined after the grant is awarded and grant allocation is known.

Current Application Process: The current process is completed via e-mail. It requires use of both FEMA Forms 089-20 and 089-16. The SAA (the Grantee) applies for OPSG under the Homeland Security Grant Program application on GRANTS.GOV. The SAA uploads the completed FEMA Form 089-20 and Draft FEMA Form 089-16 for each applicant into FEMA’s ND Grants System. The post award process requires continued use of FEMA FORM 089-16.

The steps in the current application process are as follows:

- Participating County, Territorial or Tribal Government (subrecipient) coordinates with USBP (Border Sector) and SAA on developing the draft “concept of operations” into the full Operation Order.
- Operation order with necessary documents (i.e. waiver request letter) is emailed in pdf format to both the SAA and USBP for review and approval.
- Operation Order is emailed to Customs and Border Protection Patrol HQ for operational review and approval.
- Operation Order is emailed to FEMA Grants Program Analyst for final review of allowable costs.
- CBP/SAA receives letter via email by FEMA that the operation order is approved and grant funded border security operations may commence.
- USBP receives letter sent via email by CBP that the operation order is approved and grant funded border security operations may commence.
- Sub recipient receives letter from USBP via email that the operation order is approved and grant funded border security operations may commence.

--End of Process--

Future Application Process (with implementation of OMB’s MAX-Gov): The steps of the future application process will be as follows:

- Participating County, Territorial, or Tribal Government (Subrecipient) coordinates with USBP and SAA on developing the draft “Concept of Operations” into the full Operation Order.
- USBP Sector logs into System logins and uploads Operation Order in pdf format with any necessary documents (i.e. waiver request letter) and submits package by promoting to next level.
- SAA & USBP logins in reviews and approves order by promoting to next level.
- Customs and Border Protection Patrol HQ reviews order for operational intent and approves by promoting to next level (FEMA).
- FEMA Program Analysts performs final review. Approval letter is uploaded into system and promoted to all recipients (CBP/SAA/USBP/Subrecipient). At this point, approved grant funded border security operation may commence.
- Subrecipients can log in for status updates and to monitor progress of the operation order at any time during the process.

(If at any given point in the process an error is found in the operation order– the reviewer can demote order to previous level and ask for changes in the comments section).

--End of Process--

HSGP

FEMA FORM 089-1: HSGP Investment Justification (IJ) Template - the Form provides necessary data that the State Administrative Agency (SAA) must submit during the application process. The data is not entered on the form; instead it is entered into the Grants Reporting Tool (GRT). The form also has instructions which do not appear in the GRT.

Application Process: The following are steps of the application process:

- Applicants review the form that is located in the HSGP IJ Planning Guide (Part II).
- Applicants have the option to complete the form in Word so that responses are prepared prior to entering data into the GRT.
- Applicants must register in the GRT.
- Once registered, applicants go to the Application Module.
- Once in the Application Module, applicants enter data in response to the IJ template questions outlined in the form.
- Applicants must attach a copy of the completed IJ downloaded from the GRT into the Non-Disaster (ND) Grants system.
- FEMA Program Analysts download the form from the ND Grants System and save it onto a shared drive.
- The form is reviewed by FEMA Program Analysts for completeness, adherence to program guidelines and effectiveness of proposed investments.