**Governor's Office of Homeland Security
and Emergency Preparedness**

**STATE HOMELAND SECURITY PROGRAM (SHSP)
Project Application Instructions**

The State Homeland Security Program (SHSP) Project Application consists of five tabs. The first tab is the budget overview, the second tab is the project details – page 1, the third tab is the project details – page 2, the fourth tab is the personnel details and the fifth tab is the budget details. The same project application cannot be used for multiple projects. Prior to funds being expended, a complete project application must be submitted and approved.

Subrecipients shall not undertake any project having the potential to impact Environmental & Historic Preservation (EHP) resources without prior approval from GOHSEP through FEMA, including but not limited to ground disturbance, construction, modification of structures, and purchase and use of sonar equipment.

When submitting the project application(s) to your grant specialist, please include the entire excel document as one attachment. Also, please include the budget overview with the signature of the designated point of contact as a PDF file. If you have multiple project applications, an excel document and a PDF budget overview will need to be submitted for each project.

Budget Overview Tab

❖ **Section I: Grant Information**

Enter the Legal Entity Name.

Select a grant name/year using the drop down list. To view the list, left click in the box and a small arrow will appear on the right of the box. When you click the arrow, you will be able to select one of the choices from the drop down list.

The grant name and grant year will correspond to the grant number. The grant number will automatically populate once the grant name/year are selected.

Enter the Project Amount – total amount of the project.

Enter the date the project application is being submitted to GOHSEP for review.

The GOHSEP Approved Date and GOHSEP Grant Specialists Initials will be entered by GOHSEP staff.

❖ **Section II: Budget Overview**

This section will automatically populate based on the information entered on the personnel details tab and the budget details tab.

- The amount under Budget Category and POETE Category must match each other and total the amount of the project.

- If this is a National Priority Project, the total for that category must also match the Budget Category and POETE Category. If this is not a National Priority Project, this section will remain blank.

❖ **Section III: Approval of Project by Designated Point of Contact**

The project application must be signed by the Designated Point of Contact. The Point of Contact must have been designated by the Authorized Representative.

Project Details – Page 1 Tab

❖ **Section I: Grant Information**

The grant name, grant year and award number will automatically populate based on the information entered on the budget overview tab.

❖ **Section II: Project Information**

Project Title – Provide a one sentence title that fully describes the project.

Project Type - Select a project type from the drop down list.

Fusion Center – Select one option from the drop down list, either yes, if this project is related to a fusion center, or no, if it is not.

Capabilities Building – You will be given two options to select from. (1) Sustain and (2) Build. Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level.

National Priority Project – Select one option from the drop down list, either yes, if this project is a national priority project, or no, if it is not.

National Priority – If you selected yes, under national priority project you will need to select a national priority. The options in the drop down list for the National Priority are based on the grant name and grant year selected.

Project Description – Provide a detailed description of the project. The description must include the scope of the project and how it supports the investment justification. You must be specific.

Investment Supported - The options in the drop down list for the investment supported are based on the grant name and grant year selected. Funds for the SHSP can only be allocated towards projects included in the Investment Justifications for the particular grant year the project application is for.

Mission Area – A drop down box will appear with the following options: Prevention, Protection, Mitigation, Response and Recovery. Additional information regarding the Mission Areas can be found by going to https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities .

Primary Core Capability - The Core Capabilities are outlined in the National Preparedness Goal and the link to the National Preparedness Goal is http://www.fema.gov/pdf/prepared/npg.pdf . Additional information regarding the Core Capabilities can be found by going to https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities . The Crosswalk of Target Capabilities to Core Capabilities can be located at http://www.fema.gov/pdf/prepared/crosswalk.pdf .

State Goal - In order to see the drop down list, a grant name must have been selected in Section I.

State Strategy Objectives – You must select at least one objective but you may select up to two objectives. The options for your objectives will be based on the State Goal selected. (For instance, if you selected Goal 1 as the state goal, all of the objectives that appear in the drop down box will be objectives directly under that State Goal. The options will be OBJ 1.1 through OBJ 1.2.)

Project Detail – Page 2 Tab

❖ **Section I: Project Detail**

Project Location – Enter the zip code of the primary location of the project.

Start Date – Enter the start date of the project.

End Date – Enter the end date of the project.

Deployable – Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable – Provide information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Project Status – Select a project status from the drop down list. You will be given the following options: Not Started, On Schedule, Behind Schedule, Ahead of Schedule, Complete, and Cancelled.

Project Management Step – Select a project management step from the drop down list. You will be given the following options: Initiate, Plan, Execute, Control, Close Out. Below are descriptions of each step:

Initiate – The authorization to begin work or resume work on any particular activity.

Plan – The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of

the project.

Execute – The period within the project lifecycle during which the actual work of creating the project's deliverable is carried out.

Control – A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.

Close Out – The completion of all work on the project. Can also refer to completion of a phase of the project.

Does this project require new construction, renovation, retrofitting or modifications or existing structure? – When you click in the box, a drop down will appear with yes and no.

- ❖ **Section II: Previously Awarded Investment**

Does this project support a Previously Awarded Investment? – Indicate if the project is related to an investment awarded in a previous year.

If you select yes, you must provide the prior year, investment name and last completed milestone.

- ❖ **Section III: Milestones**

Milestones – This attribute will function as a tool for measuring project progress in future reporting periods. Provide a high level narrative description of activities to occur within each milestone.

Example of sufficient milestones:
Equipment: Identify equipment needs; purchase equipment; train personnel and deploy equipment; and maintain equipment by January 31, 2022
Training: Identify training needs; develop training; deliver training; and evaluate training by January 31, 2022

Example of insufficient milestones:
Increase response capability statewide

- ❖ **Section IV: NIMS Typing**

Does this project support a NIMS typed resource? - When you click in the box, a drop down will appear with yes and no.

Enter the name of the typed resources from the Resource Type Library Tool

Enter the ID of the typed resources from the Resource Type Library Tool – Enter the ID number from the Resource Type Library Tool in the format xx-xx-xxxx.

Link to the Resource Type Library Tool: https://rtlt.preptoolkit.fema.gov/Public

NOTE: A majority of the information under the Project Detail Tab section was taken directly from the Fiscal Year 2014 Homeland Security Grant Program Investment Justification Planning

Guide: Instructions, IJ Template and Project Worksheet document prepared by the U.S. Department of Homeland Security. Additional information was gathered from the Grant Programs Directorate December 2014 BSIR Project-Based Reporting Support Guide.

Personnel Details Tab

For any personnel funded under this grant program, those salaries will need to be detailed on this tab.

There is a section for planning, M&A, training, exercise and organization. Make sure the individuals salaries are captured under the correct solution area. An employee can be entered under multiple solution areas. Note: Organization is rarely used under SHSP. Refer to the grant guidance when determining the proper solution area to use.

- ❖ Fill in the SHSP Funded Personnel first name, last name and title. Select the solution area subcategory from the drop down list. Enter the amount for salary and benefits. Once you enter those two amounts, the total salary and benefits will calculate in the next cell. If this is a National Priority Project, the funded personnel's salary will need to be entered under the appropriate national priority. If this is not a national priority project, this section will remain blank.

- ❖ Repeat this for each of your SHSP funded personnel.

Budget Details – POETE

The budget details tab captures all of the items/expenses being funded under the grant program, other than personnel.

- ❖ Column A - This column must be completed for each line item.

  Line Item Description - Enter the description of the item you would like to purchase. The description must be specific. *Example: Interoperable Communications Equipment is not acceptable. XTS 2500 portable radio is an acceptable description.*

- ❖ Column B – This column applies to every solution area except for equipment.

  Solution Area Subcategory - Select a subcategory that best describes the item from the drop down list.

- ❖ Column C through G – These columns apply to training and exercise.

  Sponsoring Agency – Enter the name of the agency sponsoring the course.

  Course/Exercise Title – Enter the title of the course number. If there is a course number, the course number should be included as well.

  Exercise Type – Select an exercise type from the drop down list.

  Date(s) of Course/Exercise – Enter the date(s) the course will be delivered/attended.

<u>Number of Attendees</u> – Enter the number of individuals attending the course.

❖ Column H through L – These columns apply to equipment.

<u>AEL Ref Number</u> - For equipment requests, you must enter an AEL number. You can locate the AEL number that best corresponds to your equipment by going to https://www.fema.gov/grants/guidance-tools/authorized-equipment-list . When you click on an item on the AEL, you must check the specific grant to determine if that grant allows that specific item. If you cannot access the Authorized Equipment List through the website, contact your grant specialist for the PDF version.

<u>AEL Equipment Category</u> – The AEL Equipment Category will automatically populate based on the AEL number selected. The AEL Equipment Category directly corresponds to the authorized equipment list. *(Example: If radios were purchased and the equipment you purchased was approved under AEL number 06CP-01-PORT, the subcategory would be Interoperable Communications because 06 in the AEL is for Interoperable Communications Equipment. If a GPS was purchased and the equipment you purchased was approved under AEL number 04AP-02-DGPS, the subcategory would be Information Technology because 04 in the AEL is for Information Technology).*

The following questions will need to be answered: is the equipment mobile or portable and does this equipment require installation? When you click in the box, a drop down will appear with yes and no. If you answer no to the first question and/or yes to the second question, you must provide an explanation. These questions will assist the grant specialist in determining whether or not an Environmental and Historic Preservation (EHP) screening form will need to be completed and submitted to FEMA for review.

❖ Column M through P – These columns must be completed for each line item.

<u>Discipline</u> - Select a discipline from the drop down list.

Enter the quantity of items being purchased and the unit cost of the items.

❖ Column Q through V – Only one of these columns must be completed for each line item.

Select the budget category that best describes the item/expense being funded under the grant program. Once these amounts are entered, they will populate the budget overview tab.

❖ Column X through AB – Only one of these columns must be completed for each line item.

Select the POETE category that best describes the item/expense being funded under the grant program. Once these amounts are entered, they will populate the budget overview tab.

❖ Column AC through AG – Only one of these columns must be completed if this is a national priority project. If this is not a national priority project, these columns will remain blank.

Select the national priority project (if applicable).

HELPFUL RESOURCES:

- ❖ For SHSP, examples of allowable and unallowable costs can be located in the Notice of Funding Opportunity.

  HSGP Notice of Funding Opportunity and additional information can be located at: https://www.fema.gov/grants/preparedness/homeland-security .

- ❖ FEMA Preparedness Grants Manual
  https://www.fema.gov/grants/preparedness/manual

- ❖ To determine whether or not an equipment item is allowable, search for the items on the Authorized Equipment List (AEL). The AEL can be located at https://www.fema.gov/grants/guidance-tools/authorized-equipment-list . All items requested must meet the intent and scope of the grant program. When you click on an item on the AEL, you must check the specific grant to determine if that grant allows that specific item. If you cannot access the AEL through the website, contact your grant specialist for the PDF version.

- ❖ Controlled Equipment – Information Bulletin 426
  https://www.fema.gov/sites/default/files/2020-08/ib_426_controlled_equipment_recission__11-1-17.pdf

- ❖ For additional information pertaining to training, you can visit https://www.firstrespondertraining.gov/frts/npcc .

- ❖ For additional information pertaining to the Homeland Security Exercises and Evaluation Program (HSEEP), you can visit https://preptoolkit.fema.gov/web/hseep-resources .

If you have any questions, please feel free to contact the Non-Disaster Grant Specialist assigned to your Region. We are always happy to assist you.