



HOMELAND SECURITY BRANCH GRANTS PROGRAM OVERVIEW | 2011

Kathy Wright
Homeland Security Branch Manager

Homeland Security Branch Grants

Homeland Security Grant Program (HSGP)

□ SHSP

- ▣ State Homeland Security Program
- ▣ Law Enforcement Terrorism Prevention Activities
- ▣ Prepare for/respond to Acts of Terrorism

□ MMRS

- ▣ Metropolitan Medical Response System

□ CCP

- ▣ Citizen Corps Program

Additional Grant Programs:

- BZPP
 - ▣ Buffer Zone Protection Program
- IECGP
 - ▣ Interoperable Emergency Communications Grant Program
- PSIC (Not DHS/FEMA funded)
 - ▣ Public Safety Interoperable Communications
- EOC Grant Program
 - ▣ Construction or Renovation
 - ▣ Competitive & 25% Match Requirement
- Fire Services
 - ▣ Act 833
 - ▣ Assistance to Firefighters Grant

SAA/ARHSAG/ARHSEC/Governor

- SAA
 - ▣ State Administrative Agency
 - ADEM serves as the SAA for Arkansas
- ARHSAG
 - Arkansas Homeland Security Advisory Group
- ARHSEC
 - Arkansas Homeland Security Executive Committee
- Governor

Grant Process

- ADEM receives award notice from DHS/FEMA
- ADEM allocates funds to local jurisdictions within 45 days of award
 - ▣ Award Letter
 - ▣ MOA
- Jurisdictions signs MOA and returns it to ADEM
- Jurisdiction submits budget to ADEM for review
- Upon approval/release of funds from ADEM:
 - ▣ Jurisdiction expends funds per items approved on budget

Grants Process (Continued)

- Jurisdiction Maintains Inventory
 - ▣ Due/Updated January 31 and July 31
 - ▣ Record retention for 3 years following official grant closeout
- Exercise Equipment Purchased
 - ▣ HSEEP Guidelines
 - ▣ Required Annually
- Monitor/Site Visits
 - ▣ Programmatic Review
 - ▣ Fiscal Review

Grant Process (Continued)

- New grants not released until completed expenditure of previous grants.
- Failure to expend previous grant funding to \$100 or less will result in a % funding reduction on future grants.
- Failure to meet deadlines may result in a reduction of funding and/or a “stop payment”.

Each Jurisdiction Must Assign a Grants Point of Contact

Budgets

- **Template at www.adem.arkansas.gov**
 - Go to “Administration”-“Homeland Security Branch” then Click Budgets
 - Complete ALL fields
 - Use drop down for Grant Year/Program/Jurisdiction
 - Equipment must follow State HS Strategy/Funding Categories
 - Responders must be trained to appropriate levels
- **Responder Knowledge Base – www.rkb.us**
 - Ensure AEL Numbers are up to date
 - Ensure item is allowed for specific grants
 - Is there an EHP Review required???????????

EHP Review Process

Environmental & Historical Preservation Review

- Required for projects that have the potential to affect environmental resources and historic properties such as:
 - Communications towers
 - Physical security enhancements
 - New construction, renovation & modifications
- Project descriptions submitted by ADEM to DHS
- Timeline for review varies from 48 hours up to 1 year
- Must receive written approval from DHS/ADEM prior to use of grant funds for project implementation.

Reimbursement

- Proof of Payment
 - ▣ Copy of check
 - ▣ County Affidavit
- Purchase Orders
 - ▣ 80%
 - ▣ Quotes, Estimates, Proforma Invoice
- Invoice
 - ▣ Received upon receipt of equipment

**The Homeland Security Grants are
Reimbursement Grants**

Reimbursement

- **Fax copies to:**

Fax: 501-683-7890 / Attention: Sara Brain (phone 501-683-6700)

- **Each Page **MUST** Have:**

- Reimbursement Request Form
- Jurisdiction Name
- Grant Program (SHSP/LETPA/CCP/IECGP, etc.)
- Grant Year (2008/2009/2010)

- **Reimbursement for Budget Approved Items Only**

- **Items not allowed will become the responsibility of the jurisdiction**

- **Reimbursement Request Process**

- Local to ADEM
- ADEM to DF&A
- DF&A to DHS/FEMA
- DHS/FEMA to DF&A to ADEM to Local

Monitoring

- **Required by DHS/FEMA**
- **Each Grant/Year must be tracked separately**
- **May Request Visit via ADEM Website**
- **Site Visit includes:**
 - ▣ Review of Files
 - ▣ Review of Financial Documentation
 - All Grant Files
 - County General Ledger
 - ▣ Review of randomly selected equipment
 - ▣ Requested Attendees:
 - County Judge or Mayor/City Manager (LR/NLR)
 - EM Coordinator and/or Grants POC
 - Treasurer
 - Clerk

FY08 & FY09 HSGP

- IED Requirement in 2008
 - ▣ % must be dedicated to IED prevention, detection and/or deterrence
 - ▣ IED Training w/FBI & Local Bomb Squads
 - ▣ Grant closes August 31, 2011
- FY2009 Funding Requirement
 - ▣ Planning/Training/Exercise
 - ▣ NLE 11
 - ▣ Grant closes December 31, 2011

FY2010 HSGP

- Award Letters Mailed November 2010
 - ▣ Two Year Grant Period
 - Closes July 31, 2012
 - ▣ CFDA #97.067
 - ▣ Award Amount (SHSP & LETPA)
 - ▣ Funding Categories
- Budgets & MOA
 - Signed MOA to ADEM - Due December 10, 2010
 - MOA signed by County Judge, Mayor/City Manager (LR/NLR)
 - Budgets submitted to ADEM for approval upon completion of FY09 grant
 - Law Enforcement Letter of Coordination submitted with LETPA budget
 - Signed by County Judge, Mayor/City Manager (LR, NLR)

FY2010 HSGP (Continued)

- No % Requirements in FY2010
- Release of 2010 Funds:
 - ▣ Must have signed MOA & Law Enforcement Letter
 - ▣ Both SHSGP & LETPP Budgets Approved
 - ▣ Completed expenditure of 08 and 09 grants

IECGP

- Interoperable Emergency Communications Grant
 - Enhance the Arkansas Interoperable Communications Committee and SCIP Initiatives
 - Develop standard operation procedures & provide adequate training and exercise
- Planning Grant
- Equipment is not allowed
- 2008 IECGP closed: August 31, 2010
- 2009 IECGP closes: May 31, 2011
- 2010 IECGP closes: May 31, 2013

Homeland Security Branch

Contact Information

- **Homeland Security Branch Manager**
Kathy Wright
- **Homeland Security Deputy Branch Manager/State CCP Coordinator**
Chad Stover
- **Homeland Security Grants Coordinator**
Vacant/TBD
- **State Fire & EMS Coordinator**
Vacant (Interim – Larry Pullon)
- **Administrative Assistant**
Sara Brain

501-683-6700 (Voice)

501-683-7890 (Fax)