



# HOMELAND SECURITY GRANTS PROGRAM 2010 OVERVIEW

**Kathy Wright**

2010 ADEM HSGP Workshop – Hot Springs, Arkansas

# HSGP Grants

## Arkansas HSGP/Terrorism Based:

### □ SHSP

- ▣ State Homeland Security Program
- ▣ Law Enforcement Terrorism Prevention Activities

### □ MMRS

- ▣ Metropolitan Medical Response System

### □ CCP

- ▣ Citizen Corps Program

# Additional Grant Programs:

- BZPP
  - ▣ Buffer Zone Protection Program
- IECGP
  - ▣ Interoperable Emergency Communications Grant Program
- EMPG
  - ▣ Emergency Management Performance Grant
- PSIC (Not DHS/FEMA funded)
  - ▣ Public Safety Interoperable Communications
  - ▣ Department of Commerce 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
  - ▣ ISIP (FY 2010 due November 16)
- Jurisdictions signs and returns MOA 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

# Grant Process (Continued)

## □ **REMEMBER**

- 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”.

# Budgets

- **Template at [www.adem.arkansas.gov](http://www.adem.arkansas.gov)**
  - Go to “Administration”-“Domestic Preparedness” 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](http://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 30 days up to 1 year
- Must receive written approval from DHS/ADEEM 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

# Reimbursement

- **Fax copies to:**

Fax: 501-683-7890 / Attention: Sara Brain (phone 501-683-6712)

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

- 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
  - Return Funds MOA
  - Closes August 31, 2011
- **FY2009 Funding Requirement**
  - Planning/Training/Exercise
  - NLE 11
  - Closes December 31, 2011

# FY2010 HSGP

- Award Letter Review
  - ▣ Two Year Grant Period
    - Closes July 31, 2012
  - ▣ CFDA #97.067
  - ▣ 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)

- Funding Categories
- No % Requirements
- Release of 2010 Funds:
  - Must have signed MOA & Law Enforcement Letter
  - Budgets Approved
  - Completed expenditure of 08 and 09 grants

# New in 2010

- FY09 HSGP close-extended to December 31, 2011
- 2010 HSGP MOA due Dec. 10, 2010
- 2010 HSGP Budgets not due until FY09 expended
- New Budget Forms on ADEM Website
- Send Invoices to Sara Brain
- Jurisdiction Reimbursement Request Form (JRR)

# Jurisdiction Reimbursement Request



Arkansas Department of Emergency Management  
Domestic Preparedness 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     Pending

Comments:

ADEM Staff Approval

Date   Approved     Denied     Returned for Review

Other:

Comments:

# 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

# Domestic Preparedness Branch

## Contact Information

- **Domestic Preparedness Branch Manager**  
Kathy Wright [kathy.wright@adem.arkansas.gov](mailto:kathy.wright@adem.arkansas.gov)
- **HSGP Grants Coordinator**  
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