



Delaware Emergency Management Agency
State Homeland Security Grant Program

DE Information Bulletin
No. 12 – July 22, 2005

TO: All Delaware Homeland Security Grant Partners

FROM: James E. Turner III, Director

SUBJECT: Conference and Workshop Funding

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1. There are many companies and organizations throughout the country offering conferences and workshops that provide valuable information and procedural guidance for homeland security planning processes. Many of our emergency responders have participated in these venues and others would like to attend some in the future. However, the expenses incurred may exceed an agency's normal operating budget where funding becomes an issue. The purpose of this Information Bulletin is to inform our State Homeland Security Grant Program (SHSGP) emergency response disciplines on procedures they should use in obtaining funds to attend conferences and workshops associated with terrorism prevention and preparedness.
 2. Under the FY04 and FY05 SHSGP, planning is one of five funding categories authorized for program expenditures. Delaware Homeland Security Grant Partners who plan to attend a conference or workshop may use planning funds in accordance with grant guidelines, to pay registration fees, travel and per diem expenses. The method for response disciplines to accomplish this is to reallocate funds to their planning budget line item on their Initial Strategy Implementation Plans (ISIP). Response disciplines that do not have a planning budget line identified on the ISIP, will be required to reallocate funds from other projects (equipment – training – exercise) if they wish to use grant funds to attend conferences. This funding allocation change is allowable under the provisions of the Bi-annual Strategy Implementation Review (BSIR). To do this, change requests must be coordinated and approved by the Discipline Lead. Once approved, the Discipline Lead must forward the change request to our Terrorism Preparedness Planner, Mr. Ed Durst at Edward.Durst@state.de.us and he will update the ISIP to reflect the change.
 3. It is each discipline's responsibility to properly plan and program funds towards their planning budget to pay for conferences, workshops and associated expenses. We encourage each discipline and their respective agencies to reevaluate their current planning requirements for FY04 and FY05. If there are new requirements for conferences, we ask that you coordinate with Ed Durst so he can evaluate the request, reprogram funds and annotate it on the appropriate ISIP. This will ensure we have proper accountability of SHSGP funds.
 4. If you have any questions concerning this request, please call Dave West at (302) 659-2350 or Mike Lipko at (302) 659-2352.