



Governor Douglas A. Ducey



Director Gilbert M. Orrantia

## Arizona Department of Homeland Security

**FFY 2015 Homeland Security Grant  
Information Seminar  
January 2015**

# Seminar Objectives

- Introductions
- Timeline/Due dates/Funding
- State Preparedness Report (SPR)
- Training and Exercise Overview
- Application Overview
- Site Monitoring Program
- Grants Financial Management Presentation

**FFY 2015 Homeland Security Grant Process**  
**State Homeland Security Grant Program (SHSGP) and STATE AGENCIES**

**\*Tentative**



# FFY 2015 Appropriation

- Consolidated and Further Continuing Appropriations Act, 2015
  - Did not provide a full year of funding for DHS
  - Currently operating under a continuing resolution through February 27, 2015
  - Delay in the FFY 2015 grant cycle
  - DHS cannot release grant guidance until final FFY 2015 spending bill is signed by President Obama
  - AZDOHS moving forward with FFY 2015 process

# HSGP Allocations 11-14

	FFY11	FFY12	FFY13	FFY14
SHSGP	\$6,608,683	\$3,310,348	\$3,972,417	\$4,568,000
UASI- PHX	\$7,755,447	\$4,018,455	\$5,500,000	\$5,500,000
OPSG	\$12,378,728	\$9,550,184	\$12,005,449	\$12,415,661
NSGP	\$225,000	\$ -	\$66,500	\$213,450
MMRS	\$1,126,772	\$ -	\$ -	\$ -
UASI- TUC	\$ -	\$ -	\$ -	\$ -
BIDP	\$3,994,443	\$ -	\$ -	\$ -
BZPP	\$ -	\$ -	\$ -	\$ -
EOC	\$1,000,000	\$ -	\$ -	\$ -
IECGP	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>	<b>\$33,089,073</b>	<b>\$16,878,987</b>	<b>\$21,544,366</b>	<b>\$22,697,111</b>
	<b>Closed</b>	<b>Closed</b>	<b>Open</b>	<b>Open</b>

# HSGP Allocations

- FFY 2015- anticipate similar allocation to FFY 2014
- Focus on sustaining current capabilities rather than creating new capabilities
- If your jurisdiction has a terrorism/homeland security related gap/need you should submit an application
- If the project is not recommended for initial funding, it may be funded with reallocation funds

# State Preparedness Report (SPR)

- State Preparedness Report (SPR)
  - 2014 update completed December, 2014
    - Included Threat and Hazard Identification Risk Assessment (THIRA)
      - Whole Community Workshop – Oct 22-23, 2014
  - 2014 SPR method of distribution:
    - Compact disc (cd)
    - FOUO

# State Preparedness Report (SPR)

- 2015 SHSGP (and UASI) Applications must address a capability gap identified within the SPR
- Example: Core Capability- Intelligence and Information Sharing; Training- 1. Disseminating intelligence and information 3. Gathering Intelligence
- 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 2015 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 2015 HSGP Guidance-Radio Parameters

- Radios purchased with HS funds must:
  - Comply with SAFECOM Guidance
  - Support SCIP Initiatives
  - Be P-25 Capable
  - Narrowband compliant
  - Minimum of 48 channel
  - Programmed with the Arizona State Interoperable Priority Programming Guide
  - Comply with the LMR Minimum Radio Standards
- For additional information contact the SWIC, Jeremy Knoll at 602.223.2106 or [JKnoll@azdps.gov](mailto:JKnoll@azdps.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](http://www.dem.azdema.gov/preparedness)

- Training guidance in FFY 2014 pages 66-69

- [http://www.fema.gov/media-library-data/1395161200285-5b07ed0456056217175fbdee28d2b06e/FY\\_2014\\_HSGP\\_FOA\\_Final.pdf](http://www.fema.gov/media-library-data/1395161200285-5b07ed0456056217175fbdee28d2b06e/FY_2014_HSGP_FOA_Final.pdf)

# Training

## County Emergency Managers:

- Apache County-Brannon Eagar [beagar@co.apache.az.us](mailto:beagar@co.apache.az.us)
- Cochise County – Norm Sturm [nsturm@cochise.az.gov](mailto:nsturm@cochise.az.gov)
- Coconino County – Robert Rowley [rrowley@coconino.az.us](mailto:rrowley@coconino.az.us)
- Gila County – Michael O’Driscoll [modriscoll@gilacountyaz.gov](mailto:modriscoll@gilacountyaz.gov)
- Graham County – Brian Douglas [bdouglas@graham.az.gov](mailto:bdouglas@graham.az.gov)
- Greenlee County – Steve Rutherford [srutherford@co.greenlee.az.us](mailto:srutherford@co.greenlee.az.us)
- La Paz County – Steve Biro [sbiro@lapazsheriff.org](mailto:sbiro@lapazsheriff.org)
- Maricopa County – Pete Weaver [peteweaver@mail.maricopa.gov](mailto:peteweaver@mail.maricopa.gov)

# Training

## County Emergency Managers:

- Mohave County – Byron Steward  
[Byron.Steward@mohavecounty.us](mailto:Byron.Steward@mohavecounty.us)
- Navajo County – Mary Springer  
[mary.springer@navajocountyaz.gov](mailto:mary.springer@navajocountyaz.gov)
- Pima County – Mike Hein [mike.hein@pima.gov](mailto:mike.hein@pima.gov)
- Pinal County – Chuck Kmet [Charles.Kmet@pinalcountyaz.gov](mailto:Charles.Kmet@pinalcountyaz.gov)
- Santa Cruz County – Ray Sayre [rsayre@santacruzcountyaz.gov](mailto:rsayre@santacruzcountyaz.gov)
- Yavapai County – Denny Foulk [Denny.Foulk@yavapai.us](mailto:Denny.Foulk@yavapai.us)
- Yuma County – Tony Badilla [tony.badilla@yumacountyaz.gov](mailto:tony.badilla@yumacountyaz.gov)

# Application Requirements

- NIMS Typed Resource Question
- Equipment Budget Narrative (Equip BN) Item Description
  - Do not simply copy the information from the authorized equipment list (AEL) description-please be specific in your equipment requests
  - Do not use brand names. Ex: Motorola
- Contact Michael Stidham for equipment/AEL related questions. Michael Stidham: 602.542.7041 or [mstidham@azdohs.gov](mailto:mstidham@azdohs.gov)



# Application Deadline

- **Due by 5:00 pm on Monday March 2, 2015**
- Application will be available no later than January 23, 2015 at [www.azdohs.gov](http://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 2015 HSGP Application
- Applications submitted directly to your strategic planner will **not** be accepted
- Confirmation email will be sent once your application is successfully received via the portal



**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:



The background of the slide is a close-up, slightly blurred image of the American flag, showing the stars and stripes. The text is centered over the flag.

# **Post Award Action**

# Award Packet

- Award packet will include:
  - Award letter with funding amount
  - Due dates for submission of required documentation
  - Period of performance: 10/1/2015-9/30/2016
- 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](mailto:mstidham@azdohs.gov)
  - AEL Website: [http://www.fema.gov/media-library-data/20130726-1825-25045-7138/fema\\_preparedness\\_grants\\_authorized\\_equipment\\_list.pdf](http://www.fema.gov/media-library-data/20130726-1825-25045-7138/fema_preparedness_grants_authorized_equipment_list.pdf)

# Stakeholder Responsibilities

Once stakeholders accept their award they must:

- **Comply with the Subgrantee Agreement**
- **Sole Source/Single Source/Sole Brand Procurement** - Per 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](mailto:Lsinghurse@azdohs.gov) and your Strategic Planner
- Quarterly Report Form was updated 1/2015. Must use updated report



# 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
  - Additional back-up documentation may be requested upon receipt of extension request
- Extension forms are available at [www.azdohs.gov](http://www.azdohs.gov)
  - Additional parameters and instructions are available within the extension request form
  - Form updated 1/2015

# 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

# 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

# Monitoring Program

- Requirement (2 CFR 200.328)
- 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 2014-133 awards; 33 agencies
  - Desk
    - CY 2014-85 awards; 20 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)