**Section 310.40 Application Requirements**

a) Each application shall include the following:

1) Legal name of the applicant;

2) The current number of students enrolled by the applicant;

3) Information about all buildings to be enhanced by requested funding;

4) A narrative statement that describes the known school safety hazards, threats, vulnerabilities and risks posed to the applicant; and

5) A narrative statement that describes what steps the applicant has taken in the past five years to mitigate the known school safety hazards, threats, vulnerabilities and risks posed to the applicant.

b) The application shall include the following information for each project:

1) A narrative statement that describes the projects proposed for funding and how the protective activities outlined in the project will reduce the vulnerability of the student population;

2) The methodology that was used to determine the appropriate protective activities outlined in the project, including list of law enforcement officials or other subject matter experts who provided input to the school in the determination of protective needs and project prioritization;

3) A description of any equipment compatibility considerations;

4) The current student population in each educational facility that will be affected by the project;

5) Project budget and timeline;

6) An acknowledgement of compliance with the National Incident Management System;

7) An acknowledgement that each educational facility to be enhanced by the project has a current emergency operations plan (see 29 Ill. Adm. Code 305 and 1500);

8) A copy of a long-term lease agreement that extends a minimum of 10 years from the date of the application if the project affects leased property; and

9) Point of contact for each project.

AGENCY NOTE: All applicants should already be NIMS compliant per federal guidelines.