I. Due Date and Application Instructions

1) Question: What is the application due date for the FY2018 Explosive Detection Canine Team Grant Program?

Answer: Applications are due to the NYS Division of Homeland Security and Emergency Services - Grants Program Administration (DHSES-GPA) on May 29, 2019, by 5:00 pm. Applications that are submitted past this date will be disqualified. No extensions will be given.

2) Question: How do I submit my application for the FY2018 Explosive Detection Canine Team Grant Program?

Answer: Applications, including the required FY2018 Explosive Detection Canine Team Grant Program RFA Worksheet as an attachment, must be submitted via DHSES Grants Program Administration’s E-Grants System. Applications that do not address all required sections of the RFA will be disqualified.

3) Question: What will happen if I fail to answer all the required sections of the application?

Answer: Applicants are required to answer all the questions in this worksheet, unless directed otherwise by the individual questions within each of the criteria sections (e.g. applicants seeking to develop additional teams will be required to answer supporting questions that will not be required of applicants seeking to develop a new team). Failure to answer all the required questions will lead to a reduction in your score for the section being reviewed and could lead to an unfavorable overall score by the review panel.

4) Question: How do I complete the “Description of Jurisdiction (or Regional Partnership)” section, questions “Please provide description of your agency’s active road patrol roles and responsibilities in the jurisdiction you serve and the percentage of time spent in each of these categories?”

Answer: Applicants must provide details about their agency’s active road patrol roles and responsibilities and the percentage of time spent in each of the categories identified under the “Roles and Responsibility” column. For instance, if your agency, in addition to active...
road patrols, also performs mass gathering monitoring or critical infrastructure site monitoring, you should indicate how much time, generally, is spent performing these roles and responsibilities. For the purposes of this grant opportunity, applicants must clearly demonstrate in their applications how they will use the developed canine team to perform the active road patrol roles and responsibilities (as described in the RFA) and will proactively support terrorism prevention activities in their jurisdiction, which include: highway patrol; transit attack deterrence visits; critical infrastructure site monitoring; mass gatherings monitoring; and/or any other terrorism prevention activity performed by your jurisdiction.

II. Eligibility and Objectives

1) Question: Who is eligible for the FY2018 Explosive Detection Canine Team Grant Program?

Answer: Only local, county and tribal law enforcement agencies with an active road patrol component of their law enforcement operations AND who currently and/or previously managed a NYS Division of Criminal Justice Services (DCJS) or New York State Police (NYSP) certified explosive detection canine team within the past five (5) years are eligible to apply for grant funding pursuant to this RFA. For the purposes of this grant opportunity the active road patrol roles and responsibilities an applicant must possess to be considered eligible include: highway patrol; transit attack deterrence visits; critical infrastructure site monitoring; and mass gatherings monitoring. This funding is intended for use in road patrols to further homeland security efforts and is not intended to supplant basic law enforcement operations, such as the primary use of a “stationary” explosive canine team to monitor a single facility.

2) Question: I’ve applied through a prior year’s grant opportunity and have not completed my team. Am I eligible to apply again for the $15,000 tract to sustain/enhance the capabilities I’m currently developing?

Answer: Any eligible jurisdiction that possesses a DCJS or NYSP certified team from a prior year’s grant opportunity may apply for funding to sustain and/or enhance capabilities of their asset(s). If you have previously applied, but your asset is not complete by the time of application, you cannot apply for FY2018 funding to sustain the asset you are developing. Applicants will be required to complete the OBP Explosive Detection Canine Capability Analysis Program and reference their individualized report when completing their application, to demonstrate how they intend to advance or sustain their current capabilities, as highlighted in the report.
3) Question: Are applicants allowed to use their explosive detection canine teams in a correctional facility environment?

   Answer: Explosive detection canine teams developed through this grant opportunity must be used to perform active road patrol roles and responsibilities (as described in Section II. “Eligibility,” Question 1), and should not be used exclusively for the screening of bomb materials at correctional facilities. Applicants must clearly demonstrate in their applications how they will use the developed canine team to perform these active road patrol roles and responsibilities and will support terrorism prevention activities in their jurisdiction. This funding is intended for use in road patrols to further homeland security efforts and not intended to supplant basic law enforcement operations, such as the primary use of a “stationary” explosive canine team to monitor a single facility.

4) Question: Do I need to be a previous recipient of federal homeland security grant funding in order to apply for funding to sustain my present asset?

   Answer: No, prospective applicants do not need to be previously funded through federal homeland security funding in order to apply for the $15,000 tract to sustain/enhance previously developed capabilities. With that said, the explosive detection canine capability you are looking to sustain MUST be a DCJS or NYSP certified team to be eligible.

III. E-Grants

1) Question: What are the consequences of not reviewing the E-Grants Tutorial?

   Answer: You are strongly encouraged to go through the E-Grants tutorial as it is designed to help you navigate the application process.

2) Question: What will happen if I am late to register on E-Grants?

   Answer: If you do not register on time for E-Grants you risk missing your overall deadline for the application. You should register as soon as you know that you intend to submit an application to avoid any issues.

3) Question: What will happen if I select the wrong funding program in E-Grants?

   Answer: Please ensure you select the correct funding program for your application. If you select the wrong funding program in E-Grants, your application will be disqualified.
4) Question: I am having trouble submitting my application in E-Grants and/or having problems downloading the appropriate documents that must be submitted as a required attachment with my application (e.g. file incompatibility). How can I receive assistance with this process?

Answer: The E-Grants Users Tutorial for the FY2018 Explosive Detection Canine Team Grant Program provides a step-by-step guide for successfully submitting your application via the E-Grants system. The tutorial is available at the following link: http://www.dhses.ny.gov/grants/targeted.cfm.

If you have questions or concerns about E-Grants after reviewing the tutorial, please contact DHSES at grant.info@dhses.ny.gov or 866-837-9133 for assistance.

5) Question: When submitting the application in E-Grants do we enter the work plan, budget, funding allocation etc. or is that done on your end from the information in the attached worksheet?

Answer: Yes, all required information in the work plan, budget, funding allocation, etc. must be entered in E-Grants. Additionally, the RFA worksheet and any other required documents must be attached and submitted with the application. The Explosive Detection Canine Team E-Grants tutorial is on the DHSES website and includes step-by-step instructions for entering the required information.

6) Question: What should we enter as the project start date and project end date in E-Grants?

Answer: The project start and end date can be left blank and will be filled in by DHSES staff if the application is awarded. This grant has a three-year performance period and is slated to end on August 31, 2021.

IV. Allowable Costs/Budget Questions

1) Question: Does the FY2018 Explosive Detection Canine Team Grant Program allow applicants to enhance or supplement existing canine team capabilities?

Answer: Yes, you may apply under this grant program to enhance your existing explosive detection canine team capabilities. Applicants who are interested in adding a “New Team” may do so as long as the “New Team” supplements an existing DCJS or NYSP certified explosive detection canine team(s) and the “New Team” obtains DCJS or NYSP certification.

2) Question: Are applicants allowed to develop a canine team to replace a “retired” or “retiring” canine?

Answer: Applicants seeking to develop an explosive detection canine team to sustain the capabilities of a “retired” or “retiring” team are eligible to do so under this grant program so long as the pre-existing team (the team being replaced) was a DCJS or NYSP certified...
explosive detection canine team. In addition, the new team must become a DCJS or NYSP certified explosive detection canine team within the period of performance of the grant.

3) **Question:** Are applicants allowed to develop a dual-use canine team, capable of both explosive and drug detection?

Answer: Only the development of an explosive detection canine team is eligible through this targeted grant program. The intent of this grant program is to enhance CBRNE Detection and Explosive Device Response Operations capabilities, specifically in support of terrorism prevention activities, and the use of federal homeland security grant funding through this grant program to train a drug detection canine team is not eligible.

4) **Question:** Why must I purchase a locked magazine for storage of explosives materials and training aids, if I don’t presently possess one?

Answer: All explosive materials must be kept in locked magazines to meet the standards in 27 CFR, Part 555, Subpart K. Therefore, applicants who are seeking to use federal homeland security funding to develop an explosive detection canine asset must be compliant in this standard.

5) **Question:** I would like to purchase my canine from a foreign or out-of-state vendor. Is this allowable?

Answer: Applicants seeking to obtain a canine for the purposes of this grant program are free to purchase a canine from any vendor, including international vendors, but must follow and comply with all procurement procedures under General Municipal Law and will be subject to monitoring by the Division of Homeland Security and Emergency Services to ensure compliance. All training of that canine, however, must be performed by New York State training schools that conform to DCJS or NYSP certification standards and cannot be performed by an out-of-state or international training schools.

6) **Question:** Are applicants allowed to purchase explosive detection canine training aids with explosives?

Answer: Grantees can purchase explosive detection canine training aids that include simulated explosives to be used during training and exercises. Actual explosives are not an allowable expense under this grant program.

7) **Question:** What will happen if I submit for more funding than is allowable under the RFA?

Answer: Please ensure your budget does not exceed the funding cap. Requests for raising the funding cap will not be considered.

8) **Question:** What are the consequences of requesting budget items that are not allowable?

Answer: If you request budgetary items that are not allowed under the FY2018 Explosive Detection Canine Team Grant Program, those items will not be considered and if you are a successful applicant, your award amount will be adjusted accordingly. Please refer to the Authorized Equipment List (AEL) for a list of allowable items to include in your budget: [https://www.fema.gov/authorized-equipment-list](https://www.fema.gov/authorized-equipment-list)
8) Question: Under the Budget Tab in E-Grants, there is a field for entering a local match. Is a local match required for this grant?

Answer: For the FY2018 Explosive Detection Canine Team Grant Program, applicants are not required to demonstrate a local match, however, if an applicant will be using non-grant funding to help support the development of a capability through this grant opportunity, they can feel free to reflect this commitment in their application in the Multi-Year Planning tab.

9) Question: Is there a specific vehicle that is preferred for transporting a canine team?

Answer: Applicants are encouraged to choose a CBRNE incident response vehicle that will best address the needs of their jurisdiction. In determining this need, applicants should take into consideration the type of incident response environment they’ve had to respond to in the past, as well as, their current vulnerabilities as expressed in their risk profile.

V. **Regional Partnerships**

1) Question: Is a Regional Partnership required to submit an application?

Answer: No. While applicants are encouraged to pursue regional partnerships, as identified by the “Development of Regional Explosive Detection Canine Teams” primary objective, it is not a requirement for submitting an application. However, those applicants that do submit an application identifying a regional partnership and include the Regional Partnership Agreements along with their applications are eligible to receive up to ten (10) “bonus points.”

2) Question: What kind of regional project would satisfy the requirements of the regional partnership objective?

Answer: Regional projects must demonstrate that those jurisdictions entering into a regional partnership, in order to develop a shared capability, will work together and support each other in operations or incidents in the future as detailed through formalized agreements (e.g. Regional Partnership Agreement).

3) Question: What qualifies as a region?

Answer: For the purposes of this grant program, “regional” is defined as law enforcement agencies in two or more counties, with a law enforcement agency from one county being defined as the “submitting partner” and one or more law enforcement agencies as being the “participating partners.” Note: Counties participating as a region do not have to be contiguous.

4) Question: Do I need to develop a Memorandum of Understanding (MOU) or Mutual Aid Agreement (MAA) for my regional partnership?

Answer: Applicants applying for this grant opportunity as a regional partnership are required to submit a Regional Partnership Agreement (RPA) at the time of application submission (see Exhibit C for RPA Template). Applicants that wish to expand on this
Regional Partnership Agreement or develop a formal MOU are not discouraged from doing so, in order to best highlight multi-jurisdictional coordination, but for the purposes of this grant opportunity the Regional Partnership Agreement is the only document required.

5) Question: Why is a Regional Partnership Agreement (RPA) required for applicants submitting a regional project/partnership?

Answer: In order to maximize the use of limited homeland security monies, it is required of regional partnerships to establish a Regional Partnership Agreement (RPA) that documents how the capabilities developed with these limited resources are shared, maintained, or enhanced over time by all parties who enter into contract with FY2018 Explosive Detection Canine Team Grant Program funding. The RPA is required to be submitted along with the application by the deadline of **May 29, 2019**.

6) Question: Can a regional partnership consist of an international partnership (i.e. Canada)?

Answer: Applicants seeking to establish regional partnerships with an international partner (i.e. Canada) are encouraged to do so, however, all grant funds spent against equipping, planning, training and exercising the explosive detection canine team must be by and within a New York State jurisdiction and the canine team must reside in NYS. Therefore, applicants are entitled to establish a regional partnership with an international partner to share an asset developed through this grant program, but no funds may be used to directly reimburse the international partner for training, exercise, planning or equipping costs related to developing this shared explosive detection canine asset.

VI. **Other**

1) Question: How do I identify “Critical Infrastructure” and “Key Resources” in the region we cover?

Answer: These items are based on any previously completed hazard assessments and or preplanning efforts that may have taken place. Your local Emergency Management Office may be a good source for this information.

2) Question: What is the webpage link to complete the Office for Bombing Prevention’s “Explosive Detection Canine Capability Analysis Program?”

Answer: To complete the Office for Bombing Prevention’s “Explosive Detection Canine Capability Analysis Program” please use the following link:

Please contact NCCAD@hq.dhs.gov to complete your individualized report for the first time, if you encounter system problems or need guidance on completing the assessment for this grant opportunity. On all email inquiries, please included Unit Chief Jenny Margaros at jenny.margaros@hq.dhs.gov and Program Lead Richard McKee at Richard.Mckee@associates.hq.dhs.gov to ensure a prompt response.
3) **Question:** Why am I being required to use the ATF’s Bomb Arson Tracking System (BATS)?

**Answer:** Due to increased emphasis on enhancing fusion center capabilities, specifically after significant terrorists/active shooter events (e.g. Boston Marathon Bombing; Aurora, Colorado Shooting; etc.), BATS is another resource that would enhance NYS’s fusion center and its ability to produce actionable intelligence based upon the reporting of explosives incidents by bomb squads and explosive detection canine teams. Therefore, NYS is requiring all law enforcement agencies that use federal homeland security funding to develop explosive detection canine teams or bomb squad capabilities to register for BATS.

4) **Question:** Another agency in my jurisdiction is registered in BATS (e.g. HazMat Team). Do I still need to register for BATS?

**Answer:** Yes, the local law enforcement agency applying for this grant opportunity must become a registered user of BATS, which is an eligibility requirement necessary for having an agency’s application accepted for review.

5) **Question:** I have additional questions that were not addressed in this Frequently Asked Questions (FAQs) bulletin. Whom should I contact?

**Answer:** Questions should be directed in writing to the following email address: [grant.info@dhses.ny.gov](mailto:grant.info@dhses.ny.gov). This FAQs bulletin will be updated regularly based on questions that are submitted by prospective applicants. Please check the DHSES website ([http://www.dhses.ny.gov/grants/targeted.cfm](http://www.dhses.ny.gov/grants/targeted.cfm)) frequently for updates.