

**REALLOCATION/REDIRECT
of
HOMELAND SECURITY GRANT PROGRAM (HSGP) FUNDS**

BACKGROUND

The State of Nevada began receiving Weapons of Mass Destruction (WMD) grant funds, and subsequently HSGP grant funds from the federal government in FFY99. Beginning with the FFY06 funding cycle the DHS restructured its programs to require that states receiving this funding develop statewide projects that would seek development and achievement of each of 37 capabilities that are included in its Target Capability List (TCL). This resulted in a requirement to establish projects (initiatives) that would be combined within an Investment to be included in the compilation of Investments (not to exceed 15 statewide and 15 for the urban area) making up the State's Investment Justification (application) to the DHS for each federal fiscal year funding cycle.

Upon implementing the changes that began with the FFY06 grant cycle, the State Administrative Agency (SAA), in cooperation with the Urban Area Administrator (UAA), created the Homeland Security Working Group (HSWG) with multi-jurisdiction, multi-discipline representatives. In brief, the HSWG then became the body that would develop, review and provide recommendations to the Nevada Commission on Homeland Security (NCHS) as to the Investments that were created for consideration and inclusion in the Investment Justification submitted to the DHS on behalf of the State for each funding cycle. Through this process, the HSWG identified "Project Leads" that would be responsible for the development of the Investments and associated budgets as well as program oversight of the statewide Investments inclusive of implementation, budget management and financial/program reporting for each Investment respectively.

With these FFY06 changes and the necessary modifications to state-level practices being in their infancy, it was recommended to and approved by the NCHS that any cost savings within each Investment budget would remain within that budget to further build the associated capability(ies). However, beginning with the FFY08 grant cycle, it became apparent that Investments were running the risk of not completing projects and/or spending their budgeted funds within each prescribed performance period, therefore creating the potential for reversion of these funds to the federal government. Additionally, following review of each of the Investment budgets, it was determined that there were overlaps in funding between grant cycles resulting in inflated budgets. These concerns and others, in part, have resulted in the NCHS's creation of a Finance Committee that now reviews all Investments and budgets for presentation of recommendations and findings to the full NCHS. The development of and subsequent amendments to this Directive, with approval of the NCHS, is in support of the NCHS in its efforts to effectively fulfill responsibilities pertaining to the HSGP as ascribed to them pursuant to the Governor's Executive Order that was issued on November 26, 2008.

PURPOSE

The purpose of this Directive is to establish policies that will provide consistency and standardization in managing occurrences of cost savings within budgets that may be reallocated to achieve new or enhance existing capabilities, and requirements for consideration of requests to redirect funds, within an approved budget, for a different purpose (change of intent).

Additionally, this Directive is intended to provide guidance to the SAA (DEM) and its subgrantees in the requirements of identifying, reporting and addressing funds that will be subject to these provisions relative to the reallocation and/or redirect of funds within each grant funding cycle.

ASSUMPTION

As with any budget process, the development of a budget is largely based upon the anticipated needs ("best guess") of what will be necessary for meeting the costs of an organizational operation and/or completion of a project. Therefore, it is often times impossible to predict the impact of inflation, budget for unforeseen events/opportunities or anticipate cost overruns due to unknown elements (i.e., additional components necessary for equipment, additional information technology requirements, etc.). While major costs should be known and identified during the budget development process, it is understood that there are times when it is not always feasible to be fully aware of all possibilities.

The policy section that follows is intended to streamline and provide the necessary guidelines to ensure the best utilization of these limited resources while providing adequate flexibility in managing each of the projects for achievement of the maximum level of progress in establishing new, improving and enhancing existing statewide capabilities.

POLICY

Effective with the FFY10 HSGP grant cycle, the performance period for each subgrant will be 18 months to allow for adequate time in reallocating and/or redirecting HSGP funds as necessary.

Extensions to the subgrant performance period will be approved by the NCHS only. The subgrantee must provide a written request for extension to the SAA (DEM) at least three (3) months prior to the end of the subgrantee performance period.

Reallocation of Funds (effective beginning with the FFY09 HSGP grant cycle)

Reallocation of funds can occur for two reasons which are: 1) Cost savings; and 2) A project lead has experienced a cost shortfall within a budget line item of an existing project due to unforeseen circumstances. ALL requests for reallocation of funds resulting

from cost shortfall within an existing budget **must** be submitted to the SAA (DEM) using the Project Change Request form. Please submit the request to the SAA (DEM) at dhsgrants@dps.state.nv.us.

Reallocation of funds will be considered at two (2) levels as follows:

Level 1

1. Any available funds realized as a result of cost savings, that are not justified in writing (Project Change Request) as a need for an unforeseen cost shortfall, will automatically be reverted to the SAA (DEM) on or before the end of the subgrant performance period for pooling and subsequent presentation before the NCHS for reallocation following the end of the subgrant performance period; or
2. Any requests for reallocation within an existing approved budget that exceeds ten percent (10%) or fifty thousand dollars (\$50,000), whichever is less, per budget category cumulatively, must be approved by the NCHS.

Level 2

1. The SAA (DEM) will be responsible for the review of all "Project Change Requests" to ensure that the change(s) requested is compliant with federal guidance, which may also require seeking approval from the DHS. Any "Project Change Requests" exceeding the authority of number 2 within this section (Level 2) will be deferred to the NCHS for review and final approval.
2. Any requests for reallocation within an existing approved budget that does not exceed ten percent (10%) or fifty thousand dollars (\$50,000), whichever is less, per budget category cumulatively, may be approved by the SAA (DEM) as long as it is due to a cost shortfall or unforeseen circumstance that, if denied, would result in the loss of progression for completion of the project in the grant period or missed training opportunity for a specialized capability (i.e., fusion centers, ILO's, TLO's, bomb squads, etc.). The SAA (DEM) reserves the right to defer any requests under this level to the NCHS.

In the event that a request for reallocation of funds is time sensitive and is subject to the provisions of Level 1, the Chairman of the NCHS or his/her designee may approve the request and place an informational item on the agenda of the next scheduled meeting of the NCHS.

Redirect of Funds (effective beginning with the FFY09 HSGP grant cycle)

A redirect of funds is defined as a change of intent for use of funds from the originally approved budget by line item. It is import to remember that the approved budget has been approved by line item detail with the subgrant award issued to reflect the same. Any request for an addition and/or deletion of a line item is considered a change of intent and will be processed as a redirect of funds. Any requests to redirect funds must first be submitted to the SAA (DEM) for review of compliance with federal guidance and

subsequently be presented before, reviewed and approved by the NCHS. Please submit the request to the SAA (DEM) at dhsgrants@dps.state.nv.us. Upon completion of the review for compliance with federal guidance, the SAA (DEM) will forward all documentation to the NCHS with a letter confirming compliance, if applicable.

A request to redirect funds **must** include:

1. A written justification explaining, at a minimum*, the following:
 - a) Impact of not completing the project in the originally approved budget; and
 - b) Explanation as to why the subject for the redirect of funds was not addressed in the original investment or another related investment, if applicable; and
 - c) Benefit to the state's overall capabilities by approving the requested redirect of funds; and
 - d) Anticipated timeline to complete proposed project, inclusive of milestones and anticipated deliverables; and
 - e) Impact of not approving the request to redirect of funds
2. Copy of the original budget
3. Copy of a detailed line-item budget demonstrating the subgrantee's intended use of the funds if the redirect of funds is approved.

In the event that a request for redirect of funds is time sensitive, the Chairman of the NCHS or his/her designee may approve the request and place an informational item on the agenda of the next scheduled meeting of the NCHS.

*The NCHS may require additional information.

Note: If the redirect of funds is approved by the NCHS, it may be necessary to de-obligate the funds from a project and reissue a subgrant for the approved amount depending upon the type of project that is being funded.

RESTRICTIONS

Reallocation and/or redirect of funds will not be approved if the request includes any of the following restrictions:

1. Non-compliance with federal guidance (as stated above)
2. Supplanting – Any request that is seeking to use funds for anything previously funded by state or local funds
3. Misappropriation of funds
4. Commingling of funds
5. Denial by the DHS
6. Inability for projects to be completed within the remaining performance period
7. Non-conformance with the goals and priorities of the NCHS.

SUMMARY

The federal requirements for managing grants often leaves much room for interpretation with respect to each state's management of individual grant programs. While this Directive is exclusive to the HSGP, subgrantees must also comply with the financial and program requirements contained within the DEM Grant Management Guidance. Because it is specific in nature and only applies to the HSGP, the content of this document has been established as a separate Directive. This Directive has been included in the DEM's Grant Management Guidance and was approved by the Nevada Commission on Homeland Security during its meeting on April 7, 2010.

Jim Gibbons
Governor



Jearld Hafen
Director
Frank Siracusa
Chief

Division of Emergency Management and Homeland Security

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Carson City, Nevada 89701
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January 29, 2010

Dear Emergency Managers/Training Coordinators;

Requests for the use of Homeland Security Grant Program (HSGP) funding in support of training programs/and or individual requests must be coordinated and approved by:

Your local jurisdiction, your county (Emergency Manager) or designated Training Coordinator, the State Administrative Agency (SAA) Nevada Division of Emergency Management and the SAA Training Point of Contact (TPOC).

The jurisdiction/ or individuals must obtain this approval prior to any commitment for any requested training utilizing Homeland Security funds.

REQUEST PROCESS/JURISDICTION OR AGENCY/INDIVIDUAL

Step 1: Check to see if your program is already listed in one of the Approved Training Catalogs. If it is, the course is eligible for HSGP funding, but you still need to coordinate the training with the SAA and TPOC. Each training provider has their own process for scheduling training. Contact our office with the course number and title, and we will assist you with your request.

Step 2: If your requested training is NOT in any of the catalogs below, the next step is to ensure that the requested program meets the grant guidelines for training not provided by FEMA (DHS). The SAA and TPOC can assist with this determination, but the more information you provide, the better we can assist.

You will need to submit your request by completing the course request application submit the completed application via fax or email to the TPOC with the following information:

- Course title (and course number if applicable)
- Course description (attach flyer, website, etc)
- Mission area (common, prevent, protect, respond, recover)
- Level of training (awareness, performance, management)
- Training provider (contact information)
- Date of the course
- Anticipated number of attendees
- Associated disciplines of the attendees
- Anticipated costs
- Grant program/year/project

Step 3: The SAA and TPOC will review the course and determine if it is eligible and approved for use of HSGP funds.

**Capitol Police • Criminal Justice Assistance • Division Of Emergency Management • Emergency Response Commission
State Fire Marshal • Investigations Division • Highway Patrol Division • Office of Traffic Safety
Parole and Probation • State Board of Parole Commissioners • Training Division**

Step 4: If this is a request for a specialized course for an individual or group you must submit the application 60 days in advance to the designated county emergency manager or their appropriate point of contact. Please keep in mind that the approval must be in place prior to course attendance. Failure to meet this requirement could result in a denial of reimbursement for incurred expense. If the program you're requesting is deemed eligible and approved for expenses, jurisdictions/or individuals must report the following to the SAA or TPOC within 30 days after attending training:

- Original Approval from SAA/TPOC, which should include:
 - Course title
 - Course description
 - Mission area
 - Level of training
 - Training provider
 - Reimbursement request and associated invoices

Programs contained in the following catalogs have already been deemed "eligible training", but expenses to support these programs still need to be coordinated with the SAA and TPOC.

FEMA (DHS) [Training and Exercise Catalog \(TEI\)](#)

- [TEI/TO](#)
- [Federal Catalog](#)
- [State Catalog](#)

If the program you're requesting is NOT in any of these catalogs, it is considered **NON-FEMA Training**. Non-FEMA courses are those courses that are either State sponsored or Federal sponsored, coordinated and approved by the State Administrative Agency (SAA) or Training Point of Contact (TPOC), and fall within the FEMA mission scope to prepare State and local personnel to prevent, protect, respond to, and recover from acts of terrorism or catastrophic events. These training programs include, but are not limited to, Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) terrorism, catastrophic events, cyber/agriculture/food security, and citizen preparedness

These courses are developed for and/or delivered by institutions and organizations funded directly by FEMA. The majority of these programs are offered at NO COST. This includes programs offered by the institutions below. Contact the [TPOC](#) for details. All course requests must be coordinated with the [STPOC](#) for approval.

- The Center for Domestic Preparedness (CDP)
- The National Domestic Preparedness Consortium (NDPC)
- The Rural Domestic Preparedness Consortium (RDPC)
 - National Emergency Training Center
 - National Fire Academy
- Emergency Management Institute
- FEMA Training Partners funded through the Continuing and Demonstration Training grant programs

In order to use HSGP funds, Non-FEMA courses must:

- Build additional capabilities that a) support a specific training need identified by the State, Territory, and Urban Area, and b) comply with the State or Urban Area Homeland Security Strategy
- Address specific tasks and/or competencies articulated in FEMA's Emergency Responder Guidelines and the Homeland Security Guidelines for Prevention and Deterrence
- Address specific capabilities and related tasks articulated in the Target Capabilities List
- Support the specific program training activities identified in the individual HSGP grant programs (SHSP, UASI, MMRS, CCP) for which the funding will be used
- Meet the standards with all applicable Federal, State, and local regulations, certifications, guidelines, and policies deemed appropriate for the type and level of training

CONTACT

For additional information on Grant Funded Training, please contact Nevada Division of Emergency Management, SAA or [TPOC](#).

**Capitol Police • Criminal Justice Assistance • Division Of Emergency Management • Emergency Response Commission
State Fire Marshal • Investigations Division • Highway Patrol Division • Office of Traffic Safety
Parole and Probation • State Board of Parole Commissioners • Training Division**



Request to Support Training Using Homeland Security Funds

*** Must Submit Prior to any Contracted Services with Training Providers ***

If approval is received, submit copy of this approval form along with reimbursement request

Agencies must follow the State of Nevada or local procurement rules for contracting services from private vendor training providers.

Requests that do not provide adequate information will be returned to the requesting agency

Date of Request: _____

Requesting Agency and Jurisdiction: _____

Agency POC: _____ Phone: _____ E-mail: _____

Grant Number, Project Title (please specify funding source): _____

Estimated Cost: _____ Purpose (tuition, backfill, travel, etc): _____

Course Title: _____

Course Number: _____ (**see note below for FEMA approved course #'s) Requested Dates: _____

Brief Course Description: < Please limit to 3 lines >

Mission Area: ☐ PREVENT | ☐ PROTECT | ☐ RESPOND | ☐ RECOVER

Level of Training: ☐ AWARENESS | ☐ PERFORMANCE | ☐ MANAGEMENT

Proposed Location: _____ Estimated Number of Participants: _____

Training Provider: _____

Provider Address: _____

Provider POC: _____ Phone: _____

Provider Web Site (if available): _____

****If above program is a FEMA Approved Program STOP HERE; submit to County EM/USASI/Grant POC for review.**

- **FEMA APPROVED PROGRAMS** (State, Fed, TEI) are listed in the catalogs found at www.firstrespondertraining.gov.

If the requested program is NOT listed in one of these catalogs, the following information must be provided:

For Non-FEMA Approved Programs, the following information is required:

How does the requested training fall within the FEMA mission scope to prepare State and Local personnel to prevent, protect, respond to, and recover from acts of terrorism and catastrophic events?

< Please limit to 3 lines >

How does the requested training build additional capabilities that support a specific training need identified by the State, Tribal, or Urban Area, and how does the training comport with the State, Territory, or Urban Area Homeland Security Strategy? If funded with an agency-awarded grant, how does this training meet with the award criteria?

< Please limit to 3 lines >

Which specific capabilities and related tasks are addressed as articulated in the *Target Capabilities List (TCL)* and the *Universal Task List (UTL)*? List three (3) to five (5). **Tasks MUST be specific and show a direct link to the training content (click here for TCL – pdf).**

Example: *Res.B1a 4.2.2 - Coordinate operations with specialized teams (SWAT, Bomb Squad, HazMat).*

Select Area: < Enter corresponding task from TCL >

How does this training comport with all applicable Federal, State, and Local regulations, certifications, guidelines, and policies deemed appropriate for the type and level of training?

Occupational Safety and Health Administration (OSHA) and/or National Fire Protection Agency (NFPA) – if applicable:

< Please limit to 2 lines >

Vendor Accreditations and Instructor Qualifications/Certifications:

< Please limit to 2 lines >

*** Must Submit Prior to any Contracted Services with Training Providers ***

If approval is received, submit copy of this approval form along with reimbursement request

Agencies must follow the State of Nevada or local procurement rules for contracting services from private vendor training providers.

Requests that do not provide adequate information will be returned to the requesting agency.

**** Signatures not required if emailed from respective POCs ****

County/UASI/Grant Manager Coordination – The above requested training ☐ MEETS | ☐ DOES NOT MEET the County/UASI strategy for use of Homeland Security funds.

The County/UASI/Grant POC ☐ SUPPORTS | ☐ DOES NOT SUPPORT this training request.

Comments: < Why or why not supported >

Name: _____ Signature: _____ Date: _____

Signature not required if emailed from POC. Send to NDEM POC <mailto:mcandee@dps.state.nv.us> or fax to 775-687-0323)

NDEM SAA Training POC: – The above requested training is:

☐ FEMA Approved | ☐ Non-FEMA Approved | ☐ Conference, Workshop or Seminar | ☐ Continuing Education

This program ☐ MEETS | ☐ DOES NOT MEET the guidelines as prescribed by the Office of Grants and Training.

This program ☐ IS | ☐ IS NOT eligible for reimbursement.

Comments: < Why or why not eligible >

Name: _____ Signature: _____ Date: _____

NDEM– The above requested training ☐ MEETS | ☐ DOES NOT MEET the State, Territory, or Urban Area's Homeland Security Strategy.

Providing that funds are available, this program ☐ IS | ☐ IS NOT eligible for reimbursement.

Training is ☐ APPROVED | ☐ DENIED.

Comments: < Why or why not approved >

Name: _____ Signature: _____ Date: _____

NDEM/OHS – For Non-FEMA Approved Programs: If three (3) or more training programs have been reimbursed with Homeland Security Funds the training is no longer eligible for reimbursement.

Agency: _____ Date Hosted/Attended: _____

Agency: _____ Date Hosted/Attended: _____

Agency: _____ Date Hosted/Attended: _____

*** Copy to: NDEM SAA Training POC, County/UASI POC, Requesting Agency POC ***

- OR -

In lieu of signing, can be accompanied by email review/approval

Nevada Exercise Program

INTRODUCTION

The Nevada Department of Public Safety, Division of Emergency Management (DEM) is committed to providing the Nevada emergency management community, emergency response professionals, volunteers, and the private sector with the means to produce quality exercises that improves the preparedness of the State of Nevada, its citizens and resources. This is accomplished through the use of a State-wide exercise program: the Nevada Exercise Program (NEP), which includes standardized policies, processes, products, and assistance in all aspects of exercises. The NEP is an all hazard, multi-discipline, multi-jurisdictional program that utilizes a building-block approach with exercises of increasing complexity and scope.

Exercises validate capabilities of individuals, teams, organizations and communities to prevent, protect, respond, and recover from the effects of all emergency/disaster events. In order to successfully accomplish the validation of capabilities exercises need to have consistent processes for development, conduct, and evaluation. The Homeland Security Exercise and Evaluation Program (HSEEP) provides this consistency. All exercises conducted in Nevada, utilizing Federal grant funds, are required to adopt the principles and guidance provided in HSEEP.

Additionally, all exercises must be National Incident Management System (NIMS) compliant by meeting the following three criteria:

- Incorporate NIMS/ICS into training and exercises.
- Participate in an all-hazard exercise program based on NIMS that involves responders from multiple disciplines and multiple jurisdictions.
- Incorporate corrective actions into preparedness response plans and procedures.

NEP COMPONENTS

The NEP consists of seven components: 1) ***Training and Exercise Plan Workshop***, 2) ***Exercise Scheduling***, 3) Standardized ***Process*** and Documents, 4) ***Reporting***, 5) ***Corrective Action/Tracking***, 6) ***Technical Assistance***, and 7) Exercise ***Training Curriculum***. Each component is dependent on each other and ties in and supports the State of Nevada Strategic Plan, which in turn supports the National Strategy and Priorities.

Training and Exercise Plan Workshop. Each year the annual Training and Exercise Plan Workshop (T&EPW) will be conducted for all local jurisdictions, state and Federal agencies, and the private sector to identify training and exercise activities for the next subsequent three years that support the State Strategy which in turn support the National Priorities. Prior to the T&EPW an Improvement Planning Conference is conducted to review the previous year's exercise and actual disaster events' After Action Report / Improvement Plan (AAR/IP) for areas that identify modifications to the State Strategy and any shifts in designated Target Capabilities.

A T&EPW Read Ahead Package is sent to each participating jurisdiction and agency to ensure that participants are prepared to address required information regarding training and exercise activities, targeted dates, associated costs, and identified Target Capabilities. The resulting Multi-Year Training and Exercise Plan (MYTEP) is produced, distributed, and periodically updated as modifications require.

Nevada Exercise Program

Exercise Scheduling. All exercises conducted in Nevada must be entered into a national database of exercises utilizing the National Exercise System (NEXS), an internet-based software program that captures basic statistical information. Each county-level jurisdiction will identify a NEXS point of contact that will serve as the Exercise Scheduler. The Scheduler has the ability to create new exercises as well as modify and delete any exercise they create in the database. They will also have “view-only” capability for any exercise within their Exercise Administrative Authority (EAA’s) domain: in this case, the State of Nevada. Exercise Schedulers can register at the U.S. Department of Homeland Security, Federal Emergency Management Agency USDHS/FEMA HSEEP homepage at <https://hseep.dhs.gov/>.

Each state will have a State Exercise Administrative Authority (EAA) who has access authority over all exercises, users, and Exercise Schedulers within their scheduling domain (State of Nevada). The EAA is the Domain’s approving authority prior to an exercise appearing in the National Exercise Schedule Database. The EAA can create, modify and delete any exercise data on the National Exercise Schedule.

Standardized Process and Documents. All exercises conducted in Nevada must follow the standardized process and guidance of the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP provides exercise documents/document formats and samples, planning conferences, and exercise concepts in all phases of an exercise (concept, design and development, conduct, evaluation, and follow-up corrective actions and tracking). The one, single exercise document that must follow a prescribed format with a specified content and process is the (AAR/IP).

Exercise guidance is provided in the form of HSEEP Manuals (HSEEP Volume I: Exercise Program Overview and Management; Volume II: Exercise Planning and Conduct; Volume III: Exercise Evaluation and Improvement Planning; and Volume IV: Templates and Samples) which can be accessed from the HSEEP homepage at <https://hseep.dhs.gov/>.

Exercise Reporting. All operations- and discussion-based exercises will produce an exercise After Action Report (AAR) within 60 days following the conduct of the exercise. The AAR will identify areas of success and areas requiring improvement describing the issue, analysis, any recommendations utilizing the Exercise Evaluation Guides (EEGs) of the 37 Target Capabilities List (TCL) as the basis for evaluation. The AAR format will follow guidance identified in HSEEP Manuals. The AAR will include an Improvement Plan (IP) as part of the AAR (see next section). One hard copy of the AAR/IP shall be submitted to the DEM Exercise Training Officer and one electronic copy of the AAR/IP shall be submitted via the DHS Secure Portal in the Nevada Folder with an email notifying the State of Nevada Exercise Training Officer of the submission. All AARs will be reviewed for HSEEP formatting compliance and forwarded to USDHS/FEMA as a condition for meeting minimum Federal grants and programs requirements.

Corrective Action/Tracking. As an annex to the exercise AAR, a process for identifying corrective actions and tracking them to completion will be utilized. This is the Improvement Plan (IP). The IP will identify the issue, recommended corrective action, assignments, and recommended completion date. The IP format will follow guidance identified in HSEEP

Nevada Exercise Program

Manuals. A web-based software program called Corrective Action Program (CAP) System is being developed by USDHS/FEMA for local, state and Federal exercise points of contacts to electronically manage the identification and tracking of the IP portion of the AAR.

Technical Assistance. Technical assistance in any area of exercise design, conduct, and evaluation will be available from the State of Nevada Exercise Training Officer (NV ETO). The NV ETO will be available to answer questions regarding areas such as: HSEEP, NIMS exercise compliance, exercise documents, formats, suggestions, problems, best practices or training. On a limited basis the NV ETO can assist as a member of a local exercise planning teams during any phase of an exercise as well as offer exercise-specific training, workshops, and seminars.

Web-based exercise assistance, information, guidance, and a variety of toolkits are also available at the USDHS/FEMA HSEEP homepage (<https://hseep.dhs.gov/>) as well as the USDHS/FEMA secure portal (<https://odp.esportals.com>). The secure portal requires a request by email from the requestor prior to gaining access to it.

Exercise Training Curriculum. A variety of exercise training courses will be offered throughout Nevada on a limited basis as either resident courses or as jurisdictional-hosted courses. Samples of the Exercise Curriculum includes: HSEEP Mobile Course, Exercise Design and Development, Exercise Evaluation, Exercise Control/Simulation, and Exercise Program Manager. Several Workshops are available that address evaluator/controller training, exercise planning teams, and simulations/moulage. The Master Exercise Practitioner Program, a Federal Emergency Management Agency program offered by the Emergency Management Institute in Emmitsburg, Maryland and administered by the Nevada Exercise Training Officer, provides training and certification as a Master Exercise Practitioner (MEP).

Further information regarding Nevada's Exercise Program is available by contacting:

Herbert "Bud" Marshall, MEP
Nevada Exercise Training Officer
2478 Fairview Drive
Carson City, NV 89701
(775) 687-0389 (office)
bmarshall@dps.state.nv.us

Investment #13

Investment Information - Investment #13

Investment Name: Citizen Corps Program - (CCP Dedicated)
Investment Phase: Ongoing
Multi-Applicant Investment: No

I. Baseline - Investment #13

I. - Baseline - Previous HSGP Request Name and Funding

If the Investment is Ongoing, identify the corresponding: (100 char. max per Investment name)

FY 2006 Investment name: Expansion and Maintenance of Citizen Corps Programs

FY 2006 funding amount: \$296,750

FY 2007 Investment name: Expansion and Maintenance of Citizen Corps Programs

FY 2007 funding amount: \$305,000

FY 2008 Investment name: Expansion and Maintenance of Citizen Corps Programs

FY 2008 funding amount: \$523,800

FY 2009 Investment name: Expansion and Maintenance of Citizen Corps Programs

FY 2009 funding amount: \$538,071

II. Strategy - Investment #13

II.A. - Strategy - Investment Description

Provide a description of this Investment and identify all goals and objectives in your State and/or Urban Area Homeland Security Strategy supported by this Investment (2,500 char. max)

The State of Nevada has organized its Citizens Corp Program into four regions, three geographic and one industry based. Geographic regions are North, Northeast and South. Two of the regional "coordinators" reside within the County Sheriff's Office the other resides in the Office of Emergency Management. The fourth region is the Private Sector and the Private Sector Councils. Private Sector Councils are represented on each of the regional Citizens Corp Councils (CCC) and the State Council. Expansion and Maintenance of CCP is designed as a Statewide program consisting of three projects that each support the following State of Nevada and National Priorities from the 2008 State Preparedness Report:

Page 5: Implement the National Incident Management System (NIMS) and the National Response Framework (NRF), "{Complete training – IS-700 NIMS: An Introduction; Complete IS-800 NRP: An Introduction; ICS-100 and ICS-200.

Promote intrastate mutual aid agreements to include agreements with the private sector and non-governmental entities.

Page 7: Develop a Nevada Training Program (NVTP) of basic, intermediate, and advance training courses for Nevada emergency management, responders, volunteer, special needs and private sector ...

Page 24: Establish leadership support at the State level for local CCC.

Establish and maintenance of CCC's at the local government level.

Establish a strategic plan for State Citizens Corps Council to engage all councils in the delivery of community preparedness education programs, training, drills/exercises and volunteer support.

In addition to the above the Southern Region Council, which receives funding from SHSP, CCP and UASI supports the following UASI

Region Objectives:

Page 12: Goal: Develop, implement and validate plans and programs that promote regional collaboration Objective Planning 2.1 Governing bodies adopt regional plans by December 31, 2010 for: Donations Management (American Red Cross), Emergency Volunteer Management (Volunteer Center) Promote Citizen Involvement and Education (OEMs),...

Page 39: Goal: Prepare and Protect citizens in the region through the enhancement of CCPInitiatives and the provision of public education and information Objective 9.1 Continue the integration of citizen preparedness and volunteer efforts within all regional emergency preparedness plans throughout the year and no later than December 31, 2010

SAA M&A \$7,837 will be taken out for administration of the CCP Grant Program

II.B. - Strategy - National Priorities

Identify the National Priorities that are supported by this Investment.

National Priority 1: Expand Regional Collaboration
National Priority 2: Implement the NIMS and NRP
National Priority 3: Strengthen Planning and Citizen Preparedness Capabilities

III. Estimated Funding & Target Capabilities - Investment #13

III.A. - Funding Program and Proposed Funding

The FY 2010 Funding Program and Proposed Funding amount identified for this Investment are as follows:

FY 2010 HSGP Funding Program: CCP
FY 2010 HSGP Proposed Funding: \$156,729

III.B. - Target Capabilities

From the 37 Target Capabilities, select all Target Capabilities supported by this Investment.

Target Capability 1: Community Preparedness and Participation
Target Capability 2: Mass Care (Sheltering, Feeding and Related Services)
Target Capability 3: Planning
Target Capability 4: Volunteer Management and Donations

III.C. - Proposed Funding by Target Capabilities

For each of the selected Target Capabilities, provide the proposed funding amount to be obligated from this Investment.

Target Capability	Amount of Proposed Funding	Percent of Proposed Funding
Community Preparedness and Participation	\$125,444	80.0%
Mass Care (Sheltering, Feeding and Related Services)	\$7,885	5.0%
Planning	\$15,600	10.0%
Volunteer Management and Donations	\$7,800	5.0%
Total	\$156,729	100.0%

III.D. - Proposed Funding by Solution Area

Provide the proposed funding amount to be obligated from this Investment towards Planning, Organization, Equipment, Training, and Exercises.

Solution Area	Amount of Proposed Funding	Percent of Proposed Funding
Planning	\$84,145	53.7%
Organization		
Equipment	\$16,788	10.7%
Training	\$55,796	35.6%
Exercises		
Total	\$156,729	100.0%

III.E. - Law Enforcement Terrorism Prevention Activities Funding (LETPA)

If applicable, provide the proposed funding amount that is expected to be obligated towards law enforcement terrorism prevention activities (LETPA).

LETPA Funding Amount: \$0

III.F. - Optional Cost Share

If desired, provide the optional cost share source and funding amount for this Investment. Ensure that the cost share amount entered on the SF-424 and SF 424 A forms equals the total cost share amount for all Investments submitted as part of the IJ. (1,500 char. max)

The City of Las Vegas employs the individual responsible the administration of the "South" Region at a cost of approximately \$145,000 in compensation plus office, communication and vehicle related expenses.

The Las Vegas Metropolitan Police Department employs a volunteer coordinator to manage the Southern Region Volunteers In Police Service Program at a total cost of approximately \$125,000.

The Washoe County Sheriffs' Office employs a Citizens Corp Coordinator at a total cost exceeding \$100,000.00.

None of these position are paid from the Expansion and Maintenance of Citizens Corp Grant.

IV. Project Management - Investment #13

IV. - Project Management

Identify up to ten milestones, with start and end dates, that will be achieved within the three-year FY 2010 HSGP period of performance. Depending on the timing of award allocations, the FY 2010 period of performance is estimated to occur from approximately September 2010 - September 2013.

Milestone #	Milestone Name	Start Date	End Date
1	Receive Funding	02/07/2011	02/07/2011
2	Renew existing or obtain new coordinator contract	02/07/2011	03/31/2011
3	Coordinate with other CCP programs w/in Nevada to develop Statewide focus & planning	10/01/2010	05/31/2011
4	Continue GAP analysis by region to determine number of volunteers needed for 5 days after most probable EQ Scenario @ 60% for mass care.	01/01/2011	07/30/2012
5	Establish contacts within local area to sustain and expand public education and outreach	02/01/2011	09/30/2013
6	Coordinate with local emergency responders to expand the role of CC volunteers within the community	02/01/2011	09/30/2013
7	Establish a plan to increase citizen participation by 5%	02/01/2011	07/30/2011
8	Ongoing training and outreach	10/01/2010	09/30/2013

(End of Investment #13.)