TO: All IDHS Program Managers
    All IDHS Division Directors
    All District Administrative Coordinators
    All District Coordinators
    All District Fiscal Agents
    All District Planning Council Members
    All District Planning Oversight Committee Members
    All District Response Task Force Commanders
    All Emergency Management Directors

From: Joseph E. Wainscott Jr.
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      Indiana Department of Homeland Security

Subject: FY2011 Homeland Security Grant Program Call for Proposals

Purpose
The purpose of this Information Bulletin is to provide guidance and information regarding the
Federal Fiscal Year (FFY) 2011 Homeland Security Grant Program (HSGP), and the process for
submitting proposals to be considered for inclusion in Indiana’s FFY 2011 HSGP application.

General
Although Congress has not yet approved an appropriations bill that will provide FFY 2011 funding to
the U.S. Department of Homeland Security (US DHS), IDHS is looking to begin the application process.
US DHS is expected to release FFY 2011 HSGP guidance before the first quarter of 2011.

Additional Guidance
The Homeland Security Grant Program provides planning, equipment, training, exercise, and
management and administrative funding to emergency prevention, preparedness, and
response personnel and is comprised of four inter-connected grant programs:
1. State Homeland Security Program (SHSP) - SHSP supports the implementation of State
   Homeland Security Strategies to address the identified planning, organization, equipment,
   training, and exercise needs for acts of terrorism and other catastrophic events. In addition,
   SHSP supports the implementation of the National Preparedness Guidelines, the National
   Incident Management System (NIMS), and the National Response Framework (NRF)
2. Urban Areas Security Initiative (UASI) - UASI Program funds address the unique planning,
   organization, equipment, training, and exercise needs of high-threat, high-density Urban
   Areas, and assist them in building an enhanced and sustainable capacity to prevent, protect
   against, respond to, and recover from acts of terrorism.
3. Metropolitan Medical Response System (MMRS) - MMRS funds enable jurisdictions to
   further enhance and sustain a comprehensive regional mass casualty incident response
   capability during the first crucial hours of an incident. The program prepares jurisdictions for
   response to all-hazards mass casualty incidents, including terrorism, naturally occurring
events, and large-scale hazardous materials incidents. Investments for MMRS must align with the Indiana Disaster Medical System goals and strategy.

4. Citizen Corps Program (CCP) - The Citizen Corps mission is to bring community and government leaders together to coordinate the involvement of community members in emergency preparedness, planning, mitigation, response, and recovery.

Solicitation
IDHS is soliciting competitive proposals that align with the priorities of the National Preparedness Guidelines and the Target Capabilities List (TCL). Proposals should also align with the Indiana Strategy for Homeland Security and district plans. Submissions should focus on one or more of the following State identified priority areas:

- Sustainability of current capabilities
  - Includes eligible expenditures based on current guidance.
  - Includes funding district administrative support personnel.
- County emergency operations centers
  - Planning, training, exercise, equipment
- Local and District planning
  - District hazard and risk assessment development
  - Emergency warning system planning and gap analysis (equipment is not allowable)
- Critical resource logistics and distribution

(NOTE: Information about the National Preparedness Guidelines and the Target Capabilities List can be found at https://www.llis.dhs.gov/docdetails/details.do?contentID=26724)

Eligible Applicants
Eligible applicants include members of the IDHS Homeland Security Team as well as the Boards of Commissioners of all Indiana counties, with strong preference for local proposals given to District-based applications. All applications will be processed through the Indiana Grants Management System (iGMS: http://oas.in.gov/hs) and will include a required budget and proposal section. (NOTE: The iGMS manual and the IDHS Grants Administrative Plan are both posted on the Grants Management Page of the IDHS Web site at http://www.in.gov/dhs/grants.htm).

If you are interested in submitting an application and do not already have access to the iGMS, please contact the Grants Management Section at grants@dhs.in.gov and you will be given a username/password and access to the system.

A notice of intent to submit must be received no later than Friday, January 14, 2010. This can also be accomplished through an e-mail to grants@dhs.in.gov. This message should simply indicate your intention to submit a proposal for the FFY 2011 SHSP. Due to the accelerated timeline for application submission, no late requests will be approved.

Evaluation
- District Planning Council Approval (25 points) – Is this proposal supported and approved by the District Planning Council? Have the minutes been uploaded showing DPC approval?
- Project Description (20 points) – Does the proposal clearly identify the problem the applicant is addressing? Does the proposal clearly identify an appropriate solution to the problem(s) identified? Does the proposal fall in line with established State and National priorities? Does the proposal explain how it fits in with the District Priorities and Plan?
• **Project Objectives and Activities/Methods (15 points)** – Does the proposal provide specific accomplishments, milestone and reasonable challenges? Are the project objectives specific, measurable, achievable, realistic and timely (SMART)? Are key staff and volunteer responsibilities adequately described? Does the staff identified have the capacity to adequately achieve the project’s objectives?

• **Evaluation Plan (10 points)** – Is the evaluation plan appropriate to the size and scope of the project(s) identified? Is the evaluation designed to determine if project objectives have been met?

• **Project Impact (10 points)** – Does the project and collective accomplishments address the risk identified? Does the proposed plan sustain/maintain the capabilities created or enhanced by this proposal?

• **Budget (10 points)** – Are the budget items reasonable, necessary and allowable? Are appropriate Authorized Equipment List (AEL) number identified? Is the budget justification sufficient to explain the necessity of each budget item?

• **Previous Performance (10 points)** - How has this District performed in the previous funding year? Have funds been de-obligated without sufficient justification?

Once received and evaluated, approved proposals will be submitted as part of the overall FFY 2011 HSGP application. **Proposal submission or approval does not guarantee funding.** Once the application is reviewed and the federal award is made, IDHS will reprioritize the projects based on application feedback and total federal funds awarded. Another evaluation and review process will then determine which proposals receive funding and determine funding amounts.

**Timeline**
Because of the need to consolidate a large amount of information into the overall Indiana HSGP application, proposals must be submitted via the iGMS no later than midnight on **Tuesday, February 15, 2011**.

**Questions**
Please direct questions regarding this program to your District Emergency Management Coordinator or a member of the IDHS Grants Management staff.