

# FY 2009 HOMELAND SECURITY GRANT PROGRAM APPLICATION INSTRUCTIONS

Before completing your FY 2009 Homeland Security Grant Program application, please keep in mind that all project proposals must be in line with National, State and District funding priorities. Applications must be complete, correct and thorough in order to be approved. Any applications which do not meet these criteria will be returned.

1. All forms needed to apply for the FY 2009 Homeland Security Grant Program can be found on TEMA's website at [www.tema.org](http://www.tema.org). To navigate to the Homeland Security Grant page, place your cursor over the "About TEMA" bubble on the left side of the page, then over "About TEMA" in the pop-up list, then over "Office of Homeland Security", then over "Homeland Security Grants". Click on "Homeland Security Grants".
2. Scroll down to the "Fiscal Year 2009" section where you will find the FY 2009 Homeland Security Grant Program application forms.
3. Click on the "Contact Information – Signature Page" link and open the worksheet. On your computer's toolbar, you can click "File", then "Save As" in order to save a copy onto your computer. This page will only need to be completed ONE TIME. Please use the following instructions for completing this page:

**"FOR TEMA USE ONLY" section:** Please do not type anything in this section. TEMA will complete this section.

**"TO BE COMPLETED BY PROJECT DIRECTOR" section:**

- a. County Executive Name & Title: This will be the legal name and contact information for your county executive.
- b. Organization Type: Check the appropriate box – "State" for state agencies or "County" for county governments.
- c. Homeland Security District: Type in the Homeland Security district in which your county / state agency is located (1-11).
- d. Point of Contact Information: For many counties, the EMA director handles all of the Homeland Security grant information, but several counties have a separate contact person who handles the grants. The person/contact info listed in # 4 should be for the person who handles the day-to-day work on the Homeland Security Grants.

**"AWARD AMOUNTS" section:** Please type in the amount your county / state agency was awarded for each of the programs.

**"SIGNATURES" section:** You will need to print out a copy of this completed page and have it signed by both your county mayor or state agency representative as well as the Homeland Security Grant Program contact person for your county / state agency.

***THIS SIGNED ORIGINAL FORM MUST BE RETURNED TO TEMA.***

4. Click on the "FY 2009 Homeland Security Grant Program Application" link and open the worksheet. **You will need to fill out a separate "2009 HSGP Project Detail" form for EACH PROJECT you have.** For example: if you are planning on funding three projects with the 2009 Homeland Security Grant funds, you should complete this page three times and save them separately as "Project A", "Project B" and "Project C". On your computer's toolbar, you can click "File", then "Save As" in order to save a copy onto your computer.

Please notice the various sheet tabs along the bottom of the workbook page. *You will need to fill out one copy of the "Project Detail Sheet" for EACH PROJECT.*

Please observe the following instructions when completing the “Project Detail Sheet”:

- a. **“Project Title”** – Assign the project an alphabetic letter and a brief descriptive title (i.e.: Project A – Interoperable Communications”)
- b. **“Investment Justification”** – choose the Investment Justification which your project will support.
- c. **“National Priority”** – choose the National Priority which your project will support
- d. **“Goal from State Strategy”** – choose the option which best fits your project. Some fields may fill in for you depending on previous selections.
- e. **“Objectives”** - choose the option which best fits your project. Some fields may fill in for you depending on previous selections.
- f. **“Detailed Project Description”** – Please provide a DETAILED description of the project. This description should include specific information regarding what will be purchased with the funds, an estimation of the quantity of items/hours/personnel/etc., the disciplines benefiting from this project and what this project will accomplish. *You do NOT need to include pricing information or a list of every separate item contained in a kit.*
- g. **“Project Funding Source(s)”** – Fill in the amount of funding from each program which will be going toward this project.

The remaining budget page tabs in the “2009 HSGP Application” are for each of the different solution areas:

Equipment  
Training  
Exercise  
Planning  
Organization

**YOU NEED TO FILL OUT SEPARATE BUDGET PAGES FOR EACH PROJECT INDIVIDUALLY.  
PLEASE DO NOT COMBINE ALL YOUR PROJECTS ON ONE BUDGET PAGE.**

Select the appropriate sheet(s) which corresponds to the project and enter the amount of funding being assigned to each allowable cost category, discipline and program.

Please send an **ELECTRONIC COPY** of all your projects to your TEMA Homeland Security Grant Specialist. You may send them either as an email attachment or you may send them on a CD.