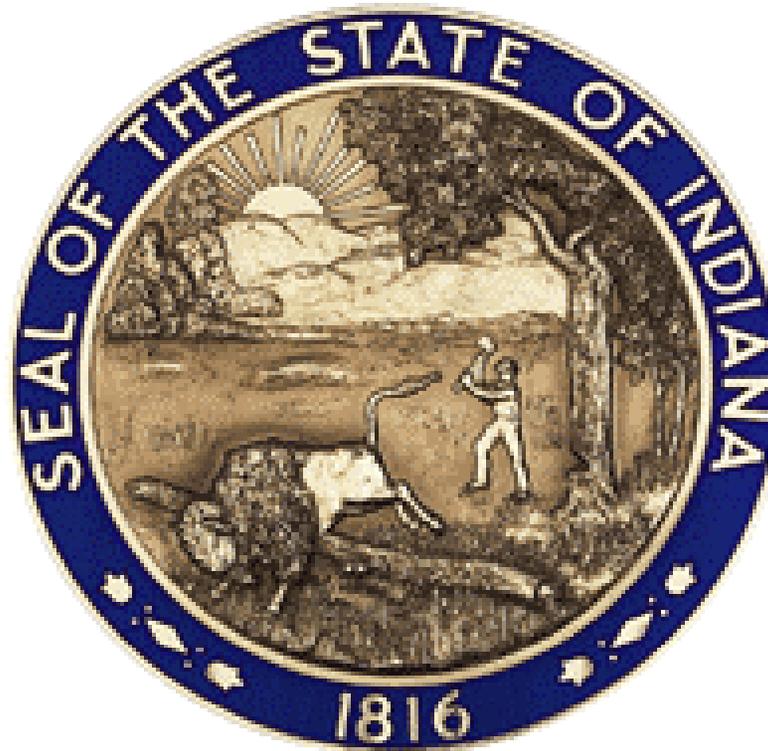




Welcome!



District Grant Proposal Writing Workshop



On behalf of the Director...

On behalf of Mr. Joe Wainscott, Executive Director of the Indiana Department of Homeland Security, we welcome you to the workshop.





Introductions

- Who are you?
- What agency are you from?
- What is your role in the District concept?
- Grant projects you are considering?



Purpose

- Anticipated that over the next several years, homeland security grants will become a more competitive process
- Intent to provide each District with the knowledge, skills, and abilities to create a strong grant proposal
- Designed to communicate to you what IDHS will be seeking in a grant proposal



Agenda

- The four “P’s”
- Reference materials
- Proposals
- Budgets
- 2011 competitive scoring process



Programs

- Management vehicle for coordinating and implementing an organizations strategy
- Linking together an often complex combination of business-as-usual activity and new projects
- Both of which are focused on the delivery of a defined vision



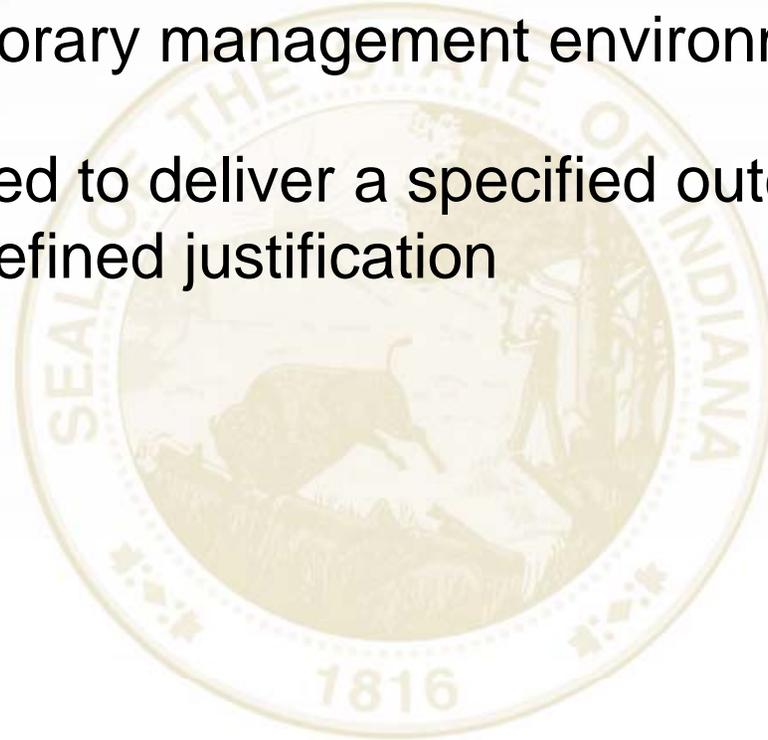
District Programs

- District Planning Oversight Committees
- District Planning Councils
- District Response Task Forces
- District Strategic Plans
- District Proposals
- Homegrown Initiatives



Projects

- Temporary management environment
- Created to deliver a specified outcome according to a defined justification





District Projects

- Leadership training
- Cross border exercises
- EOC enhancements
- Specific planning projects.



Proposals

- Describes how an organization intends to deliver its proposed project(s)
- Justifies the need for the project(s) according to the defined priorities of the grant(s)

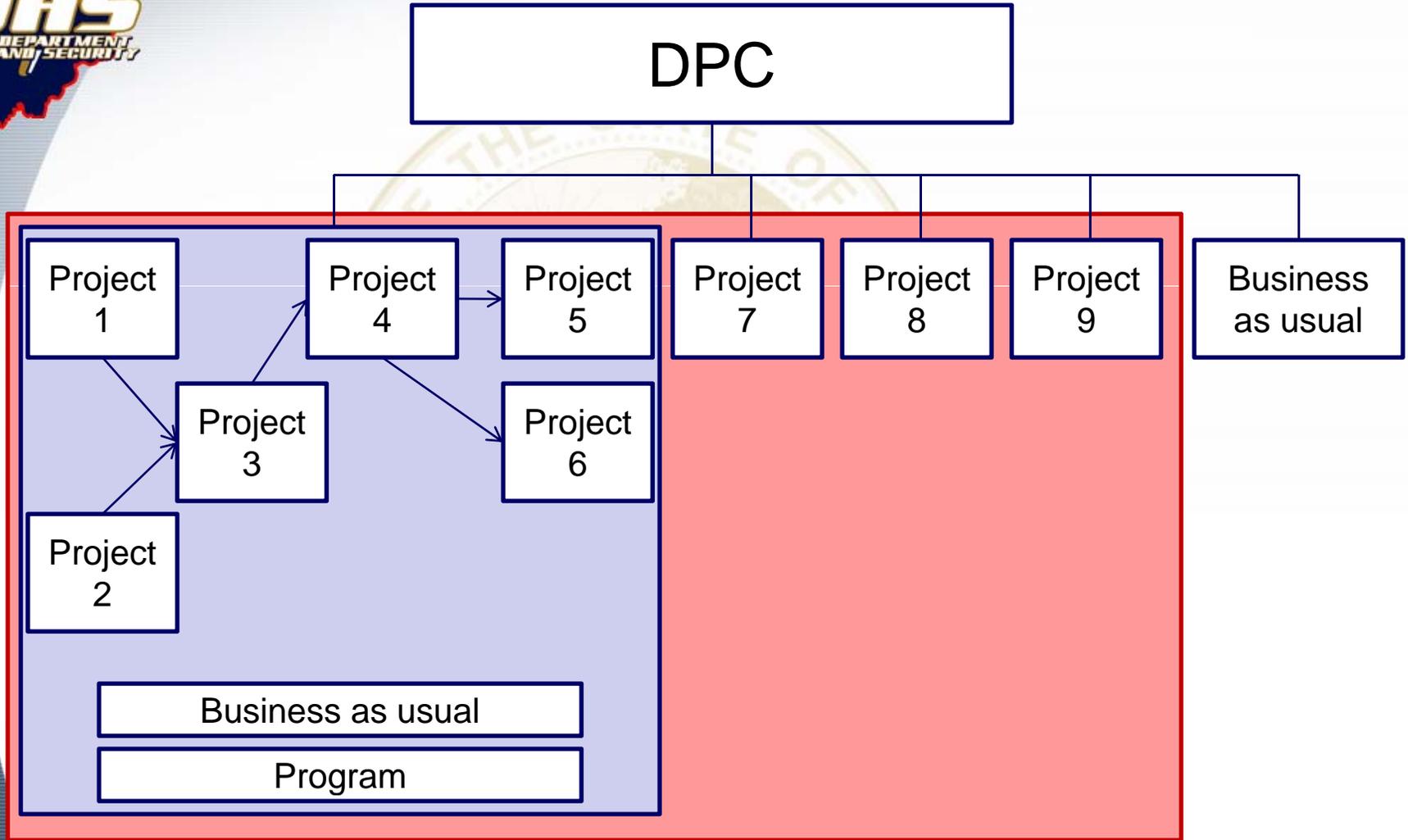


Portfolio

- Group of projects characterized by a common budget
- Once the proposal has been funded and re-prioritized, it becomes a portfolio.



Portfolio





Gap Analysis

- Identify the hazard
- Identify desired capabilities
- Identify the risk
- Identify the capacity



Identify the Hazard

- Hazard and Vulnerability Assessments
- Risk Assessments
- Threat Assessments
- Critical Infrastructure Lists
- Intelligence Assessments and Estimates
- Recent Incidents



Hazard Examples

- Pandemic
- Terrorism – Bombing
- Pipeline Explosion
- Haz-Mat Accidents
- Earthquake
- Tornado

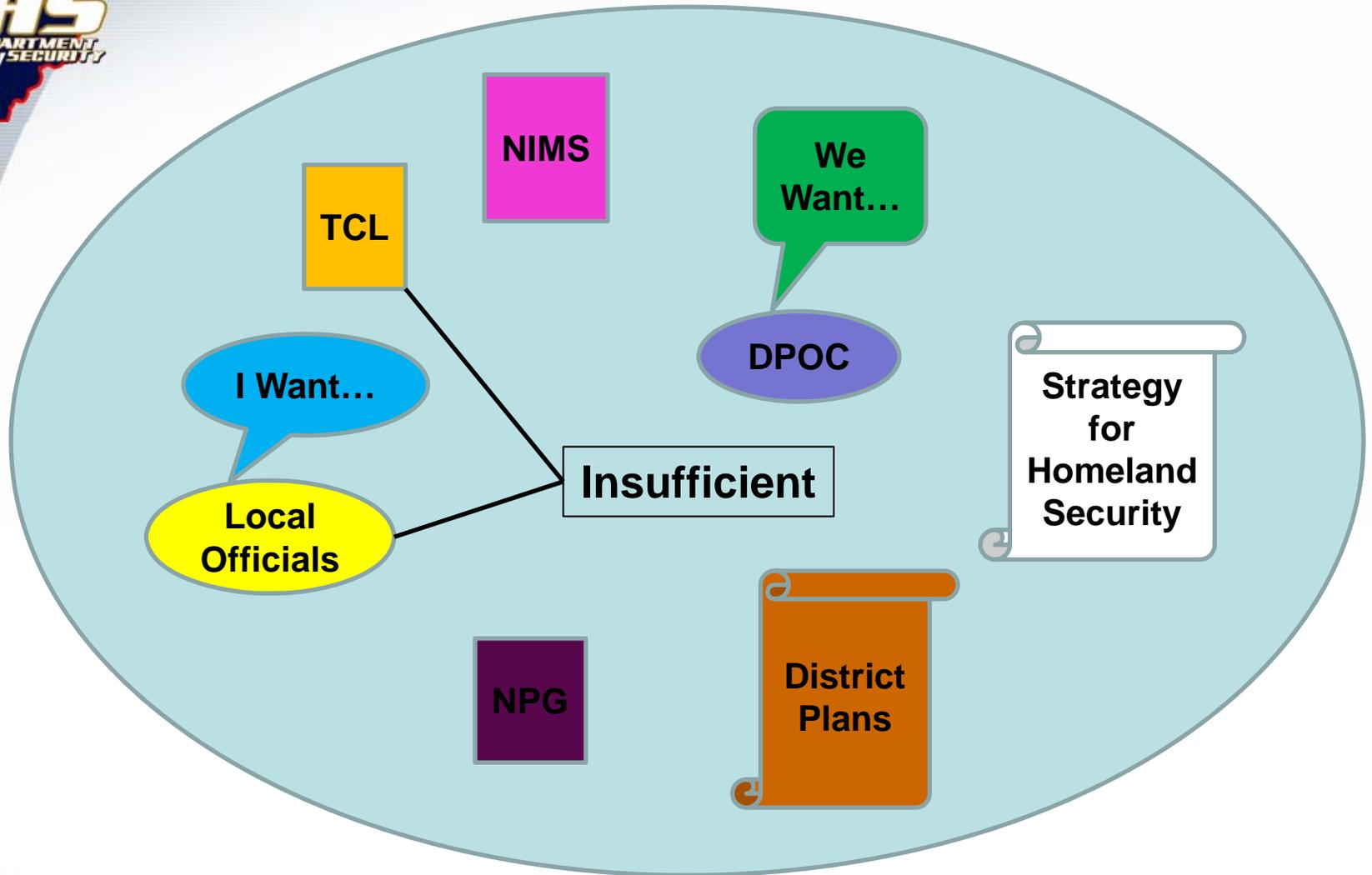


Identify Desired Capabilities

- Strategic Plans
- Indiana Strategy for Homeland Security
- National Preparedness Guidelines
- Target Capabilities List
- District Plans
- National Incident Management System
- Elected and Appointed Officials Defined Priorities

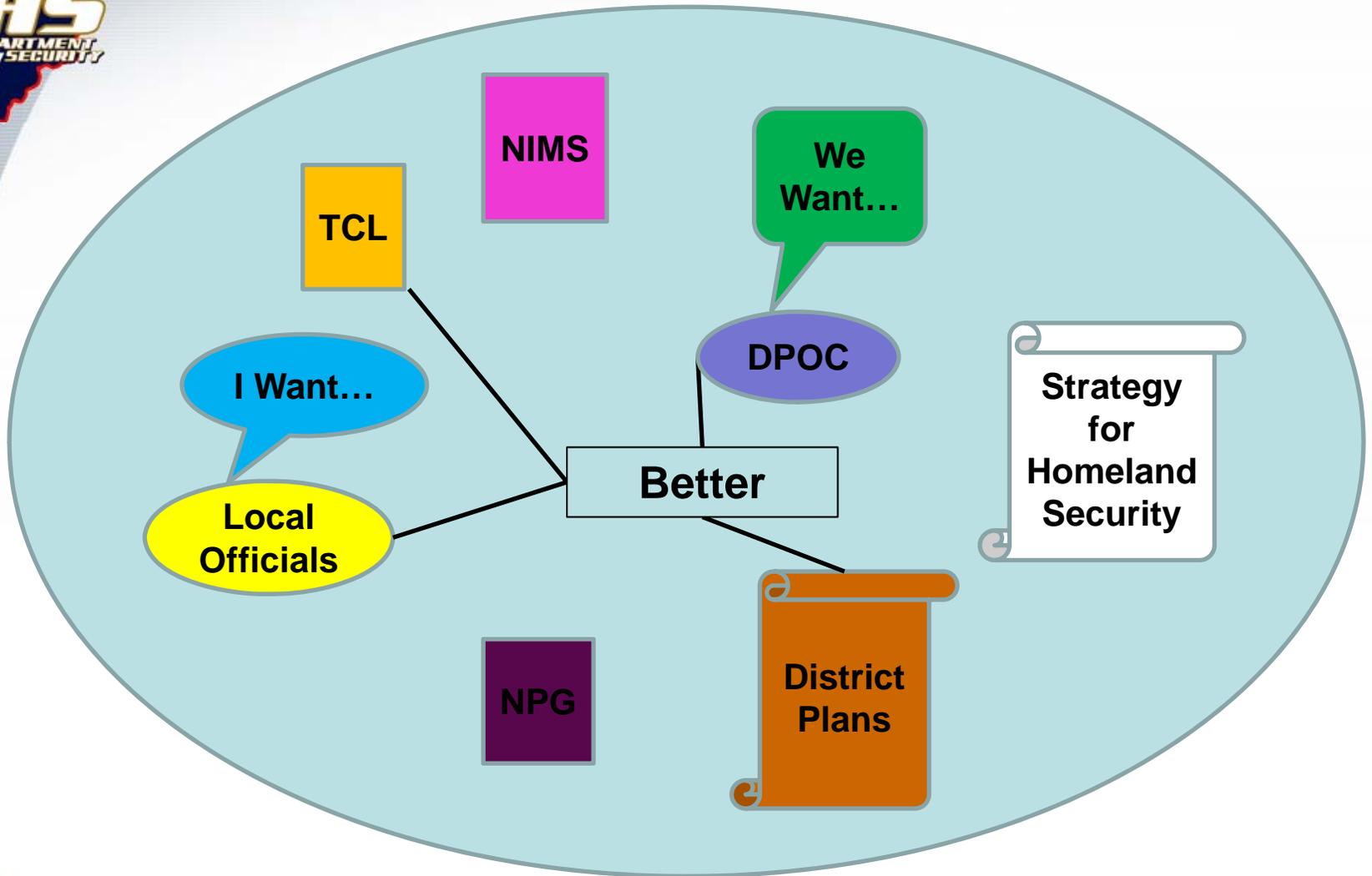


Desired Capabilities



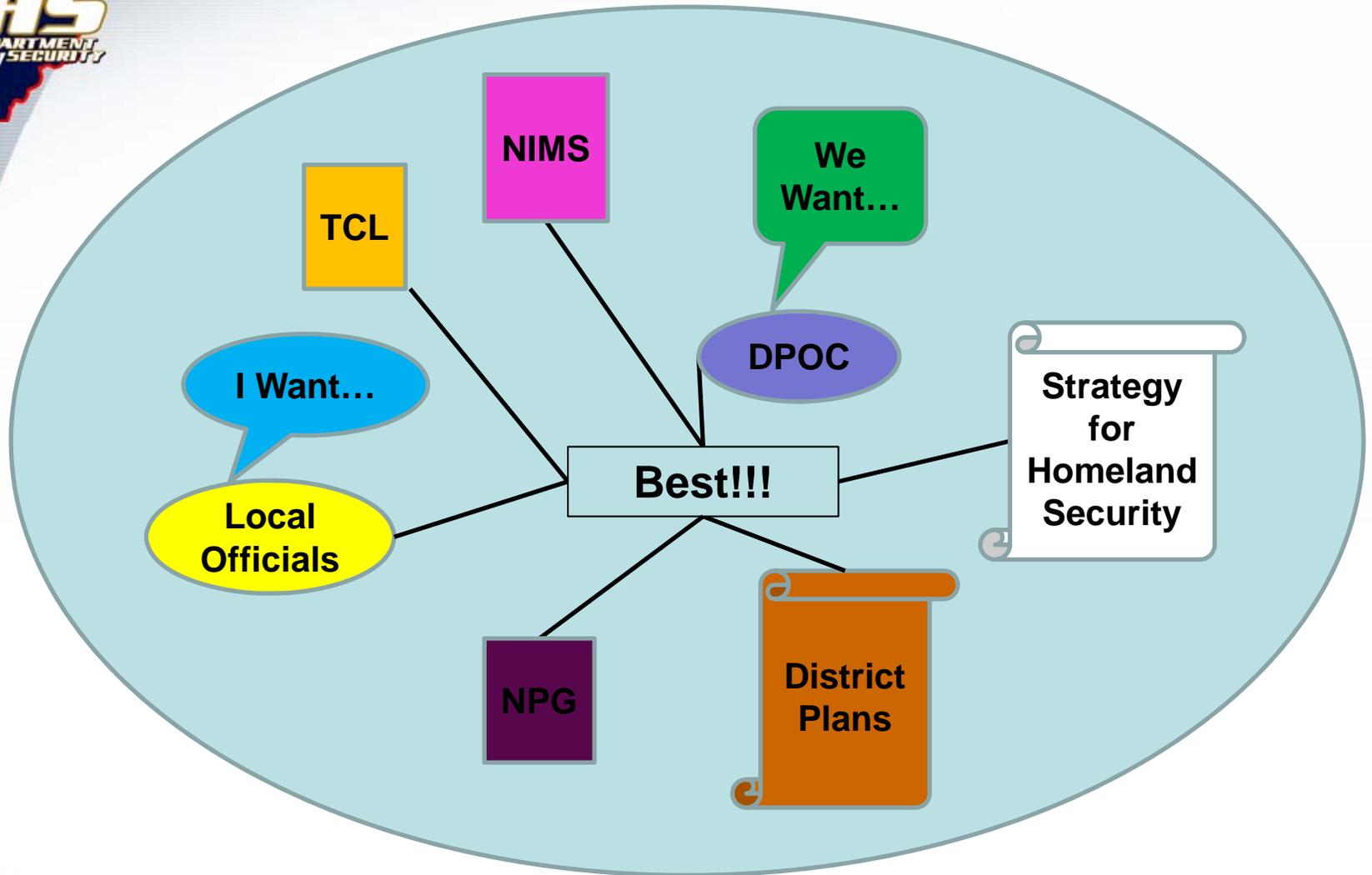


Desired Capabilities





Desired Capabilities





Sample Desired Capabilities

- Regional Collaboration & Planning (State Strategy, NPG & TCL)
- CBRNE & Haz-Mat Response (NPG & TCL)
- EOC Management & Operations (NIMS & TCL)
- Incident Management (NIMS & TCL)
- Interoperable Communications (NPG, NIMS & TCL)
- EOD Response (State Strategy, NPG & TCL)



Identify Risk

- Threat (Probability)
- Vulnerability (Susceptibility)
- Consequence (Damage)
- Risk is a function of T+V+C

THREAT
VULNERABILITY
+ CONSEQUENCE
RISK



Identify Risk

1 = No Risk 5 = High Risk

- Regional Collaboration & Planning (4)
- CBRNE & Haz-Mat Response (2)
- EOC Management & Ops (4)
- Incident Management (5)
- Interoperable Communications (4)
- EOD Response (1)



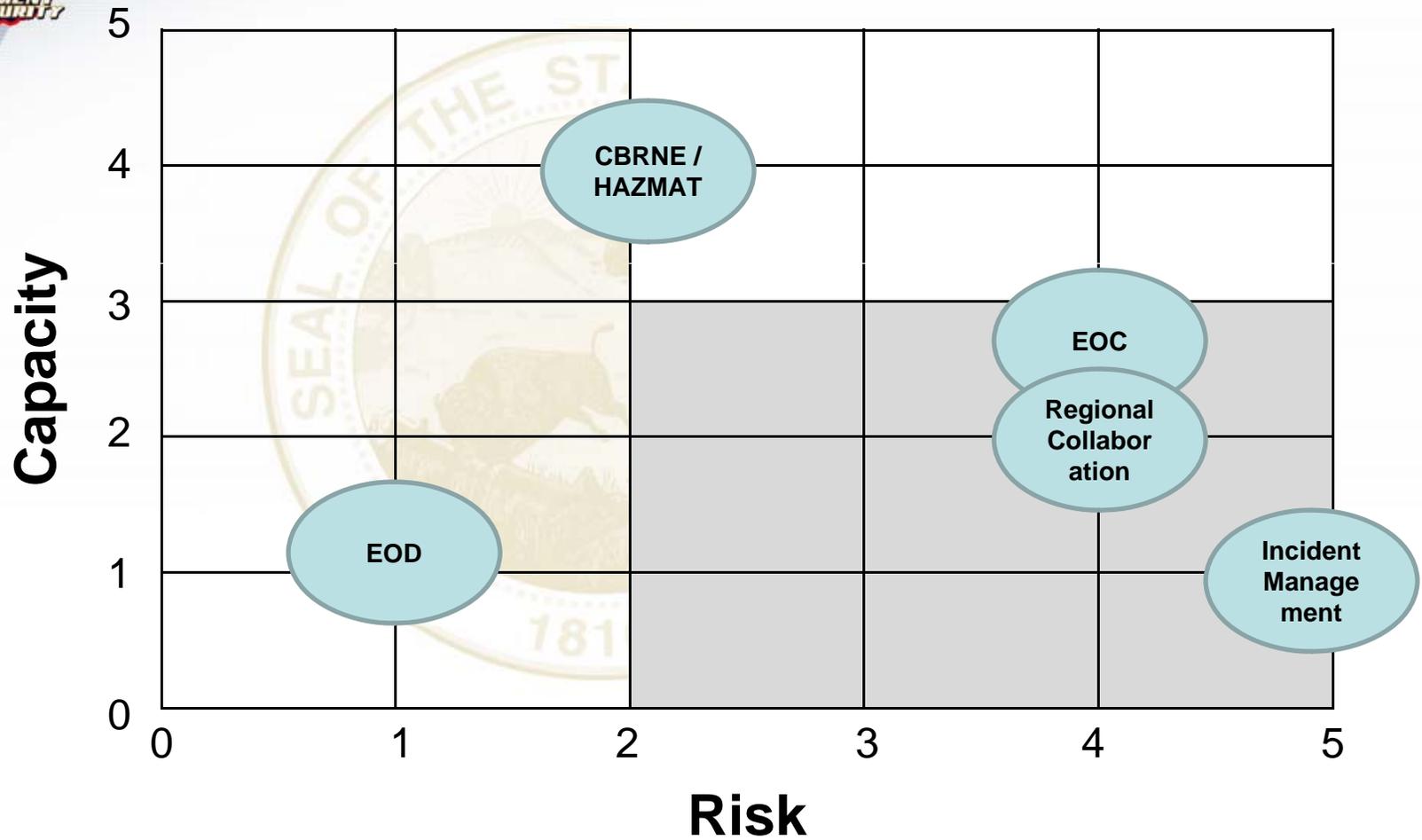
Identify Capacity

1 = No Capacity 5 = High Capacity

- Regional Collaboration & Planning (2)
- CBRNE & Haz-Mat Response (4)
- EOC Management & Ops (2)
- Incident Management (1)
- Interoperable Communications (3)
- EOD Response (1)



Plot the Priorities





Best Practice

- Gap analysis(es) should be done and District Plans written to reflect a long-term progression using objectives to address the prioritized needs that are discovered in the gap analysis process.
- Proposals should be developed and written to meet the needs defined in those plans.



Project Development

- Now that the DPC has identified what the District's gaps are, Districts should assign projects to be developed.
- This could be assigned to:
 - Individuals
 - Sub-committees
 - Ad-hoc teams
- Project development plans should contain the same field data as grant proposals.



Project Development

- Benefit to the ENTIRE District (**MUST HAVE**)
- Budget items (reasonable, necessary and allowable)
- Who will maintain the equipment?
- How will equipment be maintained and utilized?
- Who will replace items if damaged?
- Who will insure the items (if applicable)?
- How will resources be sustained?



Project Development

- Concept of operations for the administration of equipment and processes
- Why does the District need the project/resource/equipment?
- How will the project result in a better/safer District?
- What is the mission of the developed resource or capability? What will it do?



District Based Proposal Concepts

- Multi-agency
- Multi-discipline
- Multi-jurisdiction
- Supporting plans (e.g. training and exercise)
- On-going maintenance



Project Selection

- The DPC should evaluate each project and evaluate its suitability as it pertains to the previously mentioned concerns.
- The DPC may ask that projects lacking information be re-worked to include the missing information.
- The DPC should select the most comprehensive projects to be included in the District proposal.



Project Selection

- Once DPC approved projects have been selected, the framework will exist to begin compiling the projects into one proposal.
- The proposal will contain projects that will eventually be the District portfolio after the grant award is made and re-prioritization is completed.



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Reference Materials

- National Preparedness Guidelines
 - Expand Regional Collaboration
 - Implement NIMS & NRF
 - Implement NIPP
 - Strengthen Information Sharing and Collaboration Capabilities
 - Strengthen Interoperable and Operable Communications Capabilities
 - Strengthen CBRNE Detection, Response and Decon Capabilities
 - Strengthen Medical Surge and Mass Prophylaxis Capabilities
 - Community Preparedness: Strengthening Planning and Citizen Capabilities
- <http://www.fema.gov/pdf/government/npg.pdf>



Reference Materials

- National Incident Management System (NIMS)
 - Preparedness
 - Communications and Information Management
 - Resource Management
 - Command and Management
 - On-going Management and Maintenance
- <http://www.fema.gov/emergency/nims/>
- http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf



Reference Materials

- National Infrastructure Protection Plan
- http://www.dhs.gov/xlibrary/assets/NIPP_Plan.pdf
- National Response Framework
- <http://www.fema.gov/emergency/nrf/>
- Target Capabilities List
- <http://www.fema.gov/pdf/government/training/tcl.pdf>



Target Capabilities List (TCL)

- Common Mission Area
 - Planning
 - Communications
 - Risk Management
 - Community Preparedness and Participation



Target Capabilities List (TCL)

■ Prevent Mission Area

- Intelligence and Information Sharing and Dissemination
- Information Gathering and Recognition of Indicators and Warnings
- Intelligence Analysis and Production
- Counter-terror Investigation and Law Enforcement
- CBRNE Detection



Target Capabilities List (TCL)

- Protect Mission Area
 - Critical Infrastructure Protection
 - Food and Agriculture Safety and Defense
 - Epidemiological Surveillance and Investigation
 - Laboratory Testing



Target Capabilities List (TCL)

- Response Mission Area
 - On-site Incident Management
 - EOC Management
 - Critical Resource Logistics and Distribution
 - Volunteer Management and Donations
 - Response Safety and Health
 - Emergency Public Safety and Security
 - Animal Disease Emergency Support
 - Environmental Health
 - Explosive Device Response Operations
 - Fire Incident Response Support
 - WMD and Haz-Mat Response and Decon



Target Capabilities List (TCL)

■ Response Mission Area

- Citizen Evacuation and Shelter in Place
- Isolation and Quarantine
- Search and Rescue
- Emergency Public Information and Warning
- Emergency Triage and Pre-Hospital Treatment
- Medical Surge
- Medical Supplies Management and Distribution
- Mass Prophylaxis
- Mass Care
- Fatality Management



Target Capabilities List (TCL)

- Recover Mission Area
 - Structural Damage Assessment
 - Restoration of Lifelines
 - Economic and Community Recovery



Reference Materials

- Authorized Equipment List
- <https://www.rkb.us/mel.cfm?subtypeid=549>
- Indiana Strategy for Homeland Security
- Can be found in the iGMS under “My Help”



Indiana Strategy for Homeland Security

- Information Sharing
 - DPCs and DPOCs
 - Strengthen Interagency Partnerships and Operations
 - Expand existing mutual aid system



Indiana Strategy for Homeland Security

- Planning and Risk Assessment
 - Expand existing plans
 - Coordinate planning with non-traditional partners
 - Interoperable Comms Plans
 - Common Operating Picture
 - Risk Analysis/Capabilities Assessment
 - NIMS
 - Resource Inventory/Management/Allocation
 - Animal issues planning
 - Ensure staffing for enhanced planning
 - Expand local EM programs
 - Incorporate lessons learned into plans



Indiana Strategy for Homeland Security

- Protect
 - CI/KR Program
 - Cyber Security

- Outreach and Engagement
 - State government unified crisis communications plan
 - Promote preparedness
 - Promote K-12 educational initiatives
 - PIO network
 - Higher education programs



Indiana Strategy for Homeland Security

- Training and Exercise
 - Learning Management System (LMS)
 - Provide EM & HS Training
 - NIMS Training
 - Interop Training
 - CBRNE Training
 - Promote PEM/CEM
 - Promote inter-district/intra-district exercises
 - Enhance SAR
 - Certification Database
 - Mass Casualty, Triage and WMD (EMS)
 - Ensure staff for T&E



Indiana Strategy for Homeland Security

■ Response

- Establish and maintain district based response teams
- Establish agreements for the deployment of local resources
- Establish Statewide response teams
- EOC Enhancements
- Establish a Statewide credentialing process
- Ensure responders are equipped



Indiana Strategy for Homeland Security

- Health and Medical
 - EMS system, DMAT, Med Surge, DMORT, hospital status tracking system
 - District medical response teams

- Economic Security
 - Recovery Issues



Reference Materials

- Statewide Hazard Identification Risk Assessment
- Can be found in netPlanner
- District Strategic Plan
- District Response Task Force Strategic Plan



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The Proposal

- Proposal Title
 - Name that encompasses the entire essence of the proposal
- Identification Information
 - Fiscal agent organization and contact information
- District Planning Council Support
 - Date proposal (not projects) was approved by the DPC.
 - Upload the minutes showing proof of DPC approval.



Proposal Description

■ Overall Proposal Justification

- Describe how your understanding of the spectrum of terrorism and natural hazard risks to your area influenced the development of this proposal.

-
- *In narrative format summarize the data gleaned from the gap analysis process.*
 - *Include references to:*
 - *Hazard and vulnerability assessments*
 - *Intelligence documents*
 - *After action reports and corrective action plans*
 - *Federal, State and District influences*



Proposal Description

■ Overall Proposal Justification

- Describe how the implementation of this proposal will impact the problem(s) identified.

-
- *What problems and issues will the successful implementation of this proposal fix or mitigate?*
 - *Clearly show how the successful implementation of this proposal makes Indiana safer and more secure.*
 - *Use capability definitions and outcomes from the TCL.*



Proposal Description

■ Strategy

- Identify how this proposal supports the State Strategy for Homeland Security goals and objectives.

-
- *Describe in detail how the results of the proposal will truly support the Indiana Strategy for Homeland Security.*
 - *Directly state which goals and objectives this proposal supports.*



Proposal Description

■ Strategy

- Select a primary and secondary target capability that this proposal supports. Provide an explanation of how it is supported.

-
- *With multiple projects, you will have multiple target capabilities.*
 - *Select the two that are most significant.*
 - *In the narrative, list all that are supported and clearly explain what capabilities will be the result of this proposal.*



Proposal Description

■ Strategy

- Select the National Priority(ies) that this proposal supports; up to three may be selected.

-
- *With multiple projects, you may have multiple priorities that are supported.*
 - *Select the three that are most significant.*
 - *In the narrative, list all that are supported and clearly explain what capabilities will be the result of this proposal.*
 - *Refer down two levels. Tie it to NIMS, command and management, then multi-agency coordination.*



Proposal Description

■ Strategy

- Describe how this proposal is in line with established District plans.

-
- *Describe in detail how the results of this proposal will support any District Plans.*
 - *Directly state which goals and objectives this proposal supports in those plans.*



Proposal Objectives and Activities/Methods

■ Accomplishments

- Identify goals that will demonstrate progress toward achieving the overall objective of the proposal.

-
- *Use goals and objectives from your District plans.*
 - *Use definitions, outcomes, and activities from the TCL.*



Proposal Objectives and Activities/Methods

■ Accomplishments

- Identify objectives that will lead to the successful realization of the accomplishment.

-
- *Define what success of the project(s) look like.*
 - *Use activities and critical tasks from the TCL.*



Proposal Objectives and Activities/Methods

■ Accomplishments

- Identify specific challenges that could impact the achievement of the accomplishment and identify a mitigation strategy for that challenge.

-
- *Find your most critical opponents to this proposal/projects and document their criticism.*
 - *Develop solutions to those concerns.*
 - *It is **NOT** bad to show there are challenges.*
 - *All projects come with challenges, it is better to show that those challenges have been mitigated.*



Proposal Objectives and Activities/Methods

■ Management

- Describe the management team and their roles and responsibilities.

-
- *Think ICS and Human Resources! Define the organizational structure. Who defines the policies and makes decisions (IC)? Who does the work (Ops)? Who does the planning? Who does the logistics? Who does the finance and admin? Who are the subject matter experts?*
 - *Give short job descriptions for each team member. Provide a brief “resume” of each team member.*
 - *Use existing personnel (fiscal agent is finance, IAC is admin, etc.).*



Proposal Objectives and Activities/Methods

■ Management

- Explain the management team's governance structure(s) and subject matter expertise required for this proposal.

-
- *Explain process flow between the team. Describe how conflict resolution will work. Use DPC and DPOC as ultimate authorities.*
 - *Define what SMEs may be needed that are not a part of the team and how the SMEs will be obtained.*



Evaluation Plan

■ Evaluation

- Describe how this proposal will be evaluated.
-

- *How will the District and the State know that the goals have been achieved and the desired outcomes have been obtained?*
- *Use performance measures from the TCL.*



Evaluation Plan

■ Evaluation

- Explain how the evaluation will impact future resources for this proposal.

-
- *Is this an ongoing project/proposal that will require another proposal in future grant periods?*
 - *If so, what are the anticipated needs of future grant resources?*



Proposal Impact

■ Description

- Provide a description of the current state of this proposal, its objectives and any accomplishments that have been completed.

-
- *If other activities that are linked to the project(s) have occurred, document and define it, especially if they have been shown to be best practices.*
 - *Detail any funds or in-kind efforts that have been previously taken by the District, especially if grant funds were not used.*



Proposal Impact

■ Description

- Describe the capability gap(s) that this proposal is intended to address.

-
- *Refer to your gap analysis.*
 - *Also, refer to lessons learned and corrective action plans from previous incidents or exercises.*



Proposal Impact

■ Risk

- Define the risk impacted with this proposal (threat, vulnerability, and consequence).

-
- *Refer to hazard and vulnerability assessments, critical infrastructure, large events, intelligence documents.*
 - *Describe worst case scenarios and/or realistic potential casualties and damage that could occur if this proposal is NOT funded.*
 - *Define what the result of NOT doing this proposal is.*
 - *Refer to real-world incidents that have occurred recently and show how the result would have been better if this proposal had been completed prior to the incident.*



Proposal Impact

■ Risk

- Describe how achieving the implementation plan and specific accomplishments outlined will reduce the risks identified in the overall proposal justification section.

-
- *Demonstrate the mitigating effects that the implementation of this proposal will achieve.*



Proposal Impact

■ Sustainment

- Describe any additional sources of funding to be used for this proposal.

-
- *Demonstrate that local funds would support this proposal. Local attorneys will be used for legal work. Local funds will pay for insurance. Local funds will be used for preventative and on-going maintenance. Local employees will devote time and man-hours to doing proposal work.*
 - *The more the better!*



Proposal Impact

■ Sustainment

- Reference impact and how progress will be sustained.

-
- *Once equipment is bought, people are trained, plans are made, etc., how will these resources and capabilities continue to be maintained without grant funding?*



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Budget

■ Funding Plan

- Describe how the funds will be used and whether the planned expenditures are appropriate.
-

- *Provide a budget overview by category and sub-category.*
- *Also, notate any big ticket items and link those items to an objective in the proposal, a target capability, a national priority, a goal and objective in the strategy for homeland security and a sub-component of NIMS if applicable.*



Budget

■ Funding Plan

- Provide the total estimated cost to implement this proposal during the performance period.

➤ *Overall proposal cost.*



Budget

■ Implementation

- *Use the Authorized Equipment List (AEL).*
- *For the description, use the AEL title.*
- *For the narrative, use the AEL description.*
- *If you have any sense that this item is controversial, justify it.*
- *Explain why it is reasonable and necessary.*



Proposal Scoring

- District Planning Council approval – 25 points

- Project description – 20 points
 - Identification of the problem 5
 - Solution to the problem 5
 - State/National priorities 5
 - District priorities/plan 5



Proposal Scoring

- Project objectives & activities/methods – 15 points

Goals, objectives, and challenges	5
SMART goals and objectives	5
Management Staff	5

- Evaluation Plan – 10 points

Evaluation plan appropriateness	5
Successfulness of evaluation	5



Proposal Scoring

- Project impact – 10 points

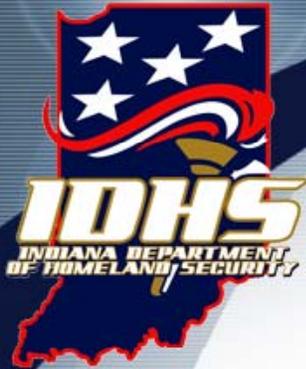
Effectiveness to risk	5
Sustainment	5

- Budget – 10 points

Reasonable, necessary and allowable	5
Budget justification	5

- Previous Performance – 10 points

Previous grant performance	10
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Questions?

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