

FY 2018 SHSGP APPLICATION:
PART I. Application General Information

Grant Application Manager <i>(who will manage and answer questions on this application.)</i>	
Name/Title	
Applying County	
Project Name	
Address (Street, City, Zip)	
Telephone	
Email	

Instructions for completing the application-please answer each question completely as failure to do so could lead to the determination the project does not meet grant guidance and is unallowable. Of particular importance is demonstrating the nexus to terrorism. State explicitly the connection to terrorism.

At a high level, please provide a name for your project and a brief description of the project. (Please limit your answer to 3-4 sentences that address who, what, where, why of the project-your project in a sound bite.)

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PART II. Addressing Regional Concepts

II. Describe the regional makeup of the capability being sustained, enhanced or built and address the region's commitment to ensuring the capability is useable/deployable not only within the region but also the state and nation through EMAC deployments.

If requesting core capability not physically deployable, describe how it will support national response capabilities such as Geographic/Geospatial Information Systems (GIS), interoperable communications systems, capabilities as defined under the mitigation mission area of the Goal, and fusion centers.

Part III. Supporting Core Capabilities

III.A Project addresses which of the following priorities: (select only one)

- Sustainment
- Addressing Gap
- Building New

III.B. Project addresses which of the following funded capabilities

- Communications
- Early Warning/Notification
- Exercise
- Cybersecurity
- Planning
- Targeted Sustainment of Specialty Teams (Search and Rescue, Hazmat, Bomb)
- Mass Care and Fatality Management

III.C. Project Narrative

In the following spaces please provide the narrative content of your application. At a minimum the narrative must address the following items:

1. *Was the capability originally built using federal funds? What is the need for the project and how was the need identified? Also, how specifically will the project contribute to building or sustaining a core capability and **assist in preventing, preparing for, protecting against, and responding to acts of terrorism?** (Please address all parts of the question in your answer.)*

2. *How does the project support a local or regional terrorism plan (nexus to terrorism), a THIRA, or the State Preparedness Report? Include applicable plans within the body of the answer. Do not assume Ohio EMA knows which plan you are referencing or that members of grants reviewed the specific plan you reference. **(Please address all parts of the question in your answer.)***

3. What is the expected outcome of the project (**Include project deliverables that will appear again in the timeline portion of the application**)? Was previous funding sought for project? If so, what was the last completed milestone? Will this funding complete the project or will future funding be needed? **(Please address all parts of the question in your answer.)**

4. How will the capability be sustained (if applicable) beyond asking for future funding? What is the local commitment to the project and how will this be demonstrated? What will become of the project if there are no further grant funds to sustain it? **(Please address all parts of the question in your answer.)**

5. Describe the procurement issues associated with your project and how you will ensure the project meets the full and open competition requirement. Include how you will address local, state, and federal requirements and complete procurement within the given performance period. **(Please address all parts of the question in your answer.)**

6. Does the project include construction, renovation, retrofitting, and/or permanent installation of any equipment? If so, please indicate completion of an EHP and attach to application. **(Please address all parts of the question in your answer.)**

IV.B. Project Budget (double click the form below to populate information)

PLANNING				Budget Amount
Full- or part-time staff				
Contractors or consultants				
Conference or meetings				
Materials or supplies				
Travel (based on per diem)				
Overtime and backfill				
Planning Subtotal				
EQUIPMENT				Budget Amount
Equipment Item	AEL CODE	Quantity	Unit Cost	
Equipment Subtotal				
TRAINING				Budget Amount
Full- or part-time staff				
Contractors or consultants				
Overtime and backfill				
Travel (based on per diem)				
Materials or supplies				
Training Subtotal				
EXERCISE				Budget Amount
Full- or part-time staff				
Contractors or consultants				
Overtime and backfill (includes part-time/volunteer emergency response personnel participating in G&T exercises)				
Travel (based on per diem)				
Supplies				
Materials or supplies				
Exercise Subtotal				
ADMINISTRATIVE				Budget Amount
Full- or part-time staff				
Contractors or consultants				
Travel (based on per diem)				
Meetings				
Acquisition of authorized office equipment				
Recurring fees/charges				
Administrative Subtotal				
Total				

IV.C. Budget Narrative

Applications must include a detailed budget narrative that supports and explains the information provided on the budget form. Use the same budget categories as those on the budget form and explain the basis used to estimate costs for all budget categories, and how the cost items relate to the project's goals, objectives, and activities. All expenditures must be necessary to carry out the goals and objectives of the project, reasonable for the scope and complexity of the project, and allowable under the terms and conditions of the grant and in accordance with cost principles. Describe the support documentation being provided for the estimated costs. Additionally, applications must touch on the future sustainment of the project and whether federal funds are anticipated to sustain the project after this funding opportunity.

IV.D. Project Management

Applications must include a narrative that addresses the project management personnel and procedures that are in place to ensure an accurate and efficient management of the project and grant funding. Items that must be addressed include: personnel in place or required for proper administration of the project/grant; description of the procedures (program and fiscal) in place to ensure proper and timely administration of grant funds and compliance with grant requirements.