

# FY 2024 HOMELAND SECURITY GRANT PROGRAM DISTRICT & UASI INVESTMENT APPLICATION INSTRUCTIONS

Before completing the FY 2024 Homeland Security Grant Program (HSGP) Investment Justification (IJ) proposals, please read this Instructions Page and the Notice of Funding Opportunity (NOFO) – specifically, *SHGP and UASI Funding Priorities* and the *Allowable Program Activities* sections. Information specific to the grant criteria and guidelines for your investments is contained within those sections. Also, please ensure your projects are in alignment with the National and State priorities. Applications must be complete and correct in order to be approved.

**PURPOSE:** The purpose of this application is to build the State's Investment Justification (IJ) for FY 2024 homeland security grant funds from the Department of Homeland Security/FEMA. DHS has mandated that APPLICANTS meet a required minimum spending in specific National Priority areas. *This IJ outlines how the funds will be spent and in what areas - ensure your entities meet the requirements to purchase/obtain the desired item(s). When developing your projects - please read the entire AEL Item Description - failure to meet the AEL requirements may not guarantee approval for spending or reimbursement.*

All FY 2024 Homeland Security Grant Program forms and related documents can be found on the Department of Safety & Homeland Security and TEMA websites. <https://www.tn.gov/safety/homeland-security/grants.html> and <https://www.tn.gov/tema/emergency-community/grant-programs/hom.html> respectively. An example of the completed forms are also located on the TDOSHS and TEMA websites to assist you with completing the applications.

**The following guidance pertains to sections in the Investment Application which require information.**

**POINT of CONTACT Sheet** – Please complete all of the fields on the POINT of CONTACT Sheet. If you have an alternate point of contact person that you would like to identify, please indicate in the comments section. The **Total Award** block will auto-populate the dollar sign and commas - all that is required to be entered are the dollar and cent amounts (this is the amount your District was awarded). The **Total All Investments** block will auto-populate the amounts of all of your investment sheets. The **Phone Number** blocks will auto-populate the dash and area code brackets - all that is required to be entered are the phone number digits.

**INVESTMENT Sheets** – Please complete all of the fields on the INVESTMENT sheet. Each INVESTMENT sheet is for one (1) identified National Priority. You may have several *projects* listed per sheet, but they must align with the selected priority.

**Investment Title** – Assign a title of your choice to each investment.

**National Priority** - This is a drop-down field – select the priority that the investment addresses.

**Law Enforcement Terrorism Prevention Activities (LETPA) Only Investment** – Select YES or NO. This is to indicate a LETPA investment(s) that applies to the law enforcement minimum spend requirement. If you have a law enforcement investment(s) that is combined with other disciplines - please indicate it in the description.

**Investment Total** - Total proposed allocated funds for your district. This field auto populates the dollar sign and commas - enter dollars and cents only.

**Investment Description** - Please be clear, concise and complete. When completing the Investment Description, please articulate what *Core Capabilities* your project(s) are addressing (found in the NOFO under *SHSP and UASI Funding Priorities*); what needs and/or gaps your investment(s) 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 investment items; and keep the investments in alignment with the Priority you selected. Lastly, please limit the number of individual county investments and focus on District wide investments - investments will be evaluated by FEMA/DHS personnel for effectiveness, adherence to programmatic guidelines, fiscal soundness, implementation timeliness and completeness.

## **FUNDS FOR THE FUSION CENTER or OTHER PROJECT AREAS**

*If your District is allocating funds to the Fusion Center or for other Priorities – please make this a separate investment.*

**National Priority** – Select the Priority you are returning funds for.

**LETPA Investment** - YES or NO

**Investment Description** – Please enter the following: “Funds are allocated for the Fusion Center or State of Tennessee to be applied towards the identified National Priority HSGP allocation requirement.”

**Investment Total** - Enter the amount for allocation.

*If you have any questions or need assistance with this form, please contact Agent James Cotter [james.cotter@tn.gov](mailto:james.cotter@tn.gov) with the Tennessee Department of Safety and Homeland Security.*

FY 2024 HOMELAND SECURITY GRANT PROGRAM DISTRICT & UASI INVESTMENT APPLICATION

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Date:

District:

Total Award:

Point of Contact Information

Total All Investments:

Name:

Agency:

Email:

Cell #:

Office #:

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Additional POCs or General Comments

# FY 2024 INVESTMENT DETAIL SHEET

Investment Title:

National Priority:

LETPA Only Investment:    YES        NO

Investment Total:

Investment Description

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Investment Title:

National Priority:

LETPA Only Investment:    YES        NO

Investment Total:

Investment Description

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