

Discussion Points for Grant Application and Guidance Document
Spring 2005 TEC Meeting
Phoenix, Arizona

- 2 1) Allow paper applications or only electronic?
- 4 2) Guidance must provide information on grant schedule – some programs allow
grant applications have submission deadlines every 6 months, others only once a
6 year.
 - 6 a. How long will it take DOE to review applications and award funds?
 - 8 b. How long does it take for grantee to use funds once awarded?
Immediately? Are there State requirements that must be met first?
- 10 3) Would states develop their own guidance document as some have for HMEP?
Was HMEP's sufficient or useful? What guidance documents would be good
examples for OCRWM to consider?
- 12 4) Are there other grant applications besides HMEP that you recommend as a
model? Are there grant applications that you recommend DOE avoid?
- 14 5) How frequently should the grantee report to DOE on their progress? Annually?
- 16 6) What form should the report take? A narrative? A form?
- 18 7) Allow the use of a grant writer?
- 20 8) How are purchases handled? GAO has reported that the variety of state
purchasing regulations can delay the spending of DHS grants. Do you foresee
such problems for the Section 180(c) grant?

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24 Potential Criteria by which DOE Could Evaluate Grant Applications (*As written, these
are not criteria yet but help us begin discussing the criteria that may follow from the
items below.*)

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- 28 1) The narrative must describe the two-year work plan with five-year projection. The
narrative must:
 - 30 a. Describe the state's or tribe's goals for the program.
 - 32 b. Demonstrate consistency with DOE's goals for the program.
 - 34 c. Be divided into two phases, planning and training. (Recognizing that as
written, planning activities may continue under the training grants.)
 - 36 d. Describe the project design. Who will be involved? Who will benefit?
What activities are planned? What benefit will participant jurisdictions
and personnel receive, i.e., training, equipment, planning?
 - 38 e. Describe how this proposal builds upon, but does not supplant, existing
capabilities.
 - 40 f. Describe what other agencies within the state or tribe will receive funds
and what their role will be in the project design. For example, if the
public health agency conducts training for emergency responders, what
funds will be distributed to the state agency responsible for safe routine

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- 42 transportation activities such as training inspectors? What activities are
proposed by that state agency?
- 44 g. Describe how the grant will sustain or increase the applicant’s emergency
response and safe routine transportation capability.
- 46 h. Describe how the grant will impact the applicant’s emergency response
and safe routine transportation procedures.
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- 50 2) Write a statement of work that describes the cost, schedule, and desired outcomes
of each proposed activity. This should also prioritize the activities and describe
any proposed deliverables or work products associated with each activity.
- 52 3) Provide a cost or price analysis of the major items described in the statement of
work.