

HOMELAND SECURITY GRANT PROGRAM PROJECT REALLOCATION REQUEST FORM & 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/or 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:

1. *All forms needed for the Homeland Security Grant Program can be found on the Department of Safety & Homeland Security and TEMA websites - example completed forms are also located at these locations. <https://www.tn.gov/safety/homeland-security/grants.html> and <https://www.tn.gov/tema/emergency-community/grant-programs/hom.html>*
2. **Grant Project Reallocation Request Form - All fields auto-size text**
 - A. **County or Agency:** If you are a recipient of the State Homeland Security Grant Program (SHGP) funds - you will enter your county name. If you are a recipient of Nonprofit Security Grant Program (NSGP) funds - please enter your agency/organization name - as indicated on your initial application.
 - B. **Grant Year:** This is a drop-down; select the Grant Year you are reallocating funds/items for.
 - C. **Approved Project:** This is the initial project in which you applied and now want to change or not fund.
 - D. **Approved Amount:** This is the initial amount approved for the above project.
 - E. **Funding Source:** Select the appropriate grant you are adjusting.
 - F. **Detailed Project Revision Description:** Please write a description of the new project.
 - G. **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.
- 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 funding, etc.).
- K. **Impact on Existing Project, if Any:** Indicate any changes on existing projects (E.g. changes to implementation deadlines, cancels out a project, etc.).
- L. **Printed Name of Requestor:** Printed/Typed name of POC for this request.
- M. **County or Agency:** This is the Requestor's information.
- N. **Signature:** This form allows for Electronic Signature. ****Please Note - When the Authorized Executive signs the form - the form will be locked and no further edits will be allowed**** If you do not have E Signature capability, follow this link, or print and sign, then scan to email back. <https://helpx.adobe.com/acrobat/using/signing-pdfs.html>
- O. **Date:** Please indicate the date signed and prepared.
- P. **Printed Name of Approving Authority:** This is for the approving authority to reallocate grant funds. If the requestor is the same – please still complete this section.
- Q. **Signature of Approving Authority:** This allows for electronic signature.
- R. **Date:** Please indicate the date signed.
- S. **Be sure to save a copy for your records.**
3. Once completed, 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	
GRANT YEAR	
APPROVED PROJECT	
APPROVED AMOUNT	
FUNDING SOURCE	SHSP NSGP
PROJECT REALLOCATION REQUEST INFORMATION	
DETAILED PROJECT REVISION DESCRIPTION	
NEW PROJECT AMOUNT	
PROJECT PURCHASES	
WHO WILL PROJECT BENEFIT	
REASON FOR REVISION	
IMPACT ON EXISTING PROJECT, IF ANY	
Requesting Point of Contact	
Printed/Typed Name of Requestor:	
County or Agency:	Date:
District Approval: Authorized Executive	
Printed Name of Approving Authority:	
Signature:	Date: