



Homeland Security Grant Program 2011 Annual Workshop

November 8-10, 2011
Eureka Springs, AR

Kathy Wright
Chad Stover
Kendell Snyder
David Bertelin
Bo Robertson
Carl Bishop
Sara Brain

Mission

To enhance the capability of emergency responders in Arkansas to prepare for, prevent, respond to, and recover from terrorism attacks and other disasters.

Arkansas HS Branch Grants

- Homeland Security Grant Program (HSGP)
 - State Homeland Security Program (SHSP)
 - Law Enforcement Terrorism Prevention Activities (LETPA)
 - Citizen Corps Program (CCP)
 - Metropolitan Medical Response System (MMRS)
 - City of Little Rock
 - Buffer Zone Protection Program (BZPP)
 - Emergency Operation Center Grant Program (EOC)

HS Branch Grants (cont.)

- Homeland Security Grants
 - Interoperable Communications Grant Program (IECGP)
 - Emergency Management Performance Grant (EMPG)
 - Public Safety Interoperable Communication (PSIC)
 - Not DHS/FEMA funded
 - Department of Commerce

Governing Bodies & Roles

- SAA
 - State Administrative Agency
 - ADEM serves as the SAA for Arkansas
- ARHSAG
 - Arkansas Homeland Security Advisory Group
- ARHSEC
 - Arkansas Homeland Security Executive Committee
- Governor
- Federal Partners
 - Federal Emergency Management Agency
 - Department of Homeland Security

HSGP Award

HSGP Award

- ADEM receives award notice from DHS/FEMA
 - Award notification
 - Accept Award
 - ISIP (FY2011 due November 21)
- ADEM sub-awards funds to local jurisdiction within 45 days from award date
 - Local Award packet
 - Award Letter
 - Memorandum of Agreement
 - Approved Funding Categories List

Local HSGP Award Letter

- **Grant Name & Year**
 - Homeland Security Grant & FY2011
- **CFDA #**
 - FY11 HSGP CFDA #97.067)
- **Performance Period**
 - FY11 HSGP - 9/1/2011 – 8/31/2013
- **Award Totals**
 - SHSP
 - LETPA
 - Any special requirements (IED; PTE)
- **Next Steps**
 - Budget
 - RKB/AEL
 - MOA
 - Etc.....Please Read your Award Letter.....

HSGP MOA

- **Memorandum of Agreement**
 - Agreement between Local Jurisdiction & ADEM that specific policy and procedures will be followed in accordance to the guidelines set forth in the grant guidance.
 - **Required Signatures**
 - David Maxwell, Director/ADEM
 - County Judge, LR-City Manager, NLR-Mayor
 - **DUNS Number (Required in 2011)**
 - Data Universal Numbering System by Dun & Bradstreet
 - Nine digit number to uniquely identify business entities

FY11 Signed MOA Due to ADEM
December 16, 2011

Allowed Funding Categories

- **Broad Subject Categories**
 - SHSP
 - LETPA
- **Based on:**
 - Arkansas State Homeland Security Strategy
 - Authorized Equipment List (AEL)

All equipment/items requested on the budgets must fall within at least one of the listed categories

HSGP Award

Next Steps.....

Next Steps.....

- Following receipt of the Award Letter:
 - Return signed MOA by established deadline
 - Complete expenditures/close out of previous grants
 - Budget Preparation
 - Work with local law enforcement on LETPA

Budgets

- Template at www.adem.arkansas.gov
 - Go to “Administration”, “Homeland Security Branch”, “Budgets”
 - Complete ALL fields
 - Use drop down for Grant Year/Program/Jurisdiction
 - Please use current/updated budget worksheet form
 - Outdated budget worksheet forms will no longer be accepted
 - Equipment must follow State HS Strategy/Funding Categories
 - Develop budgets based on needs identified through the ARCat, AAR/IP, Local plans, etc.
 - If special requirements are listed in award letter, ensure they are reflected in the budgets
 - Responders must be trained to appropriate levels of equipment being requested.
- Responder Knowledge Base – www.rkb.us
 - Use updated/complete AEL numbers
 - Ensure item is allowed for the specific grant
 - Is there an EHP Review required????????????????????
- If AWIN, have you received DIS approval?

Please work off of same budget maintaining notes within that budget



Equipment Budget Detail Worksheet

Grant FY 2010

State of Arkansas

Save a copy of this spreadsheet and send it in an email directed to Kathy Wright at Kathy.Wright@adem.arkansas.gov

Office Use Only:

Date Approved:

Approved By:

Grant Program: State Homeland Security Grant Program

Jurisdiction: OTHER STATE AGENCY Date: #####

Total Award: \$12,350.52

Description of Project: The following budget contains equipment and training that will help reduce capability gaps identified in the ARCAT as well as provide solutions to improve upon findings from the AAR following the NLE11 exercise, which will enable our jurisdiction to be better prepared for a terrorist attack and enhance current capabilities.

Equipment Category	AEL #	Item	Quantity	Unit Cost	Total Cost	Discipline	Justification
Interoperable communications	06CP-01-MOBL	AWIN-Mobile Radios-DIS Approval Received 10-18-2011	2	\$2,850.50	\$5,701.00	FD	These AWIN's will increase the county's number of AWIN radios, better equipping personnel in interoperable communications in the event of a terrorist attack and other disasters.
Interoperable communications	06CP-01-MOBL	VHF Radios	5	\$350.99	\$1,754.95	FD	These VHF radios will improve the county's interoperable communications in the event of a terrorist attack and other disasters.
Information technology	04MD-03-DISP	Video Display- EHP Approval received 11-4-2011	1	\$979.50	\$979.50	OEM	Video Display to be installed in EOC to improve ability for jurisdictional personnel to maintain situational awareness and current/accurate picture during a terrorism incident. Video Display will also serve in the capacity of improving the jurisdiction's ability to deliver training that will help law enforcement and emergency management personnel be better prepared for a terrorism incident as well as other disasters.
Other authorized equipment	21GN-00-TRNG	Registration for Super Training Class for Everyone	3	\$100.00	\$300.00	OEM, FD	This will pay the registration fee for 3 jurisdiction personnel to attend the "Super Training Class for Everyone."
Other authorized equipment	21GN-00-TRNG	Hotel & Per Deim for Super Training Class for Everyone	3	\$1,000.00	\$3,000.00		This will pay for the hotel and meals for 3 jurisdiction personnel to attend the "Super Training Class for Everyone." ***Hotel and meals not to exceed allowable per diem.
					\$0.00		
					\$0.00		
Sustainment Costs					\$0.00		
Shipping/Other Charges		Tax & Shipping	1	\$300.00	\$300.00		
		Total Request:	15	\$5,580.99	\$12,035.45		

EHP

- Environmental & Historical Preservation Review
 - Required for projects that have the potential to affect environmental resources & historic properties such as:
 - Communication towers
 - Physical security enhancements
 - Building modifications
 - EHP screening form
 - Contact Kathy Wright for EHP screening form
 - Completed form submitted to ADEM
 - ADEM submits to DHS for review/approval
 - May take from 24 hours up to 1 year

MUST receive written approval from DHS/ADEM prior to use of grant funds for project implementation

EHP Screening Form

POINTS TO REMEMBER

- Provide a complete project description
- Include physical address
- Lat/Longitude if possible
- Pictures
- Aerial & ground pictures for external projects
- Date existing structure was erected
- Submit separate EHP for different locations
- Like items at same location may be submitted on one EHP
- For questions and assistance, please contact Kathy Wright

Environmental and Historic Preservation Screening Form

Complete all of Section A, Section B, all of each portion(s) of Section C corresponding to checked blocks in Section B, and all of section D that apply to the project.

A. PROJECT INFORMATION (complete all)

DHS Grant Award Number: _____ Grant Program: _____
 Fiscal Year: _____
 Project Title: _____
 Grantee (SAA): Arkansas Dept Emerg Mgmt Sub grantee: _____
 Grantee POC: Kathy Wright Subgrantee POC: _____
 Mailing Address: Camp Joe T Robinson, Bldg #9501 North Little Rock, AR 72199 Mailing Address: _____
 E-mail: kathy.wright@adem.arkansas.gov E-mail: _____
 Dollar value of grant (if known): _____

B. PROJECT TYPE

Please check ALL the block(s) that best fit the scope of the project.

- 1. Training and Exercises. Go to page 2. Complete all of Section C.1.
- 2. Purchase of Equipment. Go to page 3. Complete all of Section C.2.
- 3. Physical security enhancements. Go to page 3. Complete all of Section C.3.
- 4. Renovations/upgrades/modifications to existing structures. Go to page 3. Complete all of Section C.4.
- 5. New construction/addition. Go to page 4. Complete all of Section C.5.
- 6. Communication towers, related equipment, and equipment shelters. Go to page 5. Complete all of Section C.6.
- 7. Other. If your project does not match any of these categories, go to page 6. Complete Section C.7

The following information is required to initiate EHP review of the project. Based on the project's scope of work, determine which project type applies below and complete that section. For multi-component projects or those that may fit into multiple project types, complete the section that best applies and provide a complete project description. The project description should contain a brief summary of what specific action is proposed, where it is proposed, and how it will be implemented. If the project involves multiple locations, information for each must be provided. Attach additional pages, if needed.

Provide a complete project description: _____

C. PROJECT DETAILS

1. Training and Exercises (check each that applies): Classroom-based Field-based
 If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted. All other training must provide the following:
 - a. Describe the scope of the proposed training or exercise (purpose, frequency, materials, and equipment needed, number of participants, and type of activities required)

AWIN User Approval

AWIN user applications must be submitted to the Department of Information Systems for approval prior to the purchase of the equipment.

- www.AWIN.arkansas.gov
 - "System resources"- "policies"
- Submit approval letter w/budget to ADEM to release request on the budget.

Local Investment Justification (LIJ)

Decreased Federal Funds/More Accountability
New in FY2011:

- A Local Investment Justification (template on website w/budget worksheet) MUST be submitted with each LETPA & SHSP budget.
- Budget Justification/Narrative to ensure budgets reflect local jurisdictional needs based on ARCat, AAR/IP, Local EOP, etc.
- Budget Revisions will require LIJ Revisions
- Budgets will not be approved without the supporting LIJ

Approval & Release

Budget Approval

- Upon completion of previous grants, submit budgets to ADEM (HSGP@adem.arkansas.gov) for review.
 - SHSP & LETPA must be approved prior to release of funds.
- Upon approval, ADEM will provide written approval notification.
 - DO NOT expend funds without written approval
- Budget revisions must be approved by ADEM prior to expenditure of funds.
- Items not approved on your budget will not be reimbursed.
- Document revisions on the existing budget.
- Use the same budget with revisions notated.

Release of Funds

- Prior to Notice of Release:
 - All Previous Grants Expended
 - Signed MOA with ADEM
 - Law Enforcement Coordination Letter
 - New in FY11 – LE Template now available
 - Budgets (SHSP & LETPA) Approved
 - NEW in FY11 – LIJ approved with budgets

Release of Funds

- **To Release Funds ADEM will:**
 - Ensure all required documentation is in place
 - Previous grants have been closed
 - Budgets/LIJ are approved
 - Both LETPA & SHSP
 - Special requirements (if applicable) are documented
- **Release notification will be sent from ADEM to the Local Jurisdiction.**
 - **New in FY11 – Initial Budget Approval & Release Notification will be in one letter**
 - Funds are not released & expenditures are not allowed until notification has been received
 - Items purchased prior to the date of release WILL NOT be reimbursed!

Reimbursements

Streamlining, Changes, Process,
& Good Documentation

Streamlining & Changes

- Streamlining will take time, work, and cooperation by ADEM staff and LEMC's.
- Changes will occur:
 - Implemented gradually over next 1-2 years.
 - Based on research of process, and analyzing feasibility and potential increase in efficiency.
- Most changes will be relatively small:
 - Required use of JRR.
 - Required processing of each invoice separately.
- Small steps for larger, long-term improvement.

Reimbursement Process

- Primary Processing:
 - Request Recorded in HSGP Database
 - Budget Check
 - Documentation Check
 - Numbers & Totals Match
 - Sign-off to Pay & Spreadsheet Update

Reimbursement Process (cont.)

- Internal Review, Check, & Approval (2)
 - Internal Checks & Balances.
 - Error catching mechanisms.
 - Ensures programmatic compliance.
- Accounting
- DF&A
- Checks sent to ADEM
- Checks sent to Local Jurisdictions

Process Timing

- Process time:
 - Number of Requests – Biggest Factor.
 - Bulk requests – Jurisdictions that send all requests for entire grant/period at once.
 - Closeout month – Increased number of requests.
 - Incorrect requests – each one causes a delay.
 - Training, Workshops, ETC – Internal requirements often necessitate that we be out of office occasionally.

Required Documents

- Basic Format: JRR + Invoice + Check
- Requests must be faxed or emailed, not mailed.
- All documents must be clear and legible.
- JRR must be completed correctly
- County Affidavit or Claim
 - Can be used in place of check
 - Only if complete, accurate and with signatures.

JRR

- Designed to aid in streamlining Reimbursement Process.

- Eliminates "guesswork" when done correctly.

- Can be found on ADEM website:

<http://www.adem.arkansas.gov/ADEM/Divisions/Admin/DP/Documents/HSGP%20Jurisdiction%20Reimbursement%20Request%20Rev%201.4.11.pdf>

- Filling out the JRR



Arkansas Department of Emergency Management
Homeland Security Branch

Print Form

Homeland Security Grant Program Jurisdiction Reimbursement Request

Jurisdiction Name

Grant Program

Vendor Name

Reimbursement Request Amount

\$

100% Reimbursement

PO / 80% Request

PO / Final Invoice - Balance

Proof of Payment Attached

Invoice / Receipt Attached

PO Number

Comments/
Notes

Submitted By

Date

ADEM OFFICIAL USE ONLY

ADEM Staff Received

Date

ADEM Staff Processed

Date

Submitted for Review / Approval

Returned to Jurisdiction

Insufficient Documentation

ADEM Staff Approval

Date

Approved

Denied

Returned for Review

Other: _____

Invoices

- **NOT** a quote or estimate.
- Do **NOT** split an invoice between grant programs.
- Receipts and subtractions- Strongly recommend against this because of the complications it causes.
- Multiple Invoices=Multiple Requests
- Same Proof of Payment-note what is paid.
- Same Proof of Payment-copy with EACH request for reimbursement.

Good Invoice:

- Clear & Legible
- Item names/descriptions

Invoice

#62250

Dan's Radios & More

Quantity	Item Description	Price Each	Total
2	Portable VHF Radio	\$250.00	\$500.00
3	Connector Cables	\$75.00	\$225.00

Subtotal	\$725.00
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Tax	\$108.75
-----	----------

Shipping	\$59.13
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TOTAL	\$892.88
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Bad Invoices

- Legible?
- Quote-not allowable
- Item Descriptions-unclear
- Service Agreement
- Pro-rating for:
 - Maintenance agreements
 - Service agreements
 - Warranties
 - Cannot exceed Grant Period

Quote

Dan's Radios & More

Quantity	Item Description	Price Each	Total
4	HSK2243-01	\$288.50	\$1,154.00
2	Tub (100) misc.	\$26.33	\$52.66
4	Service for HSK2243-01	\$100.00	\$400.00

Subtotal	\$1,606.66
Tax	\$128.54
Shipping	\$103.13
TOTAL	\$1,838.33

Purchase Orders – 80%

- 80%
 - Can use quote, estimate, pro forma invoice, county PO.
 - Must specify what is being purchased.
 - Group items that will be purchased together.
 - Problems: grouping items from different vendors and/or multiple orders under single PO.
- Required Documents:
 - JRR
 - County/Vendor Purchase Order, Invoice, Quote, or estimate.

Purchase Orders – 20%

- 20%
 - Avoid using multiple invoices to fulfill final request for a single PO-will cause delays.
 - Must have invoice for final reimbursement, not quote, estimate, or pro forma invoice.
- Required Documentation:
 - JRR
 - Invoice
 - Proof of Payment

Purchase Orders – Closeout

- Allowable:
 - Ask before attempting.
 - Some grant periods may not allow PO during closeout (Ex. FY09 SHSGP & LETPP).
- PO's during month of Closeout:
 - Obligate Funds-not 80%.
 - 80% - request based on necessity.

Proof of Payment

- Preferred-copy of cancelled check
 - FEMA/DHS preferred, best for documentation.
- Acceptable:
 - County affidavit for purchase.
 - County claim.
- Must have:
 - Any required signatures.
 - Totals that match invoices and JRR's.

Helpful Tips

- ALWAYS:
 - Ensure JRR is filled out correctly.
 - Use the “Comments/Notes” section of JRR.
 - Ensure all required documentation is included in request.
 - Ensure items being purchased are on an approved budget BEFORE purchase is made.
 - Clear Documentation-Legible and descriptive.
 - Invoice, JRR, Proof of payment: #'s match.
 - If you have a question CALL me or another branch member.

Monitoring

Monitoring

- What is Monitoring?
 - Monitoring visits are NOT audits.
 - ADEM & LEMC's working together to ensure jurisdictions are compliant.
- Frequency: ADEM will monitor 1-3 times per month, minimum of 12 annually.
- On-Site Visits vs. Remote Monitoring
 - Primarily On-Site- More planning but more thorough.
 - Occasional Remote Monitoring-Less thorough for work.

Monitoring (cont.)

- Will include review of:
 - Jurisdiction's Grant Folder for each grant program and year currently open.
 - Financial Review
 - Programmatic Review
 - Inventory & Equipment review
- Monitor Report
 - Issued NLT 10 business days following visit
 - Provides recommendations for improvement & compliance.

Inventory

Inventory

- Each sub-grantee and State Agency must inventory all equipment
 - Travel, Training, non-equipment is not required
 - IECGP is not required
- Must be updated by January 31 and July 31
- Authorized Users as designated by the sub-grantee
- Failure to maintain current inventory will result in suspension of all grant funds

Inventory Tracking & Grant Closings

- Prior to FY01-Closed & 3yr tracking is no longer necessary.
- FY02
 - Closed : 4-23-2008
 - Tracking End: 4-23-2011
- FY03 Pt I
 - Closed: 5-26-2011
 - Tracking End: 5-26-2014
- FY03 Pt II
 - Closed: 7-10-2008
 - Tracking End: 7-10-2011
- FY04 & Beyond –Final closing at the federal level has not been established, 3 year tracking count-down has NOT begun.

Current HSGP Grants

Overview & Updates

Deobligation Amounts

FY07 SHSGP-	\$40,190.75
FY07 LETPA -	\$46,958.16
FY08 SHSGP -	\$30,884.50
FY08 LETPA -	\$17,033.46
FY08 IECGP -	\$103,725.04

FY09 HSGP Update

- % Required for Planning, Training and/or Exercise
- Currently have 43 of 77 jurisdictions released
- Closes December 31, 2011
- Must expend to \$100 or less (SHSP & LETPA)
- Extension
 - Letter of Justification
 - Dates of Training and/or Exercise set prior to 12/31/11

**Unobligated/Expended FY09 Funds will be
Reallocated via a
Competitive Application Process**

FY10 HSGP Update

- FY10 Closes July 31, 2012
- Currently 3 of 77 jurisdictions are released
- No % requirements in FY10

**Upon closeout, as in FY09,
unobligated/expended funds will be
reallocated through a competitive
application process.**

Local Grant Closeout

- Ensure funds unexpended are no more than \$100 in SHSP & \$100 in LETPA
- Reconcile financial spreadsheet received from ADEM with your local spreadsheet.
- **New: Email HS GP@adem.arkansas.gov requesting closeout of the grant:**
 - Include the grant name, year, and jurisdiction
- ADEM will review account for
- **New: Upon approval, ADEM will send an Official Closeout notification to the jurisdiction closeout**

Please note that this is NOT official closeout by DHS

Competitive Application Process (CAP)

- FY09 & FY10 Reallocation
 - FY07 HSGP – Returned \$ to DHS/FEMA due to unobligated/expended funds
 - FY08 HSGP – Returned \$ to DHS/FEMA due to unobligated/expended funds
 - DHS/FEMA closely monitors returned funds
 - Request detailed justification

CAP

- FY09 Secondary -Competitive Application
(Pending ARHSAG/ARSHEC Approval/Governor)
 - Application Requests to go out first part of January, 2012
 - Applications to be returned end of January, 2012
 - Will go through Panel Review
 - Awards to be announced first part of February, 2012
 - FY09 Secondary Closes – 7/31/2012

CAP Continued.....

- FY09 Secondary
 - Application:
 - Terrorism Focus
 - Single Project
 - Capabilities Based
 - Feasibility
 - Multi County/Regional Benefit
 - Will Include:
 - Project Narrative & Justification
 - Goals & Objectives
 - Detailed Timeline
 - Current Capabilities & Anticipated Impact
 - Letters of Support

CAP Continued.....

- FY09 Secondary
 - LETPA % & PTE % will be required
 - Must have expended FY09 HSGP funds to be eligible to apply for FY09 Secondary
 - Pending Advisory Group/Executive Approval
 - Details currently being finalized

HSGP 2011 Award

FY11 HSGP

- FY11 HSGP Award - \$5,549,380
- CFDA#97.067
- Period of Performance 9/1/11 – 8/31/13
- MOA/DUNS #
- LE Cooperation Letter – template
- Local Investment Justification and Budget
 - Budget Detail Worksheet
 - LIJ (LETPA & SHSP)

New Letters and Forms

- Consolidate current forms
- Consistent look
- Easy to read



MIKE BEEBE
GOVERNOR

STATE OF ARKANSAS DEPARTMENT OF EMERGENCY MANAGEMENT



DAVID MAXWELL
DIRECTOR

MEMORANDUM

To: JUDGE
From: Kathy Wright – Homeland Security Branch Manager
CC: LOCAL POC / OEM Coordinator
Date: October 31, 2011

Re: FYXX SHSGP/LETPA Initial Budget Approval and Release of Funds – SAMPLE COUNTY

This serves as notification of the approval of the above noted grant(s). You are also released to begin obligating or expending funds from this award only.

Enclosed you will find a copy of approved budgets. Any changes indicated on the budgets or comments on the form, were made per discussion with either you, your Emergency Management Coordinator or your designated Point of Contact for the grants. **Any proposed additions/changes to this approved budget must be submitted to ADEM for review and approval, prior to expenditure of funds.**

As a reminder, this grant will follow the same guidelines as past HSGP grants. Outlined below are the next steps in this process.

- Review your approved budget for questions or concerns
- Are the personnel for which you are buying equipment trained to the level necessary for the equipment being purchased (you will be asked to provide certification)
- Has the Quorum Court authorized the expenditure of the funds?
- All grants (SHSGP/LETPA/CCP, etc) must be tracked separately as commingling of funds is strictly prohibited
- Follow any purchasing laws, (bidding laws specifically) that apply to your jurisdiction.
- There are two methods of reimbursement:
 - Jurisdiction may submit paid invoices to ADEM, along with proof of payment for 100% reimbursement
 - Jurisdiction may submit a purchase order (PO) for a specific vendor and equipment to ADEM for 80% reimbursement
 - *Note: For final reimbursement, jurisdiction must submit final paid invoice and proof of complete payment, before the remaining balance is reimbursed to the jurisdiction.*
 - *Note: Any funds requested for PO must be held in an interest bearing account.*
 - *All PO's must be cleared and final payment requested within 120 days of disbursement.*

Continued on page 2

Arkansas' Homeland Security & Disaster Preparedness Agency
Building #6501, Camp Joseph T. Robinson, North Little Rock, AR 72199-9600
501-883-8700 • FAX: 501-883-7890 • www.adem.arkansas.gov
AN EQUAL OPPORTUNITY EMPLOYER

ment must be accompanied by the ADEM *Jurisdiction* (JRR) Form. Only one invoice per JRR is acceptable. A copy of the JRR Form is available on the ADEM website. A copy of payment must be separately labeled with the following

information: (i.e. FY10 SHSGP / LETPA / CCP) and required to pay sales tax if it is also included. If you do not pay sales tax, attach any documentation to the invoice. If taxes are required.

Its invoices for: ineligible expenses, items not previously used, or items that exceed your obligated grant amount. ADEM will not reimburse for these items. Any non-reimbursed expenses become the responsibility of the jurisdiction.

Inventory must be entered into the ADEM Homeland Security Inventory System and tracked for 3 years following the federal close of the inventory program can be accessed at: [Inventory](#).

When you mail correspondence to our office, please ensure that all correspondence is clearly labeled and that in addition anything mailed to our office should be sent to the attention of the appropriate staff member.

Arkansas' Homeland Security & Disaster Preparedness Agency places a responsibility upon each of us to utilize them to protect, and make communities safer for our citizens. Homeland Security will strive to provide you with as much information as possible to help you understand not only the federal guidelines but the state requirements.

If you have any questions or need more information, please contact me and I look forward to working with you throughout the year. If you have any questions or need more information, please feel free to contact me at

New Letters and Forms

- Consolidate current forms
- Consistent look
- Easy to read



MIKE BEEBE
GOVERNOR

STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT



DAVID MAXWELL
DIRECTOR

November 4, 2011

ACKNOWLEDGEMENT OF RECEIPT OF REIMBURSEMENT

Sample County
ATTN: POC
PO Box 123456
Anytown, AR 72134

Please find the reimbursement for the following grant, enclosed with this letter -

Grant Program: FYXX SHSGP/LETPA/CCP/IECGP/MMRS/EOC
Warrant No.: 12W-1234567
Amount: \$12,345.67

I acknowledge receipt of this reimbursement under the Homeland Security Grant Program.

Signature

Date

Please sign and fax to:

Arkansas Department of Emergency Management
(501) 683-7890
Attn: Homeland Security Branch

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MIKE BEEBE
GOVERNOR

STATE OF ARKANSAS DEPARTMENT OF EMERGENCY MANAGEMENT



DAVID MAXWELL
DIRECTOR

MEMORANDUM

To: JUDGE
From: Kathy Wright – Homeland Security Branch Manager
CC: LOCAL OEM COORDINATOR
Date: October 31, 2011

Re: FYXX SHSGP/LETPA/IECGP/MMRS State Closeout Notification

This serves as notification of that the grant program(s) noted below have been obligated to below \$100.00. This notice is for State closeout of your grant program (s).

Please note that all documentation of this program and equipment must be maintained and inventoried until 3 years after the Federal closeout of the grant program. Separate notification of that closeout will be provided at a later date.

If you have additional grant programs, you may begin the process for approval and release of those budgets and funds.

If you have additional questions about this grant, please contact me.

STATE GRANT PROGRAM CLOSEOUT NOTIFICATION

Jurisdiction: SAMPLE County
Grant Program: FYXX SHSGP
FYXX LETPA (CCP/MMRS/IECGP)

State of Arkansas Exercise Program



Bo Robertson
Exercise Coordinator



HSEEP

- Homeland Security Exercise Evaluation Program
 - Standardized policy
 - Standardized guidance
 - Standardized evaluation methodology
 - Standardized language for program and project management

HSEEP Overview

- HSEEP facilitates the creation of self-sustaining, capabilities-based exercise programs by providing program management resources such as guidance, training, technology, and direct support
- HSEEP incorporates:
 - Capability and Performance based exercises
 - Cycle of exercise initiatives
 - Increasing complexity
 - Improving preparedness

Scenario

- Scenarios used in HSGP-funded exercises must be based on the State's Homeland Security Strategy and plans. The exercises must be NIMS compliant and executed in accordance with the HSEEP program using a building block approach.
 - CBRNE (Chemical, Biological, Radiological, Nuclear and Explosives)
 - Cyber Security
 - Agriculture
 - Natural and Technological Disaster
- Scenarios must focus on validating existing capabilities.
- Exercises should be based on Multiyear Training and Exercise Plan.

Exercise 2011

- Grantees are encouraged to develop exercises that test their EOPs
- Exercise activities should align to a current, Multi-Year TEP developed through an annual TEPW.
- Regional Exercises – A.K.A. ADEM Area Exercises.
- Sign-In Roster for Each Exercise.
- ADEM will be doing an SEOC Exercise every 3rd Wednesday of each month. Local Jurisdictions will be able to participate in these and receive credit as long as an Exercise Notification form is submitted prior to the exercise and a complete AAR is turned in to ADEM Exercise Section

Exercise Notification

- The Exercise Notification Form
 - Contains *all* the information that is required from the State concerning exercises that will be added to the National Exercise Schedule
 - As required by Homeland Security, contains information necessary to conduct a complete Training and Exercise Plan and Improvement Plan Workshop
 - *****IMPORTANT*****
 - The name of your exercise must match the title of your AAR/IP
 - Available on the ADEM Website.

Exercise Notification Form

Please fill in all fields! The information in this form will be posted on the Comprehensive State Exercise Calendar.



Exercise Notification Form

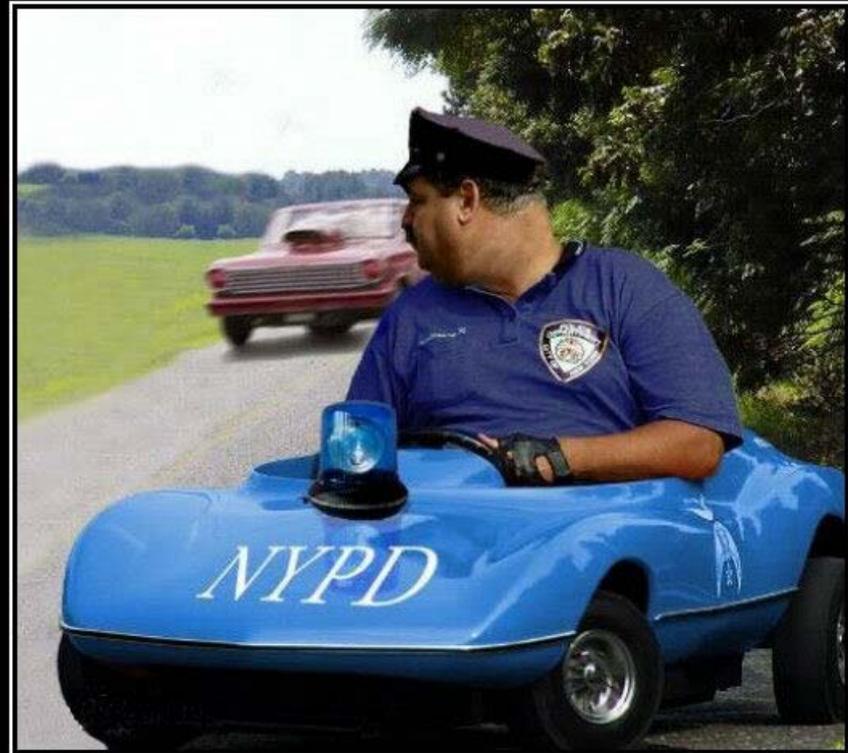
Please complete all fields! The information in this form will be posted to the National Exercise System (NEXS) and the ADEM Exercise Schedule

OVERVIEW	
Exercise Name:	
Exercise Overview:	
Primary Lead Planning Org:	
Exercise POC:	
Primary Sponsor:	Other (Specify):
Program	
Type:	
Primary Location:	
Date:	
Time:	

SCOPE		
<input type="checkbox"/> Local	<input type="checkbox"/> Non-govt/Volunteer	<input type="checkbox"/> Federal
<input type="checkbox"/> City	<input type="checkbox"/> Private Sector	<input type="checkbox"/> State
<input type="checkbox"/> Multi-County	<input type="checkbox"/> Intrastate	
Other:		

What is the Method to the Madness?

AAR's/IP's,
Real-World
AAR's, TEPW's,
Measurement
Methods and
Reporting.



BUDGET CUTS

All departments are affected.

After Action Report/Improvement Plan

- Training conducted using HSGP funds should address a performance gap identified through an After Action Report/Improvement Plan.
- AAR/IP should capture objective data pertaining to the exercise conduct and must be developed based on information gathered through EEGs.
- Contributes to building a capability that will be evaluated through an exercise or address a gap
- If an AAR/IP is turned in late, it may have an impact on future funding.

Real-World Reporting

- Will be done on a “Case-by-Case” Basis
- If a Jurisdiction intends to submit a Real-World AAR, Please send ADEM Exercise an E-mail detailing EXACTLY what was done during the Real-World Response.

State Calendar/NEXS

- Best practice for scheduling exercises and coordinating efforts to decrease duplication
- Creates Regional Exercise Collaboration opportunities (Multi-County Exercises)
- Ensure resources are not overextended during training and exercise
- “Bird’s Eye View”

National Exercise Schedule (NEXS)

- Primary tool to schedule, synchronize, and de-conflict federal, regional, state, multi-local, and local exercise activities.
- Upon review and approval by the Exercise Section, pending exercises will go on the NEXS calendar.
- Enables users to search for exercises by date, location, participants, and target capabilities
- Jurisdictions must request access to NEXS

Training and Exercise Planning Workshop (TEPW)

- States receiving Homeland Security funds are required to conduct an annual Training and Exercise Planning Workshop (ADEM's December 14, 2011)
- States and Urban Areas are required to conduct an annual Training and Exercise Plan Workshop (TEPW). All grantees and sub-grantees are required to develop a Multi-Year TEP and update it annually.
- Further guidance concerning the Training and Exercise Plan and the Training and Exercise Plan Workshop can be found at <https://hseep.dhs.gov>.

TEPW's Cont'd

- Specifically, TEPs should include the following requirements:
- All EMPG Program grantees will develop and maintain a progressive exercise program consistent with the National Exercise Program base plan, to include no less than four quarterly exercises (i.e., one exercise per quarter) of any type (e.g. Drills, Tabletop Exercises, Functional), and one full-scale exercise within a 12-month period

TEPW's Cont'd

- In addition, all EMPG Program funded personnel shall participate in no less than three exercises in a 12-month period. An After Action Report/Improvement Plan (AAR/IP) shall be completed for each exercise and submitted to ADEM Exercise.

Measurement Methods

- Percent completion in a progressive exercise series of four quarterly exercises and one full-scale exercise in a 12 month period
- Percent completion of personnel participation in no less than three exercises within a 12 month period
- Submission of an AAR/IP for each of the four quarterly exercises and one full-scale exercise that includes a list of corrective actions and lessons learned

Reporting

- Grantees must report quarterly in the EMPG Program work plan the percent completion of the progressive exercise series to include percent completion of personnel participation
- Grantees must submit AAR/IPs for each of the four quarterly exercises and one full-scale exercise to include corrective actions in the EMPG Program quarterly reporting

Training Update

- TEPW
 - December 14, 2011

Online Incentives

- HSEEP website: www.hseep.dhs.gov
 - Contains templates for building an ExPlan, SITMAN, EEGs, and other exercise materials
 - Valuable exercise resources from across the nation
- LLIS website: www.LLIS.gov
 - Includes secure email and message boards that promote information sharing among members in real-time.
 - Contains valuable information on best practices.
 - We do not have to “Reinvent the Wheel”
 - Also contains templates for exercise planning materials

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Exercise Section Chief

501-683-6700 Main

QUESTIONS?

HSGP Hot Topics

- Reconcile/review spreadsheet with ADEM
- Points of Contact
- DO NOT charge same expense to HSGP & EMPG.
- New grants not released until completed expenditure of previous grants.
- DO NOT expend funds until receipt of written budget approval & release.
- When revising a budget, DO NOT purchase the item and then submit the budget for review/approval. Budgets must be approved prior to expenditure of funds.
- DO NOT purchase items that are not approved on your budget.
- Failure to expend previous grant to \$100 or less **WILL** result in a % funding reduction on future grants.

More Hot Topics

- Failure to meet specific deadlines may result in a reduction of funding and/or a “stop payment”.
- Budgets, EHP, etc must be submitted electronically to:
 - HSGP@adem.arkansas.gov
- LIJ Must accompany FY2011 Budgets
 - LETPA & SHSP
- New in 2011 – Law Enforcement Coordination Letter
- DUNS # Required

And More.....

- New – Closeout Request & Closeout Notification
- Incomplete budgets, EHP, reimbursement requests, etc.....will be returned
- The County Judge (Mayor/City Manager-NLR/LR) is the Chief Administrator of the Local HSGP. We are required to send correspondence/updates/notifications to their attention.

The Time Has Come!!!!!!!!!!!!!!!!!!!!

- Office of Inspector General (OIG) Audit
 - Entrance meeting – November 28, 2011
 - Anticipated 4-6 week process
 - Financial & Programmatic Audit
 - Some local jurisdictions will be audited
 - TBD by OIG

This IS an audit! This is NOT Monitoring

QUESTIONS??????????

THANKS!!

Contact Information

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