FY 2010 Homeland Security Grant
Eligibility Criteria and Certification

To be eligible to apply for FY 2010 State Homeland Security Program grant funding including Citizen Corps, an agency or organization must comply with specific criteria as hereinafter set forth. Evidence of compliance must be **electronically submitted** with an organizational point of contact to the Homeland Security Regional Coordinator (HSRC) no later than September 17, 2010. The HSRC may provide direct assistance to the applicant to come into compliance, or by referral to the appropriate resource. To identify your Regional Coordinator, call (304) 558-2930. The Regional Coordinators will provide notification of eligibility no later than October 8, 2010, which may include provisional acceptance.

1. National Incident Management System (NIMS) Implementation

The U.S. Department of Homeland Security requires that States and Local Governments meet National Incident Management System (NIMS) implementation requirements to be eligible to receive federal grants. The State of West Virginia has interpreted this to include associations, utilities, non-governmental organizations, and private sector organizations among those who must meet NIMS objectives to be eligible for grant funding.

The applicant must meet or exceed the following:

a. Prior to submission of the Project Concept, register for a National Incident Management System Comprehensive Assessment Support Tool (NIMSCAST) account and answer all questions in the 2010 matrix**,** including the development of Corrective Action Plans if necessary. Corrective Action Plans will not disqualify an organization from being an applicant or recipient.
b. Formally adopt NIMS as the approach to be utilized for all incident management. This is evidenced by Proclamation, Resolution, Executive Order, or other document indicating adoption by the applicant's governing body. A copy of the adoption document must be attached to the FY 10 Homeland Security Grant Eligibility Certification.
c. Utilize NIMS and the Incident Command System (ICS).
d. Prior to submission of the Project Concept, an up to date inventory of all the applicant's response/recovery assets must be submitted to the applicant's local and/or county emergency manager.
e. Identify and submit with the FY 10 Homeland Security Grant Eligibility Certification, a list of all Memoranda/Statements of Understanding and Mutual Aid Agreements to which the applicant is a party.
f. Prior to submission of the Project Concept, certification of course completion of applicable training by at least 70% of personnel who are required to take the IS 100, IS 200 and/or IS 700 training.

2. Continuity of Operations Plan

Prior to submission of the Project Concept, the applicant must tender a written Continuity of Operations (COOP) plan to the HSRC. The plan must contain at a minimum the following elements:

- List of Essential Functions
- Orders of Succession for essential personnel
- List of Delegations of Authority
- Identification of a continuity facility
- Identification of Vital Records
- Communications
- Employee notification procedures for COOP activation
- Reconstitution
- Training plan/schedule for COOP

A continuity plan that contains these elements is not considered a complete plan; rather it demonstrates that significant planning efforts have been undertaken and completed. Any written feedback on the plan provided by the state COOP Coordinator to the organization must be incorporated in the plan prior to submission of the Project Concept.

3. Training Database Registration

Prior to submission of the Project Concept, the applicant's training coordinator or another designee must register on the WV DMAPS online training database. To access the database and register, go to http://www.onlinelearning.wv.gov/coursemill/overview_militaryaffairs.jsp and click the "Create New User" button. Additionally, the organization should make every effort to have appropriate personnel attend the Homeland Security Exercise and Evaluation Program (HSEEP) course.

4. Exercise List and AARs/CAPs

Prior to submission of the Project Concept, the applicant must submit to the HSRC a written list of any exercises in which it has participated since January 1, 2010 along with a copy of the After Action Report (including any Corrective Action Plans) or a list of principle findings of the exercise relative to the organization. Or, if the entity has not participated in any exercises, a written statement must be submitted to the HSRC indicating no participation.

5. WV ISAC Registration

Prior to submission of the Project Concept, the applicant must contact the HSRC to initiate the process to register with the WV Information Sharing and Analysis Center (WV-ISAC). WV-ISAC is a part of a national secure information sharing portal that provides a common mechanism for raising the level of cyber security readiness and response. More information is available at www.msisac.org.

FY 10 Homeland Security Grant Eligibility Certification

Agency/Organization: _____

I have reviewed the foregoing and certify that to the best of my information and belief, the agency/organization I represent has met or exceeded the eligibility requirements prerequisite to applying for FY 10 Homeland Security Grant funding.

Agency/Organization Authorized Official:

_____ Title: _____
Type or Print Name of Agency/Organization Authorized Official

_____ Date: _____
Signature of Agency/Organization Authorized Official

Email: _____ Phone: _____

Emergency Manager

I have reviewed the foregoing and certify that the inventory of all the applicant's response/recovery assets was provided to me, and is accurate to the best of my information and belief, and the agency/organization should be eligible to apply for FY 10 Homeland Security Grant funding.

_____
Type or Print Name of Emergency Manager

_____ Date: _____
Signature of Emergency Manager
(If agency/organization operates in more than county, use the county where the primary office is located)

Homeland Security Regional Coordinator

I have reviewed all the foregoing and certify to the best of my information and belief, the agency/organization has complied with the FY 10 Homeland Security Grant Eligibility Criteria.

_____
Type or Print Name of WVDMAPS Regional Coordinator

_____ Date: _____
Signature of WVDMAPS Regional Coordinator