



Governor Douglas A. Ducey



Director Gilbert M. Orrantia

Arizona Department of Homeland Security

**FFY 2016 Homeland Security Grant
Information Seminar
January 2016**

Seminar Objectives

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

FFY 2016 Homeland Security Grant Process
State Homeland Security Grant Program (SHSGP) and STATE AGENCIES

***Tentative**



UASI Application Timeline

- UASI aims to mirror the AZDOHS application submission deadlines
- For specific questions about deadlines, please contact:

Sharyn Zlotnick

Sharyn.zlotnick@phoenix.gov

Jui Chiu

Jui.chiu@phoenix.gov

FFY 2016 Appropriation - SHSGP

- Federal spending bill was signed December 18, 2015
- Federal State Homeland Security Grant Program allocation: \$467,000,000
 - Same as last year
- Currently expecting that our State allotment will be roughly equal to last year
 - Anticipating around \$4,568,000 for Arizona

FFY 2016 Appropriation - UASI

- The UASI program received \$600,000,000 federally
 - \$20,000,000 will be set aside for Non-Profit Security Grant Program (NSGP; up from \$13,000,000)
- Funding for the Phoenix UASI is likely to remain steady at around \$5,500,000

Regional HSGP Allocations

- FFY 2016- anticipate regional allocations that are similar to FFY 2015
- Focus on sustaining current capabilities rather than creating new capabilities
- **You should submit** an application for your terrorism/homeland security-related need
- If the project is not recommended for initial funding, it may be funded with reallocation funds

FFY15 Regional HSGP Allocations

Region	Allocation	Number of Projects Submitted	Funded Projects (FFY 15)	Funded Projects (FFY 14 & 15)
Central	\$1,495,543	23	18	20
East	\$395,295	13	8	11
North	\$353,175	31	20	21
South	\$954,960	31	16	20
West	\$455,427	20	17	17

State Preparedness Report (SPR)

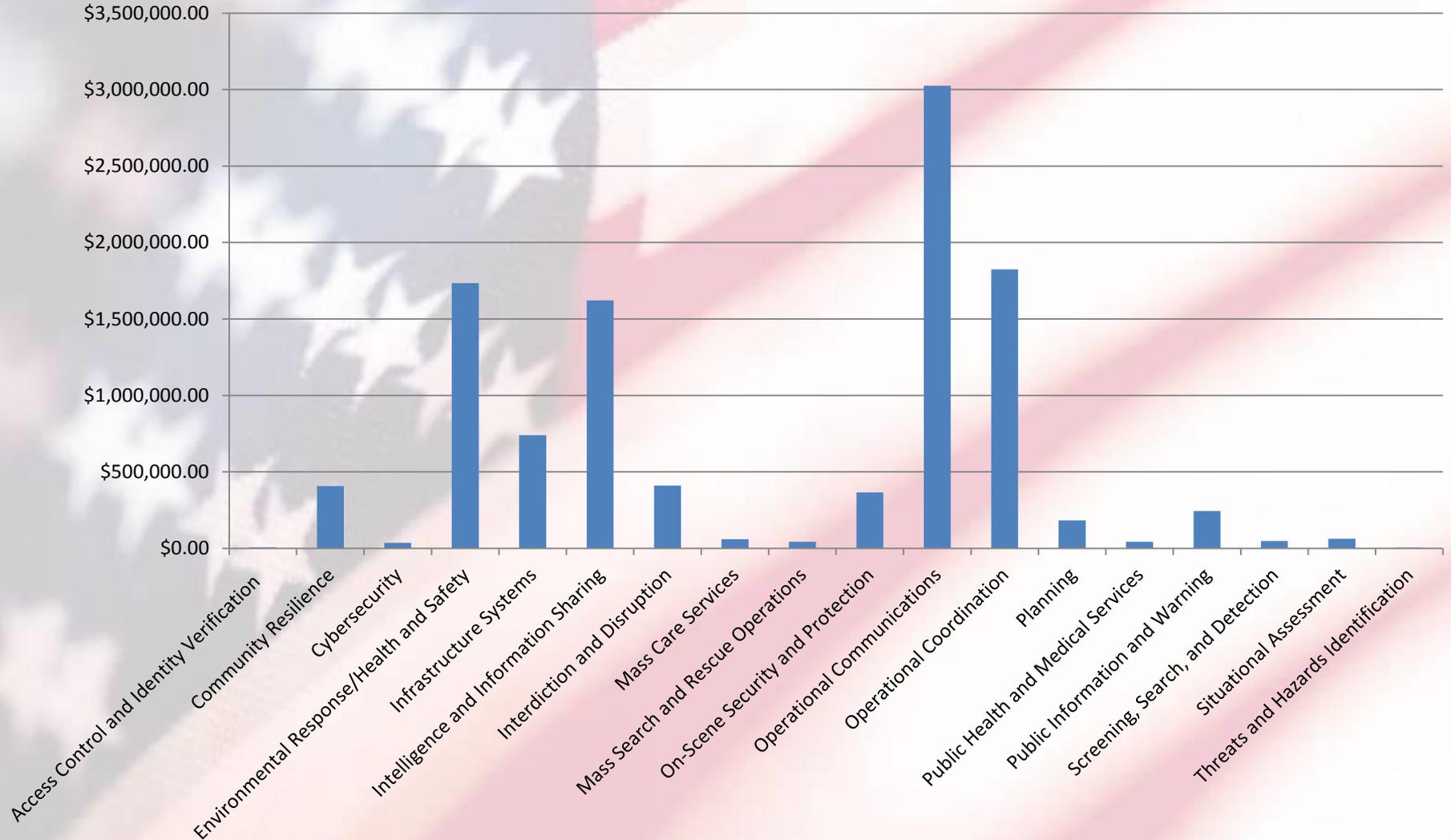
- State Preparedness Report (SPR)
 - 2015 update completed December 2015
 - Included Threat and Hazard Identification Risk Assessment (THIRA)
 - Whole Community Workshop – Oct 14, 2015
 - Online, included within the application (not CDs)
 - Methods of accessing:
 - From the dashboard of the application
 - From the application itself
 - From the SPR page on AZDOHS website

State Preparedness Report (SPR)

- 2016 SHSGP (and UASI) Applications must address a capability gap identified within the SPR
- Choose a gap and then describe HOW the project will address this Core Capability gap
- Failure to adequately address this question may impact your application

SPR Gap Analysis - Funded

Total State Funding For Core Capabilities (FFY 13-15) - SHSGP



SPR Gap Analysis - Unfunded

- Critical Transportation
- Economic Recovery
- Fatality Management Services
- Health and Social Services
- Housing
- Natural and Cultural Resources
- Physical Protective Measures
- Risk and Disaster Resilience Assessment
- Supply Chain Integrity and Security
- Forensics and Attribution
- Long-Term Vulnerability Reduction
- Public and Private Services and Resources
- Risk Management for Protection Programs and Activities

RAC Funding Guidelines

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

Funding Parameters

- 12-month period of performance
- Invoice dates must be within the period of performance
- Any service or maintenance contracts must be within your period of performance
- All equipment must be received before the end of the period of performance (keep proof of receipt)
- Strictly adhere to your approved quantities

Funding Parameters

Allowable

- AEL
- Authorized by law or regulation

Allocable

- Falls into POETE
- CFRs
- Within scope of the grant

Reasonable

- Does not exceed what a prudent person would incur in the circumstance

Necessary

- A cost that is required for proper and efficient performance of the grant

FFY 2016 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 SWIC@azdps.gov

Training

- Regional Training (MOUs to DEMA) - One point of contact for each Region submits a completed application
- DEMA Training Webpage: dem.azdema.gov/preparedness
- Training guidance will be included in the most recent grant guidance (Notice of Funding Opportunity)
- Consider tying any training to your regional or county Multi-Year Training and Exercise Plan (MYTEP)

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 – Jeff Guthrie Jeff.guthrie@pima.gov
- Pinal County – Chuck Kmet Charles.Kmet@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

Application Requirements

- Equipment Request 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/model numbers
 - Ex: Motorola; APX 7500
- Contact Michael Stidham for equipment/AEL related questions. Michael Stidham: 602.542.7041 or mstidham@azdohs.gov

Application Deadline

- **Due by 5:00 pm on Monday, March 7, 2016**
- Application will be available no later than January 25, 2016 at www.azdohs.gov
- You MUST REGISTER TO BE ABLE TO APPLY
 - Registration will require approval by AZDOHS
- You will be able to review your application before submitting it
- Once you have submitted your application, no further edits will be authorized

Application

- The link to access the application will be located on our website at www.AZDOHS.gov under “Grants” and “FFY 2016.”
- **You will need to register for a log-in**
- The only authorized application is the web-based 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
 - AEL Website: http://www.fema.gov/media-library-data/20130726-1825-25045-7138/fema_preparedness_grants_authorized_equipment_list.pdf

Stakeholder Responsibilities

- **Comply with the subrecipient agreement**
 - Reporting due dates
 - Trainer and consultant requirements
 - Period of performance
- Become familiar with the Code of Federal Regulations (2 CFR Part 200)
- Sole Source/Single Source/Sole Brand Procurement - Per the subrecipient 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>

Perfect Your Reimbursement Requests

- Invoices must be within the period of performance
- Service/maintenance contracts must be confined to the period of performance (Oct 1 - Sept 30)
 - Anything beyond the POP will be reduced from the request
- When attending Trainings/Conferences:
 - Always include course/conference agendas in your reimbursement support packet
 - Adhere to State of Arizona travel/per diem rates (or your local rates; whichever is more restrictive)
- Back-up documentation should be organized in the order the line-items appears on the reimbursement request form

Best Practices

- Obtain 3 quotes for any requested items before applying (or at least before the RAC meetings)
- Submit Reimbursement Requests every 3 months
- Re-read your award letter before making a purchase (especially for quantity and substance)
 - If you have questions: Call us!
- Consider tying any training activities to your regional Multi-Year Training and Exercise Plan (MYTEP)

Extensions/Modifications

- Extensions and modifications may be granted under extenuating circumstances
- Guidance for extensions and modifications can be found in the extension and modification form on our website
- Contact us at least 30 days before the end of your period of performance

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>

Monitoring Program

- Requirement (2 CFR 200.328)
- Ensure compliance with grant guidance and subrecipient 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 2015-228 awards reviewed; 56 agencies
 - Desk
 - CY 2015-102 awards reviewed; 26 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:
 - Late Quarterly Reports
 - Not following proper procurement rules
 - Desk Monitoring – Property Control Forms
(<http://www.azdohs.gov/Grants/index.asp#Info>)
- Make equipment available at location of monitoring visit (within reason)