

Application Preparation Overview



Frequently Overlooked Items

- ❖ Applications should not exceed 15 pages
 - Do not lose reviewer's train of thought.
 - Be concise, clear but not "flowery"
 - Questions answered in order of application are easier to read when scoring
- ❖ Applications will be evaluated and scored using **only the information provided within the application** as stated in Rule 9g-19.009(7).
 - Points shall be awarded based upon the evidence contained in the application. No points shall be awarded based upon information not contained in the application. Applicants shall supply in their project application all information which they desire to be evaluated for an award of points.
- ❖ If an application is submitted for **technical review, it must be in the final version along with the 5 copies – no drafts. You will not submit this application again.**
 - See attached Example Technical Review Checklist – This is how your application will be reviewed. (pages 3 – 5)
- ❖ The Budget on page 16 of application should be completed in full and the total should be correct when added across and down
 - Remember to complete narrative and justification for each line item in the budget. This aids the reviewers when reading and evaluating the proposed project.
- ❖ Title page should be signed by authorized person as stated in Rule 9g-19./008(7)
 - "Applications submitted shall be executed by the chief elected official or the chairman of the governing board unless this authority has been delegated to the chief executive officer or other government official, who shall then endorse the application. Evidence of the delegation of authority shall be supplied with the application. If the governmental entity does not have a governing board or chief elected official, then the application shall be executed by the chief administrative officer and evidence of his or her authority to bind the governmental entity shall be supplied with the application. If the Applicant is not a governmental entity, then the application shall be executed by the governing board, or, if there is no governing board, then the application shall be executed by the chief executive officer."
 - See attached Example Title page (page 6)
- ❖ On-line submission of applications must be submitted 3 days before the published deadline.
 - A hard copy of title page must be received by the published deadline date
- ❖ Hard copy of applications must be received by **4:00 pm Eastern Standard Time**. No exceptions!!!
 - Mail to address in guidelines, Rule 9G-19 and application.

EXAMPLE ONLY –
This is performed by the Division of Emergen

Program # () Bureau _____

PROPOSAL NUMBER _____

APPLICANT _____

TITLE _____

AMOUNT REQUESTED _____

2007/2008 EMPA Competitive Grant Application Administrative Checklist

	Yes	No
1.) Deadline met (02/19/07) on line applications by 4:00 p.m. (02/22/07) hard copy applications by 4:00 p.m.	___	___
2.) Original and five (5) copies of the application provided. Number of pages in application _____ Original clearly marked	___	___
3.) Application is organized following the appropriate format and content , as indicated in the Application packet. Check as itemized below:		
Transmittal Letter		
• Includes amount requested	___	___
• Includes cash match amount and commitment (Needs proper signature authority for this commitment)	___	___
• Includes assurances	___	___
• If applicable, indicates clear identity of other parties involved in the project (identify in the comment section provided on the last page of the checklist)	___	___
Title Page		
• Amount requested ties to Budget and Transmittal Letter	___	___
• Match offered ties to Budget and Transmittal Letter	___	___
• Only 1 Program applied for	___	___
• Only 1 Category applied for	___	___
• Complete applicant information provided	___	___
• Executed by authorized official	___	___
Table of Contents		
• Format in order as set forth, Section (V)	___	___
• Pages numbered	___	___
• Budget Page listed with page # noted	___	___
Proposed Project Presentation		
• All (6) scoring criteria questions addressed (Section III, Pages 3 and 4)	___	___

		Yes	No
4.)	Financial Review:		
	Proposed Budget		
	• Included in proposal	___	___
	• In an appropriate format	___	___
	• All calculations are correct when added down and across	___	___
	Administrative Expenses		
	• 5% or less of total EMPA request	___	___
	Project Match		
	• In-Kind	___	___
	• Cash	___	___
	• Consistent with Budget above	___	___
	• Consistent with Current Funding Year (Contract period)	___	___
	• Claiming REDI Eligibility (must have current memo)	___	___
	What documentation is supplied showing firm commitment for cash match?		
<hr/>			
	Total Match % _____		
	Initial Score _____		
5.)	Applicant provides a consistency letter from county emergency management describing extent to which the project is consistent with the county's Comprehensive Emergency Management Plan and program. (Optional)	___	___
	Letter included in:		
	• Body of Application	___	___
	• Will be submitted prior to 03/24/06	___	___
6.)	Applicant has executed the current Statewide Mutual Aid Agreement as of the date of the application. (Only applicable to municipalities applying under the Municipal Competitive Grant Program).	___	___
7.)	Applicant is considered in compliance with the terms and conditions of a prior award under the Program unless otherwise noted.	___	___
	*If this applicant has had problems with previous awards, explain to what extent under Additional Comments.		

	Yes	No
8.) Is applicant a private nonprofit organization?	—	—
If yes, requirements are:		
• Evidence of formal constitution of applicant	—	—
• Authority to do business in State of Florida	—	—
• History of emergency management services provided in the State of Florida	—	—
• Ruling letter from the U.S. IRS , granting a Tax exemption included in appendix, or copy IRS 501 (c)	—	—
9.) ARC 4496 Questionnaire enclosed (if applicable)	—	—

Additional Comments: _____

Reviewed By: _____ **Date:** _____

** Use N/A where applicable

EXAMPLE ONLY
FLORIDA DIVISION OF EMERGENCY MANAGEMENT
EMPA COMPETITIVE GRANT APPLICATION
ATTACHMENT 1 - TITLE PAGE

TITLE OF PROJECT _____ **(Very Short and concise Such As “City of XXX Generator”)**

AMOUNT REQUESTED FROM STATE \$ _____ **Amount of funds t hat will be awarded**

AMOUNT MATCHING FUNDS COMMITTED \$ _____ **Your Commitment** CASH

\$ _____ **Your Commitment** IN-KIND

This is an application for a competitive grant under (indicate **ONLY** one):

- _____ **ONLY one** 1) Emergency Management Competitive Grant Program, or
_____ **ONLY one** 2) Municipal Competitive Grant Program

The application is submitted for consideration in the following category (select **ONLY** one):

- _____ **ONLY one** 1) A project that will promote public education on disaster preparedness and recovery issues.
_____ **ONLY one** 2) A project that will enhance coordination of relief efforts of statewide private sector organizations, including public-private business partnerships.
_____ **ONLY one** 3) A project that will improve the training and operations capabilities of agencies assigned lead or support responsibilities in the State Comprehensive Emergency Management Plan.
_____ **ONLY one** 4) A project that will otherwise further state and local emergency management priorities identified in the Notice of Fund Availability.

APPLICANT INFORMATION: **(All this information is very important – please put up-to-date information here)**

Name of Organization: _____

Address of Organization: _____

E-mail address of Organization: _____

Name of Chief Elected Official: _____

Name of Chief Administrative Officer: _____

Name of Applicant Contact: _____

Title of Applicant Contact: _____

Telephone Number of Applicant Contact: _____

E-mail address of Applicant Contact: _____

Federal Employee Identification (FEID) Number: _____

AUTHORIZED SIGNATURE [**Must comply with 9G-19.008(7), F.A.C., or application will not be scored**]

Signature: _____

Title: _____

If delegation of signature authority is submitted with this application, attach it to this page.