



# SECURE & PREPARED

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## Important Information

For the latest in disaster funding information, visit the Rebuild Iowa Web site at [www.rio.iowa.gov](http://www.rio.iowa.gov).

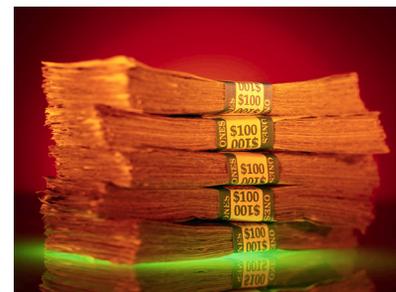
### SAVE THE DATE!

The Governor's 6th Annual Homeland Security Conference will be **Oct. 5-7, 2009**, at the Sheraton West Des Moines. More information to follow as the date gets closer. See you there!

## HSGP: How to Receive Funding

Let's talk about money. It makes the world go 'round. It doesn't grow on trees. And it's the one thing that's completely negotiable in exchange for goods and services. What's not negotiable is the process of getting it.

The purpose of this article is to detail what it takes to get your share of Homeland Security Grants Program (HSGP) money as either a Homeland Security or LEIN region or other sub-grantee. Now the focus is on HSGP '08, though it will soon be on '09 and the requirements are the same. If you are a regional chair, board member, fiscal agent, planner or fund administrator, here's what it takes to start the money flowing, keep it flowing and, if you are not careful, to stop it flowing.



This checklist shows what it takes (each year) before and during the performance period to get the money and what's needed to verify the performance period is over. The checklist is not new; it's a standing document used to ensure compliance with state and federal requirements for grants management and administration.

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## Adair, Black Hawk and Hardin County Residents Eligible for Aid

The deadline for Adair and Black Hawk County residents to sign up for disaster aid under the Iowa Individual Assistance (IA) program is fast approaching: the deadline is September 1, 2009. The program was activated after the Governor declared the counties under a disaster proclamation on July 17.

Hardin county residents are eligible with the Governor's proclamation on

Sunday, Aug. 9 following a devastating hail storm and high winds pending funding approval from the state Executive Council. That is expected to be received early next week.

Iowa's IA program helps people with low incomes. Iowans with household incomes of up to 200 percent of federal poverty guidelines may apply for a reimbursement grant of up to \$5,000

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## Upcoming Training Opportunities

### Critical Infrastructure & Key Resource Asset Protection Technical Assistance Program (CAPTAP)

The free CAPTAP training will provide attendees with information about the Critical Infrastructure/Key Resource (CI/KR) Protection Program, vulnerability assessments, terrorist surveillance operations, CI/KR target hardening strategies and methodologies for conducting assessments including use of the Automated Critical Asset Management System (ACAMS). CAPTAP is designed to facilitate the development, implementation, and/or operation of a CI/KR protection program among multiple agencies.

All personnel attending CAPTAP training must complete the PCII certification training and must provide a printed certificate of completion of PCII training and a non-disclosure agreement. For additional information on the PCII accreditation process, go to <https://submitcii.dhs.gov/pcii/PCIIAuthorizedUser-Training/>.

In addition, all attendees must complete the National Infrastructure Protection Program Web-based course IS-860 available at [http://emilms.fema.gov/IS860\\_NIPP/index.htm](http://emilms.fema.gov/IS860_NIPP/index.htm). Please provide certificates on the first day of training.

For additional course information, please contact **Curt Sullivan** at **515.323.4217** or [Curt.Sullivan@iowa.gov](mailto:Curt.Sullivan@iowa.gov). Registration deadline is Aug. 10.

**When:** Aug. 25-28, 8 a.m.–4 p.m.



**Where:** Southwestern Community College in Creston

Register at <http://hls.extension.iastate.edu/calendar/>.

Additional information will be provided once you have registered.

### G-290, Basic PIO Course

The Homeland Security Training Center recently offered a basic PIO class to be held in Fort Dodge Aug. 18-19. This class quickly maxed out and a second class is being offered, which will be held Oct. 15-16 on the Iowa Central Community College campus.

This course helps participants build the skills needed to be a full or part-time public information officer; such as oral and written communications, understanding and working with the media, and the basic tools and techniques PIOs need.

This class is FREE and is currently open for registrations. To register, please contact **Lindsay Bollard**, Administrative Assistant, Homeland Security Training Center at [bollard@iowacentral.com](mailto:bollard@iowacentral.com) or **515.574.1263**. Ω

## Joint Field Office Transitions to Iowa Recovery Center

The State/FEMA Joint Field Office (JFO), established to work recovery issues associated with the 2008 flooding and storms (DR-1763), will make a slight change on August 29. On that date the name will change to the Iowa Recovery Center (IRC). For applicants dealing with Public Assistance and other major programs, it will be business as normal. State staff will remain the same and the location also is the same, on the west edge of Des Moines.

On the federal side, there will be some changes as 60 full time staff members will work over the next two years to close out DR-1763 and four other presidential disasters from 2007. Normally FEMA staff would close the JFO and leave the state when most of the upfront work is completed, then the federal work is transitioned to the FEMA regional office in Kansas City, and state personnel work to close out major projects over the next few years. Because of the magnitude of this disaster, the IRC will stay in Des Moines to work existing presidential disasters, providing better continuity to recovery efforts. Ω



# HSGP Funds: How to Receive Funding

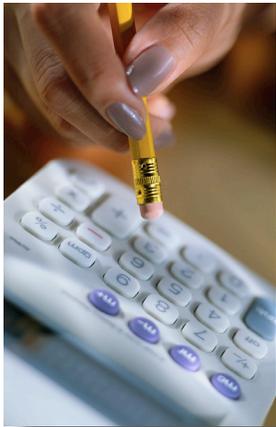
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## Prior to requesting grant funds

- Scope of Work, Project/Work Plans, approved by HSEMD
- Budget, approved by HSEMD
- Copy of executed Grant Agreement (signed by all parties)
- Copy of executed Agreement Amendments, (if applicable)
- Authorized Representative Documentation (assignment of fiscal officer, signed by CEO Chair)
- Signed W-9 Vendor Form (if not previously on file)
- Chart of Accounts verification (unique revenue & expenditure accounts)
- Procurement Procedures, method of procurement documented (local government procedures, state or federal rules and regulations), submitted to HSEMD
- HSEMD Contract Review (all bids and contracts must be reviewed by HSEMD staff prior to execution)



## All pay requests



- A "Payment Request" form with each pay request – signed by authorized representative, or grant administrator
- Personnel activity reports (i.e., detailed time sheets) showing the hours worked on the sub-grantee's project – report should be by pay period and must document each activity (federal and non-federal) that was worked on for that pay period -- only applicable if the sub-grantee does the work; not applicable for contractual services
- Copies of invoices, and or quotes (copy of check when paid -- proof of payment must be on file at HSEMD through either cancelled check or copy of general ledger)
- Invoice # \_\_\_\_\_, check # \_\_\_\_\_
- Copies of other bills claimed, travel costs, registration fees etc. (Copy of check when paid -- proof of payment must be on file at HSEMD through either cancelled check or copy of general ledger)

## Final pay request

- A letter from the authorized rep/grant administrator certifying that the project is complete
- The "Payment Request" form signed by the authorized representative, or grant administrator marked 'FINAL'
- All outstanding invoices and payments as listed above

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## HSGP Funds: How to Receive Funding

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### Closeout

- Authorized Representative's sign-off on HSEMD's final expenditure report
- Equipment Disposition / tracking and location information
- Completed supporting documentation files
- Statement of 'Accomplishments', project outcomes
- HSEMD closeout letter

So where are we now in regard to '08? As of August 6, all but one of the HLS regions and all LEIN regions submitted budgets and work plans. At least two regional work plans require some adjustment. Regional budgets overall are pending approval, while a waiver to raise the 15 percent cap on personnel is also pending. This means, subject to waiver and budget approval, articles of agreement should be in the mail before the end of August.

Given the pending HSGP '09 award, which is expected in mid-August, '09 budgets and work plans are due by the end of September 2009. This is to reduce time lag and enable a more timely release of funds to sub-grantees for '09.

Meanwhile, remember what must happen prior to requesting grant funds. Budgets and work plans are more than state requirements. They are the basis for what happens and the two should support one another to make projects work. It's difficult to provide needed training, for example, if there isn't enough money budgeted to pay for it. And it's difficult to pay for it without documentation to pay from. What does that mean for HSEMD and sub-grantees?

Ask yourself this question. "If I were paying someone else's bills with other people's money, what would I expect?" Expect nothing less from us. Besides, preparation up front means fewer adjustments, complications, payment delays, and headaches for everyone.



For more information concerning HSGP grant funding requirements, contact **Doug Rossell**, Iowa Homeland Security and Emergency Management Division, HSGP Grants Coordinator, via e-mail at [doug.rossell@iowa.gov](mailto:doug.rossell@iowa.gov). Ω

## Iowa AAR Report is Popular Download

Earlier this year Lessons Learned Information Systems (LLIS) finished the Iowa 2008 Summer Storms After Action Report (AAR). This AAR was placed on the LLIS Web site and since that time it has been one of the top 10 documents downloaded from their site.

LLIS has now contacted HSEMD and wants to produce a companion document showing the corrective actions that have been taken by HSEMD and other state agencies.

The 2008 Summer Storms AAR is available on the HSEMD Web site, [www.iowahomelandsecurity.org](http://www.iowahomelandsecurity.org). Click the "Disasters" tab, then the AAR link on the left side of the Disasters page. Ω

## Deadline Approaches for Disaster Aid

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to help recover from storm damage. A variety of expenses are covered from home repair, replacement of appliances and covering the cost of temporary housing.

To find out more, visit the Iowa Department of Human Services Web site at [www.dhs.state.ia.us](http://www.dhs.state.ia.us) and click "Storm Help." Iowans can also call toll free **1.877.937.3663**.

Officials stress that this is a reimbursement program. Eligible Iowans should keep receipts to be able to document the expenses they incurred as a result of the storms. Ω

## In the Wake of a Disaster, Don't Become a Victim of Fraud

Even before the flood waters subside, one of the first things to float ashore are scam artists pretending to offer help.

Although most architects, engineers, electrical and general contractors are honest, disasters tend to attract scam artists. Some of these people claim to be FEMA-certified, when in fact, FEMA neither certifies nor endorses any contractor. FEMA workers and inspectors always wear their photo ID where it can be seen at all times and never handle money or charge fees. FEMA employees and damage inspectors will also be able to confirm your case number, given to you when you register for assistance; a scam artist will not know your case number.

The State of Iowa offers tips for hiring contractors to repair storm damage or any work:

- Be wary of contractors that come to you offering repair or clean-up services.
- Check references.
- Get a written estimate.
- Ask for proof of insurance. Make sure the contractor carries general liability insurance and workers' compensation.
- Use reliable, licensed contractors.
- Insist on a written contract.
- Get guarantees in writing.
- Obtain a local building permit, if required.
- NEVER pay in advance.

- Make final payments only when the work is completed.
- Pay by credit card or check. Never pay in cash, and do not pay for the whole transaction in one lump sum.

For more detailed tip information, visit the Attorney General's Web site at [www.state.ia.us/government/ag/index.html](http://www.state.ia.us/government/ag/index.html).

Report contractor fraud to your local police department, the Iowa State Patrol HELP line at **1.800.525.5555** and the Iowa Attorney General's Consumer Protection Division (CDP) at **515.281.5926** or **1.888.777.4590** from 8 a.m. to 4:30 p.m. weekdays. Ω

*[From Attorney General's Web site]*

## HSEMD Distributes Two More ESFs to County Coordinators

HSEMD recently distributed two more pieces of the Emergency Response Plan conversion. Emergency Support Functions (ESF) 7 Logistics and 9 Search and Rescue are now available. As with all the other ESF prototypes, these are a starting point, please take these plans and personalize them for your county.

These two prototypes are posted on the SharePoint site created just for the County EMA Coordinators. The link to SharePoint is: [www.hsemd-preparedness.iowa.gov](http://www.hsemd-preparedness.iowa.gov).

You will need your username and password to get access to SharePoint. The username and password are the same ones you use to access the secure side of the HSEMD Web site. If you do not know your username and password please contact your HSEMD regional planner and they can help you get that information.

Eventually every prototype ESF we put out will be posted in the SharePoint Plans Management Window. You can take all of these, download



them to your computer as electronic Word documents, and make changes/updates to them on your schedule. Once completed, you can log back into SharePoint and upload them

into your county's planning folder for the current planning year. HSEMD will maintain five years of folders for each county in SharePoint (currently 2009–2013). Ω

# Culver Requests Agricultural Disaster Declaration for 23 Iowa Counties

## Additional Counties Likely to be Added as a Result of Sunday's Storms

Governor Chet Culver sent a letter to U.S. Secretary of Agriculture Tom Vilsack on Tuesday requesting a Secretarial Disaster Designation for 23 Iowa counties following damage to plants and significant production losses due to severe storms between May 15 and July 31, 2009.

"Since May, Iowans statewide have been affected by severe weather. In communities and on farms, Iowans have worked to clean up and move forward. In the wake of these storms, it's time to make sure we do all we can to help our farmers, who feed and fuel the world," said Governor Culver. "The damage to our state's agricultural sector is significant, which is why I am asking Secretary Vilsack for this disaster designation, and am hopeful of the administration's quick support."

Counties included in the disaster declaration request are: Allamakee, Benton, Bremer, Buchanan, Butler, Chickasaw, Clarke, Clay, Clayton, Decatur, Delaware, Fayette, Howard, Iowa, Jackson, Jefferson, Keokuk, Lucas, Mahaska, Van Buren, Wapello, Wayne and Winneshiek.

If granted, the Secretarial Designation will expand eligibility for individuals in the affected

and contiguous counties for additional USDA assistance, including resources available through the SURE permanent disaster program, created in the 2008 Farm Bill. Iowans are encouraged to contact their local FSA office for further information.

In addition, Governor Culver has requested Loss Assessment reports for the counties affected by the Sunday, Aug. 9 storms, and that the Iowa State Emergency Board meet next week to consider them. As a result of those recommendations, additional Secretarial Disaster requests will be made.

On Sunday, severe storms hit several counties across Iowa. Governor Culver issued an emergency proclamation for Hardin County, and visited Eldora on Tuesday to see the damage and assist volunteers.

Below is a portion of the letter:

*"Dear Secretary Vilsack:*

*On Tuesday, Aug. 11, 2009, Iowa State Emergency Board members met in Des Moines, Iowa to review Loss Assessment Reports from the STORM database submitted by Iowa counties. In accordance with the State Emergency Board's recommendation, I respectfully request that you, under your authori-*



*ties, provide disaster designation for the following 23 Iowa counties: Allamakee, Benton, Bremer, Buchanan, Butler, Chickasaw, Clarke, Clay, Clayton, Decatur, Delaware, Fayette, Howard, Iowa, Jackson, Jefferson, Keokuk, Lucas, Mahaska, Van Buren, Wapello, Wayne and Winneshiek.*

*These counties have experienced damage to plants and significant production losses due to severe storms, hail and flooding with an incident period of May 15 through July 31, 2009....*

*...Thank you for considering this request for Secretarial Disaster Designation during these trying times for our farmers. If additional information is required, please contact **Mark Shearer**, Iowa Homeland Security and Emergency Management Division, at 515.725.3206 or [Mark.Shearer@iowa.gov](mailto:Mark.Shearer@iowa.gov)." Ω*

*[From Governor Culver's office]*

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A division of the Iowa Department of Public Defense

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#### HSEMD Mission

Lead, coordinate, and support homeland security and emergency management functions in order to establish sustainable communities and ensure economic opportunities for Iowa and its citizens.

**We're on the Web!**

[www.iowahomelandsecurity.org](http://www.iowahomelandsecurity.org)

## Culver Honors Des Moines County Residents

Governor Chet Culver recognized 12 Des Moines County residents for their outstanding commitment, service, and time they donated to benefit others through the Des Moines County Emergency Management Agency.

The Governor's Volunteer Awards ceremony were held Friday, Aug. 7 in Ottumwa.

For their countless volunteer hours during the flood of 2008:

- **Captain Allen Otto**, Salvation Army
- **Barbara Baker**, Des Moines County Health Department
- **Hans Trousil**, City of West Burlington
- **LeRoy Lippert**, City of Danville
- **Stacy Hiller**, American Red Cross
- **Toddy Gorman**, American Red Cross
- **Bill Ell**, City of Burlington
- **Steven Parker**, Des Moines County Sheriff's Office



For their assistance with the annual Home Alone Rangers program, a program for second to fifth graders designed to help them be better prepared for the possibility of staying at home by themselves:

- **Lynda Murray**, Hy-Vee
- **Deb Trousil**, West Burlington Schools

For their assistance in designing and implementing a school intruder exercise:

- **Dan Snyder**, Iowa Army Ammunition Plant
- **Reggie Williamson**, Iowa Army Ammunition Plant

Additional information on the Governor's Office initiative to volunteer can be found at [www.volunteeriowa.org](http://www.volunteeriowa.org). Ω

*[Submitted by Des Moines County Coordinator Gina Hardin]*

## 2010 HMEP Grant Deadline Next Week

Just a reminder – grant applications for FFY 2010 Hazardous Materials Emergency Preparedness Grant (HMEP) are due by 4:30 p.m. on Wednesday, Aug. 19. If you wish to apply, please make sure your status as an LEPC is current. If you have questions regarding your LEPC

status, please contact **Paul Sadler** at **515.725.3250**.

If you have any questions regarding this grant application or questions regarding the Iowa Hazmat Grant Program, please call **Lisa Sexton** at **515.725.3213**. Ω