



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

The project application contains three tabs. The first tab is the project application, the second tab is the project narrative and the third tab is the budget sheet. The same project application cannot be used for multiple projects. An entire project application must be submitted and approved prior to any funds being expended. The training application must be completed and submitted with the project application for any training requests.

In addition, the sub-grantee shall not undertake any project having the potential to impact Environmental & Historic Preservation (EHP) resources without prior approval from FEMA, including but not limited to ground disturbance, construction, modification of structures, and purchase and use of sonar equipment.

### **Project Application**

- ❖ Section I: Please select a grant name and grant year 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. The grant number will automatically populate once the grant name and grant year are selected.

Enter the date submitted. The date submitted will be the date the project application is being submitted to GOHSEP for review.

- ❖ Section II: Type the name of the Program Manager, the organization/agency name, address and phone number.
- ❖ Section III: Numbers 1 and 2 apply to the HSGP (SHSP, MMRS, UASI, CCP) grants and the EMPG grant. In order to see the drop down list, a grant name must have been selected in Section I. (1) If you selected an HSGP grant, the State Goals will appear in the drop down list. (2) 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. (3) If you selected EMPG, the Emergency Management Functions will appear in the drop down list.

NOTE: The State Goals for the HSGP grants for the 2011 grant year have changed from previous years.

You may select up to two 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 Description (Summary) – Provide two or three sentences describing the project.

Total dollar amount requested - The dollar amount will automatically calculate once the budget sheet has been completed.

- ❖ Section IV: The initial project application must contain the signature of the Parish President, Emergency Manager and Program Manager. 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.

### **Project Narrative**

- ❖ The grant name and grant year and the project title will populate based on the information entered on the project application tab.
- ❖ National Priorities - Select at least one National Priority the project supports. Up to four National Priorities may be selected. The National Priority must be one of the priorities listed in the states/urban areas grant application that supports the investment for the project. Additional info regarding the National Priorities can be found in the National Preparedness Guidelines. This document can be located at [http://www.fema.gov/pdf/emergency/nrf/National\\_Preparedness\\_Guidelines.pdf](http://www.fema.gov/pdf/emergency/nrf/National_Preparedness_Guidelines.pdf)
- ❖ Investment Supported (Applies only to HSGP Grants: SHSP, MMRS, CCP and UASI) - The options in the drop down list for the investment supported are based on the grant name and grant year selected. Funds for the HSGP grants can only be allocated towards projects included in the Investment Justifications for the particular grant year the project application is for.
- ❖ Investment Justification Target Capabilities (Applies only to HSGP Grants: SHSP, MMRS, CCP and UASI) - Up to four Target Capabilities may be selected. The drop down list for the Target Capabilities is based off of the investment selected in the drop down directly above. The Target Capabilities will only appear in the drop down if they are in the states/urban areas application for the particular

investment selected. If you would like additional information regarding the Target Capabilities, more information is available at <https://www.rkb.us/hspd8.cfm>

- ❖ Project Type - Select a project type from the drop down list.
- ❖ Detailed Project Narrative – Provide a detailed description of the project. The description must include the scope of the project, how it supports the investment justification and the estimated duration of the project.

### **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 sheet.

- ❖ At the top of the budget sheet, the grant name / grant year, State Goal / Urban Area Strategic Goal / Emergency Management Function (EMF) and project title will automatically populate based on the information selected on the project application tab.
- ❖ Description of Item - Enter the description of the item you would like to purchase. The description must be specific. Example: Interoperable Communications Equipment is not acceptable. XTS 2500 portable radio is an acceptable description.
- ❖ AEL Ref Number - 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](http://www.rkb.us)
- ❖ AEL Equipment Category - The AEL Equipment Category is in direct relation 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).
- ❖ Type Resource - Select a type resource from the drop down list.

Resource - Select a resource from the drop down list. To view the drop down list, a type resource must be selected.

Additional information regarding NIMS Resource Types can be located at <https://www.rkb.us/nims.cfm>

- ❖ Discipline - Select a discipline from the drop down list. ALL is no longer an option due to the minimum requirements for law enforcement under the SHSP and UASI grants.
- ❖ 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. Examples of allowable expenses being on page 73.

The FY-10 HSGP Grant Guidance can be located at [www.fema.gov/pdf/government/grant/2010/fy10\\_hsgp\\_kit.pdf](http://www.fema.gov/pdf/government/grant/2010/fy10_hsgp_kit.pdf).

For FY-11 the allowable program activities begin on page 59. Examples of allowable expenses begin on page 62.

The FY-11 HSGP Grant Guidance can be located at [http://www.fema.gov/pdf/government/grant/2011/fy11\\_hsgp\\_kit.pdf](http://www.fema.gov/pdf/government/grant/2011/fy11_hsgp_kit.pdf).

- ❖ For additional information pertaining to training, you can visit [www.firstrespondertraining.gov](http://www.firstrespondertraining.gov).

### **Training Application**

For all training requests, a training application must be submitted with the project application.

- ❖ The information under Section I and Section II of the training application will automatically populate based off of the information entered on project application.
- ❖ Sponsoring Agency – Enter the name of the agency sponsoring the course.
- ❖ Course Title – Enter the title of the course number. If there is a course number, the course number should be included as well.
- ❖ Type of Training – There are four types of training: FEMA provided training, State sponsored course, Federal sponsored course and training not provided by FEMA. These options will appear in a drop down list.
- ❖ State Goal Supported and Investment Justification Supported – These two items will populate based off of the information entered on the project application

- ❖ Mission Area – The mission areas are Prevent, Protect, Respond and Recover. The mission areas are defined in the National Preparedness Guidelines and they are supported by the target capabilities.
- ❖ Target Capability – The drop down list for the Target Capabilities will change based on the mission area selected. The Target Capability selected needs to match one of the Target Capabilities selected on the project application. For additional information regarding the target capabilities to go <https://www.rkb.us/hspd8.cfm>
- ❖ Level of Training – There are three levels of training: Awareness Level, Performance Level and Management & planning level. These options will appear in a drop down list.

The following information was taken directly from <https://www.firstrespondertraining.gov/content.do?page=courseLevels>

“Awareness level courses are designed for responders who require the skills necessary to recognize and report a potential catastrophic incident or who are likely to witness or investigate an event involving the use of hazardous and/or explosive devices”.

“Performance level courses are designed for first responders who perform tasks during the initial response to a catastrophic event, such as safeguarding the at-risk public, rescuing victims, decontaminating victims”.

“Management and planning level courses are designed, as the title suggests, for managers who build plans and coordinate the response to a mass consequence manmade or natural event”.

- ❖ Intended Audience – Select all of the disciplines that apply. The disciplines selected must match the disciplines on the project application.
- ❖ Number of Attendees – Enter the number of individuals attending the course.
- ❖ Course Costs – Enter the entire costs for attending this course. Include registration fee, per diem, travel, etc.
- ❖ Dates of Course – Enter the dates the course will be delivered/attended.
- ❖ Description of Course – Enter a detailed description of the course. If there is a course announcement and/or syllabus, please submit the documentation with the training request form.
- ❖ Certification – Per the HSGP Grant Guidance, there are six criteria that must be met for a course to be funded using FEMA funds. Make sure you have read the certification and the course you are applying for meets all of the criteria.

❖ Grantee Acceptance – The Program Manager must sign the training application.

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