



Indiana Department of Homeland Security

Information Bulletin

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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

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Indiana Department of Homeland Security

Subject: FFY2013 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) 2013 Homeland Security Grant Program (HSGP), and the process for submitting proposals to be considered for inclusion in Indiana's FFY 2013 HSGP application.

Program Overview

The Homeland Security Grant Program provides planning, equipment, training, exercise, and management and administrative funding to emergency prevention, preparedness, and response personnel. The State Homeland Security Grant Program (SHSP) specifically supports the implementation of State Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

For additional information on allowable activities under the non-disaster grant programs, please refer to <http://www.fema.gov/government/grant/nondisaster.shtm>

Solicitation

The FFY 2013 HSGP plays an important role in the continued implementation of Presidential Policy Directive 8 (PPD-8) by supporting the development and sustainment of core capabilities. Core capabilities are essential for the execution of each of the five mission areas outlined in the *National Preparedness Goal* (NPG). The development and sustainment of these core capabilities are not exclusive to any single level of government or organization, but rather require the combined effort of the whole community. The FFY 2013 HSGP supports all core capabilities in the Prevention, Protection, Mitigation, Response, and Recovery mission areas based on allowable costs.

In order to eliminate duplication of effort and simplify the proposals, FFY 2013 HSGP proposal submissions should be broken down into six (6) separate proposals—planning, organization, equipment, training, exercise, ("POETE") and management and administration. By utilizing this

“POETE” approach, this will allow submissions to be tailored to all needs falling within that specific area, instead of tying all areas into one proposal.

Planning proposals should incorporate all planning initiatives such as creating and maintaining new emergency plans. Organization initiatives encompass proposals like district administrators, program management and mechanisms for information sharing. Equipment, training and exercise initiatives will be tailored to just those specific project areas. For more information on management and administrative costs, please see Information Bulletin 11.G004 (<http://www.in.gov/dhs/grants.htm>).

As part of a pilot program for FFY 2013, IDHS will allocate \$300,000 to fund county-based proposals. These proposals will have a different set of scoring criteria than the district-based proposals, which will factor in current capabilities, assessments and population.

Proposal submissions should align with the new Indiana Strategy for Homeland Security and district plans. Submissions should focus on one or more of the following State identified priority areas:

- Economic Development
 - Increase community resiliency
 - Reduce vulnerability
- Public Safety
 - Support schools safety initiatives
 - Sustainment of current capabilities to focus on Emergency Management and Homeland Security
 - Promote rigorous training and exercise opportunities, including the utilization of Muscatatuck Urban Training Center
- Information and Intelligence Sharing
 - Interoperable communications

PLEASE NOTE: For FFY 2013, NO PROPOSALS should be submitted that relate to the District Response Task Forces. Further guidance on this topic will be sent separately.

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://myoracle.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>).

A notice of intent to submit must be received no later than Friday, May 31, 2013. This can be accomplished through an e-mail to grants@dhs.in.gov. This message should indicate your intention to submit a proposal for the FFY 2013 SHSP, provide a project name, and indicate which of the categories will be needed for the project (planning, training, exercise, equipment, organization, management and administration). **Due to the accelerated timeline for application submission, no late requests will be approved.**

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

username/password and access to the system.

Evaluation

FFY 2013 HSGP applications will be evaluated through a review committee comprised of both state and local partners for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed projects. The results from the review process may require applicants to revise submissions before the release of HSGP funding.

- *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 (25 points)* – Does the proposal clearly identify the problem the applicant is addressing? Does the proposal clearly identify an appropriate solution to the problem identified? Does this proposal fall in line with the established State and National Priorities? Does this proposal explain how it fits in with the District Priorities and Plan?
- *Project Objectives and Activities/Methods (20 points)* – Does the proposal provide specific accomplishments, milestones and reasonable challenges? Are the objectives specific, measurable, achievable, realistic and timely (SMART)? Are key staff and volunteer responsibilities adequately described? Does that staff identified have the capacity to adequately achieve the project's objective?
- *Project Impact (10 points)* – Does the project and collective accomplishment address the risk identified? Does the proposed plan sustain/maintain the capabilities created or enhanced by this project?
- *Budget (10 points)* – Are the budget items reasonable, necessary and allowable, including the Authorized Equipment List (AEL) numbers? 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 2013 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 **Friday, June 28, 2013.**

Questions

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