

You Were Awarded an SHSP Grant
(Things to Remember)

To Do	Challenges/Issues/Notes	Completed √
Administrative Official (AO) must accept the grant in their eGrants account		
Complete the General Assessment Form		
Financial Officer (FO) must file Financial Status Reports (FSR) (This is required quarterly but is best if done monthly.)		
Complete Bi-Annual Progress Reports (Both General and Federal Reports are required and they are located in the Summary Tab.)		
Conditions of Funding that need to be addressed <ul style="list-style-type: none"> • Holds – Line Item or Project • Resolution Form must be uploaded • CyberSecurity Review must be done and proof uploaded under the “Upload Tab” • SWIC approval form needs to be uploaded (If getting equipment that requires something being installed, including 		

<p>Communications equipment.) under the “Upload Tab”</p> <ul style="list-style-type: none"> • EHP, once approved by both the State and FEMA needs to be uploaded under the “Upload Tab.” (Again, this is if you are getting equipment that requires something being installed, including Communications equipment.) • Any Other required forms 		
Update SAM if needed		

**** NOTE: Review your grant for items that have due dates. Mark in or on your calendar to remind yourself prior to these required dates to allow completion and submittal time. It is imperative to complete these requirements, otherwise the State can revoke your grant. Revoking the grant means they will request the money back.....not the equipment!!!**