



FEMA

**Grant Programs Directorate Information Bulletin
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TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All State Homeland Security Directors
All Private Sector Transportation Security Partners
All Public and Private Sector Port Security Partners

FROM: Elizabeth M. Harman
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Federal Emergency Management Agency

SUBJECT: Port Security Grant Program (PSGP) Fiduciary Agent (FA) Investment Justification
Submission Procedure for FY 2007 Supplemental through FY 2010 Grant Awards

Due to on-going information technology challenges with the DHS Homeland Security Information Network (HSIN) and the Port Security Grant Program (PSGP) Community of Interest (COI) the following procedures are effective immediately for the submission of Investment Justifications, Detailed Budgets, and Captain of the Port (COTP) Field Review forms for Group I and II Port Areas:

- FEMA will immediately cease use of HSIN for the submission of Investment Justifications, Detailed Budgets, and COTP Field Review forms.
- All currently uploaded HSIN PSGP documents to include Investment Justifications, Detailed Budgets, and COTP Field Review forms will be downloaded to secure media, password protected, and appropriately marked to comply with SSI requirements by FEMA.
- Investment Justifications, Detailed Budgets, and COTP Field Review forms for FY 2007 Supplemental through FY 2010 grant years that have yet to be submitted by FAs shall be appropriately marked as SSI and password protected with a robust password. Documents should be e-mailed to your assigned FEMA Program Analyst (PA).
- FAs are reminded that SSI documents and the passwords for opening those documents must be sent in separate e-mails.

For the FY 2011 grant cycle, FEMA will require the submission of Investment Justifications and Detailed Budgets with the initial application, as uploaded attachments, marked appropriately as SSI, and password protected. The FY 2011 Program Guidance will further clarify the process.

For further information on SSI requirements, please refer to Information Bulletin No. 359, issued on April 5, 2011, <http://www.fema.gov/pdf/government/grant/bulletins/info359.pdf>; and on the Port Security Grant Program HOMEPORT micro-site at [http://homeport.uscg.mil/psgp item #40](http://homeport.uscg.mil/psgp_item#40).

Additional questions may be directed to your assigned Program Analyst or the Centralized Scheduling and Information Desk at askcsid@fema.gov or 1-800-368-6498.