

## FY2021 SHSP-LE Project Application Instructions

Please utilize the provided guidance document and the following instructions to assist in completing the FY2021 SHSP-LE Project Application documents. As always, please feel free to reach out to Public Safety and Justice Services (PSJS) if you need additional guidance.

### Document Submission

Once the FY2021 Project Application documents have been completed, PSJS will be submitting these documents (in Microsoft Excel format) along with other documents to Ohio EMA.

#### Cuyahoga County Agencies:

- Project applications due to CCESAB Committee Chairs via email, with a copy to Linda Jones and Lezlie White **by noon Friday, 7/23/21**.

#### All Other Agencies:

- Project applications must be submitted via email to PSJS **by noon, Friday 8/12/21**
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### FY2021 SHSP-LE Project Application Template Instructions

This project template has been streamlined to help give a high-level view of the project while providing enough details to accurately shape Ohio's Investment Justification application to FEMA. Please review the following instructions for assistance in completing this form.

**Project Contact Information:** Please provide contact information for the Person/Agency who will ultimately be responsible for developing the project details.

**Application Requirements:** Please answer the corresponding questions related to your project.

**Project Budget:** As accurately as possible, identify the projected cost of the items/services being purchased. Along with your application, please submit the source of your pricing (i.e. vendor quote, website pricing, invoice from recent purchase of same/similar item).

**Funding Priority:** Be sure to identify the allowable Funding Priority from the guidance document that applies to the project.

**FEMA AEL #:** Can be found at <https://www.fema.gov/authorized-equipment-list>

If you have questions or need additional assistance, please reach out to:

Linda Jones, Grants Coordinator  
216-698-6463  
[ldjones@cuyahogacounty.us](mailto:ldjones@cuyahogacounty.us)

Lezlie White, Grants Supervisor  
216-443-7719  
[lwhite@cuyahogacounty.us](mailto:lwhite@cuyahogacounty.us)