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STATE OF INDIANA

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

Indiana Department of Homeland Security
Information Bulletin

Bulletin No: IB 16.G001

TO: Emergency Management Agency Directors
All IDHS District Coordinators
All District Administrators

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

DATE: May 9, 2016

RE: Fiscal Year 2016 Emergency Management Performance Grant Program (EMPG):
Competitive Projects Guidance

Purpose

The purpose of this Information Bulletin is to provide guidance and information regarding the Federal Fiscal Year (FFY) 2016 Emergency Management Performance Grant (EMPG), and the process for submitting proposals to be considered for inclusion in Indiana's FFY 2016 EMPG application.

Solicitation

Proposal submissions should focus on one or more of the following State identified priority areas as outlined in Section VI Funding Guidelines found in the 2016 Notice of Funding Opportunity (NOFO).

Federal Performance Period

The federal performance period of the 2016 EMPG grant begins on October 1, 2015 and ends on September 30, 2017.

Project Performance Periods

The performance period for the 2016 EMPG awards will be either six (6) – twelve (12) months depending on the project. Performance periods will be determined by the IDHS grants staff based on the approved proposal and budget.



Instructions and Deadlines

Review the 2016 Emergency Management Performance Grant External Projects Notice of Funding Opportunity (NOFO) prior to creating and submitting the proposal into iGMS. The requirements for submission will be included in the NOFO.

Letter of Intent Deadline:

Friday, June 10, 2016

Letter of Intents must be completed and emailed to the IDHS Grants inbox at grants@dhs.in.gov.

Proposal/Budget Submission Deadline:

Friday, June 24, 2016 at 11:59 PM

All proposals/budgets will be processed through the Indiana Grants Management System (iGMS: <http://myoracle.in.gov/hs>). Please use the proposal template named “**FY16 EMPG Competitive Grant Template**”.

- Budgets must be submitted via the iGMS no later than **Friday, June 24, 2016 at 11:59 PM**.
- All fields within each budget line item are required to be complete and must include the correct Authorized Equipment List (AEL) numbers for the purchase of equipment.
- Budgets submitted after the deadline of **Friday, June 24, 2016 at 11:59 PM** will not be considered for funding.

Before you can apply for an IDHS grant you must have or obtain a DUNS number and must be registered in the System for Awards Management (SAM), www.sam.gov. The applicant must provide a DUNS number with their application. This number is a required field for all subsequent steps in the application submission. Applicants should verify they have a DUNS number, or take the steps necessary to obtain one.

Applicants can receive a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711. If you need assistance or have questions related to the DUNS number and SAM registration please contact IDHS Grants Management.

Other requirements for eligibility of outline in the NOFO.

Proposal submission or approval does not guarantee funding

Awards and funding determinations are made based on the score of each grant and the priorities of the Indiana Department of Homeland Security. Submission and approval of a proposal does not guarantee funding.

Questions

Please direct questions regarding this program to your District Emergency Management Coordinator, District Administrator or contact IDHS Grants Management staff at grants@dhs.in.gov.