



Capital Area Council of Governments

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Application Development: Narrative Tab (taken from FY2017 OOG Application Development Workshop presentation)

Examples from OOG reviews of Original, Better, Best Statements for Narrative Development

Presenter Notes: *Note that these areas contain information from sources belonging to the Applicant, this is information the OOG uses to make determinations on the eligibility and/or effectiveness of a project. Further, OOG uses the information to prepare the State's application to FEMA and prepare project summaries for general information requests.*

The Project Summary:

The Project Summary is the area for the Applicants to tell the OOG-HSGD what they want to do with the funds they are requesting. The summary should focus on how the project will affect prevention, protection, mitigation, response and/or recovery from **terrorism events**. The purpose of projects funded through HSGP grants must specifically connect to terrorism, not natural disasters. While the project may serve both purposes, the primary purpose for the grant must be **terrorism** related. This is the applicant's one and only chance to make a solid case for funding.

- Recommended length: 3-4 sentences/150 words or less
- Must be clear and concise; a reader with no knowledge of the project must be able to understand what it is the Applicant wants to do

MOST COMMON ERRORS:

The project summary focuses on natural hazards/disasters and/or there is no connection to terrorism.

The project summary is too long and includes too much information that belongs elsewhere in the narrative (e.g. includes long descriptions of all of the threats facing the jurisdiction).

Problem Statement:

The Problem Statement is a general statement regarding the problem the project addresses. This statement should cover existing threats and hazards that correspond with the threats related to terrorism in the Applicant's regional and State THIRA. This statement should focus more towards the terrorism threats.

Existing Capability Levels:

This area should consist of a concise summary of existing capabilities or resources currently available to the Applicant that support the proposed project activities.

Existing Capability Gaps:

An Applicant should use this section to provide a description of specific gaps the project will address **and** their connection with gaps discussed in the State Preparedness Report (SPR).

MOST COMMON ERRORS:

- The Applicant entered “N/A” or “none”. (If the grantee is proposing funding to sustain a capability, this section should describe how the project will prevent a gap.)
- The Applicant restates the need for equipment as the gap rather than tying the need to a gap in the SPR.

Impact Statement:

This is a statement of the primary objective(s) of the project. This is not a re-statement of project activities; it should briefly describe how capabilities will be sustained/enhanced once the project is completed. This answers the question; what will the completed project accomplish?

Homeland Security Priority Actions:

The Homeland Security Priority Actions are found in the Texas Homeland Security Strategic Plan 2015-2020. Applicants/Grantees shall select only **ONE** action that most accurately ties to the project. Applicants should follow the specific format example (see Slide 19) provided within the instructional text on the narrative page.

MOST COMMON ERRORS:

- Referencing Homeland Security Objectives (The Priority Actions nest within the Objectives)
- Selecting more than one action
- Cutting then pasting the formatting example given on the tab or by a Grant Manager rather than the applicable action
-

Target Group:

This area is a description of who is benefitting from the project. For example: City of XXX SWAT; Regional First Responders, etc.

Long-term Approach:

The long-term approach is a description of how the Applicant will maintain the capability if funding becomes unavailable. If the capability cannot be maintained without funding, state this. If the Applicant will maintain the capability with other funding sources, state this and provide the funding source.

Project Narrative Example 1

SHSP LETPA Project

Activity/Investment Justification: Sustaining Special Response Teams and First Responder Capabilities

Selected Core Capability: On-Scene Security, Protection, and Law Enforcement (Revised to Interdiction and Disruption)

Mission Area: Response (Changed to Prevention upon core capability was revised)

Budget information: Line items include ballistic vests and helmets

Project Summary

Briefly summarize the project, including proposed activities and intended impact.

Original

The close proximity of the international border to population hubs in Example County, Texas, and extensive, high-use commercial transportation networks makes Example County a high visibility target for the types of complex coordinated terrorist attacks that have more recently evolved and been successfully utilized for maximum effect in places like Boston, Massachusetts and Paris, France, and which represent a real terrorist threat to Example County. Therefore, this grant is being sought to expand, enhance, and supplement with needed improvements and increased capacities to empower the Example County Sheriff's Office Special Weapons and Tactics (SWAT) Team to be better able prevent and provide protection from terrorist activities. Importantly, enhanced protection in the form of vests and helmets are critical safety gear for the Example County Sheriff's Office SWAT to be able to utilize in these types of terrorist-nexus incidents since terrorists have recently employed tactics that include blending into the landscape and engaging in open combat in populated areas and soft targets, such as crowded malls and sporting events. This proposed project will reduce capability gaps by providing increased officer safety and improve responses to critical incidents, such as terrorism related active terrorist incidents and complex coordinated terrorist attacks. The target group and population expected to benefit from this project include primarily the citizens and communities of the Example County served by the Example County Sheriff's Office Special Weapons and Tactics (SWAT) Team as well as other counties/smaller cities in the region who do not have their own SWAT Team, and who request the deployment of the Example County Sheriff's Office SWAT Team to respond to their critical incidents.

Commented [RC1]: Problem Statement

Commented [RC2]: Capability Gaps

Commented [RC3]: Target Group

Better

This proposed project will reduce capability gaps by providing increased officer safety and improve responses to critical incidents such as terrorism related active terrorist incidents and complex coordinated terrorist attacks. Funding for this project will provide critical safety gear and enhanced protection for the Example County Sheriff's Office Special Weapons and Tactics (SWAT) Team in the form of vests and helmets. The Example County Sheriff's Office SWAT will utilize this protective gear when deployed to halt or secure imminent terrorism related threats and/or hazards within the Example County as well as other counties/smaller cities in the region who do not have their own SWAT Team.

Best

Funding for this project will provide critical safety gear and enhanced protection for the Example County Sheriff's Office Special Weapons and Tactics (SWAT) Team in the form of vests and helmets. The Example County Sheriff's Office SWAT will utilize this protective gear when deployed to halt or secure imminent terrorism related threats and/or hazards within the region.

Problem Statement

Provide a detailed account of the issues, threats or hazards that your project will target. For federal Homeland Security Grants, include specific page references to the regional or state *Threat and Hazard Identification and Risk Assessment (THIRA)*, as applicable.

Original

Example County represents an ideal operational area for any terrorists seeking to exploit its highly porous and heavily trafficked international geographic area. The close proximity of the international border to population hubs in Example County, Texas, and extensive, high-use commercial transportation networks makes Example County a high visibility target for the types of complex coordinated terrorist attacks that have more recently evolved and been

successfully utilized for maximum effect in places like Boston, Massachusetts and Paris, France, and which represent a real terrorist threat to Example County.

Furthermore, as listed in the local council of governments, the 2016 Example COG Threat and Hazard Identification and Risk Assessment (THIRA), this proposed project addresses, the identified THIRA core capabilities areas of Interdiction and Disruption Core Capability (p. 13) and On-Scene Security, Protection, and Law Enforcement Core Capability (p. 42) in addressing the missions of (1) prevention/protection by delaying, diverting, intercepting, apprehending, and/or securing terrorist-related threats and/or hazards and (2) response by ensuring a safe and secure environment through law enforcement and related security and protection operations for people and communities located in the South Texas region.

Better

Example County represents an ideal operational area for any terrorists seeking to exploit its highly porous and heavily trafficked international geographic area. The close proximity of the international border to population hubs in Example County, and extensive, high-use commercial transportation networks makes Example County a high visibility target for the types of complex coordinated terrorist attacks that have more recently evolved. This style of attack has been successfully utilized for maximum effect in places like Boston, Massachusetts and Paris, France, and which represent a real terrorist threat to Example County.

Furthermore, as listed in the region's Threat and Hazard Identification and Risk Assessment (THIRA), this proposed project addresses the identified core capability of Interdiction and Disruption (p. 13) in supporting the prevention/protection by delaying, diverting, intercepting, apprehending, and/or securing terrorist-related threats and/or hazards.

Best

Example County represents an ideal operational area for any terrorists seeking to exploit its highly porous and heavily trafficked international geographic area. The close proximity of the international border to population hubs in Example County, and extensive, high-use commercial transportation networks makes Example County a high visibility target for the types of complex coordinated terrorist attacks, bombings, and active shooter events that have more recently evolved. These methods of attack have been successful in places like Boston, Massachusetts and Paris, France, and which represent a real terrorist threat to Example County (Regional THIRA p. 2).

Commented [RC4]: IDs where they have identified a scenario in the regional THIRA. Also addresses the supported core capability.

Existing Capability Levels

Describe the existing capability levels, including resources that are currently in place to support this project prior to the use of grant funds.

Original

Currently, the Example County Sheriff's Office SWAT Team utilizes an 11-member team for deployment to critical incidents within the local region, including scenarios such as complex coordinated terrorist attacks and active-terrorist incidents. In the past, the Example County Sheriff's Office SWAT Team has responded to requests for assistance to incidents in City One, City Two, and Neighbor County. Like many other American communities, existing capability levels are not at adequate levels to meet the threat of recently evolving terrorist attacks, such as a complex coordinated terrorist attacks. Therefore, this grant is being sought to expand, enhance, and supplement with needed improvements to empower the Example County Sheriff's Office Special Weapons and Tactics (SWAT) Team to be better able prevent and provide protection from terrorist activities. Importantly, tactical safety vests and helmets are critical tactical advantages for the Example County Sheriff's Office SWAT to be able to utilize in these types of terrorist-nexus incidents since terrorists have recently employed tactics that include blending into the landscape and engaging in open combat in populated areas and soft targets, such as crowded malls and sporting events.

Commented [RC5]: While this is good information, the emphasis really needs to be on what the current capability is. This information can be included in the "Capability Gaps" area.

Better

Currently, the Example County Sheriff's Office SWAT Team utilizes an 11-member team for deployment to critical incidents within the local region, including scenarios such as complex coordinated terrorist attacks and active-terrorist incidents. Each team member is currently outfitted with "bump" helmets that offer impact protection but lack even the minimal ballistic protection. Similarly, the team is currently equipped with Level IIIA body armor, which provided ballistic protection from pistol caliber ammunition. Importantly, tactical safety vests and helmets are critical tactical

advantages for the Example County Sheriff's Office SWAT to be able to utilize in these types of terrorist-nexus incidents since terrorists have recently employed tactics that include blending into the landscape and engaging in open combat in populated areas and soft targets, such as crowded malls and sporting events.

Best

Each of the eleven (11) Example County SWAT Team members is currently outfitted with "bump" helmets that offer impact protection but lack even the minimal level of ballistic protection. Similarly, the team is currently equipped with Level IIIA body armor, which only provides ballistic protection from pistol caliber ammunition.

Commented [RC6]: As above, some applicants may want to keep this information in this area. This is ok however, the applicant should lead with what the OOG really needs to know, ie. What do you currently have?

Capability Gaps

Describe the capability gaps which will be addressed by the project. For federal Homeland Security Grants, include specific page references to the regional or statewide State Preparedness Report (SPR).

Original

The capability gaps which will be addressed by this project is equipment for specialized and synchronized operations under Mass Search and Rescue Operations Core Capability on pages 62-4 of the regional (STDC) State Preparedness Report (SPR). Equipment was rated a 2 through the regional planning committee's internal capability rating. Specifically, the SPR stated as a capability gap, "need to increase equipment capacity to support Search and Rescue (SAR) personnel" on page 63.

Commented [RC7]: Not the selected Core Capability

Better

The use of increasingly powerful firearms and improvised explosive devices (IEDs) in recent attacks across the nation have demonstrated a need for increased ballistic protection for first responders and specialized teams. Current personal protective equipment (PPE) does not provide SWAT team members protection from rifle ammunition typically used in recent active shooter events. The team lacks ballistic protection for the head; this project would increase protection to level IIIA protection. Additionally the team does not have body armor protection from rifle caliber ammunition. The project will increase the current Level IIIA protection to Level III+ to close the gap.

Commented [RC8]: The gap in protection for SWAT team members is explicitly outlined here.

The capability gaps which will be addressed by this project is equipment for specialized and synchronized operations under Mass Search and Rescue Operations Core Capability on pages 62-4 of the regional (STDC) State Preparedness Report (SPR). Equipment was rated a 2 through the regional planning committee's internal capability rating. Specifically, the SPR stated as a capability gap, "need to increase equipment capacity to support Search and Rescue (SAR) personnel" on page 63.

Commented [RC9]: What if the gap is not identified in the SPR?
What if it is but not under the supported core capability?

Best

This project will increase the level of ballistic protection for SWAT team members. Current helmets offer no ballistic protection; this will be increased to Level IIIA protection against pistol caliber ammunition. Body armor protection will increase from Level IIIA to Level III+ in order to provide protection against rifle caliber ammunition.

Commented [RC10]: This is a more "Bottom Line Up Front" (BLUF) approach. In many cases it makes the application easier to read because it is clear and concise.

The capability gaps which will be addressed by this project is equipment for specialized and synchronized operations under Mass Search and Rescue Operations Core Capability on pages 62-4 of the regional (STDC) State Preparedness Report (SPR). Equipment was rated a 2 through the regional planning committee's internal capability rating. Specifically, the SPR stated as a capability gap, "need to increase equipment capacity to support Search and Rescue (SAR) personnel" on page 63.

Impact Statement

Describe the project objectives and how this project will maintain capabilities or reduce capability gaps.

This proposed project will reduce capability gaps by increasing officer safety, augmenting critical tactical advantages and improving responses to critical incidents, such as terrorism related active shooter incidents and complex coordinated terrorist attacks.

Commented [RC11]: This is also asked for in the project summary and should be a brief statement of what the project plans to achieve.

Homeland Security Priority Action

Identify the Texas Homeland Security Priority Action most closely aligned with this project. Each Priority Action is linked with an *Objective from the Texas Homeland Security Strategic Plan (HSSP)*. List the Priority Action by number and text (e.g. 1.2.3 Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist and criminal enterprises.)

Original Goal 1 Objective 1.1 - Expand and enhance the statewide intelligence capability that reduces the threat of terrorism and criminal enterprises.
Better Goal 4 Objective 4.1- Maximize response capabilities by enhancing statewide regional response resources and the state and regional mutual aid network. 4.1.1 - Develop a regionally focused multi-discipline, all hazards response system that ensures each region statewide has the necessary response teams and resources.
Best 4.1.1 - Develop a regionally focused multi-discipline, all hazards response system that ensures each region statewide has the necessary response teams and resources.

Commented [RC12]: This is not really the best fit.

Commented [RC13]: This is all we need at the OOG and is in the format requested.

Target Group

Identify the target group and population expected to benefit from this project.

Original Primarily the citizens and communities of the Example County served by the Example County Sheriff's Office SWAT Team as well as other counties/smaller cities in the region who do not have their own SWAT Team, and who request the deployment of the Example County Sheriff's Office SWAT Team to respond to their critical incidents. In the past, the Example County Sheriff's Office SWAT Team has responded to requests for response to incidents in City One, City Two, and Neighbor County.
Better Primarily the citizens and communities of the Example County served by the Example County Sheriff's Office SWAT Team as well as other counties/smaller cities in the region who do not have their own SWAT Team, and who request the deployment of the Example County Sheriff's Office SWAT Team to respond to their critical incidents.
Best The 11 members of the Example County Sheriff's Office SWAT will be the direct beneficiaries for this project. This improved protection will enhance the SWAT team's ability to protect the residents of Example County and the surrounding region.

Long-Term Approach

Describe how the applicant agency will maintain the capabilities supported by this project without additional federal or state funds. If sustainment is dependent upon federal or state grants, describe the ongoing need for future grants, as applicable.

Original It is anticipated that local funds will be utilized for regular maintenance and any needed repairs for this proposed grant funded equipment.

Better

It is anticipated that local funds will be utilized for regular maintenance and any needed repairs for equipment purchased through this grant. The cost of replacing equipment when it reaches the end of its useful life may require the Sherriff's Office to seek grant funding if the local funding is limited.

Best

The Sherriff's Office will continue to seek local funding to maintain capabilities provided by this project. In the event that local funding is not available to replace lost, damaged, inoperable, or end of life cycle equipment, the Sherriff's office will seek additional grant funding to ensure the SWAT maintains this capability.

Project Narrative Example 2

SHSP Regular Project

Activity/Investment Justification: Interoperable Communications

Selected Core Capability: Operational Communications

Mission Area: Response

Budget information: Single line item for mobile radios

Project Summary

Briefly summarize the project, including proposed activities and intended impact.

Original

The City and the region face a wide variety of threats, including terrorism. This project will upgrade the City of Example's Police Department Mobile radios. Thirty four (34) mobile radios are reaching the end of their service life with Motorola no longer servicing XTL model radios. All new radios will be P25 and TDMA compliant. The thirty four radios to be replaced currently cannot communicate with the City of Neighbor or the City of Blank on their primary channels due to lack of TDMA capabilities.

Better

This project will upgrade the City of Example's Police Department Mobile radios. Thirty-four (34) mobile radios are reaching the end of their service life with Motorola no longer servicing XTL model radios. All new radios will be P25 and TDMA compliant. The thirty-four radios to be replaced currently cannot communicate with neighboring cities on their primary channels due to lack of TDMA capabilities. This project will continue to allow the Police Department to respond to all types of emergencies, including terrorism, by ensuring a reliable means of communication. Interoperability will be improved between regional partners, by gaining the ability to communicate on a neighboring city's primary channels.

Best

This project will upgrade the City of Example's Police Department Mobile radios. Thirty-four (34) mobile radios are reaching the end of their service life with Motorola no longer servicing XTL model radios. All new radios will be P25 and Time Division Multiple Access (TDMA) compliant. This project will support operational communications for the Example Police Department by improving interoperability with neighboring communities during a response to terror related events.

Commented [RC1]: Core Capability supports Response mission area
Radios are not going to a special team.
This project was an application under LE however it does not support the Prevention mission area, therefore it does not qualify as a LETPA project.

Problem Statement

Provide a detailed account of the issues, threats or hazards that your project will target. For federal Homeland Security Grants, include specific page references to the regional or state *Threat and Hazard Identification and Risk Assessment (THIRA)*, as applicable.

Original

The City and the region face a wide variety of threats, including terrorism. This project will support operational coordination by improving interoperability with bordering Cities. Currently, Police units responding from Example to the Cities of Blank or Neighbor, both of which border Example, cannot communicate on primary radio channels due to a lack of TDMA capabilities.

Better

The City and the region faces a multitude of terrorism related threats including but not limited to CBRNE events and active shooter events. The potential scale of these threats will require the Example PD to communicate with other first responders from neighboring communities. Current communications equipment inhibits the Example PD from communicating on primary channels. This would be problematic in a regional response if user were only able to talk on a primary channels during a multi-agency response.

Best

Commented [RC2]: Name the threats

The City of Example is home to an airport, a rail-loading terminal, several oil-well head equipment manufacturers, a chemical plant, and 41 schools with over 36,000 students. These industries and facilities are potential targets for terror related CBRNE and/or active shooter attacks as outlined in the Regional THIRA (pg 42). The potential scale of these threats will require the Example PD to communicate with other first responders from neighboring communities.

Existing Capability Levels

Describe the existing capability levels, including resources that are currently in place to support this project prior to the use of grant funds.

Original
Example PD cannot communicate with the Cities of Blank and Neighbor on their primary channels as Neighbor and Blank are both on the Neighbor radio system which requires TDMA compliant radios. Example PD cannot communicate with the Cities of Blank and Neighbor on their primary channels as Neighbor and Blank are both on the Neighbor radio system which requires TDMA compliant radios.

Better
The City of Example's Police mobile radios are currently digital, but lack TDMA capabilities. Existing mobile radios have also reached the end of their serviceable life, with Motorola no longer supporting the radios. Example PD cannot communicate with regional partners on their primary channels as Neighbor1 and Neighbor2 are both on the Neighbor2's radio system which requires TDMA compliant radios.

Best
All sixty (60) of the City of Example's Police mobile radios are currently digital, but lack TDMA capabilities and at 9 years old have also reached the end of their serviceable life, with Motorola no longer servicing the XYZ model.

Capability Gaps

Describe the capability gaps which will be addressed by the project. For federal Homeland Security Grants, include specific page references to the regional or statewide State Preparedness Report (SPR).

Original
The capability gap identified in the SPR related to operational communications. Specifically, the region needs additional P25 radios.

Better
The current radios lack TDMA capabilities, which limits the Example PD communications with other responders in the region to their primary channels. The capability gap identified in the SPR related to operational communications. Specifically, the region needs additional P25 radios. See page 40 of the "2016 SPR Summary" from the Sample UASI group.

Best
The operational communications capability is limited within the SAMPLE region because all of the Example Police Department's current radios lack TDMA. The Example PD cannot communicate with other responders in the region on their primary channels. (See Page 23 of SAMPLE Region SPR)

Impact Statement

Describe the project objectives and how this project will maintain capabilities or reduce capability gaps.

This project will address the region's risk by obtaining thirty-four P25 TDMA compliant mobile radios for Example Police Department vehicles. The radios will allow Example patrol units to communicate with the Cities of Neighbor and Blank on primary channels when responding to mutual aid calls or during pursuits.

Commented [RC3]: This is also asked for in the project summary

Homeland Security Priority Action

Identify the Texas Homeland Security Priority Action most closely aligned with this project. Each Priority Action is linked with an *Objective from the Texas Homeland Security Strategic Plan (HSSP)*. List the Priority Action by number and text

(e.g. 1.2.3 Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist and criminal enterprises.)

Original	1.2.3 Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist and criminal enterprises.
Better	Goal 4 4.3.3 Ensure radio systems, owners, and users are in compliance with the Statewide Communications Interoperability Plan.
Best	4.3.3 Ensure radio systems, owners, and users are in compliance with the Statewide Communications Interoperability Plan.

Commented [RC4]: Applicant cut and pasted from the format example using a priority action that is not applicable.

Commented [RC5]: Please do not include, the 4 in the Priority Action Number reflects this is under Goal 4.

Commented [RC6]: This is all that is needed and is in the format requested.

Target Group

Identify the target group and population expected to benefit from this project.

Original	The City of Example and its immediate neighbors will benefit from this project. Upgraded radios will allow the Police Department to communicate with regional partners on their primary channel should mutual aid be requested or provided.
Better	The City of Example Police Department will benefit from this project. Upgraded radios will allow the Police Department to communicate with regional partners on their primary channel should mutual aid be requested or provided.
Best	Thirty-four members of the City of Example Police Department and all SAMPLE regional partners will benefit from this project.

Commented [RC7]: This is more specific to who the direct beneficiary is. The group receiving equipment, training, etc

Commented [RC8]: Partners in a mutual aid agreement benefit as well. Not required however including them stresses that the project is beneficial to a region, not just a single community.

Long-Term Approach

Describe how the applicant agency will maintain the capabilities supported by this project without additional federal or state funds. If sustainment is dependent upon federal or state grants, describe the ongoing need for future grants, as applicable.

Original	The City will maintain radios purchased with this grant and replace damaged equipment.
Better	The City will maintain radios purchased with this grant and replace damaged equipment. Sustainment of this project will be achieved by future budgeted Police Department funds. If further changes in technology or federal requirements occur, additional funds may be sought through Federal grants.
Best	The City will maintain the capabilities developed by this project by seeking increased local funding for the Police Department budget. If further changes in technology or federal requirements occur, or local funding is not available, the City may seek more grant funding in the future.

Commented [RC9]: The OOG is not seeking information on maintaining equipment. This section is asking for how the capability will be maintained.

Commented [RC10]: Still does not address how will the applicant maintain the ability to communicate on a regional system in the future.

Project Narrative Example 3

SHSP Regular Project

Activity/Investment Justification: State, Regional & Local Planning

Selected Core Capability: Community Resilience

Mission Area: Mitigation

Budget information: CERT Training, CERT training supplies

Project Summary

Briefly summarize the project, including proposed activities and intended impact.

Original

Terrorist events have occurred in the US and will occur again. Our close proximity to Mexico and the effects of narco-terrorism makes it a certainty that sometime in the near future Example County will be impacted or targeted. In addition, terrorist acts have occurred against military personnel and facilities. The County hosts a military base with over 20,000 active duty service members and another 5,000 Department of Defense civilian employees. In addition, the region is affected by many man-made and natural hazards that impact preparedness, response and recovery. We frequently get streambed and river flooding, high wind events, wildland fires, and because the extensive road, rail junctures - and increases in oil related industrial exploration and production – we have an increased incidence of HAZMAT spills.

This project support improves resilience and preparedness throughout the region. It provides training materials supporting the development of CERT teams throughout the region. For some areas jurisdictions, the CERT team may be the only additional emergency resource available to them in a disaster. Additionally, this program educates the public to prepare for disasters and emergencies by following FEMA's Five Factor Preparedness Framework (be informed, make a plan, build a kit, get involved, and protect the home). Through public messaging and preparedness education, we hope to inform them of the appropriate preparedness activities and actions they can undertake to mitigate the effects of these risks- thus reducing the government and community burden of caring for them when an event occurs; and more quickly recovering from the effects of disasters and emergencies.

Better

This project will improve resilience and preparedness throughout the region by providing training and supplies to support the development of CERT teams throughout the region. Funding will allow the county to train CERT/CCP volunteers in areas such as first aid, casualty collection, and response during a terrorism related event. Additionally, this program educates the public to prepare for disasters and emergencies by following FEMA's Five Factor Preparedness Framework (be informed, make a plan, build a kit, get involved, and protect the home). Through public messaging and preparedness education, we hope to inform them of the appropriate preparedness activities and actions they can undertake to mitigate the effects of these risks- thus reducing the government and community burden of caring for them when an event occurs and more quickly recovering from the effects of disasters and emergencies.

Commented [RC1]: This information is provided verbatim in several areas in the narrative. This could be removed from this area to provide the basic summary of the project. Repetitive entries are redundant and unnecessary. It requires reviewers to keep reading the same information presented the same way multiple times.

Commented [RC2]: Due to the complexity of this project, the summary can afford to be somewhat broad yet it should still provide some specific information as seen in the revisions below.

Commented [RC3]: In some cases the exact types of training may not be firmly identified. A Grant Manager will still need to know what types of training an applicant is wanting to fund. This training should be relevant to tasks that a CERT would perform during the response to a terror related event.

Commented [RC4]: Ties to the supported mission which the Community Resilience core capability falls under.

Problem Statement

Provide a detailed account of the issues, threats or hazards that your project will target. For federal Homeland Security Grants, include specific page references to the regional or state *Threat and Hazard Identification and Risk Assessment (THIRA)*, as applicable.

Original

Terrorist events have occurred in the US and will occur again. Our close proximity to Mexico and the effects of narco-terrorism makes it a certainty that sometime in the near future Example County will be impacted or targeted. In addition, terrorist acts have occurred against military personnel and facilities. The County hosts a military base with over 20,000 active duty service members and another 5,000 Department of Defense civilian employees. In addition, the region is affected by many man-made and natural hazards that impact preparedness, response and recovery. We frequently get streambed and river flooding, high wind events, wildland fires, and because the extensive road, rail junctures - and increases in oil related industrial exploration and production – we have an increased incidence of HAZMAT spills. A recent preparedness survey indicates most households do not have a strong level of confidence that

Commented [RC5]: Identical information provided in the Project Summary. This is a more appropriate spot for this information.

However, this is a General and broad statement that could be used in every application. Tailor the Problem Statement to your issues, threats or hazards.

Commented [RC6]: The HSGP is a terrorism preparedness grant. All applications should focus on the terrorism preparedness aspect of a project. While secondary use is allowable, the focus should remain on terrorism.

they will successfully avoid the worst outcomes associated with manmade/natural disaster. Additionally 70% of household perceive there is a moderate threat of terrorism to their community. Any large scale terrorist incident or manmade/natural disaster will cause wide spread inability of the population to care for themselves. Less than a third of respondents indicated they had necessary supplies for a 10 day event, less that 10 percent had attended a meeting on preparedness, less that 25% had discussed emergency plans with family members, and less than 3% of respondents indicated they had participated in a Community Emergency Response Team (CERT) training. This is a capability gap in both preparedness and resilience. This project reduces the resilience and preparedness gap by educating the public on all hazards risks to our communities and informing them of the appropriate preparedness activities and actions they can undertake to mitigate the effects of these risks- thus reducing the government and community burden of caring for them when an event occurs. It may save lives and property, and reduce the risk to responders by reducing the overall number of responses made to address the needs of unprepared populations. It supports the Citizen Corps program with supplies and equipment to enable training communities across the region. We currently provide preparedness trainings and public information meeting, as well as the Fire Wise program. We have received SHSP grant funding in the past supporting public media campaigns, public preparedness research, purchasing printed materials, promotional items, and training that supported these goals. The County provides two full time staff to support community preparedness, Citizen Corps and volunteer management. The county also supplies, office space, vehicle, maintenance, fuel and office supplies supporting this function. This project support improves resilience and preparedness throughout the region. It provides training materials supporting the development of CERT teams throughout the region. For some areas jurisdictions, the CERT team may be the only additional emergency resource available to them in a disaster. Additionally, this program educates the public to prepare for disasters and emergencies by following FEMA's Five Factor Preparedness Framework (be informed, make a plan, build a kit, get involved, and protect the home). Through public messaging and preparedness education, we hope to inform them of the appropriate preparedness activities and actions they can undertake to mitigate the effects of these risks- thus reducing the government and community burden of caring for them when an event occurs; and more quickly recovering from the effects of disasters and emergencies. A recent countywide preparedness survey indicates most households do not have a strong level of confidence that they will successfully avoid the worst outcomes associated with manmade/natural disaster. Additionally 70% of household perceive there is a moderate threat of terrorism to their community. Any large scale terrorist incident or manmade/natural disaster will cause wide spread inability of the population to care for themselves. Less than a third of respondents indicated they had necessary supplies for a 10 day event, less that 10 percent had attended a meeting on preparedness, less that 25% had discussed emergency plans with family members.

Commented [RC7]: This is getting into more of the capability gaps. This area should focus on the threats or hazards. Try to keep duplicative information to a minimum.

Commented [RC8]: This is later repeated in the impact statement and can be removed from this area

Commented [RC9]: This is information that is more related to current capabilities.

Commented [RC10]: This information was already provided in the Project Summary. There is no need to restate the exact statements as above.

Commented [RC11]: This is going back into the capability gaps

Better
 This project will improve Community Resilience in order to address terrorism related threats and hazards identified in the Regional THIRA. Terrorists could use multiple methods of attack such as Hazmat or Chemical release (pg. 7), pipeline explosion (pg. 8), attacks utilizing large vehicles (pg. 8), explosive devices (pg. 8), or cyberattacks on critical infrastructure and government networks (pg. 9).

Commented [RC12]: This cites specific threats/hazards as described in the regional THIRA.

Our close proximity to Mexico and the effects of narco-terrorism makes it a certainty that sometime in the near future Example County will be impacted or targeted. In addition, terrorist acts have occurred against military personnel and facilities. The County hosts a military base with over 20,000 active duty service members and another 5,000 Department of Defense civilian employees. Other industrial, transportation, and government facilities also remain potential targets for the types of attacks mentioned above, impacting associated infrastructures and services in the county.

Existing Capability Levels

Describe the existing capability levels, including resources that are currently in place to support this project prior to the use of grant funds.

Original
 We currently provide preparedness trainings and public information meeting, as well as the Fire Wise program. We have received SHSP grant funding in the past supporting public media campaigns, public preparedness research, purchasing printed materials, promotional items, and training that supported these goals. The County provides

Commented [RC13]: This training focuses on wildland fires. What terrorism related training is provided?

funding for two full time staff to support community preparedness, Citizen Corps and volunteer management. The county also funds additional training supplies, office space, vehicle, maintenance, fuel and office supplies supporting this function.

Better

We currently provide preparedness trainings and public information meeting, as well as the Fire Wise program. Most of the current training has a natural disaster related focus with limited application to terror related events. We have received SHSP grant funding in the past supporting public media campaigns, public preparedness research, purchasing printed materials, promotional items, and training that supported these goals. The County provides funding for two full time staff to support community preparedness, Citizen Corps and volunteer management. The county also funds additional training supplies, office space, vehicle, maintenance, fuel and office supplies supporting this function.

Commented [RC14]: This statement seems to indicate that there is some training conducted with a nexus to terror.

Capability Gaps

Describe the capability gaps which will be addressed by the project. For federal Homeland Security Grants, include specific page references to the regional or statewide State Preparedness Report (SPR).

Original

A recent countywide preparedness survey indicates most households do not have a strong level of confidence that they will successfully avoid the worst outcomes associated with manmade/natural disaster. Additionally 70% of household perceive there is a moderate threat of terrorism to their community. Any large scale terrorist incident or manmade/natural disaster will cause wide spread inability of the population to care for themselves. Less than a third of respondents indicated they had necessary supplies for a 10 day event, less that 10 percent had attended a meeting on preparedness, less that 25% had discussed emergency plans with family members, and less than 3% of respondents indicated they had participated in a Community Emergency Response Team training. This is a capability gap in both preparedness and resilience.

This project will assist in filling a capabilities gap identified in the Regional State Preparedness Report, Community Resilience Core Capability, Pages 32-35.

Better

This project will assist in filling the Community Resilience core capability gap identified in the SAMPLE Region State Preparedness Report on pages 32-35. A recent countywide preparedness survey indicates most households do not have a strong level of confidence that they would avoid the worst outcomes associated with a large-scale emergency event. Additionally 70% of households perceive there is a moderate threat of terrorism to their community. Any large-scale terrorist incident will cause wide spread inability of the population to care for themselves. Less than a third of respondents indicated they had necessary supplies for a 10-day event, less that 10 percent had attended a meeting on preparedness, less than 25% had discussed emergency plans with family members, and less than 3% of respondents indicated they had participated in a Community Emergency Response Team training.

Commented [RC15]: This sentence is a revision of the final sentence above.

Commented [RC16]: This is just a minor revision

Impact Statement

Describe the project objectives and how this project will maintain capabilities or reduce capability gaps.

This project reduces the resilience and preparedness gap by educating the public on all hazards risks to our communities and informing them of the appropriate preparedness activities and actions they can undertake to mitigate the effects of these risks- thus reducing the government and community burden of caring for them when an event occurs. It may save lives and property, and reduce the risk to responders by reducing the overall number of responses made to address the needs of unprepared populations. It supports the Citizen Corps program with supplies and equipment to enable training communities across the region.

Commented [RC17]: This is also asked for in the project summary

Homeland Security Priority Action

Identify the Texas Homeland Security Priority Action most closely aligned with this project. Each Priority Action is linked with an *Objective from the Texas Homeland Security Strategic Plan (HSSP)*. List the Priority Action by number and text (e.g. 1.2.3 *Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist and criminal enterprises.*)

Original Minimize the impact of terrorist and criminal attacks and natural and technological disasters through proactive mitigation planning and programs.
Better 3.3.3 Expand community long-term planning programs that include strategies for supporting vulnerable populations before, during, and after an attack or disaster. 3.3 Enhance the social resilience of Texas communities.
Best 3.3.3 Expand community long-term planning programs that include strategies for supporting vulnerable populations before, during, and after an attack or disaster.

Commented [RC18]: This example includes wording from one of the goals

Commented [RC19]: It is ok to add the goal and objective however these should be listed after the Priority Action and aren't needed since the numbers indicate the goal and objective as well. (3.3.3 represents Goal 3, Objective 3, Priority Action 3)

Commented [RC20]: This is all the information that is required and is in the format requested.

Target Group

Identify the target group and population expected to benefit from this project.

Original We will continue to use grant funding to support the Citizen Corps programs throughout the region. Additionally, Example County tax revenue will continue to support preparedness efforts within the jurisdiction. We are encouraging Community Emergency Response Teams and other Citizen Corps programs to seek 501C3 status and look for support through the donor community.
Better Volunteers that make up the county CERT and other CCPs.
Best This funding targets training to over 300 CERT and CCP volunteers, and all 35,000 residents of Example County will benefit from terrorism/preparedness education.

Commented [RC21]: The original entry for this area was identical to what was entered into the Long-Term Approach below. It is assumed that this was done in error however it does occur enough that it bears noting.

Commented [RC22]: Sufficient but does not quantify anything

Commented [RC23]: Quantifying the target group provides an indication to a reviewer of how many people the grant will provide equipment and training for.

Long-Term Approach

Describe how the applicant agency will maintain the capabilities supported by this project without additional federal or state funds. If sustainment is dependent upon federal or state grants, describe the ongoing need for future grants, as applicable.

Original Local funding for preparedness efforts does not include funding for CERT or CCP programs. The county will continue to use grant funds.
Better We will continue to seek grant funding to support the Citizen Corps programs throughout the region. Additionally, Example County tax revenue will continue to support preparedness efforts within the jurisdiction. We are encouraging Community Emergency Response Teams and other Citizen Corps programs to seek 501C3 status and look for support through the donor community.
Best Support for the Citizen Corps programs throughout the region is dependent upon grant funding. However, we also encourage CERT and other Citizen Corps programs to seek 501(c)3 status, to do fundraising, and to look for support through the donor community.