

Federal Fiscal Year 2008 Homeland Security Grant Program Application Kit State Overview and Guidelines

I. Overview

The Alaska Division of Homeland Security and Emergency Management (DHS&EM) is soliciting applications for the Federal Fiscal Year (FFY) 2008 State Homeland Security Program (SHSP), the Citizen Corps Program (CCP), and the Metropolitan Medical Response System (MMRS) Program. All three grant programs are integrated and shall be submitted in a single application, with separate narratives and budgets for each project requested. The Law Enforcement Terrorism Prevention Program (LETPP) has been incorporated within the SHSP. At least twenty-five percent of the overall SHSP funds awarded must be dedicated towards law enforcement prevention-oriented planning, organization, training, exercise, and equipment activities. Grants shall be used to fund projects and activities as outlined in this State guidance.

Homeland Security Presidential Directive (HSPD)-5 requires adoption of the National Incident Management System (NIMS) by State and local jurisdictions as a condition for Federal preparedness assistance. The NIMS Capability Assessment Support Tool (NIMSCAST) facilitates the adoption of NIMS by State, territory, tribal, and local governments in order to meet the requirement established in HSPD-5. Applicants must begin the FFY 2007 NIMS Implementation Activities and Compliance Metrics using the NIMSCAST tool by the grant application deadline. Jurisdictions can contact the DHS&EM NIMSCAST point of contact at 907-428-7000 for additional assistance.

NIMSCAST is designed for jurisdictions to complete a comprehensive self-assessment based on the FFY 2007 Compliance Metrics. By using NIMSCAST, jurisdictions will be able to assess their compliance and implementation with NIMS requirements and identify successes and shortfalls. Compliance must be completed by the obligating grant award date.

The 2008 sub-recipient applications will be reviewed for completeness, adherence to programmatic guidelines, feasibility, how well the proposed project is outlined, relevance to the State's categories and objectives, sustainability, impact, and demonstration of ready-to-go projects. Projects that are approved will be expected to begin within 90 days of the grant award date.

Projects involving communication towers, physical security enhancements, new construction, renovation, and modifications to buildings and structures that are 50 years old or older will be required to meet Federal Environmental Planning and Historic Preservation (EHP) requirements. All approved jurisdiction projects fitting this criterion will receive a conditional award until EHP requirements are fulfilled.

Applicants must familiarize themselves with the requirements and restrictions of the Program Guidance for FFY 2008 HSGP, available in Section II of this document and Federal Emergency Management Agency's (FEMA) codified regulations, 44 CFR, which governs this 2008 award. ***All grant recipients are assumed to have read, understood, and accepted the Program Guidance and 44 CFR as binding.***

Applications are due by 11:59 pm, Monday, July 7, 2008

The amount available for SHSP funding is currently unknown. For the 2008 grant cycle, the US Department of Homeland Security's overall funding strategies focuses on three objectives: 1) measuring progress in achieving the National Preparedness Guidelines; 2) strengthening improvised explosive device (IED) attack deterrence, prevention, and protection capabilities; and 3) strengthening preparedness planning. Alaska will receive a base allocation using the USA PATRIOT Act formula of 0.75 percent of the total allocation for those programs. The remainder of funds will be allocated based on an analysis of risk and need. Any additional funds awarded to the State will be a competitive allocation based upon review of Alaska's State

Preparedness Report and Investment Justifications. A copy of the State Preparedness Report is available on-line and available for review. These documents were submitted as required attachments to the FFY 2008 State HSGP application to justify baseline funding and to competitively request additional funding. The FFY 2008 HSGP funding priorities outlined reflect National Preparedness Goal priority investments.

Public Law 109-148 allocated \$642,442 to Alaska for the MMRS grant program for pass-through to Anchorage and Juneau as the only eligible applicants, and \$128,987 to CCP. MMRS communities were identified in Public Law Domenici Act five years ago. The State cannot increase MMRS communities but continues to lobby for additional areas with no reduction of funding overall.

At this time DHS&EM estimates receiving between five and seven million dollars for FFY 2008, on approximately August 1, 2008. FFY 07 HSGP allocation was approximately \$7.2 million. The State has 45 days to obligate 80 percent of the State's FFY08 award to jurisdictions.

II. Description of HSGP Grant Programs

State Homeland Security Program: The State Homeland Security Program (SHSP) is a core assistance program that provides funds to build capabilities at the State and local levels and to implement the goals and objectives included in State Homeland Security Strategies and initiatives in the State Preparedness Report.

Activities implemented under SHSP must support terrorism preparedness by building or enhancing capabilities that relate to the prevention of, protection from, or response to terrorism in order to be considered eligible. However, many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Grantees must demonstrate this dual-use quality for any activities implemented under this program that are not explicitly focused on terrorism preparedness.

SHSP award funds at least 25 percent of law enforcement terrorism prevention-oriented planning, organization, training, exercise, and equipment activities.

The broad parameters of the historical LETPP program are still allowable under SHSP. These include the following activities:

- Information sharing and analysis.
- Target hardening.
- Threat recognition.
- Terrorist interdiction.
- Subject to the limitations on Organization and Personnel Costs outlined above, overtime expenses consistent with a State Homeland Security Plan, including for the provision of enhanced law enforcement operations in support of Federal agencies, including for increased border security and border crossing enforcement.
- Subject to the limitations on Organization and Personnel Costs outlined above, establishing, enhancing, and staffing with appropriately qualified personnel State, local, and regional fusion centers.
- Subject to the limitations on Organization and Personnel Costs outlined above, paying salaries and benefits for personnel, including individuals employed by the grant recipient on the date of the relevant grant application, to serve as qualified intelligence analysts.

Citizen Corps Program: The Citizen Corps mission is to bring community and government leaders together to coordinate the involvement of community members in emergency preparedness, planning, mitigation, response, and recovery.

The FFY 2008 Citizen Corps Program (CCP) funds provide resources for States and local communities to: 1) bring together the appropriate leadership to form and sustain a Citizen Corps Council; 2) develop and implement a plan or amend existing plans to achieve and expand citizen preparedness and participation; 3) conduct public education and outreach; 4) ensure clear alerts/warnings and emergency communications with

the public; 5) develop training programs for the public, for both all-hazards preparedness and volunteer responsibilities; 6) facilitate citizen participation in exercises; 7) implement volunteer programs and activities to support emergency responders; 8) involve citizens in surge capacity roles and responsibilities during an incident in alignment with the Emergency Support Functions and Annexes; and 9) conduct evaluations of programs and activities.

All grant recipients must register their Citizen Corps Council on the Citizen Corps website, <http://www.citizencorps.gov>, and manage their program and contact information listed on the site. Following is a listing of current established Citizen Corps Councils that are currently eligible to apply for the Citizen Corps Program within Alaska.

Four established Citizen Corps Program communities, the Municipality of Anchorage, the Matanuska–Susitna Borough, the Kenai Peninsula Borough, and the Fairbanks Area are eligible to request baseline grant amount of \$25,000 each. Any jurisdiction that would like to apply for this funding will first need to establish a Citizen Corps Council, apply within the application time–lines, and show viability. Start–up funds in the amount of \$5,000 may be available for communities that have established a new Citizen Corps Council and have demonstrated sustainability before the Application is submitted. Contact the State Citizen Corps Coordinator for information on establishing a council at 907–428–7000 or 1–800–478–2337.

Metropolitan Medical Response System: Only the City and Borough of Juneau and the Municipality of Anchorage are eligible to apply for MMRS funding. The FFY 2008 MMRS program provides funding to designated localities to assist in maintaining and updating plans, delivering training, purchasing equipment and pharmaceuticals, and conducting exercises. The mission of MMRS is to enhance local medical incident management’s ability to coordinate and respond to a mass casualty event during the crucial first hours, until significant external resources arrive and become operational. The State cannot increase MMRS communities but continues to lobby for additional areas with no reduction of funding overall.

MMRS provides the platform for rapid and efficient integration of State and Federal medical resources into the local incident management system. Through its established multi–agency, collaborative planning framework, the MMRS program also promotes effective regional coordination of mutual aid with neighboring localities (MMRS “Operational Area”). Additional information is provided at <http://www.fema.gov/mmrs>.

State Managed Program Options: Each jurisdiction will have the opportunity to request no more than three of the focus areas for Training, and/or Exercise, and Planning. Each focus area will carry a value of \$12,500 for development and delivery by the State, or a State funded contractor. The Exercise component will include an initial awareness workshop (prior to the exercise) to ensure the “plan or SOPs” being exercised are fully understood by the participants.

Each jurisdiction will also have an opportunity to request a State Managed State Vulnerability Assessment (SVA). Each SVA will carry a value of \$5,000 for completion by the State, or a State funded contractor. This Assessment will provide the local jurisdiction a purchasing plan for equipment necessary to protect the critical infrastructures. This plan can be used to support a request for homeland security funding in the following year(s), and any potential reallocated funding during this grant year. The State Managed SVA’s will be prioritized for review by the Interagency Review Committee.

The Interagency Multi–Disciplinary Review Committee will consider these requests when determining allocations. Once allocations are made, all jurisdictions with allocated State Managed training, exercises, planning, or critical infrastructure assessment activities will enter into a Memorandum of Understanding allowing the State to manage those funds for the specific activity.

DHS&EM staff will then work with each jurisdiction awarded a State Managed allocation to determine the needs and develop the activity. This should occur during the first two quarters of the Grant. The funds will be combined into one fund source and each category budget can be adjusted as necessary to provide for the delivery. This should allow adjustment between size of communities, types of delivery, and a regional approach, all within an overall budget.

III. Pass-Through Requirements

SHSP: The State shall pass through 80 percent of the total grant program amount available to local units of government within 45 days of the receipt of its State Award.

CCP: There are no minimum pass-through requirements for CCP.

MMRS: 100 percent of the program funding allocated to Anchorage and Juneau shall be passed-through.

Memorandum of Understanding Requirements: The State may retain any part of a jurisdiction's award for expenditures made by the State on behalf of the jurisdiction. The State and jurisdiction must enter into a formal Memorandum of Understanding (MOU) specifying the amount of funds to be retained by the State and the intended use of funds. The amount will be considered as part of the 80 percent pass-through requirement. As an example, through an MOU the jurisdiction's specified funds for equipment would remain with the State. The State would purchase equipment through the State procurement process on behalf of the jurisdiction, pay for the equipment, and turn over the equipment to the jurisdiction upon receipt. This is often helpful if local procurement policies prevent use of a State procurement contract, or if State assistance is needed to comply with timelines or award deadlines.

IV. State Homeland Security Strategy

The State Homeland Security Strategy (SHSS) was updated to revise priorities based upon threat and needs analysis to include critical infrastructure protection analysis. The Strategy emphasizes an all-hazards approach, and cooperation and coordination of resources with multi-agencies and groups. The SHSS serves as the guidepost for all grant programs in HSGP. For FFY 2008 the SHSS provides the overarching strategic vision and context for preparedness programs and capabilities for this application.

V. State Preparedness Report

The State Preparedness Report does not replace the SHSS; rather it is a companion document that reflects the implementation of the Strategy and identifies areas of improvement for incorporation. Ultimately, the State Preparedness Report will serve as the primary source for strategic information about Alaska's implementation of all-hazards preparedness programs, current levels of preparedness, and future direction of its all-hazards preparedness efforts.

VI. State Investment Categories for the FFY 2008 HSGP

The State has developed a focused list of categories for eligible jurisdictions to utilize when applying for Homeland Security grant funding. Again, this year DHS&EM was required to develop an Investment Justification to address specific goal areas of the State's Capability Assessment. Funding for FFY 2008 Homeland Security Grants will be limited to activity related to these specific areas. Therefore, sub-grantee applications will be accepted for activity in the following State Investment Categories. DHS&EM has included a summary that provides explanation of the Investment Categories that need to be improved. Allocations will be based on available funding, local and State investment categories, and complete applications with project narratives.

Investment #1 – Expand Regional Collaboration: Increase Catastrophic Planning and Integrating Preparedness Programs: The catastrophic planning and integration of preparedness programs are existing, ongoing investment justifications. Responding to the finalization of the National Response Framework and the various Federal National Preparedness initiatives such as the National Incident Management System, National Preparedness System, State Preparedness Report, and Gap Analysis; the State continues to modify plans for catastrophic planning and preparedness programs. Alaska's approach towards making planning and preparedness are key

components to successful emergency management.

The objective of this investment justification remains the same as FFY 2006 and 2007. The planning doctrine revolves around understanding and analyzing the commodity flow using effects based planning. This process emphasizes disaster management from a systems approach where all four phases of emergency management is closely integrated.

The types of planning the State has completed to date are the Statewide Emergency Response Plan, Hazard Mitigation Plan, Homeland Security Strategy, Protection of the Energy Sector Concept of Operations, and various hazard specific plans. Taking into the account the finalized national plans and initiatives mentioned previously, the State will need to update their planning documents. The scope of change to State plans is significant because of the way national plans and initiatives are structured. The various national plans and initiatives mentioned previously require more detail, structure, and reporting than in the past. The maintenance and sustainment of the investment justification requires greater resources in time and personnel.

The planning methodology will serve the State's integrated solution set to various duplicative national preparedness initiatives. Because planning is a continuous process, completing strategic initiatives at the state and national level requires a multi-year approach.

Investment #2 – Implement the National Infrastructure Protection Plan: Addressing local government critical infrastructure/key resource (CIKR) directly supports the Capability Enhancement Plan. By developing buffer zones and infrastructure protection within communities creates additional depth to protect US citizens. Alaska provides local government technical assistance in threat analysis and planning through the use of the Security Vulnerability Assessment Team (SVA Team). The SVA Team provides a detailed and comprehensive analysis of the communities CIKR and helps the community prioritize those CIKR sites that would have the greatest impact or consequence of its loss. The team also helps communities develop a structured plan to increase security of the CIKR and identifies equipment needed to accomplish the protection required. Community planners also receive support from the SVA Team on best design practices for safety and security on new city projects.

Another key component is cataloging and having the ability to share the CIKR in a secure environment to relevant stakeholders. This enhances other investment justification for planning and the national priority collaboration. Utilizing existing federal mechanisms such as Homeland Security Information Network (HSIN) and Automated Critical Asset Management System (ACAMS) a stronger tie is being developed between State and Federal partners. The SVA team is developing methodologies to better incorporate federal and state CIKR inventories and efforts. This collaboration will result in a better common operating picture during the planning stages and more importantly during a crisis event when CIKR information is needed the most.

Investment #3 – Strengthen Interoperable and Operable Communications Capabilities: This investment area is a continuation of Alaska's priority addressing the national priority of Strengthening Communications Capabilities. Alaska has invested approximately \$25,000,000 in HSGP projects for interoperable communications. The focus was capital investments and subscriber/equipment acquisition and deployment. Additionally, this investment focused on individual system development including the Alaska Land Mobile Radio System, the Anchorage Wide Area Radio Network, and individual jurisdiction and agency improvements. There was limited emphasis placed on planning, training, and exercises, and there was no statewide strategic interoperable communications plan. Alaska has developed a statewide plan and governance structure to identify gaps in statewide operability and interoperability. Alaska's Statewide Communications Interoperability Plan (SCIP) was completed and submitted to the US Departments of Homeland Security and Commerce for review and approval. In addition to the SCIP, Alaska has developed six Tactical Interoperable Communications Plans (TICPs). Unlike most states, Alaska's TICPs address regional interoperability. These plans must be sustained and maintained throughout the performance period of this grant. In addition to interoperable communications this investment will focus on elevating the

State's capability to provide timely and concise emergency information and alerts and warnings to the public, governmental homeland security responders, and private sector stakeholders.

Investment #4 – Strengthen CBRNE / Improvised Explosive Device (IED) Detection, Response, and Decontamination Capabilities: Alaska continues this investment to protect, defend, deter, and prevent terrorist and all-hazard catastrophic events at key critical populous, economic, aviation, maritime, and industrial sites.

The Statewide Homeland Security assessment identified the need for comprehensive risk, capabilities, and needs assessments for local jurisdictions and State agencies. It led to updated strategy, evolving beyond terrorism, for a range of other threats and hazards founded on a systems- and capabilities-based planning approach. This investment will incorporate required IED related capabilities while retaining an all-hazards approach.

Investment #5 – Strengthen Medical Surge and Mass Prophylaxis Capabilities: Alaska will train and exercise for mass casualty and alternate-care site operations throughout the State, coordinating with emergency management and partner agencies. In addition, develop medical surge and alternate care site operation plans in rural and urban communities. Medical surge capabilities will be strengthened through exercising mass casualty and alternate-care sites. These actions will help protect state/national infrastructure by supporting key personnel and their medical requirements.

Alaska will increase pharmaceutical stockpiles and surge-staffing capabilities statewide. Collaborative planning will identify current and future resource requirements and expansion of medical surge capability statewide.

Investment #6 – Community Preparedness: Strengthen Planning and Citizen Capabilities: Communities consistently identify emergency management planning as a local and regional critical need in After-Action Reports, and DHS&EM has broad lead emergency planning and preparedness roles. Specific targeted investments and goals derive from and parallel those in Alaska's State Preparedness Report and the Homeland Security Strategy, align with National Priorities, and address ongoing challenges including the extremely limited number of designated emergency management personnel in rural areas; turnover in governmental and other community roles; and the expense, time, and resources involved in direct training, planning, and exercising at local levels.

Alaska's Citizen Corps Councils have rapidly become a key investment in addressing planning and preparedness challenges. The councils serve over 66 percent of the population and use funds for Train-the-Trainer workshops; planning; direct supports during actual events; exercises with real outcomes; enhanced infrastructure capacity, developing volunteer Community Emergency Response Teams (CERT), Neighborhood Watch, and other cadres and efforts; outreach varying from booths at Health, County, and State Fairs to ongoing radio broadcasts. Citizen Corps Councils must address issues of sustainability and partner with the State to address the remaining third of the population without Council supports.

Enhanced regional planning and preparedness capabilities necessitate changes to Alaska's Emergency Operations Plan and Continuity of Operations Plans. The State will integrate the planning capability of local, regional, tribal, and State entities through assessment, planning, training, and exercises.

Investment #7 – Implement the National Incident Management System and National Response Plan: The objectives of this investment justification are to provide a seamless, integrated planning solution set that can be utilized from smaller, single jurisdictions to large, complex multi-jurisdiction incidents. The planning objectives will fully integrate the emergency management incident cycle. Alaska has chosen to emphasize effects based planning with supply chain analysis concepts. Not directly addressed in the NRF or NIMS. This emphasis allows not only statewide planners but local planners the ability to examine the order of effects to incidents.

This investment intends to address emergency planning that is scalable, and the uniqueness of disaster management in Alaska. Consistent with the NRF and the companion document of NIMS, Alaska will continue to emphasize preparedness as well as operational planning. The State doctrine will also include reconstitution and long term recovery components. This comprehensive planning effort will address the situational awareness, quicker response, and a robust recovery.

Investment #8 – Strengthen Information Sharing and Collaboration Capabilities: This investment is derived from Alaska's Homeland Security Strategy and the objectives are: 1) Develop a network and procedures among local, tribal, State and Federal agencies, and private sector organizations for the dissemination of critical, time-sensitive intelligence among participants; 2) Improve interagency cooperation on intelligence information; and, 3) Conduct exercises emphasizing intelligence and information sharing.

Capability gaps addressed through this investment include additional development and/or purchase of information and intelligence systems. Additionally, this investment will address outstanding needs to secure facilities and secure communications equipment necessary to accommodate classified intelligence collection and dissemination. The continued need to develop concepts of operation and protocols and procedures for the utilization of information and intelligence sharing systems requiring training and exercise programs focused on situational awareness and intelligence/information sharing.

VII. Allowable Costs

Planning, Equipment, Training, Exercise, Personnel Activities, and Construction and Renovation support the building and sustaining of capabilities consistent with NIMS, and are tracked through the State's Biannual Strategy Implementation Report (BSIR) to the Federal Emergency Management Agency (FEMA).

Planning: Planning activities should address emergency operations plans and protocols, and program planning for the successful implementation of the SHSS. Planning efforts should prioritize needs, build capabilities, update preparedness strategies, allocate resources, and deliver preparedness programs across disciplines. Personnel costs (salaries, fringe benefits, etc.) are limited to a maximum of 15 percent of the project. The 15 percent ceiling does not apply to MMRS and CCP. Reference clarification of personnel cost limitations below.

Equipment: Allowable equipment for FFY 2008 HSGP is listed on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB) at <http://www.rkb.mipt.org>. Installation and training on the equipment should be included in the cost of the equipment. Maintenance contracts are only reimbursable during the grant performance period. General maintenance and repairs are not allowable.

Training: Jurisdiction attendance at DHS&EM's annual Training and Exercise Workshop is mandatory. Training conducted with HSGP funds and FEMA support must link to a target capability and apply to SHSS goals and objectives. Training for citizens in preparedness, prevention, response skills, and volunteer activities should be coordinated through local Citizen Corps Councils. For FFY 2008 personnel costs (salaries, fringe benefits, etc.) are limited to a maximum of 15 percent of the project. Refer to HSGP program guidelines for allowable training costs, approved courses, reporting requirements, and coordination with DHS&EM.

Any training not listed on the approved FEMA course list requires coordination and pre-approval by DHS&EM. Refer to HSGP program guidelines for further guidance.

Exercises: Jurisdiction attendance at DHS&EM's annual Training and Exercise Workshop is mandatory. Exercises conducted must be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP), must be NIMS compliant, and validate existing

capabilities. Citizen participation in exercises should be coordinated with local Citizen Corps Councils.

SHSP scope of exercise scenarios must be based on the SHSS and plans. Acceptable scenarios for SHSP, MMRS, and CCP exercises include: chemical, biological, radiological, nuclear, explosive, cyber, agricultural and natural or technological disasters. Exercise scenarios must be catastrophic in scope and size, as defined by the NRF.

Exercises must focus on validating existing capabilities and must be large enough in scope and size to exercise multiple tasks and warrant involvement from multiple jurisdictions and disciplines and non-governmental organizations.

Personnel Activities: Hiring, overtime and backfill expenses are allowable only to perform programmatic activities, not operational duties. Up to 15 percent of the grant award may be used to hire full or part-time staff. The 15 percent ceiling does not apply to MMRS or CCP.

The ceiling on personnel costs does not apply to contractors.

Overtime and Backfill costs are allowable that are associated with the design, development and conduct of exercises and with attendance at pre-approved training courses and programs.

Management and Administration (M&A): Jurisdictions are not eligible for these funds. M&A was reduced from five percent to three percent for FFY 2008 and will not allow any funding to local activities.

Construction and Renovation: Use of HSGP funds for construction and renovation is generally prohibited except as outlined below. Such construction and renovation shall be strictly limited and allowable only when it is a necessary component of a security system at critical infrastructure facilities. CCP and MMRS funds may not be used for any type of construction or renovation.

Federal Environmental Planning and Historic Preservation (EHP): Project construction and renovation not exceeding \$1,000,000 is allowable, requires DHS&EM pre-approval. The following types of projects are considered to constitute construction or renovation, and must be submitted through DHS&EM to FEMA for compliance review under EHP laws and requirements prior to initiation of the project:

- Construction of and renovation to guard facilities.
- Renovation of and modifications, including the installation of security and communication equipment, to buildings and structures that are 50 years old or older.
- Any other construction or renovation efforts that change or expand the footprint of a facility or structure, including security enhancements to improve perimeter security.
- Physical security enhancements, including but not limited to:
 - o Lighting
 - o Fencing
 - o Closed-circuit television (CCTV) systems
 - o Motion detection systems
 - o Barriers, doors, gates, and related security enhancements

In addition, the erection of communications towers that are included in a jurisdiction's interoperable communications plan is allowed, subject to all applicable laws, regulations, and licensing provisions. Communication tower projects must be submitted through DHS&EM to FEMA for EHP review.

Sub-recipients requesting construction and renovation projects will be required to complete an Environmental Planning and Historic Preservation Statement of Work Request Form (available at <http://www.ak-prepared.com/grants.htm>) and should refer to FEMA's Information Bulletin #271, *Environmental Planning and Historic Preservation Requirements for Grants*.

VIII. Unallowable Costs and Activities

- Management and Administration (M&A) costs.
- Construction and renovation (limited to security systems and critical infrastructure facilities).
- Hiring of sworn public safety officers or to supplant public safety positions and responsibilities.
- Supplanting any expense already budgeted.
- Transfer of funds between any programs (SHSP, MMRS, CCP).
- Indirect costs.
- Maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus (e.g. fire trucks, ambulances). Only fuel/gasoline and mileage is reimbursable.
- Equipment purchased for permanent installation and/or use, beyond the scope of conduct of an exercise.
- Reimbursable training and related travel costs not pre-approved by DHS&EM.
- Contracts and procurements over \$100,000 not pre-approved by DHS&EM.
- Sole source contracts and procurements not pre-approved by DHS&EM.
- Stand-alone working meals.
- Expenditures not supported with appropriate documentation when submitted for reimbursement. Only properly documented expenditures will be processed for payment. Unsupported expenditures will be returned for resubmission by the jurisdiction.
- Drawdown of Funds prior to expenditure.*
 - * Reimbursement Advances with strict guidelines can be requested from DHS&EM.

IX. Grant Award Information

Performance Period: Twenty-four (24) months

Eligible Applicants:

- Jurisdictions identified in State Homeland Security Strategy
 - Boroughs required to submit coordinated applications of all their jurisdictions
 - Boroughs can choose between the options below for submittal of their coordinated local jurisdictional applications:
 - Option One: Boroughs submit one complete application package with all projects prioritized to include any from jurisdictions.
 - Option Two: Boroughs submit one application package with prioritized projects for each jurisdiction within the borough. For example a package might be submitted for the borough, and one for each jurisdiction contained within the borough to be reviewed independently. Please note that during the sub-allocation process each borough will be treated equitably. Boroughs will not be allocated more funds based on multiple independent packages submitted.
 - Regardless of the option chosen, grant awards will be written directly to jurisdictions within boroughs where applicable.
 - Jurisdictions are and will be accountable for project performance and grants management compliance. Jurisdictions who received prior grant awards and those who might receive an award this grant year should send both a fiscal and programmatic representative to the 2008 HSGP Grant Award Kick-off meetings.
- NIMS compliance as of September 30, 2007. Applicants must be compliant with FY2007 NIMS Implementation Activities and Compliance Metrics found at <http://www.fema.gov/nimscast>. Applicant compliance with NIMS must begin by the application deadline documented through the NIMS Capability Assessment Support Tool (NIMSCAST). NIMSCAST is designed for jurisdictions to complete a comprehensive self-assessment based on the FFY 2007 Compliance Metrics. By using NIMSCAST, jurisdictions will be able to assess their compliance and

implementation with NIMS requirements and identify successes and shortfalls. Compliance must be completed by the obligating grant award date.

Mandatory Applicant Participation:

- Attendance of fiscal and programmatic jurisdictional representatives at regionally held FFY 2008 HSGP Grant Award Kick-off meetings.
- Attendance of programmatic jurisdictional representatives at the annual Training and Exercise Planning Workshop.

Performance Measures: DHS&EM must report at least bi-annually to FEMA relating to jurisdiction performance and progress toward project goals and objectives and the relationship to the implementation of SHSS goals and objectives. Each applicant must report quarterly progress in their Narrative Reports on the timelines, milestones and related project activities. This information is captured as a statewide report that is used to assess overall program effectiveness, impact, and to report results to Congress.

Quarterly Narrative and Financial Progress Reports are required by the 20th of the month following each calendar quarter. Annual Property Inventory reports are due with the January 20th quarterly report. Narrative Progress Reports must describe, clarify and support the expenditures submitted in the Financial Progress Report for reimbursement. Report forms are available on the DHS&EM website at <http://www.ak-prepared.com/grants.htm>, and are updated as needed or required. Instructions and compliance information are included on the back of both report forms. Please use the updated forms from the website each quarter to ensure the most updated information is used.

A Final Progress Report is required within 45 days after the end of the performance period. It serves as a summary detailing all project accomplishments, achievements, impacts, challenges, unmet goals and the reasons why, etc. throughout the entire grant award period. The Final Progress Report does not replace the last Quarterly Progress Report. More information on final reporting can be found on the DHS&EM website.

Sub-recipient Monitoring: Jurisdictions will be monitored by DHS&EM to ensure that project goals, objectives, timeliness, budgets, and other related program criteria are being met. Monitoring will be accomplished through a combination of office-based and on-site monitoring visits. DHS&EM is responsible to provide assurance to FEMA that awards are compliant with federal and State requirements, including but not limited to accomplishment of project goals, accounting of receipts and expenditures, cash management, maintenance of adequate financial records, and the refunding of expenditures disallowed by audits. A copy of DHS&EM's Sub-recipient Monitoring Policy is located at <http://www.ak-prepared.com/grants.htm>.

X. Application Submission and Checklist

Applications must be submitted by mail, fax or electronically in PDF format with signatures to:

**Division of Homeland Security and Emergency Management
Attn: Homeland Security Grants Administrator
PO Box 5750
Fort Richardson, Alaska 99505-5750
Fax: (907) 428-7009
Email: jim.king@alaska.gov Phone: (907) 428-7064**

Application Deadline 11:59 p.m., Monday, July 7, 2008

- Application
 1. Completed FFY 2008 HSGP Application Form
 2. Project Budget and budget category cost estimates for each project
 3. Signatory Form with the three (3) required signatures for each jurisdiction
 4. NIMS compliance via NIMSCAST for each jurisdiction to achieve compliance by September 30, 2008

- Attach a spending plan to expend the balance of any remaining FFY 2006 and 2007 Homeland Security Grant funds, if any.
- Memorandum of Understanding (MOU)/Memorandum of Agreement (MOA), if applicable.
- Check if project(s) requires EHP consideration. EHP requirements will be defined upon project approval.
- For Citizen Corps program grant applications, attach proof that the local Citizen Corps Council is established. Submit a resolution demonstrating tribal or local jurisdiction Council adoption, and a list of Council membership and points of contact.

XI. Application Evaluation Criteria

The State application for the FFY 2008 HSGP grant program is facing a significant reduction in baseline funding levels, national competitiveness in project justification, and reduced M&A retained at State level. Jurisdictions must prepare for the same reductions and application competition. It is incumbent upon jurisdictions to submit a complete, thorough, and comprehensive application following directions.

DHS&EM will be notified of FFY 2008 HSGP State Award and funding allocations. DHS&EM will then determine the 80 percent pass-through allocations. Applications will be reviewed by the DHS&EM multi-disciplinary team to determine application completeness and eligibility. Requested funding amounts will be determined and compared to the 80 percent pass-through allocations. The team will also review application projects for compliance and perform a review of jurisdiction's performance history. Eligible applicant's project(s) will then be reviewed by an inter-agency, multi-discipline committee of subject matter experts to recommend final project approvals and funding allocations. Based on expected funding for FFY 2008 HSGP grants, jurisdictions will want to ensure the competitiveness of their projects.

Application comprehensiveness is based on:

- Completeness. Eligibility for award is dependent upon accuracy and completeness. Incomplete applications and/or individual projects will be disqualified.
- NIMS compliance via NIMSCAST to achieve compliance by September 30, 2008.
- Timelines and milestones for the project(s).
- Complete project descriptions supporting project need.
- Demonstration of projects "ready-to-go" and begin implementation within 90 days of grant award date.
- Project support and sustainability after termination of the award.

Jurisdiction performance history is based on:

- Progress in achieving project completion according to timelines and milestones in prior grants.
- Ability to expend prior grant funds awarded in a timely manner.
- On-time versus delinquent Quarterly Narrative and Financial Progress Reports for prior grants.
- Ability to meet any prior grant award Special Conditions.
- Timeliness and appropriate justification for grant award extensions and reallocations within prior grants.
- Record of DHS&EM monitoring reviews.
- Record of jurisdiction participation in DHS&EM grant management training/conferences.
- Prior audit findings.