



pennsylvania PA

Application Submission in the Electronic Single Application (ESA)

Application Tips

Application Tip



Project Narrative – Project Description



Project descriptions are entered into a text box on the Project Narrative page (*“What do you plan to accomplish with this project?”*)



The “problems that need to be resolved” should answer two questions



What is to be done?



Why does it need to be done?



Your Project Narrative should also include page references to the SPR

Application Tip

Continued...



Project Narrative – Project Description



Naming conventions matter in the ESA, especially if you have many projects



FEMA's example of an "insufficient project description"

Project Title: LE Teams

Project Description: Statewide State LE Team






FEMA Required: Revise project description to accurately reflect the implemented project. Identify any required projects.

Application Tip

Continued...

Project Narrative – Project Description

 FEMA's example of a "robust project description"

-  Project Title: City of Simplia: CBRNE (SHSP)
-  Project Description: The City of Simplia Police Department will use FY14 funding for CBRNE training and equipment to outfit each member of its specialized tactical teams to include: \$50,000 Tactical Response Hoods, \$5,000 Tactical Training Hoods; \$10,000 training

Application Tip

Continued...



Project Narrative - Outcomes



Entered into text box on the **Project Narrative** page
(*"How do you plan to accomplish it?"*)



These are what you plan to achieve



Should tie into what you will be procuring during the course of the project



Remember, Outcomes and Milestones have become more important

Application Tip

Continued...



Project Narrative - Outcomes



Outcomes are a “free text” field



Suggest outcomes be entered as a list of bullet points in this field



Provide descriptions that are focused and concise



Outcomes later used as justifications for procurements and activities

Application Tip

Continued...



Project Narrative - Outcomes



Incorporate anticipated outcomes that will realistically be achieved during the Period of Performance



Consider how the project can continue to fill capability gaps beyond the period of performance



Incorporate outcomes that will demonstrate progress toward the overall objective(s) of the project and help bridge those capability gap(s)

Application Tip

Continued...



Project Narrative - Outcomes



Justify why maintenance and sustainment of capabilities should be supported to achieve long-term continuity



Planning, organization, equipment, training, and/or exercise (POETE) activities within this project should tie back into and support SHSGP or UASI priorities

Application Tip

Continued...



Project Baselines:



Identify your existing Capability Levels in the **Program Addenda**



Reference to Subrecipient's or the Commonwealth's THIRA/SPR is encouraged



Clearly state the problem (the capability gap) the project is designed to address

Application Tip

Continued...



Project Milestones:



Entered for each project on Excel Worksheet in
Program Addenda



Remember, **"milestones"**



Provide a clear and concise description of the project's objective(s)



Are planned accomplishments



Are used as yardsticks to measure progress through project lifecycle



Are a tool to keep your project organized and on track



Will be reflected in the BSIR

Application Tip

Continued...

Project Milestones

 Required to have more than one

 Milestones should be **S.M.A.R.T.**

 **S**pecific

 **M**easurable

 **A**ttainable

 **R**elevant

 **T**ime-oriented

Application Tip

Continued...



Project Milestones



After reviewing applications and BSIRs, FEMA has recommended that project information and milestones clearly demonstrate projects will be completed within the grant's period of performance

Application Tip

Continued...



Project Milestones



FEMA's example of an "incomplete milestone":

1) Increase response capability statewide



FEMA Required: Revised milestones to accurately reflect the implemented project

Application Tip

Continued...



Project Milestones



FEMA's example of a "robust project milestones"

- 1) Equipment: Identify equipment needs; purchase equipment; train personnel and deploy equipment; and maintain equipment by January 31, 2016
- 2) Training: Identify training needs; develop training; deliver training; and evaluate training by February 28, 2016


Questions




Contact Information




Application technical questions should be directed to DCED's help desk

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Fiscal questions

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