

Supplement Insertion Instructions

Supplement Name:	2006 Application Ranking Criteria
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Location for Insertion

Tab:	III Grant Application and Award Guidance
After Document:	Replace page: "2006 Grant Application Criteria and Evaluation <i>To be developed</i> "

Supplement Contents:	1. Ranking Instructions 2. Ranking Form
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Supplement Date:	June 5, 2006
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Revision Number: 1

2006 Homeland Security Grant Program (HSGP) Application Criteria

Internal Review

1. Review the application packet for completeness. Disqualify the application for any documents missing that are required. The only optional documents unless relevant are:
 - a. Spending plan for the balance of Federal Fiscal Year (FFY) 2005 Homeland Security Grant Program (HSGP) funds
 - b. For Citizen Corps Program (CCP) applications, documentation of an established Citizen Corps Council, membership list, and point of contact
2. If a jurisdiction submits an application including more than one grant program project (State Homeland Security Program (SHSP), Law Enforcement Terrorism Prevention Program (LETPP), Citizen Corps Program (CCP), Metropolitan Medical Response System (MMRS)), or submits more than one project per grant program, review each Project on its own merit. The internal review committee will disqualify any projects not eligible under the 2006 Federal Grant Guidance. Any one project may be disqualified, without disqualifying other qualifying projects.
3. Each project score shall include the score for Jurisdiction History and Performance.
4. A list of projects will be created, alphabetically sorted by jurisdiction, listed by grant program, project name, funding amount, and score.
5. The list will be sorted by grant program, then score, then funding amount. A cumulative sum will be maintained for each grant program. The highest scoring projects up to the 80% funding amount pass-through requirement (or 100% for MMRS) will be forwarded to the Joint Review Committee (JRC) for technical evaluation.

External Joint Review Committee (JRC) Review

Technical persons knowledgeable in the field who are independent of the Alaska Division of Homeland Security and Emergency Management (DHS&EM) shall review applications so that objectivity is maintained. Members of the JRC are professional equals of the applicants, and their evaluation will result in a credible and independent assessment, and informed judgment of project feasibility, capability, and need while considering local, regional, and State assets and resources.

Each reviewer shall be furnished with copies of the 2006 HSGP Application Guidance, and qualifying project applications submitted by jurisdictions. Qualifying applications include those highest-scoring, locally-prioritized projects within the threshold of funding awarded to the State. Written scoring instructions and forms shall be provided.

The technical peer review shall be performed to determine:

- Justification and need for the project are adequate, well-researched, documented, and appropriate;
- Proposed procedures or methods of implementing the project are capable of achieving the project's objectives; i.e. probability of success;
- Facilities, resources, staff qualifications are adequate to carry out the project;
- Project budget appears reasonable; and
- Value or cost-benefits of the project are reasonable based on State and National Priorities.

Post JRC Review

1. After the JRC has reviewed, scored, and ranked the projects, the JRC and Internal Review scores will be combined for a final score.
2. DHS&EM will prepare grant awards based on these scores.
3. Unsuccessful applicants may request an explanation of the reasons their applications were disapproved for funding.

The Division of Homeland Security and Emergency Management has final authority to accept or reject Homeland Security Grant Projects.

2006 Homeland Security Grant Program Application Evaluation

Jurisdiction: _____

Application Comprehensiveness	Satisfactory	Disqualified
Completeness: Missing any of the following = automatic disqualification		
Application received by 5:00 PM, Monday, June 5, 2006		
NIMS Certification or plan to achieve NIMS compliance by 9/30/2006		
Contact sheet with 3 required signatures attached		
Spending plan to expend balance of FFY2005 HSGP funds, if applicable		
CCP Application - Documentation of established Citizen Corps Council, membership and point of contact		

Jurisdiction History and Performance	Satisfactory +10	Unsatisfactory -10
Score each item as either Satisfactory (10 pts) or Unsatisfactory (deduct 10 pts)		
Progress in achieving project timelines and milestones		
Ability to expend grant funds in a timely manner		
On-time vs. delinquent Quarterly reports (Satisfactory = 75% ontime) Score: __%		
Ability to meet any prior Award Special Conditions		
Timeliness and justification for Award extensions & reallocations		
Results of desk and on-site monitoring reviews		
Overall compliance with general grant requirements		
Compliance with procurement and contracting requirements		
Compliance with property management system and reporting requirements		
Record of participation in DHS&EM grant management training, and conferences, (75-100% participation = Satisfactory)		
Record of significant findings during a professional audit (corrected = Satisfactory)		
Performance Score		

PROJECT NAME: _____ **Priority #** _____

Project Comprehensiveness	Satisfactory +10	Unsatisfactory -10
Score each item as either Satisfactory (10 pts) or Unsatisfactory (deduct 10 pts)		
Completeness: Missing any of the following disqualifies the Project		
Project linked to specified State Priority Areas		
Project Budget and Budget category cost estimate attached		
1 Project narrative or description is complete and clear		
2 Project supports specified National Priorities		
3 Project linked to specified SHSS Goals and Objectives		
4 Project clearly supports implementation of SHSS Goals and Objectives		
5 Project coordination: inter-agency, inter-jurisdiction, inter-regional, etc.		
6 Realistic projection that project is Ready-to-Go within 120 days of grant award date		
7 Challenges to project implementation clearly identified and resolved		
8 Realistic project timelines and milestones included		
Project Score		

Planning & Organization Equipment Exercise Training Project Eligibility: Yes No

Clarifications From Applicant on Project

Comments From Reviewer(s) on Project