



## Homeland Security Grant Program (HSGP) 2015 Application Guide

[IowaGrants.Gov](http://IowaGrants.Gov)

January 2015

### What's New: 2015 HSGP

- Homeland Security Advisory Committee (HSAC) recommends priority gap capabilities:
 

Operational Communications	Cybersecurity
Operational Coordination	Mass Care Services
Planning	Intelligence & Info. Sharing
Public Information & Warning	Mass Search & Rescue
Situational Assessment	Public/Private Services & Resources
- Funding decisions will be based in part on building or strengthening priority gap capabilities.
- Overtime and Backfill will no longer be approved or reimbursed due other priorities for grant dollars.

## What's New: 2015 HSGP, continued

- Implementation of Title 2 of the Code of Federal Regulations, Part 200, the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements*, (“*Uniform Guidance*”)
- Scope of Work form in IowaGrants updated.
- Applicants selected for funding will have several additional forms to complete to comply with *Uniform Guidance*:
  - Federal Funding Accountability and Transparency Act
  - Applicant Risk Assessment
  - Disclosures, Certifications, and other Assurances

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## Timeline: 2015 HSGP

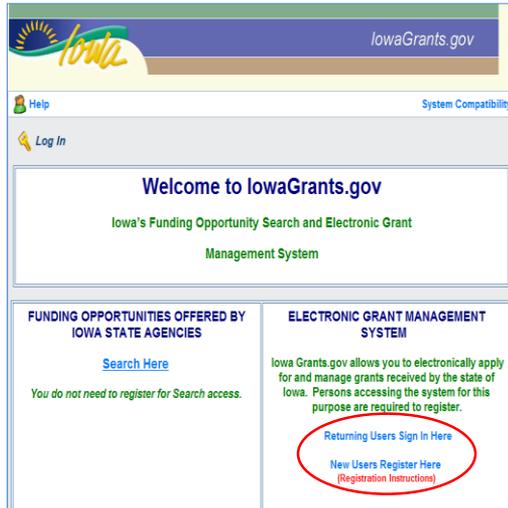
- Application Deadline: March 13, 2015 at 4:00 P.M.
- Webinars: For application assistance:

Date	Time	2015 Homeland Security Grant Program (HSGP) Application Assistance Webinar
Jan. 23, 2015	9:00 – 10:30 AM	Please register for the date and time that works best for you by clicking this link: <a href="https://attendee.gotowebinar.com/rt/5784871886063436033">https://attendee.gotowebinar.com/rt/5784871886063436033</a>
Feb. 10, 2015	1:30 – 3:00 PM	

- Anticipated Performance Period: October 1, 2014 – June 30, 2016

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## Getting to your account



To apply for a funding opportunity, visit [www.iowagrants.gov](http://www.iowagrants.gov)

Click on Returning Users Sign in Here. Enter your user ID and password. If you have not registered, click on New Users Register Here to register. If you forget your user name or password, contact the DAS-ITE Service Desk email:

[ITE.Servicedesk@iowa.gov](mailto:ITE.Servicedesk@iowa.gov)

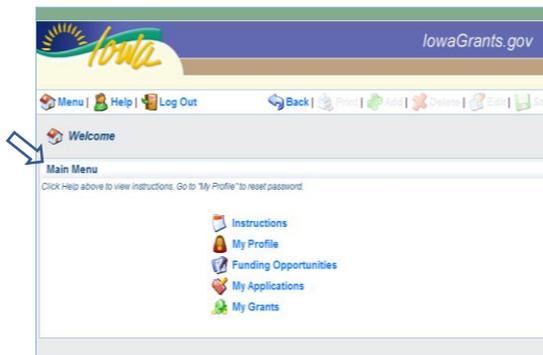
or phone 1-515-281-5703

or phone 1-800-532-1174

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## Main Menu

From the Main Menu you may:



1. Click My Profile to edit your organization and personal information.
2. Click Funding Opportunities to start a new application for an open funding opportunity.
3. Click My Applications to access applications you have already started or submitted.
4. Click My Grants to access grants you have been awarded.

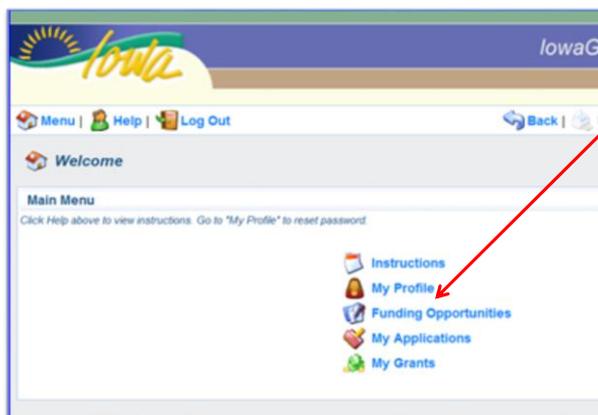
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## Basic User Functions

- 
1. Always use the system Back button to return to the previous page instead of browser Back button. Using Back does not save Edits.
  2. Always click Save to save data and edits..
  3. A red asterisk indicates information must be entered into the associated field. If you try to save information on a form without entering data in a required field, a pop up box will appear reminding you to complete the required fields.
  4. Text in blue lettering that fade when you hold the cursor over them are clickable links.
  5. Some fields like telephone numbers and dates automatically insert dashes. Be cognizant of this when completing those fields.
  6. Copying and pasting text in the system is possible using "Ctrl C" to copy and "Ctrl V" to paste. DO NOT copy tables or cells into IowaGrants.gov fields. You will not be pleased with the formatting, and it will lock fields from editing. Only copy text.
- 
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- 
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## Accessing Funding Opportunities



To begin your application, click Funding Opportunities.

If you previously started your application, click instead, My Applications. See page 14 for more instruction on accessing an existing application.

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# Finding the Funding Opportunity

**Funding Opportunities**

**Current Funding Opportunities**  
*All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after the deadline. Click on the title to open the Funding Opportunity summary.*

ID	Agency	Program	Opportunity Title	Pre-Application Deadline
85546	Public Health	Public Health Global	Expansion of MIECHV RFA TEST Application Forms	
105669	Public Health	Substance Abuse Prevention & Treatment	Families in Focus Training	
94362	Public Health	Substance Abuse Prevention & Treatment	FY15 Families in Focus	
90623	Education	Green Ribbon Schools	FY15 Iowa Green Ribbon Schools - College Application	
90526	Education	Green Ribbon Schools	FY15 Iowa Green Ribbon Schools - District Sustainability Award Application	
90038	Education	Green Ribbon Schools	FY15 Iowa Green Ribbon Schools - School Application	
95692	Education	Early Childhood At-Risk	FY16 Shared Visions Preschool Application	
95289	Management	Research & Development	Gear Up Test #1	
73871	Public Health	Public Health Global	Global Forms for Public Health Standard Global Forms (DO NOT TEST THIS FUNDING OPPORTUNITY/REFERENCE AND DEMO ONLY)	
105684	Public Health	HIV, STI and Hepatitis Services	HIV Core Medical and Support Services	
99321	Homeland Security and Emergency Management Department	Hazardous Materials Emergency Preparedness - Planning (HMEP-PL)	HMEP Planning FFY2016	
99428	Homeland Security and Emergency Management Department	Hazardous Materials Emergency Preparedness - Training (HMEP-TR)	HMEP Training FFY 2016	
94732	Homeland Security and Emergency Management Department	Homeland Security Grant Program - State Homeland Security Program	Homeland Security Grant Program - 2015	
58927	Homeland Security and Emergency Management Department	Homeland Security Grant Program - State Homeland Security Program	Homeland Security Grant Program - Reallocations	
84635	Economic Development Authority	ITO - Trade Assistance Programs	International - Domestic Trade Show Assistance Program (DTAP) FY15	
91287	Economic Development Authority	ITO - Trade Assistance Programs	International - Export Trade Assistance Program (ETAP) FY15	
96440	Public Health	Chronic Disease Prevention	Iowa Cancer Control Plan Implementation RFP 58815019	
11679	Office of Energy Independence	SEP BEST Program	Iowa Energy Bank (BEST) Building Energy Smart Program	

Hint: Click Opportunity Title to alphabetize the list.

Click **Homeland Security Grant Program – 2015**, the Funding Opportunity for which you intend to apply. Note the posted deadline date.

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# Reviewing Funding Opportunity

**Funding Opportunities**

**Funding Opportunity Detail**

**-94732-Homeland Security Grant Program - 2015**  
 Homeland Security Grant Program - State Homeland Security Program  
 Application Deadline: 01/16/2015 12:00:00 AM

Award Amount: \$100,000.00 - \$1,000,000.00  
 Project Start Date: 1/20/2015  
 Project End Date: 09/30/2017  
 Award Announcement Date: See HSEHIC Funding Opportunity announcement  
 Program Officer: Annette Wagoner  
 Email: annette.wagoner@iowa.gov  
 Contact: 515-281-2311  
 Category Area: Domestic Prep. Homeland Security

**Description**

**Homeland Security Grant Program**

As of Jan. 15, 2015, the federal appropriation for FFY 2015 Homeland Security Grant Program (HSQP) has not been made nor has the Federal Funding Opportunity Announcement been issued. Iowa Homeland Security and Emergency Management Department (HSEMD) is moving forward with the application phase of 2015 HSQP in light of DHS/FEMA's recommendation for states to be planning the projects even though allocation and grant guidance are not released.

**Grant Overview**

HSEMD is the State Administrative Agency (SAA) for HSQP. HSEMD applies for and accepts the federal award from FEMA. As a condition of receiving HSQP funding, Iowa is required to complete an annual state capabilities assessment. The assessment identifies resource shortfalls in reaching capability targets for core capabilities identified in the National Preparedness Goal (NPG) mission areas of prevention, protection, mitigation, response, and recovery. Results of the assessment have been reviewed by members of Iowa's Homeland Security Advisory Committee (HSAC). Working with Mark Schouren, Director of HSEMD, capability gaps have been identified and prioritized. Of the many capabilities that were identified with gaps in attaining capability targets, the following were determined to have the highest priority for efforts in filling those gaps:

- Operational Communications
- Operational Coordination
- Planning
- Public Information & Warning
- Situational Assessment
- Cybersecurity
- Mass Care Services
- Intelligence and Information Sharing
- Mass Search and Rescue
- Public and Private Services and Resources

Read the Description of the Grant.

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# Reviewing Funding Opportunity

**Attachments**

Click on the File Name to open attachment

**Description**

2014 Core Capabilities Assessment, HSEMD  
 2015 Application Budget Worksheet  
 Designated Authorized Representative (DAR)  
 2014 Homeland Security Grant Program (HSGP) Federal Program Funding Opportunity Announcement, FEMA  
 Iowa Strategy for Homeland Security and Emergency Management 2015-2017, HSEMD  
 National Preparedness Goal, DHS

**Website Links**

Click on the URL, to go to website

**Website Link**

[http://www.acfr.gov/cgi-bin/est-ids?ip=act&browseTitle=22chr200\\_main\\_02\\_4](http://www.acfr.gov/cgi-bin/est-ids?ip=act&browseTitle=22chr200_main_02_4)  
[http://www.fema.gov/environmental\\_planning\\_and\\_historic\\_preservation\\_program](http://www.fema.gov/environmental_planning_and_historic_preservation_program)  
[http://www.fema.gov/media-library-data/138161200255067e4d45666217175fdeee28d266e/fy\\_2014\\_HSGP\\_FOA\\_Final.pdf](http://www.fema.gov/media-library-data/138161200255067e4d45666217175fdeee28d266e/fy_2014_HSGP_FOA_Final.pdf)  
<http://www.fema.gov/national-preparedness-goal>  
<http://www.homelandsecurity.iowa.gov/>  
[http://www.homelandsecurity.iowa.gov/documents/insec/HSEMD\\_Strategy.pdf](http://www.homelandsecurity.iowa.gov/documents/insec/HSEMD_Strategy.pdf)  
<http://www.sdm.gov/portal/SAM/9581>

**Questions**

Submitted Date	Submitted By	Status	Question
10/20/2014	TEST HSEMD	Posted	What is the deadline for submitting an application?

Scroll down past the Description to find Attachments, Website Links, and Questions and Answers.

You may return to these documents at any time.

To open an Attachment or Website Link, find the Description of the document, then click the blue link to the right.

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# Reviewing Funding Opportunity

**Attachments**

Click on the File Name to open attachment

Description	File Name
2014 Core Capabilities Assessment, HSEMD	<a href="#">2014 Statewide Capabilities Assessment - Final.pdf</a>
2015 Application Budget Worksheet	<a href="#">2015 Budget Worksheet.xlsx</a>
2015 HSGP Funding Opportunity Announcement, HSEMD	<a href="#">2015 HSGP FOA, HSEMD.pdf</a>
Designated Authorized Representative (DAR)	<a href="#">Designation of Authorized Representative 2015.xls</a>
2014 Homeland Security Grant Program (HSGP) Federal Program Funding Opportunity Announcement, FEMA	<a href="#">fy_2014_hsgp_foa_final.pdf</a>
Iowa Strategy for Homeland Security and Emergency Management 2015-2017, HSEMD	<a href="#">Iowa Strategy for Homeland Security and Emergency Management 2015-2017 (2).pdf</a>
National Preparedness Goal, DHS	<a href="#">national_preparedness_goal_2013.pdf</a>

Under Attachments, be sure to open and read the *2015 HSGP Funding Opportunity Announcement, HSEMD* document for important grant information.

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## Scroll back to top of the Funding Opportunity

The screenshot shows the 'Funding Opportunities' page. At the top, there are navigation links: Menu, Help, Log Out, Back, and Print. Below this is a section for 'Current Applications' with a table that currently shows 'No existing applications'. A blue callout bubble points to the 'Start a New Application' link in the 'Opportunity Details' section. A red callout bubble points to the 'Copy Existing Application' link, with the text 'DO NOT click "Copy Existing Application"'. Another blue callout bubble points to the 'Ask A Question' link, with the text 'Ask A Question is a new feature you may use. Check the bottom of the Funding Opportunity for posted Responses'. The main content area displays details for a funding opportunity: '-94732-TEST - DO NOT USE LIVE - Homeland Security Grant Program - 2015'. It includes fields for 'Award Amount', 'Range', 'Project Start Date', 'Project End Date', 'Award Announcement Date', and 'Eligible Applicant'. There are also fields for 'Program Officer', 'Phone', 'Email', and 'Categorical Area'. A 'Description' section is partially visible at the bottom.

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## Start a New Application

The screenshot shows the 'Application' form. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, and Save. The 'Save' button is highlighted with a red box. Below the navigation is the 'Application' title and a 'General Information' section. A note states: 'This page must be completed and saved before proceeding with the rest of the application process'. The form contains three fields: 'Registered Applicant' (a dropdown menu with 'TEST HSEMD' selected), 'Project Title' (a text input field with 'Test Pre-Application Instructions' entered, limited to 100 characters), and 'Organization' (a dropdown menu with 'Iowa Homeland Security & Emergency Management' selected).

Enter General Information:

1. Use the dropdown menu to find the name of the Registered Applicant.
2. Enter a brief project title. For example:  
"SE Iowa Regional Preparedness"
3. Select the appropriate Organization from the dropdown menu.
4. Click Save; you have now opened or started an application.

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## Accessing the Application

The screenshot shows the Iowa Grants website interface. On the left, the 'Main Menu' includes 'My Applications', which is highlighted with a red box. On the right, the 'Current Applications' table lists various applications. The 'Project Title' column for the application with ID 58810 is highlighted with a red box. The 'Funding Opportunity' column for the same application is also highlighted with a red box.

ID	Status	Stage	Project Title	Funding Opportunity	Program Area
58721	Correcting	Final Application	TEST AIM	2013	Homeland Security Grant Program - State Homeland Security Program
58723	Editing	Pre-Application	Test 2 AIM	58004 - Homeland Security Grant Program	Homeland Security Grant Program - State Homeland Security Program
58810	Editing	Pre-Application	Test Pre-Application Instructions	58004 - Homeland Security Grant Program	Homeland Security Grant Program - State Homeland Security Program
15841	Editing	Final Application	TEST CCP BUDGET 2/15/11	14139 - Homeland Security Grant Program - CCP 2010	Homeland Security Grant Program - Citizen Corps Program
15843	Editing	Final Application	TEST MIRS BUDGET 2/15/11	14137 - Homeland Security Grant Program - MIRS 2010	Homeland Security Grant Program - Metropolitan Medical Response System
15843	Editing	Final Application	TEST MIRS BUDGET 2/15/11	35476 - Homeland Security Grant Program	Homeland Security Grant Program - Metropolitan Medical Response System

Once you have started an application, you may always return to it at a later time.

1. From the Main Menu, click My Applications.
2. From the list of current applications find the ID number of the application you want to complete. Click on the Project Title to access the application. (Not the Funding Opportunity)

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## Completing the Application

You should now be back to the application. Before you start working on it, verify the number is correct and the funding opportunity says Homeland Security Grant Program –2015.

The screenshot shows the details for 'Application: 105693 - Test Application for Training'. The 'Program Area' is 'Homeland Security Grant Program - State Homeland Security Program' and the 'Funding Opportunity' is '94732 - Homeland Security Grant Program - 2015', both highlighted with red boxes. The 'Application Deadline' is '01/14/2015'. Below this, there are 'Instructions' and a table of 'Application Forms'.

Application Forms	Form Name	Complete?	Last Edited
General Information		✓	01/06/2015
Cover Sheet-General Information		✓	01/06/2015
Scope of Work		✓	01/06/2015
Work Plan: Actions & Timeline		✓	01/06/2015
Application Budget Worksheet		✓	01/06/2015
HSGP Budget Form			
Designated Authorized Representative			
Minority Impact Statement			

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 **Application**

**Application: 105693 - Test Application for Training**

Program Area: Homeland Security Grant Program - State Homeland Security Program

Funding Opportunity: 94732 - Homeland Security Grant Program - 2015

Application Deadline: 01/14/2015

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**Instructions**

Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

Application Forms	Form Name	Complete?	Preview   Submit
	General Information	✓	01/06/2015
	Cover Sheet-General Information	✓	01/06/2015
	Scope of Work	✓	01/06/2015
	Work Plan: Actions & Timeline	✓	01/06/2015
	Application Budget Worksheet	✓	01/06/2015
	HSGP Budget Form		
	Designated Authorized Representative		
	Minority Impact Statement		

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## Completing the Application

The application is comprised of 8 Application Forms which are completed individually. Only after all forms are completed may you Submit the application. You may Preview at any time.

 **Application**

**Application: 105693 - Test Application for Training**

Program Area: Homeland Security Grant Program - State Homeland Security Program

Funding Opportunity: 94732 - Homeland Security Grant Program - 2015

Application Deadline: 01/14/2015

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**Instructions**

Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

Application Forms	Form Name	Complete?	Preview   Submit
	General Information	✓	01/06/2015
	Cover Sheet-General Information	✓	01/06/2015
	Scope of Work	✓	01/06/2015
	Work Plan: Actions & Timeline	✓	01/06/2015
	Application Budget Worksheet	✓	01/06/2015
	HSGP Budget Form		
	Designated Authorized Representative		
	Minority Impact Statement		

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## General Information

Notice that the General Information form is checked as complete and the Last Edited date is shown.

☀ Although it is marked as complete, this form may need updating. Open it.

Application: 105693 - Test Application for Training

Program Area: Homeland Security Grant Program - State Homeland Security Program  
Funding Opportunity: 94732 - Homeland Security Grant Program - 2015  
Application Deadline: 01/14/2015

**Instructions**  
Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

Application Forms	Form Name	Complete?	Last Edited
	General Information	✓	01/06/2015
	Cover Sheet-General Information	✓	01/06/2015
	Scope of Work	✓	01/06/2015
	Work Plan: Actions & Timeline	✓	01/06/2015
	Application Budget Worksheet	✓	01/06/2015
	HSGP Budget Form		
	Designated Authorized Representative		
	Minority Impact Statement		

Preview | Submit

To open any application form, click on the form title under Application Forms

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## Edit General Information

Click Edit to unlock the form. Select Additional Grantee Contacts (registered users) so they may see and edit the application (and later, the grant).

Registered Applicant: TEST HSEMD

Additional Grantee Contacts: [Sun Icon] [Dropdown Menu]

Project Title: Test Application for Training  
(limited to 100 characters)

Organization: Iowa Homeland Security & Emergency Management

To select more than one name, hold the CTRL key while selecting. Click Save to save data.

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## Editing/Saving General Information

After clicking Save, this screen will appear. Review the information to ensure it is correct. If it is not, click Edit to make changes. Save.

Once the information is correct, click Go to Application Forms. Follow this process for all forms.

Application: 105693 - Test Application for Training  
 Program Area: Homeland Security Grant Program - State Homeland Security Program  
 Funding Opportunity: 94732 - TEST - DO NOT USE LIVE - Homeland Security Grant Program - 2015  
 Application Deadline: 01/14/2015

Instructions  
 To continue with the remaining parts of the application, click on the "Go to Applications Forms" link below.

General Information  
 System ID: 105693  
 Project Title: Test Application for Training  
 Registered Applicant: TEST HSEMD  
 Additional Contacts: Jim Marwedel  
 Organization: Iowa Homeland Security & Emergency Management

Last Edited By: TEST HSEMD, 01/06/2015

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## Cover Sheet – General Information

Click on the form title, Cover Sheet – General Information to enter data.

Application: 105693 - Test Application for Training  
 Program Area: Homeland Security Grant Program - State Homeland Security Program  
 Funding Opportunity: 94732 - Homeland Security Grant Program - 2015  
 Application Deadline: 01/14/2015

Instructions  
 Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

Application Forms		Preview	Submit
Form Name	Complete?	Last Edited	
General Information	✓	01/06/2015	
Cover Sheet-General Information	✓	01/06/2015	
scope of Work	✓	01/06/2015	
Work Plan: Actions & Timeline	✓	01/06/2015	
Application Budget Worksheet	✓	01/06/2015	
HSGP Budget Form			
Designated Authorized Representative			
Minority Impact Statement			

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# Cover Sheet – General Information

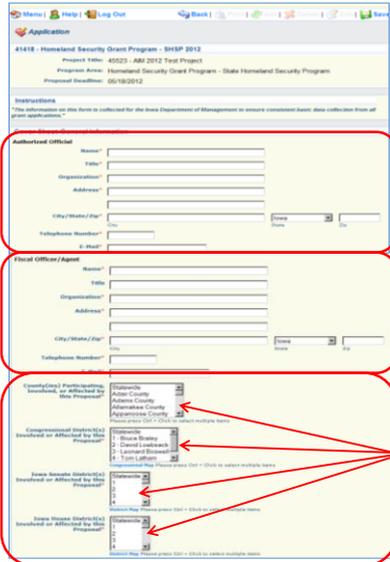


The Cover Sheet – General Information form is a required form for all funding opportunities in all agencies, so the Iowa Department of Management can collect the information consistently.

Click Edit to unlock the form.

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# Cover Sheet – General Information



**Authorized Official:** enter name of agency official authorized to sign contracts and accept federal funds.

**Fiscal Officer/Agent:** (could be same) enter the contact who manages the financials i.e. accountant, auditor, etc.

**County/Congressional/Legislative Areas**  
 Select applicable areas involved or affected by this application's proposed work plans. To select multiple areas within one dropdown, hold down the Ctrl key and click the items. Click the Maps to identify areas if need be.

**Complete all fields and scroll to the top and click Save.**

## Cover Sheet – General Information

Application  
41055 - EMPO 2012 - Passthrough  
Project Title: 42048 - TEST Example Co. EMA 2012 EMPO  
Project Area: Emergency Management Performance Grant  
Proposed Deadline: 04/05/2012  
Requested Total: \$30,887.50

Instructions  
Cover Sheet-General Information [Mark as Complete](#) | [Go to Application Forms](#)

Authorized Official  
Name: Coordinator First and Last Name  
Title: Emergency Management Coordinator  
Organization: Example Co. Emergency Management Agency  
Address: 7105 NW 70th Ave  
Camp Dodge, Bldg. W-4  
City/State/Zip: Johnston Iowa 50131  
Telephone Number: 515-725-3218  
E-Mail: [email@example.com](mailto:email@example.com)

Fiscal Officer/Agent  
Name: Example Accounting/Auditor First and Last Name  
Title: Example Accountant  
Organization: Example Organization  
Address: Example Address  
City/State/Zip: Johnston Iowa 50131  
Telephone Number: 515-725-3218  
E-Mail: [email@example.com](mailto:email@example.com)

County(ies) Participating, Involved, or Affected by this Proposal: Allamakee County

Congressional District(s) Involved or Affected by this Proposal: 2 - David Loebsack, 3 - Leonard Boswell

State Senate District(s) Involved or Affected by this Proposal: 1, 2, 3

State House District(s) Involved or Affected by this Proposal: 1, 3, 4

Last Edited By: Grants WebGrants, 02/24/2012

After clicking Save, a screen similar to this will appear. Review the information to ensure it is correct.

If it is not, click Edit and repeat steps to make necessary changes.

If you know you will need to come back to this form later, click Go To Application Forms. You will be reminded later to go back into it if you do not mark it as complete.

Save. Once the information is correct, click Mark as Complete.

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## Form Completion

After you click Mark as Complete or Go to Application Forms you will see this screen. Notice the checkmark appears after you have selected Mark as Complete.

Click Preview to see how your application looks at any point in the process.

Application Forms		Complete?	Last Edited
General Information		✓	01/06/2015
Cover Sheet-General Information		✓	01/06/2015
Scope of Work		✓	01/06/2015
Work Plan: Actions & Timeline		✓	01/06/2015
Application Budget Worksheet		✓	01/06/2015
HSGP Budget Form			
Designated Authorized Representative			
Minority Impact Statement			

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## Scope of Work

**Application Forms**

- General Information
- Cover Sheet-General Information
- Scope of Work**
- Work Plan: Actions & Timeline
- Application Budget Worksheet
- HSGP Budget Form
- Designated Authorized Representative
- Minority Impact Statement

Click Scope of Work to open the form.

Read and follow the instructions provided at the top of the form.

**Instructions**

Click 'Edit' to open the form to enter data or make changes.  
 Click 'Save' to save information entered.  
 Click 'Back' to return to previous page without saving changes.  
 Click 'Mark as Complete' when the form is completed. You may still 'Edit' after marking as complete.  
 Click 'Go to Application Forms' to return to list of forms.

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## Scope of Work

**Application**  
 Application: 10580 - Test Application for Training  
 Program Area: Homeland Security Grant Program - State Homeland Security Program  
 Funding Opportunity: 84732 - TEST - DO NOT USE LIVE - Homeland Security Grant Program - 2015  
 Application Number: 20142015

**Instructions**

Click 'Edit' to open the form to enter data or make changes.  
 Click 'Save' to save information entered.  
 Click 'Back' to return to previous page without saving changes.  
 Click 'Mark as Complete' when the form is completed. You may still 'Edit' after marking as complete.  
 Click 'Go to Application Forms' to return to list of forms.

**Project Description**

**Risk Project Description**

**Problem Statement: Describe Current Capability Gap**

**Explain Collaborative Efforts with Multiple Organizations, Authorities and/or Partners**

**Alignment with National Preparedness Goal and Issue Strategy for Homeland Security and Emergency Management**

The Homeland Security Grant Program (HSGP) plays an important role in the implementation of the National Preparedness System by supporting the building, sustenance, and delivery of our capabilities identified in the National Preparedness Goal (NPG). The mission areas and core capabilities contained in the NPG are the discrete and separate elements for our country and are related to the broad Strategy for Homeland Security and Emergency Management (the Strategy). HSGP applicants are required to align each project to the NPG mission areas and core capabilities. For funding consideration, projects must align with the core Strategy.

Click here to open and learn about the National Preparedness Goal  
 Click here to open the 2015 Homeland Security Capabilities Assessment

This form is a series of questions and drop down menus. It is recommended that you read all the questions before you begin to compose responses.

Be sure to Save. Using the Back button does not save changes. Click Edit if needed to open the form for revisions.

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## Work Plan: Actions & Timeline

Application Forms

- General Information
- Cover Sheet-General Information
- Scope of Work
- Work Plan: Actions & Timeline**
- Application Budget Worksheet
- HSGP Budget Form
- Designated Authorized Representative
- Minority Impact Statement

A well thought out project will have a clear goal and objectives that will be met by accomplishing a series of actions in a specific order by target deadlines.

A grant's performance period will be established based on the Work Plan.

Click Work Plan: Actions & Timeline to open the form.

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## Work Plan: Actions & Timeline

**Instructions**  
Enter priority action steps that will occur in each quarter of the performance period. When listing a meeting, include the purpose of courses by name if known. For example: Meeting to plan exercise scenario, Quarterly meeting to provide updates and review plan. # 200 character limit for each field.

**Actions and Timeline**

**Year 1 Quarter 1: October 1 - December 31, 2013**

Action:

Action:

Action:

Action:

**Year 1 Quarter 2: January 1 - March 30, 2014**

Action:

Action:

Action:

Action:

**Year 2 Quarter 3: April 1 - June 30, 2014**

Action:

Action:

Action:

Read and follow the instructions provided.

Identify actions and milestones that will occur to accomplish the projects goal and objectives. Use only the amount of time (quarters) required to complete the project.

Be as specific as possible.

Save. Mark as Complete

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# Application Budget Worksheet

A sound project has a sound budget. Click Application Budget Worksheet to open the form.

Application Forms
General Information
Cover Sheet-General Information
Scope of Work
Work Plan: Actions & Timeline
<b>Application Budget Worksheet</b>
HSGP Budget Form
Designated Authorized Representative
Minority Impact Statement

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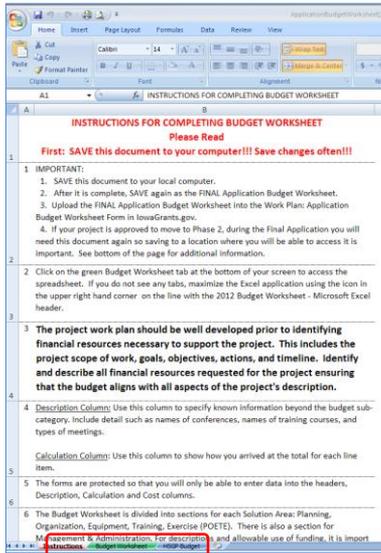
# Application Budget Worksheet

Read and follow the instructions provided. Be sure to click on the blue link “here” to open the Application Budget Worksheet. It is an Excel document. Note: if using FoxFire as your browser, be sure to indicate the file that you are trying to open is an Excel document.

Instructions												
<p>1) Click <a href="#">here</a> to open the Application Budget Worksheet. 2) Save it to your local computer. 3) Complete the form and save to your computer as Final Application Budget Worksheet. 4) Upload the Final Application Budget Worksheet into this form by clicking Add. 5) Click Browse to locate the Final Application Budget Worksheet on your computer. 6) Highlight the document. 7) Click Open to attach the document. 8) In the Attach File screen, use the Description text box to enter a description of the document you saved. For example: Final Application Budget Worksheet. 9) Click Save. 10) Click Mark as Complete when done.</p> <p>Once a file is uploaded it cannot be changed. However, you may make changes to the document you saved to your computer then replace the uploaded document with the revised document. To do this, first delete the uploaded document: 1) Click on the link under Description (not the File Name). 2) Click Delete and Yes, when it asks if you are sure. 3) Click Add to upload the revised document.</p>												
<table border="1"> <thead> <tr> <th colspan="3">Application Budget Worksheet</th> <th>Mark as Complete   Go to Application Forms</th> </tr> <tr> <th>Description</th> <th>File Name</th> <th>File Size</th> <th>Delete?</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: right;">Last Edited By:</td> </tr> </tbody> </table>	Application Budget Worksheet			Mark as Complete   Go to Application Forms	Description	File Name	File Size	Delete?	Last Edited By:			
Application Budget Worksheet			Mark as Complete   Go to Application Forms									
Description	File Name	File Size	Delete?									
Last Edited By:												

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# Application Budget Worksheet



The worksheet is a tool to help develop a meaningful budget. Complete and upload the document. It will provide valuable information for funding decisions.

The document opens on the Instruction page. **PRINT, READ and FOLLOW THE INSTRUCTIONS.**

Project Title		Enter Project Title Here	
Applicant Name		Enter Applicant Name Here	
Budget Worksheet			
Budget Category	Description	Calculation	Cost
<b>Personnel</b>			
1	Salary & Wages		
2	fringe benefits		
3	Contractor/Consultant	Budget Line # 01 Total	
4	Hired as contract employee		
5	Hired as contract consultant		
6	Budget Line # 01 Total		
<b>Public Education &amp; Outreach</b>			
7	Facilities		
8	Other - Identify in Description		
9	Budget Line # 02 Total		
<b>Meetings &amp; Conferences</b>			
10	Registration Fees		
11	Registration Fees		
12	Other - Identify in Description		
13	Budget Line # 03 Total		
<b>Travel &amp; Transportation</b>			
14	Tickets, Rentals, Taxi		
15	Meals		
16	Lodging		
17	Miscellaneous		
18	Budget Line # 04 Total		
<b>Supplies &amp; Materials</b>			
19	Budget Line # 05 Total		

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HSGP 2015 - Budget Summary						
Enter Project Title Here						
Enter Name of Applicant Organization Here						
Budget Total: \$ -						
Changes to this page must be made on the Budget Worksheet Tab.						
Enter amounts below into the IowaGrants Application Budget Summary Form.						
<b>Planning</b>		Planning Total: \$ -				
8	Personnel	\$ -				
9	Travel	\$ -				
10	Supplies	\$ -				
11	Contractual	\$ -				
12	Construction	\$ -				
13	Other	\$ -				
14	Indirect Costs	\$ -				
<b>Training</b>		Training Total: \$ -				
15	Personnel	\$ -				
16	Travel	\$ -				
17	Supplies	\$ -				
18	Contractual	\$ -				
19	Construction	\$ -				
20	Other	\$ -				
<b>Exercise</b>		Exercise Total: \$ -				
21	Personnel	\$ -				
22	Travel	\$ -				
23	Supplies	\$ -				
24	Contractual	\$ -				
25	Construction	\$ -				
26	Other	\$ -				
<b>Equipment</b>		Equipment Total: \$ -				
27	Equipment	\$ -				
<b>Organization</b>		Organization Total: \$ -				
28	Personnel	\$ -				
29	Travel	\$ -				
30	Supplies	\$ -				
31	Contractual	\$ -				
<b>Management &amp; Administration</b>		M&A Total: \$ -				
32	Personnel	\$ -				
33	Travel	\$ -				
34	Supplies	\$ -				
35	Contractual	\$ -				
36	Other	\$ -				
<b>Budget Total</b>		Budget Total: \$ -				
<b>Cost Category Totals</b>						
37	Personnel	Travel	Supplies	Contractual	Equipment	Construction
38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

After completing the Worksheet on Tab 2, print the Budget Summary, Tab 3.

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# HSGP Budget Form

<b>Application Forms</b>
General Information
Cover Sheet-General Information
Scope of Work
Work Plan: Actions & Timeline
Application Budget Worksheet
<b>HSGP Budget Form</b>
Designated Authorized Representative
Minority Impact Statement

Open the HSGP Budget - 2015 Form.

Click Edit.

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HSGP Budget Form	
<b>PLANNING</b>	
Cost Categories	Planning Budget
Personnel	\$1.00
Travel	\$1.00
Supplies & Materials	\$1.00
Contractual	\$1.00
Other	\$1.00
Indirect Expenses (only with approved cost-allocati	\$1.50
<b>TRAINING</b>	
Cost Cate	Training Budget
Personnel	
Travel	
Supplies & Materials	
Contractual	
Other	
<b>EXERCISE</b>	
Cost Cate	Exercise Budget
Personnel	
Travel	
Supplies & Materials	\$20.00
Contractual	\$20.00
Other	\$20.00
<b>EQUIPMENT</b>	
Sub-Categories	Equipment Budget
(01) Personal Protective Equipment	\$30.00
(02) Explosive Device Mitigation and Remediation Equipment	\$30.00

Enter costs from the Budget Summary form that you just printed.

Check line item amounts and budget total to make sure they are correctly entered.

Save.

Mark as Complete.

# Designated Authorized Representative

Application Forms
General Information
Cover Sheet-General Information
Scope of Work
Work Plan: Actions & Timeline
Application Budget Worksheet
HSGP Budget Form
<b>Designated Authorized Representative</b>
Minority Impact Statement

This form is completed and signed by the organization's Executive Officer or Chief Elected Official to authorize specifically named people to manage the grant. Otherwise, only the Authorized Official identified on the Cover Page may serve as grantee contact and submit claims. Follow instructions provided.

Instructions
<p>Click <a href="#">here</a> to download the Designation of Authorized Representative form. Complete the form. Print it. Sign it. Scan it. Then upload it by clicking Add. Click Browse to Upload and attach your completed Scanned Designated Authorized Representative Form. Click Mark as Complete when done.</p> <p>The original signed Designated Authorized Representative form must be kept in your official grant files.</p> <p>Once a file is uploaded it cannot be changed. However, you may make changes to the document you saved to your computer then replace the uploaded document with the revised document. To do this, first delete the uploaded document: 1) Click on the link under Description (not the File Name). 2) Click Delete and Yes, when it asks if you are sure. 3) Click Add to upload the revised document.</p>

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# Minority Impact Statement

Application Forms
General Information
Cover Sheet-General Information
Scope of Work
Work Plan: Actions & Timeline
Application Budget Worksheet
HSGP Budget Form
Designated Authorized Representative
<b>Minority Impact Statement</b>

Follow instructions provided.

Save.

Mark as Complete.

Instructions
<p>Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.</p> <p>Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).</p>

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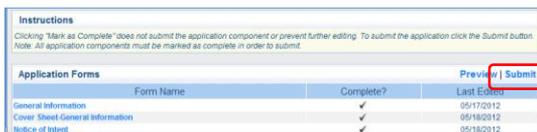
## Preview Application



When all forms have been marked complete, click Preview to preview entries. If you need to change an entry, click Go to Application Forms, click on the form you need to change, click Edit and make revisions. Save your changes. If the application is correct and you want a hard copy, click Print. This will open a second window for you to then click File and Print.

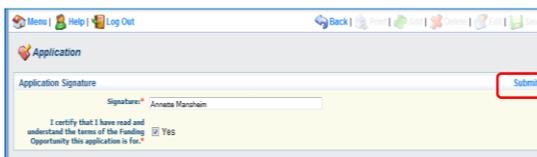
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## Application Submission



Form Name	Complete?	Last Edited
Cover Sheet- General Information	✓	05/17/2012
Notice of Intent	✓	05/18/2012

After all information is verified and each form has been marked complete, click Submit.



Signature:

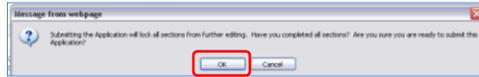
I certify that I have read and understand the terms of the Funding Opportunity this application is for.  YES

The authorized representative must submit the application. Type your name for your signature and certify "Yes" that you understand the terms of the Funding Opportunity.

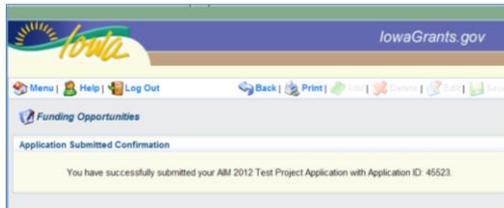
Click Submit.

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## Application Submission



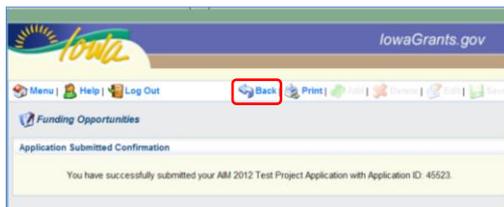
A pop-up window will open asking if you are sure you are ready to submit this application. Click Yes.



A screen will appear confirming submission. If you do not see this screen, you have not successfully submitted the application.

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## Application Verification



From this screen, click the Back button.

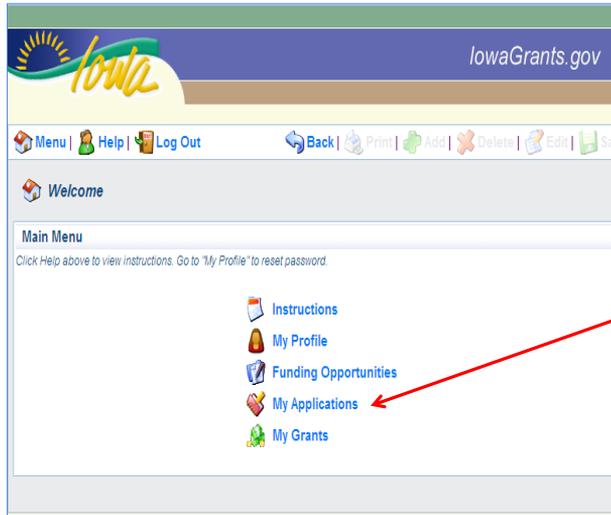


You will be taken back to the Funding Opportunity page where you can verify your application is in Submitted status.

You may Log Out. You do not need to do anything further at this time.

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## Checking Status of Application



If you receive an e-mail from Dulles Tech stating you need to make corrections or if you simply want to check the status of your application, Click My Applications.

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## Checking Status of Application

**Applications**

**Current Applications**

The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view Archived Applications link.

ID	Status	Stage	Project Title	Funding Opportunity	Program	
56959	Submitted	Final Application	TEST Example Co. EMA 2013 EMPG	56042 - EMPG 2013 - Passthrough	Emergency Management Pa	
15956	Editing	Pre-Application	Testing Planning work plan	15261 - HMEP 2012 Planning	Hazardous Materials Emerg Planning (HMEP-PL)	
16191	Editing	Final Application	Test project title	15263 - HMEP 2012 Training	Hazardous Materials Emerg Training (HMEP-TR)	
40549	Editing	Final Application	Test test	33999 - HMEP 2013 Planning	Hazardous Materials Emerg Planning (HMEP-PL)	
40558	Editing	Final Application	Test	34000 - HMEP 2013 Training	Hazardous Materials Emerg Training (HMEP-TR)	
40605	Editing	Final Application	Test Test	34000 - HMEP 2013 Training	Hazardous Materials Emerg Training (HMEP-TR)	
56211	Editing	Final Application	Test TEST	56104 - HMEP FFY 2014 Planning	Hazardous Materials Emerg Planning (HMEP-PL)	
56212	Editing	Final Application	Test TEST	56105 - HMEP FFY 2014 Training	Hazardous Materials Emerg Training (HMEP-TR)	
58136	Submitted	Final Application	NPGP Test 1 Final	58004 - Homeland Security Grant Program - 2013	Homeland Security Grant Program	
58193	Submitted	Pre-Application	Test Dixon	58004 - Homeland Security Grant Program - 2013	Homeland Security Grant Program	
58721	Correcting	Final Application	Test AIM Final	58004 - Homeland Security Grant Program - 2013	Homeland Security Grant Program	04/14/2013
58723	Editing	Pre-Application	Test 2 AIM	58004 - Homeland Security Grant Program - 2013	Homeland Security Grant Program - State Homeland Security Program	04/14/2013
58910	Submitted	Pre-Application	Test Pre-Application Instructions	58004 - Homeland Security Grant Program - 2013	Homeland Security Grant Program - State Homeland Security Program	04/14/2013
15841	Editing	Final Application	TEST CCP BUDGET 2/15/11	14128 - Homeland Security Grant Program - 2013	Homeland Security Grant Program - Citizen Corps	01/31/2012

Under the Project Title heading, locate your Pre-Application.

Notice under Status, it shows Submitted.

To open, click on the title.

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## Additional Information

You will receive notifications of changes in your application status (submitted, correcting, underway). To ensure you receive these notifications, make sure the following email address is not blocked by your spam filter:

[iowagrants@dullestech.com](mailto:iowagrants@dullestech.com) (do not respond to this address)

If you have more than one project for which you need to submit an application, you must start a new application.

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## Contact For Questions

### **Homeland Security Grant Program**

Jim Marwedel, Program Officer

Phone: 515-725-3249

E-mail: [jim.Marwedel@iowa.gov](mailto:jim.Marwedel@iowa.gov)

Annette Mansheim, Grant Manager

Phone: 515-725-3291

E-mail: [annette.mansheim@iowa.gov](mailto:annette.mansheim@iowa.gov)

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