

HSGP INVESTMENT PLANNING WORKSHEET

Worksheet Overview and Helpful Tools

A. Overview

This FY 2010 HSGP Investment Planning Worksheet provides applicants an optional, off-line tool (in MS Word format) to help in the drafting of each Investment to be included as part of the final Investment Justification (IJ).

Please Note: If applicants decide to use the Investment Planning Worksheet while drafting the IJ, all responses completed in the worksheet must be transferred to the applicant's official IJ located on the Grants Reporting Tool (GRT): <https://www.reporting.odp.dhs.gov/>. This is also the location through which applicants can access the GRT IJ Submissions Technical User's Guide, which includes instructions on how to log into the GRT and complete the IJ.

Please allow enough time before and no later than 11:59 p.m. EDT, April 19, 2010 to complete the IJ in the GRT and submit the required application materials using www.grants.gov.

This worksheet applies only to SHSP, UASI, MMRS, and CCP applicants. Operation Stonegarden (OPSG) applicants should refer to Part VIII – “Other Information,” Section E – “OPSG Operations Order Template” of the FY 2010 HSGP Guidance and Application Kit for the OPSG application template.

B. Helpful Tools

✓ **Spell Check:**

- Click on the [Tools] menu
- Select [Spelling] and all spelling issues will be displayed

✓ **Character Count:**

- Highlight the response text that you would like to count; then click on the [Tools] menu
- Select [Word Count], then [Characters (with spaces)] to view the character count
- Character count limits within the IJ include spaces between words, periods, commas, semi-colons and other forms of punctuation

Investment Planning Worksheet

Investment Information

State or territory Name:
FY 2010 Urban Area (if applicable):

Investment Number:
Investment Name: (100 characters max)

Is this a Multi-Applicant Investment: Yes No
(Please note: This will only need to be filled out if the applicant is the submitting partner)

I. Baseline

I.A. Baseline – Previous HSGP Request Name and Funding

Investment Phase: *(Place an "X" in the corresponding box)*

New Ongoing

If the Investment is Ongoing, identify the corresponding FY 2006 – 2009 Investment Name(s) and Funding Amount(s) for each year, as applicable.

FY 2006 Investment Name: (100 characters max)

FY 2006 Funding Amount:

\$

FY 2007 Investment Name: (100 characters max)

FY 2007 Funding Amount:

\$

FY 2008 Investment Name: (100 characters max)

FY 2008 Funding Amount:

\$

FY 2009 Investment Name: (100 characters max)

FY 2009 Funding Amount:

\$

II. Baseline

II.A. Strategy – Investment Description

Provide a description of this Investment and identify all goals and objectives in your State and/or Urban Area Homeland Security Strategy supported by this Investment. (2,500 characters max)

(Please note: The text box below will not automatically calculate the number of characters. For further guidance, see Helpful Tools on page 1)

The National Capital Region (NCR) strategic plan Goal 2 is dedicated to Community Engagement. Initiative 2.1.1 deals with providing emergency information to the public, and initiative 2.2.1 and 2.2.2 deal with increasing public involvement in disaster preparedness and volunteer efforts to support public safety. This investment will support these strategic initiatives by continuing the NCR's existing public outreach and notification efforts, increasing volunteer opportunities and enhancing the region's mass care capabilities. This public preparedness investment brings together multiple entities and multiple preparedness and response missions in order to improve the region's ability to prepare and properly care for the public and particularly individuals with special needs in the event of a disaster.

This investment focuses on three main aspects of the National Capital Region's (NCR) public preparedness.

1. Increase the level of public outreach

This investment will train an additional 500 personnel in mass care sheltering efforts.

2. Maintain and enhance the emergency operations public messaging

This investment will also fund the NCR's proven emergency public messaging systems (telephone and text-message alerts).

3. Increase feeding and shelter capacity by 10,000 people

This investment will purchase new supplies and equipment in order to increase the region's feeding and shelter capacity by 10,000 people.

II.B. Strategy – National Priorities

**Identify up to four National Priorities that are supported by this Investment.
(Place an "X" in the corresponding boxes)**

**Available National Priorities
(Check up to four)**

- Expand Regional Collaboration

- Strengthen Information Sharing and Collaboration Capabilities

- Strengthen Chemical, Biological, Radiological/Nuclear, and Explosive (CBRNE) Detection, Response, and Decontamination Capabilities

- Strengthen Planning and Citizen Preparedness Capabilities

For Further Information, Visit:

http://www.fema.gov/pdf/emergency/nrf/National_Preparedness_Guidelines.pdf

III. Funding and Target Capabilities

III.A. Funding Program and Proposed Funding

The FY 2010 Funding Program and Proposed Funding amount identified for this Investment are as follows.

FY 2010 HSGP Funding Program:

(Select one funding source: SHSP, UASI, CCP, or MMRS)

UASI

FY 2010 Proposed Funding (for this Investment):

\$3,715,700

III.B. Target Capabilities

From the 37 Target Capabilities, select all Target Capabilities supported by this Investment. (Place an "X" in the corresponding boxes)

Available Target Capabilities (Check all that apply)

- | |
|---|
| <input type="checkbox"/> Planning |
| <input type="checkbox"/> Community Preparedness and Participation |
| <input type="checkbox"/> Volunteer Management and Donations |
| <input type="checkbox"/> Citizen Evacuation and Shelter-in-Place Isolation and Quarantine |
| <input type="checkbox"/> Emergency Public Information and Warning |
| <input type="checkbox"/> Mass Care (Sheltering, Feeding, and Related Services) |

For More Information, Visit:

<http://www.fema.gov/pdf/government/training/tcl.pdf>

III.C. Proposed Funding by Target Capabilities

For each of the selected Target Capabilities in Question III.B., provide the Proposed Funding amount to be obligated from this Investment. (Add rows if needed)

(Please note: The table below will not automatically calculate the Total Amount of Proposed Funding. The GRT will automatically calculate the total as you transfer your answers. The Total Amount of Proposed Funding should match the amount you entered in question III.A. above.)

Target Capabilities (Identified in Question III.B.)	Amount of Proposed Funding (\$)	Percent of Proposed Funding (%)
Community Preparedness and Participation	\$500,000	
Volunteer Management and Donations	\$525,000	
Emergency Public Information and Warning	\$1,722,000	
Mass Care (Sheltering, Feeding, and Related Services)	\$968,700	
	\$	<i>Percent of Proposed Funding will be automatically calculated by the GRT as you enter the Amount of Proposed Funding across your assigned Target Capabilities</i>
	\$	
	\$	
	\$	
	\$	
Total Proposed Funding:	\$3,715,700	100%

III.D. Proposed Funding by Solution Area

Provide the Proposed Funding amount to be obligated from this Investment towards Planning, Organization, Equipment, Training, and Exercises (POETE). (Please provide amounts for all that apply)

(Please note: The table below will not automatically calculate the Total Amount of Proposed Funding. The GRT will automatically calculate the total as you transfer your answers. The Total Amount of Proposed Funding should match the amount you entered in question III.A. above.)

Solution Area	Amount of Proposed Funding (\$)	Percent of Proposed Funding (%)
Planning	\$1,793,700	<i>Percent of Proposed Funding will be automatically calculated by the GRT as you enter the Amount of Proposed Funding across the POETE categories</i>
Organization	\$0	
Equipment	\$1,622,000	
Training	\$300,000	
Exercises	\$0	
Total Proposed Funding:	\$3,715,700	100%

III.E. Law Enforcement Terrorism Prevention Activities Funding (LETPA)

If applicable, provide the proposed funding amount that is expected to be obligated towards LETPA.

LETPA Funding Amount:

III.F. Optional Cost Sharing

If desired, provide the optional cost share source and funding amount for this Investment. Ensure that the cost share amount entered on the SF-424 and SF 424 A forms equals the total cost share amount for all Investments submitted as part of the IJ. (1,500 char. max)

(Please note: In FY 2010, an applicant's willingness to contribute an optional cost share will not impact allocation amounts identified in the FY 2010 HSGP Guidance and Application Kit. FEMA administers cost sharing requirements in accordance with 44 CFR §13.24, which is located at http://www.access.gpo.gov/nara/cfr/waisidx_07/44cfrv1_07.html. To meet matching requirements, the grantee contributions must be reasonable, allowable, allocable and necessary under the grant program and must comply with all Federal requirements and regulations. The text box below will not automatically calculate the number of characters. For further guidance, see Helpful Tools on page 1.)

N/A

IV. Project Management

IV.A. Milestones

Identify up to ten milestones, with start and end dates, which will be achieved within the three-year period of performance. Depending on the timing of award allocations, the FY 2010 period of performance is estimated to occur from approximately September 2010 - September 2013.

Milestone Number	Milestone Name	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
1	Collaborate on regional exercises with partner agencies	9/1/2010	8/31/2011
2	Maintain and actively recruit for a trained and affiliated cadre of emergency volunteers	9/1/2010	8/31/2011
3	Engage in regional interoperability exercises and practices to better establish communications cross-jurisdictionally	9/1/2010	8/31/2011
4	Increase the exposure of individual, family, community, and city (or county) importance through consistent and heavy outreach strategies	9/1/2010	8/31/2011
5	Outreach numbers increase by 10%	9/1/2010	8/31/2011
6	Hold monthly Regional Emergency Support Function (RESF) 16 - Volunteer and Donations Management working group meetings to share best practices	9/1/2010	8/31/2011
7	Develop a sustainable and effective donations management protocol, as appropriate	9/1/2010	8/31/2011
8	Increase the exposure of the RESF 16 training programs (Citizen Corps, CERT, MRC, Volunteer Center, etc.) to NCR residents and key stakeholders	9/1/2010	8/31/2011
9	Train 500 people in Mass Care and Shelter Operations	1/2/2011	1/2/2012
10			