

## CHECKLIST FOR SAA'S

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	<b>Task</b>	<b>Description</b>	<b>User's Guide</b>
1.	<input checked="" type="checkbox"/> <b>Access a blank ISIP template and User's Guide</b>	Access the enclosed CD and ensure that you have the proper files including: the ISIP Template and User's Guide, SAA and Subgrantee checklists, and ISIP Quick Reference. The ISIP template and User's Guide can be downloaded from <a href="http://www.shsasresources.com">www.shsasresources.com</a> .	Fed Ex Package
2.	<input checked="" type="checkbox"/> <b>Ensure that you meet the ISIP template system requirements</b>	The ISIP template was created in Excel 2000. If you do not have Microsoft Excel or have a previous version of the software, please use Management and Administration funding from FY04 Homeland Security Grant to update your software. The minimum system standard to run Excel 2000 is a Pentium 75 computer with the Windows 95 operating system.	Pg. 6
3.	<input checked="" type="checkbox"/> <b>Determine how many ISIP templates must be completed</b>	The number of templates to be completed correlates to the number of subgrants awarded by the SAA; one template per subgrant must be completed along with one template for the funding retained by the SAA.	Pg. 8
4.	<input checked="" type="checkbox"/> <b>Decide who will complete the templates</b>	SAA's have the option to complete the ISIP templates on the behalf of subgrantees or to include subgrantees in the completion process.	Pg. 9
5a.	<input checked="" type="checkbox"/> <b>SAA completes ISIP templates in their entirety on behalf of subgrantees</b>	ODP recommends that the SAA complete all templates on behalf of the subgrantees. If the SAA chooses to include subgrantees in the completion process, the steps in section 5b should be followed.	Pg. 9

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- 5b.  **SAA includes subgrantees in the ISIP template completion process** If the SAA chooses to include some or all subgrantees in the completion process, ODP recommends the following tasks:
- Establish a point of contact (POC) for subgrantees** Establish POC to field questions and provide guidance to subgrantees.
- Establish timeline** Establish a timeline for completion and submission of templates back to SAAs.
- Factors to consider:*
- How much information will the SAA pre-populate
  - How much time do subgrantees need to populate templates
  - How much time does SAA need to validate the completed templates
- Determine method and process for collecting completed ISIPs** Establish procedures for receiving completed ISIP templates (e.g. e-mail addresses, mailing addresses or other means of collection).
- Pre-populate Steps 1 & 2 of the ISIP for the subgrantees (Optional)** ODP recommends that the SAA pre-populate Steps 1 & 2 of the ISIP template for subgrantees; often the SAA will be able to complete this information more easily than the subgrantee.
- Distribute ISIP templates and User’s Guide to subgrantees** Distribute the ISIP templates and User’s Guide to subgrantees. ODP recommends that the files be distributed to subgrantees via e-mail.
- Determine if subgrantees will need technical assistance and arrange for this assistance** Several forms of assistance are available. Please refer to the Technical Assistance section in the User’s Guide for additional information.
- Send reminder of deadline to subgrantees** To ensure that the subgrantee submits the template to the SAA in a timely manner, the SAA should send a reminder to subgrantees.
- Collect completed ISIPs from subgrantees** Collect templates that have been completed by subgrantees.
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6.	<input checked="" type="checkbox"/>	<b>Complete ISIP template for funding retained by the SAA</b>	If the SAA has retained grant funds for state expenditures (up to 20%) and/or is retaining funds on behalf of local jurisdictions, an ISIP template should be completed for the totality of these funds.	Pg. 13
7.	<input checked="" type="checkbox"/>	<b>Review completed ISIP templates</b>	SAA should review the ISIP templates to ensure that data is accurate and complete.	Pg. 34
8.	<input checked="" type="checkbox"/>	<b>Submit ISIPs to ODP</b>	<p>All templates should be burned onto the blank CD titled "FY04 ISIP Submission to ODP" and mailed in the self-addressed return FedEx envelope provided by ODP.</p> <p>In accordance with page 14 of the FY 2004 UASI grant application kit, the SAA must also submit written concurrence on the allocation of FY 2004 UASI funds in the submission package.</p>	Pg. 42

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