



DEPARTMENT OF PUBLIC SAFETY
DIVISION OF HOMELAND SECURITY



FY 2004 STATE HOMELAND SECURITY GRANT PROGRAM

Attachment A

ADMINISTRATIVE CONTROL OF FUNDING OPTIONS

Local jurisdictions have three options to administer their funds:

1. **Local Administration:** Jurisdiction chooses to administer the funds locally. The Jurisdiction will submit an Initial Spending and Implementation Plan (ISIP) by the June 4th deadline. The Jurisdiction will assume all administrative functions including grant reporting requirements as outlined in Appendix C and F of the grant application. The SAA will reimburse the jurisdiction quarterly for eligible expenditures based on information supplied on the quarterly financial report. A maximum of (3%) of the total allotment may be used for administrative purposes as detailed in the grant guidelines. The Jurisdiction must comply will all requirements detailed in the grant guidelines and DOJ Financial Guide.
2. **Regional Administration:** Designate the Regional Planning Organization (RPO) to administer the funds on the behalf of its member Jurisdictions. The Jurisdictions will be responsible to coordinate with the RPO to ensure the ISIP is submitted by the June 4th deadline. The RPO will assume all administrative functions including grant reporting requirements as outlined in Appendix C and F of the grant application. The SAA will reimburse the RPO quarterly for eligible expenditures based on information supplied on the quarterly financial report. A maximum of (3%) of the total allotment may be used for administrative purposes as detailed in the grant guidelines. The RPO must comply will all requirements detailed in the grant guidelines and DOJ Financial Guide. Jurisdictions will have the responsibility to ensure their individual needs are met with this funding. RPOs will not be required to maintain separate accounts for each Jurisdiction.
3. **State Administration:** Sign a Memorandum of Understanding (MOU) and have the State Administrative Agency (SAA) administer the allocation on their behalf. The State will accept all administrative oversight: procurement, fiscal, grant reporting and audit requirements. The entire allotment will be used for the equipment, planning, training, and exercise needs of the jurisdiction. Regional equipment, training, exercise and planning needs may be addressed with approval from all participating Jurisdictions. **Administrative costs attributable to the SAA will be charged to the State's share.**

Funding for jurisdictions that did not participate in the State Homeland Security Assessment Program will be administered at the State level and can only be used for training, exercise and planning needs.

ADMINISTRATIVE REQUIREMENTS FOR LOCAL/REGIONAL CONTROL OF FUNDS

- Either the jurisdiction or RPO will be responsible for completing the ISIP (Initial Spending and Implementation Plan) and forward it to the SAA within 45 days of the federal grant award for review and approval. It is the responsibility of the local jurisdiction to coordinate with the RPO to ensure the ISIP is submitted by June 4th.
- Grant applications with all the necessary assurances and budget information will be distributed to Jurisdiction or RPO submitting an ISIP. RPOs will submit completed packages for review and approval. ***NO EMCUMBRANCES OR EXPENDITURES MAY BE INCURRED UNTIL THE JURISDITON RECEIVES A GRANT AWARD INDICATING THE ISIP AND APPLICATION HAVE BEEN APPROVED.***
- Funding cannot be split between the three administrative options. It must be fully retained at one option.
- Separate reports must be maintained for each of the three programs. Funds cannot be transferred between programs.
- All expenditures must be in compliance and directly relate to the goals and objectives defined in the State Homeland Security Strategy.
- All equipment must be standardized to the maximum extent possible.
- The State Interoperability Committee must pre-approve any acquisitions of communications equipment to ensure compatibility with statewide efforts.
- All training and exercises must be coordinated through the State Homeland Security Education Center to ensure compliance with grant requirements.
- Jurisdictions can use state contracts to procure equipment when allowable.
- Funding disbursement is on a reimbursement basis only. Reimbursement requests will be submitted quarterly with the financial reports.
- Additional funds for overtime/backfill or critical infrastructure protection reimbursement must be drawn down from the local allocation.
- The jurisdiction will be responsible for any per capita charge when attending classes where local funds are used to subsidize training.
- Jurisdictions will be responsible to ensure their individual needs will be met with Regional Administration. RPOs will not be required to maintain separate jurisdictional accounts.

Homeland Security Grant Administration Process

Division of Homeland Security	Municipality (with MOU)	Municipality/RPO as Sub-grantee
<p>Prepare Initial Strategy Implementation Spending Plan (ISIP)</p> <ul style="list-style-type: none"> • Complete ISIP template, provided by ODP • Link awarded funds to one or more programs that support the State Strategy's Goals and Objectives • Review and validate any ISIPs of sub-grantees • Submit to ODP within 60 days 	<p>Sign Memorandum of Understanding</p> <ul style="list-style-type: none"> • Identify Point of Contact 	<p>Prepare Initial Strategy Implementation Spending Plan (ISIP)</p> <ul style="list-style-type: none"> • Complete ISIP template, provided by ODP • Link awarded funds to one or more programs that support the State Strategy's Goals and Objectives • Submit to DHS within 45 days for review and validation of template
<p>Coordinate program implementation with multi-disciplinary Task Forces to identify planning, equipment, training, and exercise needs</p> <ul style="list-style-type: none"> • Prepare RFPs, bid awards and contracts • Prepare purchase orders • Confirm delivery and receipt • Process vendor's invoices for payment 	<p>Identify needs for equipment, training and exercises</p> <ul style="list-style-type: none"> • Complete and submit order forms to SAA • Receive and verify all orders 	<p>Implement programs by procuring equipment, training and exercises</p> <ul style="list-style-type: none"> • Prepare RFPs, bid awards and contracts • Prepare purchase orders • Receive and verify all orders • Process vendor's invoices for payment
<p>Ensure all expenditures conform to program requirements</p> <ul style="list-style-type: none"> • ODP authorized equipment purchases • ODP allowable training and exercise costs 		<p>Ensure all expenditures conform to program requirements</p> <ul style="list-style-type: none"> • ODP authorized equipment purchases • ODP allowable training and exercise costs
<p>Retain all fiscal records</p> <ul style="list-style-type: none"> • Bids, specifications and contracts • Purchase orders and invoices • Receipts • Payroll and overtime expenses 		<p>Retain all fiscal records</p> <ul style="list-style-type: none"> • Bids, specifications and contracts • Purchase orders and invoices • Receipts • Payroll and overtime expenses
<p>Retain all training records</p> <ul style="list-style-type: none"> • By course • By discipline 		<p>Retain all training records</p> <ul style="list-style-type: none"> • By course • By discipline
<p>Complete quarterly Financial Status Reports</p> <ul style="list-style-type: none"> • Complete and submit quarterly cash reports 		<p>Complete quarterly Financial Status Reports</p> <ul style="list-style-type: none"> • Complete and submit quarterly cash reports
<p>Complete Biannual Strategy Implementation Reports (June 30 and December 31)</p> <ul style="list-style-type: none"> • Update information on all obligations, expenditures and activities • Review sub-grantee's reports • Submit to ODP within 30 days 		<p>Complete Biannual Strategy Implementation Reports (June 30 and December 31)</p> <ul style="list-style-type: none"> • Update information on all obligations, expenditures and activities • Submit to DHS within 20 days

PROPOSED ALLOCATION FORMULAS

State Homeland Security Program Funds:

Location	Base Funding	Per Capita Based on 2000 Census figures	Large City Stipend 12 largest Cities
Municipal Funding	\$ 20,000	\$ 3.54 pp	\$118,372
Regional Planning Organizations	\$ 15,000	.05 pp	
Regional Response Teams (9)	2.1 mil	Distribution will be determined based on needs of each team.	
Interoperability Issues	1,211,898	Will be used for interoperability issues on a statewide basis	

Law Enforcement Terrorism Prevention

These funds will be distributed on a per "Copita" basis. Each jurisdiction that has a full time Police Officers or Full Time Constables will receive \$ 719.05 per officer. Allocation is based on "Crime in CT, 2001" Uniform Crime Reporting Program.

Jurisdictions with Part Time Constables will receive funding at the rate of 2 part time officers equal one full time.

Also a reserve of one million dollars will be set aside from the LETPP Fund for:

1. POST Training - \$ 215,027
2. Anti-Terrorism Task Force Stipend - \$ 300,000
3. Interoperability Issues - \$ 250,000
4. CAPTAIN System Upgrades - \$ 235,000

Citizen Corps

Each Regional Citizen Corps Committee will receive funding of \$25,000. (11 Councils)

Each Local Citizen Corps Committee will receive funding of \$5,000 (5 Councils)

Each Medical Reserve Corps (MRC) will be allocated \$40,000. (3 MRCs)

Additional Councils have formed since this allocation was approved. In order to accommodate these, State funds will be allocated to fully fund all the established Councils. No additional Councils will receive FY 2004 funds.

STRATEGIC GUIDANCE FOR THE FY 2004 STATE HOMELAND SECURITY GRANT PROGRAM

The Homeland Security Working Group is recommending the following strategic guidance for the expenditure of FY 2004 State Homeland Security Funds:

SOLUTION AREA	PERCENTAGE
Equipment	56.5%
Exercises	3.5%
Planning	10%
Training	30%

FY 2004 STATE HOMELAND SECURITY GRANT TIME LINE

March 11, 2004	ISIP Informational Package sent to all Jurisdictions.
March 26, 2004	Homeland Security Working Group (HSWG) Formed Allocation Plans and Priorities developed
April 19, 2004	Grant Awarded – 60 Day Commitment Period Begins
April 29, 2004	Allocation Overview and Administrative Guidelines were distributed to Jurisdictions
May 18, 2004	Allocation Plans submitted to Governor's Domestic Preparedness Senior Steering Council Governor's for approval
May 24, 2004	Allocation Package Distributed to Jurisdictions
June 4, 2004	Deadline for Jurisdictions Necessary Paperwork to include:

Local Administration	Regional Administration	State Administration
Designation of Administrator Form	Designation of Administrator Form	Designation of Administrator Form
Locally Prepared ISIP	Regionally Prepared ISIP	MOU

Week of June 7th

Grant applications with all the necessary assurances and budget information will be distributed to jurisdictions submitting an ISIP. Jurisdictions will submit completed packages for review and approval. ***NO EMCUMBRANCES OR EXPENDITURES MAY BE INCURRED UNTIL THE JURISDICTION RECEIVES A GRANT AWARD INDICATING THE ISIP AND APPLICATION HAVE BEEN APPROVED.***

HSWG will meet to review finalize State ISIP and review and approve Jurisdictional ISIPs

June 19, 2004

Deadline for DHS to submit State and Jurisdiction ISIPs to the Office of Domestic Preparedness.

Week of June 21, 2004

Regional meetings will be scheduled for Jurisdictions who designated the State as administrators of their funds. The State ISIP will be presented and discussed. Packages will be distributed for Jurisdictions to identify initial equipment and training needs.

July 2004

Committees of local and state first responders will be created to develop standards for equipment in their respective disciplines.

July 30, 2004

Deadline for Jurisdictions who designate the State as administrator to submit initial equipment requests to DHS. The procurement process will begin.