Welcome to 2016 HSGP Briefing

County of Sacramento
Office of Emergency Services

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Homeland Security Grant Program (HSGP) Purpose

Supports the mission areas of National Preparedness to prevent, protect, respond, and recover from acts of terrorism or other catastrophic events.
Subrecipients are encouraged to consider national areas for improvement identified in the 2015 National Preparedness Report (NPR), which include the following core capabilities:

- Cybersecurity;
- Infrastructure systems;
- Access Control and Identity Verification;
- Economic Recovery;
- Housing; and
- Long-term Vulnerability Reduction.
The State’s priorities for 2015 HSGP

1. Information Analysis and Sharing
2. Critical Infrastructure Protection
3. Communication Capabilities
4. Community Preparedness and Resilience
5. Catastrophic Planning
6. Medical and Public Health Preparedness
7. Food and Agriculture Preparedness
8. Security Exercise, Evaluation and Training
Supplanting

Grant funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose.
Key Changes to the FY2016 Homeland Security Grant Program

- The federal period of performance is thirty-six months.
Title 2, Part 200 of the Code of Federal Regulations (C.F.R)

- **2 CFR 200: Uniform Guidance** is the new regulation that encompasses the following:
  - **2 CFR 200-subpart A-D: Administration**
    - OMB Circular A-102
    - 2 CFR, Part 215 (OMB Circular A-110)
  - **2 CFR 200-subpart E: Cost Principles**
    - 2 CFR, Part 220 (OMB Circular A-21)
    - 2 CFR, Part 225 (OMB Circular A-87)
    - 2 CFR, Part 230 (OMB Circular A-122)
  - **2 CFR 200-subpart F: Audit**
    - OMB Circular A-133
    - OMB Circular A-50
  - 45 CFR, Part 74: Rules for hospitals changed to **45 CFR, Part 75**.
  - FAR 4.2 – For Profit
Threshold Changes

- The Single Audit threshold changed from $500,000 to $750,000 on after 12/26/2014.

- Micro-Purchases: $3,000.

- Small Purchases: Simplified acquisition threshold is set at $150,000.
Debarred/Suspended Parties

- Subrecipients must not make or permit any award (subgrant or contract) at any tier to any party that is debarred, suspended, or otherwise excluded from, or ineligible for, participation in federal assistance programs.

- SacOES will require subrecipients to provide supporting documentation with reimbursement.

- Go to www.Sam.gov to retrieve the required supporting documentation.
State Homeland Security Grant Program (SHSGP)

Authorized Expenditure Areas:
- Equipment
- Training
- Planning
- Exercises

No match – 100% reimbursable for allowable expenditures
**TRAINING**

- Subrecipients must explain in the narrative application the type of training, the capability, and the gap identified.

- All training classes must include a feedback number. These can be obtained through CalOES at: [http://w3.calema.ca.gov/WebPage/trainreq.nsf/TrainRequest?OpenForm](http://w3.calema.ca.gov/WebPage/trainreq.nsf/TrainRequest?OpenForm)

- Provide the total number of Trainee(s).

- Sole Source Procurement Information (if applicable).

- Field based trainings may require an EHP. Please check to see if your training class(es) requires an EHP. If so, please prepare your EHP materials as soon as possible.
PLANNING

• Any project under the Planning category *must* result in a tangible product – such as a written plan, assessment, a training course developed with curriculum, brochures developed, etc.

• Published materials require that you credit the awarding federal agency.

• Provide the Final Product for each planning activity and Sole Source Procurement Information (if applicable).
EXERCISES

- Must be conducted in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) manuals.

- The After Action Report must be completed within sixty (60) days of the final day of the exercise.

- Eligible costs cannot be claimed until the exercise is complete and an After Action Report & Improvement Plan have been filed with CalOES.

- After Action Report (AAR) information: https://www.llis.dhs.gov/hseep
EQUIPMENT

- All equipment purchased with HSGP funds must be on the Authorization Equipment List (AEL).
- Subrecipients must identify the capability associated with that equipment.
- Provide the (AEL) Number and Title on your application.
- You should check your AEL’s to determine whether you need an Environmental and Historical Preservation (EHP). If so, your EHP must be approved by FEMA before buying the equipment.
- Each agency must have an internal equipment tracking system that meets federal requirements.
On January 16, 2015, the President issued Executive Order no. 13688, “Federal Support for Local Law Enforcement Equipment Acquisition”.

**Prohibited Equipment List**
- Tracked Armored Vehicles
- Weaponized Aircraft, Vessels, and Vehicles of Any Kind
- Firearms of .50 Caliber or Higher
- Ammunition of .50 Caliber of Higher
- Grenade Launchers
- Bayonets
- Camouflage Uniforms

**Controlled Equipment List:**
- Manned Aircraft, Fixed Wing
- Manned Aircraft, Rotary Wing
- Unmanned Aerial Vehicle
- Armored Vehicles, Wheeled
- Tactical Vehicles, Wheeled
- Command and Control Vehicles
- Specialized Firearms and Ammunition Under .50 Caliber
- Explosives and Pyrotechnics
- Breaching Apparatus
- Riot Batons
Sole Source Procurement

Cal OES Sole Source Requests are needed when:

- Purchasing equipment from a vendor without procuring appropriate bids
- Exceeds $150,000
- Requires Purchasing Agent’s approval
- Provide cost analysis to determine costs are reasonable
- Explain why the item or service is only available from one source
- Describe how a public exigency or emergency will not permit a delay resulting from a competitive solicitation
- Describe the solicitation process
Performance Bond

- Performance Bond is Required for:
  - any equipment > $250,000
  - any vehicle
  - any aircraft
  - any watercraft
- Please ensure that you add these costs into your total amount requested.
- Provide a copy of all performance bonds with your reimbursement packet.
An EHP is needed for:

- **Purchase of equipment** (Check to see if the AEL # triggers an EHP)
  
  *If the Equipment is MOBILE or PORTABLE you do NOT need an EHP.*

- Training and Exercises
- Renovations/upgrades/modifications or physical security enhancements to existing structures
- Generator installation
- New construction/addition
- Communication towers, antennas, and related equipment

There is no need to complete and submit this form if the grant scope is limited to planning, management and administration, classroom-based training, tabletop exercises and functional exercises, or purchase of mobile and portable equipment where no installation is needed.
Records Retention

- All supporting documentation pertaining to the administrative, programmatic and financial management of the grant must be retained for at least THREE YEARS following:
  - SacOES’s letter closing out the Federal/State Grant Award, and
  - Subrecipients resolution of any monitoring or audit findings.
Commingling of Grant Funds

According to US Dept. of Justice: Office of Justice Programs Part II-Chapter 3: Standards for Financial Management Systems-Commingling of Funds

- The accounting systems of all subrecipients must ensure that agency funds are not commingled with funds from other Federal agencies.

- Each award must be accounted for separately.

- Subrecipients are prohibited from commingling funds on either a program-by-program or project-by-project basis.

- Subrecipients are required to separate their grant funds.

- Methods of separating grant funds:
  - Cost Center
  - WBS Element
  - Project Accounts
  - Sub Accounts
  - Project Code
FY 2016 Grant Information

- **Award Amount to Sacramento County**
  To be determined - Expected to be the same as last year
  $1,556,272

- **Subrecipient Performance Period**
  December 1, 2016 - December 31, 2018
Application Process

Applications are due by:
May 20, 2016 by 5:00 p.m.

- Application must have a budget, timeline and explanation of the needed purpose for the project.
- Narrative Applications must be submitted in Word.
  - All fields need to be completed.
- Notice of receipt will be sent within two business days.
- Email applications to sacoa@sacoes.org.
Application Review Process

- Initial review for compliance by SacOES.

- Screening Committee- June 9, 2016
  - This is an initial review for the Approval Authority.

- Approval Authority- June 20, 2016
  - Approval Authority will review and make final allocation decisions.

- Anticipated notifications to all applicants will be in July.
### Websites

- **Sac OES**  
  www.sacoes.org

- **AEL**  
  http://www.fema.gov/authorized-equipment-list

- **Training Form**  
  http://w3.calema.ca.gov/WebPage/trainreq.nsf/TrainRequest

- **AAR Form**  
  https://www.llis.dhs.gov/hseep

- **Excluded Parties List**  
  www.SAM.gov

- **2 CFR 200**  
  http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

- **Cal OES**  
  www.caloes.ca.gov

- **FEMA**  
  https://www.fema.gov/grants
Questions?

Please visit our website: www.sacoess.org