

SHSP Grant Item Checklist
(For use while completing grant application.)

Tab	To Do	Challenges/Issues/Notes	Completed √
Home Page	Register		
Apply	Choose Homeland Security Grants Division (HSGD) from the dropdown.		
Profile/Details	Enter Start/End Date		
Profile/Details	Enter Target Area Information		
Profile/Details	Enter Grant Officials		
Profile/Grant Vendor	Enter Organization Type		
Profile/Grant Vendor	Enter State Payee ID		
Profile/Grant Vendor	Enter DUNS		
Profile/Grant Vendor	Enter SAM		
Profile/Grant Vendor	Enter Banking Documents		
Narrative	Certification Box Checked		
Narrative	Enter Project Summary		
Narrative	Enter Problem Statement		
Narrative	Enter Existing Capability Levels		
Narrative	Enter Capability Gaps		
Narrative	Enter Impact Statement		
Narrative	Enter Homeland Security Priority Action		
Narrative	Enter Target Group		
Narrative	Enter Long – Term Approach		
Activities	Select your Project Activity		
Activities	Describe each Activity		
Measures	Enter Output Performance Measures		
Measures	Enter Outcome Performance Measures		
Budget/Details	Enter Budget Line – Items		
Budget/Details	Enter Solution Areas		
Budget/Details	Enter Discipline Areas		
Documents	Resolution (due by start date)		
Documents	Answer Contract Compliance Question		
Documents	Answer Lobbying Questions		

Documents	Enter the Fiscal Year for your grant		
Documents	Enter Federal Grants expended in the most complete fiscal year		
Documents	Enter the State Grants expended in the most complete fiscal year		
Homeland Security	Select DHS Project Type		
Homeland Security	Select one Core Capability.		
Homeland Security	Select New or Existing Capabilities.		
Homeland Security	Select if project is Deployable or Sharable.		
Homeland Security	Select the Project Step Involved		
Homeland Security	Enter 3-5 Milestones.		
Homeland Security	Check and/or complete if project is NIMS Resourced		
Certify	Submit your application.		

Please remember that we are here to help. If you have any questions or need help filling out your application, please contact one of us.

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