



Governor Janice K. Brewer



Director Gilbert M. Orrantia

Arizona Department of Homeland Security

**FFY 2014 Homeland Security Grant
Program Information Seminar
January 2014**

Seminar Objectives

- Introductions
- Timeline/Due dates/Funding
- State Preparedness Report (SPR)
- Training and Exercise Overview
- Application Overview
- Grant Management/Finance Best Practices
- Site Monitoring Program

FFY 2014 Homeland Security Grant Process
State Homeland Security Grant Program (SHSGP) and STATE AGENCIES

***Tentative**

Tent (Mid March)

- USDHS Releases Federal Grant Guidance

January 21-23, 2014

- AZDOHS Grant information Roll-Out Seminars (Flagstaff, Phoenix, Tucson)

March 3, 2014

- **Stakeholders Electronically Submit Grant Applications to AZDOHS, NLT 5:00 pm Monday, March 3, 2014**

March 4 – 15, 2014

- AZDOHS Strategic and Financial Review of Grant Applications

March 24-28, 2014

- Working Group Reviews/Comment on Grant Applications: March 24-28, 2014

March 31 – April 11, 2014

- RAC Funding Recommendation Meetings: March 31 - April 11, 2014

April 14-June 15, 2014*

- AZDOHS Writes State Application
- AZDOHS Reviews and Submits Final Federal Application to USDHS, Due TBD, 2014

August/September 2014*

- USDHS Announces Awards
- Final Funding Meetings with RACs
- Senior Advisor Committee (SAC) Review

October 1, 2014*

- Final Awards to Stakeholders (NLT 45 days after official Grant Award Notice)

FFY 2014 Omnibus Appropriation

- \$466,346,000 for State Homeland Security Grant Program (SHSGP)
- \$600,000,000 for Urban Area Security Initiative (UASI)
 - Specific number of UASIs not indicated – Secretary Discretion (different than 2013)
 - \$13,000,000 for Nonprofit Security Grant Program (NSGP)
- Tribal Homeland Security Grant Program (THSGP) is unknown
- \$55,000,000 for Operation Stonegarden (OPSG)

SHSGP Allocations

- FFY 2011- \$6,608,683
 - 36 month performance period
 - Period of performance ends August 31, 2014
- FFY 2012- \$3,310,348
 - 24 month performance period
 - Period of performance ends August 31, 2014
- FFY 2013- \$3,392,417
 - 24 month performance period
 - Period of performance ends August 31, 2015
- Focus on sustaining current capabilities rather than creating new capabilities

State Preparedness Report (SPR)

- State Preparedness Report (SPR)
 - FFY 2013 update completed December, 2013
 - Included Threat and Hazard Identification Risk Assessment (THIRA)
 - Subject Matter Expert (SME) workshop August, 2013
 - FFY 2013 SPR method of distribution:
 - Compact disc (cd)
 - FOUO

State Preparedness Report (SPR)

- 2014 SHSGP (and UASI) Applications must address a capability gap identified within the SPR
- Example: Core Capability- Intelligence and Information Sharing; Training- 1. Continue intelligence and information sharing training, including advanced technology training, for new and existing personnel.
- Then describe **HOW** the project will address this Core Capability gap
- Failure to adequately address this question may impact your application

RAC Funding Guidelines

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

FFY 2014 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
- NIMS – applicants must be NIMS compliant
 - Questions regarding NIMS compliance please contact:

Mariano Gonzalez: 602.464.6327 or
mariano.gonzalez@azdema.gov

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

FFY 2014 HSGP Guidance-Radio Parameters

- Radios purchased with HS funds must:
 - Support SAFECOM Guidance
 - Support SCIP Initiatives
 - Be P-25 Capable
 - Narrowband compliant
 - Minimum of 48 channel
 - Programmed with 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

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

- Training guidance in FFY 2013 pages 75-79

- http://www.azdohs.gov/Documents/Grants/FY2013/SHSGP_FFY2013_Guidance.pdf

Training

County Emergency Managers:

- Apache County-Brannon Eagar beagar@co.apache.az.us
- Cochise County – Norm Sturm nsturm@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 Weaver 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 – Ray Sayre rsayre@santacruzcountyaz.gov
- Yavapai County – Denny Foulk Denny.Foulk@yavapai.us
- Yuma County – Tony Badilla tony.badilla@yumacountyaz.gov



Grant Funded Training

Arizona Division of Emergency Management

Kathy Hassett

Homeland Security Training Coordinator

Ready, Responsive, Reliable



Training and Exercise Plans

- » Best way to budget for training and exercise programs
- » *Multi-year Training and Exercise Plan (MYTEP)*
 - Regional document detailing
 - Best practices, capability gaps, key priorities
 - **3-year training and exercise schedule**
- » *Training and Exercise Planning Workshop (TEPW)*
 - Workshop to help build your MYTEP
 - ADEM can assist you with a TEPW and MYTEP



What to Plan for

- » Consider what areas you want to focus on:
 - National priorities
 - Core capabilities
 - Gaps identified during exercises or events
- » Reference, update or create a regional MYTEP
- » Plan at least a year's worth of training and exercise programs
- » Use a combination of programs from the approved catalogs:
 - FEMA programs
 - DHS programs
 - State and Federal Sponsored programs
- » ADEM will provide estimated costs for eligible programs
- » Request these programs through your County Emergency Manager



3 Sources of Training

- » **ADEM: FEMA G-Level Programs**
 - Funded with County Training and Exercise Funds
 - Common Classes: ICS, EOC, Recovery, Mitigation
 - Advanced Professional Series
- » **DHS Training Partners: Homeland Security Programs**
 - Federally Funded, such as:
 - Texas Engineering Extension Service
 - New Mexico Tech
 - Nevada Test Site
 - No programs costs, but grant funds can cover authorized expenses
- » **State and Federal Sponsored Programs**
 - Courses that have been through FEMA's course review process



Advanced Professional Series

» Required core programs:

- G775 EOC Management
- G191 ICS/EOC Interface
- G557 Rapid Assessment
- G270.4 Recovery from Disaster
- G383 Mitigation for Emergency Managers

» Electives, including but not limited to:

- G290 Basic Public Information Officers
- G364 Multi-Hazard Emergency Planning for Schools
- G288 Donations Management
- G361 Flood Fight Operations
- G386 Mass Fatalities



New or Interesting Program Topics

- » Agro-Terrorism
- » Social Media
- » Volcano Crisis Awareness
- » Crisis Management for School Incidents or Campus Emergencies
- » Active Shooter
- » Emergency Responders and the Deaf and Hard of Hearing
- » Cyber-Terrorism
- » Legal Issues and Disasters
- » Crisis Leadership and Senior Officials/Mayoral Workshops
- » Intervention of Gangs and Terrorist Groups
- » Sports Event Security

- » **No program costs.** Grants can cover travel, OT, Backfill



State and Federal Sponsored

- » List of Programs submitted by States or Federal agencies
- » Reviewed and approved by FEMA/DHS
- » Grant funds can support programs costs, travel, backfill, OT
- » If there are no courses listed to meet your needs, local agencies can:
 - Request review of existing programs
 - Request funds to develop new programs
- » Submit to ADEM for initial review
- » In the meantime, can conduct 3 pilot deliveries
- » Once course meets FEMA guidelines, ADEM will submit for final review
- » Currently a 6 to 12 month review process once received by FEMA



Resident Programs

- » Mix of FEMA and DHS Programs offered at training provider's location
- » Center for Domestic Preparedness, New Mexico Tech, Nevada National Security Site
 - No cost for programs
 - No-cost lodging on-site, or paid directly by provider
 - Air transport arranged and paid directly by provider
 - Meals included on-site or reimbursed to traveler by provider
- » Emergency Management Institute
 - No cost for programs
 - No-cost lodging on-site
 - Air transport arranged and paid by traveler, reimbursed by FEMA
 - Meals at traveler's expense



FEMA

<http://training.fema.gov/occl>

Keyword Search

Go!

[Download online course catalog](#)

NPD Online Course Catalog Search (OCC)

FEMA National Preparedness Directorate (NPD)
Online Course Catalog (OCC)

Course Search

Course Number:

Course Title:

Course Description:

Course Type:

Location:

Provider:

Target Audience :

Agriculture	⬆
Emergency Management	⬆
Emergency Medical Services	⬆
Firefighting	⬆

Emergency Support Function (ESF) :

ESF #01 - Transportation	⬆
ESF #02 - Communications	⬆
ESF #03 - Public Works and Engineering	⬆
ESF #04 - Firefighting	⬆

Target Capability :

Animal Disease Emergency Support	⬆
CBRNE Detection	⬆
Citizen Evacuation and Shelter-In-Place	⬆
Communications	⬆

Submit



ADEM Contacts

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602-464-6210

ron.kopcik@azdema.gov

Vanessa Moreno

Training and Development Coordinator
and Finance Specialist
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vanessa.moreno@azdema.gov

Arizona Division of Emergency Management

www.dem.azdema.gov/preparedness

training@azdema.gov

Fax: 602-464-6206

Kathy Hassett

Homeland Security State Training Contact
602-464-6264

katherine.hassett@azdema.gov

Becky Scott

FEMA State Training Contact
602-464-6398

becky.scott@azdema.gov

Jan Lindner

Exercise Branch Manager
602-464-6218

jan.lindner@azdema.gov

DHS/FEMA Online Training Catalog

<http://training.fema.gov/occ/>

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
 - Standard Data Collection
 - Financial Systems Survey
 - Federal Funding Accountability and Transparency Act (FFATA)
- DUNS number is required for FFY 2014
 - <http://fedgov.dnb.com/webform>
 - Note: this is different than your Employer ID number

Application Deadline

- **Due by 5:00 pm on Monday March 3, 2014**
- 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 24, 2014 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 2014 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

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:

Browse...

Submit your application



GOVERNOR
JAN BREWER



U.S. DEPT. OF
HOMELAND SECURITY



READY.GOV



RECOVERY.GOV



EMERGENCY
MANAGEMENT

ENABLING MACROS

The screenshot shows the Microsoft Excel 2010 interface in Compatibility Mode. The title bar reads "2011 SHSGP Application.xls [Compatibility Mode] - Microsoft Office Excel". The ribbon is set to "Home", and the "Alignment" group is active. A white callout box with a black border and an arrow pointing to the "Options..." button in the Security Warning bar contains the text "CLICK HERE TO ENABLE MACROS".

The spreadsheet content is as follows:

	A	B	C	D	E	F	G	H	I
1									
2	STATE OF ARIZONA								
3	Department of Homeland Security								
4	2011 STATE HOMELAND SECURITY GRANT PROGRAM APPLICATION								
5	FOR THIS SECTION BE SURE TO CHOOSE A PROGRAM								
8	Grant #:	<input type="text"/>	Applicant:	<input type="text"/>					
10	Project Title:	<input type="text"/>							
12	Grant Program:	Cp - Choose Program							
14	PROJECT ADMINISTRATIVE PAGE								
16	1. Applicant	<input type="text"/>			2. Organization Type	Select Agency Classification <input type="text"/>			
17	Applicant Address:	<input type="text"/>			Specify	<input type="text"/>			
18	Mailing Address	<input type="text"/>			3. Region or Entity:	Choose Region or Entity <input type="text"/>			
19	Mailing Address Continued	<input type="text"/>							
20	City/State/Zip	<input type="text"/>	<input type="text"/>	<input type="text"/>					
21	City	State	Zip Code						
22									
23	Head of Agency	<input type="text"/>			Program Initiatives				
24	Title	First Name	Last Name	4a. SHSGP, MMRS, CCP:	Choose Initiative <input type="text"/>				
25	Phone #:	<input type="text"/>			4b. Phoenix UASI:	Choose Initiative <input type="text"/>			
26	Cell Phone #:	<input type="text"/>			4c. Tucson UASI:	Choose Initiative <input type="text"/>			
27	E-Mail Address:	<input type="text"/>							
28									
29	Agency's Point of Contact Information	<input type="text"/>			5. Total Dollar Amount Requested:	\$0			
30	Title	First Name	Last Name						
31	Phone #:	<input type="text"/>							
32	Cell Phone #:	<input type="text"/>							
33	E-Mail Address:	<input type="text"/>							
34									
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								
36									

ENABLING MACROS

Microsoft Office Security Options

Security Alert - Macros & ActiveX

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 F
Grant #: [] Applicant: []
Project Title: []
Grant Program: Cp - Choose Program
PROJECT ADMINISTRATIVE
1. Applicant [] 2. Organization Type [Select Agency Classif
Applicant Address: [] Specify []
Mailing Address []
Mailing Address Continued []
City/State/Zip [] [] [] 3. Region or Entity: Choos
City [] State [] Zip Code []
Head of Agency [] [] []
Title [] First Name [] Last Name []
Phone #: [] 4a. SHSGP, MMRS, CCP: Choose Initiative []
Cell Phone #: [] 4b. Phoenix UASI: Choose Initiative []
E-Mail Address: [] 4c. Tucson UASI: Choose Initiative []
Agency's Point of Contact Information [] [] []
Title [] First Name [] Last Name []
Phone #: []
Cell Phone #: []
E-Mail Address: [] 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

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BEST PRACTICES-GRANT AND FINANCIAL MANAGEMENT

Award Packet

- Award packet will include:
 - Award letter with funding amount
 - Due dates for submission of required documentation
 - Period of performance: 10/1/2014-9/30/2015
- Award letter will include actionable items such as:
 - Project Administration Page (must be signed and returned)
 - Instructions for downloading and completing the subgrantee agreement
 - Environmental and Historical Preservation (EHP) letter with possible action items
 - NIMS Compliance Certification Form

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
 - **UPDATED** Authorized Equipment List (AEL) website:
 - https://www.llis.dhs.gov/sites/default/files/AEL_PD_F_Complete.pdf

Stakeholder Responsibilities

Once stakeholders accept their award they must:

- **Comply with the Subgrantee Agreement**

- Including all identified Office of Management & Budget (OMB) circulars and Code of Federal Regulations (CFRs)

- **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.

- Non-competitive procurement request form:

- <http://www.azdohs.gov/Grants/index.asp> under Stakeholder Forms

- **EQUIPMENT MARKING**

- Ensure all equipment is properly marked as designated in the subgrantee agreement:

- **“Purchased with funds provided by the U.S. Department of Homeland Security”**

Stakeholder Responsibilities

Once stakeholders accept their award they must:

- 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
 - Email to Lsinghurse@azdohs.gov and your Strategic Planner
- 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

Reimbursement

- Submit for reimbursement by project monthly or quarterly
 - Submit via hard copy only
- Must use the Request for Reimbursement form provided by AZDOHS
 - Stakeholders should not make changes to form
 - Use current form
 - Ex: extension was granted
- Include all back-up documentation
 - Invoices
 - Proof of payment
 - If noncompetitive procurement was approved, include the approval documentation

Reimbursement

- Reimbursement packet should be submitted in **logical** order as line items appear on Request for Reimbursement Form
 - Disorganized reimbursement packets take longer to review and process
- All required documentation must be on file or reimbursements will be placed on hold until they are received
 - Ex: Quarterly Reports
- Reimbursement instructions available on AZDOHS website:
<http://www.azdohs.gov/Documents/Grants/ReimbReqInfoInstruct.pdf>

REIMBURSEMENT FORM

Arizona Department of Homeland Security

2012 - UASI

Subgrantee Name and Address

Name Peoria, City Of
 Address 1 Peoria Fire Department
 Address 2 8401 W Monroe Street
 City Peoria Zip 85345

Contact Person Christine Chrzan
 Telephone [REDACTED]
 Fax No () -
 E-Mail [REDACTED]

Contract Number **999813-01**
 Reporting Period From: 1/1/2013
 Reporting Period To: 3/31/2013
 Funds Begin 10/1/2012 Funds End 9/30/2013



Major Budget Category / Line Item Detail	Contract Budget	Current Period	Year to Date	Budget Remaining
Equipment / 06CC-02-DSAD - Device, Data Service	\$800.00	\$500.00	Arrange packet in order items appear on this form.	\$300.00
Equipment / 07CD-01-DPMG - Detector, Multi-se	\$2,530.00	\$1,500.00		\$1,030.00
Equipment / 21GN-00-MAIN - Maintenance	\$2,250.00			\$2,250.00
Equipment / 21GN-00-MAIN - Maintenance	\$4,000.00	\$4,000.00		\$0.00
Training / Training	\$23,700.00	\$12,500.00		\$11,200.00
0	\$0.00			\$0.00
0	\$0.00			\$0.00
0	\$0.00		\$0.00	
0	\$0.00		\$0.00	
Total Costs	\$33,280.00	\$18,500.00	\$0.00	\$14,780.00

Contractor Certification: I certify that this report has been examined by me, and to the best of my knowledge and belief, the reported expenditures are valid, based upon our office accounting records (books of account) and are consistent with the terms of the contract. It is understood that contract payments are calculated by the Department of Homeland Security based upon contract terms.

Preparer's Signature	Name/Title	Phone Number

Stakeholder Authorizing Signature	Name/Title	Phone Number

Any Questions Please Contact:

Lois George
 602-542-7047
 lgeorge@azdohs.gov

- Original Submission
- Revised Submission
- Final Submission

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>

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
 - 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

Stakeholder Grant Close Out

- Final Quarterly Report- due 15 days after the end of the period of performance
 - Include de-obligated amount of funds
 - Remember to mark report as “final”
- Submit a Property Control Form (equipment list) with the final reimbursement request (where applicable)
 - \$300/more and a useful life of more than one year
 - Include inventory/asset tag numbers
 - Include serial/VIN numbers
 - Each piece of equipment/property **MUST** be listed on its own individual line
 - Email to Regional Strategic Planner

Stakeholder Grant Close Out

- 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
 - Must include HOW these items/training either enhanced or sustained your capability
 - Email to Regional Strategic Planner
- Final reimbursements must be **RECEIVED** by AZDOHS no later than the 45th day after the period of performance ends (hard copy)

Equipment & Equipment Disposition

- Property Control Form (Equipment List)
 - Inventory must be completed every 2 years
 - Submit updated Property Control Form every 2 years or as equipment is disposed of
- 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

Federal Grant 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

Monitoring Program

- Requirement (44 CFR Part 13.40)
- Ensure compliance with grant guidance and subgrantee agreement
- Enhance stakeholder relationships
- Identify areas where technical assistance, corrective action or other support may be needed
- NOT AN AUDIT

Monitoring Program

- Three forms of monitoring
 - Site
 - CY 2013-206 files; 39 agencies
 - Desk
 - CY 2013-93 files; 31 agencies
 - Reimbursement
- Site Monitoring Information available at <http://www.azdohs.gov/Grants/MonitorProgram.asp>
 - Includes a copy of the Site Monitoring Form used by AZDOHS

Monitoring Program

- Most Common Action Items Identified:
 - Site monitoring – Equipment is not marked with “Purchased with funds provided by the U.S. Department of Homeland Security”
Equipment Marking Fact Sheet
(<http://www.azdohs.gov/Grants/index.asp#Info>)
 - Desk Monitoring – Property Control Forms and Grant Funded Typed Resource (GFTR) Reports
(<http://www.azdohs.gov/Grants/index.asp#Info>)
- Make equipment available at location of monitoring visit (within reason)

Final Reminders

- FFY 2013 funds must be received and invoiced by September 30, 2014
- 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
- NIMS Certification, 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 image of the United States flag, showing the stars and stripes. The text "QUESTIONS?" is centered over the flag.

QUESTIONS?