



Governor Janice K. Brewer



Director Gilbert M. Orrantia

Arizona Department of Homeland Security

**FFY 2013 Homeland Security Grant
Program Information Seminar
January 2013**

Seminar Objectives

- Introductions
- Timeline/Due dates
- Parameters
- Training and Exercise Overview
- Application Overview
- Reporting Requirements
- State Preparedness Report (SPR)

FFY 2013 Homeland Security Grant Process
State Homeland Security Grant Program (SHSGP) and STATE AGENCIES

Tentative



FFY 2013 HSGP Allocations

- FFY 2011- 50% reduction of funds from FFY 2010
- FFY 2012- 50% reduction of funds from FFY 2011
- FFY 2013- Unknown; anticipating a similar allocation to 2012
- Distributed based on threat, risk and vulnerability at the discretion of Secretary Napolitano
- Focus on sustaining current capabilities rather than creating new capabilities

FFY 2013 HSGP Guidance-Mandate

- 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

FFY 2013 HSGP Guidance-Radio Parameters

- Radios purchased with HS funds must:
 - P-25 Capable
 - Narrowband compliant
 - Minimum of 48 channel
 - Program the Arizona Interoperable Channels Plan
 - For more information on Radio requirements visit:
<http://www.azpsic.gov/library/standards/default.htm>
 - For additional information contact the PSIC office (Justin Turner) at 602.317.2727 or jturner@azpsic.gov

FFY 2013 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 2013 Important Information

- State Preparedness Report (SPR)
 - FFY 2012 update completed December, 2012
 - Included Threat and Hazard Identification Risk Assessment (THIRA)
 - Subject Matter Expert (SME) input
 - 2013 SHSGP (and UASI) Applications must address a gap identified within the SPR

Funding Parameters

- 12-month period of performance
- Personnel-must result in a net increase of 1 FTE
- 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
- Competitive Procurement

RAC Funding Guidelines

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

Application Requirements

- Answer all questions completely
- 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.
 - Do not use brand names. Ex: Motorola
- Contact Michael Stidham for equipment/AEL related questions. Michael Stidham: 602.542.7041 or mstidham@azdohs.gov

Application Requirements

- Applicants must complete the following:
 - Project Summary
 - Budget Summary
 - Federal Funding Accountability and Transparency Act (FFATA)
 - Standard Data Collection
 - Financial Systems Survey
 - Grant-Funded Typed Resource Report (GFTR)
- DUNS number is required for FFY 2013
 - <http://fedgov.dnb.com/webform>

Application Deadline

- **Due by 5:00 pm on Friday March 1, 2013**
- 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 January 18, 2013 at www.azdohs.gov
- Make sure the application you submit is the FINAL version

Application

- Applications **must** be submitted electronically through the AZDOHS website/online portal
 - The link to upload will be provided within the FFY 2013 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
- DO NOT WAIT UNTIL 4:45 pm to upload



SEVERE
SEVERE 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:



Supplies vs. Materials vs. Equipment Matrix

	Materials	Supplies
Planning	X	
Training		X
Exercise		X

- Supplies and Materials are consumables

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
- See pages 62-68 in FFY 2011 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
- 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

Training

Training

- Regional Training - (MOUs to ADEM)- One point of contact for each Region 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 70-76 of FFY 2011 HSGP Grant Guidance for additional information on training

Training

County Emergency Managers:

- Apache County-Brannon Eagar beagar@co.apache.az.us
- Cochise County – Mike Evans mevans@cochise.az.gov
- Coconino County – Robert Rowley rrowley@coconino.az.us
- Gila County – Michael O’Driscoll modriscoll@gilacountyaz.gov
- Graham County – Brian Douglas bdouglas@graham.az.gov
- Greenlee County – Steve Rutherford
srutherford@co.greenlee.az.us
- La Paz County – Steve Biro sbiro@lapazsheriff.org
- Maricopa County – Pete Weave peteweaver@mail.maricopa.gov

Training

County Emergency Managers:

- Mohave County – Byron Steward
Byron.Steward@mohavecounty.us
- Navajo County – Mary Springer
mary.springer@navajocountyaz.gov
- Pima County – Mike Hein mike.hein@pima.gov
- Pinal County – Luis Miranda lou.miranda@pinalcountyaz.gov
- Santa Cruz County – Carlos Rivera crivera@co.santa-cruz.az.us
- Yavapai County – Denny Foulk Denny.Foulk@yavapai.us
- Yuma County – Gretchen Robinson
gretchen.robinson@yumacountyaz.gov

GRANT FUNDED TRAINING

Arizona Division of Emergency Management

Ron Kopcik

Director, Training and Exercise

Kathy Walker

Homeland Security State Training Point of Contact

Training & Exercise Plans

Multi-year Training and Exercise Plan

- Identifies best practices, capability gaps, key priorities
- Aligns training and exercises in support of priorities
- Includes associated training and exercise capabilities
- Includes multi-year **training and exercise schedule**
- Great way to budget training and exercise expenses!

Training and Exercise Planning Workshop

- ADEM workshop to assist your region with MYTEP

FEMA Provided Training

Developed for or delivered by agencies funded directly by FEMA

National Training and Education Division (NTED)

- Center for Domestic Preparedness (CDP)
- National Domestic Preparedness Consortium (NDPC)
- Rural Domestic Preparedness Consortium (RDPC)
- National Fire Academy (NFA)
- Emergency Management Institute (EMI)
- FEMA Training Partners (Competitive Training Grants)
- Technical Assistance Programs (TA)

No Cost for training (travel included for resident programs)

Related expenses are **eligible** for reimbursement (**state limits**)

Should reference **FEMA Course # & costs** in Grant Application

Non-FEMA Provided Training

State Sponsored

- Provided by agencies **other than Federal entities or FEMA**
- Sponsored by the SAA or their designated TPOC
- Includes locally developed programs and private vendor programs

Federal Sponsored

- Provided by agencies funded by **Federal** entities other than FEMA
- FBI, FLETC, DOE, NFA

SOME have costs, others do not (ADEM will need to research)

Related expenses are **eligible** for reimbursement (**state limits**)

Must follow local/state procurement guidelines

Should reference **State/Federal Course # & costs** in Grant Application

All Other Training

- **Not Yet Sponsored**
 - Any program not reviewed by FEMA
 - Includes:
 - Locally developed programs
 - Private vendor programs
 - Some Federal programs (if not in the federal catalog)
 - Must be sponsored by the SAA or their designated TPOC
- **MOST** have costs
- Related expenses **CAN BE eligible** for reimbursement (**state limits**)
- Must seek **PRE-APPROVAL** if including in Grant Application
- Must follow local/state procurement guidelines

All Training Supported w/Grant Funds

Within 30 days of course completion, hosts must provide:

- Course title
- Course description
- Mission area
- Level of training
- Training provider
- Date of the course
- Number and associated disciplines of the attendees
- Sponsoring jurisdiction

How Do I Request Training?

It Depends!!

- Is it a FEMA provided program?
- Is it a State Sponsored program?
- Is it a Federal Sponsored program?
- Is it not on the FEMA approved list?
- Is it already in your Grant Application?
- Is there a cost? Are you asking for reimbursement for related expenses?
- Are you hosting the course, or just attending?
- What if it's a "workshop", "seminar" or "conference"?
- Are you using your own local grant funding?
- Are you requesting County funding?

Only 3 Forms to Remember

There are **THREE** state forms you need to be familiar with:

1. Your Homeland Security Grant Application

- *Include FEMA, State or Federal course # (cannot approve without)*
- Whether training is free or not, include any related expenses
- This *pre-approves* the training, but does **NOT** *schedule* it

2. ADEM Training Event Request

- This starts the process to schedule **LOCAL** training
- Used for **NTED** Programs and County funded **FEMA** programs
- Completed by local host and routed thru the County to ADEM
- Provides access to online registration and state certificates

Only 3 Forms to Remember

3. Reimbursement Pre-Approval Form.

Used when:

- Additional justification to use grant funds is needed
 - Non-FEMA, State or Federal sponsored training
- Specific training was **NOT** listed in Grant Application
 - No FEMA, State or Federal course #
- Workshop, conference or seminar
 - Some topics may not fit the realm of “homeland security”
- Hosting/attending **free** training, but requesting reimbursement for related expenses
 - Ensures expenses will be pre-approved
 - Ensures **County funds** will be encumbered (if being used)

How do I get a course added to the “FEMA List”?

- Each state is allowed **THREE (3)** PILOT deliveries of the same course
- Must then be submitted to FEMA: Course Review and Approval Process
- 3 “pilot” deliveries are intended to develop/evaluate programs for potential state-sponsorship
 - Not to be utilized for a one-time delivery of training
- Grant funds may be authorized during the review period
 - Review begins when FEMA receives all course documents
- Courses approved by FEMA will be added to either the approved **State Sponsored** Course Catalog or the **Federal Sponsored** Course Catalog
- Once added, they are eligible for discretionary use of grant funding

ADEM Contacts

Ron Kopcik

Director, Training and Exercise

602-464-6210

ron.kopcik@azdema.gov

Vanessa Moreno

Finance Specialist

602-464-6306

vanessa.moreno@azdema.gov

Arizona Division of Emergency Management

www.dem.azdema.gov/preparedness
training@azdema.gov

Fax: 602-464-6206

Kathy Walker

Homeland Security State Training Contact

602-464-6264

katherine.walker@azdema.gov

Becky Scott

FEMA State Training Contact

602-464-6398

becky.scott@azdema.gov

Jan Lindner

State Exercise Officer

602-464-6218

jan.lindner@azdema.gov

DHS/FEMA Online Training Catalog

www.training.fema.gov/occ

The background of the slide is a blurred image of the United States flag, showing the stars and stripes in a soft, out-of-focus manner.

**15 Minute Break/
Review of FFY 2013 Application**

ENABLING MACROS

The screenshot shows the Microsoft Excel 2010 interface. The title bar reads "2011 SHSGP Application.xls [Compatibility Mode] - Microsoft Excel". The ribbon is set to "Home". A "Security Warning" bar is visible, stating "Some active content has been disabled." and "Options...". A white callout box with a black border and arrow points to the "Options..." button, containing the text "CLICK HERE TO ENABLE MACROS".

The spreadsheet content includes:

- Row 2: STATE OF ARIZONA
- Row 3: Department of Homeland Security
- Row 4: 2011 STATE HOMELAND SECURITY GRANT PROGRAM APPLICATION
- Row 5: FOR THIS SECTION BE SURE TO CHOOSE A PROGRAM
- Row 8: Grant #: [text box] Applicant: [text box]
- Row 10: Project Title: [text box]
- Row 12: Grant Program: Cp - Choose Program
- Row 14: PROJECT ADMINISTRATIVE PAGE
- Row 16: 1. Applicant [text box]
- Row 17: Applicant Address: [text box]
- Row 18: Mailing Address [text box]
- Row 19: Mailing Address Continued [text box]
- Row 20: City/State/Zip [text box]
- Row 21: City [text box] State [text box] Zip Code [text box]
- Row 23: Head of Agency [text box]
- Row 24: Title [text box] First Name [text box] Last Name [text box]
- Row 25: Phone # [text box]
- Row 26: Cell Phone # [text box]
- Row 27: E-Mail Address: [text box]
- Row 29: Agency's Point of Contact Information [text box]
- Row 30: Title [text box] First Name [text box] Last Name [text box]
- Row 31: Phone # [text box]
- Row 32: Cell Phone # [text box]
- Row 33: E-Mail Address: [text box]
- Row 17: 2. Organization Type [text box]
- Row 18: Select Agency Classification [dropdown menu]
- Row 19: Specify [text box]
- Row 21: 3. Region or Entity: Choose Region or Entity [dropdown menu]
- Row 23: Program Initiatives [Section Header]
- Row 24: 4a. SHSGP, MMRS, CCP: Choose Initiative [dropdown menu]
- Row 26: 4b. Phoenix UASI: Choose Initiative [dropdown menu]
- Row 28: 4c. Tucson UASI: Choose Initiative [dropdown menu]
- Row 30: 5. Total Dollar Amount Requested: \$0
- Row 35: 6. Enter the 2011 - 2014 State Homeland Security Strategy Objectives (EXAMPLE : 1.1.0) and Action Item(s) Numbers (EXAMPLE:1.1.4) that relate to this project. To learn more about the strategy visit this website: <http://www.azdohs.gov/Grants/SHSS.asp>

The bottom of the screen shows the Windows taskbar with the Start button and several open applications: GIMS-HS, HLA - Grant Info..., I:\Homeland\Fin..., I:\Homeland\Str..., E:\2012, Terry Riordan..., and Inbox-.

ENABLING MACROS

Microsoft Office Security Options

Security Alert - Macros & ActiveX

Macros and one or more ActiveX controls have been disabled. This active content might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file.

Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.

[More information](#)

File Path: I:\... Planning\2011\2011 SHSGP app templates\2011 SHSGP Application.xls

Help protect me from unknown content (recommended)

Enable this content

THEN CLICK HERE

[Open the Trust Center](#)

STATE OF ARIZONA
Department of Homeland Security
2011 STATE HOMELAND SECURITY GRANT PROGRAM

FOR THIS SECTION BE SURE TO CHOOSE A P

Grant #: Applicant:

Project Title:

Grant Program: Cp - Choose Program

PROJECT ADMINISTRATIVE

1. Applicant
2. Organization Type
3. Region or Entity:

4a. SHSGP, MMRS, CCP: Choose Initiative
4b. Phoenix UASI: Choose Initiative
4c. Tucson UASI: Choose Initiative

5. Total Dollar Amount Requested: \$0

6. Enter the 2011 - 2014 State Homeland Security Strategy Objectives (EXAMPLE : 1.1.0) and Action Item(s) Numbers (EXAMPLE:1.1.4) that relate to this project. To learn more about the strategy visit this website: <http://www.azdohs.gov/Grants/SHSS.asp>

FFY 2013 Application

- Application will be available on www.azdohs.gov/grants no later than January 18, 2013
- Complete all applicable tabs
- Remember to complete the FFATA, Standard Data Collection, Financial Systems Survey and Grant-Funded Typed Resource Report
- Applications due via the online portal:
www.azdohs.gov/application2013.asp by 5:00 pm on Friday March 1, 2013

The background of the slide is a blurred image of the United States flag, showing the stars and stripes in a soft, out-of-focus manner.

**GRANT
ADMINISTRATION/GRANT
MANAGEMENT**

Award Letter

- Award letter will include actionable items such as:
 - Award letter with funding amount
 - Project Administration Page (must be signed and returned)
 - Instructions for downloading and completing the subgrantee agreement
 - Environmental and Historical Preservation (EHP) letter
 - Due dates for submission of required documentation
 - Estimated period of performance: 10/1/2013-9/30/2014

Environmental & Historic Preservation

- Environmental and Historic Preservation (EHP) Designation
 - EHP letter in award packet
 - Level A or Level B threshold
 - certain AEL numbers require EHP review
 - Submit complete EHP documentation to Michael Stidham; mstidham@azdohs.gov
 - Authorized Equipment List (AEL) website: www.rkb.us

Stakeholder Responsibilities

Once stakeholders accept their award they must:

- Comply with the Subgrantee Agreement
 - Sole Source/Single Source/Sole Brand Procurement - Per Section VII of the Subgrantee Agreement, stakeholders should not enter into a sole/single source/brand contract without prior written approval from AZDOHS. The Federal intent is that all homeland security funds are awarded competitively
 - Ensure all equipment is properly marked as designated in the subgrantee agreement
- Comply with Office of Management & Budget (OMB) circulars and Code of Federal Regulations (CFRs)
- Expend funds timely and in the manner in which they were awarded
- Complete an audit (A-133) by an independent audit agency if expending more than \$500,000 in the most recent fiscal year and submit a copy of that audit within nine (9) months of the end of the fiscal year

Stakeholder Responsibilities

- Submit quarterly reports and other documentation on time
 - Reports containing insufficient data will be returned to stakeholder
 - Delinquent reporting may affect status for future funding
- Submit for reimbursement by project monthly or quarterly
- Arrange reimbursement packets in the order in which the line items appear on the reimbursement form
- Final reimbursements must be **RECEIVED** by AZDOHS no later than the 45th day after the period of performance ends

Stakeholder Responsibilities

- Submit a Property Control Form (equipment list) with the final reimbursement request (where applicable)
- Property Control Form(s) must be updated and submitted to AZDOHS as equipment is disposed
- Written disposition plan for any equipment that has a value of \$5,000 or more at the end of its useful life must be submitted and approved by AZDOHS prior to disposition
 - Equipment Disposition Guidance is now available:
<http://www.azdohs.gov/Grants/index.asp> under Stakeholder Forms
- Equipment must be used for the intended purpose for the life of the equipment

Stakeholder Responsibilities

- Goods and services must be received and invoiced by the end of the subgrant performance period
- Account for Federal funds separately from other funding sources (by CFDA number)
- Ensure that there are systems in place to properly account for Federal funds including an accounting system which can refer to subsidiary records and or documentation which supports the entry and can be readily located
- Provide accurate and current financial reporting information
- Ensure that there are proper accounting, procurement, personnel, property management and travel policies and procedures in place

Modification

- 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>

Extension

- 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
 - Initial extensions beyond 12 months will not be authorized
 - Additional back-up documentation may be requested upon receipt of extension request
- Extension forms are available at www.azdohs.gov
 - Additional parameters and instructions are available within the extension request form

Ongoing Grant Maintenance

- Property Control Form (Equipment List)
 - Submit with final reimbursement
- Inventory must be completed every 2 years
- Equipment must be used for the intended purpose for the life of the equipment. Property control form must be updated and submitted to AZDOHS as equipment is disposed
 - Written disposition plan for any equipment that has a value of \$5,000 or more at the end of its useful life
 - Equipment Disposition Request Form available on <http://www.azdohs.gov/Grants/index.asp> under Stakeholder Forms

Ongoing Grant Maintenance

- Grant-Funded Typed Resource Report (GFTR)
 - Must be submitted to AZDOHS via email within 45 days of the end of the subgrantee performance period
 - Only required for Equipment and Training
 - Must include: ALL equipment items regardless of cost and ALL training attended/hosted
- Final quarterly report
 - Include de-obligated amount of funds
 - Remember to mark report as “final”

Close Out

- Federal Close Out/Records Retention – Six (6) years after the close of the Federal grant
- Records retention period information is available:
<http://www.azdohs.gov/Documents/Grants/RecordsRetentionScheduleGrantsClosed.pdf>
- Stakeholders must retain ALL records pertaining to subgrants for the entire retention period
- Closed subgrants may be monitored/audited for compliance

Housekeeping

- FFY 2012 funds must be received and invoiced by September 30, 2013
- 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
 - Per the Subgrantee Agreement- reimbursement packets must be **RECEIVED** by AZDOHS by the 45th day after the period of performance ends
- NIMSCAST , A-133 audits, personnel policy (if applicable) and quarterly reports must be on file and up-to-date in order to be reimbursed

The background of the slide is a blurred American flag, showing the stars and stripes in a soft, out-of-focus manner. The stars are visible on the left side, and the stripes run diagonally across the frame.

QUESTIONS?