

INSTRUCTIONS FOR COMPLETING 2011 HSGP APPLICATIONS

There are four different application templates for each grant program (State Homeland Security Program (SHSP), Citizen Corps Program (CCP), and Metropolitan Medical Response System (MMRS)) under the 2011 Homeland Security Grant Program (HSGP). Each template relates to the category (Planning, Equipment, Training, and Exercise) of funding being requested. Each jurisdiction is limited to no more than ten applications total regardless of funding category. Deadline for application submission is 11:59pm, Wednesday, July 13, 2011.

Jurisdiction: Enter jurisdiction legal name.

Responsible Borough: Enter responsible borough if applicable. Jurisdictions within a Borough must have Borough approval if submitting independently.

Total Amount Requested: Enter total amount of funds requested for this application.

Law Enforcement Related: Block must be checked if project supports law enforcement related activities (*May have to manually check this box depending on user software*).

Alaska Shield Request: Block must be checked if project supports Alaska Shield related activities (*May have to manually check this box depending on user software*).

Question 1: Provide a brief explanation of why these funds are needed to support the item description.

Question 2: Select an allowable program activity for the item description. Only one allowable program activity is permitted per application. Multiple items can support the same allowable program activity if desired. Enter the total dollar amount for the program activity selected. *Note: If selecting a State Managed project (i.e. State Managed SVA, State Managed Training, State Managed Planning, or State Managed Exercise) leave the dollar amount blank. An SAA Project Manager will contact the jurisdiction point of contact for more details.* Provide a brief description of the project, AEL # (if applicable), and select a discipline which supports the project.

Question 3: Complete a Project Budget Detail related to the application. Here you will define each item related to the project, quantity, unit cost, and total amount budgeted. Select one primary goal the project application supports from the 2011 State Homeland Security Strategy. Select the applicable primary objective the project application supports.

Jurisdiction Point of Contact: Provide information for the jurisdiction's point of contact who can answer questions related to the application.

Authorization to Submit Application: Provide information for the jurisdiction financial officer and signatory official and their signatures. Their signatures authorize the state to accept the application on behalf of the jurisdiction. Applications submitted without signatures will be denied without appeal.

If you encounter any problems with the application please call 907-428-7000 and ask for the Grants Section or email mva.grants@alaska.gov for assistance.