



MICHAEL R. PENCE, Governor  
STATE OF INDIANA

INDIANA DEPARTMENT OF HOMELAND SECURITY  
302 West Washington Street  
Indianapolis, IN 46204

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## Indiana Department of Homeland Security Information Bulletin

Bulletin No: IB 14.G007

TO: All District Administrative Coordinators  
All IDHS District Coordinators  
All District Fiscal Agents  
All District Planning Council Members  
All District Planning Oversight Committee Members

FROM: Beth Hampshire  
Grants Management Director  
Indiana Department of Homeland Security

DATE: October 8, 2014

RE: 2014 State Homeland Security Grant Program (SHSP) Guidance

### **Purpose**

The purpose of this Information Bulletin is to provide guidance and information regarding the Federal Fiscal Year (FFY) State Homeland Security Grant Program (SHSP) Guidance.

### **Program Overview**

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

### **Federal Performance Period**

The federal performance period of the 2014 SHSP grant begins on September 1, 2014 and ends on August 31, 2016.



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### **District Performance Periods**

The following will be instituted for the 2014 SHSP Grant. Failure to adhere to these performance periods may result in the reversion of your grant funds.

- Any 2014 SHSP grant specifically for a District Administrator will have the full term of the federal performance period of August 31, 2016.
- Any 2014 SHSP grant for the purchase of equipment will have a six (6) month performance period.
- Any 2014 SHSP grant specifically for a service/maintenance contract or contract for personal services will be for the full term of the federal performance period of August 31, 2016.
- Any 2014 SHSP grant specifically for training and/or exercise will be for a period of twelve (12) months. A performance period extension may be granted upon submission and approval by the Grants Management Director of a Project Spending Plan. ***This request must be submitted to the Grants Director no later than forty-five (45) calendar days before the end of the performance period.***

### **Instructions and Deadlines**

All budgets will be processed through the Indiana Grants Management System (iGMS: <http://myoracle.in.gov/hs>). The submitted budget must be specific, measurable, attainable, realistic and timely.

- Budgets must be submitted via the iGMS no later than **midnight on Friday, November 14, 2014. Budget line items within the submitted budget are required to be correct as to the completeness of each budget line item (all fields completed) and with correct Authorized Equipment List (AEL) numbers for the purchase of equipment.**
- **Budgets submitted after the deadline of midnight on Friday, November 14, 2014 will not be considered for funding.**

### **Questions**

Please direct questions regarding this Information Bulletin to a member of the IDHS Grants Management staff at (317) 234-5917 or [grants@dhs.in.gov](mailto:grants@dhs.in.gov).