

**FFY 2018 SHSGP/UASI  
Tips for Crafting a Successful Application**

It is our hope this document serves as a valuable resource to you as you draft the responses to your online application. You will find the various sections of the application below. Each section will have thoughts to consider as you develop your application. Happy applying!

**Project Administration**

Project Summary:

The response for this question should present an executive summary of your application in total. Note: should your application be funded this information will be included in Federal application. It should include, at a minimum, the following:

- The project title;
- The terrorism threat identified;
- What is being requested (POETE);
- Why the project is needed;
- How the project helps support prevention/protection/response/recovery/mitigation to the terrorism threat; and
- Who – what other agencies and/or jurisdictions – will benefit from the project.

**Threat Profile**

Terrorism Threat

Question: What is the terrorism threat your area faces that will be addressed by this project?

Be certain to pick a terrorism threat that corresponds with your project. These are based on the following scenarios from the Threat Hazard Identification Risk Assessment/State Preparedness Report (THIRA/SPR) process:

- Active Shooter: Due to established smuggling routes along the Southwest border, a known terrorist organization partners with a drug cartel to gain access into Arizona via an unsecured area on the Arizona/Mexico border. In late January, these individuals open fire in coordinated attacks at a high-profile golf tournament in Phoenix/Scottsdale and a large annual trade show in downtown Tucson. An estimated 200,000 people are attending the golf tournament and approximately 25,000 people are in attendance at the trade show. It is a cool day and attendees are wearing jackets impeding the search and identification of the attackers. Multiple fatalities/casualties occur at both locations.
- Explosive Devices: On an October Saturday evening, a large vehicle carrying Cobalt 60 (radioactive material) is hijacked on Interstate 17 (I-17). A short time later, the vehicle, rigged with explosives, is detonated on State Route 202 (SR202) within a mile of a stadium where a college football game is taking place. Radioactive material is carried downwind at 4-6 mph exposing the approximately 70,000 people in attendance at the game to the radioactive material. Immediate loss of life occurs at the explosion site. Nearby businesses and residences are affected. Football game attendees will incur both short-term and long-term health effects. Massive radiological decontamination operations will be necessary.

- Cyber Attack: During the summer months, an unknown actor with malicious intent compromises network credentials and uses elevated privileges to modify key network elements to manipulate a water treatment system. This renders water non-potable, causing a water-borne public health event affecting a large population.

As mentioned above, these three terrorism scenarios were derived from the State’s THIRA/SPR and we understand those terrorism threats might not reflect the threat that your area faces. We have provided you with the option of choosing “Other” to appropriately discuss what terrorism threat your area faces that this project will address. Should you select “Other,” you will want to include enough information regarding the scenario to ensure a link to terrorism can be established and/or identified.

### Resources

Question: What resources does your agency have to meet the capability target selected above?

The response for this question should include information on the existing resources and capabilities your agency currently has to support the selected capability target as it relates specifically to the terrorism threat that was selected.

### Project Need

Question: Explain how this project will assist your agency in preventing/protecting against/mitigating/responding to/recovering from all hazards events and threats including your chosen terrorism threat in question 1.

The response for this question should include information that addresses the following in relation to the terrorist threat you identified:

- How the project helps your agency to get closer to meeting the selected capability target; and
- How the project specifically helps your agency close the selected gap(s)

### Maintenance/Sustainment of Capability

Question: Will your agency continue to maintain, support and sustain this capability with other funding sources if Homeland Security grant funds were no longer available?

If no is selected, be prepared to provide information regarding why your agency will not continue to maintain this capability taking into consideration the fact that the capability is important to your agency or grant funds would not be requested to support it.

If yes is selected, be prepared to provide information on how your agency will maintain the capability. Some common ways are:

- Assume expenses in general budget;
- Seek alternate funding sources (include what these alternate sources are)

### Benefitting Agencies

Question: Describe which agencies will directly benefit from this project, aside from your own.

The response for this question should include, at a minimum:

- The name of the agencies who will directly benefit for the project; and
- Information on how agencies directly benefit.

## Milestones

There are spaces for four milestones, with each milestone corresponding to a quarterly reporting period (for example: Milestone #1 is for the period from October 1 – December 31). Each milestone should include the specific activities you anticipate will occur during the period of performance for your specific project. The bulleted lists below each milestone are simply ideas; DO NOT copy and paste them into your application as they may not be relevant to your project. Note: Should your project be funded the milestones you include in your application will be communicated directly to FEMA/DHS as part of a statewide reporting requirement.

### *Milestone #1*

Activities during this milestone may include:

- Obtaining board/council approval;
- Submission of EHP B review documentation (if applicable);
- Obtaining refreshed bids and/or quotes for approved equipment purchases;
- Make travel arrangements for approved training courses/conferences (include specific training course/conference name)

### *Milestone #2*

Activities during this milestone may include:

- Obtain purchase order and submit orders for approved equipment purchases;
- Obtain EHP clearance
- Attend approved training courses/conferences (include specific training course/conference name)

### *Milestone #3*

Activities during this milestone may include:

- Follow up on any pending matters related to project; obtain resolution
- Receive and inventory equipment that has been ordered
- Conduct training on equipment
- Attend approved training courses/conferences (include specific training course/conference name)

### *Milestone #4*

Activities during this milestone may include:

- Receive and inventory equipment
- Conduct training on equipment

## Equipment Request

The following items should be taken into consideration for equipment requests:

- Although not marked as required, AEL numbers must be included.
- Item descriptions need to be detailed so that we know what it is you're requesting.
- Do not use brand names or model numbers in your description.
- If requesting communications equipment under AEL #06CP-XX-XXXX, a Radio Equipment Questionnaire will need to be completed and uploaded to your equipment request as part of the application.

### Training Request

The following items should be taken into consideration for training requests:

- Each training event must be listed separately.
- Each training event must include the training name and description.
- Conferences are considered training.
- Request amounts should take into consideration the State travel reimbursement rates.
- If requesting supplies, description must include an exhaustive list of what is expected to be purchased. If the item is not included in the application, it will not be reimbursed.

### Planning/Organization/M&A Requests

The following items should be taken into consideration for training requests:

- Each activity must be listed individually.
- Needs must be clearly explained.
- If requesting supplies, description must include an exhaustive list of what is expected to be purchased.

### Funding Priorities

The response for this section spells out your priorities should partial funding be recommended. A few things to keep in mind:

- Partial funding amounts should still allow for meaningful progress to be made in achieving project.
- Detailed information must be provided, to include:
  - Total amount of partial funding that is acceptable to make meaningful progress;
  - Quantities needed for each equipment item that comprises partial funding amount; and
  - Cost of items