

Federal Fiscal Year 2009 Homeland Security Grant Program State Homeland Security Program Grant (SHSP) Application Coversheet

Alaska Division of Homeland Security and Emergency Management

Application Deadline 11:59 p.m., Wednesday, July 1, 2009

Application Checklist

- Application:
 1. Completed Federal Fiscal Year (FFY) 2009 State Homeland Security Program (SHSP) Grant Application Form
 2. Project budget and budget category cost estimates for each project
 3. Completed FFY 2009 SHSP State Managed Programs Application Form, if requesting
 4. Signatory Authority Form with required three (3) signatures for jurisdiction

- Attach a spending plan to expend the balance of any remaining FFY 2007 and/or 2008 SHSP funds, if applicable.

- Attach any applicable Memorandum of Understanding (MOU), or Memorandum of Agreement (MOA) related to inter-agency projects.

- National Incident Management System Compliance Assistance Support Tool (NIMSCAST) input completed for 2008/2009.

- Check if any submitted project(s) may require Environmental Planning and Historic Preservation (EHP) consideration.

Jurisdiction:	
Responsible Borough: (if applicable)	

- Options: Option One: Borough application, projects, regardless of jurisdiction, prioritized within application
 Option Two: Borough application with jurisdictions self prioritizing projects within application

Total Number of Projects (All Programs):

State Homeland Security Program (SHSP)

Check All Applicable Boxes Below

Project Priority	Project Title	Law Enforcement Related	EHP Consideration	Investment Category	Funding Request
1					\$
2					\$
3					\$
4					\$
5					\$
6					\$
7					\$
8					\$
9					\$
10					\$

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**State Homeland Security Program
(SHSP)**

**Check All Applicable
Boxes Below**

Project Priority	Project Title	Law Enforcement Related	EHP Consideration	Investment Category	Funding Request
11					\$
12					\$
13					\$
14					\$
15					\$
16					\$
17					\$
18					\$
19					\$
20					\$
Total SHSP Projects:					\$

FFY 2009 SHSP Grant – Project Application

Complete a separate SHSP project application for each project as it pertains to the applicable investment category. A total of four (4) investment categories and a State Managed Program option are available to which projects can be applied. Multiple project applications may be submitted under a single investment category. Grant programs applicable to each investment category have been identified and only one must be selected, if applicable. If the project is Law Enforcement related, check the box. If the project requires an Environmental Planning and Historic Preservation (EHP) review and approval, check the “EHP Consideration” box. Each project must stand alone and will be evaluated on its own merits. Please prioritize all submitted projects. Refer to the State Overview and Guidelines, page 6 for further EHP explanation. Reminder: eligible projects need to support the investment category chosen.

Investment Category #1		
Strengthen Planning and Preparedness		
Grant Program: SHSP	<input type="checkbox"/> Law Enforcement Related	<input type="checkbox"/> EHP Consideration

Project Title:	
Project Priority:	
Jurisdiction:	
Responsible Borough: <i>(If Applicable)</i>	

Narrative Summary: This investment combines four (4) investments from previous grant years; Expand Regional Collaboration, Community Preparedness, Implement the National Incident Management System (NIMS) and National Response Framework (NRF), and Strengthen Information Sharing and Collaboration Capabilities. These investments share the common strategies found in the FFY09 SHSP investment for planning and preparedness.

This new investment will increase the capabilities of local jurisdictions by facilitating the development of Emergency Operation Plans (EOPs) and the integration of the National Incident Management System (NIMS)/National Response Framework (NRF) into developed emergency plans. This investment will increase the number of entities engaged in continuity of operations planning. This investment supports outreach efforts to expand the cadre of citizens and entities actively engaged in community planning and preparedness. Information and intelligence sharing will further develop as partner agencies continue statewide planning.

- Primary Target Capability:** (1) Planning
- Secondary Target Capability:** (1) Citizen Evacuation and Shelter-in-Place
 (2) Community Preparedness and Participation
 (3) Intelligence and Information Sharing and Dissemination
 (4) On-Site Incident Management

- National Priorities:** (1) Strengthen Information Sharing and Collaboration Capabilities
 (2) Strengthen Planning and Citizen Preparedness Capabilities
 (3) Expanded Regional Collaboration
 (4) Implement the NIMS and NRF

- State Homeland Security Goals:** (1) Strengthening Statewide Planning and Citizen Capabilities
 (2) Strengthen and Build Regional Collaboration throughout Alaska
 (3) Strengthen Information and Intelligence Sharing
 (4) Increase Capabilities in Incident Management through the Implementation of the National Incident Management System (NIMS) and the National Response Framework (NRF)

For all projects, a detailed project description must be given in question one. Listed below are eligible projects under this investment. You must check the box applicable to the project proposed by your jurisdiction. If the “OTHER” box is checked, please provide a project name and in question one, a detailed description of how the project supports the investment category.

Grantees must demonstrate the dual–use nature of any activities implemented under this program that are not explicitly focused on terrorism preparedness.

- Develop a network and procedures among local agencies and private sector organizations for the dissemination of critical, time–sensitive intelligence or emergency information
- Increase communication and collaboration between local agencies and private sector partners
- Analyze, update, or rewrite local all–hazards emergency operations plans
- Develop a continuity of operations plan (COOP)
- Provide outreach and public awareness campaigns
- Integrate National Incident Management System (NIMS) / National Response Framework (NRF) into emergency plans
- Develop a Continuity of Government (COG) plan
- Ensure key people in local governments are trained in emergency management functions
- Increase the use of intelligence in interagency exercises and workgroups
- Planning, equipment, training to enable the sharing of information and intelligence thorough all levels of government, the private sector where appropriate, Alaska Native entities
- Exercises to test and evaluate equipment, first responders and response capabilities, and prevention readiness agricultural and natural or technological disasters catastrophic in scope and size, as defined by the National Response Framework.
- Training activities to support NIMS / Incident Command System (ICS) training, All–Hazards Type 3 Communications Unit Leader training, and training on the implementation of Alaska’s regional Tactical Interoperable Communications Plans (TICPs) and Concept of Operations Plans (CONOPs).
- Exercises to validate interoperable communication policies, procedures, and equipment usage.
- Specialized training not addressed in state managed program options
- Participation in Alaska Shield 2010 Exercise (ASX)

- OTHER: _____

- 1. Provide a description and purpose of this project, with justification for the requested Budget Category(ies) (e.g. personal services, travel, equipment, supplies, contractual, etc.). Allowable equipment categories and standards for FFY 2009 HSGP are listed on the web–based version of the Authorized Equipment List (AEL) which can be found at the Responder Knowledge Base (RKB), <http://www.rkb.us>.**

A) Project Description:

B) Project Purpose and Importance to Jurisdiction:

C) Budget Justification by Category:

2. Describe how this project is ready-to-go, and how the jurisdiction will initiate start-up within 90 days of the award date.

3. Identify potential challenges to the effective implementation of this project (e.g., stakeholder buy-in, sustainability, aggressive timelines, etc.).

4. Provide a timeline measured by milestones and dates, for the implementation of this project. Possible areas for inclusion are: stakeholder engagement, planning, major contracts, and process/policy updates.

Reminder: Project implementation must begin within 90 days of award date.

Milestone 1

Start Date:

End Date:

Description

Milestone 2

Start Date:

End Date:

Description

Milestone 3

Start Date:

End Date:

Description

Milestone 4

Start Date:

End Date:

Description

Milestone 5

Start Date:

End Date:

Description

FFY 2009 SHSP Grant – Project Application

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Investment Category #2		
Strengthen Interoperable and Operable Communications Capabilities		
Grant Program: SHSP	<input type="checkbox"/> Law Enforcement Related	<input type="checkbox"/> EHP Consideration

Project Title:	
Project Priority:	
Jurisdiction:	
Responsible Borough: <i>(If Applicable)</i>	

Narrative Summary: This Investment is a continuation of the State’s efforts to provide equipment, planning, training, and exercises to improve local, regional, and statewide operability and interoperability. This Investment area in HSGP will compliment the Interoperable Emergency Communications Grant Program (IECGP) funding. Specifically this investment will allow local jurisdictions to develop local communications plans, policies, and procedures; acquire and deploy operable and interoperable communications hardware and software, and to develop or conduct training and exercise activities based on local plans and procedures, Alaska’s regional Tactical Interoperable Communications Plans (TICPs), and newly acquired technology.

- Primary Target Capability:** (1) Communications
- Secondary Target Capability:** (1) Fire Incident Response Support
 (2) Intelligence and Information Sharing and Dissemination
 (3) Emergency Operations Center Management
 (4) On–Site Incident Management

- National Priorities:** (1) Expand Regional Collaboration
 (2) Implement the NIMS and NRF
 (3) Strengthen Communications Capabilities
 (4) Strengthen Information Sharing and Collaboration Capabilities

- State Homeland Security Goals:** (1) Provide statewide, sustainable, interoperable, communications infrastructure to support local, regional, and statewide response to all–hazards and terrorist related incidents.

For all projects, a detailed project description must be given in question one. Listed below are eligible projects under this investment. **You must check the box applicable to the project proposed by your jurisdiction.** If the "OTHER" box is checked, please provide a project name and in question one, a detailed description of how the project supports the investment category.

Grantees must demonstrate the dual-use nature of any activities implemented under this program that are not explicitly focused on terrorism preparedness.

- Land-Mobile Radios & Bases Acquisition
- Bridging/Patching/Gateway Equipment Acquisition
- Other Land-Mobile Radio Equipment Acquisition
- Wide Area Networks Acquisition
- Wire-Line Communication Acquisition
- Communications Security (COMSEC) Support Equipment Acquisition
- Local Communications Plans Development/EOP Communications Annex Development
- Communications Policies and Standard Operating Procedure (SOP) Development
- Regional Tactical Interoperable Communications Plan/Regional ICS Concept of Operations (CONOPs) Integration into Local Emergency Planning
- Participation in Alaska Shield 2010 Exercise (ASX)

Note: Interoperable training or exercise projects should be outlined in Investment #1.

OTHER: _____

1. Provide a description and purpose of this project, with justification for the requested Budget Category(ies) (e.g. personal services, travel, equipment, supplies, contractual, etc.). Allowable equipment categories and standards for FFY 2009 HSGP are listed on the web-based version of the Authorized Equipment List (AEL) which can be found at the Responder Knowledge Base (RKB), www.rkb.us.

A) Project Description:

B) Project Purpose and Importance to Jurisdiction:

C) Budget Justification by Category:

2. Describe how this project is ready-to-go, and how the jurisdiction will initiate start-up within 90 days of the award date.

3. Identify potential challenges to the effective implementation of this project (e.g., stakeholder buy-in, sustainability, aggressive timelines, etc.).

4. Provide a timeline measured by milestones and dates, for the implementation of this project. Possible areas for inclusion are: stakeholder engagement, planning, major contracts, and process/policy updates.

Reminder: Project implementation must begin within 90 days of award date.

Milestone 1

Start Date:

End Date:

Description

Milestone 2

Start Date:

End Date:

Description

Milestone 3

Start Date:

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Milestone 4

Start Date:

End Date:

Description

Milestone 5

Start Date:

End Date:

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YOUR JURISDICTION MUST HAVE A COMPLETED SECURITY VULNERABILITY ASSESSMENT (SVA) BEFORE APPLYING FOR EQUIPMENT PROJECTS UNDER THIS INVESTMENT. IF YOUR JURISDICTION WOULD LIKE TO APPLY FOR AN SVA AT THIS TIME, PLEASE SEE STATE MANAGED PROGRAMS SECTION.

Investment Category #3		
Critical Infrastructure / Key Resource Protection		
Grant Program: SHSP	<input type="checkbox"/> Law Enforcement Related	<input type="checkbox"/> EHP Consideration
Date of SVA:		
Project Title:		
Project Priority:		
Jurisdiction:		
Responsible Borough: <i>(If Applicable)</i>		

Narrative Summary: Addressing threats to local government critical infrastructure/key resource (CI/KR) directly supports the State’s Capability Enhancement Plan by developing buffer zones and infrastructure protection for CI/KR assets protection within communities and the protection of their 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 CI/KR and helps identify CI/KR sites that would have the greatest impact or consequence of loss. The team develops a structured plan to increase security of the CI/KR and identifies equipment needed to accomplish the protection required. The team provides justification for funding equipment and project implementation. Independent threat analyses can also be provided through other agencies and private providers. This investment seeks to strengthen multi–agency response through statewide cyber security initiatives. This investment will work to achieve this by developing an analysis process for cyber threat intelligence and supporting cyber security training and exercises.

- Primary Target Capability:** (1) Critical Infrastructure Protection (CIP)
- Secondary Target Capability:** (1) Community Preparedness and Participation
- (2) Critical Resource Logistics and Distribution
- (3) Planning
- (4) Risk Management

- National Priorities:** (1) Expand Regional Collaboration
- (2) Strengthen Communications Capabilities
- (3) Strengthen Information Sharing and Collaboration Capabilities
- (4) Strengthen Planning and Citizen Preparedness Capabilities

- State Homeland Security Goals:** (1) Implement the National Infrastructure Protection Plan

For all projects, a detailed project description must be given in question one. Listed below are eligible projects under this investment. Please check the box applicable to the project proposed by your jurisdiction. If the "OTHER" box is checked, please provide a project name and in question one, a detailed description of how the project supports the investment category.

Grantees must demonstrate the dual-use nature of any activities implemented under this program that are not explicitly focused on terrorism preparedness.

- Planning activities to reinforce SVA, or other threat assessment identified vulnerable local critical infrastructures
- Purchase equipment to strengthen local government critical infrastructure, i.e. berms, barriers, detection systems, electronic key control and access, protective window film, radio systems, alternative power supplies, battery backup for CI computer systems, etc.
- Training necessary for local jurisdictions on new security equipment, plans or procedures developed in concert with assessment
- Exercise support for exercises testing Critical Infrastructure Protection strategies and equipment following an assessment
- Restoration plan for public utilities and services
- Initiatives to improve agency response capabilities through cyber security
- Participation in Alaska Shield 2010 Exercise (ASX)
- OTHER: _____

1. Provide a description and purpose of this project, with justification for the requested Budget Category(ies) (e.g. personal services, travel, equipment, supplies, contractual, etc.). Allowable equipment categories and standards for FFY 2009 HSGP are listed on the web-based version of the Authorized Equipment List (AEL) which can be found at the Responder Knowledge Base (RKB), www.rkb.us.

A) Project Description:

B) Project Purpose and Importance to Jurisdiction:

C) Budget Justification by Category:

2. Describe how this project is ready-to-go, and how the jurisdiction will initiate start-up within 90 days of the award date.

3. Identify potential challenges to the effective implementation of this project (e.g., stakeholder buy-in, sustainability, aggressive timelines, etc.).

4. Provide a timeline measured by milestones and dates, for the implementation of this project. Possible areas for inclusion are: stakeholder engagement, planning, major contracts, and process/policy updates.

Reminder: Project implementation must begin within 90 days of award date.

Milestone 1

Start Date:

End Date:

Description

Milestone 2

Start Date:

End Date:

Description

Milestone 3

Start Date:

End Date:

Description

Milestone 4

Start Date:

End Date:

Description

Milestone 5

Start Date:

End Date:

Description

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Investment Category #4		
Strengthen Chemical, Biological, Radiological / Nuclear, and Explosive (CBRNE) Detection, Response, and Decontamination Capabilities		
Grant Program: SHSP	<input type="checkbox"/> Law Enforcement Related	<input type="checkbox"/> EHP Consideration

Project Title:	
Project Priority:	
Jurisdiction:	
Responsible Borough: <i>(If Applicable)</i>	

Narrative Summary: 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. Using an all-hazards approach, first responders, tactical specialty teams and law enforcement entities will develop and maintain qualified personnel who are trained and have exercised on necessary CBRNE equipment. Training and exercise activities will increase improvised explosive device and radiological / nuclear awareness, and reduce critical infrastructure / key resource and soft target attack vulnerabilities. Current Investment objectives address at-risk communities and provide training and knowledge to prevent and respond defensively to an extreme hazardous substance (EHS) release or other CBRNE, weapons of mass destruction (WMD), improvised explosive device (IED), radiological / nuclear (RAD / NUC), and EOD events.

- Primary Target Capability:** (1) CBRNE Detection
- Secondary Target Capability:** (1) Counter-Terror Investigation and Law Enforcement
 (2) Critical Infrastructure Protection
 (3) Explosive Device Response Operations
 (4) WMD and Hazardous Materials Response and Decontamination

- National Priorities:** (1) Expanded Regional Collaboration
 (2) Implement the NIPP
 (3) Strengthen CBRNE Detection, Response, and Decontamination Capabilities

- State Homeland Security Goals:** (1) Strengthen CBRNE Detection, Response, and Decontamination Capabilities

For all projects, a detailed project description must be given in question one. Listed below are eligible projects under this investment. Please check the box applicable to the project proposed by your jurisdiction.

Grantees must demonstrate the dual–use nature of any activities implemented under this program that are not explicitly focused on terrorism preparedness.

- Local Planning for CBRNE / IED prevention, protection, detection, recovery, decontamination, and pre–detonation response operation capabilities. For example, establishing or enhancing mutual aid agreements, conducting local program implementation meetings, development of terrorism prevention activities such as acquiring systems to allow connectivity to State, local, and federal data networks (i.e. National Crime Information Center (NCIC) and Integrated Automated Fingerprint Identification System (IAFIS), and development of bombing prevention plans
- Purchase first responder personal protection equipment, radiological / nuclear preventative detection equipment, and other equipment to enhance prevention, detection, and response capabilities
- CBRNE detection equipment for unprotected border areas, ports, and airports
- CBRNE training necessary for first responders and hazmat team members from the authorized course catalog accessed at http://www.firstrespondertraining.gov/odp_webforms (requires coordination with State grant project manager)
- Exercises to test and evaluate equipment, first responders and response capabilities, and prevention readiness for CBRNE events
- Participation in Alaska Shield 2010 Exercise (ASX)

1. **Provide a description and purpose of this project, with justification for the requested Budget Category(ies) (e.g. personal services, travel, equipment, supplies, contractual, etc.). Allowable equipment categories and standards for FFY 2009 HSGP are listed on the web–based version of the Authorized Equipment List (AEL) which can be found at the Responder Knowledge Base (RKB), www.rkb.us.**

A) Project Description:

B) Project Purpose and Importance to Jurisdiction:

C) Budget Justification by Category:

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Reminder: project implementation must begin within 90 days of award date.

Milestone 1

Start Date:

End Date:

Description

Milestone 2

Start Date:

End Date:

Description

Milestone 3

Start Date:

End Date:

Description

Milestone 4

Start Date:

End Date:

Description

Milestone 5

Start Date:

End Date:

Description

FFY 2009 SHSP – STATE MANAGED PROGRAMS

Jurisdiction: _____

Responsible Borough: _____

PLANNING

PRIORITY

Emergency Operations Plan (EOP) Development

An EOP describes how jurisdictions responsible for emergency management will manage emergencies. It identifies preparedness steps, addresses prevention, focuses on response, and touches on recovery. It is a multi-hazard, multi-risk plan that can be used in any emergency incident that threatens human health, property, or the environment. It also serves as a management reference and training aid for local government, corporate and business leaders, emergency managers and responders to ensure their efficiency, effectiveness, and timeliness.

EOP Development has three options:

- (1) Initial Assessment, Training, and EOP Development;
- (2) Developing and Approving an EOP; and
- (3) Finalizing or Updating and Exercising an EOP.

Option 1. Initial EOP Development

Initial EOP Development is designed for communities or regions in the early stages of emergency management and preparedness. Select this option if your community does not have an EOP, is interested in developing an EOP, but does not have a plan for developing the EOP. Your community must identify a working team committed to EOP training and development to qualify for this option. At the end of this process, it is expected that your team will understand the role and importance of the EOP with a plan and working team for completing the EOP.

Option 2. Developing the EOP

This option is designed for communities where the need and role of an EOP is understood and technical assistance will provide the additional resources to commit to the planning process. Your community must identify a working team committed to EOP development to qualify for this option. At the end of this process, it is expected that your team will have a draft EOP for review and approval.

Option 3. Finalizing or Updating the EOP

The EOP is a living document and should be continuously updated to reflect lessons learned during exercises and actual incidents. This option provides technical support to update and further develop the EOP and any associated appendices. Your community must identify a working team committed to EOP training and development to qualify for this option. At the end of this process, it is expected that your team will update the EOP. You may also request exercise support to validate the EOP through discussion-based and tabletop exercises.

PRIORITY

Evacuation Planning

Evacuation plans assist communities in making a decision to evacuate and to have appropriate plans in place to evacuate affected communities. The Evacuation Plan is a foundation plan that should be completed along with the EOP, prior to COOP and other plans. The planning process includes assembling a planning team, reviewing Incident Command System (ICS) structure and staff, coordination with the EOP, risk and threat assessment, communications plans, establishing shelters, and determining legal authority for emergency plans, and related training. You may also request exercise support to validate the Evacuation Plan through discussion-based and tabletop exercises.

FFY 2009 SHSP – STATE MANAGED PROGRAMS

Jurisdiction: _____

Responsible Borough: _____

PLANNING, cont.

PRIORITY

Continuity of Government and Operations (COOP) Planning

A Continuity of Operations (COOP) Plan ensures that agency essential functions can continue during any All-Hazards event. COOP technical assistance will provide the tools to assess essential staff, materials, procedure, and equipment essential to operations. During this process you will develop a planning team, review the current EOP, define crisis management procedures and responsibilities, establish procedures for succession of management and relocation, payroll continuity, identify and create contact lists of essential resources, and coordinate continuity planning with governments, organizations, entities, businesses, and others. Vulnerability Assessments, the EOP, Evacuation Plan, and other foundation plans should be in place prior to requesting COOP Planning support.

PRIORITY

Resource Management and Typing

This project provides applicants with technical assistance to continue to identify and document specific jurisdiction capabilities in gap analysis worksheets. (Applicants who have not completed the gap analysis worksheets must do so within 90 days of State Managed grant approval.) Information will be used to conduct resource typing. Resource typing is the categorization and description of response resources that are commonly exchanged in disasters through mutual aid agreements. Resource typing allows emergency management personnel to identify, locate, request, order, and track outside resources quickly and effectively and facilitate the response of these resources to the requesting jurisdiction. Applicants may also request support to test resource management through discussion-based and tabletop exercises. (See Resource Management Course, G276, in the Training Section.)

Review and Determination Process

Requests will be reviewed by the Interagency Review Committee. Once allocations are made, all jurisdictions with allocated State Managed exercise, training, planning, or vulnerability assessment activities will enter into a memorandum of understanding allowing the State to manage the specific activity and associated funds.

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. Additionally, DHS&EM staff will need to assess the need for a contract for any or all of the deliveries.

Each jurisdiction awarded a State Managed Program grant will be required to attend a post-award workshop to determine specific needs and develop the planned event. If awardees have not committed to a specific event and a target date within the first two quarters, State Managed funds will be combined into one pool within the overall budget, to allow for the most flexibility in meeting the needs of each jurisdiction. The intention of this award is to enhance regional collaboration in emergency planning activities; therefore, proposals that involve regions will be given a higher priority than requests that focus on communities. If jurisdictions have not committed to a specific event and target within the first two quarters, DHS&EM will re-allocate any remaining funds within the training, exercise, planning, and assessment allocations. This process will allow for development and delivery of exercise, training, planning, and vulnerability assessment and will ensure the 80 percent statutory pass-through of funds is expended entirely for the benefit of local jurisdictions. Services may be delivered by a subcontractor hired by DHS&EM.

FFY 2009 SHSP – STATE MANAGED PROGRAMS

Jurisdiction: _____

Responsible Borough: _____

SECURITY VULNERABILITY ASSESSMENT (SVA)



Description

Each jurisdiction may apply for a Security Vulnerability Assessment (SVA) for completion by the State or a State-funded contractor. A vulnerability assessment helps document critical assets, possible threats and vulnerabilities. It provides recommendations to consider in improving the jurisdiction's ability to deter or prevent any disruption and to mitigate and quickly recover from infrastructure damage.

Outcomes

A Vulnerability Assessment:

- Gives community partners a better understanding of critical infrastructure, roles, and responsibilities
- Analyzes the probability of damage or injury in the community
- Supports community planning, including EOP development and revision
- Can be used as data for future funding through homeland security or other sources

Required Activities for the Jurisdiction:

Prior to SVA Visit:

- Identify community coordinator to facilitate SVA visit
- Arrange physical assessments for SVA team with operations managers of critical infrastructure key nodes (key facilities)
- Arrange meeting space and time for meeting(s) of operations managers and other identified participants with SVA Team
- Enter preliminary critical infrastructure data into secure electronic storage system (ACAMS)
- *Optional:* Work with DHS&EM Training to arrange an ICS 402 Overview for Executives/Senior Officials course (optional)

During SVA Visit:

- Ensure SVA team has access to critical infrastructure with personnel able to answer questions
- Facilitate pre-arranged meeting(s)
- Provide space for ICS-402 course, if offered

Eligibility Requirements:

- NIMS Compliance (see page 9 of State Overview and Guidelines)
- Jurisdiction Vulnerability Assessment has not been conducted previously *or*
- There has been a major change in infrastructure, including: _____

In order to be competitive for this grant, you should also be able to answer the following:

- Applicant has designated a coordinator to facilitate the SVA visit: Coordinator: _____
- Leadership commitment to provide key personnel and information in preparation for and during SVA visit
- Will distribute and maintain all electronic and hard copies of the study using appropriate security
- Initial list of Critical Infrastructure for Assessment:**

FFY 2009 SHSP – STATE MANAGED PROGRAMS

SECURITY VULNERABILITY ASSESSMENT (SVA), cont.

Review and Determination Process

Requests will be reviewed by the Interagency Review Committee. Once allocations are made, all jurisdictions with allocated State Managed exercise, training, planning, or vulnerability assessment activities will enter into a memorandum of understanding allowing the State to manage the specific activity and associated funds.

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. Additionally, DHS&EM staff will need to assess the need for a contract for any or all of the deliveries.

Each jurisdiction awarded a State Managed Program grant will be required to attend a post-award workshop to determine specific needs and develop the planned event. If awardees have not committed to a specific event and a target date within the first two quarters, State Managed funds will be combined into one pool within the overall budget, to allow for the most flexibility in meeting the needs of each jurisdiction. The intention of this award is to enhance regional collaboration in emergency planning activities; therefore, proposals that involve regions will be given a higher priority than requests that focus on communities. If jurisdictions have not committed to a specific event and target within the first two quarters, DHS&EM will re-allocate any remaining funds within the training, exercise, planning, and assessment allocations. This process will allow for development and delivery of exercise, training, planning, and vulnerability assessment and will ensure the 80 percent statutory pass-through of funds is expended entirely for the benefit of local jurisdictions. Services may be delivered by a subcontractor hired by DHS&EM.

FFY 2009 SHSP – STATE MANAGED PROGRAMS

Jurisdiction: _____

Responsible Borough: _____

TRAINING

Applicants may select multiple training focus areas. Prioritize selections in order of importance to jurisdiction. Applicants may wish to combine several courses into a week-long workshop. Each selection involves local planning and participation and must be completed in a timely manner.

MISSION AREA: COMMON

PRIORITY

Communications Interoperability (G575 / AK-001-RESP)

The purpose of this 2 day course is to provide a process and tools for jurisdictions to use in working together to achieve communications interoperability. Based on the SAFECOM model developed by the Department of Homeland Security's Office for Interoperability and Compatibility, and the National Incident Management System (NIMS), this course focuses on cooperative planning in five main areas—governance, technology, plans and procedures, training and exercises, and usage—and on funding improvements in those areas. For those interested in college credit, the course is 1.4 CEUs.

Recommended Participants: State and local emergency managers and personnel involved in operating and maintaining communications equipment and capabilities.

Prerequisites: None

MISSION AREA: RESPOND

PRIORITY

Resource Management (G276)

This 2-day course provides participants with the knowledge and skills to effectively identify, develop, and manage a resource management system. The course covers aspects of how to tap into little used resources, how to develop and manage a system to better manage scarce public and private sector resources in a crisis situation, and how to ask for help (the videotape and facilitator's guide for G270.1, Asking for Help, has been incorporated into this course). Applicants will be responsible for organizing workshop participation.

Recommended Participants: Individuals responsible for effectively developing and managing a resource management system within the EOC or Incident Command System (ICS). Applicants may also request *Resource Management and Typing* in the Planning section of the application.

Prerequisites: None

Note: This option may be offered at regional or statewide events and is not available at the local community level. It will be held prior to Alaska Shield 2010 (ASX).

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Jurisdiction: _____

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TRAINING, cont.

PRIORITY

Incident Command for Senior Officials (G402 / AK-001 RESP)

This 2-hour course provides executives and senior officials (including elected officials, city/county managers, agency administrators, etc.) an orientation to the Incident Command System (ICS).

Course Outline

- Part 1: What is ICS?
- Part 2: ICS Organization and Features
- Part 3: Unified and Area Command
- Part 4: Coordination and Incident Management Assessment
- Part 5: ICS Preparedness

Recommended Participants: Senior officials including elected officials, city/county managers, agency administrators, etc. Consider providing G351, *Who's in Charge Here?: Executive Leadership in a Disaster*, together with G402 for a one-day workshop.

Prerequisites: None

PRIORITY

Who's in Charge Here?: Exercise Leadership in a Disaster (G351)

The purpose of this 6-hour course is to prepare local elected government officials to lead and direct their jurisdiction in implementing comprehensive emergency management systems. At the conclusion of the course, participants will be able to:

- Exercise greater leadership in an emergency through a better understanding of their roles and responsibilities;
- Develop emergency management policies and procedures for emergency management activities and implement necessary policies and procedures to respond to and recover from a disaster;
- Initiate appropriate emergency management actions during a disaster;
- Negotiate through the intergovernmental response system to obtain the required resources and assistance in an emergency;
- Maximize gains for disaster recovery assistance through appropriate contacts and knowledge of available resources;
- Understand the partnership among federal, state, and local governments;
- Establish relationships and partnerships with other agencies and organizations (i.e., profit, not-for-profit, and business and industry) for effective emergency management response and recovery outcomes; and
- Take actions to ensure citizen satisfaction during a disaster and build credibility before a disaster.

Recommended Participants: Local elected officials (i.e., mayors, etc.) and other responsible individuals who may be called on in an emergency. Participants must have completed G402 prior to the workshops, or select provision of G402 along with G351 as an all-day workshop.

Prerequisites: None

FFY 2009 SHSP – STATE MANAGED PROGRAMS

Jurisdiction: _____

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TRAINING, cont.

PRIORITY

Executive Leadership Package (G402 / AK-001-RESP and G351)

A one-day workshop combining G402 and G351.

Recommended Participants: This option is recommended for most applicants.

Prerequisites: None

PRIORITY

Disaster Declaration Process (AK-002-RESP)

This ½ day session walks local officials and others through the process of declaring a local disaster and requesting assistance from the State Emergency Coordination Center.

Recommended Participants: Local government personnel.

Prerequisites: None

Note: This course may be offered at the local, regional or statewide level.

PRIORITY

Introduction to Individual and Public Assistance (AK-003-RESP)

This ½ day session provides an overview of state and federal disaster assistance available during state and/or federally declared disasters.

Recommended Participants: Local government personnel.

Prerequisites: None

Note: This option may be offered at the local, regional or statewide level.

PRIORITY

Basic Public Information Officer (G290)

This 2½-day course is intended for the new or less experienced Public Information Officer. Its emphasis is on the basic skills and knowledge needed for emergency management public information activities. Topics include the role of the PIO in emergency management, conducting awareness campaigns, news release writing, and television interviews.

Recommended Participants: Emergency management personnel, including fire and law enforcement that have either full- or part-time responsibilities for public information in their communities or departments. Individuals with considerable experience in public information may want to consider applying for a waiver to attend the *Advanced Public Information Officers* (E388) course at EMI.

Prerequisites: None. See Recommended Participants.

Note: This option may be offered at regional or statewide events and is available at the local community level only in larger communities with a cadre of individuals with PIO functions.

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Jurisdiction: _____

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TRAINING, cont.

MISSION AREA: RESPOND – General Workshops

Combine multiple options to create customized local workshops. Select the combination(s) desired, or indicate the combination of events.

	Workshop	Courses	Length	Participants
<input type="checkbox"/>	Executive Leadership	G402: ICS for Senior Officials G351: Who's in Charge	1 Day	Local Officials
<input type="checkbox"/>	Communicating Effectively with the Public in a Disaster	G402: ICS for Senior Officials G351: Who's in Charge G290: Basic PIO	3½ –4 days	Individuals who will serve as, and work for, Incident Commanders in a disaster
<input type="checkbox"/>	Disaster Declaration for Community Leaders	G402: ICS for Senior Officials G351: Who's in Charge AK-002-RESP: Disaster Declaration Process AK-003-RESP: Introduction to IA and PA	2 days	Individuals who will serve as, and work for, Incident Commanders in a disaster
<input type="checkbox"/>	Identifying, Using, and Requesting Communication and Other Resources	G575: Comms. Interoperability G276: Resource Management	4 days	First Responders and EOC staff
<input type="checkbox"/>	Individualized Workshop:			

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Jurisdiction: _____

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TRAINING, cont.

MISSION AREA: RESPOND – EOC Workshops

PRIORITY

Incident Command System/Emergency Operations Center Interface (G191)

The ICS/EOC Interface course is a 1–1½ days course for senior first responders and EOC personnel from the same community. The course provides an opportunity for participants to begin developing an ICS/EOC interface for their community. The course reviews ICS and EOC responsibilities and functions and depends heavily on exercises and group discussions to formulate and practice the transition to emergency operations.

Recommended Participants: Participants should be teams from a community's potential ICS and EOC personnel. Applicants will be responsible for identifying workshop participants. *Communities of 25,000 or less should consider the G191 (ICS/EOC Interface) training, together with the G110 (EOC Management and Operations) exercise-based course, rather than the G775.*

Recommended Prerequisites: IS-100, *Introduction to the Incident Command System*, IS-200, *Incident Command System for Single Resources and Initial Action Incidents*, and/or EOC Management courses.

PRIORITY

EOC Management and Operations (G775)

This 2–day course explores the role, design, and functions of Emergency Operations Centers (EOC's) and their relationships as components of a multiagency coordination system. The course contains disaster-related examples, activities, and case studies that relate to EOCs and multiagency coordination systems at the local, State, and Federal levels of government.

At the end of the course, participants should be able to:

- Relate EOC operations to National Incident Management System (NIMS) requirements.
- Describe the role that EOC's play in overall multiagency coordination.
- Describe the relationship between the EOC and the on-scene Incident Command System (ICS) structure.
- Identify staffing, information, systems, and equipment needs at the EOC.
- Determine whether participants' EOC organizations are conducive to effective coordination.
- Identify potential alternate locations suitable for EOC operations should the primary EOC facility become damaged or inoperable.
- Create a test, training, and exercise plan for critical EOC operations.
- Develop a strategy and schedule for reviewing EOC resource requirements and technology needs.

Recommended Participants: *The G775 course is very robust and aimed at larger communities (Anchorage, Fairbanks, Juneau, and Boroughs with an EOC). Within these larger communities, the course is designed for emergency managers; first responders to include incident commanders from all emergency management disciplines; private industry personnel responsible for coordination activities during a disaster; and Voluntary Organizations Active in Disaster (VOAD) personnel. Communities of 25,000 or less should consider the G191 (ICS/EOC Interface) training, together with the G110 (EOC Management and Operations) exercise-based course, rather than the G775.*

For those interested in college credit, the course is 1.4 CEUs.

Prerequisites: Assumes a standing or frequently utilized EOC. Otherwise, please select G191.

Recommended Prerequisites: IS-701, *Multi-Agency Coordination System (MACS) Course*.

Note: It is highly suggested that communities requesting this course also request G191 (ICS/EOC Interface). Communities may also further develop capabilities by requesting G110 (EOC Management and Operations) under the Exercise category of this application.

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Jurisdiction: _____

Responsible Borough: _____

TRAINING, cont.

PRIORITY

Connecting Planning to Practice: EOC Toolkit (AK-004-RESP)

This ½–1 day course equips those who may stand up or staff an EOC with disaster-ready resources – checklists, transition guides, and more – when it comes time to use the local or regional Emergency Operations Plan (EOP). This is intended to be a hands-on “how-to” offering. Participants will receive examples of best practices to use “as-is” or adapt to local needs to increase the timeliness and effectiveness of local response in a disaster.

Recommended Participants: Communities with an existing EOP or communities actively with a foreseeable completion date for their EOP.

Prerequisites: None

Note: This option may be offered at regional or statewide events and is generally not available at the local community level. At least one session will be held prior to Alaska Shield 2010 (ASX).

CUSTOMIZED RESPOND – EOC WORKSHOPS

Combine multiple options to create customized local workshops. Select the combination(s) desired, or indicate the combination of events.

	Workshop	Courses	Length	Participants
<input type="checkbox"/>	EOC Management for Small and Medium Communities	G191: ICS/EOC Interface AK-004-RESP: EOC Toolkit	2–3 Days	Individuals who will serve as, and work for, Incident Commanders in a disaster
<input type="checkbox"/>	EOC Management for Large Communities and those with a standing and staffed EOC	G775: EOC Management & Ops AK-004-RESP: EOC Toolkit	2½ –3 days	EOC staff & Individuals who will serve as, and work for, Incident Commanders in a disaster
<input type="checkbox"/>	Individualized Workshop:			

FFY 2009 SHSP – STATE MANAGED PROGRAMS

Jurisdiction: _____

Responsible Borough: _____

TRAINING, cont.

MISSION AREA: RECOVERY

PRIORITY

Recovery from Disaster: The Local Government Role (G270.4 / E210)

This workshop is a condensed version of the 4–day EMI resident course. The course is designed for ½–2–day delivery, depending on local need, and covers the roles and responsibilities of local recovery team members.

Recommended Participants: Local government emergency managers, city and county administrators, community planners, building inspectors, and public works directors.

Prerequisites: None

Note: Applicants should carefully consider selecting additional Response courses, as well as the combined G402/351 Workshop option for Executive Leadership for local delivery to create a week–long workshop.

PRIORITY

Public Assistance (PA) Program Applicant Workshop (G203 / AK-001-REC)

This 1–day field course is an overview of the roles and responsibilities of potential applicants who participate in FEMA’s Public Assistance program. The target audience includes local government personnel, public works directors, emergency management coordinators, and other local government personnel with disaster assignments involving the community infrastructure.

Recommended Participants: Local government personnel with disaster assignments involving the community infrastructure.

Prerequisites: None

Note: This option may be offered at the local, regional or statewide level.

PRIORITY

Public Assistance Cost Documentation and Project Management (AK-002-REC)

This ½ day session provides potential Public Assistance applicants with strategies to document local disaster response and recovery costs for potential reimbursements. This knowledge will facilitate successful validation, approval, and funding of local projects

Recommended Participants: Local government personnel with disaster assignments involving the community infrastructure.

Prerequisites: None

Note: This option may be offered at the local, regional or statewide level

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TRAINING, cont.

PRIORITY

Debris Management (G202 / AK-005-RESP)

This 3–4 day field course is designed for local and State personnel at all levels as well as public works directors, their staffs, and waste management personnel. The course provides an overview of issues and recommended actions necessary to plan for, respond to, and recover from debris–generating events. This course was revised in December 2007.

Recommended Participants: Local and State personnel at all levels as well as public works directors, their staffs, and waste management personnel, and anyone who would be responsible for debris management in their community.

Prerequisites: None

Note: This option may be offered at regional or statewide events rather than at the local community level. At least one session will be held prior to Alaska Shield 2010 (ASX).

PRIORITY

Local Situation (RAPID) Assessment (G250.7 / AK-006-RESP)

In this one–day course, communities learn to use the *Resource Guide* and *Facilitator’s Guide* to develop the plan and procedures for rapidly and efficiently collecting disaster intelligence immediately following a disaster. This intelligence is used to prioritize response activities, allocate available resources, and specifically request resources from other sources to save and sustain lives.

Recommended Participants: Any community working to improve its disaster intelligence collection procedures.

Prerequisites: None

Note: This option may be offered at the local, regional or statewide level.

CUSTOMIZED RECOVERY WORKSHOPS

Combine multiple options to create customized local workshops. Select the combination(s) desired, or indicate the combination of events.

	Workshop	Courses	Length	Participants
<input type="checkbox"/>	Local Government: The Road to Successful Recovery	G270.4: Recovery from a Disaster: Local Government Role G250.7: RAPID Assessment	1–2 days	Local Government and Emergency Management personnel
<input type="checkbox"/>	Local Government: Available Assistance and How to Request It	Intro to Individual & Public Assistance Disaster Assistance Process PA Applicant Workshop Cost Documentation & Proj. Mgt.	2–2½ days	Local Government and Emergency Management personnel
<input type="checkbox"/>	Individualized Workshop:			

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TRAINING, cont.

Review and Determination Process

Requests will be reviewed by the Interagency Review Committee. Once allocations are made, all jurisdictions with allocated State Managed exercise, training, planning, or vulnerability assessment activities will enter into a memorandum of understanding allowing the State to manage the specific activity and associated funds.

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. Additionally, DHS&EM staff will need to assess the need for a contract for any or all of the deliveries.

Each jurisdiction awarded a State Managed program grant will be required to attend a post-award workshop to determine specific needs and develop the planned event. If awardees have not committed to a specific event and a target date within the first two quarters, State Managed funds will be combined into one pool within the overall budget, to allow for the most flexibility in meeting the needs of each jurisdiction. The intention of this award is to enhance regional collaboration in emergency planning activities; therefore, proposals that involve regions will be given a higher priority than requests that focus on communities. If jurisdictions have not committed to a specific event and target within the first two quarters, DHS&EM will re-allocate any remaining funds within the training, exercise, planning, and assessment allocations. This process will allow for development and delivery of exercise, training, planning, and vulnerability assessment and will ensure the 80 percent statutory pass-through of funds is expended entirely for the benefit of local jurisdictions. Services may be delivered by a subcontractor hired by DHS&EM.

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FFY 2009 SHSP – STATE MANAGED PROGRAMS

Jurisdiction: _____

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EXERCISE

Select **no more than three (3)** focus areas and prioritize in order of importance to jurisdiction. Each selection involves local planning and participation and must be completed in a timely manner.

PRIORITY

Emergency Management Operations Course (EMOC) (G110)

The EMOC is an exercise-based program with planning sessions that begin weeks prior to on-site delivery. It concludes classroom sessions and exercises at the local community level. The purpose of the EMOC is to improve operational capabilities as they relate to managing emergencies in the local community. The course places emphasis on the Emergency Operations Center (EOC) as a focal point for managing a simulated emergency.

Recommended Participants: Elected and appointed village, city, tribal, and borough officials. These include mayor, city manager, city council, borough manager, and other key positions, such as emergency management director and public information officer. Also included as eligible participants are upper- and mid-management personnel, including supervisory, operational, and communications staff from the fire service, law enforcement, public works, and emergency medical services. Volunteer groups also should participate.

PRIORITY

Evacuation Exercise

This option allows local communities to validate their EOP through an evacuation-focused discussion-based TTX exercise. It may also be used to engage communities to understand the importance of developing an EOP. The exercise focuses on capabilities associated with information sharing, public information and alert warnings, community preparedness, and response activities related to evacuation and mass sheltering. The after action report is to analyze workshop results, identify strengths to be maintained and built on, identify potential areas for further improvement, and support development of corrective actions.

Recommended Participants: Attendance from participants with a planning or response role is essential. Potential participants include: local jurisdiction officials, planners, managers, school district personnel, clinic personnel, public safety officers, and others.

PRIORITY

Alaska Shield 2010 Exercise Design & Development: Major Play/Hub Community

Local communities, boroughs, or regions appropriate as key players in Alaska Shield 2010 will receive exercise design and development support.

Recommended Participants: Communities should be willing to play a significant role, appropriate to their size and location in the development and execution of a full-scale exercise. Representatives should be prepared to attend Planning Conferences, participate actively in the design and development process, and ensure community participation for several days between April 26–May 7, 2010 (approximate dates).

Note: Entities applying for this option should also consider selecting the Alaska Shield 2010 direct grant for overtime, backfill, and other exercise expenses eligible for HSGP funding.

FFY 2009 SHSP – STATE MANAGED PROGRAMS

Jurisdiction: _____

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EXERCISE, cont.

PRIORITY

Alaska Shield 2010 Exercise Design & Development: Local Play

Local communities, boroughs, or regions wishing to participate at the local level in conjunction with Alaska Shield will receive exercise design and support.

Recommended Participants: Communities intending limited involvement in Alaska Shield 2010, or those that would like to conduct an independent exercise during Alaska Shield 2010 to meet local goals and objectives should select this option. Communities should be able to participate for at least one day between April 26–May 7, 2010 (approximate dates).

Note: Entities applying for this option may also consider selecting the Alaska Shield 2010 direct grant for overtime, backfill, and other exercise expenses eligible for HSGP funding.

Review and Determination Process

Requests will be reviewed by the Interagency Review Committee. Once allocations are made, all jurisdictions with allocated State Managed exercise, training, planning, or vulnerability assessment activities will enter into a memorandum of understanding allowing the State to manage the specific activity and associated funds.

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. Additionally, DHS&EM staff will need to assess the need for a contract for any or all of the deliveries.

Each jurisdiction awarded a State Managed program grant will be required to attend a post-award workshop to determine specific needs and develop the planned event. If awardees have not committed to a specific event and a target date within the first two quarters, State Managed funds will be combined into one pool within the overall budget, to allow for the most flexibility in meeting the needs of each jurisdiction. The intention of this award is to enhance regional collaboration in emergency planning activities; therefore, proposals that involve regions will be given a higher priority than requests that focus on communities. If jurisdictions have not committed to a specific event and target within the first two quarters, DHS&EM will re-allocate any remaining funds within the training, exercise, planning, and assessment allocations. This process will allow for development and delivery of exercise, training, planning, and vulnerability assessment and will ensure the 80 percent statutory pass-through of funds is expended entirely for the benefit of local jurisdictions. Services may be delivered by a subcontractor hired by DHS&EM.

Signatory Authority Form

Grant Program: _____

Agreement Number

Date Prepared / Effective Date

Name of Applicant (Jurisdiction):

Tax ID#:

Signatory Information

Project Manager, Chief Financial Officer, and Signatory Official must be three (3) different individuals.

	<i>Primary Signatories: Grant Award/Amendments and Quarterly Grant Reports</i>	<i>Primary Delegations: Quarterly Financial and Narrative Grant Reports (only)</i>	<i>Secondary Delegations: Quarterly Financial and Narrative Grant Reports (only)</i>
Project Manager Name <i>Individual who will manage project</i>			
Project Manager Address City, State Zip			
Project Manager Telephone			
Project Manager Fax			
Project Manager Email			
Chief Financial Officer Name <i>Highest level financial officer, authorized to certify financial expenditures and records</i>			
Chief Financial Officer Address City, State Zip			
Chief Financial Officer Telephone			
Chief Financial Officer Fax			
Chief Financial Officer Email			
Signatory Official Name <i>Jurisdiction's Chief Executive Governing Official</i>			
Signatory Official Address City, State Zip			
Signatory Official Telephone			
Signatory Official Fax			
Signatory Official Email			

Signatures**

***Signature required by each of the above named individuals.*

Project Manager			
	<i>Primary Signatory</i>	<i>Primary Delegate</i>	<i>Secondary Delegate</i>
Chief Financial Officer			
	<i>Primary Signatory</i>	<i>Primary Delegate</i>	<i>Secondary Delegate</i>
Signatory Official			
	<i>Primary Signatory</i>	<i>Primary Delegate</i>	<i>Secondary Delegate</i>

Subgrantee/Jurisdiction Signatory Authority

Obligating Award Document

The grant Obligating Award Document requires the identification of three (3) separate individuals and their positions; Project Manager, Chief Financial Officer, and Signatory Official and original signatures from the Project Manager, Chief Financial Officer and the Signatory Official. The signatory official's shall be:

- Project Manager; The individual that has the overall responsibility for implementation of the grant project(s).
- Chief Financial Officer; The individual that has final fiscal responsibility and authority for the jurisdiction. (Examples: Financial Officer, Controller, Comptroller, Finance Chief, Financial Manager, etc.)
- Signatory Official; The individual that has final executive authority and responsibility for the jurisdiction. (Examples; Mayor, City Manager)

The signatory officials on the Obligating Award Document and amendments can not be delegated. Changes to these individuals may require an amendment to the original document.

Quarterly Progress Reports

Both the Narrative and Financial Progress Reports require two (2) signatures to ensure appropriate responsibility and accountability for project activities and expenditures.

Required signatures on the Narrative Progress Report:

- Project Manager
- Signatory Official

Required signatures on the Financial Progress Report

- Project Manager
- Chief Financial Officer

Delegation of Signatory Authority

The Chief Financial Officer, Signatory Official, and the Project Manager may delegate signature authority to another individual(s) (delegate) for the Narrative and Financial Progress Reports only. The jurisdiction must submit the Signatory Authority Form upon acceptance of the Obligating Award Document. No changes to this document will be accepted without prior written request and approval from DHS&EM. The jurisdiction must be in compliance with the following:

- The delegate(s) for the Chief Financial Officer or the Signatory Official cannot be the Project Manager nor can the delegate(s) be subordinate to the Project Manager.
- DHS&EM will maintain a copy of the delegation request on file and will apply it to the appropriate grant report. If the delegation letter is not on file, the report will be returned to the jurisdiction.
- DHS&EM reserves the right to accept and authorize the delegation of signatory authority for all grants identified for that jurisdiction.