

2026 State Homeland Security Grant Program (SHSP)

Presented by
Alabama Law Enforcement Agency
Programs Office



Agenda

SHSP Overview

AGATE (Grants Management System)

Pre-Application Action Items & Requirements

Completing your Application

Miscellaneous Attachment Forms

Procurement





Initial Overview

- The SHSP is a federally funded, FEMA grant program focused on enhancing the ability to prevent, protect against, respond to, and recover from terrorist attacks.
- The SHSP is a **competitive** grant program.
- This is a cost **reimbursement** grant.
- ALEA serves as the State Administrative Agency (SAA) for SHSP.
- 80% of funds are required to be passed through to local govt.
- **FY25 Awards have **NOT** been released yet**
- FY26 Information has **NOT** been released from FEMA yet.

Eligible Applicants

- Local units of government, meaning:
 - A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government;
 - An Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; and
 - A rural community, unincorporated town or village, or other public entity



Notice to Applicants

- You may have a local unit of government apply on your organization's behalf.
 - This would mean you become a subrecipient of the unit of local government and a subaward agreement must be in place prior to expending funds.
 - The organization applying for the grant should be the organization that is paying the invoices and requesting reimbursement.
 - The entity applying/receiving the award needs to have a Unique Entity Identifier with SAM.gov AND be registered as a vendor in the state purchasing system known as STAARS.
 - Must read and comply/have written standards for several requirements in:
 - 2 CFR - <https://www.ecfr.gov/>
 - [FY25 HSGP NOFO](#)**
 - [FY25 Preparedness Grants Manual](#) **
- **this will be updated with FY26 once available



Allowable Costs

- The Notice of Funding (NOFO) will contain all the allowable expense areas under the State Homeland Security Grant Program (FY2026 NOFO has not been released yet).
- Historically, the SHSP funds a range of activities across all capabilities to prevent, protect against, respond to, and recover from terrorist attacks, including:
 - Planning costs
 - Organization costs
 - Equipment costs – must be listed in the [Authorized Equipment List \(AEL\)](#).
 - Training costs
 - Exercise costs

FY 2025 Funding Priorities

1. Enhancing the protection of soft targets/crowded places (National)
2. Enhancing Election Security (National)
3. Supporting Homeland Security Task Forces and Fusion Centers (National)
4. Supporting Border Crisis Response and Enforcement (National)
5. Alabama Mutual Aid System (State)
6. Alabama Regional Bomb Squads (State)
7. Law Enforcement Homeland Security Operations (State)
8. Fire, EMS, and Public Health Operations (State)
9. Emergency Operations & Coordination (State)

FY 2026 Funding Priorities

***Subject to change upon release of NOFO**

1. Enhancing the protection of soft targets/crowded places (National)
2. Enhancing Election Security (National)
3. Supporting Homeland Security Task Forces and Fusion Centers (National)
4. Supporting Border Crisis Response and Enforcement (National)
5. Alabama Mutual Aid System (State)
6. Alabama Regional Bomb Squads (State)
7. Law Enforcement Homeland Security Operations (State)
8. Fire, EMS, and Public Health Operations (State)
9. Emergency Operations & Coordination (State)

Core Capabilities



- This project addresses:
 - Access Control and Identity Verification
 - Cybersecurity
 - Fire Management and Suppression
 - Infrastructure Systems
 - Intelligence and Information Sharing
 - Interdiction and Disruption
 - Long-Term Vulnerability Reduction
 - Mass Care Services
 - Mass Search and Rescue Operations
 - On-scene Security, Protection, and Law Enforcement
 - Operational Communications
 - Operational Coordination
 - Physical Protective Measures
 - Public Health, Healthcare, and Emergency Medical Services
 - Public Information and Warning
 - Risk Management for Protection Programs and Activities
 - Screening, Search, and Detection
 - Situational Assessment
 - Threats and Hazards Identification

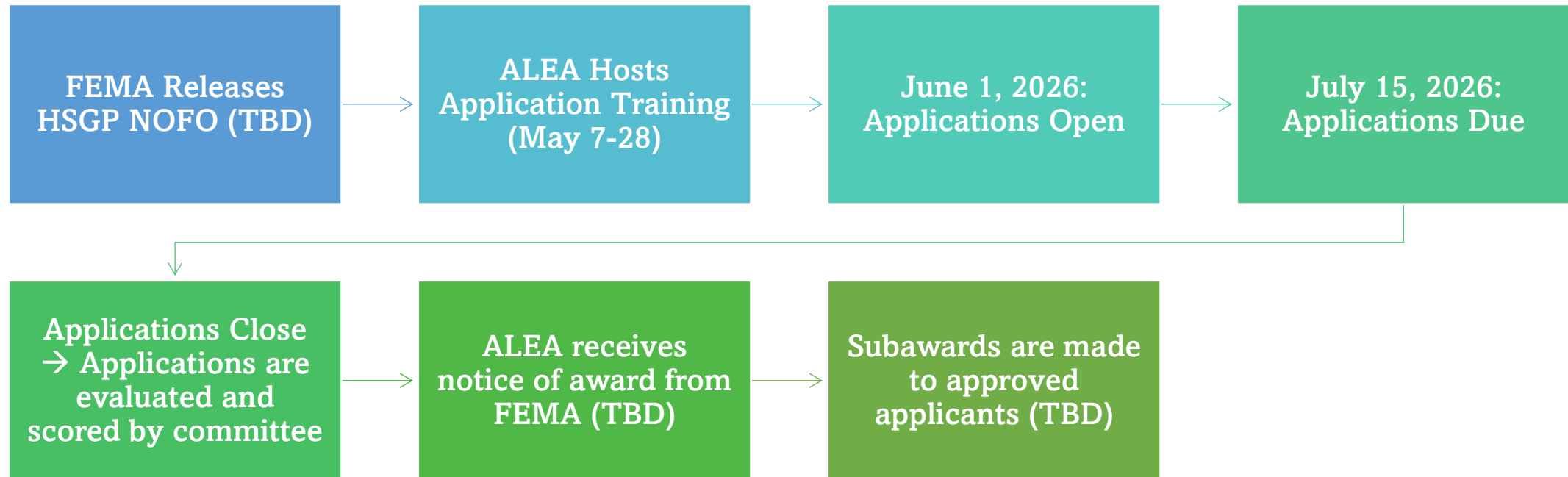


Project Requirements:

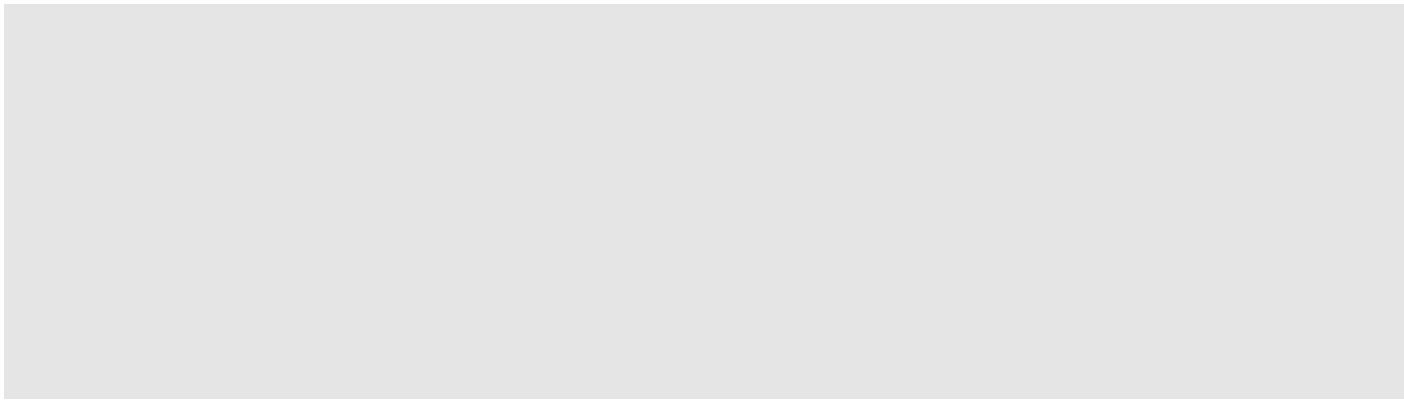
- Be based on capability targets and gaps identified by your agency.
- Describe the need for the proposed project and the identified gap(s) that it will fill.
- If equipment costs, must be listed in the Authorized Equipment List.
- Explain how the proposed investments nexus to terrorism as this is a requirement of the grant.
- Minimum Requirement: \$10,000
- Maximum Cap: \$200,000

Estimated Timeline

****All of this is subject to change based on FEMA and the release of FY26 Info****



Pre-Application Action Items: How Can I Prepare?



Obtain a UEI Number (SAM.gov)

- Ensure your organization has a UEI and that you have an active registration prior to applying, as issues with your UEI could slow down the application process.
- UEI may not be active for several days after registration, so be proactive in completing this step!
- Ensure UEI is marked as public when registering.
- **This is a FREE service and should never require a cost.**

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity



Check Entity Status

Complete AGATE Registration

(First Time
Applicants)

- Register on our website: grants.alabama.gov.
 - Send an email informing us you have registered on the website so we can approve it (Email GrantsAdmin@alea.gov with subject line FY 2026 SHSP).
 - Make sure your agency is not already in the system. Duplicate entries could cause issues later on.
- * If your organization already exists in AGATE but you or other users need to be added, this will NOT require a new registration. *

Brainstorm Your Project

- What needs does your organization have?
 - Identify gaps and vulnerabilities.
- Identify how your proposed project is related to state counterterrorism efforts.
 - Protect citizens, residents, visitors, and assets against the greatest threats that pose the greatest risk to the security of the United States
 - Respond quickly to save lives, protect property and the environment, and meeting basic human needs in the aftermath of a catastrophic incident

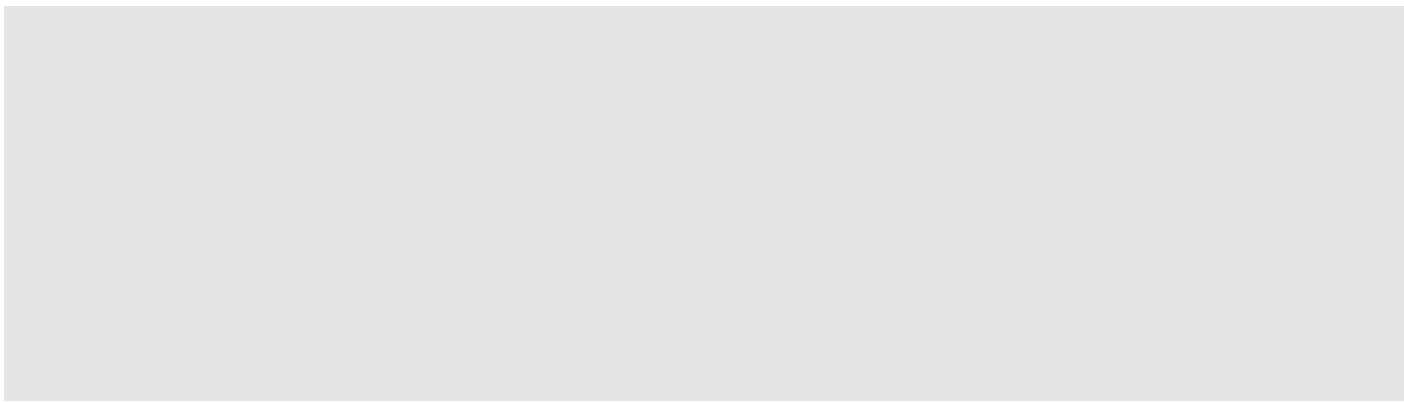


Environmental & Historic Preservation Form (EHP)



- Determine if your project will require an EHP. ****Spending cannot begin on a project that requires an EHP until FEMA has given approval****
- Examples of Projects Requiring EHP:
 - Purchase of equipment that will require installation on or in a building or structure
 - Training exercises with any field-based components, such as drills or full-scale exercises
 - Renovations, upgrades, retrofits, and installation of equipment or systems in or on a building or structure
 - Examples include, but are not limited application but interior building renovations, electrical system upgrades, sprinkler system, vehicle exhaust systems, closed circuit television cameras, security fencing, access control for an area, building, or room, bollards, motion detection systems, alarm systems, security door installation or upgrades, lighting, and audio-visual equipment
 - Installation of new or replacement generators, to include the concrete pads, underground fuel and electric lines, and if necessary, a fuel storage tank
 - New construction, addition to, or expansion of a facility
 - Construction of new or replacement communications towers, or installation of communications-related equipment on a tower or building or in a communications shelter or building
 - **NOT** required at the time of application but will be required if awarded and it's determined your project requires an EHP

Application Process



Beginning the Application Process



- Register for an account on our website: <https://Grants.Alabama.Gov>. Ensure that you have a UEI number with SAM.gov. ****FOR NEW USERS ONLY****

- Send an email if registering for the first time to notify us you are awaiting approval (GrantsAdmin@alea.gov with subject line FY 2026 SHSP).

- Check FEMA's Authorized Equipment List (AEL) ([Authorized Equipment List \(AEL\)](#)) to ensure proposed equipment is covered. Provide basic estimates/quotes for market values of equipment, installation, warranty, etc.

Navigating AGATE (grants.alabama.gov)

Registering as New User



Alabama Grants

Opportunity Search

Welcome to Alabama Grants, the State of Alabama's electronic grant management system. This system requires authorization for access.

Getting Started:

1. The initial registration in Alabama Grants must be completed by an Authorized Official (AO) for your organization, like a Program Director or other senior leader.
2. Complete and submit your registration request. Click **New User? Register Here!** to register.
3. After submitting a registration request, you will receive an email confirmation of your acceptance into the system.
4. From that point, your organization's AO can designate access to your organizational account to other staff members as appropriate.

The Subrecipient Training Webinar is available by clicking Below.

[Alabama Grants Video Table of Contents \(ADECA\)](#)

[Alabama Grants Video Tutorial \(ADECA\)](#)

[Alabama Grants Video Table of Contents \(ALEA\)](#)

[Alabama Grants Video Tutorial \(ALEA\)](#)

Announcements

[ALEA Homeland Security Grant Program Post-Award Training](#)

Login

Username

Please enter your username

Password



Log In

[Forgot Username/Password!](#)

[New User? Register Here!](#)

Navigating AGATE: New User Registration

- Once you click, “New User? Register Here!,” this registration page will appear.
- Ensure that you have filled out each required field, then click “Register.”
- Your organization must be registered in SAM.gov before you can create your account.
- After you register, email GrantsAdmin@alea.gov letting us know that you have registered and are awaiting approval.

New User Registration

Page instructions for the registration modal

First Name The First Name field is required.	Middle Name
Last Name The Last Name field is required.	Prefix
	Suffix
SAM Search	FEIN
Organization 	Title
Address The Address field is required.	Address 2
State Alabama	County The County field is required.
City The City field is required.	Zip Code The Zip Code field is required.

Email

The Email field is required.

Phone

The Phone field is required.

Phone 2

Fax

Cell Phone

Website

Username

The Username field is required.

Password

The Password field is required.

Verify Password

The Verify Password field is required.

Notes

Navigating AGATE: Personalizing Your Dashboard



Alabama Grants

Home

Searches ▾



Angela Martin ▾

Add Panel | Save

Dashboard

Use the below panels to work with your Grants and Funding Opportunities...

Select the type of information that you would like to see in this panel

My Opportunities (Jumbo)

My Opportunities (Jumbo)

My Opportunities (Wide)

My Tasks (Jumbo)

My Tasks (Tall)

My Tasks (Wide)

My Opportunities

Name	Provider	Availability	Description
Alabama Bomb Squads 2022	ALEA	5/13/2022 12:00:00 AM - Open Ended	Enhancing prevention, detection, response and recovery capabilities for WMD and/or improvised explosive devices (IED) to include CBRNE

Save

Navigating AGATE: Personalizing Your Dashboard

[Home](#) [Searches ▾](#)

   Angela Martin ▾

[Add Panel](#) | [Save](#)

Dashboard

Use the below panels to work with your Grants and Funding Opportunities...

My Opportunities

Community Preparedness and Resilience			Resilience
Homeland Security Grant Program 2022 - Fire / EMS / EMA Emergency Operations	ALEA	5/24/2022 12:00:00 AM - Open Ended	Search & Rescue, CBRNE Response, HAZMAT, EOC & Command Posts
Homeland Security Grant Program 2022 - Information and Intelligence Sharing	ALEA	5/6/2022 12:00:00 AM - Open Ended	Enhancing information and intelligence sharing and cooperation with federal agencies.
Homeland Security Grant Program 2022 - Interoperable Communications	ALEA	1/1/2021 12:00:00 AM - Open Ended	Enhance statewide interoperable communications

My Tasks

[Filter](#)

 **My Tasks**



Name	Document Type	Organization	Status	Status Date	Due Date
	Subgrant Narrative Report	Dunder Mifflin Paper Company	Narrative Report in Process	8/26/2021 9:02:00 AM	
(null) - Claim (null)	ALEA Application - Homeland Security	Dunder Mifflin Paper Company	Grant Executed	10/5/2021 2:08:17 PM	
(null) - Claim (null)	ALEA Application - Homeland Security	Dunder Mifflin Paper Company	Grant Executed	11/7/2022 9:19:57 AM	

Announcements

[SHSP PowerPoint](#)

Navigating AGATE: Exploring Opportunities

- Explore opportunities available to you by clicking the name of the grant under “my opportunities” and reading the description to see if they apply to your organization.

My Opportunities

Program 2022 - Information and Intelligence Sharing		Open Ended	and intelligence sharing and cooperation with federal agencies.
Homeland Security Grant Program 2022 - Interoperable Communications	ALEA	1/1/2021 12:00:00 AM - Open Ended	Enhance statewide interoperable communications
Homeland Security Grant Program 2022 - Law Enforcement Homeland Security Operations	ALEA	5/25/2022 12:00:00 AM - Open Ended	Search & Rescue, CBRNE Response, Active Shooter Preparedness, SWAT, HAZMAT
Homeland Security Grant Program 2022 - Soft Target/Crowded Places	ALEA	5/11/2022 12:00:00 AM - Open Ended	Enhancing the protection of soft targets/crowded places

Homeland Security Grant Program 2022 – Soft Target/Crowded Places Protection

Provided By: ALEA

Provided To: Dunder Mifflin Paper Company

ALEA Application - Homeland Security Availability Dates: 5/11/2022 12:00:00 AM -

Due Date: N/A

Description:

Funding provided to establish or enhance physical protective security measures against possible terrorist/extremist attacks on potential public/private areas or targets. Examples of projects for this opportunity include:

- Operational overtime
- Physical security enhancements
 - Closed-circuit television security cameras
 - Security screening equipment for people and baggage
 - Lighting
 - Access controls
 - Fencing, gates, barriers, etc.

Proceed

Cancel

2024-4LOC-CPR-13

▼ Forms

Application Forms

Application Information ☐Project Description ☒Budget Worksheet ☒Misc Attachments ☐

▼ Tools

Landing Page

Add/Edit People

Attachment Repository

Modification Summary

Document Validation

Document Landing Page

View document details.

Template

Homeland Security 2024

Instance

Homeland Security Grant Program 2024 - Community Preparedness and Resilience

Process

ALEA Application - Homeland Security

Document Name

2024-4LOC-CPR-13

Document Status

Application In Process

Organization

Dunder Mifflin Paper Company

Your Role

Sub Recipient Admin, Sub Recipient Staff



Application In Process



Application Submitted

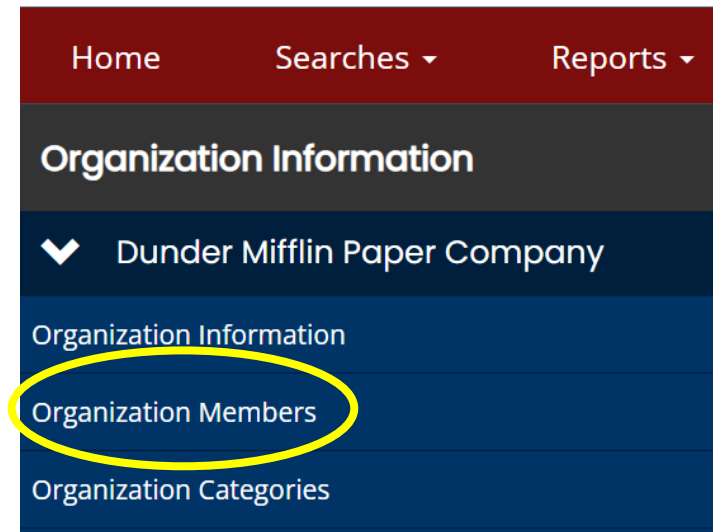


Grant Executed

Please Consider:

- Are all Miscellaneous Attachments signed and attached?
- Does your budget include AEL #'s?
- Does your Budget Narrative explain the cost in your budget?
- Is the agency that is applying for this grant going to be the one coming out of pocket for the purchases?
- Is your agency registered in the STAARS system? If not, see below.
 - Procedures for how to register, [Click Here](#).
 - If not [Click Here](#) to register in STAARS

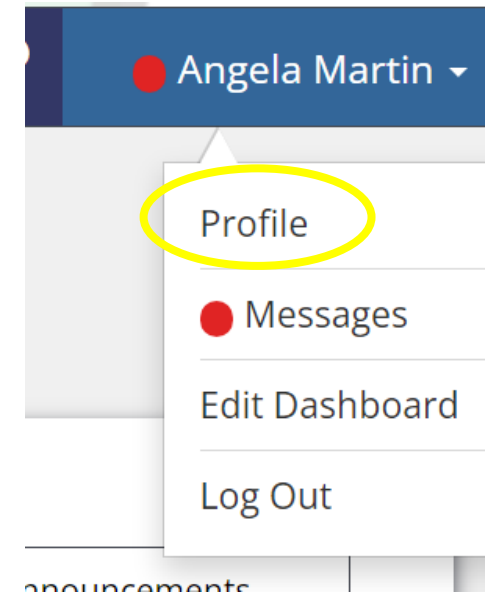
Adding Users to Organization



Step 2



Step 1



Step 3



Members Search

Name

Role

Active

Both

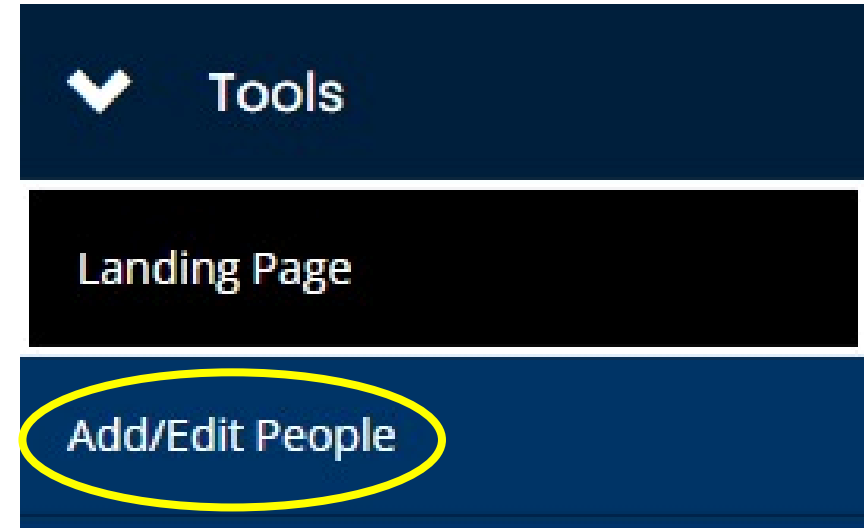
+
Add New User to Organization
Invite Existing User to Organization

Clear

Search

Adding Users to Document

- Use “Add/Edit People” to add anyone from your organization that will need access to this application
- Select “Add User From Organization”
 - Role selection determines who can do what within the document
 - Sub Recipient Admin – can edit and submit
 - Sub Recipient Staff – can edit
 - Sub Recipient Viewer – can only view
- Do not use Invite Existing User



▼ People Assigned to this Document

Person	Organization	Role	Active Dates	Assigned By	
Bernard, Andy	Dunder Mifflin Paper Company, Flynn Test Org	Sub Recipient Staff	09/29/20 -	Grant System	
Halpert, Jim	Dunder Mifflin Paper Company	Sub Recipient Staff	09/29/20 -	Grant System	
Martin, Angela	ALEA (inactive), Dunder Mifflin Paper Company	Sub Recipient Admin	09/29/20 -	Grant System	
Scott, Michael	Dunder Mifflin Paper Company	Sub Recipient Admin	09/29/20 -	Grant System	

+

Add User From Organization

~~Invite Existing User~~

AGATE

- Once all individuals have been added to your organization, you can navigate to the Application Forms.
- The following forms are required for the application:
 - Application Information
 - Project Description
 - Budget Worksheet
 - Misc. Attachments

Application Forms

Application Information



Project Description



Budget Worksheet



Misc Attachments



Application Information

Subgrantee Applicant Info

Organization Name:	Dunder Mifflin Paper Company	E-Mail	TestOrgOffice@AgateSoftware.com
Phone No.	(123) 456-7898 ext. 10	Address	11400 White Rock Rd
UEI Number:	C111ATT311C8	Zip:	95742-6600
Organization Type	Non-Profit	SAM Name:	K & K CONSTRUCTION SUPPLY INC
STAARS Vendor Number:	VC000004953	SAM Expiration Date:	6/18/2026
EIN: (Federal Tax ID)	11-2341545	SAM Activity Status:	No Exclusions

Is this money being passed through to another agency/agencies?

Yes ☐ No ☒

- Applicant Info will auto populate based on organization information already in AGATE (except for STAARS Vendor # and EIN).
 - SAM name should match Org Name
- Please notate if money is being passed through to other agency/agencies other than the applicant.
 - **Meaning who will the equipment ultimately be housed with**

Authorizing Official

Select the individual authorized to enter into binding commitments on behalf of the applicant. The official will normally be the Board President or the chief officer of the agency or government involved; i.e. Mayor, County Commission Chairman, City Council President, State Department Director, President of the Board of Directors.

Name*
Angela Martin

Title* title

Address* 2214 University Park Drive

Phone No.* (123) 456-7489

E-Mail* kkeberlein@agatesoftware.com

Project Director

Select the individual who combines knowledge and experience in the project area with abilities in administration and supervision of personnel. The project director will also be expected to ensure the necessary amount of time to ensure the effective management of the project. Example: Executive Director

Name*
Andy Bernard

Title* Ward Dogg

Address* 2214 University Park Dr.

Phone No.* (989) 111-1123

E-Mail* tmock@agatesoftware.com

Financial Officer

Select the individual who will be responsible for fiscal matters relating to the project, and in ultimate charge of accounting, management of funds, verification of expenditures, and grant financial reports.

Name*
Michael Scott

Title* Regional Manager

Address* 0000 Scranton In

Phone No.* (000) 000-0000

E-Mail* tmock@agatesoftware.com

Application Information, cont.

- **Authorizing Official**
 - Select the individual authorized to enter into binding commitments on behalf of the applicant (If City, then Mayor; If County Commission, then Comm. Chair, etc.)
- **Project Director**
 - This should be the primary point of contact for this grant application/award.
- **Financial Officer**
 - Select the individual who will be responsible for fiscal matters relating to the project, and in ultimate charge of accounting, management of funds, verification of expenditures, and grant financial reports
- ****It is your responsibility to notify us if any of these three people change throughout the course of your grant****
- ****These must be three separate individuals****

Project Description

Project Description

Project Name*

Dunder Mifflin CERT Team Project

Project Type:

Establish/enhance citizen/volunteer initiatives

In which Congressional District is your agency headquartered?

If you don't know your Congressional District, please click [HERE](#) and search by Zip Code and/or Address.

4

What is the Zip Code (Zip + 4) for the location of this project?

12345-1234

What is your service area for this project?*

Municipality

☐

County

☒

Other

☐

County*



Montgomery County

Core Capability Selection:

Operational Coordination

Is your project building or sustaining capabilities?

☐

Build

☒

Sustain

Is this project deployable?

☒

Yes

☐

No

Is this project shareable?

☒

Yes

☐

No

Is 80% or more of your annual gross revenues from Federal Awards?

☐

Yes

☒

No

Do you receive \$25 million or more annually from Federal Awards?

☐

Yes

☒

No

Does this project require new construction, renovation, retrofitting, or modifications of existing structures?

☐

Yes

☒

No

Does your agency spend \$1,000,000 or more in federal grant funds per fiscal year?

(See 2 CFR 200.500)

☐

Yes

☒

No

Describe the needs of the agency and the problem the project will be addressing.

Currently, Dunder Mifflin does not have a Community Emergency Response Team (CERT) program. These programs are beneficial not only to help the citizens of our county, but also to be deployed across the state to assist others through mutual aid requests. In the creation of this CERT Team, we will need kits and equipment to be utilized. Due to increasing costs of maintaining an effective and successful Emergency Management Company, our budget is unable to cover the initial costs of obtaining this equipment. Our agency will make arrangements to be able to sustain and maintain this equipment moving forward.

Describe how this project will enhance your ability to address threats and acts of terrorism.

This is where I tell you how our CERT Team at Dunder Mifflin has a terrorism nexus.

Describe how this project will be implemented and how this project will address the problem or need by closing capability gaps and/or addressing sustainment needs.

This is where I tell you what we are suggesting to do to address the need for a CERT Team and what will need to be purchased to accomplish that and how that will be implemented and/or utilized.

Project Description, cont.

Milestones:

Award notification and completion of award paperwork

EHP paperwork completion, submission and approval

Secure updated quotes (fencing, access control and security systems)

Selection and award of contract to vendors

Installation and testing of equipment

Vendor payments, reimbursement requests and closeout complete

Anticipated Completion Date:

06/15/2025

08/15/2025

08/30/2025

09/30/2025

11/15/2025

05/30/2026

Budget Worksheet

Items Unallowable for Applications:

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

Expense Category	AEL REF #	Category	Item	Unit Price	Quantity	Total	Discipline	Recipient	
Equipment	14SW-01-WALL	Physical Security Enhancement Equipment	Water Filled Barricades	\$ 550	10	\$5,500.00	LE-Law Enforcem	Dunder Mifflin PD	+ -
Equipment	03OE-03-LTPA	CBRNE Operational and Search and Rescue Equipment	Portable Light Towers	\$ 1,000	10	\$10,000.00	LE-Law Enforcem	Dunder Mifflin PD	+ -
Training	21GN-00-TRNG	Other Authorized Equipment	USAR Training	\$ 1,000	15	\$15,000.00	LE-Law Enforcem	Dunder Mifflin PD	+ -
					Total:	\$30,500.00			

- **Expense Category** - Select Equipment, Training, Exercise, Planning, etc.
- **AEL Ref #** -If equipment, select the appropriate number that aligns with your item
- **Category** – This auto-populates once you save the page (based on the AEL # that is chosen)
- **Item** -Description of item (do not use AEL Ref # description)
- **Unit Price** -Price of each piece of equipment/training/etc. Round up to nearest whole dollar. No Cents.
- **Quantity** –Should reflect the number of items being purchased. If item comes as a system instead of separate pieces, use quantity of 1 and explain the breakdown of items in the budget narrative.
- **Discipline** – Select Law Enforcement, Fire Services, Hazmat, etc.
- **Recipient** – Please state the agency that will be in possession of equipment

Budget Worksheet, cont.

- **Budget Narrative**
 - Explain in paragraph form the items that you wish to buy and what is included in each item.
 - This is not meant to be a place to restate goals and objectives or the statement of the problem. ONLY should be used to explain items in budget and how it was calculated

Budget Narrative

Please include a detailed description of each item listed above. Explain how it aligns with your project.

We plan to purchase the following equipment:

10 water filled barricades at \$550 each to be placed at entrances and exits of the venues where big festivals take place.

10 portable light towers at \$1,000 each to be deployed at any event with areas of low light to increase security.

Total equipment cost: \$15,500

We plan to send 15 individuals to a 3-day USAR training and are including the following costs:

Registration: \$400

Lodging: \$150 per night for 2 nights = \$300

Per diem: \$50 per day for 3 days = \$150

Transportation/mileage: \$150 (per mile or gas reimbursement-give information on how your agency plans to reimburse for this category)

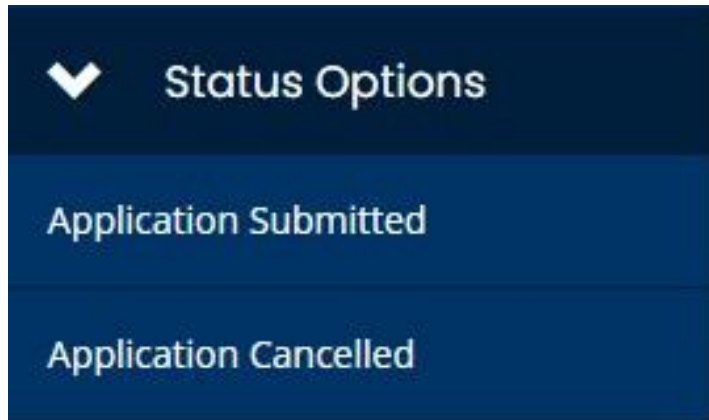
Total training cost: \$15,000

Miscellaneous Attachments

- These documents are required at the time of application:
 - Disclosure Statement
 - Debarment
 - Drug Free
 - EEOC (complete top or bottom, not both)
 - Financial Questionnaire
 - Risk Assessment Questionnaire
 - E-Verify
 - Lobbying (only if over \$100,000)
 - W-9
 - Procurement Policy
- **This is where you will attach your training completion certificate.**
- Debarment, Drug Free, EEOC, and Lobbying forms **MUST** be signed by Authorized Official.



Submitting Application



- Once you have finished all required documents, go to the Status Options tab and select “Application Submitted”
- This will send the application to ALEA for scoring and possible award
- If you wish to cancel your application, select “Application Cancelled” under the Status Options tab
- If your application is not submitted by the due date, and time has passed for any FEMA required updates to be made, it may be sent to the status of “Application Disqualified”.

Application Submission/Award



Once an application has been submitted to ALEA, we will have reviewers score the application and then it will be considered for an award. Scoring committee consists of sheriffs, chiefs of police, county EMA directors, etc.



If you are awarded, a notice will be sent to you in AGATE to sign and accept your award, or to make any changes deemed necessary to your application prior to accepting



Anyone added to the document will receive a notification via email when the application status has changed or requires attention



Please be mindful of and communicate any staff changes that could impact any of the 3 roles within the application (Authorized Official, Project Director, Financial Officer)

When are applications due?

- FEMA has yet to release the FY 2026 Notice of Funding (NOFO), but applications open June 1, 2026
- Applications are due July 15, 2026, to ALEA.

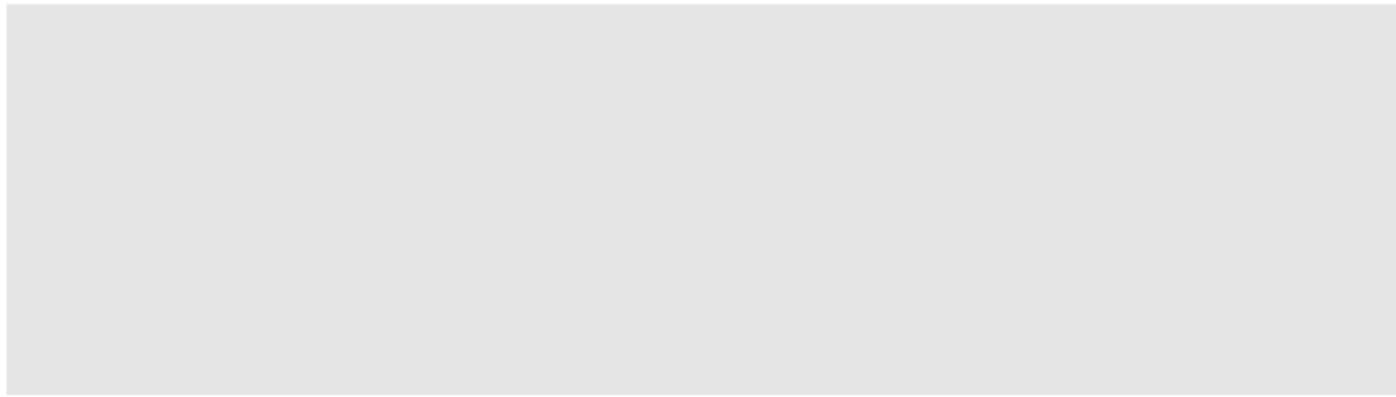


Bonus Points!

- All agencies who attend this training will be sent an email to complete a survey. Upon completion, you will receive a certificate of completion.
- Attach certificate in the **Miscellaneous Attachments** section of the application.
- **It is your responsibility to ensure you complete the survey and upload your certificate to receive bonus points.**



Procurement



Procurement

****More procurement information will be provided during Post-Award Training. Be mindful of procurement requirements when brainstorming your project/completing your application.**

- Each agency must ensure that they follow their own procurement policy, which should reflect applicable State and local laws and regulations and make certain that they conform to the applicable Federal law and standards in 2 C.F.R. 200. **These slides represent highlights of the regulations only.**
- All contractual services must have documentation to support fair and open competition.
- This includes: vendor contracts, equipment purchases, etc.
- Any of these purchases should have a copy of a contract that spells out services to be provided and costs.



Post-award Federal Requirements Procurement Standards

2 CFR 200 Subpart D, 200.317-200.327 (200.317 and 200.323 apply only to states)

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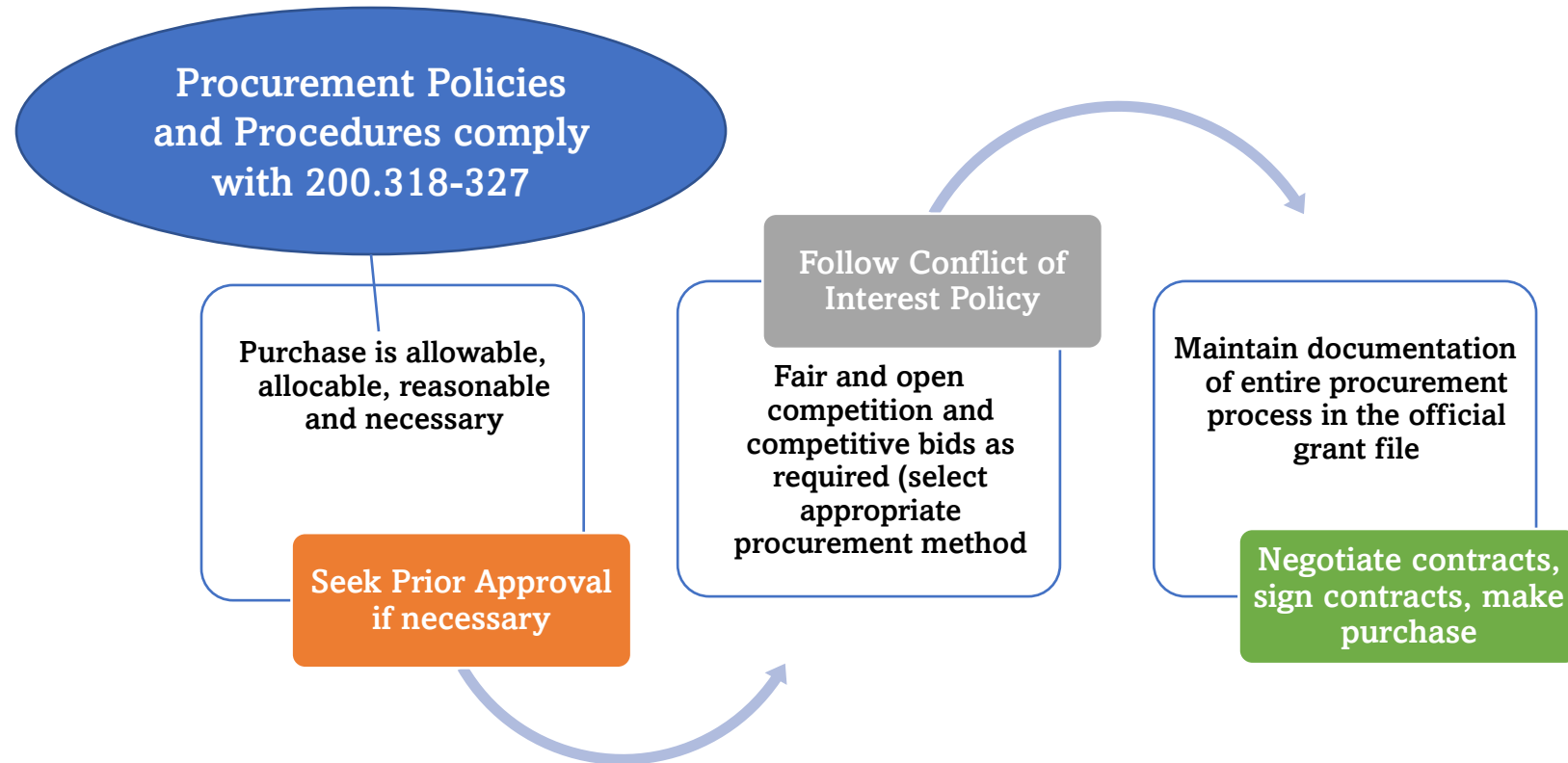
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- § 200.317 [Procurements by States and Indian Tribes.](#)
- § 200.318 [General procurement standards.](#)
- § 200.319 [Competition.](#)
- § 200.320 [Procurement methods.](#)
- § 200.321 [Contracting with small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms.](#)
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Procurement Process for Non-federal Entities



Common Procurement Mistakes

Failure to Follow Competitive Procurement Requirements 2 CFR 200.319

- Not conducting full and open competition when required. For example, awarding contracts based on prior relationships, local preferences, or informal vendor selection without a proper solicitation process.

Improper Use of Sole Source (Noncompetitive) Procurement 2 CFR 200.320(c)

- Using noncompetitive procurement without meeting the limited justifications. For example, selecting a vendor without competitive bidding because it's "easier" or assuming it's the "only" vendor without documenting justification.

Not Documenting Procurement Decisions 2 CFR 200.318(i)

- Failing to maintain adequate records on procurement methods, rationale for vendor selection, cost analysis, and conflict-of-interest disclosures. For example, no records of how a contractor was chosen or why a higher-cost bid was selected.

Conflicts of Interest and Improper Vendor Relationships 2 CFR 200.318(c)(1)

- Employees or officials with decision-making power having personal or financial relationships with vendors. For example, awarding a grant-funded contract to a relative's company or a board member's firm without disclosing the conflict.

Lack of Required Contract Clauses Appendix II to 2 CFR Part 200

- Omitting mandatory Federal provisions in contracts. For example, not including provisions for termination, debarment and suspension, equal employment, and Davis-Bacon and Related Acts (if applicable) in contracts.

Failure to Verify Vendor Eligibility (Debarment & Suspension) 2 CFR 180.220 & 200.214

- Hiring vendors that are suspended or debarred from Federal contracts. For example, awarding a contract to a vendor without checking SAM.gov for debarment status, including a certification in bid documents, or including the required language in contract documents.

Inadequate Oversight of Contractors & Subrecipients 2 CFR 200.318(b) & 2 CFR 200.33

- Failing to properly monitor contractor/subrecipient performance. For example, paying invoices without verifying deliverables, leading to fraud or noncompliance.

Training and Technical Assistance for Procurement (or other issues)



Training and technical assistance IS AVAILABLE to help your agency with this



Training will cover construction and non-construction procurement



Please reach out to request technical assistance PRIOR to procurement if you have questions.



Utilizing this technical assistance could help your agency from having to return funds to ALEA/FEMA.



Questions?

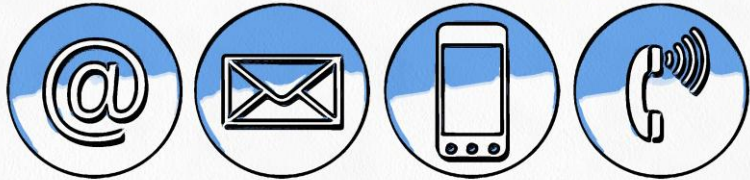
Please email GrantsAdmin@alea.gov with any questions related to the SHSP or other grant opportunities.

Additional Resources:

- [ALEA SHSP Link](#)
- [SAM.gov](#)
- [STAARS Vendor Portal](#)

ALEA Programs Office Contacts

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