

ON-LINE APPLICATION PROCESS

Welcome to the On-line Grant Management System (GAMS). GAMS is designed to be user friendly and provide the applicant and the Homeland Security Advisory Committee (HSAC) the best possible information for application of funds.

GAMS should be used for the funding requests through:

- State Homeland Security Grant Program (SHSGP) or
- Urban Area Security Initiative (UASI)

During this process, your application may be saved. You may return at a later time to continue filling out your application, if needed. Record the Application Number prior to exiting the system to facilitate later access of the application prior to submission.

Go to: hsjp.franklincountyohio.gov/homeland-security/application-form.cfm to begin the application process.

1. Click create a New Application button

OR

Continue an Existing Application of View a Completed Application.

The screenshot shows a web browser window displaying the "Grant Application Form" page for Franklin County. The page features the Franklin County logo and navigation links (Home, Contact, Employment, Sitemap). The main heading is "Homeland Security Grant Application Form". Below this, there is a red warning: "Please read prior to initiating the on-line application process." The text explains that the application process is for the State Homeland Security Grant Program (SHSGP) and the Urban Area Security Initiative (UASI), and that applicants must establish communication with a Homeland Security Advisory Committee representative. It also states that applicants must submit a hard copy of the application with the CEO's signature. The page is divided into three sections: "New Application:" with a "create a new blank application" link and "Read Instructions" link; "Continue an Existing Application or View a Completed Application:" with a "Login" button and a "I don't remember my Application Number" link; and "Member Listing by Discipline:" with a dropdown menu to "select discipline" and a "Display" button. The footer contains links for "County Home", "Commissioners' Home", "Contact", "Employment", and "FAQs", along with the copyright notice "© 2004 Franklin County".

2. Enter information requested.

The application is a living document during the preparation phase and it may be saved and returned to as many times as needed.

When a question or more information is needed, contact your sponsored Subject Matter Expert to obtain help.

For technical assistance, please contact the Franklin County Data Assistance at web@franklincountyohio.gov. For other assistance, contact Cindy White of the Office of Homeland Security & Justice Programs at 614-462-5577.

- Once all information is entered, **Click Continue Application**. Complete all pages.

3. Review Application.

- **Homeland Security Application Form** will appear.
 - Please review all information.
 - Please add any necessary attachments
 - Print a hard copy of the application for submission and your records.
 - **Click Submit Application**

TROUBLE SHOOTING REMINDERS

- ❖ Prior to submitting an application, the applicant must establish communication with a **Homeland Security Advisory Committee representative to sponsor** their application. The application sponsor is the HSAC representative that can help you with questions, obtain information and help facilitate the application process when it reaches the review and approval process. Select a sponsor by choosing a discipline they represent. All contact information for the sponsor is included on this site. You will be asked to provide the name of the sponsor during the application process. A detailed listing of Homeland Security Advisory Committee members by discipline is available on the on-line application website.
- ❖ If purchasing equipment, applicants will be required to submit a quote(s) for the desired equipment and provide the related Authorized Equipment List (AEL) category number below. Quotes may be uploaded electronically or submitted with the hard copy of the application. It is recommended the applicant do both. **Note:** A comprehensive listing of allowable equipment categories and types can be found on the web-based AEL **Responder Knowledge Base (RKB) website**.

Example: Equipment Item: Armor, Body

Quoted Cost: \$5,000

AEL: 01LE-01-ARMR

- ❖ After submitting the application on-line, **all applicants must submit a hard copy** of the application with the CEO's signature to the Franklin County Office of Homeland Security & Justice Programs:

Franklin County Office of Homeland Security and Justice Programs
373 South High Street, 25th Floor
Columbus, OH 43215

For any other questions related to the application process, please call the Franklin County Office of Homeland Security and Justice Programs at 614-462-5577.