

FY 2021 HOMELAND SECURITY GRANT PROGRAM STATE PROJECT APPLICATION INSTRUCTIONS

Before completing your FY 2021 Homeland Security Grant Program (HSGP) project application, please read this Instruction Page and the Notice of Funding Opportunity (NOFO) – specifically, *HSGP Funding Priorities and the Allowable Program Activities* sections. Information specific to the grant criteria and guidelines for your projects is contained within those sections. Also, please ensure your projects are in alignment with the *National Priorities*. Applications must be complete and correct in order to be approved. All links are "clickable" and linked to desired items.

All FY 2021 Homeland Security Grant Program forms 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.

When possible - please consolidate like projects, then consolidate in the Equipment, Training, Exercise, Planning and Organizational Activities sections for the respective entities.

PROJECT DETAIL SHEET:

County Name - This is a drop-down field; select your county.

Project Title – Assign the project a brief descriptive title (e.g., County Elections Security)

National Priority – This is a drop-down field; select appropriate priority.

LETPA Project Only – Select YES or NO (This is a LE project specifically for the required minimum spend).

Total Project Cost - This block will auto-populate the dollar sign and commas - all that is required to be entered are the dollar and cent amounts.

Date Prepared - This is a drop-down tab; please select the appropriate date.

Person Preparing Form - Please print the name of the person completing the form.

Project Description – When completing the project description, please articulate what Core Capabilities your project(s) are addressing (found in the NOFO under *SHSP and UASI Funding Priorities*), what needs or gaps your projects are addressing (e.g. Training, Equipment & Capital Expenses, Awareness Campaigns, Planning, Exercises, etc., also found under the *SHSP and UASI Funding Priorities*); who will receive/manage the project(s); and please keep the project(s) in alignment with the Priority you selected. You DO NOT need to include pricing information or list every item contained in a kit. There are 6 project sheets and AEL lists - if you need more, please contact James Cotter james.cotter@tn.gov for assistance.

Total Cost for Project – This auto-populates commas and the dollar sign - just enter dollar and cents amount.

Authorized Equipment List (AEL) - Please ensure the AEL number is correct and list the title of the item as in the AEL. The link on the AEL Sheet is to the current AEL for this grant year.

EXPENSE SECTIONS - The EXPENSE SECTIONS for each of the different solution areas: Equipment, Training, Exercise, Planning and Organizational Activities have drop-down categories and the dollar amounts auto-populate the dollar sign and commas. Please fill in the Total Award Amount - this is the amount you received. The other Totals will auto-populate and track your entries as you complete the form - these totals should all match when completed. Select the appropriate solution area which corresponds to your projects and enter the amount of funding being assigned to each allowable cost category, discipline and/or program. You DO NOT need to complete a separate Expense Section for each project - to reduce application length, please combine your project costs under the appropriate entity and in the correct category. If you have questions, please refer to the example(s) posted on the TEMA and Department of Safety & Homeland Security websites.

When you have completed your application, please email to Mr. Gary Baker gary.baker@tn.gov.

If at any time during the process you have a question or need assistance with the forms - please contact James Cotter james.cotter@tn.gov or Gary Baker gary.baker@tn.gov.

Thank you.

PROJECT DETAIL SHEET 2021

County Name:

Project Title:

National Priority:

LETPA Only Project:

Total Project Cost:

Date Prepared:

Person Preparing Form:

Project Description:

GRANT AUTHORIZED EQUIPMENT LIST ITEMS

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

AEL #	ITEM DESCRIPTION
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EXAMPLE

PROJECT DETAIL SHEET 2021

Project Title:

National Priority:

LETPA Only Project:

Total Project Cost: :

Project Description:

GRANT AUTHORIZED EQUIPMENT LIST ITEMS

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

AEL #	ITEM DESCRIPTION
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EXAMPLE

PROJECT DETAIL SHEET 2021

Project Title:

National Priority:

LETPA Only Project:

Total Project Cost:

Project Description:

GRANT AUTHORIZED EQUIPMENT LIST ITEMS

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

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EXAMPLE

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National Priority:

LETPA Only Project:

Total Project Cost:

Project Description:

GRANT AUTHORIZED EQUIPMENT LIST ITEMS

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EXAMPLE

PROJECT DETAIL SHEET 2021

Project Title:

National Priority:

LETPA Only Project:

Total Project Cost:

Project Description:

GRANT AUTHORIZED EQUIPMENT LIST ITEMS

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AEL #	ITEM DESCRIPTION
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EXAMPLE

EQUIPMENT EXPENSE

LEFSEMAEMSHAZMATG/A

Total All Disciplines:

Total Grant Award:

Total All Expense Sheets:

TRAINING EXPENSE

LE

FS

EMA

EMS

HAZMAT

G/A

Total All Disciplines:

Overtime & Backfill: Please refer to the current NOFO to ensure compliance with the grant guidelines and allowable expenses. Rule of Thumb - authorized for personnel attending DHS/FEMA approved training.

ORGANIZATIONAL ACTIVITIES

LE

FS

EMA

EMS

HAZMAT

G/A

Total All Disciplines:

Operational Expenses: For increased security measures at critical infrastructure sites (up to 50% of allocation).

Overtime: For information, investigative and intelligence sharing activities associated with the Fusion Center (up to 50% of allocation).

Contractors/Consultants: For hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (up to 50% of allocation).

If in doubt - please refer to the current NOFO or call Gary Baker or James Cotter for assistance.

PLANNING EXPENSE

LE

FS

EMA

EMS

HAZMAT

G/A

Total All Disciplines:

Not for the purpose of hiring public safety personnel fulfilling traditional public safety duties.

EXERCISE EXPENSE

LE

FS

EMA

EMS

HAZMAT

G/A

Total All Disciplines:

Overtime and backfill costs including expenses for part-time and volunteer emergency personnel participating in DHS/FEMA approved exercises.

If in doubt - please refer to the current NOFO or call Gary Baker or James Cotter for assistance.