

## Terrorism Preparedness Section Frequently Asked Questions

### Grant Guidance Questions

- ? Is my equipment allowable under the Homeland Security Grant Program (and other grant programs)?
- A. The Authorized Equipment List (AEL) provides users with a list of equipment, by category, that is allowable to be purchased under the DHS suite of grant programs. Please click on the AEL link for more information, how to register and use the system and the link to the AEL website.
- If you are looking for equipment that is not listed on the AEL, your Discipline Planner can assist you in reviewing the request for approval. Click on the contact information section for a list of the Discipline Planners and their assigned Disciplines.
- ? What are the requirements for the Environmental and Historical Preservation (EHP) Review?
- A. This varies, depending on the complexity of the project you are undertaking. Your Discipline Planner can provide you with guidance for your specific project.
- ? How long does it take to complete an EHP?
- A. An EHP can take up to a year to complete and depends on the complexity of the project you are undertaking.
- ? Can I still request FY10 grant funding?
- A. Not at this time. The FY10 grant application has already been submitted to FEMA for review and approval. The funding requested is already assigned to projects under the Disciplines.
- ? When will the FY10 funding be available to the grantees for purchases?
- A. The FY10 funding will be available to the grantees for purchases within 45 days of receiving FEMA approval.
- ? When will FEMA notify us that the grant application has been approved?
- A. FEMA has a 90 day turnaround time on grant application reviews after the close of the application period.

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? What/who is the SAA?

- A. The State Administrative Agency (SAA) is Jamie Turner, the Director of the Delaware Emergency Management Agency (DEMA). The SAA is responsible for the oversight and management of the DHS suite of grant programs.

### Terrorism Preparedness Questions

? How can I ensure I have a complete emergency kit?

- A. A supply checklist is provided under the Forms section.

? What if I want to get more information about preparedness or other topics?

- A. A list of reference websites is provided under the References section.

? I would like to involve my children in preparedness efforts. Is there information available appropriate for them?

- A. A link to children's preparedness information is provided under the References section.

### Procurement Questions

? What do you need from me to order my equipment?

- A. In many cases, DEMA can order equipment for you. To make the process as smooth as possible, please provide specifications for each item you wish to purchase to your Discipline Planner. For a list of Discipline Planners, please click on the Contacts link.
- B. You are not required to obtain quotes for your equipment. DEMA will do this once you have provided the specifications for your equipment.
- C. Our objective is always to answer the requirement of the developed capability without using a sole source procurement method and abiding by state procurement rules. This means that end users must be open and mentally adaptable to using products provided by a variety of suppliers. The specification is what DEMA looks for in order to obtain the best product and the lowest cost within state procurement laws. An example of how being open and mentally adaptable to using products other than the specified product is below:

Example: The V-8 engine may have 205 HP @ 4200 rpm; whereas the newer type V-6s may have 315 HP @ 4800 rpm. Using specs can nullify the perceived

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need for a V-8 engine. Even if only a certain brand vehicle will meet the required capability it should still be expressed as a specification – 9 passenger, 5 door vehicle with a V-8 engine producing 205 HP @ 4200 RPM, 15 “ ground clearance, sealed differential - able to ford 5’ deep rivers (mounted snorkel). This spec has technical and performance requirements and can be put out for competitive bid.

- ?** Can I give you specific information on equipment I want to purchase or do I have to take whatever you order for me?
  - A. If you have provided a specification and cannot deviate from that spec due to training or operational standardization and/or interoperability, please advise your Planner.
  - B. DEMA always seeks purchasing approval from the end users prior to processing the order so you will always have input into your order before it is placed.
  
- ?** How long does it take to process an order?
  - A. In most cases, if detailed specifications are provided, the ordering process can be completed within a week to two weeks. This timeframe is dependant upon receiving detailed specs and receiving quotes back from the vendors.
  
- ?** What steps are involved in ordering?
  - A. For Disciplines, they should identify what they want to purchase, determine the specs and email the specs to their Discipline Planner. The Planner will validate the allowability of the equipment to be purchased under the grant program and provide the specs and a purchasing checklist to the procurement officer. The procurement officer will research the specs and determine a best purchasing method. An order will be created and given to the Planner for approval. The order then goes to the Terrorism Preparedness Section Supervisor for approval. Next, it goes to the Fiscal Section, where they will order the equipment and process a Purchase Order.
  
- ?** Do I have to pay up front for an order processed by DEMA?
  - A. One of the advantages of having DEMA order equipment for you is that you only have to provide specs for your equipment. DEMA does the research, finds the best deal possible on the equipment and pays for the equipment using grant funds. No reimbursements are necessary in this process.

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### Subgrant Questions

- ? What form do I need to submit to apply for a subgrant?
  - A. Please submit the Subgrant Application Form, which you can retrieve by clicking on the Forms or Subgrants links.
- ? What forms do I need to submit for my monthly report?
  - A. Please submit the Subgrant Monthly Progress Report and the Reimbursement Voucher along with any proofs of payment, invoices and other documentation. To retrieve the reports, click on the Forms or Subgrants links.
- ? What is acceptable for proof of payment for my reimbursement?
  - A. Proofs of payment can be in the form of copies of purchase orders showing fiscal processing information, itemized credit card receipts and the front and back of cancelled checks. Other forms may be acceptable. Your Discipline Planner can assist you in determining if another form is acceptable.
- ? My subgrant is expired or expiring; what do I need to do?
  - A. Please fill out the Subgrant Extension Form, which can be accessed by clicking on the Forms or Subgrants links, and submit it to your Discipline Planner.
- ? My agency/county/city/township can't afford to pay up front and be reimbursed. Are there any other options?
  - A. There may be other options, such as DEMA purchasing equipment for you. Please contact your Discipline Planner to discuss your specific set of circumstances.