

Arizona Department of Homeland Security

Homeland Security Grant Programs

Frequently Asked Questions (FAQs)

Unless otherwise noted, the Frequently Asked Questions listed below apply to the Homeland Security Grant Program (HSGP) core group of programs.

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1. What is the role of the Arizona Department of Homeland Security (AZDOHS) in Homeland Security Grant Programs?

The AZDOHS is the State Administrative Agency (SAA) authorized by the Governor of Arizona to serve as the “pass-through” agency for United States Department of Homeland Security (USDHS) Homeland Security grant funding. AZDOHS manages USDHS grant programs for eligible local, Tribal and state agencies within Arizona.

2. What Homeland Security Grant Programs are managed by AZDOHS?

AZDOHS has responsibility over several USDHS grant programs. The core group of grant programs is the Homeland Security Grant Program (HSGP) and represents the majority of homeland security grant funding awarded within Arizona. The HSGP grant program consists of:

- State Homeland Security Grant Program (SHSGP)
- Urban Area Security Initiative (UASI) (Phoenix and Tucson metropolitan areas only)
- Citizen Corp Program (CCP)
- Metropolitan Medical Response System (MMRS)

AZDOHS also has responsibility for several specialized homeland security grant programs with specific performance periods, application procedures and deadlines. These programs include:

- Buffer Zone Protection Program (BZPP)
- Urban Area Security Initiative Non-Profit Security Grant Program (UASI NSGP) (Phoenix and Tucson metropolitan areas only)
- Public Safety Interoperable Communications (PSIC)
- Operation Stonegarden (OPSG)
- Interoperable Emergency Communications Grant Program (IECGP)
- Emergency Operations Center (EOC) Program
- Border Interoperability Demonstration Program (BIDP)

Questions regarding these specialized grant programs should be directed to an AZDOHS Strategic Planner. For contact information, visit

<http://www.azdohs.gov/Documents/Grants/ContactInfo.pdf>

3. Who is eligible to receive Homeland Security Grant Program funding?

Government agencies (local, Tribal, state and specialty districts) within Arizona.

4. How do government agencies learn about Homeland Security Grant Program opportunities?

Interested parties are encouraged to visit the AZDOHS website at www.azdohs.gov for grant funding opportunities and information. Government agencies can request to be placed on the AZDOHS e-mail distribution list at www.azdohs.gov to receive information on grant funding opportunities and announcements. AZDOHS conducts annual “Grant Information Seminars” prior to each Fiscal Year grant program. These seminars are normally held in the latter part the year.

5. What is a Grant Information Seminar?

AZDOHS staff provides detailed information on the following:

- Overview of the Homeland Security Grant Program
- Overview of the current grant guidance
- Instructions on completing the grant application
- Funding amounts allocated for each grant program
- Timelines including grant application due dates
- Grant award and reporting requirements

AZDOHS staff is available at these seminars for questions and individual contact regarding the Homeland Security Grant Program and the other specialized grant programs.

6. How do eligible entities apply for Homeland Security Grant Program funding?

Grant applications for the core group of HSGP grants are available on the AZDOHS website at www.azdohs.gov/grants. Each grant program has a specific application and process. The AZDOHS website includes the application, grant-specific FAQs, a timeline with application submittal deadlines and the contact name for the assigned Strategic Planner.

7. What can Homeland Security Grant Program funding be used for?

HSGP funding shall be used in areas for projects that enhance Arizona’s capabilities. The State Homeland Security Grant Program (SHSGP) is a core assistance grant program that provides funds to build capabilities at the state, local, Tribal, and territorial levels and to implement the goals and objectives included in the State Homeland Security Strategy and initiatives in their State Preparedness Report (SPR). Under SHSGP, activities must support terrorism preparedness by building or enhancing capabilities that relate to the prevention of, protection from, response to, and recovery from terrorism (to be considered eligible). However, many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Grantees must demonstrate this dual-purpose for any activities implemented under this program that are not explicitly focused on terrorism preparedness.

8. Can an agency hire persons with Homeland Security Grant Program funding?

Government agencies can use approved HSGP funding to hire and employ, or contract with personnel. Supplanting regular full-time employees (FTEs) is not permitted with federal homeland security grant funding.

9. How is the Homeland Security Grant Program funding disbursed?

The HSGP is a *reimbursement* grant program. Government agencies must expend funds for their approved Homeland Security projects (Planning, Organization, Equipment, Training and/or Exercise) *prior* to requesting reimbursement from AZDOHS.

10. What is a Regional Advisory Council (RAC)?

AZDOHS has created five (5) homeland security regions within Arizona. Each Region has a Regional Advisory Council (RAC) consisting of up to 14 members made up of local first responder personnel, elected officials, state representatives, community members, and Tribal representatives (if applicable). The RACs provide local and regional input on grant funding which is relevant and necessary to their Region. The five Homeland Security Regions and the counties they represent are:

- North (Apache, Coconino and Navajo counties)
- West (La Paz, Mohave and Yavapai counties)
- Central (Maricopa county)
- East (Gila, Graham, Greenlee and Pinal counties)
- South (Cochise, Pima, Santa Cruz and Yuma counties)

AZDOHS has Strategic Planners and Finance Specialists who are assigned to specific regions. These staff members facilitate the ongoing grant programs and work closely with agencies to ensure grant compliance. Staff member names and their current regional assignments can be obtained at:

<http://www.azdohs.gov/Documents/Grants/ContactInfo.pdf>.

Arizona state agencies apply for HSGP funding directly to AZDOHS. A Strategic Planner is assigned to facilitate statewide HSGP funding.

11. What is the methodology for allocating Homeland Security Grant Program funding to the Regional Advisory Councils (RACs)?

HSGP regional funding is based on a Threat, Risk, and Vulnerability Assessment.

12. What is the Senior Advisory Council (SAC)?

The Senior Advisory Council (SAC) consists of up to 18 members representing local government officials, elected officials and other key figures throughout Arizona. The Council provides advice to the Director of AZDOHS regarding issues that relate to Homeland Security.

13. What is the time period for utilizing Homeland Security Grant Program funding?

HSGP funding has a standard period of performance of 12 months. The HSGP funding cycle is typically October in one year to September of the following year.

14. How are Homeland Security Grant Program applications submitted?

All HSGP applications are submitted electronically to AZDOHS. The application process for each specific grant program is available at www.azdohs.gov/grants.

15. How is a Homeland Security Grant Program application selected for funding?

All HSGP applications undergo a multi-step review, recommendation and funding process:

- A. Applications submitted to AZDOHS and received on or prior to the application deadline are reviewed by the respective Strategic Planner to ensure completeness and adherence to grant guidance. Each individual application represents a “project.”
- B. Applications eligible for grant funding are forwarded to the respective RACs for further review.
- C. The RACs meet to review each application from agencies within their region. The applications are prioritized in accordance with the USDHS National Priorities, the State Homeland Security Strategy and the Target Capabilities Assessment. Recommendations are made on each project to:
 - Fully fund the project
 - Partially fund the project
 - Not fund the project
- D. Upon completion of this process projects are compiled from all regions. The grant applications representing those projects are forwarded to the Senior Advisory Council (SAC) for review. The SAC reviews the grant applications and may provide additional input to the Director of AZDOHS.
- E. The Director of AZDOHS has the final authority for funding decisions.
- F. AZDOHS notifies all grant applicants if their project was awarded full funding, partial funding or did not receive funding.

16. If an agency receives a grant award letter from AZDOHS, what are they required to do?

Funded agencies, also known as “Stakeholders” are required to sign and return specific grant award documents including a grant contract called the “Subgrantee Agreement.” These documents must be completed and on file at AZDOHS before an agency is eligible for grant reimbursement. The award letter includes the following information and directives:

- Verification of full or partial funding for the project
- Title of the grant project
- Assigned Subgrantee Agreement number
- Total dollar amount awarded for the grant
- Performance period of the grant
- Instructions on obtaining, completing and submitting the required documentation to AZDOHS
- Environmental and Historical Preservation (EHP) requirements
- Any approved changes from the original grant application

17. How do stakeholders receive reimbursement for grant-approved activities?

AZDOHS, upon receiving all required documents from the stakeholder and verifying their eligibility status, develops a Reimbursement Request Form for that specific project. This form is then electronically transmitted to the stakeholder. When requesting reimbursement for expenses incurred on a project, the stakeholder completes and mails the form to AZDOHS along with supporting documentation and proof of payment. Only completed reimbursement request packets, upon review and verification of the submitted claim, will be processed. The average processing time for a complete reimbursement request is 30-45 days from receipt of a complete reimbursement request packet. Reimbursement request packets should be mailed to AZDOHS at 1700 W. Washington Street, Suite 210, Phoenix, AZ 85007.

18. What ongoing documentation is a stakeholder required to submit to AZDOHS regarding their project?

All stakeholders are required to submit Quarterly Programmatic Reports to AZDOHS. These reports provide AZDOHS with information on the progress the stakeholder is making on the grant funded project. Quarterly Programmatic Report forms are available at www.azdohs.gov/grants. Also, an updated Equipment List is required if changes occur.

19. What is an “Equipment List”?

An Equipment List is a current record of all equipment funded by homeland security grant funds. The Equipment List must:

- Be maintained during the performance period of the grant
- Be updated when equipment is added, changed or disposed of
- Be submitted to AZDOHS if changes occur
- Be submitted to AZDOHS upon the end of the grant performance period

20. If a stakeholder has a grant approved for local or regional training, how is this accomplished?

Stakeholders can accomplish approved training as follows:

- A. The stakeholder may coordinate and host FEMA approved training.
- B. Stakeholders may choose to transfer their approved training grant funding to the Arizona Division of Emergency Management (ADEM), via a Memorandum of Understanding, which will authorize specialized ADEM training staff to coordinate and provide local training.
- C. All training must comply with the subgrantee agreement and conform to the \$450 maximum daily rate limit for contractors, consultants and instructors.

21. Are there limits on contractor/consultant and instructor fees?

Reimbursement limits for all contracted, consulted and/or instructional personnel are currently set at a maximum of \$450 per day. Specific information is available in the AZDOHS Subgrantee Agreement, Section VII “Applicable Federal Regulations” – “Consultants.”

22. Can a grant be modified?

Stakeholders seeking to modify an approved project must submit a Grant Modification Request Form to AZDOHS. This form is available on the AZDOHS website at:

<http://www.azdohs.gov/Documents/Grants/AZDOHSModificationRequestForm6.xls>

The process for reviewing and approving a modification request is included in the request form.

23. Can a grant performance period be extended?

Stakeholders seeking additional time to complete their project must submit a Grant Extension Request Form to AZDOHS. This form is available on the AZDOHS website at:

<http://www.azdohs.gov/Documents/Grants/AZDOHSExtensionRequestForm3.xls>

The process for reviewing and approving an extension request is included in the request form. Any grant extension request must be submitted at least 30 days prior to the end of the performance period.

24. What is the Site Monitoring Program?

AZDOHS staff conduct scheduled site grant monitoring visits with stakeholders to review the progress of the project, offer any assistance if needed, and ensure compliance with the scope of the project and grant requirements.

25. Grant close-out requirement

All stakeholders are required to submit the following:

- Final Quarterly Programmatic Report within 15 days of the end of the performance period
- Final Reimbursement Request Form and all supporting documentation within 45 days of the end of the performance period to receive reimbursement for expenses
- Equipment List due with the final Quarterly Programmatic Report

26. What if a stakeholder completes a project prior to the end of the grant performance period?

If a stakeholder fully completes a project prior to the end of the grant performance period, they may:

- Submit a Quarterly Programmatic Report marked "Final"
- Submit a final Reimbursement Request Form and all supporting documentation to receive reimbursement for expenses
- Submit an Equipment List (if applicable)

27. What is required of the stakeholder after the completion of the grant performance period?

The stakeholder is required to do the following:

- Must continue to track and maintain all equipment during the agency-specified life cycle of that equipment
- Must maintain grant records in compliance with federal records retention requirements for six years and three months.

28. What if a stakeholder has not used all of their approved grant funding?

Unexpended grant funds revert back to AZDOHS in two formats:

- A. At the end of the grant performance period by notification on the final Quarterly Programmatic Report.
- B. Prior to the end of the grant performance period, a stakeholder advises AZDOHS that they are reverting unexpended grant funding.

Unexpended grant funding is reallocated to other projects in accordance with AZDOHS grant funding recommendation procedures.

29. For additional questions

The information contained within the FAQ document is subject to change. For specific questions, government agencies are encouraged to contact the AZDOHS Strategic Planners to answer any questions related to Homeland Security Grant Program funding. Please see the contact list on the AZDOHS website at:

<http://www.azdohs.gov/Documents/Grants/ContactInfo.pdf>.