



FEMA

# Quarterly GPD Newsletter

## Message From Assistant Administrator Elizabeth Harman



Happy 2012 from the Grant Programs Directorate (GPD)! As we reflect on our successes over the past year, we also strive for continued excellence in customer service, responsiveness, integrity, and professionalism. GPD's success relies upon strong partnerships, communication, and collaboration with our grantees. Thank you for your hard work, dedication, and making our Nation safer.

## Region VI Grants Management Division's Tribal COOP Exercise Makes History

A Texas tribe - the Ysleta del Sur Pueblo in El Paso - has made FEMA Region VI history through an exercise called, The Tigua Challenge. The purpose of the challenge was to exercise Tribal continuity plans, policies, and procedures. Continuity plans are designed to help groups and agencies stay organized and functional in order to continue to help others in all types of situations.



Members of the Ysleta del Sur Pueblo, local, State, and Federal officials gather for a group photo at the Tigua Challenge. Photo by Norma Reyes

"This is the first confirmed Tribal nation in the country that has completed a Continuity of Operations (COOP) planning document and has independently conducted a COOP tabletop exercise," said FEMA Region VI Continuity Manager, Brad McDannald. "This is a groundbreaking effort and has become a best practice setting the

*(Continued on page 3)*

## GPD Drawdown Information

The Reporting and Information Management (R&IM) Branch tracks total current obligations, drawdowns, and remaining balances on a monthly basis. As of December 15, 2011, the remaining balances by fiscal year are shown below:

Total Obligation Remaining by Fiscal Year			
Fiscal Year	Total Obligation	Balance Remaining	% of Obligation Remaining
2007	\$ 4.16 B	\$ 687.25 M	16.51%
2008	\$ 3.99 B	\$ 1.43 B	35.92%
2009	\$ 4.37 B	\$ 2.48 B	56.69%
2010	\$ 3.71 B	\$ 2.98 B	79.67%
2011	\$ 2.19 B	\$2.11 B	96.15%

These amounts include all preparedness and AFG programs as reported on the monthly Funding Fact Sheet. For more detailed information regarding these values, please contact Ron Ouellet, R&IM Branch Chief.

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## Important Dates

### January 31:

**Los Angeles Regional Transit Security Working Group (RTSWG) Meeting**  
12:00pm WST  
One Gateway Plaza, 11th Floor Conference Room  
Los Angeles, CA 90012

### February 15:

**New York Regional Transit Security Working Group (RTSWG) Meeting**  
10:00 am  
Port Authority of New York/New Jersey (PANYNJ)  
New York

### February 15-16:

**Fiduciary Agent Workshop**  
San Diego, CA  
For info email:  
[mary.rubino@associates.dhs.gov](mailto:mary.rubino@associates.dhs.gov)

### March 14:

**Chicago Regional Transit Security Working Group (RTSWG) Meeting**  
10:00am  
Chicago Transit Authority (CTA)  
567 W. Lake Street  
Chicago, IL 60661

## Relationships Strengthened Through Regional Assessment Visits

In early Fiscal Year (FY) 2011, the idea of regional assessment visits took shape within the Grant Operations (GO) division as the result of a renewed focus on strengthening collaboration and creating a firm support structure between the Regions and the Regional Coordination and Oversight (RCO) Branch. This concept was realized through the Regional Grants Business Management Assessment (RGBMA) visits that RCO staff conducted with all ten Regional offices throughout FY 2011 with the goals of: Communicating the vision, goals, and future plans of GPD-GO to the Regions; Gaining more insight into the Regions' current operations and future capabilities; and Building a more harmonious and dynamic RCO-Regional partnership.

During each on-site visit, RCO staff conducted interviews with the Regional staff, capturing invaluable information in regard to the Region's areas of strength, lessons learned, and feedback to GPD across five operational areas: General Operations; Policies and Procedures; Workload Capacity; Tools and Resources; and Communications. The information gathered from these visits has since been captured in post-visit reports provided to each respective Region. RCO is currently in the process of further analyzing and synthesizing this data into one comprehensive RGBMA report to be delivered to both GPD leadership and the Regions with the goal of enhancing Regional operations and strengthening the RCO-Regional relationship.

*Betsy Colon*

*Grant Administration and Assistance Division*

## Region III and GPD Headquarters' Coordination Effort for Assistance to Firefighter Grants

In late September 2011, the FEMA Region III Fire Program Specialist, Lori Bainbridge, and Kevin Piatt of the Assistance to Firefighters Program Office, coordinated a conference call with Senator Casey's Office to meet the needs of Pennsylvania's fire service. Having both the regional and program office staff participate in the call provided a unique perspective for the participants as each entity functions in different capacities in the various stages of an award. The conference call allowed several participants to ask questions pertaining to the application process, award process, and discuss current award issues.

On October 6, 2010, Janice Barlow, FEMA III Grants Division Director, and Lori Bainbridge attended a fire prevention event in conjunction with the Philadelphia Fire Department. The Citizens for Fire Prevention were awarded a grant for hearing impaired and audible smoke detectors for seniors, as well as personnel and equipment to install the devices. An educational cube depicting fire prevention activities was part of the award that partnered with Senior Services, health care organizations, and the

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*(Continued "Region VI GMD's Tribal COOP Exercise Makes History")*

example for other Tribal nations." FEMA Region VI Administrator Tony Russell added, "This challenge is a result from the hard work of the FEMA Region VI National Preparedness and Tribal Outreach teams. They have played a key role in making this effort a reality and I know we will have many more successes like this one as we continue to forge new ground with whole community initiatives."



*Tribal, local, State and Federal officials participate in the Tigua Challenge in El Paso.*

*(Photo by Norma Reyes)*

The Ysleta del Sur Pueblo collaborated with the El Paso community and was offered an Urban Area Security Initiative (UASI) Grant, in result of the Tribal nation providing critical infrastructure for the community. With the help of this grant and assistance from FEMA Region VI, the Ysleta del Sur Pueblo was able to obtain contract support to help build the continuity plan and program. Lessons learned from this exercise will help the entire El Paso community be better prepared to deal with the effect of a catastrophic event.

*Written by: On the Loop Staff*

*Submitted by: Randy D. Meshall  
Deputy Division Director, Region VI*

## Grant Operations and Business Office

### From the Grant Award Administration Division: Mitigation Branch

During the FY 2011 Awards Processing season, the Grant Programs Directorate (GPD) Awards Administration Mitigation Branch awarded 157 grants, totaling an estimated \$236M. Throughout the shortened processing season, open communication between the Mitigation Branch and respective program offices was essential to successfully meeting the deadline. As a result, on October 20, 2011, the Mitigation Branch hosted the first FY 2012 Mitigation Meet and Greet kick-off meeting with the local metropolitan program offices. The purpose of the Meet and Greet was to provide an opportunity for the GPD Mitigation Branch to review FY 2011 accomplishments and discuss lessons learned while sharing with counterparts from the following directorates:

- United States Fire Administration
- Mitigation Directorate
- Recovery Directorate
- Response Directorate
- National Preparedness Directorate

During the plenary session, the presenters included Cynthia Montgomery, Director of GDP Grant

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Operations, Dana Bourne, Acting Division Director of the Grant Award and Administration Division (GAAD), and Andres Ciriello, training lead of the Systems and Business Support Branch.

Team members interacted and learned about each other's roles and challenges in the awards processing lifecycle. During breakout sessions, teams discussed financial, grant operations, and strategic process improvements for the FY 2012 awards processing season. The recommendations are currently under review to ensure their implementation is beneficial to all stakeholders.

GPD Leadership is looking forward to joining forces once again to undertake outstanding challenges and create an opportunity to improve collaboration between the many stakeholders at FEMA.

*Deborah Scott  
Mitigation Branch Chief*

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*(Continued "Region III and HQ Coordination Effort: AFG" from page 2)*

Philadelphia Fire Department.

Additionally, a Fire Prevention Proclamation, signed by Mayor Nutter, was presented to the PFD to announce Fire Prevention Week (October 9-15, 2011). The ceremony culminated in two schools reciting the Junior Fire Patrol pledge.



*FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards. Follow us on Twitter at [www.twitter.com/femaregion3](http://www.twitter.com/femaregion3).*

*FEMA Region III*

## NEWS FLASH!

### GRANT APPLICATION PERIOD

Grant application period for preparedness grants will **open**

**February 17, 2012**

and will continue through the months of March and April.

## Deputy Assistant Administrator Tonya Schreiber Visits New York City

In September, Deputy Assistant Administrator (DAA) Tonya Schreiber traveled to New York City with Jim Marks (Acting Director) and Matt Bower (Acting Deputy Director) of the Preparedness Grants Division. The purpose of the trip was to view a selection of capability gains that the Urban Area has put into place with the Grant Programs Directorate (GPD) grant funding.

The group started the week at the Fire Department, City of New York (FDNY) HazMat training center where they met with training instructors and FDNY leadership. The meeting with FDNY was followed by a tour of the Lower Manhattan Security Initiative, which provides enhanced surveillance measures through cameras and detection equipment.



*In this picture: Bob Ingram Battalion, Chief and Nick Del Re, Deputy Chief of FDNY HazMat with DAA Schreiber.*

The group also met with members of the Port Authority of New York and New Jersey to discuss the Port Security Grant Program (PSGP). Finally, they met with the Metropolitan Transit Authority (MTA) where they were able to view and discuss bridge and tunnel security

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measures that were funded by GPD grant funding. The week provided Ms. Schreiber the ability to view the capabilities, but also build relationships with the grantees to ensure successful implementation of preparedness programs.



In November, DAA Schreiber traveled to New York City with staff from PGD to attend a New York Regional Transit Security Working Group (RTSWG) meeting and a New York Port Area Maritime Security Committee (AMSC) Grant Field Review Team meeting, as well as meeting with senior Sector New York Coast Guard officials. During the trip, DAA Schreiber discussed the importance of timely expenditure of grant funds and willingness of GPD to work with grant recipients to spend their remaining grant dollars. In addition, the New York Metropolitan Transit Authority provided a tour of the East Side Access (ESA) Project for FEMA and TSA staff, which helped to understand what is involved in undertaking large, transit capital construction projects.

*Alexander R. Mrazik Jr.  
Branch Chief*

*Transportation Information Security Branch  
FEMA Grant Programs Directorate*

# Quarterly GPD Newsletter

## FY 2011 AFG Updates

### FY 2011 AFG AWARD

#### ANNOUNCEMENTS:

**Award recommendations and announcements begin in mid-December 2011**

After receiving and evaluating more than 16,000 grant applications, the AFG began processing awards to fire departments and non-affiliated Emergency Medical Service (EMS) providers. Applicants requested support for firefighting equipment, personal protective equipment, training, firefighter health and wellness, minor modifications to facilities, and emergency vehicles. Because of the large number of applications and awards that need to be processed, the AFG cannot send all award notifications out at one time. Therefore, award announcements will be made on a rolling basis starting in mid-December and continuing in 2012 until all FY 2011 AFG funds have been awarded.

The list of awardees will be posted each week on the AFG website at: <http://www.fema.gov/firegrants/afggrants/awards.shtm>.

### NEW FIRE PREVENTION AND SAFETY (FP&S) GRANTS VIDEO

A new video on the AFG's FP&S Grants Program has been developed and posted on the AFG website. The video helps potential applicants learn more about the program's funding priorities, requirements, and the process for applying.

The video can be viewed at <http://www.fema.gov/firegrants/tools/videos.shtm#fpsvideo>.

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### OUTREACH TO AFG CONSTITUENTS

To communicate information about the AFG Program and invite conversation with constituents, AFG staff members gave presentations at the annual meetings of the following:

- National Association of Towns and Townships
- Fire Department Instructors Conference
- National Fire Protection Association (NFPA)
- Fire Equipment Manufacturers & Services Association & the Fire Apparatus Manufacturers Association Annual Meeting
- International Association of Fire Chief's (IAFC) Annual Conference
- Fire-Rescue International
- National Association of Hispanic Firefighters Conference
- IAFC's Volunteer & Combination Officers Section Annual Symposium
- International Association of Fire Fighters Redmond Symposium on Occupational Health and Hazards of the Fire Service and Barbera EMS Conference, which coincided with the AFG Research and Development mid-year meeting

The AFG Program has been asked to give presentations in 2012 at the Fire Department Instructors Conference in March, the NFPA annual conference in June, and at the IAFC's annual conference - Fire Rescue International - in August.

### AFG CALENDAR:

<b>FY 2011 AFG Award Announcements</b>	Currently ongoing
<b>Projected Application Period (FY 2011 SAFER Grants)</b>	January and February 2012
<b>Projected Application Period (FY 2011 FP&amp;S Grants)</b>	Early April 2012
<b>Projected Application Period (FY 2012 AFG Grants)</b>	June- July 2012

*Cathie Patterson  
Assistance to Firefighter Grants*

## New Records Liaison Officer

I am pleased to announce the appointment of Ms. Pam Greene, Grants Management Specialist, to the role of Records Liaison Officer (RLO) for the Grant Programs Directorate (GPD). Ms. Greene's responsibility is to oversee the maintenance, disposal, and transfer of GPD administrative and grant files, as well as to coordinate revisions to GPD's Grant File Plan for FEMA's Records Management Division.

All of the RLO responsibilities and activities must be performed in accordance with FEMA's Record Management Program. This is to ensure that GPD continues to meet all grant program and financial requirements so that GPD continues to mitigate material weaknesses at all levels of the grant life-cycle. The grant file plays an important and intricate part in this process. Ms. Greene brings over 20 years of grant experience gained from working in financial assistance programs at the Federal, State, and local levels in both the program and business management areas.

Ms. Greene's appointment is effective immediately and she will serve as the POC for GPD Record Custodians and technical related records management inquiries. She is located in the Grant Operations Business Office at 800 K Street, room 401, and may be reached at 202 786-9519 or by email at [pamela.greene@dhs.gov](mailto:pamela.greene@dhs.gov).

Please give her your support as she reaches out to you for assistance with this effort.

*Dana Bourne  
Regional Coordination and Oversight Branch*

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## NASSAU COUNTY Disaster Debris Management Plan

*This article is a publication of the New York Urban Area (Winter 2009-2010, Issue 02)*

Nassau County is vulnerable to natural and human-caused disasters, which have the potential to result in large amounts of assorted debris. Following a disaster, debris must be removed and disposed of to reduce the potential threat to the health, safety, and welfare of the community and effected citizens, as well as to expedite recovery efforts in the impacted areas.

Nassau County Office of Emergency Management (OEM) has the statutory responsibility to coordinate all County preparedness, response, and recovery planning efforts, including debris clearance, removal, and disposal. As such, OEM, with input from various state and local agencies, contracted with URS Corp. to develop a Multi-Jurisdictional Disaster Debris Management Plan (DDMP). While the DDMP focuses on debris management activities that are

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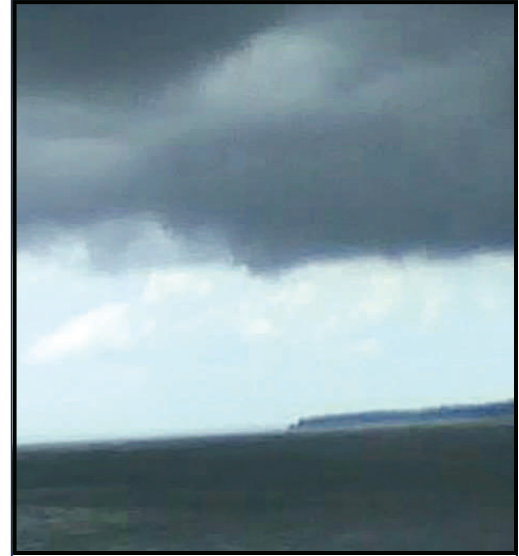


likely to be needed after a hurricane or nor'easter event, it can also be used to coordinate debris clearance, removal, and disposal for any type of debris-generating emergency or disaster.

The DDMP is structured as an operational framework to address specific issues and provide direction for Nassau County and its municipalities. Under this document, an organizational body was created to oversee coordinated debris management activities throughout the County. In addition, the DDMP guides in the following tasks:

1. To estimate the disaster-generated debris level and determine capabilities and needs to clear debris from priority routes.
2. Determine the types of contracts and contractors needed to assist in various phases of debris management.
3. Establish the most efficient and cost-effective operation and management of debris removal from public rights-of-way (ROWs), public facilities, private and recreational areas, and private property.

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4. Develop public outreach information to notify citizens of appropriate debris removal and disposal activities.
5. Determine the best way to dispose of debris, including mulching clean wood and maximizing the recycling of construction and demolition (C&D).
6. Ensure that the Federal Emergency Management Agency (FEMA) Public Assistance Program eligibility requirements, local and state health and safety procedures, and other required regulatory permits are understood and adhered to throughout the debris management process.

As a result of this effort, Nassau County became the first county within New York State to have a FEMA approved DDMP in place.

For further information, please visit the Nassau County web site at: <http://www.nassaucountyny.gov/agencies/OEM/debris.html>

*A Publication of the  
New York City Urban Area  
Winter 2009-2010  
Issue 02*

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## Region IV Grants Management Division Boldly “Exercise” Where No One Has Exercised Before

At the FY 2012 Region IV Grants Management Division (RIV-GMD) sponsored State/Region Grants Management Conference, RIV-GMD staff developed and facilitated a Table Top Exercise (TTX) for the State partners participating in the Conference. That unique TTX was developed using a grants management perspective and the overall objective was to increase awareness of and encourage pre-planning for management and administration of grants during catastrophic incidents within the eight States of the Region IV.

The TTX design emphasized continuity and sustainment of grants management/administration during catastrophic incidents. The TTX design also included a “lifeline” component allowing State participants to “reach back” to their respective States via VTC to discuss the TTX scenario, consider their individual State’s existing continuity and sustainment capabilities and plans, and address grants management and administration issues that would be expected to arise during the incidents portrayed in the TTX. State participants who physically attended the Conference, along with State grants staff who could not physically attend, were able to discuss the issues and consider options for continuation of grants work in their

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respective States in time of emergency. TTX teams, by State, were led through the exercise scenario and were provided a “Grantee Survivor News Brief” handout that corresponded with the scenario to bring proverbial life to TTX play. At the end of the TTX, State teams briefed all conference participants (in person and via VTC) on the following information and States jointly determined the most likely “surviving” State based on all participant’s feedback:

- Necessary staffing with respective grants management roles within a State as required to complete grant related work in time of emergency-continuity plans and rosters
- Necessary actions, alternatives, and deadlines to complete grants work by deadlines in time of emergency – optional work routines, staffing “short” and/also where staff may be called to emergency/disaster response duties
- Steps, procedures, approvals, and getting signatures necessary to complete the application process by deadlines in time of emergency – planning for delegations of authority and sustaining the application development work
- Steps, alternatives, signatures, processes, and procedures to close grants by the required deadline - similarities/differences in close outs in normal versus time of

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emergency where grant recipients/sub-recipients involved in response/recovery are distracted from grant closeouts

Participant feedback surveys revealed that 90% agreed the TTX increased awareness of continuity concepts and a need to assure planning for continuity and sustainment of grants management and administration during catastrophic events and identified the following major exercise strengths:

- Opportunity for teamwork and interaction among participants
- Team briefings and sharing of best practices very informative and helpful

Additionally, the TTX design and planning was done to help State partners comply with requirements in the 2011 Emergency Management Performance Grants (EMPG) Program. The design used EMPG and Homeland Security Exercise and Evaluation (HSEEP) guidance so that TTX participants would receive EMPG exercising credit. A record of the exercise is currently entered in the HSEEP system with an After Action Report to follow in January, 2012.

*Shelley S. Boone, II  
Director  
Grants Management Division  
DHS-FEMA, Region IV*

# Quarterly GPD Newsletter

## Program Support Division Update

It has been one year since the business support areas of systems, reporting, and training have been consolidated under the Program Support Division (PSD). By centralizing core functions into one division—also referred to as “matching socks”—we have achieved greater efficiency for all our stakeholders. Additionally, in November 2011, the Audit Branch joined the PSD team. It is amazing what these four small teams have accomplished while sustaining a superior level of customer service:

- The Systems and Business Support Branch successfully launched the Non-Disaster (ND) Grants system in May 2011 and maintains a high level of customer service for all stakeholders while supporting a suite of grants management systems. Stay tuned for additional functionalities in the ND Grants system planned for 2012.
- The Reporting and Information Management (R&IM) Branch is responsible for gathering \$32 billion in grants data to identify trends and analysis for the Office of Management and Budget (OMB) and Congress, impacting the Federal budget process and appropriations for our programs.

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- The Training and Professional Development Branch is expanding the Grants Management Technical Assistance (GMTA) Program to proactively help grantees improve their stewardship over FEMA funds. The three grants management workshops for 2012 will be announced soon and webinars will be provided throughout the year ahead.
- The Audit Branch works with various stakeholders to resolve OMB Circular A-133 Audits, DHS Office of Inspector General (OIG) Audits, and Government Accountability Office (GAO) Audits, while maintaining a high level of communication amongst a wide range of stakeholders to help resolve audit findings. Stay tuned for updates on the top 5 audit findings for grantees.

The Systems, Reporting, Training and Audit Branches look forward to supporting you with excellent customer service again in 2012.

*Vanessa Pert  
Acting Division Director  
Program Support Division  
Grant Programs Directorate*

## GPD Resources

### Regional Coordination and Oversight

Dana Bourne

Email: [dana.bourne@dhs.gov](mailto:dana.bourne@dhs.gov)

Phone: 202-786-9546

### FEMA Grants Web Page

<http://www.fema.gov/grants>

### FEMA AFG Web Page

<http://www.fema.gov/firegrants>

### Responder Knowledge Base

#### Authorized Equipment List

<http://www.rkb.us/FEMAGrants/DisplayFEMAGrants.cfm>

### Centralized Scheduling & Information Desk (CSID) Help Line

800-368-6498

Email: [askcsid@dhs.gov](mailto:askcsid@dhs.gov)

Monday-Friday: 9am-5:30pm (EST)

### Grant Programs Directorate

FEMA Call Center: 866-927-5646

Email: [askcsid@dhs.gov](mailto:askcsid@dhs.gov)

## Contact the Newsletter Team

If you have any suggestions, improvements, or want to contribute to this newsletter, please contact Ronald Ouellet at [ronald.ouellet@dhs.gov](mailto:ronald.ouellet@dhs.gov) or 202-786-9490

