



# Indiana Department of Homeland Security

## District Programs Information Bulletin

Date: December 14, 2012

Bulletin No: 12-011

TO: All District Administrative Coordinators  
All District Coordinators  
All District Fiscal Agents  
All District Planning Council Members  
All District Planning Oversight Committee Members  
All District Response Task Force Commanders  
All Emergency Management Directors

From: Randal A. Collins  
District Services Branch Director, Field Division  
Indiana Department of Homeland Security

Subject: 2012 District Response Task Force Equipment Grants

### **Purpose**

The purpose of this Information Bulletin is to communicate the criteria that will be used to determine 2012 District Response Task Force (DRTF) Equipment Grants priorities and prospective metrics. The 2012 DRTF Equipment Grants are derived from the 2012 State Homeland Security Program (SHSP). All applicable USDHS / FEMA 2012 SHSP grant guidance also applies to the 2012 DRTF Equipment Grants.

### **Priorities**

The priorities pertaining to the 2012 DRTF Equipment Grant Funds are as follows:

1. District Service and Support Branch
2. District All Hazard Incident Management Teams
3. Remaining Core Elements (Law Enforcement, Fire Suppression, and Emergency Medical)

Districts must dedicate at least 85% of awarded funding to the core element equipment list. Districts may elect to use up to \$10,000.00 to support district administrative coordinator positions. Districts must demonstrate fulfillment of all Core Element equipment lists (as identified by the District Task Force Initiative / July 2009 document) before being permitted to utilize any portion of the 85% core element funding on any Supplemental Element equipment. All equipment identified for purchase must be allowable as defined by the Authorized Equipment List (AEL) under the HSGP. The AEL can be found at <https://www.rkb.us/FEMAGrants/DisplayFEMAGrants.cfm>.

Districts are encouraged to utilize community resources to satisfy the acquirement of DRTF equipment that are available. Memorandums of Understanding should be utilized to govern the use of local resources supporting DRTFs.

Specific metric documentation that is required as proof of standard is attached in Appendix A.

The following formula will be utilized when determining grant allocations for the 2012 DRTF Equipment Grants:

**General**

Number of rostered members that have completed the DRTF Mobilization and Deployment Course at \$45.00 per person with a 40 person cap.

Number of Years DRTF has been established (Since 1<sup>st</sup> deployment exercise or actual deployment and on-going deployment or exercise maintenance)

1 Year	\$2000.00
2 Years	\$3500.00
3 Years or more	\$5000.00

Districts with a full EMAC Req A / Mission Ready Package completed with all personnel and equipment and submitted to IDHS will receive \$5000.00.

Number of full DRTF formal planning meetings, trainings, or exercises in which a majority of the DRTF participates will receive \$500.00 with a two meeting cap.

Districts will receive \$50.00 for every Group Supervisor that has completed the All Hazard Position Specific Division Group Supervisor Course for up to 15 supervisors.

Districts will receive \$75.00 for every person that has attended one of the District Leadership Training Courses up to 30 persons.

**General Potential Total** **\$15,800.00**

**All Hazard Incident Management Team**

Districts will receive \$100.00 for having a formal roster of the AHIMT with at least 11 personnel (one in every position).

Districts will receive \$100.00 for every person that has applied for and received historical recognition, a position task book, or a qualification up to 33 personnel.

Districts will receive \$100.00 for having conducted AHIMT formal team planning meetings, exercises, planned events, or responses up to 10 events.

**AHIMT potential total** **\$4,400.00**

### **Service & Support Branch**

Districts will receive \$100.00 for having a formal roster of the service and support element with at least 8 personnel.

Districts will receive \$400.00 for each tent systems w/ climate control up to seven tents.

Districts will receive \$150.00 for each small generator up to seven generators.

Districts will receive \$300.00 for each medium generator up to three generators.

Districts will receive \$450.00 for each large generator up to two generators.

Districts will receive \$100.00 for having conducted service and support formal planning meetings, exercises, planned events, or responses up to 10 events.

**Service & Support Branch Potential Total** **\$6.900.00**

### **Law Enforcement Response Group**

Districts will receive \$100.00 for having a formal roster of the law enforcement response group with at least 17 personnel.

Districts will receive \$250.00 for having conducted law enforcement response group formal planning meetings, exercises, planned events, or responses up to 10 events.

**Law Enforcement Response Group potential** **\$2,600.00**

## **Emergency Medical Service Group**

Districts will receive \$100.00 for having a formal roster of the emergency medical group with at least 28 personnel.

Districts will receive \$600.00 per ambulance committed to the DRTF up to eight ambulances.

Districts will receive \$400.00 per rostered leader that has completed the Ambulance Strike Team Leaders Course for up to 10 personnel.

Districts will receive \$100.00 for having conducted emergency medical group formal planning meetings, exercises, planned events, or responses up to 10 events.

**Emergency Medical Service Group potential** **\$8,300.00**

## **Fire Suppression Group**

Districts will receive \$100.00 for having a formal roster of the fire suppression group with at least 22 personnel.

Districts will receive \$500.00 per fire apparatus committed to the DRTF up to 12 apparatus.

Districts will receive \$50.00 per rostered personnel that have completed the Wild Fire Awareness Course up to 66 personnel.

Districts will receive \$100.00 for having conducted fire suppression group formal planning meetings, exercises, planned events, or responses up to 10 events.

**Fire Suppression Group potential** **\$10,400.00**

## Administration

IDHS Field Services Division will conduct assessments of each districts task force program by January 15, 2013. IDHS reserves the right to adjust allocations based on grant awards from USDHS and based on DRTF assessment findings. The above metrics are only a guideline estimate of awards.

Districts Interim Administrative Coordinators should send three preferred dates for assessments, to John Grant, District Services Section Chief at [Jgrant@dhs.in.gov](mailto:Jgrant@dhs.in.gov), before December 31, 2012 in order for IDHS to coordinate scheduling.

Awards will be announced by January 31, 2013. Districts will be expected to submit proposals and budgets in IGMS no later than March 1, 2013. All grants must be spent by October 15, 2013. **No extensions will be allowed past October 15, 2013.**

The above metrics are intended to be a measure of each district's level of readiness, organization, and participation in the training program, as well as the overall level of participation in the DRTF program.

## Appendix A

### General Metrics

#### ***DRTF Mobilization and Deployment Course***

Districts will receive \$45.00 per rostered DRTF member that has completed the DRTF Mobilization and Deployment Course. Members must be on the DRTF provided roster, and show a certificate of completion for the course. A Public Safety Identification Number (PSID) Transcript (<https://myoracle.in.gov/dfbs/ems/person.do?method=personLookup>) that lists completion of the course is also acceptable as proof of completion.

Total potential allocation from this metric is \$1800.00.

#### ***DRTF Longevity Award***

Each formally established district will receive an award for the number of years they have been formally established with a proven deployment capability. IDHS has determined this to be the following:

District 1: (NLE 11)	\$3500.00
District 2: (NLE 11)	\$3500.00
District 3: (NLE 11)	\$3500.00
District 4: (NLE 11)	\$3500.00
District 5:	\$0.00
District 6: (AHIMT Deployment 2011)	\$3500.00
District 7: (Ardent Sentry 2007)	\$5000.00
District 8: (Fall SLE 2012)	\$2000.00
District 9: (Fall SLE 2012)	\$2000.00
District 10: (Pandemic Exercise 2008)	\$5000.00

#### ***Pre-deployment Preparedness***

Submission of a completed EMAC Req A/Mission Ready Package to IDHS with all DRTF members and equipment listed.	\$5000.00
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***Collaboration and Teamwork***

Number of full DRTF formal planning meetings, trainings, or exercises in which a majority of the DRTF participates. Must have 60 members present to qualify. 2 meeting cap. IDHS personnel must be present to validate.

Total potential allocation from this metric is \$1000.00. \$500.00 ea

***Supervisor Training***

Number of Group Supervisors that have the All Hazard Position Specific Division Group Supervisor Course (15 person cap). Group Supervisors must be indicated on roster; training certificate must be provided.

Total potential allocation from this metric is \$750.00. \$50.00 ea

***Leadership***

Number of personnel that have attended the following: (30 person cap)

- Scenario Based Executive Leadership Training
- The Leaders Role in Creating Vigilant, Prepared, and Resilient Communities for Homeland Security
- Creating Vigilant, Prepared, and Resilient Communities for Homeland Security
- Point of the Spear Training Course

Training certificates must be provided.

Total potential allocation from this metric is \$2250.00. \$75.00 ea

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**General Potential Total** **\$15,800.00**

**All Hazard Incident Management Team Metric**

***Roster***

An updated All Hazard Incident Management Team roster must be submitted to IDHS. To be eligible for the \$100.00 award there must be a minimum of 11 people on the roster with at least one person listed in each position. Districts must also provide letters of support from each member’s employer or sponsor, and show that all members have been through the district selection process (i.e. application process).

***Position Qualification***

Districts will receive \$100.00 for every person that has applied for, and received, historical recognition, a position task book, or a qualification, up to 33 personnel.

Total potential allocation from this metric is \$3300.00. \$100.00 ea

***Collaboration and Teamwork***

Number of AHIMT formal team planning meetings, exercises, planned events, or responses in which the AHIMT participates. Must have 8 team members present to qualify. 10 meeting cap. IDHS personnel must be present to validate.

Total potential allocation from this metric is \$1000.00. \$100.00 ea

**All Hazard Incident Management Team Potential Total** **\$4400.00**

**Service and Support Branch Metric**

***Roster***

An updated Service and Support Branch roster must be submitted to IDHS. To be eligible for the \$100.00 award there must be a minimum of 8 people on the roster. Districts must also provide letters of support from each member’s employer or sponsor and show that all members have been through the district selection process (i.e. application process).

***Tents w/ Climate Control***

Districts must show their ownership, or agreement to obtain, suitable and appropriate climate controlled tent systems. This may be demonstrated by showing the tent, or the

agreement for obtaining a tent, to the IDHS person conducting the assessment. Districts will be awarded \$400.00 per tent system up to seven tents.

Total potential allocation from this metric is \$2800.00. \$400.00 ea

***Small Generator***

Districts must show ownership, or agreement to obtain, a small generator (2.5 Kw to 10 Kw). This may be demonstrated by showing the generator, or agreement for obtaining a generator, to the IDHS person conducting the assessment. Districts will be awarded \$150.00 per generator up to seven generators.

Total potential allocation from this metric is \$1050.00. \$150.00 ea

***Medium Generators***

Districts must show ownership, or agreement to obtain, a medium generator (10 Kw to 100 Kw). This may be demonstrated by showing the generator, or agreement for obtaining a generator, to the IDHS person conducting the assessment. Districts will be awarded \$300.00 per generator up to three generators.

Total potential allocation from this metric is \$900.00. \$300.00 ea

***Large Generator***

Districts must show ownership, or agreement to obtain, a large generator (Over 100 Kw). This may be demonstrated by showing the generator, or agreement for obtaining a generator, to the IDHS person conducting the assessment. Districts will be awarded \$450.00 per generator for up to two generators.

Total potential allocation from this metric is \$900.00. \$450.00 ea

***Collaboration and Teamwork***

Number of Service and Support Branch formal planning meetings, exercises, planned events, or responses in which the Branch participates. Must have 6 members present to qualify. 10 meeting cap. IDHS personnel must be present to validate.

Total potential allocation from this metric is \$1000.00. \$100.00 ea

**Service and Support Branch Potential Total \$6900.00**

**Law Enforcement Response Group Metric**

***Roster***

An updated Law Enforcement Response Group roster must be submitted to IDHS. To be eligible for the \$100.00 award there must be a minimum of 17 people on the roster. Districts must also provide letters of support from each member’s employer or sponsor and show that all members have been through the district selection process (i.e. application process).

***Collaboration and Teamwork***

Number of Law Enforcement Response Group formal planning meetings, exercises, planned events, or responses in which the group participates. Must have 13 members present to qualify. 10 meeting cap. IDHS personnel must be present to validate.

Total potential allocation from this metric is \$2500.00. \$250.00 ea

**Law Enforcement Response Group Potential Total** **\$2600.00**

**Emergency Medical Group Metric**

***Roster***

An updated Emergency Medical Group roster must be submitted to IDHS. To be eligible for the \$100.00 award there must be a minimum of 28 people on the roster. Districts must also provide letters of support from each member’s employer or sponsor, and show that all members have been through the district selection process (i.e. application process).

***Ambulances***

Districts will receive \$600.00 per ambulance that has been offered as an eligible resource to be deployed with the DRTF for up to eight ambulances. Documentation to show the commitment of the ambulance to the DRTF will be a letter from the ambulance owner indicating that they would support a DRTF deployment with the specific ambulance, assuming the ambulance is in service and that operational tempo would allow for the resource to be deployed.

Total potential allocation from this metric is \$4800.00. \$600.00 ea

### ***Training***

Districts will receive \$400.00 per rostered EMS supervisor or team leader that has completed the Ambulance Strike Team Leader Course (6 person cap). Members must be on the DRTF provided roster, and show a certificate of completion for the course. A Public Safety Identification Number (PSID) Transcript (<https://myoracle.in.gov/dfbs/ems/person.do?method=personLookup>) that lists completion of the course is also acceptable as proof of completion. Up to 6 supervisors or team leaders may be counted.

Total potential allocation from this metric is \$2400.00. \$400.00 ea

### ***Collaboration and Teamwork***

Number of Emergency Medical Group formal planning meetings, exercises, planned events, or responses in which the group participates. Must have 20 members present to qualify. 10 meeting cap. IDHS personnel must be present to validate.

Total potential allocation from this metric is \$1000.00. \$100.00 ea

**Emergency Medical Group Potential Total** **\$8300.00**

### **Fire Suppression Group Metric**

#### ***Roster***

An updated Fire Suppression Group roster must be submitted to IDHS. To be eligible for the \$100.00 award there must be a minimum of 22 people on the roster. Districts must also provide letters of support from each member's employer or sponsor, and show that all members have been through the district selection process (i.e. application process).

#### ***Fire Apparatus***

Districts will receive \$500.00 per fire apparatus that has been offered as an eligible resource to be deployed with the DRTF for up to 12 apparatus. Documentation to show the commitment of the apparatus to the DRTF will be a letter from the apparatus owner indicating that they would support a DRTF deployment with the specific apparatus, assuming the apparatus is in service and that operational tempo would allow for the resource to be deployed.

Total potential allocation from this metric is \$6000.00. \$500.00 ea

***Training***

Districts will receive \$50.00 per rostered fire member that has completed the wild fire awareness course. Members must be on the DRTF provided roster, and show a certificate of completion for the course. A Public Safety Identification Number (PSID) Transcript (<https://myoracle.in.gov/dfbs/ems/person.do?method=personLookup>) that lists completion of the course is acceptable as proof of completion as well as a FEMA transcript. Up to 10 fire members may be counted. Number of rostered personnel that have completed Wild Fire Awareness Course. (66 person cap)

Total potential allocation from this metric is \$3300.00.

***Collaboration and Teamwork***

Number of Fire Suppression Group formal planning meetings, exercises, planned events, or responses in which the group participates. Must have 17 members present to qualify. 10 meeting cap. IDHS personnel must be present to validate.

Total potential allocation from this metric is \$1000.00. \$100.00 ea

**Fire Suppression Group Potential Total** **\$10,400.00**