

**SHSP Grant Item Checklist**  
(For use while completing grant application.)

<b>Tab</b>	<b>To Do</b>	<b>Challenges/Issues/Notes</b>	<b>Completed √</b>
<b>Home Page</b>	<b>Register</b>		
<b>Apply</b>	Choose Homeland Security Grants Division (HSGD) from the dropdown.		
<b>Profile/Details</b>	Enter Start/End Date		
<b>Profile/Details</b>	Enter Target Area Information		
<b>Profile/Details</b>	Enter Grant Officials		
<b>Profile/Grant Vendor</b>	Enter Organization Type		
<b>Profile/Grant Vendor</b>	Enter State Payee ID		
<b>Profile/Grant Vendor</b>	Enter DUNS		
<b>Profile/Grant Vendor</b>	Enter SAM		
<b>Profile/Grant Vendor</b>	Enter Banking Documents		
<b>Narrative</b>	Certification Box Checked		
<b>Narrative</b>	Enter Project Summary		
<b>Narrative</b>	Enter Problem Statement		
<b>Narrative</b>	Enter Existing Capability Levels		
<b>Narrative</b>	Enter Capability Gaps		
<b>Narrative</b>	Enter Impact Statement		
<b>Narrative</b>	Enter Homeland Security Priority Action		
<b>Narrative</b>	Enter Target Group		
<b>Narrative</b>	Enter Long – Term Approach		
<b>Activities</b>	Select your Project Activity		
<b>Activities</b>	Describe each Activity		
<b>Measures</b>	Enter Output Performance Measures		
<b>Measures</b>	Enter Outcome Performance Measures		
<b>Budget/Details</b>	Enter Budget Line – Items		
<b>Budget/Details</b>	Enter Solution Areas		
<b>Budget/Details</b>	Enter Discipline Areas		
<b>Documents</b>	Resolution (due by start date)		
<b>Documents</b>	Answer Contract Compliance Question		
<b>Documents</b>	Answer Lobbying Questions		

Documents	Enter the Fiscal Year for your grant		
Documents	Enter Federal Grants expended in the most complete fiscal year		
Documents	Enter the State Grants expended in the most complete fiscal year		
Homeland Security	Select DHS Project Type		
Homeland Security	Select one Core Capability.		
Homeland Security	Select New or Existing Capabilities.		
Homeland Security	Select if project is Deployable or Sharable.		
Homeland Security	Select the Project Step Involved		
Homeland Security	Enter 3-5 Milestones.		
Homeland Security	Check and/or complete if project is NIMS Resourced		
Certify	Submit your application.		

Please remember that we are here to help. If you have any questions or need help filling out your application, please contact one of us.

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