All applicants are strongly advised to review the FFY2017 State Homeland Security Grant Program Guidance document before completing and submitting an application. This document is available at readyandsafemt.gov/emergency/grants, then click on ‘Homeland Security Grant Program’.

Some components of the system do not work well with the Google Chrome browser, it is advised that you use Mozilla Firefox or Internet Explorer. Additionally, make sure that any pop-up blockers are turned off.

Sign into www.fundingmt.org, Input your user ID and Password, then click ‘login’.

First time users click ‘register here’ to create a profile. Note that whoever is your authorized official (usually a person who is authorized to enter into contracts or agreements) will also need to create a profile.

If you have forgotten your user name you can contact a Grant Program Manager at MT DES, contact information is on the last page of this document. If you forget your password, use the ‘forgot password’ link, MT DES staff cannot retrieve your password for you.

Applications are due no later than 11:59 PM Friday, March 3, 2017
If you clicked the ‘register here’ button on the previous screen you should now see a screen that looks similar to what is shown below. If you are not a new user and clicked the ‘login’ button on the previous screen you can skip this page.

Ensure that you enter information in all of the required fields.

For this section select ‘Department of Military Affairs’

Click ‘register’ to proceed.

Note that MT DES personnel will have to approve your registration before you can proceed with your application. This process may take several days so it is advised you begin your registration process early.
Once you have logged in you should now see a screen that looks similar to what is shown below.

Click ‘funding opportunities’ to proceed.

Note the ‘My Applications’ button. If you need to stop this process at any point and come back to it later, you can find your application here.

You should now see a screen that looks similar to what is shown below.

Look toward the bottom of the page and click the opportunity title ‘FFY 2017 State Homeland Security Program (SHSP) Grant’.
You should now see a screen that looks similar to what is shown below.

Note the first two attachments, labeled ‘D’ and ‘G’. Applications will be evaluated partially based on support from your LEPC/TERC. Attachment D is a template that can be used for your letter of support. Attachment G is recommended if there are multiple projects within one jurisdiction, this will allow the Senior Advisory Committee to better understand local priorities. All projects should be reviewed by the county LEPC before submitting here, the LEPC chairperson or their designee should complete this letter and return it to you to include on your application.

Further into the application process you will see the location to submit both of these attachments.
You should now see a screen that looks similar to what is shown below.

Select your name from the first drop down box.

Enter a brief project title. Your title should start with the name of your jurisdiction to allow the MT DES staff to easily search for your application. The project title should not include any detailed information about your project, there will be a place to enter more information later.

Select your authorized official from the drop down box.

Select your organization from the drop down box, for this example we’re using the MT DES organization.

Click ‘save’ to continue.

You should now see a screen that looks similar to what is shown below.

Click ‘go to application forms’ to continue.

Remember what you entered for the project title as it will need to be entered again in a later part of this application.
You should now see a screen similar to what is shown below. This is a list of forms that will need to be complete before you can submit your application, you’ll see this screen several times before you’re finished. Note that the ‘General Information’ form is already complete, this was populated based on the information you entered earlier.

Click the next form, ‘FY17 SHSP Jurisdiction Information’ to continue.
You should now see a screen that looks similar to what is shown below. Enter the applicable information, then click ‘save’ to continue.

### Application

**Application:** 53089 - County of Columbia Radio Tower  
**Program Area:** MTDES Homeland Security  
**Funding Opportunity:** 53022 - FFY 2017 State Homeland Security Program (SHSP) Grant  
**Application Deadline:** 03/03/2017

### Instructions

**APPLICATIONS DUE NO LATER THAN 11:59PM FRIDAY, MARCH 3, 2017**  
Applicants are not guaranteed to receive funding, even if the project falls within a state or national priority capability.

### Jurisdiction/Agency Information

Provide the following information for the applying Entity. An Entity may only submit one grant application. Please refer to the FY2017 State Homeland Security Grant Program Guidance for more information.

**Applicant Information**

Please enter the name of the entity applying for this grant.

- **Entity Name:** County of Columbia Emergency Management Agency
- **Street Address:** 123 Test Street
- **City/State/Zip:** Test, MT 80000

**DUNS NUMBER**

Provide your 9 digit DUNS number. If your entity does not have a DUNS number, one can be obtained by calling the request line at (866) 405-5711.

- **Entity Data Universal Numbering System (DUNS) number:** 123456789

**Authorized Official Information**

Provide the name of the Authorized Official approved to accept funds and enter into an agreement, if awarded, on behalf of the entity (Commissioner, Sheriff, Chief of Police, etc.).

- **Authorizing Official Name:** Jacob Jacobson
- **Authorized Official email address:** test@test.gov
- **Authorized Official Phone Number:** 555-555-5555

### Project Manager (Applicant Agent)

Please enter the information for the individual that will act as the project manager on behalf of the entity.

- **Project Manager Name:** Jane Janeway
- **Project Manager Email Address:** jane@test.gov
- **Project Manager Phone Number:** 555-555-5555

Please provide the Project Manager’s full address if different than the entity address provided above.

- **Project Manager Address:**

### Fiscal Officer Information

Please provide the information of the Fiscal Officer.

- **Fiscal Officer Name:** John Johnson
- **Fiscal Officer Title:** County Treasurer
- **Fiscal Officer Email:** john@test.gov
- **Fiscal Officer Phone Number:** 555-555-5555
You should now see a screen similar to what is shown below, this screen allows you to review the information you just entered. If you need to make any changes click ‘edit’, otherwise click ‘mark as complete’ to continue.
After marking the previous form as complete, you should now be taken back to the application forms screen, which should look similar to what is shown below. Note that there is now a checkmark next to the FY17 SHSP Jurisdiction Information form. If you do not see a checkmark, click back into that form and ensure that you have completed all required information, then click ‘mark as complete’.

To proceed, click the next form ‘FY17 HSG Applicant Assessment’.

<table>
<thead>
<tr>
<th>Application Forms</th>
<th>Application Details</th>
<th>Submit</th>
<th>Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY17 SHSP Jurisdiction Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY17 HSG Applicant Assessment</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY17 SHSP Project Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY17 HSG Local Assessment Documentation</td>
<td></td>
<td></td>
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<tr>
<td>Multi-Jurisdictional Impact - Letters of Support</td>
<td></td>
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<tr>
<td>FY17 HSG Project Workplan/Milestones</td>
<td></td>
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<tr>
<td>FY17 SHSP Budget</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Additional Documentation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
You should now see a screen that looks similar to what is shown below. All questions are required, you may need to solicit assistance from your fiscal officer to accurately complete this form.

When you have answered all questions, click ‘save’ to continue.

<table>
<thead>
<tr>
<th>Application</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application: 53089 - County of Columbia Radio Tower</td>
<td></td>
</tr>
<tr>
<td>Program Area: MTDES Homeland Security</td>
<td></td>
</tr>
<tr>
<td>Funding Opportunity: 63022 - FFY 2017 State Homeland Security Program (SHSP) Grant</td>
<td></td>
</tr>
<tr>
<td>Application Deadline: 03/03/2017</td>
<td></td>
</tr>
</tbody>
</table>

### Instructions

APPLICATIONS DUE NO LATER THAN 11:59PM FRIDAY, MARCH 3, 2017

Applicants are not guaranteed to receive funding even if the project falls within a state or national priority.

If application is selected for funding, additional information may be requested prior to award. “NO” answers will not preclude an applicant from being eligible for an award. Technical Assistance will be available for subrecipients to meet the requirements.

### Procurement Procedures

Subrecipients must follow the most stringent local, state, or federal procurement requirements, procedures, laws, and/or regulations applicable to this grant. Refer to the FFY17 State Homeland Security Grant Guidance for more information.

- Has the organization been following the Procurement Standards detailed in 2 CFR 200 since December 2014?  
  - Yes  
  - No
- Procurement Policy Followed: State Procurement Policy
- Please upload your local procurement policy (if applicable): Choose File

### Fiscal Assessment

- Has the organization changed financial management and/or grant administration systems in the last 24 months?  
  - Yes  
  - No
- Has the organization received Federal Awards directly from a Federal Awarding Agency over the last 24 months?  
  - Yes  
  - No
- If yes to the previous question, please list the grant(s) name, year received, and awarding agency name.

### Conflict of Interest

Applicant understands that they must abide by 2 CFR 200.112 and 200.316 in regards to conflict of interest. Applicant shall disclose in writing any real or potential conflict of interest to the State of Montana Administrative Authority (MT DES).

- Does the jurisdiction have a potential or real conflict of interest?  
  - Yes  
  - No

### Non-Tax Revenue Source

- Does this project fall under a program that is supported by a non-tax revenue source (i.e. enterprise fund)?  
  - Yes  
  - No
You should now see a screen that looks similar to what is shown below. If you need to edit any information click the ‘edit’ button.

When you are satisfied with the information you entered, click ‘mark as complete’ to continue.
You should now be taken back to the application forms screen, which should look similar to what is shown below.

Click on the next form, ‘FY17 SHSP Project Information’ to continue.
You should now see a screen that looks similar to what is shown below. Note that this form is lengthy and will require several pages of this guide to demonstrate. You are advised to look at this entire form to see what questions are asked before entering any information.

Pay close attention to the EHP question, most projects that contain any sort of construction activity will require an EHP review. This could result in additional costs and/or time needed to complete the project. Should your application be awarded, someone from MT DES will be in contact with you to initiate this process.

Continue scrolling down on the webpage to proceed.
As you continue to scroll down on this form you will see additional information that is needed, which should look similar to what is shown below.

Note the sections where you can upload a letter of support from your LEPC or TERC, as well as the LEPC Priority Project letter. These letters are the aforementioned ‘Attachment D and G’ that were shown on page 4 of this guide.

Continue scrolling down on the webpage to proceed.
As you continue to scroll down on this form you will see additional information that is needed, which should look similar to what is shown below.

This is the end of the project information form.

Return to the top of this webpage and click ‘save’ to proceed.
You should now be at a screen that look similar to what is shown below, scroll through this screen to review the information you entered on the previous screen. If you need to make any changes click ‘edit’, if you are satisfied with the information you entered click ‘mark as complete’.

<table>
<thead>
<tr>
<th>Application: 53089 - County of Columbia Radio Tower</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Area: MTDES Homeland Security</td>
</tr>
<tr>
<td>Funding Opportunity: 53022 - FFY 2017 State Homeland Security Program (SHSP) Grant</td>
</tr>
<tr>
<td>Application Deadline: 03/03/2017</td>
</tr>
</tbody>
</table>

**Instructions**

**Applications Due No Later Than 11:59PM Friday, March 3, 2017**

Applicants are not guaranteed to receive funding even if the project falls within a state or national priority.

To qualify as a single project, all parts of the project must be integral towards achieving one precise objective. If additional items are included in the project that do not support the primary objective they may be removed from the project application.

**Project Information**

**Title**

Please include your entity name in the Project Title. For example: County ABC Warning System.

**Project Name**  County of Columbia Radio Tower

**Identified Core Capabilities**

The following have been identified as priority capabilities: Operational Coordination, Operational Communication, Public Information and Warning, Mass Care Services, Public Health, Healthcare and EMS, Cybersecurity, Planning, Situational Assessment, Community Resilience. Projects supporting a priority capability will be given preference. Applicants must show justification as to how the project supports the core capability.

**Core Capabilities**

If the core capability is not one of the nine identified priorities, please use the drop down box to select the core capability the project supports. Definitions of the core capabilities can be found in the FFY17 State Homeland Security Guidance document - attachment F.

**Environmental and Historical Preservation**

Projects that have the potential to impact the environment and/or historic properties, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures or facilities, or new construction including replacement of facilities, must participate in the DHS/FEMA Environmental and Historic Preservation review process. If you have questions regarding EHP please contact MTDES Grant Section.

**Locally Identified Priorities**

Has this project been identified as a local priority through trainings, exercises, real world events, or other needs assessments?  Yes

**Local Priority Justification**

Please provide an overview of the trainings, exercises, real events, or other needs assessments that have identified this as a gap. (Documentation can be uploaded in the FY17 HSG Local Assessment Documentation Form)

**Maintenance, Support, and Sustainment Plan**
You should now be taken back to the application forms screen, which should look similar to what is shown below.

Click on the next form, ‘FY17 HSG Local Assessment Documentation’ to continue.

You should now see a screen that looks similar to what is shown below.

If you have applicable documents to upload, click the ‘add’ button.

If you don’t have any documents to upload click ‘mark as complete’ and skip to the second step listed on page 18 of this document.

If you clicked ‘add’ on the previous screen, you should now see a screen that looks similar to what is shown below. Click the ‘choose file’ button to select the applicable file on your computer.

Once you’ve selected the file, enter a brief (1 line) description of the file and then click ‘save’ to proceed.
You should now see a screen that looks similar to what is shown below. If you have more than one document to upload you can click ‘add’ again to repeat this process. Otherwise, click ‘mark as complete’ to proceed.

You should now be taken back to the application forms screen, which should look similar to what is shown below.

Click on the next form, “Multi-jurisdictional Impact—Letters of Support to continue.

You should now see a screen that looks similar to what is shown below.

If you have applicable documents to upload, click the ‘add’ button. If you don’t have any documents to upload click ‘mark as complete’ and skip to the second step listed on page 19 of this document.
If you clicked ‘add’ on the previous screen, you should now see a screen that looks similar to what is shown below. Click the ‘choose file’ button to select the applicable file on your computer.

Once you’ve selected the file, enter a brief (1 line) description of the file and then click ‘save’ to proceed.

You should now see a screen that looks similar to what is shown below. If you have more than one document to upload you can click ‘add’ again to repeat this process. Otherwise, click ‘mark as complete’ to proceed.

You should now be taken back to the application forms screen, which should look similar to what is shown below.

Click on the next form, ‘FY17 HSG Project Workplan/Milestones’ to continue.
You should now see a screen that looks similar to what is shown below.

Ensure that you enter a minimum of 2 milestones, including cost estimates, then click ‘save’ to continue.
You should now see a screen that looks similar to what is shown below.

Review the information you entered on the previous screen, click ‘edit’ if you need to change anything’

Once you are satisfied with the information entered, click ‘mark as complete’ to continue.

You should now be taken back to the application forms screen, which should look similar to what is shown below.

Click on the next form, ‘FY17SHSP Budget’ to continue.
You should now see a screen that looks similar to what is shown below. Note that this is a lengthy screen that extends beyond what is shown on this guide.

To enter budget information click the blue ‘add’ button next to the budget category you wish to enter information in.

![Application](image)

<table>
<thead>
<tr>
<th>Planning Activity</th>
<th>Activity Cost</th>
<th>Total Federal Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Organization - Contractual**

<table>
<thead>
<tr>
<th>Description</th>
<th>Associated Cost</th>
<th>Total Federal Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Organization - Personnel**

Personnel costs are permitted in order to perform allowable SHSP planning, training, exercise, and equipment activities.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Base Salary</th>
<th>Fringe Benefits</th>
<th>Total Federal Dollars</th>
</tr>
</thead>
</table>

**Organization - Travel**

Domestic Travel costs are allowed. International travel is not an allowable cost unless approved in advance by DHS/FEMA.

<table>
<thead>
<tr>
<th>Purpose/Activity</th>
<th>Lodging Cost</th>
<th>Per Diem Cost</th>
<th>Mileage Cost</th>
<th>Total Federal Dollars</th>
</tr>
</thead>
</table>

**Equipment - Capital Asset**

Items of Equipment over $5,000.00. Allowable equipment categories and equipment standards for SHSP are listed on the DHS Authorized Equipment List (AEL) at [https://www.fema.gov/authorized-equipment-list](https://www.fema.gov/authorized-equipment-list).

<table>
<thead>
<tr>
<th>Equipment Description</th>
<th>Allowable Equipment List Number (AEL)</th>
<th>Equipment Cost</th>
<th>Total Federal Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Equipment - Accountable Supplies**

Items under $5,000 and having a lifespan greater than 1 year are considered Accountable Supplies and must be in support of the core capabilities.
Once you’ve clicked ‘add’ to enter into a budget category, you should see a screen similar to what is shown below. For the purposes of this guide we won’t show each and every category as they are very similar, but will show this one example.

Once you’ve entered budget information click ‘save’ to continue.

**IMPORTANT:** Due to a quirk of the system, you must click ‘add’ to enter into each budget category even if you don’t have any information to enter into that category. If you have no budget information for a particular category simply click save once you are in that category.

Go ahead and enter your budget information in each category up to the Management and Administration category which will be explained on page 24 of this document.

After clicking ‘save’ within each budget category you will be taken back to the main budget form. Note that after entering budget information you will see a dollar amount shown in blue font. If you need to edit your entry, do not click ‘add’, click on the blue numbers to reenter that line item. Also note on the example shown below that the Personnel category has a $0.00 value showing, this is an unused category that we entered into and clicked save as explained in the prior step.
As you enter budget information in the various categories and scroll down the page, you’ll come to the Management and Administration (M&A) category. Note that if you are using M&A you cannot use the next category, Indirect Costs (IC). Conversely, if you are using IC you cannot use M&A.

M&A are anticipated expenses related to the management of the grant, not the project. Oftentimes your fiscal officer or other jurisdiction staff may need M&A funds to support the time they put in to helping you complete financial claims or programmatic reports.

**IMPORTANT:** due to another quirk of the system it is important that the M&A category should be the last category you enter budget information into.

When you click ‘add’ to enter into the M&A category you will see a screen that looks similar to what is shown below. Simply enter the percent of M&A you are requesting (no greater than 5%), then click ‘save’.

![Application Screen](image)

**Management and Administration**

Not to Exceed 5.0% of Total Project Cost

If M&A is used indirect costs will not be authorized for reimbursement.

Input the percentage as 4.20 for 4.20% or 5.0 for 5.0%. Do not include a % in your entry as the program will calculate the percentage.

SHSP funds used for M&A must have supporting documentation for reimbursement.

Percent of M&A Requesting: 5
Once you’ve entered your M&A percentage and clicked ‘save’, you’ll be taken back to the main budget form. Note on this example that the 5% that we entered has been added to the sample budget of $10,000.00 that we entered earlier.

The final budget category is the Indirect Costs. Remember that IC can only be used if M&A is not being used. Additionally, if you are claiming IC you must submit an IC rate agreement, or Cost Rate Proposal and Cost Allocation Plan with your application. We’ll show you how to do this on the next step. For now, click ‘add’ to enter into the Indirect Costs Category.
This process works similar to how we entered M&A expenses. Simply enter the percentage of IC you are claiming and click ‘save’. Remember that even if you are not using IC you still need to enter into this category and click ‘save’. For this example we won’t enter a percentage in since we already claimed M&A expenses. If you do enter a percentage you’ll need to upload your supporting documentation, that process is explained beginning on the next step.

The final component of the budget form is the Indirect Cost Rate Documentation. Even if you are not using IC, you must still enter into the field just like any other budget category. To continue, scroll to the top of the webpage and click ‘edit’.
Once you’ve clicked ‘edit’ on the previous page your screen should look similar to the budget form you were just looking at, except that this time if you scroll to the bottom of the page you’ll notice upload fields on the Indirect Cost Rate Documentation category.

If you have documentation to upload, simply click the ‘choose file’ button next to the applicable field.

Regardless of whether or not you attached any documentation, you now need to scroll to the top of the page and click ‘save’ to continue.

You should now be back on the main budget form. Review this form to ensure accuracy, then when you’re ready to continue click ‘mark as complete’.
You should now be taken back to the application forms screen, which should look similar to what is shown below.

Click on the next form, ‘Additional Documentation’ to continue.

You should now see a screen that looks similar to what is shown below. This is an open form to allow you to attach any documents you wish MT DES or the Senior Advisory Committee to have available as they review your application.

If you have any such documents click ‘add’ to proceed. If you have nothing else you wish to attach click ‘mark as complete’ and skip to page 30 of this document.
If you clicked ‘add’ on the previous screen to attach a document, you should now see a screen that looks similar to what is shown below. Click the choose file button to select the document you wish to upload, enter a brief description of the file, then click ‘save’ to continue.

Once you’ve uploaded a document you should now see a screen that looks similar to what is shown below. If you have additional documents to upload you can click ‘add’ again to repeat this process. Once you’ve upload everything you wish to include, click ‘mark as complete’ to continue.
You should now be taken back to the application forms screen, which should look similar to what is shown below. Check to ensure that you have checkmarks next to each form indicating that that form is complete. If any forms are missing a checkmark, click back into that form to ensure that you have completely filled out the required information, then ensure that you are clicking ‘mark as complete’ within each form. Note that you will not be able to submit your application until each form is complete.

You can also review your application for completeness and accuracy by entering into each form, any form can be edited at any time prior to submitting your application.

When you are confident that your application is complete, click the ‘submit’ button.

**Once your application is submitted you will not be able to make any further edits!**

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**Application Forms**

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Complete?</th>
<th>Last Edited</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>✓</td>
<td>01/06/2017</td>
</tr>
<tr>
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<td>✓</td>
<td>01/06/2017</td>
</tr>
</tbody>
</table>

Once you click submit a dialog box will appear similar to what is shown below. Click ‘ok’ to confirm your submission.
You should now see a screen that looks similar to what is shown below.

MT DES will review your application and will contact you if they have any questions or need clarification.
The Senior Advisory Committee will meet in April to review applications, applicants will be notified following that meeting whether their project has been funded.
If your application is selected for funding you must wait to begin any financial activities until you have received an award packet from MT DES which will be delivered sometime around 1 October, 2017.