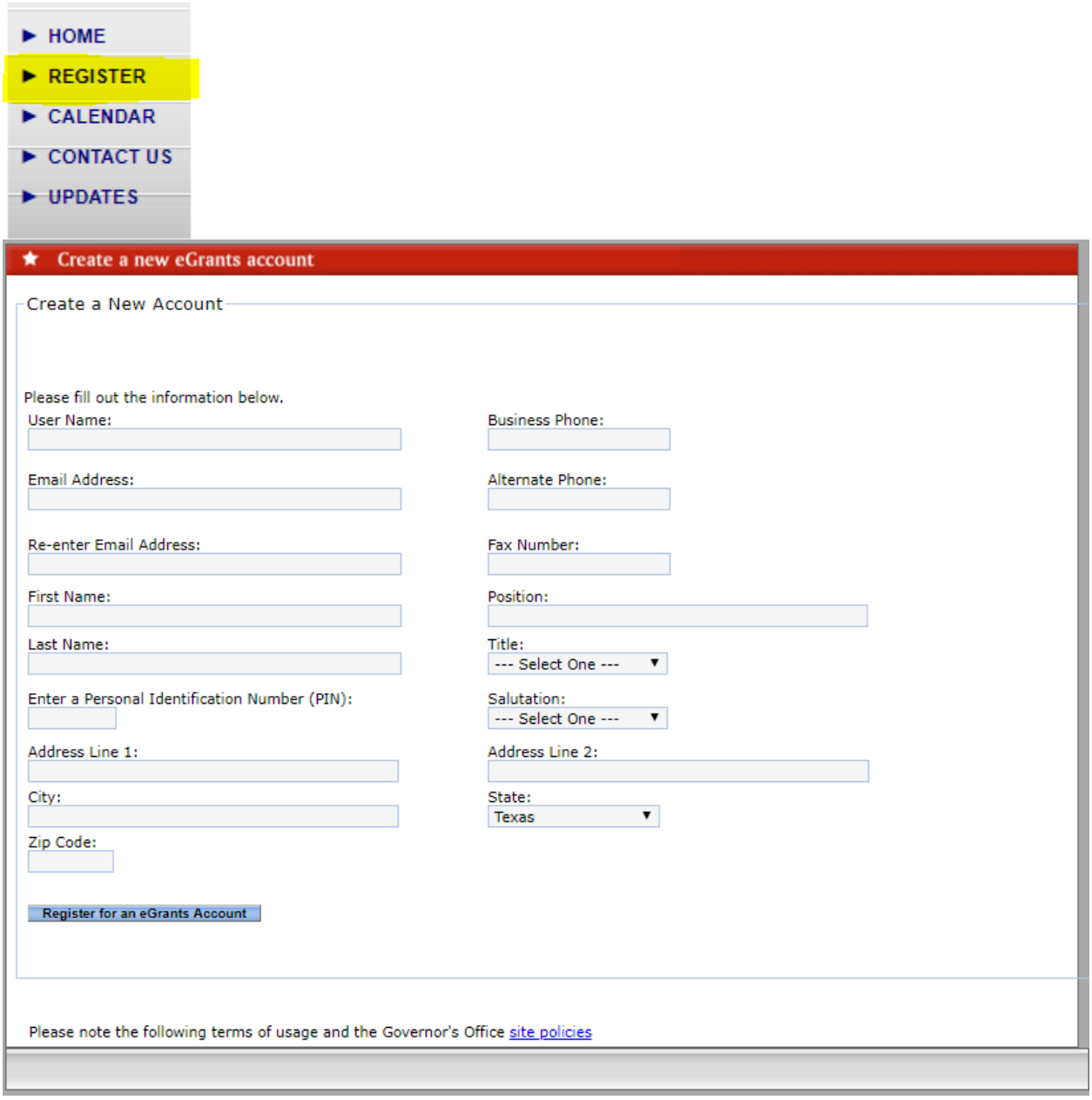
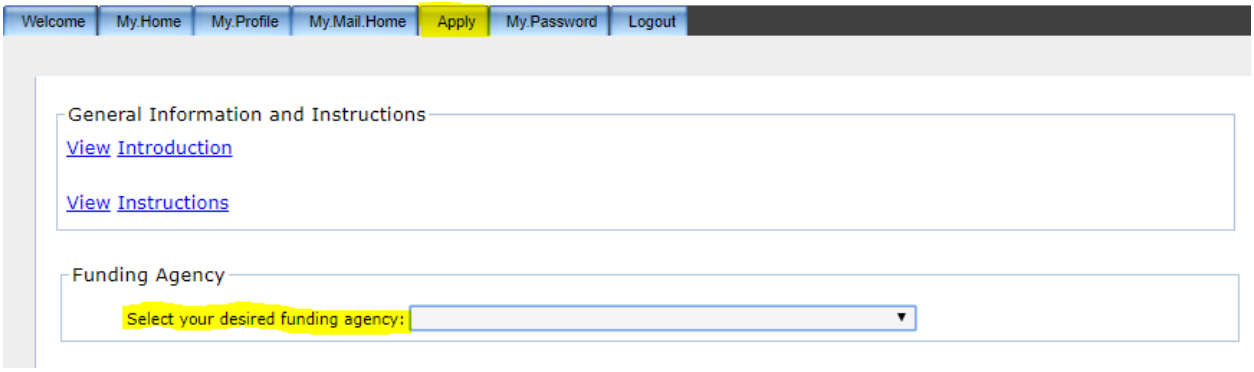
SHSP Grant Item Checklist
(For use while completing grant application.)

Step #1: **Register for an eGrants Account.**

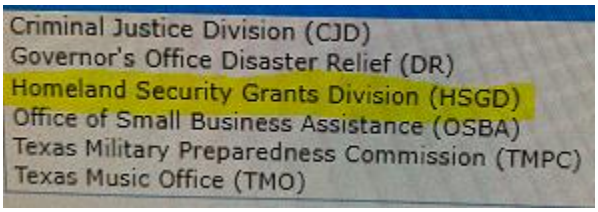


You must be registered in egrants. Once you are registered, you can apply for a grant.

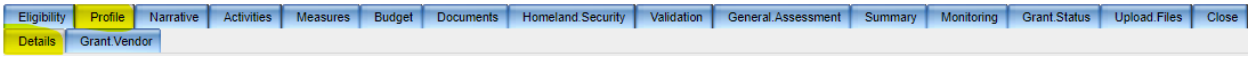
Step #2: **Apply for a grant.**



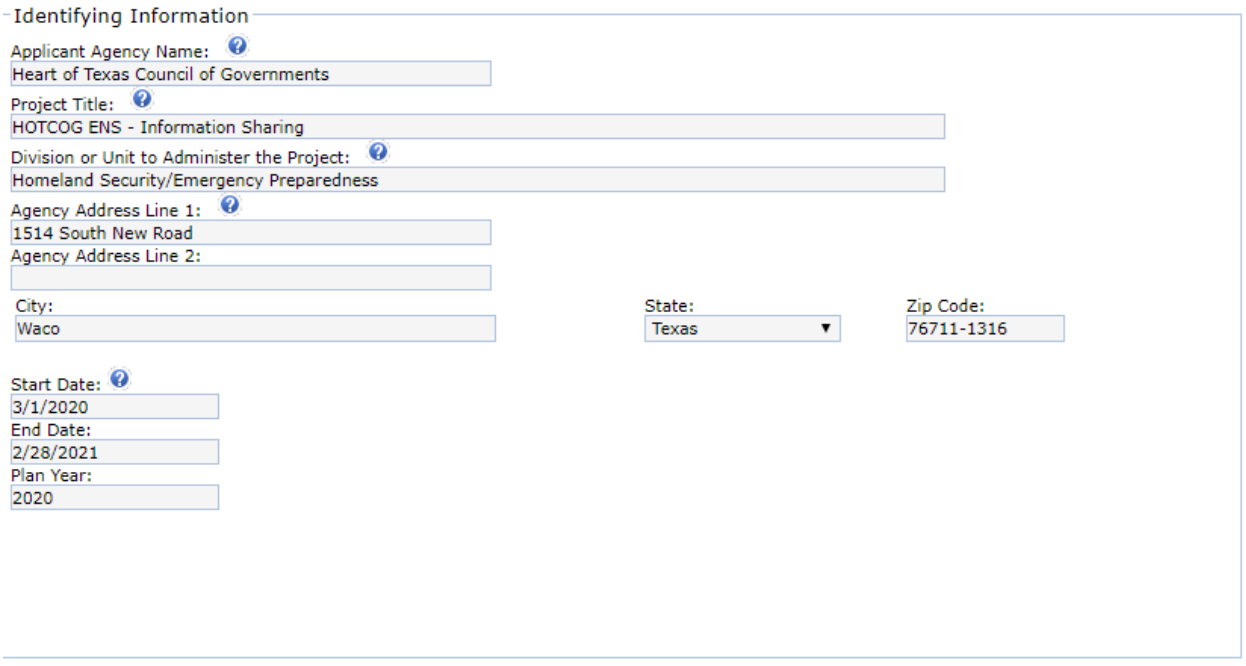
Choose Homeland Security Grants Division (HSGD) from the dropdown.



<u>Step #3:</u> **Go to the Profile Tab, Sub Tab Details.**

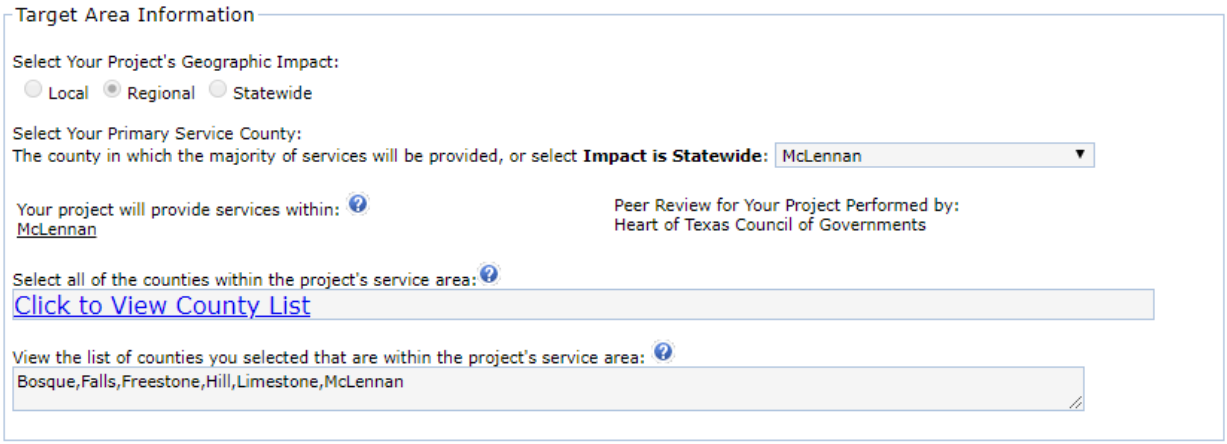


Enter your Identifying Information.



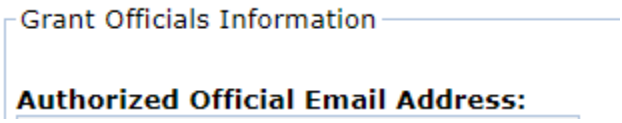
The Start Date will be on or after 09/01/2020. The end date will be no earlier than 08/31/2021.

Enter Target area information.



This will be the county or counties your grant will be servicing.

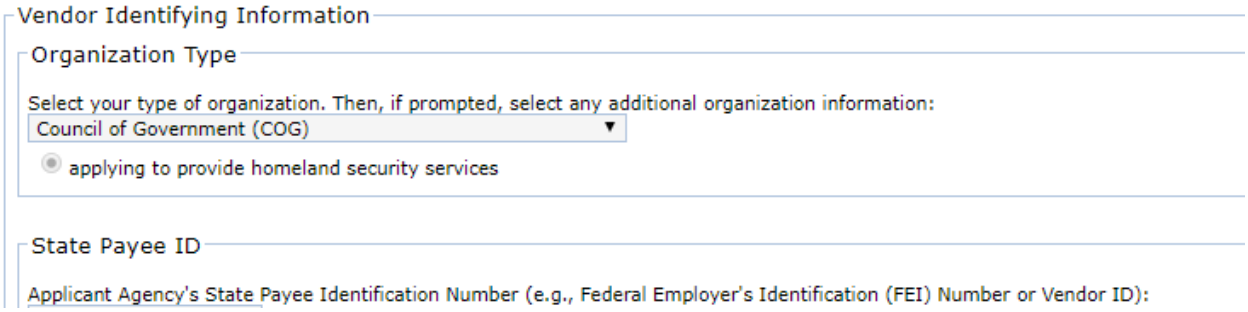
After entering your Target Area Information, you will enter the Grant Officials.



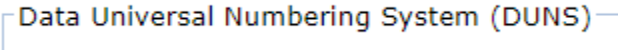
This will be done by entering the email address (Again, you must be registered to be a grant official.)

The Grant Officials consist of: Authorized Official, Financial Official, Project Director, and Grant Writer.

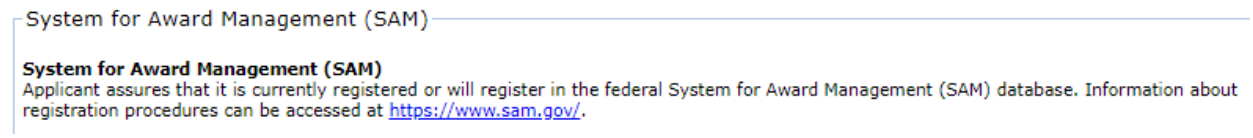
<u>Step #4:</u> **Go to the Profile Tab, Sub Tab Grant Vendor.**



Select your Organization Type. You will then enter your State Payee ID. This could be the Tax Identification Number (TIN) or Federal Employer's Identification Number (FEI).

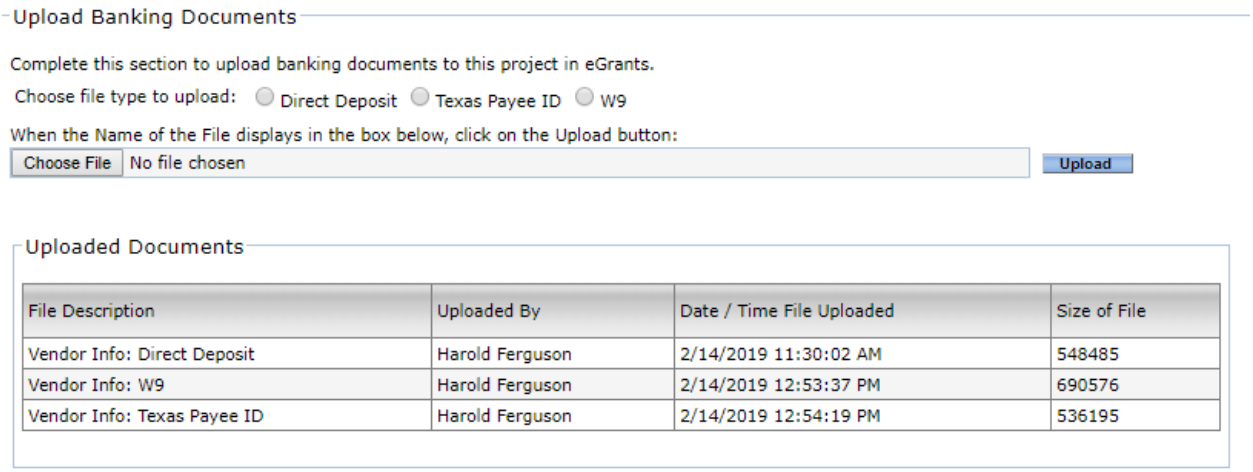


Next, you will enter your Data Universal Numbering System (DUNS). If you do not have this, you can go to www.hotready.com and click on the SHSP Toolkit. There will be a link to look this up.



After entering the DUNS, you will enter your System for Award Management (SAM) number. Again, if you do not have this, you can go to www.hotready.com and click on the SHSP Toolkit. There will be a link to look this up.

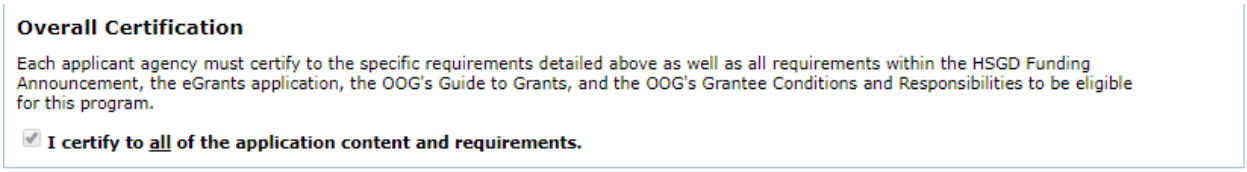
You will now enter the Banking Documents required by eGrants. These consist of: a Direct Deposit form, a TX Payee ID form, and a W9 form.



<u>Note: All the banking documents will be uploaded in the Profile/Grant Vendor Tab.</u>

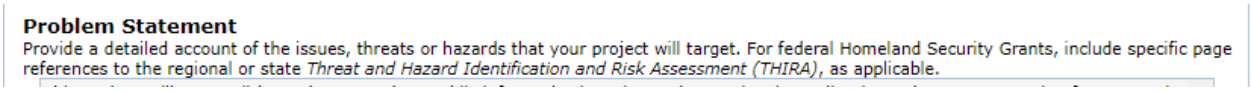
<u>Step #5:</u> **Go to the Narrative Tab.**

Be sure to check off the Certification Box in the Narrative Tab.

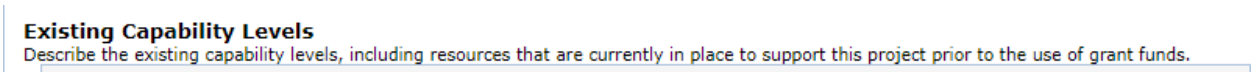


You will now enter your Project Summary. This should be written in a way that anyone reading it could understand. Nothing extremely technical.

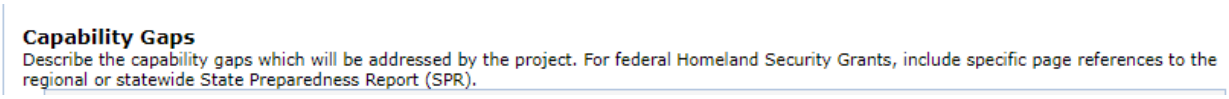
After entering your Project Summary, you will enter your Problem Statement.



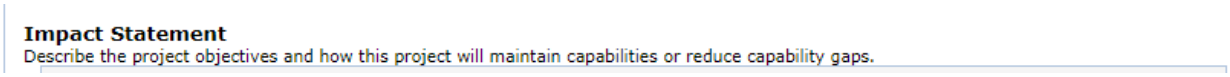
After entering your Problem Statement, you will enter the Existing Capability Levels.



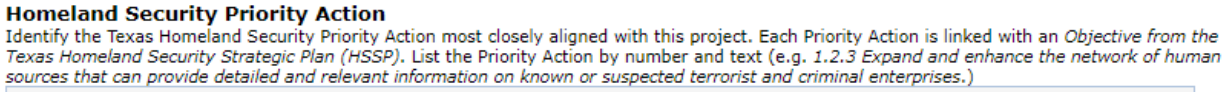
You will now enter your Capability Gaps.



Enter your Impact Statement.

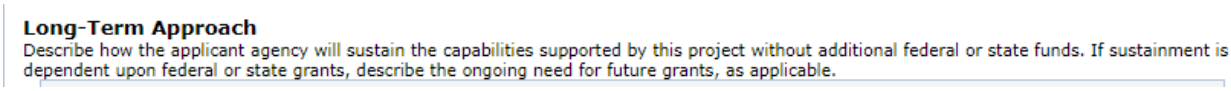


Enter the Homeland Security Priority Action.



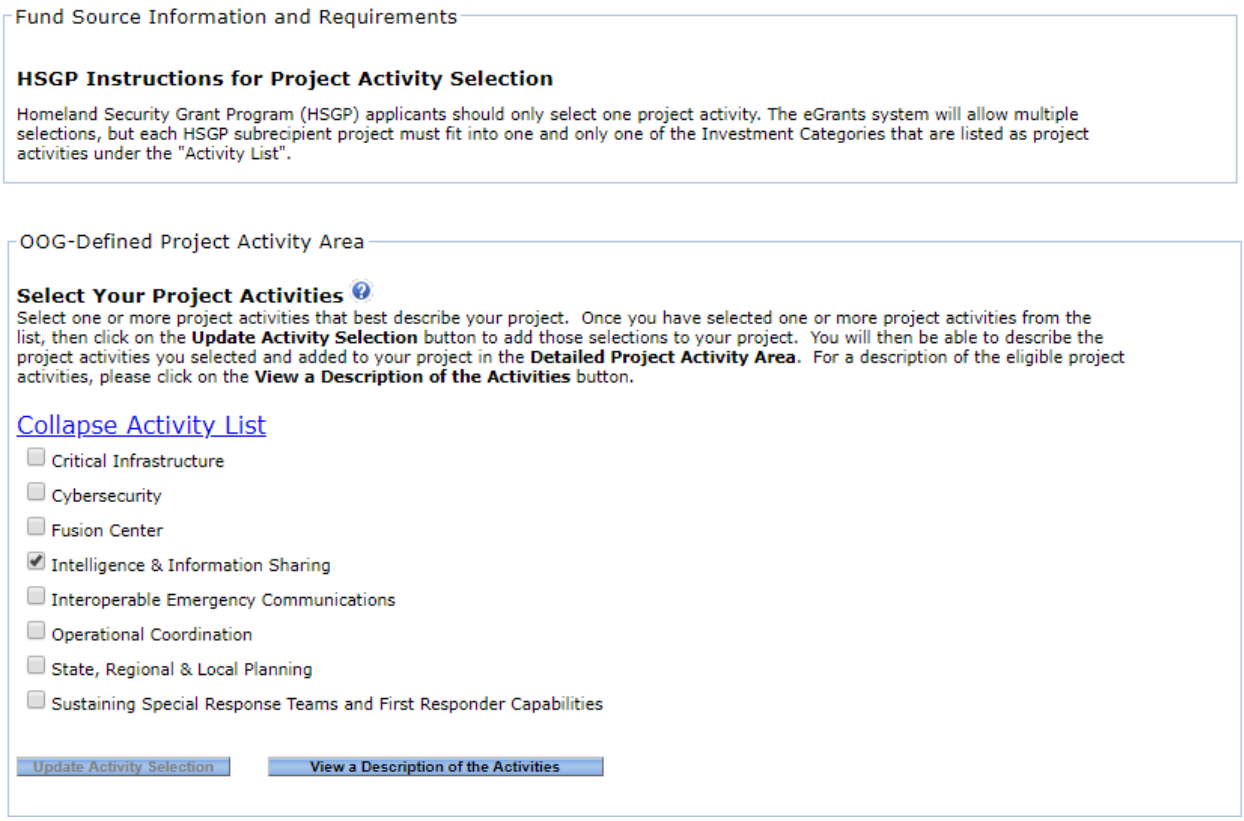
Enter the Target Group.

Enter your Long – Term Approach.

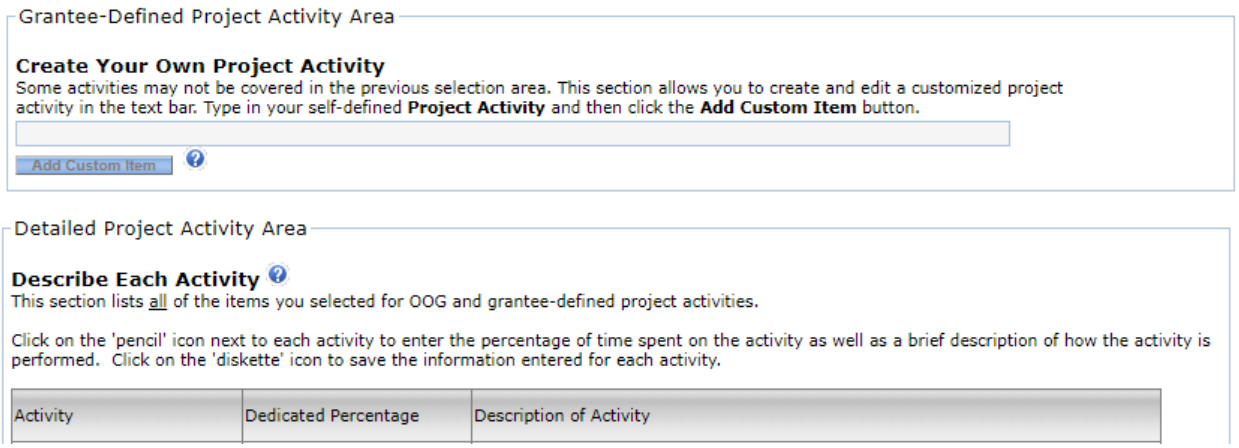


<u>Step #6:</u> Go to the Activity Tab.

Select your project Activities from the list provided.



Describe your Activity with a Dedicated Percentage.



<u>Step #7:</u> **Go to the Measures Tab.**

Enter your Output Performance Measures.

Entering the OOG-Defined Output Performance Measure Information

Please enter the required target levels for each output measure listed below.

Output Measures
Number of exercises conducted.
Number of individuals participating in exercises.
Number of intelligence and information sharing systems created, maintained or enhanced.
Number of intelligence products created.
Number of people that can be reached by emergency public information technologies.
Number of people trained.
Number of trainings conducted.

Enter your Outcome Performance Measures.

Entering the OOG-Defined Outcome Performance Measure Information

Please enter the required target levels for each outcome measure listed below.

Outcome Measures
Number of agencies actively participating in the Intelligence and Information Sharing program.
Number of intelligence products distributed/shared.
Percent (%) of population that can be reached by emergency public information technologies.

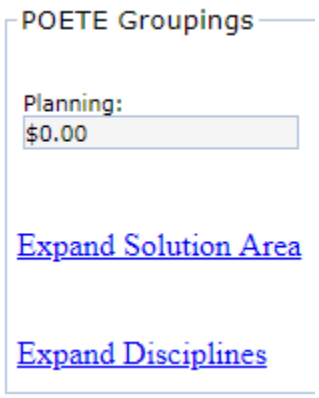
<u>Step #8:</u> **Go to the Budget Tab, Sub Tab Details.**

Enter your Budget Line Items.

Select and Enter Budget Line Item Details

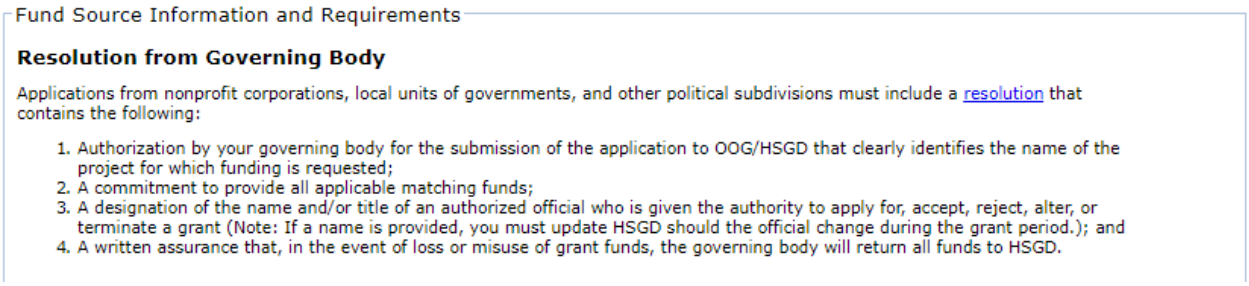
	Budget Category
	Personnel
+	Contractual and Professional Services
	Travel and Training
	Equipment
	Supplies and Direct Operating Expenses
	Indirect Costs

Enter the Solution and Discipline Areas for POETE (Planning, Organization, Equipment, Training, and Exercises). You will have to click on each one to expand the list.

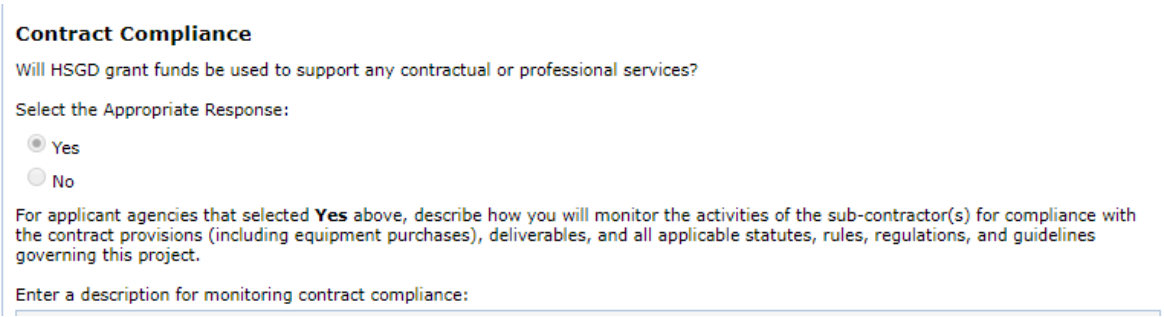


<u>Step #9:</u> **Go to the Documents Tab.**

Your Resolution will be due to the State <u>before the grant start date.</u>



You will now answer the Contract Compliance Question.



Answer the Lobbying questions.

Lobbying

For applicant agencies requesting grant funds in excess of $100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the Appropriate Response:

- ○ Yes
- ○ No
- ◉ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

- ○ Yes
- ◉ No
- ○ N/A

Enter the Fiscal Year. Both the Start Date and End Date.

Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2019

Enter the End Date [mm/dd/yyyy]:

9/30/2020

Enter the amount of Federal Grant Funds and State Grant Funds expended in the most complete fiscal year.

Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount ($) of Federal Grant Funds:

Enter Single Audit Information.

Single Audit

Applicants who expend less than $750,000 in federal grant funding or less than $750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a HSGD grant. However, HSGD may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of $750,000 or more, or state grant funding of $750,000 or more during the most recently completed fiscal year?

Answer the Debarment Questions.

Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

Answer the FFATA Certification Questions.

FFATA Certification

Certification of Recipient Highly Compensated Officers – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (HSGD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

<u>Step #10:</u> Go to the Homeland Security Tab.

Select the DHS Project Type.

DHS Project Type

DHS Project Type: Establish/enhance citizen awareness of emergency preparedness, prevention, and response measures

Select a Core Capability (This should match the Capability Gap listed in the Narrative Section.). Select New or Existing Capabilities. Select if this grant is Deployable, Sharable, or Neither Deployable of Shareable.

Capabilities

Select one Core Capability: Public Information and Warning

See the detailed Core Capability descriptions within the National Preparedness Goal

Identify if this investment focuses on building new capabilities or sustaining existing capabilities.

- ○ New Capabilities (Build)
- ◉ Existing Capabilities (Sustain)

Are the assets or activities Deployable or Shareable:

- ○ Deployable
- ◉ Shareable
- ○ Neither Deployable or Shareable

☐ Check if this Investment requires new construction or renovation, retrofitting, or modification of existing structures

☑ Check if these funds will support a project that was previously funded with HSGP funding

Select the Project Step Involved. This could be Initiate, Plan, Execute, Control, or Close Out.

Project Management Step Involved:

Check the step that most closely resembles the phase of the project activities to be completed during the grant period.

Select	Steps	Description	Process
☐	Initiate	The authorization to begin work or resume work on any particular activity.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
☐	Plan	The purpose of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	Involves working out and extending the theoretical, practical, and/or useful application of an idea, concept, or preliminary design. This also involves a plan for moving a project concept to a viable project.
☑	Execute	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
☐	Control	A mechanism w hich reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	Involves exercising corrective action as necessary to yeild a required outcome consequent upon monitoring performance. Or, the process of comparing actual performance with planned performance, analyzing variances, evaluating possible alternatives, and taking appropriate corrective action as needed.
☐	Close Out	The completion of all work on a project. Can also refer to completion of a phase of the project.	Involves formally terminating and concluding all tasks, activities, and component parts of a particular project, or phase of a project.

Enter 3-5 Milestones. Remember, the last milestone date should match the project end date.

Milestones

List 3 to 5 milestones of this project, and then list the intended completion date for each milestone.

Milestones should occur throughout the project.

Enter dates as MM-DD-YYYY

Check and/or complete if project has NIMS Resources.

NIMS Resources

☐ Check if this project supports a NIMS typed resource

Enter the name of the typed resources from the Resource Type Library Tool

Enter the ID of the typed resources from the Resource Type Library Tool

Click to access the Resource Type Library Tool

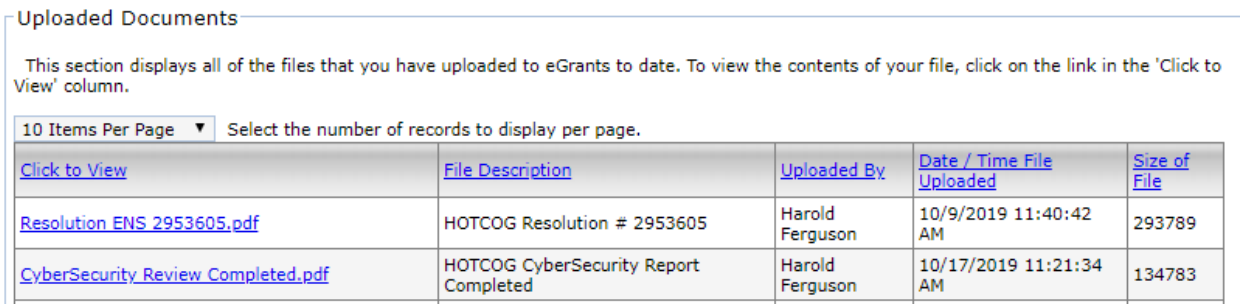
<u>Step #11:</u> **Go to the Certify Tab.**

Have the Authorized Official for your grant certify the application.

<u>Step #12:</u> **Go to the Uploads Tab.**

Upload your Resolution.

You will also need to complete the National Cybersecurity Review Survey and upload the completion information to the Uploads Tab.



Uploaded Documents

This section displays all of the files that you have uploaded to eGrants to date. To view the contents of your file, click on the link in the 'Click to View' column.

10 Items Per Page ▼ Select the number of records to display per page.

Click to View	File Description	Uploaded By	Date / Time File Uploaded	Size of File
Resolution ENS 2953605.pdf	HOTCOG Resolution # 2953605	Harold Ferguson	10/9/2019 11:40:42 AM	293789
CyberSecurity Review Completed.pdf	HOTCOG CyberSecurity Report Completed	Harold Ferguson	10/17/2019 11:21:34 AM	134783

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.

Tim Jeske
Homeland Security Director
tim.jeske@hot.cog.tx.us
(254)292-1893

Amy Derrick
Emergency Preparedness Planner
amy.derrick@hot.cog.tx.us
(254)292-1892

Note: The snips were taken from the HOTCOG ENS grant application.