

HOMELAND SECURITY GRANT PROGRAM PROJECT REALLOCATION INSTRUCTIONS

Before completing your Homeland Security Grant Program Project Reallocation Form, please read this Instruction Page. Please ensure your projects are in alignment with National and State priorities as based on the Notice Of Funding Opportunity (NOFO) for that FY; some grant criteria and guidelines change year-to-year. Applications must be complete and correct in order to be approved.

PURPOSE: The purpose of the reallocation form is to track approved funding and approved items - and any changes made for that FY grant cycle. We understand that priorities and projects change; thus, we must track the changes at the State and Federal level to ensure compliance with specific grant criteria and requirements. Please read the following steps, pointers and reference material to build the best possible reallocation form. If you have any question about this form, please contact Gary Baker gary.baker@tn.gov or James Cotter James.cotter@tn.gov for assistance.

INSTRUCTIONS:

- All forms needed to apply for the Homeland Security Grant Program can be found on the Department of Safety & Homeland Security and TEMA websites at <https://www.tn.gov/safety/homeland-security/grants.html> and <https://www.tn.gov/tema/emergency-community/grant-programs/hom.html> respectively. Example completed forms are also located at these locations.*
- Grant Project Reallocation Request Form**
 - County or Agency:** If you are a recipient of State homeland security grant funds (SHGP) - you will enter your County. If you are a recipient of Nonprofit Security Grant Funds (NSGP) - please put your agency/organization name here (same as on your initial application).
 - Grant Year:** This is a dropdown; select the Grant Year you are reallocating funds/items for.
 - Approved Project:** This is the initial project in which you applied and now want to change or not fund.
 - Approved Amount:** This is the initial amount approved for the above project.
 - Funding Source:** Select the appropriate grant you are adjusting.
 - Detailed Project Revision Description:** Please write a description of the new project.
 - New Project Amount:** Please indicate the amount being requested for this project.

H. **Project Purchases:** Indicate what you will be purchasing – ensure it is still on the Approved Equipment List (AEL). Items are added and removed by DHS with little or no warning – please refer to the AEL and include the AEL#

<https://www.fema.gov/grants/guidance-tools/authorized-equipment-list>

I. **Who Will Project Benefit:** Indicate who will receive the items from this revision. If it stays with the initial agency – indicate the same – **click SAVE**.

J. **Reason for Revision:** Explain why there is a need to revise the grant project (E.g. new priority, cost prohibitive, loss or gain of new funding, etc.).

K. **Impact on Existing Project, if Any:** Indicate any changes on existing projects (E.g. changes implementation deadlines, cancels out a project, etc.)

L. **Printed Name of Requestor:** Name of POC for this request.

M. **County or Agency:** This is the Requestors information

N. **Signature:** This form allows for Electronic Signatures. If you do not have E Signature capability, follow this link, or print and sign, then scan to email back.

<https://helpx.adobe.com/reader/using/fin-and-sign.html>

O. **Date:** Please indicate the date signed.

P. **Printed Name of Approver:** This is for the approving authority to reallocate grant funds. If the requestor is the same – please still complete this section.

Q. **Signature:** This allows for electronic signature.

R. **Date:** Please indicate the date signed.

S. **CLICK SAVE!**

3. Please check your work before sending in your request – and click SAVE. Once you are satisfied, please email your form to Mr. Gary Baker gary.baker@tn.gov .

4. If at any time during the process you have a question, please contact Gary Baker gary.baker@tn.gov or James Cotter james.cotter@tn.gov for assistance.

Thank you.

HOMELAND SECURITY GRANT REALLOCATION REQUEST
Tennessee Emergency Management Agency

COUNTY or AGENCY	Best Agency Ever	
GRANT YEAR		
APPROVED PROJECT	Communications Upgrade	
APPROVED AMOUNT	\$1,000.00	
FUNDING SOURCE	SHSP	NSGP
PROJECT REALLOCATION REQUEST INFORMATION		
DETAILED PROJECT REVISION DESCRIPTION	Due to vulnerabilities being discovered during a recent vulnerability assessment, the Best Agency Ever will upgrade their cybersecurity posture by acquiring a firewall for their network.	
NEW PROJECT AMOUNT	\$1,000.00	
PROJECT PURCHASES	Network Firewall - IEL# 15NP-00-FWAL - Firewall, Network.	
WHO WILL PROJECT BENEFIT	All of the Best Agency Ever's employees and customers.	
REASON FOR REVISION	Communications upgrade was funded from another funding source.	
IMPACT ON EXISTING PROJECT, IF ANY	None	
Requesting Point of Contact		
Printed Name of Requestor: Zaphod Beeblebrox		
County or Agency: Best Agency Ever		
Signature: <i>ZB</i>	Date: 17 December 2020	
District Approval: Authorized Executive		
Printed Name of Approver: Questular Rontok		
Signature: <i>QR</i>	Date: 17 December 2020	