



Governor Janice K. Brewer



Director Gilbert M. Orrantia

Arizona Department of Homeland Security

**FFY 2011 Homeland Security Grant
Program Information Seminar
February/March 2011**

Seminar Objectives

- Introductions
- State Homeland Security Strategy Update
- Timeline/Due dates
- Parameters
- Application overview
- New rules
- Reporting requirements

Seminar Agenda

- Grant Application Review: 9:30 am - 11:30 am
- Lunch Break: 11:30 am - 1:30 pm
- Grants Management Presentation 1:30 pm-3:30 pm

State Homeland Security Strategy

OLD SHSS	NEW SHSS
1 Goal	6 Goals
18 Objectives	29 Objectives
156 Action Items	105 Action Items
175 Items	140 Items

- The new SHSS covers 3 years: 2011 – 2014
- Stakeholders **MUST** use the updated SHSS for FFY 2011 HSGP grant applications

State Homeland Security Strategy

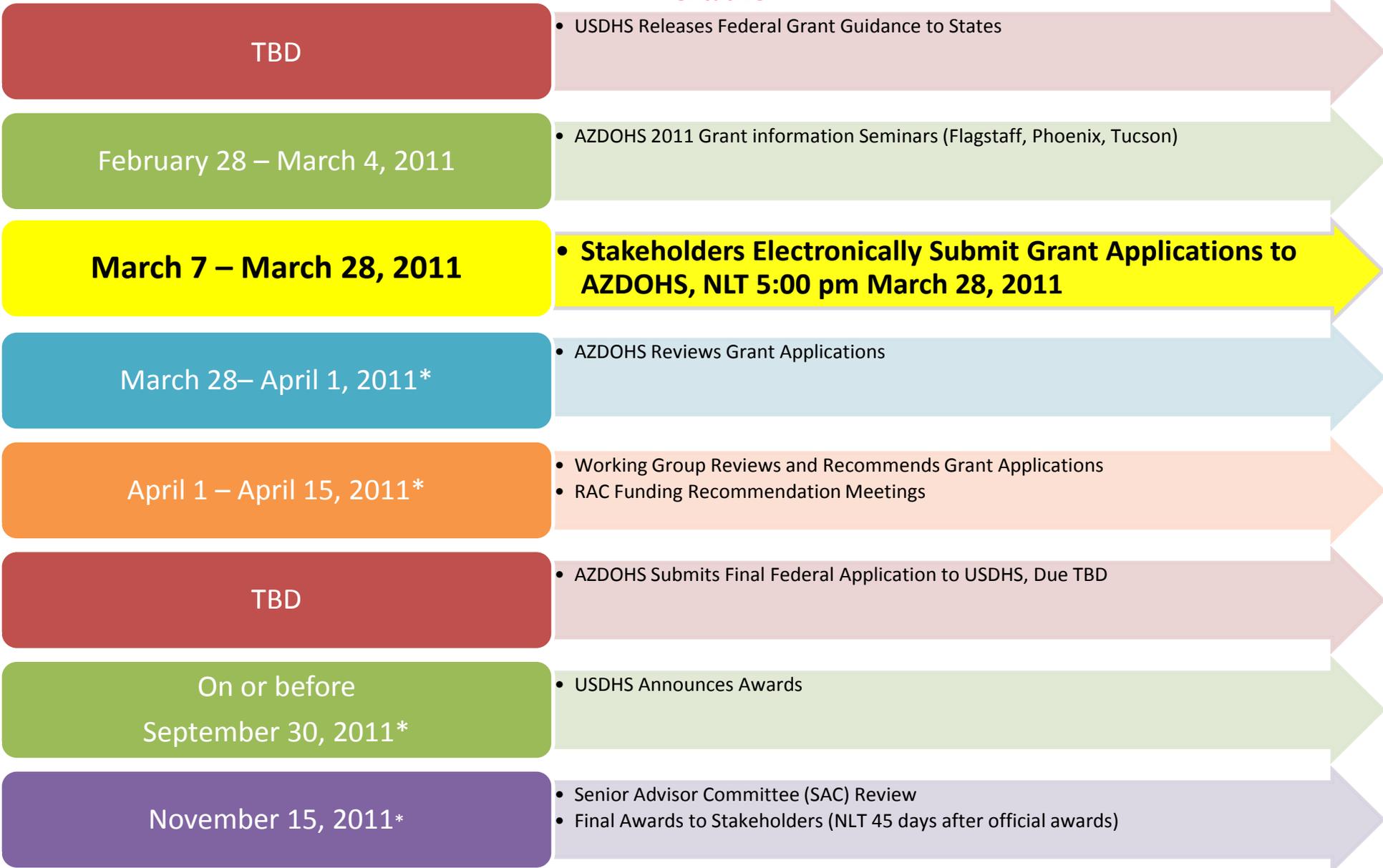
- Remember- This is a statewide strategy!
- Appendix B – The “Cross Reference”
- The new SHSS can be found on the AZDOHS website NOW:
 - Navigate to www.AZDOHS.gov
 - then Grants,
 - then State Homeland Security Strategy

RAC Funding Guidelines

- Regional Advisory Councils (RAC) funding guidelines
- Identified funding priorities for each region
- <http://www.azdohs.gov/Grants/FFY2011.asp>

FFY 2011 Homeland Security Grant Process State Homeland Security Grant Program (SHSGP), Citizen Corps Program (CCP) and Metropolitan Medical Response System (MMRS) and STATE AGENCIES

Tentative



FFY 2011 HSGP Allocations (Estimated)

- State Homeland Security Program (SHSGP)-\$13,217,365
- Urban Area Security Initiative (UASI)
 - Phoenix UASI-\$10,832,667
 - Tucson UASI-\$4,515,400
- Metropolitan Medical Response System (MMRS)-
\$1,269,676
- Citizen Corps Program (CCP)-\$251,416

FFY 2011 HSGP Guidance- Assumptions

- Law Enforcement Terrorism Prevention Activities (LETPA) oriented activities
 - At least 25% of SHSGP funds and 25% of UASI funds must be dedicated toward LETPA-oriented planning, organization, training, exercise and equipment activities
- Radios must be P-25 Capable when purchased and AIRS compliant

FFY 2011 HSGP Guidance-

Assumptions

- Management & Administration (M&A)
 - May utilize up to **5%** of the project award
 - M&A costs must be included in the application and approved by AZDOHS
 - State agencies may **not** utilize M&A
- NIMSCAST – applicants must be up-to-date in NIMSCAST
 - Questions regarding NIMS compliance please contact:
Mariano Gonzalez: 602.464.6327 or
mariano.gonzalez@azdema.gov

FFY 2011 Important Information

- Target Capabilities Assessment (TCA)
 - To request a copy of the TCA please visit:
<http://www.azdohs.gov/Grants/TCA.asp>
 - TCA Addendums mailed 2/18/2011
- Environmental Planning and Historic Preservation (EHP) and National Environmental Policy Act (NEPA) requirements
- EHP preparation and analysis is an authorized expenditure if budgeted

2011 Parameters

- 12-month period of performance
- Personnel
- Supplanting is not allowable
- General use software is not allowable
- Normal operating budget items are not allowed
- General use vehicles are not allowable
- Vehicle maintenance (fuel, new tires, oil changes) is a jurisdictional responsibility

Information Bulletin #348

- Information Bulletin #348

- Clarifies Maintenance/Service/Warranties

- Maintenance contracts and warranties, repair and replacement costs, upgrades, and/or user fees for equipment that **was not** originally purchased with preparedness grant funding (or provided by DHS components listed in IB #336) **may not be** subsequently paid for with preparedness grant funding

- Maintenance contracts and warranties, repair and replacement costs, upgrades, and/or user fees for equipment that **was purchased** with preparedness grant funding **may be** subsequently paid for with preparedness grant funding. This policy is in effect even for maintenance contracts, warranties, repair and replacement costs, upgrades, and/or user fees that had previously been purchased with state or local funding

- FEMA Information Bulletin website:

<http://www.fema.gov/government/grant/bulletins/index.shtm#0>

Examples of IB #348



Application Requirements

- Be specific in your answers to all questions
- Equipment Budget Narrative (Equip BN) Item Description
 - Do not be vague in your description
 - Do not simply copy the information from the authorized equipment list (AEL) description-please be specific
- DUNS number is required for FFY 2011
 - <http://fedgov.dnb.com/webform>

Application Deadline

- **Due by 5:00 pm on Monday March 28, 2011**
- Late applications will **not** be accepted
- Incomplete applications will **not** be accepted
- Multiple versions will **not** be accepted
- Application will be available no later than March 7, 2011 at www.azdohs.gov/grants/FFY2011Info.asp
- Make sure the application you submit is the FINAL version.

Application

- Applications **must** be submitted electronically through the AZDOHS website
 - The link to upload will be provided within the FFY 2011 HSGP Application
- Applications submitted directly to your strategic planner will **not** be accepted
- A checklist is provided within the application for you to track your progress and ensure a completed application is submitted

Grants

Community Preparedness

Councils & Committees

Public Affairs

Resources & Links



HOMELAND SECURITY ADVISORY SYSTEM

SEVERE

HIGHEST RISK OF TERRORIST ATTACKS

HIGH

HIGH RISK OF TERRORIST ATTACKS

ELEVATED

SIGNIFICANT RISK OF TERRORIST ATTACKS

GUARDED

GENERAL RISK OF TERRORIST ATTACKS

LOW

LOW RISK OF TERRORIST ATTACKS

Arizona Department of Homeland Security Online Application Submission

Name:

Title:

Agency:

Address:

City: State: Zip:

Phone:

Email:

Region:

Funding Source:

Notes/Comments:

Attach your application:



GOVERNOR JAN BREWER



U.S. DEPT. OF HOMELAND SECURITY



READY.GOV



RECOVERY.GOV



EMERGENCY MANAGEMENT

Application

Training

- Regional Training - (MOUs to ADEM)- One point of contact for each county must submit a completed application

- ADEM Training Webpage:

www.dem.azdema.gov/preparedness

- We do not anticipate the training guidance to change so please reference pages 80-85 of FFY 2010 HSGP Grant Guidance for additional information on training

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GRANT FUNDED TRAINING

Ron Kopcik

State Training Point of Contact

Arizona Division of Emergency Management

Grant Funded Training

- Should address a performance gap identified through an After Action Report/Improvement Plan (AAR/IP)
- Should contribute to building a capability that will be evaluated through an exercise that demonstrates and validates skills learned in training, as well as to identify training gaps
- All training and exercises conducted with HSGP funds should support the development and testing of the jurisdiction's Emergency Operations Plan or specific annexes, where applicable

Grant Funded Training

- States and territories are required to conduct/have
 - Improvement Plan Workshop
 - Training and Exercise Planning Workshop
 - Multi-year Training and Exercise Plan
- Multi-year Training and Exercise Plan
 - Identify best practices, capability gaps, key priorities, and major events over a multi-year time frame
 - Align training and exercises in support of priorities
 - Associated training and exercise capabilities
 - Multi-year training and exercise schedule

Grant Funded Training

- FEMA funds must be used to **supplement, not supplant**, existing funds that have been appropriated for the same purpose
- FEMA will conduct periodic reviews of all State, Territory, and Urban Area training funded by FEMA
 - May include requests for all course materials and physical observation of, or participation in, the funded training
 - If reviews determine that courses are outside the scope of this guidance, grantees will be asked to **repay grant funds** expended in support of those efforts.

FEMA Provided Training

- These courses or programs are developed for and/or delivered by institutions and organizations funded directly by FEMA
 - Center for Domestic Preparedness (CDP)
 - National Domestic Preparedness Consortium (NDPC)
 - Rural Domestic Preparedness Consortium (RDPC)
 - National Emergency Training Center (National Fire Academy and the Emergency Management Institute)
 - FEMA Training Partners funded through the Continuing and Competitive Training grant programs
 - Technical Assistance Programs
- These courses are listed in the FEMA approved course catalog listed at *www.firstrespondertraining.gov*

Non-FEMA Training (State or Federal Sponsored Courses)

- Requirements for requesting Non-FEMA training:
 - Must be coordinated with and approved by the SAA or TPOC
 - Must fall within the FEMA mission scope and the jurisdiction's EOP and strategy of preparing State, local, tribal, and territorial personnel or citizens to prevent, protect against, respond to, and recover from acts of terrorism or catastrophic events

Non-FEMA Training (State or Federal Sponsored Courses)

- **Within 30 days of course completion**, must provide:
 - Course title, course description, mission area, level of training, the training provider, the date of the course, the number and associated disciplines of the individuals, and the sponsoring jurisdiction.
 - Current form used to request training includes these items, but follow-up is required to ensure accurate tracking of grant funded training.

State and Federal Sponsored Courses

- **State Sponsored** - These courses are developed for and/or delivered by institutions or organizations **other than Federal entities or FEMA** and are sponsored by the SAA or their designated TPOC
 - Includes locally developed programs and private vendor programs

State and Federal Sponsored Courses

- **Federal Sponsored** - These courses are developed for and/or delivered by institutions funded by **Federal** entities other than FEMA
 - FBI, FLETC, DOE, NFA
- Courses identified within these catalogs may be attended on an unlimited basis within any state/territory as long as the training is coordinated and approved by the SAA/TPOC.
- *www.firstrespondertraining.gov*

Programs NOT listed in State of Federal Catalogs

- The SAA/TPOC will be allowed **THREE (3)** deliveries of the same course within a State/territory before the course is required to go through the FEMA State **course review and approval process**
- These 3 “pilot” deliveries are intended for agencies to develop/evaluate programs for potential state-sponsorship
 - Not to be utilized for a one-time delivery of training
- Review begins when FEMA receives all course documents
Additional course deliveries may be authorized during the review period, but if the course is disapproved as part of the process, no additional FEMA funds can be dedicated to attending the course
- Courses approved by FEMA will be added to either the approved **State Sponsored** Course Catalog or the **Federal Sponsored** Course Catalog

Contact

Ron Kopcik

State Training Point of Contact

Arizona Division of Emergency Management

602-464-6210 (office)

602-464-6206 (fax)

ron.kopcik@azdema.gov

Helpful Websites:

www.dem.azdema.gov/formspubs.html

www.dem.azdema.gov/preparedness.html

www.firstrespondertraining.gov

Supplies vs. Materials vs. Equipment

Supplies

- Supplies are consumables used during a exercise/training event
- Supplies for an exercise/training event must be consumed for/during the exercise/training in which they are purchased
- May or may not have an Authorized Equipment List (AEL) number
- Supply Examples-
 - Surgical Gloves (01EM-03-GLME)-allowable as supply if used for a first aid training class
 - N-95 masks (01AR-06-DISP)
 - Alcohol prep pads (09MS-01-ALPP)
 - Pens/paper-must be reasonable and prudent

Supplies vs. Materials vs. Equipment

Materials

- Materials are consumables used for planning purposes
- Materials Examples-
 - Pens/paper-must be reasonable and prudent
 - Printing (i.e. Kinkos related printing costs)
 - Recruitment brochures

Supplies vs. Materials vs. Equipment Matrix

	<i>Materials</i>	<i>Supplies</i>
<i>Planning</i>	<i>X</i>	
<i>Training</i>		<i>X</i>
<i>Exercise</i>		<i>X</i>

Supplies vs. Materials vs. Equipment

Equipment

- has a continuing use,
 - is not consumed in use,
 - durable nature with an expected service life of one or more years,
 - has an acquisition cost of \$300 or more, and
 - does not become a fixture or lose its identity as a component of other equipment
-
- Authorized Equipment List (AEL) number
 - 01EM-03-GLME (Surgical Gloves)-only allowable as equipment under equipment tab for strategic stockpiles
 - 21GN-00-CCEQ (CERT backpacks)-allowable as equipment for CERT volunteers
 - 09TR-01-CSIM CPR Training Mannequin (Rescue Annie)-allowable

Allowable Planning Activities

Planning Activities

- Hiring of full/part-time staff or contractors to assist with planning activities
 - Develop scenario plans that incorporate the range of prevention, protection, response, and recovery activities for a scenario
 - Develop and implement homeland security support programs
 - Develop related terrorism prevention activities
 - Develop and enhance plans and protocols
 - Develop or conduct assessments
- Costs associated with conferences to facilitate planning activities
- Costs associated with material required to conduct planning activities
- Travel/per diem costs related to planning activities
- Overtime and backfill (in accordance with operational Cost Guidance)
- See pages 73-77 in FFY 2010 Homeland Security Grant Program (HSGP) Guidance for a detailed list of planning activities

Allowable M&A Activities

Management and Administration (M&A) Activities

- Hiring of full- or part-time staff or contractors/consultants to assist with the grant management requirements
- Overtime costs
- Authorized office equipment/supplies
- Travel
- Meeting related expenses
- Authorized office equipment
- Recurring expenses such as those associated with cell phones and faxes during the period of performance of the grant program
- Leasing or renting space for personnel during the period of performance of the grant program

Examples of M&A and Planning

M&A

- Completing quarterly reports
- Completing and submitting reimbursement packets
- Time spent on monitoring
- Preparing Property Control Form (equipment list)
- Compliance with reporting requirements and data collection requirements

Planning

- Personnel activities to assist with planning activities (ex: facilitate UASI meetings)
- Developing, enhancing and implementing plans, protocols and procedures

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INTERMISSION

15 minute break

Award/Reporting Requirements

- Award letter will include actionable items such as:
 - Award letter with funding amount
 - Instructions for downloading and completing the subgrantee agreement
 - Environmental and Historical Preservation (EHP) letter (if applicable)
 - Project Administration Page (must be signed and returned)

Award/Reporting Requirements

- Reimbursement & Reporting Requirements
 - Forms and directions available online:
www.azdohs.gov
- Quarterly reports
 - Due 15 days after the end of the quarter
 - Delinquent reporting will result in delay of reimbursement
 - www.azdohs.gov/grants
- Delinquent reporting may affect status for future funding

Arizona Department of Homeland Security (AZDOHS) Grant Program Quarterly Report Form

The purpose of this report is to help AZDOHS understand and evaluate the accomplishments relating to the goals, objectives, tasks and performance measure of your contract. The report also helps AZDOHS determine what projects work effectively within a given program funding area. Your feedback is very valuable and helps us provide better service. Completion of the report is required to maintain compliance with your contract. Failure to meet this obligation may result in rejection of reimbursement requests and/or budget amendment requests.

Please **HIGHLIGHT** the quarterly reporting period and **FILL IN THE YEAR**.

October 1 to December 31, 20 10	Report Due: January 15
January 1 to March 31, 20__	Report Due: April 15
April 1 to June 30, 20__	Report Due: July 15
July 1 to September 30, 20__	Report Due: October 15
Is this a FINAL/CLOSE OUT report for this grant? If yes, please enter the amount of unspent funds being returned to AZDOHS.	YES or NO \$ _____

Per Grant Guidelines – A “Property Control Form” (Equipment List) must be submitted with the FINAL/CLOSE OUT report (if applicable)

<http://www.azdohs.gov/Documents/Grants/PropertyEquipmentListSubgrantee.xls>

DATE REPORT RECEIVED BY AZDOHS:	
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Today's Date: 2/22/11
AZDOHS Project Number (example 555000-00): 777818-07
Organization: Utopia Police Department
Contact Person: M Jackson
Address: 1000 W. Washington St, Utopia, AZ 85007
Telephone: 602.867.5309
Fax: 602.555.5555
Email: M.Jackson@utopiapd.gov

**Arizona Department of Homeland Security (AZDOHS)
Grant Program Quarterly Report Form**

1) Percent (%) of project completed and percent (%) of funds obligated to date:

Project 555111-11 is 30% complete and we have approximately \$20,000 out of \$100,000 of our award obligated to date.

2) Briefly explain any progress towards achieving project timelines and milestones. List milestones from your approved application and give a status update toward achievement of each milestone.

Milestone 1: Provide continual oversight and update the MMRS program to include the MMRS System Plan, mass dispensing plan, training first responders and first receivers in CBRNE operations, and constructing/conducting an HSEEP deployment exercise. No challenges expected. 10/1/2010-9/30/2011

Conducted an MMRS full scale HSEEP National Disaster Medical System Exercise in accordance with HSEEP guidelines. This milestone is complete.

Milestone 2: Procure organo phosphate poisoning antidote kits upon expiration of existing stockpiles. 3/1/2011-7/31/2011

This milestone is ongoing and we will procure the antidote kits upon expiration of existing stockpiles

Milestone 3: Procure antibiotic pharmaceuticals upon expiration of existing stockpiles 3/1/2011-5/31/2011

This milestone is ongoing and we will procure the antidote kits upon expiration of existing stockpiles

Milestone 4: Procure a box style container for storage and transport of mass care medical modules. 10/1/2010-12/31/2010

Constructing specifications for procurement. We are slightly behind in accomplishing this milestone; however, we anticipate being complete well with the period of performance.

**Arizona Department of Homeland Security (AZDOHS)
Grant Program Quarterly Report Form**

3) Have there been any changes or alterations to the original program goals and objectives?

No, the program goals and objectives have not been altered or changed since inception.

4) Please describe any collaborative efforts with outside agencies to accomplish project detail.

We conducted a Full scale exercise that involved all valley MMRS jurisdictions.

5) Have reimbursements been requested for all expenditures made during this period? If no, please explain.

Funds have been expended during this quarter; however, we are awaiting additional financial documents. We will submit for reimbursement next quarter.

MODIFICATIONS

- Parameters:
 - Modification requests outside the original scope of the approved project, including any equipment outside of what has been previously recommended by the RAC or UASI, and awarded by AZDOHS or to increase the original award amount will not be authorized and are unallowable
 - If the project objectives of the original award have been accomplished, then AZDOHS will not authorize a project modification. Any unexpended funds will be returned to AZDOHS for reallocation
 - Request form can be found:
<http://www.azdohs.gov/Grants/index.asp>

MODIFICATIONS

- Example 1: **Allowable** Modification
 - Total Project Allocation: \$10,000
 - 10% is \$1,000
 - Authorized Training budget: \$5,000-HazMat Tech
 - Authorized Equipment budget: \$5,000-Radio
 - Radio cost is \$5,500
 - You are allowed to under expend the training budget by \$500 to make up the budget difference

MODIFICATIONS

- Example 2: **Unallowable** Modification
 - Total Project Allocation: \$10,000
 - 10% is \$1,000
 - Authorized Training budget: \$5,000-HazMat Tech
 - Authorized Equipment budget: \$5,000-Radio
 - Purchase a Satellite Phone and Radio for \$6,000
 - Since the Satellite Phone was not an authorized and awarded piece of equipment and not identified in the application this modification is not allowable.

EXTENSIONS

- Extensions may be granted under extenuating circumstances
 - Authorization of requests up to 90 days will be at the discretion of AZDOHS
 - Requests in excess of three months will require recommendation by either the RAC or UASI working group
- Extension forms are available at www.azdohs.gov
 - Additional parameters and instructions are available within the extension request form

Reminder

- All publications created with funding under HSGP shall prominently contain the following statement: **“This document was prepared under a grant from FEMA’s Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official positions or policies of FEMA’s Grant Programs Directorate or the U.S. Department of Homeland Security.”**
- When practicable, any equipment purchased with grant funding shall be prominently marked as follows: **“Purchased with funds provided by the U.S. Department of Homeland Security.”**

Monitoring Program

- Monitoring Program currently in process. All grants exceeding \$100,000 will receive a site visit
 - In calendar year 2010, over 55 jurisdictions were visited and 400+ grant files were subject to review for FFY 2007, 2008 & 2009
 - Most common noncompliance items:
 1. Missing quarterly reports
 2. Equipment not properly labeled
 3. Missing Property Control Form (equipment list)

FFY 2011 Citizen Corps Program

- Re-registration of Citizen Corps Councils
 - Must be registered to be eligible for grant funds
 - **Deadline: March 30, 2011**
 - Register at <http://www.citizencorps.gov/>.
- Reminder:
 - Expenditures for promotional items must not exceed 15% of allocation.
 - Expenditures for kits used in volunteer response or clothing for official identification must not exceed 30% of allocation

2011 County Emergency Management CCP *Estimated* Allocations with Special Conditions

Apache	\$5,649	Mohave	\$6,749
Cochise	\$6,187	Navajo	\$5,977
Coconino	\$6,157	Pima	\$13,614
Gila	\$5,484	Pinal	\$8,015
Graham	\$5,337	Santa Cruz	\$5,405
Greenlee	\$5,074	Yavapai	\$6,933
La Paz	\$5,183	Yuma	\$6,743
Maricopa	\$39,043		

FFY 2011 Homeland Security Grant Process
Phoenix Urban Area Security Initiative (UASI)-This does NOT include STATE AGENCIES

TBD

- USDHS Releases Federal Grant Guidance to States

February 28 – March 4, 2011

- AZDOHS 2011 Grant Information Seminars (Flagstaff, Phoenix, Tucson)

March 23, 2011

- Urban Area Working Group approves projects

March 30, 2011

- **UASI Stakeholders Submit UASI Grant Applications to City of Phoenix, NLT 5:00 pm**

April 6, 2011

- UASI applications due to AZDOHS via online portal

On or before September 30, 2010*

- USDHS Announces Awards

November 15, 2010*

- Senior Advisory Committee (SAC) Review
- Final Awards to Stakeholders (45 days after official awards)

Other Grant Programs

- Grant guidance for the following grants has not been received yet:
 - Emergency Operations Center (EOC) Grant Program
 - Operation Stonegarden (OPSG) Grant Program
 - UASI Non-profit (UASINSGP)
 - Tribal Homeland Security Grant Program (THSGP)
 - Interoperable Emergency Communications Grant Program (IECGP)
- Check our website periodically for updates
- EOC/OPSG- Bill Seltzer, 602.542.7044 or wseltzer@azdohs.gov
- UASINSGP- Cheryl Bowen Kennedy 602.542.7077 or cbowen@azdohs.gov
- IECGP-Huma Haroon, 602.542.7012 or shharoon@azdohs.gov
- THSGP-Fernando Reyes 602.542.7008 or freyes@azdohs.gov

Housekeeping

- FFY 2010 funds must be invoiced by September 30, 2011
- Only complete reimbursement packets will be processed
 - Reimbursement cover sheet, invoices and proof of payment
 - Requests for Reimbursement **MUST** be submitted via hard copy mail
 - AZDOHS will **not** accept emailed Reimbursement Packets
- NIMSCAST and quarterly reports must be on file and up-to-date in order to be reimbursed

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QUESTIONS?