

Federal Fiscal Year 2009 Homeland Security Grant Program (HSGP) 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) 2009 State Homeland Security Program (SHSP), the Citizen Corps Program (CCP), and the Metropolitan Medical Response System (MMRS) Program. All three grant programs shall be submitted as separate applications, with separate narratives and budgets for each. The Law Enforcement Terrorism Prevention Program (LETPP) has been incorporated within the SHSP. At least 25 percent of the overall SHSP funds received by the State must be dedicated towards law enforcement prevention-oriented planning, organization, training, exercise, and equipment activities. Additionally, at least 25 percent of FY 2009 HSGP funding must be collectively allocated to the Strengthening Preparedness Planning Priority. 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 have completed the FFY 2008 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 or 1-800-478-2337 for additional assistance.

The 2009 sub-recipient applications will be reviewed for completeness, adherence to programmatic Investment Justification (IJ) 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 2009 HSGP and Federal Emergency Management Agency's (FEMA) codified regulations, 44 CFR, which governs this 2009 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, Wednesday, July 1, 2009

The amount available for SHSP funding for Alaska has been predetermined. For the FFY 2009 grant cycle, Alaska will receive a minimum allocation of \$6,060,000 under SHSP using the thresholds established in the 9/11 Act. Alaska was required to submit Investments based on the targeted allocations relative to DHS' relative risk assessment. A copy of the State Preparedness Report, Homeland Security Strategy, and Investments are available on-line at www.ak-prepared.com/grants.htm for review. These documents were submitted as required attachments to the FFY 2009 State HSGP application to justify the baseline funding. The FFY 2009 HSGP funding priorities outlined reflect National Preparedness Goal priority investments and Target Capabilities.

Public Law 109-148 allocated \$642,442 to Alaska for the MMRS grant program for pass-through to Anchorage and Southeast Alaska (City and Borough of Juneau) as the only eligible applicants, and \$128,823 to CCP. MMRS communities were identified in Public Law Domenici Act five years ago. The State continues to lobby for an additional MMRS area for Northern Alaska with appropriate increased funding.

At this time DHS&EM estimates funding will be received approximately August 1, 2009. The State has 45 days from receipt of funding to obligate 80 percent of the State's FFY 2009 federal 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 should demonstrate this dual-use quality for any activities implemented under this program that are not explicitly focused on terrorism preparedness.

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

The broad parameters of the historical LETPP 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, 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, 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. Citizen Corps Programs bring community and government leaders together to coordinate the involvement of community members and organizations in emergency preparedness, planning, mitigation, response, and recovery. The mission of Citizen Corps is to harness the power of every individual through **education, training, and volunteer service** to make communities safer, stronger, and better prepared to respond to the threats of terrorism, crime, public health issues, and disasters of all kinds.

The FY 2009 Citizen Corps Program (CCP) funds provide resources for States and local communities to build capabilities in a variety of ways. The CCP application provides specific examples of eligible projects. Projects that involve preparedness planning, have potential regional or statewide applications, or involve exercising CCP training and planning in Alaska Shield 2010 are priorities for this funding cycle. (In addition to other guidance, please refer to sections VIII and IX for allowable and unallowable costs when developing applications.)

The following Citizen Corps Councils currently receiving funds are: Municipality of Anchorage, the Matanuska-Susitna Borough, the Kenai Peninsula Borough, and the Fairbanks area. Communities with active Citizen Corps Councils are also eligible to apply. Jurisdictions interested in establishing a Citizen Corps Council should contact the State Citizen Corps Coordinator for information at 907-428-7000 or 1-800-478-2337 and consider applying for start-up funds (see CCP application for details).

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 located on the site.

Metropolitan Medical Response System: Only Southeast Alaska (City and Borough of Juneau) and the Municipality of Anchorage are eligible to apply for MMRS funding. The FFY 2009 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.

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>.

Alaska Shield 2010 Exercise Project Option: Each jurisdiction has the opportunity to submit a project under one of the eligible Investments to participate in the Alaska Shield 2010 Exercise. Project submissions **must** be titled "Alaska Shield 2010 Exercise" and the EHP Consideration block checked. This option enables local jurisdictions to apply for funding to cover overtime and backfill costs for participation as well as other allowable exercise expenses. Jurisdictions may also select the Alaska Shield 2010 Exercise Project Option in the SHSP State Managed Program options which will provide exercise design and development technical assistance only. This exercise will focus on the unifying theme to validate Alaska's ability to anticipate, prepare for, respond to, and recover from a major event that disrupts the supply chain with additional widespread consequences affecting response and recovery. The scope of the Alaska Shield 2010 Exercise is to have a major disruptive incident or series of incidents which cause communities to respond, assume responsibility for their initial life safety needs, assess ability to quickly stabilize the life safety situation throughout the State, and then plan for, but not necessarily demonstrate, the long-term effort for sustaining a longer range response and recovery effort.

State Managed Program Project Options: Each jurisdiction can request projects that will be managed by the State in Training, and/or Exercise, and Planning. Each area will carry a value of \$15,000 for development and delivery by the State, or a State funded contractor. The State managed Planning project, Emergency Operations Plan (EOP) Development, Option Two, *Development of a Full EOP*, will carry a value of \$25,000.

Jurisdictions can also request a State Managed State Vulnerability Assessment (SVA). Each SVA will carry a value of \$15,000 for completion by the State, or a State funded contractor. This Assessment will provide the local jurisdiction with recommendations on how to protect critical infrastructure. Recommendations on equipment necessary to protect the critical infrastructures will also be provided. This assessment 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.

State Managed Program Options will not cover local jurisdiction overtime and backfill costs.

The State Managed activity 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: 97 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 2009 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 (SPR) 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 SPR 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 2009 HSGP Application

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 2009 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 – Strengthen Planning and Preparedness: This Investment integrates four previous investments, reflecting inherent linkages and shared strategies among planning and preparedness, regional collaboration, and information sharing. Regional and statewide planning workshops, training, and exercises foster regional collaboration, information sharing, and the ability to respond and communicate effectively with partners within and across communities.

This Investment will increase the number and capabilities of local jurisdictions developing Emergency Operation Plans (EOP). For governmental agencies, private and non-profit sectors, and communities with EOPs, this Investment will increase the number of entities engaged in continuity of operations planning. Outreach will support local and State efforts while expanding 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.

Investment #2 – Strengthen Interoperable and Operable Communications Capabilities: 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.

Investment #3 – Critical Infrastructure / Key Resource Protection: This Investment continues to address threats to local government critical infrastructure/key resource (CI/KR) and directly supports the State's Capability Enhancement Plan by developing buffer zones and infrastructure protection for CI/KR assets protection within communities. 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 purchasing equipment and project implementation that are eligible under future SHSP applications. Independent threat analyses can also be provided through other agencies and private providers. This investment also seeks to strengthen multi-agency response through statewide cyber security initiatives. Development of an analysis process for cyber threat intelligence and cyber security training and exercises are all eligible projects in this investment.

Investment #4 – Strengthen Chemical, Biological, Radiological/Nuclear, and Explosive (CBRNE) / Improvised Explosive Device (IED) Detection, Response, and Decontamination Capabilities: This Investment utilizes an all-hazards approach, first responders, tactical specialty teams and law enforcement entities will develop and maintain qualified, trained, and exercised personnel to necessary equipment. Activities will increase improvised explosive device and radiological/nuclear awareness, and reduce critical infrastructure/key resource and soft target attack vulnerabilities. Multi-jurisdiction planning groups such as the Statewide Hazardous Materials (Hazmat) Response Work Group described in the 2009 SHSS will identify resources to address any shortfall in equipment, personnel, exercise, and training and the SPR, thereby strengthening CBRNE detection, response, and decontamination capabilities statewide. Aviation, maritime, and multi-agency coordination are key components in this Investment which provide pathways to succeed as measured by the safety, preparedness, rapid response, and recovery from all-hazards events.

Investment #5 – Strengthen Medical Surge and Mass Prophylaxis Capabilities: This Investment is exclusively for the State's MMRS programs which continue to plan, equip, train, and exercise to increase medical surge capabilities and mass prophylaxis. Medical coordination with Hazardous Materials (Hazmat) teams, portable hospital shelter support equipment packages, expanding patient traffic software system with wireless technical connection for computers installed in ambulances and hospital emergency rooms (ER), purchasing pharmaceuticals, medical supplies, oxygen generation units, and medical ventilators are all examples of our current MMRS areas focus. Steering Committees shall be required in each area to identify needs to increase capabilities and set local priorities.

VII. Environmental and Historic Preservation Compliance

Grant recipients are required to consider the potential impacts to the human and natural environment of projects proposed for FEMA funding. FEMA, through its Environmental and Historic Preservation (EHP) Program, engages in a review process to ensure that FEMA-funded activities comply with various Federal laws including: National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (11988), Wetlands (11990) and Environmental Justice (12898). The goal of these compliance requirements is to protect our nation's water, air, coastal, wildlife, agricultural, historical, and cultural resources, as well as to minimize potential adverse effects to children and low-income and minority populations.

DHS&EM and grant recipients shall provide any information requested by FEMA to ensure compliance with applicable Federal EHP requirements. Any project with the potential to impact EHP resources cannot be initiated until FEMA has completed its review. DHS&EM and grant recipients may be required to provide detailed information about the project, including the following: location (street address or map coordinates); description of the project including any associated ground disturbance work, extent of modification of existing structures, construction equipment to be used, staging areas, access roads, etc.; year the existing facility was built; natural, biological, and/or cultural resources present in the project vicinity; visual documentation such as site and facility photographs, project plans, maps, etc; and possible project alternatives.

For certain types of projects, FEMA must consult with other federal and State agencies such as the U.S. Fish and Wildlife Service, State Historic Preservation Offices, and the U.S. Army Corps of Engineers, as well as other agencies and organizations responsible for protecting natural and cultural resources. For projects with the potential to have significant adverse effects on the environment and/or historic properties, FEMA's EHP review and consultation may result in a substantive agreement between the involved parties outlining how the grantee will avoid the effects, minimize the effects, or, if necessary, compensate for the effects.

Because of the potential for significant adverse effects to EHP resources or public controversy, some projects may require an additional assessment or report, such as an Environmental Assessment, Biological Assessment, archaeological survey, cultural resources report, wetlands delineation, or other document, as well as a public comment period. DHS&EM and grant recipients are responsible for the preparation of such documents, as well as for the implementation of any treatment or mitigation measures identified during the EHP review that are necessary to address potential adverse impacts. DHS&EM and grant recipients may use these funds toward the costs of preparing such documents and/or implementing treatment or mitigation measures. Failure of DHS&EM and grant recipients to meet federal, State, and local EHP requirements, obtain applicable permits, and comply with any conditions that may be placed on the project as the result of FEMA's EHP review may jeopardize federal funding.

Grant recipients shall not undertake any project having the potential to impact EHP resources without the prior approval of DHS&EM and FEMA, including but not limited to communications towers, physical security enhancements, new construction, and **modifications to buildings, structures and objects** that are 50 years old or greater. Grant recipients must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify DHS&EM and the State Historic Preservation Office. **Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.**

For more information on FEMA's EHP requirements, grant recipients should refer to DHS&EM's webpage available at <http://www.ak-prepared.com/grants.htm> or FEMA's Information Bulletin #271, *Environmental Planning and Historic Preservation Requirements for Grants*, available at <http://ojp.usdoj.gov/odp/docs/info271.pdf>. Additional information and resources can also be found at <http://www.fema.gov/plan/ehp/ehp-applicant-help.shtm>.

VIII. 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 FEMA.

Planning: Jurisdictions should focus planning efforts that enable them to prioritize needs, build capabilities, update preparedness strategies, allocate resources, and deliver preparedness programs across disciplines (e.g., law enforcement, fire, emergency medical service (EMS), public health, behavioral health, public works, agriculture, and information technology) and levels of government. Planning activities should focus on the four homeland security mission areas of prevention, protection, response, and recovery. All jurisdictions are encouraged to work through Citizen Corps Councils, nongovernmental entities, and the general public in planning activities. Again, 25 percent of overall funding to State must be for planning.

Equipment: Allowable equipment for FFY 2009 HSGP is listed on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB) at <http://www.rkb.us>. 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. 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 or State 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 National Response Framework (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: Personnel hiring, overtime and backfill expenses are permitted under this grant in order to perform allowable FFY 2009 HSGP planning, training, exercise, and equipment activities. In general, funds to pay staff and/or contractor regular time or overtime/backfill is considered a personnel cost. Activities that are considered "personnel" and "personnel-related", and therefore count against the personnel cap of 50 percent include, but are limited to:

- Operational overtime
- Overtime/backfill to participate in approved training or exercise deliveries
- Salaries and personnel costs of intelligence analysts

- Overtime to participate in intelligence sharing activities
- Salaries and personnel costs of planners, equipment managers, exercise coordinators, and/or training coordinators
- Contractor costs associated with performing the above activities

The 50 percent ceiling does not apply to MMRS or CCP. For MMRS, hiring, overtime, backfill and professional development expenses are allowable only for dedicated MMRS leadership personnel to perform programmatic activities and that are deemed allowable under existing guidance. Supplanting is not allowed.

Management and Administration (M&A): Jurisdictions are not eligible for these funds.

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.

Project construction and renovation may be allowable, although it is not a State focus. DHS&EM approved projects are likely to be security enhancements from vulnerability assessments and must be submitted to FEMA for compliance review under Federal environmental planning and historic preservation (EHP) laws and requirements prior to initiation of the project. 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. Per the Consolidated Security, Disaster Assistance, and Continuing Appropriations Act of 2009 (Public Law 110-329), communications towers.

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*.

IX. 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

X. Grant Award Information

Performance Period: Twenty-four (24) months

Eligible Applicants:

- Jurisdictions identified in State Homeland Security Strategy
 - Boroughs are 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 from first to last across all applicable 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 the number 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 2009 HSGP Grant Award Kick-off meetings.
- NIMS compliance as of September 30, 2008. Applicants must be compliant with FY2008 NIMS Implementation Activities and Compliance Metrics found at <http://www.fema.gov/nimscast>. Applicant compliance with NIMS must be completed by the application deadline date and documented through NIMSCAST. NIMSCAST is designed for jurisdictions to complete a comprehensive self-assessment based on the FFY 2008 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 2009 HSGP Grant Award Kick-off meetings
- If applicable, attendance of programmatic jurisdictional representatives at the annual Training and Exercise Planning Workshop

Reporting: Each recipient must report quarterly progress in 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>.

XI. Application Submission Requirements and Jurisdiction 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., Wednesday, July 1, 2009

Jurisdiction Checklist

- Application
 1. Completed FFY 2009 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
- Attach a spending plan to expend the balance of any remaining FFY 2007 and FFY 2008 Homeland Security Grant funds, if any.
- Jurisdictional NIMSCAST Input is ongoing.
- Check if any project(s) requires EHP consideration.

- 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.

XII. Application Evaluation Criteria

DHS&EM will be notified of final FFY 2009 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 2009 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. This includes all application required items outlined in the checklist above
- NIMS compliance via NIMSCAST
- 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