



STATE OF ARIZONA
Department of Homeland Security

2013 STATE HOMELAND SECURITY GRANT PROGRAM APPLICATION

PLEASE FILL OUT THE SUBGRANTEE AND PROJECT TITLE BLANKS ONLY

Grant #: Applicant:

Project Title:

The following document(s) have been completed and submitted with the application.

Check if Completed

Grant Workbook

- Project Administrative Page (Questions 1-10)
- Project Narrative (Questions 11-13)
- Project Justification (Questions 14 & 15)
- Core Capabilities (Questions 16 & 17)
- Milestones (Question 18)

Please be sure to only complete the following worksheets that pertain to your project.

- Equipment Budget Narrative
 - Equipment Description & Utilization
- Training Budget Narrative & Detail Worksheet
- Exercise Budget Narrative & Detail Worksheet
- Planning Budget Narrative & Detail Worksheet
- M&A Budget Narrative & Detail Worksheet
- Organization Budget Narrative & Detail Worksheet
- Memorandum of Understanding (if applicable)

Please check the following boxes if

-Your agency is NIMSCAST Compliant

For more information on NIMSCAST:

<http://www.fema.gov/nimscast/index.jsp>

-Your agency is registered with and participating in E-Verification Program

For more information on E-Verify

www.uscis.gov/E-Verify

The following tabs MUST be completed

- Standard Data Collection Form
- Financial System Survey
- Budget Summary
- Project Summary
- FFATA Summary
- Grant-Funded Typed Resource Report

The due date for this application is March 1, 2013 at 5:00PM. No late applications will be accepted. No incomplete applications will be accepted. There will be no opportunity for clarifications once the application has been submitted. To submit an application please click on the link below:

<http://www.azdohs.gov/application2013.asp>

Central Region, Phoenix UASI		East and West Regions, State Agencies		North and South Regions
Susan Dzbanko (602) 542-1777 sdzbanko@azdohs.gov		John Coughlin (602) 542-7012 jcoughlin@azdohs.gov		Maryann Loya (602) 542-7062 mloya@azdohs.gov

Grant Timeline

March 1, 2013 no later than 5:00 PM (Arizona Time) - Application due to AZDOHS.

March 4 - March 15, 2013 AZDOHS reviews grant applications.

March 18 - April 12, 2013 Applicable applications will be reviewed by Working Groups as necessary. Regional Advisory Councils will provide recommendations to the Director of AZDOHS.

TBD - AZDOHS Applications due to Federal DHS.

On or before September 2013 - Awards will be made to local jurisdictions and state agencies.

Grant Period - Start date will be determined by the date on the official award notice to Arizona. from U.S. DHS. The local jurisdictions grant award period will not exceed 12 months.

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2013 STATE HOMELAND SECURITY GRANT PROGRAM APPLICATION

FOR THIS SECTION BE SURE TO CHOOSE A PROGRAM

Grant #: Applicant:

Project Title:

Grant Program:

PROJECT ADMINISTRATIVE PAGE

1. Applicant Applicant Address: Mailing Address: <input type="text" value="5515 S. Apache Ave., Suite 400"/> City/State/Zip: <input type="text" value="Globe"/> <input type="text" value="AZ"/> <input type="text" value="85501-4432"/> City State Zip+4 Code https://tools.usps.com/go/ZipLookupAction!input.action Head of Agency Title First Name Last Name Chairman Michael Pastor Phone #: <input type="text" value="928-425-3231"/> E-Mail Address: <input type="text" value="mpastor@gilacountyaz.gov"/>	2. Organization Type <input type="text" value="County"/> 3. Region or Entity: <input type="text" value="East Region"/>
Agency's Point of Contact Information Title First Name Last Name <input type="text"/> Debra Williams Phone #: <input type="text" value="928-402-8763"/> Cell Phone #: <input type="text" value="928-701-1811"/> E-Mail Address: <input type="text" value="dwilliams@gilacountyaz.gov"/>	Program Initiatives 4a. Initiatives: <input type="text" value="Strengthen Interoperable Communications Capabilities"/> 4b. Is this LETPA?: <input type="text" value="Select Yes/No"/> 5. Total Dollar Amount Requested: <input type="text" value="\$10,000"/>

6. Enter the 2011 - 2014 State Homeland Security Strategy Objectives (EXAMPLE : 1.1.0) and Action Item(s) Numbers (EXAMPLE:1.1.4) that relate to this project. To learn more about the strategy visit this website:

<http://www.azdohs.gov/Grants/SHSS.asp>

1.1.0, 1.1.1, 2.3.4

7. Identify the primary National Priority that is supported by this project from the drop down box below.

8. Is this project new or ongoing? If the project is ongoing, identify the corresponding projects and funding amounts for each year as applicable. Also, for the current grant cycle, please identify, if any, requests for funding from other funding sources i.e. EOC, EMPG etc.

New.

9. Can partial funding be accepted for this project? If so, at what specific dollar amount(s), items, and quantities? Be sure to list the order of priority.

Yes. Reducing the amount requested would reduce the amount of training offered. Priority will be given to implementing the Communications Unit Field Day, followed by the delivery of COML and COMT classes in each homeland security region in Arizona in proportion to their support of this project. Opportunities will be offered in each RAC in proportion to their support of this project, as practical.

10. Please list the multiple jurisdictions and/or disciplines served by this project. Include POC information for each partnering agency.

All five homeland security regions in Arizona will benefit from this project. Public Safety and Public Service personnel from Statewide, County and Local jurisdictions will be invited to participate, including law enforcement, public health, fire service, and emergency management personnel. Funds from this project will be MOU'd to the PSIC Office for management and implementation as part of the overall statewide project.

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Grant #: []

Applicant: Gila County Health & Emergency Services

Project Title: Communications Unit Training Grant

PROJECT NARRATIVE

11. Provide a summary description (scope of work) for this project as well as a description of the need. Be sure to include how this project will support and enhance jurisdictional capabilities that are directly related to the Initiative identified on the previous tab under item 4. The character limit for this section is 1,000. Do not use any special characters such as a hyphen or apostrophe.

Funding is sought to enhance skills and capabilities for individuals responsible for public safety communications in AZ. The project will conduct a Communications Unit Training Field Day, multiple COML and COMT classes and other workshops in support of SCIP Initiative 5.8.4.1. While the project intends to offer one Field Day, at least 5 COML classes and one COMT class, the number of offerings will depend on the amount of funds awarded statewide and the actual cost to deliver each opportunity. Funds from this project will be MOUD to the PSIC Office for management and implementation. The project will be coordinated with the PSCC, SIEC, the NIMS-CU workgroup, County Emergency Managers and ADEM as appropriate.

The total cost of the project is \$80k with the Central and South RAC each requesting \$25k (31%), and all other RACs

12. What is the sustainability plan for this project/equipment?

While the project will not need to be sustained beyond the period of performance, the project will support the ongoing effective implementation of the NIMS Communications Unit in Arizona. As the number of trained communications unit personnel increases, those persons will be able to in turn mentor other individuals who are training on communications equipment. By having qualified trained experts in the communications field, jurisdictions will be able to respond

13. Provide a summary of the current state of this project, its objectives and any outcomes to be completed prior to this funding. The character limit for this section is 1,000. Do not use any special characters such as a hyphen or apostrophe.

The Target Capabilities Assessment and the National Emergency Communications Plan assessment process, including evaluation information from After Action Reports, identified a number of areas for improvement in providing response level emergency communications during multi-agency multi-jurisdictional events. In particular, effective and trained Communications Unit personnel were identified as key to improving interoperable communications throughout Arizona. These training opportunities will serve to advance these goals by following the established Arizona Communications

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PROJECT JUSTIFICATION

14a. Explain how this project supports the State Homeland Security Strategy.

To learn more about the State Homeland Security Strategy, refer to the following website:

<http://www.azdohs.gov/Grants/SHSS.asp>

Arizona recognizes a need to coordinate communications-focused training opportunities statewide in order to ensure that appropriate users and stakeholders achieve and maintain mission critical interoperable communications competencies. The project supports the State Homeland Security Strategy goal 1.1.0 to bolster Arizona's communication capability in interoperable voice and radio communications, specifically to support local and regional interoperable communications. In addition, the project supports the State Homeland Security Strategy goal 2.3.4 Encourage the training and recognition of NIMS Compliant Communications Unit Trained personnel, including the All Hazards Type III Communications Unit Leader (COML) and the Communication Technician (COMT) (SCIP Section 5.8.4.1).

14b. Include how this project fits into one (or more) of the State Initiatives. Please refer to the "PROJECT ADMIN TAB" under Item 4. Provide any additional justification that supports this project. The character limit for this section is 1,000. Do not use any special characters such as a hyphen or apostrophe.

The project is aligned to the State Initiative Strengthen Interoperable Communications Capabilities. Communication for first responders is essential. Knowing how to communicate between agencies and jurisdictions is critical to the outcome of any situation. To advance interoperability and communication systems in Arizona, the Public Safety Interoperability Communications (PSIC) Office, collaborates with AZDOHS, ADEM and other partner agencies to develop training opportunities, seminars and other workshops to support communication unit development throughout the state.

15. Describe in detail the goals and objectives of the proposed project. Be sure to address what your organization's current capabilities are, and how the current capabilities of your organization will be impacted or enhanced as a result of this grant. The character limit for this section is 1,000. Do not use any special characters such as a hyphen or apostrophe.

The project will enhance Emergency Responder Skills and Capabilities for individuals responsible for public safety communications in Arizona. The project will conduct a Communications Unit Training Field Day, multiple COML and COMT classes and other workshops or seminars in support of SCIP Initiative 5.8.4.1 Develop and Implement a Training Plan to Address Interoperable Communications. These training opportunities will serve to advance these goals by following the established Arizona Communications Unit Training Coordination Procedure, Communications Unit Standards, and NIMS-CU Policies and Procedures.

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Project Title:

CORE CAPABILITIES

16. From the 31 Core Capabilities please identify, from the drop down menu, no more than three Core Capabilities supported by this project in priority order. Then enter the proposed amount of funding to be obligated for each Core Capability from this project. To access the Core Capabilities List click on the link below.

<http://www.fema.gov/pdf/prepared/npg.pdf>

<http://www.fema.gov/pdf/prepared/crosswalk.pdf>

<input type="text" value="Operational Communications"/>	▼	Enter Amount:	<input type="text" value="\$10,000"/>
<input type="text" value="Choose Core Capabilities"/>	▼	Enter Amount:	<input type="text" value="\$0"/>
<input type="text" value="Choose Core Capabilities"/>	▼	Enter Amount:	<input type="text" value="\$0"/>

This amount should equal the total amount being requested for this project.

17. For each Core Capability selected, list the gap number as identified in the State Preparedness Report (SPR) that this project will address (Example gap number: Operational Communications, Equipment, 1- Acquire, maintain and sustain equipment). For each gap listed, provide a description of how this project will addresses that gap within your jurisdiction and/or region.

Operational Communications, Training, 1-Continue training for new and existing personnel.
Communications Unit Field Day will provide attendees with necessary specialized training and hands on experience to complete certain required COML or COMT task book activities. COML and COMT classes will give Emergency Responders initial training in communications capabilities, interoperability design and function. Seminars are designed to allow information sharing between districts and agencies so that all stakeholders are able to give and receive input. The project will support the delivery of these training opportunities in each homeland security region in Arizona in proportion to their support of this project.

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MILESTONES

18. Provide specific milestones for the project during the course of the performance period. Each milestone (up to 4) should provide a clear description of the projected outcome. Note: If this grant is awarded, the milestones, as identified below, are required to be fulfilled as part of the grant requirement. The grant performance period is 12 months and the projected funding cycle is October 2013 - September 2014. Extensions will only be considered under extenuating circumstances, and additional supporting documentation will be required. Do not use any special characters such as a hyphen or apostrophe.

Milestone 1

Description:	Start Date	End Date
MOU funds to the PSIC Office. Create statements of work (SOW). Local and regional outreach conducted. Project plan development and review by relevant stakeholders.	10/01/2013	12/31/2013

Milestone 2

Description:	Start Date	End Date
Formation of the Field Day Planning Team. Establishment of class locations and scheduling of COML and/or COMT classes. Outreach effort to stress importance of having COMLs and COMTs deployable statewide, and to confirm participation by first responders throughout the state. Local and regional outreach conducted.	01/01/2014	03/31/2014

Milestone 3

Description:	Start Date	End Date
Development of the Communications Unit Field Day Planning Team. Continued implementation of class locations and scheduling of COML and/or COMT classes. Outreach effort to stress importance of having COMLs and COMTs deployable statewide, and to confirm participation by first responders throughout the state. Local and regional outreach conducted.	04/01/2014	06/30/2014

Milestone 4

Description:	Start Date	End Date
Delivery of the Communications Unit Field Day. Local and regional outreach conducted. . Continued implementation of class locations and scheduling of COML and/or COMT classes. Project evaluation completed, along with lessons learned and next steps identified for continued Communications Unit training in the context of the statewide Interoperable Communications Plan developed per SCIP 5.8.4.1 Action Plan.	07/01/2014	09/30/2014

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TRAINING - BUDGET NARRATIVE AND BUDGET DETAIL WORKSHEET

All training must be in accordance with and approved by the State Training POC, prior to any contracted services with training provider. Any grant funds used for Communications Unit training must be in compliance with the Arizona Communications Unit Training Coordination Procedure.

More information on the Arizona Communications Unit Training Coordination Procedure can be found at:
<http://azpsic.gov/library/standards/default.htm>

FEMA approved training class, course number, title and/or conference/training event:

<https://www.firstrespondertraining.gov>

Enter a brief course description. MUST include: 1) proposed location, 2) training provider, 3) provider address, 4) provider point of contact, number and website, 5) estimated number of participants from your jurisdiction.

The PSIC Office will be responsible for coordinating the delivery of all trainings and opportunities in association with this project. The number of deliveries and location of each opportunity will depend on the total amount of funds awarded statewide. The estimated cost for delivering the Communications Unit Training Field Day is as follows:

How does the requested training support FEMA mission scope to prepare personnel to prevent, protect, respond to and recover from all critical hazards?

Communication for first responders is essential. Knowing how to communicate between agencies and jurisdictions is critical to the outcome of any situation. Funding is sought to enhance Emergency Responder Skills and Capabilities for individuals responsible for all-hazard public safety communications in Arizona.

How does the requested training address a gap identified in the SPR? List the gap number from the SPR and a description of how the training addresses that gap.

Operational Communications, Training, 1-Continue training for new and existing personnel.
The Field Day will provide attendees with necessary specialized training and hands on experience to complete certain required COML or COMT task book activities. COML and COMT Classes will give Emergency Responders initial training

Mission Area	Respond	Training Level	Performance			
Projected Number of Deliveries (1 or Greater)	Backfill Overtime	Workshops Conferences	Trainers Contractors Consultants	Supplies	Travel	Total
1	\$0	\$230	\$563	\$287	\$2,170	
Total Cost for All Deliveries	\$0	\$230	\$563	\$287	\$2,170	\$3,250

If requesting supplies, you must provide a list and corresponding dollar amount for all consumable supplies requested.

A total of \$2300 statewide is being requested for the purchase of batteries, CAT5 cables, training books, handouts, folders, posters, tape, paper clips, makters, pens and other office supplies.

Section 2

FEMA approved training class, course number, title and/or conference/training event:

<https://www.firstrespondertraining.gov>

Enter a brief course description. MUST include: 1) proposed location, 2) training provider, 3) provider address, 4) provider point of contact, number and website, 5) estimated number of participants.

The PSIC Office will be responsible for coordinating the delivery of all trainings and opportunities in association with this project. The number of deliveries and location of each opportunity will depend on the total amount of funds awarded statewide. The estimated cost for delivering each COML course is as follows:

How does the requested training support FEMA mission scope to prepare personnel to prevent, protect, respond to and recover from all critical hazards?

Communication for first responders is essential. Knowing how to communicate between agencies and jurisdictions is critical to the outcome of any situation. Funding is sought to enhance Emergency Responder Skills and Capabilities for individuals responsible for all-hazard public safety communications in Arizona.

How does the requested training enhance/sustain capabilities that support the UASI or SHSGP Strategy?

Operational Communications, Training, 1-Continue training for new and existing personnel.
The Field Day will provide attendees with necessary specialized training and hands on experience to complete certain required COML or COMT task book activities. COML and COMT Classes will give Emergency Responders initial training

Mission Area	Respond	Training Level	Performance			
Projected Number of Deliveries (1 or Greater)	Backfill Overtime	Workshops Conferences	Trainers Contractors Consultants	Supplies	Travel	Total
1	\$0	\$0	\$1,500	\$0	\$1,000	
Total Cost for All Deliveries	\$0	\$0	\$1,500	\$0	\$1,000	\$2,500

If requesting supplies, you must provide a list and corresponding dollar amount for all consumable supplies requested.

Section 3

FEMA approved training class, course number, title and/or conference/training event:

<https://www.firstrespondertraining.gov>

All-Hazards Type III Communications Unit Technician (COMT) course

Enter a brief course description. MUST include: 1) proposed location, 2) training provider, 3) provider address, 4) provider point of contact, number and website, 5) estimated number of participants.

The PSIC Office will be responsible for coordinating the delivery of all trainings and opportunities in association with this project. The number of deliveries and location of each opportunity will depend on the total amount of funds awarded statewide. The estimated cost for delivering the COMT course is as follows:

How does the requested training support FEMA mission scope to prepare personnel to prevent, protect, respond to and recover from all critical hazards?

Communication for first responders is essential. Knowing how to communicate between agencies and jurisdictions is critical to the outcome of any situation. Funding is sought to enhance Emergency Responder Skills and Capabilities for individuals responsible for all-hazard public safety communications in Arizona.

How does the requested training enhance/sustain capabilities that support the UASI or SHSGP Strategy?

Operational Communications, Training, 1-Continue training for new and existing personnel. The Field Day will provide attendees with necessary specialized training and hands on experience to complete certain required COML or COMT task book activities. COML and COMT Classes will give Emergency Responders initial training

Mission Area	Respond	Training Level					Performance
Projected Number of Deliveries (1 or Greater)	Backfill Overtime	Workshops Conferences	Trainers Contractors Consultants	Supplies	Travel	Total	
1	\$0	\$0	\$4,050	\$0	\$200		
Total Cost for All Deliveries	\$0	\$0	\$4,050	\$0	\$200	\$4,250	

If requesting supplies, you must provide a list and corresponding dollar amount for all consumable supplies requested.

Section 4

FEMA approved training class, course number, title and/or conference/training event:

<https://www.firstrespondertraining.gov>

Enter a brief course description. MUST include: 1) proposed location, 2) training provider, 3) provider address, 4) provider point of contact, number and website, 5) estimated number of participants.

How does the requested training support FEMA mission scope to prepare personnel to prevent, protect, respond to and recover from all critical hazards?

How does the requested training enhance/sustain capabilities that support the UASI or SHSGP Strategy?

Mission Area	Choose Mission Area	Training Level					Choose Training Level
Projected Number of Deliveries (1 or Greater)	Backfill Overtime	Workshops Conferences	Trainers Contractors Consultants	Supplies	Travel	Total	
0	\$0	\$0	\$0	\$0	\$0		
Total Cost for All Deliveries	\$0	\$0	\$0	\$0	\$0	\$0	

If requesting supplies, you must provide a list and corresponding dollar amount for all consumable supplies requested.

Section 5

FEMA approved training class, course number, title and/or conference/training event:

<https://www.firstrespondertraining.gov>

Enter a brief course description. MUST include: 1) proposed location, 2) training provider, 3) provider address, 4) provider point of contact, number and website, 5) estimated number of participants.

How does the requested training support FEMA mission scope to prepare personnel to prevent, protect, respond to and recover from all critical hazards?

How does the requested training enhance/sustain capabilities that support the UASI or SHSGP Strategy?

Mission Area Choose Mission Area Training Level Choose Training Level

Projected Number of Deliveries (1 or Greater)	Backfill Overtime	Workshops Conferences	Trainers Contractors Consultants	Supplies	Travel	Total
0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost for All Deliveries						\$0

If requesting supplies, you must provide a list and corresponding dollar amount for all consumable supplies requested.

Section 6

FEMA approved training class, course number, title and/or conference/training event:

<https://www.firstrespondertraining.gov>

Enter a brief course description. MUST include: 1) proposed location, 2) training provider, 3) provider address, 4) provider point of contact, number and website, 5) estimated number of participants.

How does the requested training support FEMA mission scope to prepare personnel to prevent, protect, respond to and recover from all critical hazards?

How does the requested training enhance/sustain capabilities that support the UASI or SHSGP Strategy?

Mission Area Prevent Training Level Awareness

Projected Number of Deliveries (1 or Greater)	Backfill Overtime	Workshops Conferences	Trainers Contractors Consultants	Supplies	Travel	Total
0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost for All Deliveries						\$0

If requesting supplies, you must provide a list and corresponding dollar amount for all consumable supplies requested.

Section 7

FEMA approved training class, course number, title and/or conference/training event:

<https://www.firstrespondertraining.gov>

Enter a brief course description. MUST include: 1) proposed location, 2) training provider, 3) provider address, 4) provider point of contact, number and website, 5) estimated number of participants.

How does the requested training support FEMA mission scope to prepare personnel to prevent, protect, respond to and recover from all critical hazards?

How does the requested training enhance/sustain capabilities that support the UASI or SHSGP Strategy?

Mission Area Training Level

Projected Number of Deliveries (1 or Greater)	Backfill Overtime	Workshops Conferences	Trainers Contractors Consultants	Supplies	Travel	Total
0	\$0	\$0	\$0	\$0	\$0	
Total Cost for All Deliveries	\$0	\$0	\$0	\$0	\$0	\$0

If requesting supplies, you must provide a list and corresponding dollar amount for all consumable supplies requested.

Section 8

FEMA approved training class, course number, title and/or conference/training event:

<https://www.firstrespondertraining.gov>

Enter a brief course description. MUST include: 1) proposed location, 2) training provider, 3) provider address, 4) provider point of contact, number and website, 5) estimated number of participants.

How does the requested training support FEMA mission scope to prepare personnel to prevent, protect, respond to and recover from all critical hazards?

How does the requested training enhance/sustain capabilities that support the UASI or SHSGP Strategy?

Mission Area Training Level

Projected Number of Deliveries (1 or Greater)	Backfill Overtime	Workshops Conferences	Trainers Contractors Consultants	Supplies	Travel	Total
0	\$0	\$0	\$0	\$0	\$0	
Total Cost for All Deliveries	\$0	\$0	\$0	\$0	\$0	\$0

If requesting supplies, you must provide a list and corresponding dollar amount for all consumable supplies requested.

TOTAL TRAINING COSTS	\$0	\$230	\$6,113	\$287	\$3,370	\$10,000
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STATE OF ARIZONA
Department of Homeland Security

2013 STATE HOMELAND SECURITY GRANT PROGRAM APPLICATION

Grant #:

Applicant:

Project Title:

APPLICATION - SUMMARY

FUNDING CATEGORIES	TOTAL
EQUIPMENT	\$0
TRAINING	\$10,000
EXERCISE	\$0
PLANNING	\$0
ORGANIZATION	\$0
M & A	\$0
APPLICATION TOTAL	\$10,000

Grant Number: Application Number:

Arizona Department of Homeland Security
 1700 West Washington Street, Suite 210
 Phoenix, AZ 85007

Project Summary

Local Unit of Government:	Gila County Health & Emergency Services
Award Amount:	\$10,000
Project Title:	Communications Unit Training Grant
Project Description:	<p>Funding is sought to enhance skills and capabilities for individuals responsible for public safety communications in AZ. The project will conduct a Communications Unit Training Field Day, multiple COML and COMT classes and other workshops in support of SCIP Initiative 5.8.4.1. While the project intends to offer one Field Day, at least 5 COML classes and one COMT class, the number of offerings will depend on the amount of funds awarded statewide and the actual cost to deliver each opportunity. Funds from this project will be MOU'd to the PSIC Office for management and implementation. The project will be coordinated with the PSCC, SIEC, the NIMS-CU workgroup, County Emergency Managers and ADEM as appropriate.</p> <p>The total cost of the project is \$80k with the Central and South RAC each requesting \$25k (31%), and all other RACs requesting \$10k (13%). The estimated cost for delivering each training opportunity is as follows: Field Day: \$26k COML Class: \$4k (20k total) COMT Class: \$34k</p>
Project Type:	Develop/enhance interoperable communication systems ▼
Primary Core Capability:	Operational Coordination ▼
HSGP Investment Supported:	Choose Primary Investment Supported ▼
HSGP Primary Goal:	Choose an HSGP Primary Goal ▼
HSGP Objective:	Choose an HSGP Objective ▼
Phoenix UASI Investment Supported:	Choose Primary Investment Supported ▼
Phoenix UASI Primary Goal:	Choose a Phoenix UASI Goal ▼
Phoenix UASI Objective:	Choose a Phoenix UASI Objective ▼
Funding Source:	SHSGP - STATE HOMELAND SECURITY GRANT PROGRAM ▼

2013 Budget Summary

Grant Number: _____

Is this LETPA? No

Application Number: _____

Allowable Planning Costs	SHSGP	UASI	Choose Primary Discipline
Developing hazard/threat-specific annexes that incorporate the range of prevention, protection, response, and recovery activities	\$0	\$0	Click Discipline
Developing and implementing homeland security support programs and adopting ongoing DHS National Initiatives	\$0	\$0	Click Discipline
Developing related terrorism prevention activities	\$0	\$0	Click Discipline
Developing and enhancing plans and protocols	\$0	\$0	Click Discipline
Developing or conducting assessments	\$0	\$0	Click Discipline
Hiring of full- or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)	\$0	\$0	Click Discipline
Conferences to facilitate planning activities	\$0	\$0	Click Discipline
Materials required to conduct planning activities	\$0	\$0	Click Discipline
Travel/per diem related to planning activities	\$0	\$0	Click Discipline
Overtime and backfill costs (IAW operational Cost Guidance)	\$0	\$0	Click Discipline
Planning Totals	\$0	\$0	\$0
Allowable Organizational Activities	SHSGP	UASI	Choose Primary Discipline
Overtime for information, investigative, and intelligence sharing activities (up to 50 percent of the allocation)	\$0	\$0	Click Discipline
Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred during periods of DHS declared alert (up to 50 percent of the allocation)	\$0	\$0	Click Discipline
Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (up to 50 percent of the allocation)	\$0	\$0	Click Discipline
Organizational Totals	\$0	\$0	\$0
Allowable Equipment Categories	SHSGP	UASI	Choose Primary Discipline
01- Personal Protective Equipment	\$0	\$0	Click Discipline
02- Explosive Device Mitigation and Remediation Equipment	\$0	\$0	Click Discipline
03- CBRNE Operational Search and Rescue Equipment	\$0	\$0	Click Discipline
04- Information Technology	\$0	\$0	Click Discipline
05- Cyber Security Enhancement Equipment	\$0	\$0	Click Discipline
06- Interoperable Communications Equipment	\$0	\$0	Click Discipline
07- Detection	\$0	\$0	Click Discipline
08- Decontamination	\$0	\$0	Click Discipline
09- Medical	\$0	\$0	Click Discipline
10- Power	\$0	\$0	Click Discipline
11- CBRNE Reference Materials	\$0	\$0	Click Discipline
12- CBRNE Incident Response Vehicles	\$0	\$0	Click Discipline
13- Terrorism Incident Prevention Equipment	\$0	\$0	Click Discipline
14- Physical Security Enhancement Equipment	\$0	\$0	Click Discipline
15- Inspection and Screening Systems	\$0	\$0	Click Discipline
16- Agriculture Terrorism Prevention, Response, and Mitigation Equipment	\$0	\$0	Click Discipline
17- CBRNE Prevention and Response Watercraft	\$0	\$0	Click Discipline
18- CBRNE Aviation Equipment	\$0	\$0	Click Discipline
19- CBRNE Logistical Support Equipment	\$0	\$0	Click Discipline
20- Intervention Equipment	\$0	\$0	Click Discipline
21- Other Authorized Equipment	\$0	\$0	Click Discipline
Equipment Totals	\$0	\$0	\$0
Allowable Training Costs	SHSGP	UASI	Choose Primary Discipline
Overtime and backfill for emergency preparedness	\$0	\$0	Click Discipline
Training workshops and conferences	\$230	\$0	Public Safety Communications
Full- or part-time staff or contractors/consultants	\$6,113	\$0	Public Safety Communications
Travel	\$3,370	\$0	Public Safety Communications
Supplies	\$287	\$0	Public Safety Communications
Training Totals	\$10,000	\$0	\$10,000
Allowable Exercise Related Costs	SHSGP	UASI	Choose Primary Discipline
Design, Develop, Conduct and Evaluate an Exercise	\$0	\$0	Click Discipline
Exercise planning workshop	\$0	\$0	Click Discipline
Full- or part-time staff or contractors/consultants	\$0	\$0	Click Discipline
Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in FEMA exercises	\$0	\$0	Click Discipline
Implementation of HSEEP	\$0	\$0	Click Discipline
Travel	\$0	\$0	Click Discipline
Supplies	\$0	\$0	Click Discipline
Exercise Totals	\$0	\$0	\$0
Allowable Management & Administrative Costs	SHSGP	UASI	Choose Primary Discipline
Hiring of full- or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, compliance with reporting and data collection requirements	\$0	\$0	Click Discipline
Development of operating plans for information collection and processing necessary to respond to FEMA data calls	\$0	\$0	Click Discipline
Overtime and backfill costs	\$0	\$0	Click Discipline
Travel	\$0	\$0	Click Discipline
Meeting related expenses	\$0	\$0	Click Discipline
Authorized office materials	\$0	\$0	Click Discipline
Recurring expenses such as those associated with cell phones and faxes during the period of performance of the grant program	\$0	\$0	Click Discipline
Management & Administrative Totals	\$0	\$0	\$0
Grand Totals	\$10,000	\$0	\$10,000

Arizona Department of Homeland Security

Financial Systems Survey

Name of Organization: Gila County Health & Emergency Services

Person completing survey: Debra Williams

Date: 02/28/2013

Email: dwilliams@gilacountyaz.gov

PLEASE ANSWER EVERY QUESTION BY CHECKING THE APPROPRIATE BOX. ATTACH MATERIALS AND DOCUMENT Comments AS REQUIRED.

As stewards of federal and state funds, the Arizona Department of Homeland Security (AZDOHS) prefers to award funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

A. GENERAL INFORMATION

1. Has your organization received a Federal or State Grant within the last two years?

Yes No

2. Has your organization received funding from the Arizona Department of Homeland Security within the past two years? If yes, specify the grant contract numbers (for OSGP awards prior to FFY08 simply state "Stonegarden" in the blank provided): SHSGP 444403-03

Yes No

SHSGP 888300-02 CCP 888300-01 SHSGP 999302-01 SHSGP 999302-02 SHSGP 999302-03

3. Has your organization been audited by an independent Certified Public Accountant within the past two years?

Yes No

4. Has your organization completed an A-133 Single Audit within the past two years?

Yes No

5. Has your organization been granted tax-exempt status by the Internal Revenue Service?

Yes No

6. If you answered YES to question #5 under what section of the IRS code?

501 C (3) 501 C (4) 501 C (5) 501 C (6) Other

7. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?

Yes No

B. FUNDS MANAGEMENT

8. Which of the following describes your organization's accounting system?

Manual Automated Combination

9. How frequently do you post to the General Ledger?

Daily Weekly Monthly Other

10. Does the accounting system completely and accurately track the receipt and disbursements of funds by each

Yes No

11. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?

Yes No

12. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs which account for 100% of each employee's time?

Yes No

13. Is your organization familiar with Federal Cost Principles (i.e. OMB Circular A-87, A-122 or A-21)?

Yes No

C. INTERNAL CONTROLS

14. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?

Yes No

15. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?

Yes No

16. Are all accounting entries and payments supported by source documentation?

Yes No

17. Are cash or in-kind matching funds supported by source documentation?

Yes No

18. Are employee time sheets supported by appropriately approved/signed documents?

Yes No

19. Does the organization maintain policies which include procedures for assuring compliance with applicable Code of Federal Regulations and terms of each grant award?

Yes No

D. PROCUREMENT

20. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?

Yes No

21. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?

Yes No

22. Does the organization complete some level of cost or price analysis for every purchase?

Yes No

23. Does the organization maintain files and other source documentation sufficient to detail the history of each purchase?

Yes No

24. Does the organization maintain a system of contract administration to ensure contractor conformance with the terms and conditions of each contract?

Yes No

25. Does the organization maintain written procurement policies and procedures?

Yes No

Grant Number:

Application Number:

Arizona Department of Homeland Security

Standard Data Collection Form

A. Agency Information

Project Title (if applicable):

Agency:

Amount Requested:

Project Description:

Address:

(City) (State) (Zip code)

County:

Authorized Individual:

Name:
(First Name) (Last Name)

Position / Title:

Email:

Phone: Ext.

Employer Identification Number:

Agency Classification (This is based on your selection on the Project Administrative Page):

Have you previously conducted business with the State using this Employer Identification Number?

If No, Please go to the following website to download and complete the State of Arizona Substitute W-9 form. Please be sure to submit this form with your application.
http://gao.az.gov/onlineforms/forms/AZ_subw-9_010713-S&S.pdf

In which Congressional (Federal) District is your agency headquartered? Enter District #:
<http://www.azredistricting.org>

In which Legislative (State) District is your agency headquartered? Enter District #:
<http://www.azredistricting.org>

Approximately how much FEDERAL funding will your organization expend in your current fiscal year?

What is your organization's fiscal year-end date? MM DD

Does your organization undergo an annual independent audit in accordance with OMB Circular A-133?

Please provide contact information of the audit firm conducting your audit:

Agency:

Address:
(Address Line 1)

(Address Line 2) (City) (State) (Zip code)

Phone Number:

Fax:

Arizona Department of Homeland Security

Standard Data Collection Form

B. Contact Information (Please copy this portion as many times as needed.)

Program Agency - Indicates person with primary contact with the Arizona Department of Homeland Security and is directly responsible for ensuring that program plan is implemented. All future program correspondence will be sent to this person.

Fiscal Agency - Indicates person responsible for financial matters pertaining to this grant.

Collaborator - Indicates all persons/agencies that have been identified as a collaborator, partner, or host site as a requirement of this grant.

Agency Contact Type : **Program Agency**

Agency: **ADOA-ASET PSIC Office**

Address: **100 N 15th Avenue, Ste 400**
(Address Line 1)

Phoenix **AZ** **85007**
(Address Line 2) (City) (State) (Zip code)

County: **Maricopa**

Contact Person: **Lisa** **Meyerson**
(First Name) (Last Name)

Position/Title: **Statewide Interoperability Coordina**

Email: **Lisa.Meyerson@azdoa.gov**

Phone Number: **602-364-4780** Ext.

Fax:

Agency Contact Type : **Fiscal Agency**

Agency: **ADOA-ASET PSIC Office**

Address: **100 N 15th Avenue, Ste 400**
(Address Line 1)

Phoenix **AZ** **85007**
(Address Line 2) (City) (State) (Zip code)

County: **Maricopa**

Contact Person: **Kimberly** **McCullough**
(First Name) (Last Name)

Position/Title: **Finance and Planning Manager**

Email: **Kimberly.McCullough@azdoa.gov**

Phone Number: **602-516-8371** Ext.

Fax:

Agency Contact Type : **Collaborator**

Agency: **Gila County Health & Emergency Services**

Address: **5515 S. Apache Avenue**
(Address Line 1)

Suite 400 **Globe** **AZ** **85501**
(Address Line 2) (City) (State) (Zip code)

County: **Gila**

Contact Person: **Debra** **Williams**
(First Name) (Last Name)

Position/Title: **Dep. Dir. of Emergency Managemen**

Email: **dwilliams@gilacountyaz.gov**

Phone Number: **928-402-8763** Ext.

Fax: **928-425-7714**

Grant Number:

Application Number:

Arizona Department of Homeland Security

FFATA (Federal Funding Accountability and Transparency Act) Reporting Requirements

Name of Entity Receiving Award:

Requested Amount: Awarded Amount: (AZDOHS use only)

Funding Agency:

CFDA Number:

Project Title:

Location: City: State: Congressional District:

Zip+4 Code: <http://www.azredistricting.org>

DUNS Number:

1) Is 80% or more of your annual gross revenues from Federal Awards?

2) Do you receive \$25 Million or more annually from Federal Awards?

If you answered YES to BOTH questions, you MUST provide the following:

Names and Total Compensation of Top Five paid executives:

1:	Name	<input type="text"/>	Total Compensation	<input type="text"/>
2:	Name	<input type="text"/>	Total Compensation	<input type="text"/>
3:	Name	<input type="text"/>	Total Compensation	<input type="text"/>
4:	Name	<input type="text"/>	Total Compensation	<input type="text"/>
5:	Name	<input type="text"/>	Total Compensation	<input type="text"/>