



STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION  
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



## **REGION 2 - REGIONAL EMERGENCY PLANNING TEAM**

### **HOMELAND SECURITY GRANT PROGRAM GUIDANCE**

VERSION 1.0 – JUNE 2019

#### **SCOPE:**

Annually DEMHS sub grants funds to each region to support the missions of the Region 2 Regional Emergency Planning Team (REPT), and Region Emergency Support Plan (RESP). This document is to provide guidance and a process for the REPT Regional Emergency Planning Team Steering Committee (REPT-SC), and Regional Emergency Support Working Groups (RESFs) for allocation of funds designated to Region 2 REPT for mission readiness.

#### **PROCESS:**

Each RESF Working group as charged by the bylaws, will develop a long term strategic plan (defined as 5-10 years) of resources and programs to support their mission as discipline-oriented working groups. The strategic plan will consist of trainings, programs, and equipment/resources required to complete the mission of the specific RESF discipline.

On an annual basis RESF Working Group Chairs and Co-Chairs will complete a Strengths Weaknesses Opportunity and Threats (SWOT) analysis of their mission readiness, to include adequate training and resources to meet the requirements of the Region 2 RESP. Projects are to comply with the grant specific requirements (listed below). Upon completion of the SWOT analysis, projects, training, or resources that are needed to support the mission of the RESP, the Chair or designee will develop a detailed project proposal for consideration of the REPT for funding. Each project proposal will include the following:

- Project Name (ESF & Title and Project Manager's Name)
- Complete Project Description
- Project Milestones
  - Implementation
    - Steps
    - Dates
- Project Planning Activities
- Detailed Estimated Project Budget (with quotes if possible), Including:
  - Planning Estimate
  - Equipment Estimate
  - Training Estimate
    - Overtime/Backfill Estimate
    - Class Estimate
    - Instructor Estimate
    - Venue Estimate (Preferred a no-cost option)
    - Supply Estimate
  - Out of State Training and Conference
    - Description
    - Estimated Cost
  - Exercise Estimate
- Specific descriptions
  - Equipment
    - Identify Host Community for Asset
    - Maintenance Requirements if any
  - Training

***DESPP-DEMHS Region 2***  
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- Exercises

RESF Working Groups will then present each project to the REPT SC for consideration of funding during said Fiscal Year. It is highly suggested that the RESFs present the proposal in brief format for ease of consideration by the committee.

The REPT SC – HSGP meeting receives proposals from the RESF Working Groups. The REPT SC considers all projects and their direct impact on the executing the mission of the Region 2 RESP for funding.

Approved projects by the REPT SC will then be forwarded to the full REPT for final approval and submittal.

General Target Dates:

Project Budget/Proposals Due: MAY

REPT SC Funding Meeting: AUGUST

REPT Funding Meeting: AUGUST/SEPTEMBER

Submission to DEMHS: LATE AUGUST EARLY SEPTEMBER

**GRANT REQUIREMENTS:**

- Project must serve as a regional benefit – Generally deployable in nature
- Terrorism nexus
- Training has a terrorism nexus and also ties to the Statewide Strategy or be related to training on the equipment purchased – Pre approval by grant and training staff required
- For equipment a custodial owner must be established – insurance, safety, security, and maintenance of the equipment is the responsibility of custodial owner (maintenance can be funded from HSGP funds with regional approval for equipment purchased with HSGP funds)
- The recipient also agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: “Purchased with funds provided by the U.S. Department of Homeland Security”
- Printed materials purchased with FEMA funds will have wording “This document was prepared under a grant from the Federal Emergency Management Agency’s Grant Programs Directorate (FEMA/GPD) within the U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA/GPD or the U.S. Department of Homeland Security.”
- Service contracts can extend past the grant period of performance when purchased at the same time as the equipment
- Renewal service contracts cannot exceed the period of performance of the particular grant
- The fiduciary must confirm the eligibility status (via Sam.gov) of all vendors/contractors for which they are doing business with using HSGP funds to ensure the vendors and contractors do not appear on the SAM’s Exclusion list.
- Radio equipment or emergency management software must undergo an interoperable communications review prior to purchase
- Any equipment being permanently installed must have Environmental and Historic Preservation (EHP) review and approval

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- Cash advances: Vendor quotes are preferred for cost estimates – Once cash advances are received they must be fully expended within 45 days and invoices/proofs of payment submitted to your program manager as soon as practical
- Travel – Per Diem for the location for meals and lodging based on the GSA website. It differs by location and time of year – The first baggage fee, each way is allowable. GSA Meals allowance is 75% for travel days and 100% for full class attendance days. No receipts necessary.
- RENTAL CARS require unique circumstances, such as need to transport equipment, no shuttle available and pre-approval by the DEMHS Program Manager for your region
- The sub grantee recipient agrees when practicable, any equipment purchased with grant funding shall be prominently marked as follows: “Purchased with funds provided by the U.S. Department of Homeland Security” *For vehicles where tactically inappropriate (i.e. Bomb Squad) a sticker in the glove box, etc. is appropriate.*
- Cash advance is 60 days.

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