

## **2022 SHSP Project Narrative Descriptions**

### **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.
- Does not support the selected core capability or activity
- Discusses threats and capability gaps without stating anything about what will be done
- Discusses the need for the project without discussing the actual project.
- 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.

This area should answer two questions:

1. What capability will the project enhance/replace/or build upon?
2. What is currently in place that will support this project?

**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 2021-2025. Applicants/Grantees shall select only ONE action that most accurately ties to the project. (See attachment on USB titled: TEXAS HSSP- GOALS AND OBJECTIVES 2021-2025)

**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 benefiting 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.