

**AGENDA**

State of Nevada  
**HOMELAND SECURITY GRANT PROGRAM (HSGP)  
WORKING GROUP**

August 18, 2009

Gold Coast Hotel & Casino  
4000 West Flamingo Road  
Las Vegas, NV 89103  
(702) 367-7111  
(Salons B and C)

**The Working Group may take action on items marked discussion/action. All items will be considered discussion only unless otherwise indicated. The Working Group may elect to take any item out of order as necessary. For any item on the agenda, the co-chairs may accept public comment, at their discretion. The co-chairs may also order breaks at appropriate times, at their discretion. No action may be taken on anything discussed under the public comment portions of the meeting, but may be placed on a subsequent meeting for action.**

**The ending time of the meeting may be moved up depending on the length of time needed for each agenda item. Public comment may occur just prior to official adjournment.**

**Tuesday, August 18, 2009 – Meeting Agenda:**

8:00am – 9:00am

**BREAKFAST**

9:00am

**GREETING AND OPENING REMARKS** – Welcoming remarks and outline of objectives for today’s meeting/workshop outlining HSGP FFY 09 project management requirements for the FFY 09 state homeland security initiatives. (Frank Siracusa, State Administrative Agent) (Dr. Jim O’Brien, Urban Area Administrator)

**Overview of Grant Project Management Components** Outline components of successful project management for the same HSGP FFY09 funded projects. Discuss project management expectations and reporting requirements. (Mark Blomstrom, Urban Area Program Manager) Discussion Only

**Review of Final Sub-Grant Awards**, overview of HSGP FFY 09 final grant awards to be issued by the Division of Emergency Management (DEM) to sub-grantees and discussion of additional supporting documentation needed (if any) from the project managers. (Elaine Fisher, Emergency Management Program Manager) Discussion Item Only

**Review of FFY09 Final Detailed Budgets**, review of received HSGP FFY 09 budgets as adjusted at the last Homeland Security Working Group Meeting and approved by the Commission on Homeland Security Finance Committee. (Elaine Fisher, Emergency Management Program Manager) Discussion Only

**Project Plan Requirement**, review and explanation of FFY 09 project plans, explanation of any formatting changes and outline methods of completion. (Mark Blomstrom, Urban Area Program Manager) Discussion Item

**Introduction of Updated Quarterly Report Forms**, review and explanation of new quarterly reporting forms, explanation of formatting changes to fiscal reports, outline methods and requirements for completing project change requests, outline completion of project progress summary reporting. (James Kirkpatrick, Division of Emergency Management) - Discussion Item

## **LUNCH**

**PUBLIC COMMENT** – (Public comment speakers will be limited to three minutes unless the co-chairs determine otherwise. Any issue presented under public comment may not be acted upon and, if necessary, will be placed on a future agenda)

**Project Manager’s Working Session**, working session for project managers, fiscal agents and any sub-grantees requesting assistance with completing project plans, budget revisions (if necessary), or additional explanation of quarterly reporting forms. (Supporting Staff as needed)

## **ADJOURNMENT**

This is a public meeting. According to the Nevada Open Meeting Laws, I, Sherrill Sundell, posted or caused to be posted this agenda on or before 9:00 a.m., August 12, 2009 at the following locations:

NV State Emergency Operations Center, 2478 Fairview Dr., Carson City, NV  
Office of the Governor, 101 N. Carson St., Carson City, NV  
Office of the Governor, 555 E. Washington Ave., Las Vegas, NV  
Legislative Council Bureau, 401 S. Carson St., Carson City, NV  
Clark County Government Center, 500 S. Grand Central Pkwy., Las Vegas, NV  
Posted to the Nevada Department of Public Safety, Division of Emergency  
Management web site located at [www.dem.state.nv.us](http://www.dem.state.nv.us)  
Posted to the Nevada Department of Public Safety, Office of Homeland Security  
Web site located at [www.homelandsecurity.nv.gov](http://www.homelandsecurity.nv.gov)

We are pleased to make reasonable accommodations for members of the public who are disabled. If special arrangements are necessary, please contact Misty Richardson of the Clark County Office of Emergency Management and Homeland Security. She can be reached by phone at (702)455-5710; by fax at (702)455-5718; or by email at [richardsonm@co.clark.nv.us](mailto:richardsonm@co.clark.nv.us). Twenty-four hour notice is requested. Thank you.