



State of Arizona

Department of Homeland Security

FFY2009 State of Arizona Homeland Security Grant Program (HSGP)

Frequently Asked Questions

Q: When is the workbook due?

A: Workbooks are due by 5:00 pm on January 5, 2009. Late and/or incomplete workbooks will not be accepted.

Q: How many workbooks/projects can I submit?

A: Only one workbook for a specific project will be accepted. However, there is no limit to the number of workbooks/projects a jurisdiction/agency may submit. For example, the Smithville Police Department may submit five (5) workbooks for five (5) different projects.

Q. How do I submit my workbook?

A. Workbooks must be submitted electronically to your Regional Strategic Planner. Hard copy workbooks will not be accepted. Email addresses are available within the workbook template on the "Checklist" tab.

Q: What can be counted as a contribution for purposes of demonstrating an optional cost share?

A: Both in-kind and cash contributions to a project from sources other than Homeland Security Grant Program funds may be counted for purposes of demonstrating an optional cost share. Contributions to a project from other non-Homeland Security federal grants may count for purposes of demonstrating an optional cost share only if the guidance and regulations for that federal grant explicitly allow the funds from that grant to count towards a matching or optional cost share requirement on another federal grant and the sub-grantee agency can demonstrate such by providing written documentation to AZDOHS staff. In order for a contribution to count for purposes of demonstrating an optional cost share, the contribution must be an allowable expense under the provisions of the Homeland Security Grant Program. The contribution must also support the project and the expense must occur within the 12 month grant performance period. Bond proceeds may be counted for proceeds that are estimated to be expended during the 12 month grant performance period.

Although the cost share is optional for the FFY 2009 Homeland Security Grant Program, agencies are strongly encouraged to include information on any contributions to the project as this information could help result in a bonus on the Arizona Investment Justification and could increase the amount of grant funds awarded to Arizona. It is also useful in preparing agencies for mandated cost share/matching requirements that may be included in future grants.

Arizona State Department of Homeland Security

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www.azdohs.gov

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Q: When are the Regional Advisory Council (RAC) meetings?

A: RAC meetings will be held during the weeks of January 19-30, 2009. Meeting notices will be posted on the AZDOHS website: www.azdohs.gov; and the ADOA site: www.azdoa.gov/online-services.

Q: When will awards letters be sent?

A: AZDOHS will send award letters to jurisdictions/agencies receiving funding within 45 days of receipt of the federal funding. AZDOHS will also send unfunded letters to jurisdictions who did not receive FFY2009 HSGP funding within 45 days of receipt of the Federal funding.

Q: What is Management and Administration (M&A) and how do I apply for it?

A: M&A is an allowable expense for FFY2009. You may use up to 3% of your total project award toward M&A. For example, if you are requesting \$100,000 in equipment you may use \$3,000 for M&A, which you must reduce out of your equipment request. The total equipment request would be \$97,000 and the M&A request would be \$3,000 for a total project award of \$100,000. We have included a tab for M&A in the workbook and this tab must be completed in order for you to utilize any M&A if the project is awarded funding. For a listing of allowable M&A costs please see page 65 in the HSGP grant guidance (www.fema.gov/grants). NOTE: State agencies are not eligible to utilize M&A funds.

Q: What are the State priorities?

A: The State priorities mirror the Federal guidance and Federal priorities. For a complete list please refer to the FFY2009 Homeland Security Grant Program PowerPoint, available on the AZDOHS website: www.azdohs.gov.

Q: Can Tribes apply under SHSGP and the direct Tribal Grant?

A: Yes, Tribes are encouraged to seek direct funding from USDHS as well as apply through the SHSGP process.

Q: Where can I find a copy of the State Preparedness Report (SPR)?

A: You may request a copy of the SPR from your Regional Strategic Planner. Please note the SPR is For Official Use Only (FOUO) and therefore should not be disseminated without prior consent of AZDOHS.

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Q: What personnel can be funded with SHSGP funds?

A: Personnel hiring, overtime, and backfill expenses are permitted under this grant in order to perform allowable FY 2009 HSGP planning, training, exercise, and equipment activities. Positions that are being funded 100% by homeland security dollars should be full time employees (FTE) that must work 100% on Homeland Security planning, exercise, training, and equipment activities. Please know that organizations will be held accountable to produce time sheets, copies of job descriptions, responsibilities, and deliverables when submitting quarterly reports.

- For SHSGP and UASI, a personnel cap limits the amount of funds from each to 50 percent of the total program funds.
 - For MMRS or CCP, the 50 percent personnel cap does not apply.
 - The category of personnel costs does not apply to contractors.
- FY 2009 HSGP funds may not be used to support the hiring of any personnel for the purpose of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.

Supplanting means replacing a current state and/or local position with one or more employees or contracted employees supported, in whole or in part, with federal funds.

Q: What kinds of vehicles are allowable?

A: General use vehicles are not allowed. Vehicles should be requested for purposes such as CBRNE Incident Response. Vehicle requests will be heavily scrutinized.

Q: Is a web page/web link acceptable for the A-133 audit?

A: No, the audit must be mailed in to AZDOHS. Note, you may also submit a disc of the A-133 audit.

Q: Is the signed workbook project admin page due at the time of submittal?

A: No. Signatures on the project admin page are only required from those agencies who have been awarded funds.

For more information, please contact your regional strategic planner. A complete listing is found at www.azdohs.gov.

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