

# 2010 Homeland Security Grant Program Application Guide

## Overall Project Justification

Describe your understanding of the spectrum of terrorism and natural hazard risks your area faces. Explain how this understanding influenced development of this Project.

- A. **Management and Administration Costs:** Provide a brief overall summary of planned management and administrative (M&A) expenditures that support the implementation of the Project.
- B. **Project Management:** Describe the management team's roles and responsibilities, governance structures, and subject matter expertise specifically required for this Project.



- Identify the roles, responsibilities, and qualifications of the project manager responsible for implementing the Investments proposed in the Investment Justification
- Identify other operational roles and subject matter expertise necessary for managing the proposed Investments in the Investment Justification, including the responsibilities associated with each role
- Describe operational roles and responsibilities specific to the successful implementation of the Investments proposed in the Investment Justification
- Describe how the subject matter expertise will be used in the implementation of the Investment
- Subject matter expertise may include:
  - Homeland security related subject matters (e.g., biohazard, search and rescue, specialized training)
  - Administrative functions necessary for implementing the Investment Justification (e.g., accounting, procurement)
- The response should serve as supporting material for question III.C. of the Investment and should not be a description of the organizational structure of the homeland security agency
- If the management team differs for each Investment, the differences (e.g., roles, responsibilities, governance structure, subject matter expertise, etc.) should be outlined in question III.C. of the Investment

## I. Baseline

The purpose of this section is for applicants to highlight any background information related to the Project, if it has been previously funded, and any progress that has been made to date. Responses should also define the purpose of the Project, whether it is new or ongoing, and include a detailed description of the Project's objectives, key accomplishments, and capability gaps that the Project is expected to address within the three-year, FY 2010 period of performance (July 1, 2010 – June 30, 2013).

- A. **Previous HSGP Request Name and Funding:** If the Project was included in a previous HSGP request, please provide the name of the Project and the total amount of HSGP funding that was dedicated to this Project, if any.
- B. **Purpose Statement:** Describe, at a high-level, what activities will be implemented and what will be accomplished by this Project. (1,000 char. max)
- C. **Description:** Provide a description of the current state of this Project, its objectives, and any accomplishments that will be completed prior to the application of FY 2010 HSGP funds. Include in this description whether this is a new or ongoing Project. Describe the capability gap(s) that this Project is intended to address. (1,500 char. max)

### All Project Types (new and ongoing):

- Describe the current state (baseline or starting point) of the Project at the beginning of the FY 2010 HSGP period of performance





- Discuss Project objectives expected to be accomplished over the FY 2010 HSGP period of performance
- Identify the capability gap(s) that this Project is intended to address
- Identify the goals of the Project
- Identify, at a high-level, the key activities required to successfully implement the Project
- Identify why the Project is a necessary
- Project for your area

**Ongoing Project:** Include accomplishments to date, such as:

- Major milestones, purchases, training activities, or other implementation steps that have been or will be started and/or completed before the application of FY 2010 HSGP funds

**New Project:**

- If the proposed Project is new, please indicate that there are no accomplishments to date

Reviewers do not directly score the responses provided by applicants in the Baseline section; however, the information provided will be taken into consideration when scoring other sections. For example, this section provides valuable background and contextual information when evaluating the Comprehensive Project and Portfolio scoring questions.

## II. Strategy

This section asks applicants to identify the direct linkages between the goals and objectives of the Project and broader strategic goals and objectives outlined in SPR and homeland security strategy. Additionally, reviewers will consider whether the primary Target Capability identified significantly and directly supports the Project.

While the National Priorities identified in the Strategy section are not scored, however this section should also serve as contextual information when evaluating the Comprehensive Project and Portfolio scoring questions.

**A. State Preparedness Report:** Explain how this Project supports Initiatives in the State Preparedness Report. Please reference relevant page numbers in the State Preparedness Report.

- a. Reference relevant Initiatives in the State Preparedness Report (SPR)
- b. Identify specific, related page numbers from the SPR
- c. Describe how the Project contributes to achieving identified targets
- d. Directly link the Project and SPR targets discussed
- e. Urban Area Projects should relate to targets in the State's SPR

NOTE: The SPR will only be used to provide context for the Project and will not be scored

**B. Homeland Security Strategy goals and objectives:** Explain how this Project supports the State/territory/Urban Area Homeland Security Strategy goals and objectives. Please reference relevant goal and objective numbers in the State/territory/Urban Area Homeland Security Strategy.

- a. Identify relevant State/territory/Urban Area Homeland Security Strategy goals and objectives
- b. Describe how the Project directly supports the State/territory/Urban Area Homeland Security Strategy goals and objectives discussed

**C. Target Capabilities:** From the drop-down boxes, select one primary and up to four secondary Target Capabilities that this Project supports. For the primary Target Capability selected, provide an explanation of how it is supported by this Project.

**D. National Priorities:** From the drop-down boxes, select the National Priority(ies) that this Project supports; up to four may be selected.



- The primary Target Capability should be the Target Capability that is most significantly and directly supported by the Project
- Secondary Target Capabilities should include Target Capabilities that are directly supported by the Project, but to a lesser extent than the primary Target Capability
- Target Capabilities selected should be relevant to the capability gap(s) described in Question I.C



- The score for this question is not dependent upon the number of Target Capabilities identified, although responses should be comprehensive for the Project
- The Project should directly support at least one of the National Priorities selected from the drop-down list
- For a list of the current Target Capabilities and National Priorities, refer to <http://www.fema.gov/pdf/government/training/tcl.pdf>

### III. Implementation

The Implementation section is composed of three sub-sections: Funding Plan, Accomplishments, and Challenge Mitigation. The purpose of this section is to allow applicants to outline the broad project implementation plans for the Project through financial planning (Funding Plan), project plans and timeline (Accomplishments and related Milestones), and identification of potential challenges and mitigation strategies to achieve the successful implementation of the Project (Accomplishments, related Challenges, and Challenge Mitigation).

**A. Funding Plan** The Funding Plan will be evaluated on its ability to describe how the funds will be used and whether the planned expenditures are appropriate. An applicant's funding plan aligns with the five POETE categories: Planning, Organization, Equipment, Training, and Exercise. While applicants are not expected to include all of these categories as part of their response, the planned expenditures should be appropriate for the solution area and grant program in which they are described.

Provide the total estimated cost to implement this Project during the three year, FY 2010 HSGP period of performance by completing the following table:

- For each solution area that has an associated FY 2010 HSGP cost, provide a brief summary of the planned expenditures (including personnel)
- If this Project includes optional cost sharing funds, provide the cash or in-kind funding amounts in the appropriate section of the funding table and describe how those funds will be applied
- Other sources of funding should be identified and described appropriately



- Provide the total estimated cost for the Project
- Personnel costs should be included as a part of the estimated cost for a particular solution area
- Describe the planned expenditures, including products, services, and activities
- Planned expenditures should be appropriate for the solution area and grant program in which they are described; however, the list of planned expenditures does not need to be exhaustive
- In the solution area summaries describe how the estimated funding will be used

**B. Accomplishments** The Accomplishments section allows applicants to outline the key events that will demonstrate progress toward achieving the overall objective of the Project within the three-year period of performance. Applicants are also asked to identify the milestones that will lead to the successful realization of the Accomplishment, and specific challenges that could impact the achievement of the accomplishment. Mitigation strategies for these potential challenges do not have to be outlined in this sub-section, as applicants are asked to do so in the Challenge Mitigation sub-section that follows.

Applicants are asked to identify up to five accomplishments and will not be penalized for only including one. Each accomplishment should include:

- A clear description of the accomplishment and a specific end date for when the accomplishment is expected to be achieved
- At least one milestone that will indicate the Project is progressing toward the accomplishment. Milestones should be specific and should represent shorter-term events that indicate that the accomplishment can be achieved within the timeframe specified.

Milestones should include specific dates. If more than one milestone is given, they should represent a clear sequence of events that lead to the associated accomplishment.

- At least one challenge that may impede the achievement of the accomplishment within the period of performance. Project challenges should represent key potential barriers to achieving the associated accomplishment.

As with the accomplishments, applicants will not be penalized for including only one milestone or one challenge, as long as each is appropriate, clearly defined with sufficient detail, and directly related to the associated accomplishment.



- Planned accomplishments should show progress toward the overall objective of the Project
- Milestones should illustrate a sequence of events that incrementally build up to the identified accomplishments
- Identify the planned end date for when each accomplishment will occur
- Identify at least two accomplishments should be identified
- Identify at least one milestone and at least one challenge should be identified for each accomplishment
- NOTE: The score for this question is not dependent upon the number of accomplishments, milestones, and challenges listed; however, responses must provide clear descriptions and sufficient detail
- NOTE: All accomplishments, milestones, and challenges should be specific to this Project, and should be relevant within the FY 2010 HSGP period of performance

**C. Challenge Mitigation** The Challenge Mitigation sub-section asks applicants to explain how the management team (described in the Overall Project Justification section of the Project) will mitigate each of the specific challenges identified in the Accomplishments sub-section. Responses should explain in detail how the challenges will be mitigated to meet the milestones in order to achieve the key accomplishments for the proposed Project.



- Identify a mitigation strategy for each challenge listed, describing how challenges will be addressed and overcome
- If the management team differs from that identified in the Overall Project section, outline the differences in this response

## IV. Impact

The Impact section is comprised of two sub-sections: Impact on Identified Risk and Sustainability.

**A. Impact on Identified Risk** The purpose of this section is to allow applicants to directly describe how achieving the implementation plan and specific accomplishments outlined in the Implementation section of the Project will reduce the risks identified by the applicant in the Overall Project Justification question. Please note that risk in this context is defined as threat, vulnerability, and consequence.



- Response should reference accomplishments provided in Question III.B
- Describe the linkage between the risks identified in the Overall Project question and the accomplishments identified in this Project

**B. Sustainability** The purpose of this section is to allow applicants to describe their plans for maintaining the capabilities developed by the Project. Regardless of whether the Project is new or ongoing, an applicant's response should describe the long-term approach to sustaining the capabilities created or enhanced by this Project, or explain why the Project will not be sustained. Reviewers will evaluate how

well the applicant will be able to sustain the new or enhanced capability this Project affords after the period of performance.



- Describe plans for maintaining the capabilities developed by the Project, including:
  - Any additional sources of funding to be used, if necessary
  - Future plans for sustaining the Project, if any
- Describe how the implementation of the Project will continue to fill capability gaps beyond the FY 2010 HSGP period of performance
- For sustainment Projects, describe how successful maintenance of the capabilities has been achieved to date and provide plans indicating how capabilities will be sustained in the long-term

## V. Optional Attachments

As part of the FY 2010 HSGP Project, applicants have the option of including graphic file attachments, such as organizational charts, with their application. Attachments supporting this application **MUST** be submitted through [www.grants.gov](http://www.grants.gov) as separate files when submitting the final Project Justification grant application.

Only PDF files will be accepted in the system. If you choose to include an optional attachment that will be uploaded to the iGMS for this Project, please provide the following information in the text box below (500 char. max):

- The file name
- The file extension (e.g., .jpg, gif)
- The relevancy this attachment has to this Project