Louisiana Governor's Office of Homeland Security & Emergency Preparedness
Project Application Instructions

The Project Application contains two tabs. The first tab is the Project Application and the second tab is the Budget Sheet. The same project application cannot be used for multiple projects. An entire Project Application must be submitted prior to any purchases being made under the grant. In order to be reimbursed for an item, the item must have received pre-approval.

Project Application

- Section I: Please select a Grant Name, Grant Year and Grant Number using the drop down list. To view the list, left click in the box and a small arrow will appear on the right of the box. When you click the arrow, you will be able to select one of the choices from the drop down list. The Grant Name and Grant Year will correspond to the Grant Number. There is a drop down box to assist you in locating this number. In the drop down list, the HSPG grant numbers are listed first. 2008-GE-T8-0013 will be 2008 HSGP, 2009-SS-T9-0059 will be 2009 HSGP and so on. HSGP includes SHSP, UASI, CCP and MMRS. The EMPG grant numbers will be next and all other grants handled by the Grants Section will follow in alphabetical order after HSGP and EMPG.

- Section II: Type the name of the project director and the organization/agency name.

- Section III: Numbers 1 and 2 apply to the HSGP (SHSP, MMRS, CCP) grants, the UASI grant and the EMPG grant. In order to see the drop down list, a grant name must have been selected in Section I. If you selected an HSGP grant, the State Goals will appear in the drop down list, if you selected UASI Region 1 or UASI Region 2, the Urban Area Strategic Goals for that particular Region will appear in the drop down list and if you selected EMPG, the Emergency Management Functions will appear in the drop down list. Funds for the HSGP grants cannot be allocated towards projects not included in the Investment Justifications for the particular grant year the application is for.

  You may select up to four objectives. The options for your objectives will be based on the State Goal, Urban Area Strategic Goal or Emergency Management Function selected. (For instance, if you are working on a SHSP project application and you have selected Interoperable Communications as the state goal, all of the objectives that appear will be objectives directly under that state goal. The options will be OBJ 1.1 through OBJ 1.5.)

Project Title – Provide a one sentence title that fully describes the project.

Project Narrative – This should be a detailed description of the project.

The dollar amount will calculate once you fill out the budget sheet. You do not need to enter an amount.

- Section IV: The initial Project Application must contain the signature of the Parish President, Emergency Manager and Project Director. SHSP and UASI require the Sheriff's signature. All other grant programs may place N/A in Sheriff's field unless mandated by local jurisdiction. If changes are made to the initial Project Application, all signatures must be on the revised Project Application unless there is a Program Manager letter on file signed by the Parish President, Sheriff, and Emergency Manager giving signature authority to the program manager.

Budget Sheet

On the Budget Sheet, there is a section for Equipment, Exercise, Training, Planning, Management & Admin and Organization. Equipment appears first on the Budget Sheet. In order to view Exercise, Training, etc., you must scroll down the page.

- At the top of the Budget Sheet, please enter the Project Title. The Project Title will match the Project Title entered on tab 1 of the Project Application.

- Enter a description of the item you would like to purchase.

- For equipment, you will be asked to enter an AEL number. You can locate the AEL number that best corresponds to your equipment by going to www.rkb.us

- If the project application is for HSGP, UASI or EMPG, you will need to select a State Goal, Urban Area Strategic Goal or Emergency Management Function. In order to see the drop down list, a grant name must have been selected on the project application tab. The drop down box is conditional based on the grant name selected. This will need to match the State Goal, Urban Area Strategic Goal or Emergency Management Function entered on tab 1 of the Project Application.

- The AEL Equipment Category will tie back to the Authorized Equipment List. (Example: If radios were purchased and the equipment you purchased was approved under AEL number 06CP-01-PORT, the subcategory would be Interoperable Communications because 06 in the AEL is for Interoperable Communications Equipment. If a GPS was purchased and the equipment you purchased was approved under AEL number 04AP-02-DGPS, the subcategory

would be Information Technology because 04 in the AEL is for Information Technology).

- Enter the parish.

- Select a discipline from the drop down list. ALL will no longer be an option due to the 25% minimum requirement for law enforcement under the SHSP and UASI grants. If you are purchasing items under SHSP or UASI to meet your minimum requirement for Law Enforcement we will need to know the exact amount of your equipment purchase that is dedicated to Law Enforcement.

- Enter the quantity of items being purchased and the unit cost of the items.

For Exercise, Training, etc., you will follow the same guidelines as equipment.

- For the HSGP grants, you can view examples of allowable Planning Costs, allowable Organizational Activities, allowable Training Costs and allowable Exercise Related Costs by viewing the Homeland Security Grant Guidance. For FY-10 the allowable Program Activities begin on page 70 of the Grant Guidance. The FY-10 HSGP Grant Guidance can be located at www.fema.gov/pdf/government/grant/2010/fy10_hsgp_kit.pdf .

- For additional information pertaining to training, you can visit www.firstrespondertraining.gov .

If you have any questions, please feel free to contact one of the Grant Sections staff. We are always happy to assist you.