

FACT SHEET



Strengthen Preparedness Planning Investment

Effective preparedness planning needs to occur to continue to deter and respond to terrorism events in Minnesota. This investment provides critical planning personnel in each of the six Homeland Security and Emergency Management regions in the state of Minnesota, as well as program and grant staff for the Minnesota Homeland Security and Emergency Management Division.

Roles and Responsibilities: The primary role of the regional planners will be to manage the homeland security program and grant requirements by aligning the State Homeland Security Strategy, the TCUA Strategy

and the State Preparedness Report to the funding priorities in each of the six regions, and to develop and implement a strategic plan to close the planning, response, recovery and protection gaps in each of the six regions. Regional planners will identify and track available resources to support local, regional and State response efforts, implement and adapt current and future plans to ongoing national, state, and regional initiatives, develop and enhance plans and protocols, conduct assessments for national planning scenarios, continue existing efforts to enhance and develop planning documents and serve as the manager for all

grant related issues in their region. Funding for each of these positions may include planning, equipment, training, exercise and M & A costs. The table below details activities for which funding has been allocated. A brief description of allowable activities within this Investment follows. The 2009 SHSP awards must dedicate at least 25 percent of the award funds to law enforcement terrorism prevention-oriented planning, organization, equipment, training and exercise activities.

ALLOWABLE PLANNING ACTIVITIES

Planning funds will be used to support the regional planners in the six Homeland Security and Emergency Management regions in Minnesota. Additionally, planning funds

will provide the opportunity to meet and share best practices through attendance at conferences, meetings, and participation in HSEEP exercises and evaluations.

Up to 50 percent of program funds may be used for personnel and personnel-related activities.

Quick Reference Links

- > **2009 HSGP Grant Guidance:** www.fema.gov/pdf/government/grant/hsgp/fy09_hsgp_guidance.pdf
- > **Authorized Equipment List:** <https://www.rkb.us/lists.cfm>
- > **FEMA grants:** www.fema.gov/government/grant/index.shtml
- > **HSEM Web site:** www.hsem.state.mn.us
- > **Web Enabled Grant Operations (WEGO):** www.wego.dps.state.mn.us/Portal.asp

Statewide Funding Breakdown	
Planning	\$1,665,610
Organization	\$ 62,490
Equipment	\$ 40,000
Training	\$ 25,000
Exercise	\$ 15,000
Management & Administration	\$ 18,000
TOTAL	\$1,826,100



ALLOWABLE EQUIPMENT PURCHASES

Equipment purchased under this investment will support the regional planners.

Equipment must be on the Authorized Equipment List (AEL). Jurisdictions will be responsible for obtaining and maintaining all necessary certifications and

licenses for the purchased equipment. In addition, recurring costs associated with a piece of equipment are the responsibility of the jurisdiction after the grant performance period.

ALLOWABLE TRAINING ACTIVITIES

Training activities are essential to have effective preparedness planning. All training under this investment must be NIMS compliant and implemented throughout the project. Participating jurisdictions will provide specific skill training to team members so that team members stay up-to-date on emerging issues.

All training and exercises conducted with SHSP funds should support the development and testing of the jurisdiction's Emergency Operations Plan (EOP) or specific annexes.

ALLOWABLE EXERCISE ACTIVITIES

Exercises will involve the assets from various disciplines to make joint responses to a CBRNE/WMD event utilizing the acquired equipment and skills developed in training. All exercises conducted under this investment must be NIMS compliant and use HSEEP.

Maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus are *NOT* reimbursable costs.

Have questions regarding this investment? Contact:

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ALLOWABLE M & A COSTS

Management and administration funds may be allocated for this investment. The funds are intended to cover the administrative costs of the designated fiscal agent for the grant and cannot exceed three percent of funds awarded.

Allowable costs include:

- Travel expense for costs incurred for travel to/from meetings
- Overtime and backfill costs
- Recurring expenses, such as those associated with cell phones and faxes during the period of perform-

ance of the grant program

- Leasing or renting of space for newly hired personnel during the period of performance of the grant program.

NOTE: For additional detailed information on allowable expenditures, please refer to the actual investment submitted to DHS and the Homeland Security Grant Program Guidance. Contact the program manager listed above or your HSEM Regional Program Coordinator for a copy of the investment and/or grant guidance. The grant guidance can also be found at www.fema.gov/government/grant/index.shtml