
Homeland Security and Emergency Management Agency

www.hsema.dc.gov
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Description	FY 2010 Actual	FY 2011 Approved	FY 2012 Proposed	% Change from FY 2011
Operating Budget	\$95,626,674	\$198,844,850	\$137,447,730	-30.9
FTEs	48.8	53.0	56.0	5.7

The mission of the District of Columbia’s Homeland Security and Emergency Management Agency (HSEMA) is to support and coordinate homeland security and emergency management efforts, ensuring that the District of Columbia’s all-hazards emergency operations are prepared to protect against, plan for, respond to, and recover from natural and man-made hazards.

Summary of Services

HSEMA coordinates all planning and preparedness efforts, training and exercises, and homeland security grants, and facilitates a common operating picture during events to facilitate good decision-making and response. This common operating picture will achieve situational awareness and, where possible, eliminate or minimize conflicting information received from numerous sources.

The agency’s FY 2012 proposed budget is presented in the following tables:

FY 2012 Proposed Gross Funds Operating Budget, by Revenue Type

Table BN0-1 contains the proposed FY 2012 agency budget compared to the FY 2011 approved budget. It also provides FY 2009 and FY 2010 actual expenditures.

Table BN0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2009	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011	Percent Change*
General Fund						
Local Funds	3,642	3,561	1,932	1,829	-103	-5.3
Total for General Fund	3,642	3,561	1,932	1,829	-103	-5.3
Federal Resources						
Federal Grant Funds	64,651	91,831	196,913	135,619	-61,294	-31.1
Total for Federal Resources	64,651	91,831	196,913	135,619	-61,294	-31.1
Intra-District Funds						
Intra-District Funds	260	235	0	0	0	N/A
Total for Intra-District Funds	260	235	0	0	0	N/A
Gross Funds	68,553	95,627	198,845	137,448	-61,397	-30.9

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to Schedule 80 Agency Summary by Revenue Source in the FY 2012 Operating Appendices located on the Office of the Chief Financial Officer's website.

FY 2012 Proposed Full-Time Equivalents, by Revenue Type

Table BN0-2 contains the proposed FY 2012 FTE level compared to the FY 2011 approved FTE level by revenue type. It also provides FY 2009 and FY 2010 actual data.

Table BN0-2

Appropriated Fund	Actual FY 2009	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011	Percent Change
General Fund						
Local Funds	24.8	22.5	18.0	16.5	-1.5	-8.3
Total for General Fund	24.8	22.5	18.0	16.5	-1.5	-8.3
Federal Resources						
Federal Grant Funds	20.9	26.4	35.0	39.5	4.5	12.9
Total for Federal Resources	20.9	26.4	35.0	39.5	4.5	12.9
Total Proposed FTEs	45.6	48.8	53.0	56.0	3.0	5.7

FY 2012 Proposed Operating Budget, by Comptroller Source Group

Table BN0-3 contains the proposed FY 2012 budget at the Comptroller Source Group (object class) level compared to the FY 2011 approved budget. It also provides FY 2009 and FY 2010 actual expenditures.

Table BN0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2009	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011	Percent Change*
11 - Regular Pay - Cont Full Time	2,913	2,851	2,923	2,769	-154	-5.3
12 - Regular Pay - Other	683	1,182	1,091	1,541	450	41.2
13 - Additional Gross Pay	112	112	52	30	-21	-40.9
14 - Fringe Benefits - Curr Personnel	647	722	813	968	156	19.2
15 - Overtime Pay	252	95	114	110	-4	-3.9
Subtotal Personal Services (PS)	4,607	4,962	4,992	5,418	426	8.5
20 - Supplies and Materials	39	116	60	93	33	54.9
30 - Energy, Comm. and Bldg Rentals	278	253	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	321	392	100	100	0	0.0
32 - Rentals - Land and Structures	1	0	0	0	0	N/A
33 - Janitorial Services	87	65	0	0	0	N/A
34 - Security Services	101	509	0	0	0	N/A
35 - Occupancy Fixed Costs	146	62	0	0	0	N/A
40 - Other Services and Charges	1,987	9,345	958	1,538	580	60.6
41 - Contractual Services - Other	2,399	1,373	955	7,348	6,392	669.1
50 - Subsidies and Transfers	57,998	78,005	191,731	120,815	-70,916	-37.0
70 - Equipment and Equipment Rental	592	545	49	2,136	2,087	4,275.3
Subtotal Nonpersonal Services (NPS)	63,946	90,664	193,853	132,029	-61,823	-31.9
Gross Funds	68,553	95,627	198,845	137,448	-61,397	-30.9

*Percent change is based on whole dollars.

Division Description

The Homeland Security and Emergency Management Agency operates through the following 5 divisions:

Plans and Preparedness - coordinates the preparedness, response, and recovery efforts of the District and its federal and regional partners. The division is responsible for the creation, implementation, and revision of plans dictating the operational alignment and tempo of steady-state, threat-initiated, and incident-state scenarios.

This division contains the following activity:

- **Planning** - provides training and education to individuals and organizations in the District of Columbia and surrounding jurisdictions with the goals of saving lives, protecting property, and safeguarding the environment.

Operations - serves as the central hub of information within HSEMA, processing and analyzing information from a myriad of sources, and disseminating it to create situational awareness.

This division contains the following activity:

- **Incident Command and Disaster Mitigation** - provides well-coordinated critical and essential services during and immediately after emergencies and disasters within the District of Columbia and surrounding jurisdictions. The goals of these services are to protect health and property, to expedite the return to a state of normality, and to guard against the effects of future disasters.

Homeland Security Grants - serves as the State Administrative Agent (SAA) for the Federal Homeland Security Grant programs that are awarded to the District of Columbia, and for grant programs awarded to the National Capital Region (NCR), which encompasses neighboring counties in Maryland and Virginia.

This division contains 16 activities in the following 2 categories:

- **Homeland Security/State** - identifies and mitigates threats, risks, and vulnerabilities within the District of Columbia; and

- **Homeland Security/Regional** - serves as the SAA for the Department of Homeland Security grants awarded to the District and the National Capital Region.

Training and Exercise - ensures that all relevant individuals are able to operate in their respective roles, through training courses, hazard and capabilities-based exercises, and plan validations.

This division contains the following 2 activities:

- **Training** – conducts training/educational programs for emergency personnel, key officials, and citizens; and
- **Outreach** – assesses the needs of the community and develops and implements training/educational programs.

Agency Management - provides administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The Homeland Security and Emergency Management Agency has no division structure changes in the FY 2012 Proposed Budget.

FY 2012 Proposed Operating Budget and FTEs, by Division and Activity

Table BNO-4 contains the proposed FY 2012 budget by division and activity compared to the FY 2011 approved budget. It also provides the FY 2010 actual data.

Table BNO-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011
(1000) Agency Management								
(1010) Personnel	0	10	10	0	0.0	0.0	0.0	0.0
(1020) Contracting and Procurement	57	0	4	4	0.0	0.0	0.0	0.0
(1030) Property Management	1,324	22	26	3	1.1	0.0	0.0	0.0
(1040) Information Technology	85	28	42	14	0.0	0.0	0.0	0.0
(1320) All Hazards Emergency Support Services	0	1,901	1,935	34	0.0	16.0	17.0	1.0
No Activity Assigned	210	0	0	0	0.0	0.0	0.0	0.0
Subtotal (1000) Agency Management	1,677	1,962	2,018	55	1.1	16.0	17.0	1.0
(2000) Plans and Preparedness								
(2100) Planning	11,326	198	373	175	18.5	2.0	3.0	1.0
(2400) Training	366	0	0	0	0.6	0.0	0.0	0.0
Subtotal (2000) Plans and Preparedness	11,692	198	373	175	19.1	2.0	3.0	1.0
(3000) Operations								
(3100) Incident Command and Disaster	1,658	1,311	1,292	-18	18.4	18.0	15.0	-3.0
(3200) Special Events	2	0	0	0	0.0	0.0	0.0	0.0
(3300) Relocations and Special Projects	-106	0	0	0	0.0	0.0	0.0	0.0
Subtotal (3000) Operations	1,555	1,311	1,292	-18	18.4	18.0	15.0	-3.0
(4000) Homeland Security Grants								
(4100) Homeland Security/State	80,147	30,408	127,113	96,704	10.2	11.0	14.0	3.0
(4101) Homeland Security/State	0	0	435	435	0.0	0.0	0.0	0.0
(4102) Homeland Security/State	0	0	36	36	0.0	0.0	0.0	0.0
(4103) Homeland Security/State	0	0	300	300	0.0	0.0	0.0	0.0
(4104) Homeland Security/D.C. Command and Cont. Ex.	0	0	2,328	2,328	0.0	0.0	0.0	0.0
(4109) Homeland Security/State/RCPG	71	0	1,060	1,060	0.0	0.0	0.0	0.0
(4111) HS/Outreach Marketing and Promotion	77	0	73	73	0.0	0.0	0.0	0.0
(4112) HS/Enhancement of VIPS Program	0	0	200	200	0.0	0.0	0.0	0.0
(4113) Homeland Security/UASI Mass Not Sys Main	0	0	100	100	0.0	0.0	0.0	0.0
(4114) Homeland Security/Exercise Plan	0	0	5	5	0.0	0.0	0.0	0.0
(4119) HS/Compliance Officer	0	0	2	2	0.0	0.0	0.0	0.0
(4123) HS/CCTV Expansion	111	0	500	500	0.0	0.0	0.0	0.0
(4126) HS/EOC Staff Support Continuation	0	0	200	200	0.0	0.0	0.0	0.0

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Table BNO-4 (Continued)

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011
(4127) HS/SHSP Outreach	0	0	100	100	0.0	0.0	0.0	0.0
(4128) HS/Five Year Exercise Plan	148	0	100	100	0.0	0.0	0.0	0.0
(4129) HS/Emergency Preparedness Outreach	149	0	0	0	0.0	0.0	0.0	0.0
(4200) Homeland Security/Regional	0	164,348	500	-163,848	0.0	0.0	0.0	0.0
Subtotal (4000) Homeland Security Grants	80,704	194,756	133,053	-61,703	10.2	11.0	14.0	3.0
(5000) Training and Exercise								
(5100) Training	0	533	624	91	0.0	5.0	6.0	1.0
(5300) Outreach	0	84	87	3	0.0	1.0	1.0	0.0
Subtotal (5000) Training and Exercise	0	617	712	94	0.0	6.0	7.0	1.0
Total Proposed Operating Budget	95,627	198,845	137,448	-61,397	48.8	53.0	56.0	3.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see Schedule 30-PBB Program Summary by Activity in the FY 2012 Operating Appendices located on the Office of the Chief Financial Officer's website.

FY 2012 Proposed Budget Changes

Local Funds: The budget includes increases of \$63,000 and 0.5 FTE in the Plans and Preparedness program and \$42,000 and 0.5 FTE in the Agency Management program for program implementation purposes. Decreases to the budget include \$16,000 in the Training and Exercise program to align the personal services costs with projected staffing requirements; \$37,991 in other services and charges in multiple programs; and \$7,901 in contractual services in multiple programs due the fiscal constraints of the District's budget.

Federal Grants: The District's position as the lead of the Capital region is an important component of HSEMA's budget. The agency holds all Federal funds for the District as well as the region. The agency is tasked with sub-granting according to national priorities, area needs, and divisions. The agency continues to perform this duty while efficiently using District funds to support personnel, training and exercises, and preparedness planning. An additional FTE was added to the Training and Exercise division to support these efforts.

The budget includes an increase of \$203,000 and 3.0 FTEs in the Homeland Security Grants for positions shifted from other programs; \$71,000 and 0.5 FTE in the Plans and Preparedness program; \$25,000 and 0.5 FTE in the Agency Management program; \$98,379 and 1.0 FTE in the Training and Exercise program for program implementation purposes; \$32,954 in Homeland Security Grants program; \$7,018,548 in other services and charges in multiple programs; and \$2,086,750 in equipment in the Homeland Security Grant program to align the budget with recent Federal Grant awards. This budget includes a decrease of \$70,915,709 in Subsidies and Transfers in the Homeland Security Grants program because of an anticipated reduction in grant awards.

FY 2011 Approved Budget to FY 2012 Proposed Budget, by Revenue Type

Table BN0-5 itemizes the changes by revenue type between the FY 2011 approved budget and the FY 2012 proposed budget.

Table BN0-5

(dollars in thousands)

	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2011 Approved Budget and FTE		1,932	18.0
Cost Increase: Increase 0.5 FTE with program's salary and fringe benefit increases	Plans and Preparedness	63	0.5
Cost Increase: Increase 0.5 FTE with program's salary and fringe benefit increases	Agency Management Program	42	0.5
Shift: Positions shifted from the Local fund to Federal funds Homeland Security Grants program	Operations	-43	-1.5
Cost Decrease: Personal services cost reduction	Training and Exercise	-16	0.0
Cost Decrease: Other services and charges	Multiple Programs	-38	0.0
Cost Decrease: Contractual services	Multiple Programs	-8	0.0
FY 2012 Initial Adjusted Budget		1,932	17.5
Cost Decrease: Two 0.5 FTEs shifted from Local funds to Federal funds	Multiple Programs	-103	-1.0
LOCAL FUNDS: FY 2012 Proposed Budget and FTE		1,829	16.5
FEDERAL GRANT FUNDS: FY 2011 Approved Budget and FTE		196,913	35.0
Cost Increase: Increase 0.5 FTE with program's salary and fringe benefit increases	Agency Management Program	25	0.5
Cost Increase: Increase 0.5 FTE with program's salary and fringe benefit increases	Plans and Preparedness	71	0.5
Shift: Positions shift from Federal funds Operations program to Federal funds Homeland Security Grants program	Operations	-17	-1.5
Shift: Positions shifted from Operations program to Federal funds Homeland Security Grants program	Homeland Security Grants	203	3.0
Cost Increase: Increase 1.0 FTE with program's salary and fringe benefit increases	Training and Exercise	98	1.0
Cost Increase: Supplies	Homeland Security Grants	33	0.0
Cost Increase: Other services and charges	Multiple Programs	7,019	0.0
Cost Increase: Subsidies and transfers	Homeland Security Grants	-70,916	0.0
Cost Increase: Equipment	Homeland Security Grants	2,087	0.0
FY 2012 Initial Adjusted Budget		135,516	38.5
Shift: Two 0.5 FTEs from the Local fund to Federal funds	Multiple Programs	103	1.0
FEDERAL GRANT FUNDS: FY 2012 Proposed Budget and FTE		135,619	39.5
Gross for BN0 - Homeland Security and Emergency Management Agency		137,448	56.0

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2012:

Objective 2: Devise contingencies to sustain essential government operations and protect critical infrastructure and key assets.

1. Plans and Preparedness

Objective 1: Identify the District's greatest risks, prioritize our preparedness efforts according to those risks, and enhance capabilities that address the risks.

Plans and Preparedness

Measure	FY 2009 Actual	FY 2010 Target	FY 2010 Actual	FY 2011 Projection	FY 2012 Projection	FY 2013 Projection
Number of COOP plans developed for lead Emergency Support Function agencies ¹	6	6	12	6	TBD	TBD
Number of critical infrastructure plans (CIP) developed, reviewed and/or updated ²	Not Available	1	1	1	1	1
Review and update HSEMA plans annually	Baseline	10	12	TBD	TBD	TBD

COOP: Continuity of Operations Plan

2. Training and Exercise

Objective 1: Ensure compliance with Homeland Security Exercise and Evaluation program³ (HSEEP) requirements.

Objective 3: Ensure that all programs, training classes and exercises incorporate requirements for the District's special needs population.

Objective 2: Ensure that all programs and exercises are compliant with National Incident Management System⁴ (NIMS) standards and guidelines.

Objective 4: The Training and Exercise division will engage local, regional, federal and private sector entities in the development and execution of training and exercises when required.

Training and Exercise

Measure	FY 2009 Actual	FY 2010 Target	FY 2010 Actual	FY 2011 Projection	FY 2012 Projection	FY 2013 Projection
Percentage of all programs and exercises compliant with National Incident Management System (NIMS) standards and guidelines	100%	100%	100%	100%	100%	100%
Percentage of all programs, training classes and exercises incorporate requirements for the District's special needs population	100%	100%	100%	100%	100%	100%
Percentage of corrective action items in after action reports successfully implemented in compliance with HSEEP ⁵	100%	100%	100%	100%	100%	100%
Percentage of new District employees trained in emergency preparedness	100%	100%	100%	100%	100%	100%
Number of exercises conducted	7	4	4	TBD	TBD	TBD

HSEEP: Homeland Security Exercise and Evaluation Program

3. Operations

Objective 1: Ensure a common operating picture during emergencies to facilitate informed decision-making and response.

Objective 2: Coordinate and integrate all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

Operations

Measure	FY 2009 Actual	FY 2010 Target	FY 2010 Actual	FY 2011 Projection	FY 2012 Projection	FY 2013 Projection
Number of notifications disseminated within 15 minutes of receipt	Not Available	Not Available	Not Available	TBD	TBD	TBD
Percentage of agencies satisfied with daily emergency management activities	Baseline	90%	Not Available	TBD	TBD	TBD
Number of District special events supported each quarter	4	4	8	TBD	TBD	TBD
Number of unannounced test of the emergency alert system completed annually	Not Available	365	365	TBD	TBD	TBD

4. Homeland Security Grants

Objective 1: Improve the District's and the Region's administration of grant funding for preparedness, response, and recovery capabilities.

Objective 3: Provide critical information for dissemination, as needed, to Congress, the public, the media, and the emergency management community.

Objective 2: Identify emergency preparedness areas in need of improvement.

Homeland Security Grants

Measure	FY 2009 Actual	FY 2010 Target	FY 2010 Actual	FY 2011 Projection	FY 2012 Projection	FY 2013 Projection
Percentage of grant dollars spent within the timeframe of the grants	Not Available	100%	100%	100%	100%	100%
Number of audit exceptions reported in the annual D.C. Single Audit ⁶	6	12	6	TBD	TBD	TBD
Percentage of subgrants issued within 45 days of award receipt	Not Available	Not Available	97%	80%	85%	90%
Percentage of subgrantee's budget spent on programmatic costs ⁷	Not Available	Not Available	90.25%	65%	65%	65%
Percentage of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award ⁸	Not Available	Not Available	100%	100%	100%	100%

5. Office of the Director (Agency Management Program)

Objective 1: Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled.

Objective 2: Increase awareness to the public and District agencies on community preparedness, resiliency and emergency management.

Objective 3: Ensure that the District of Columbia's overall homeland security objectives are addressed as part of the National Capital Region (NCR) Urban Area Security Initiative (UASI) homeland security grant awards decision-making process.

Performance Plan Endnotes:

1. All COOP plans for lead ESF agencies were completed in FY 2010.
2. Only one CIP Plan will be developed because the District of Columbia is a single jurisdiction.
3. HSEEP is a capabilities and performance-based exercise program which provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning. HSEEP Policy and Guidance is presented in detail in HSEEP Volumes I-III, U.S. Department of Homeland Security. Adherence to the policy and guidance presented in the HSEEP Volumes ensures that exercise programs conform to established best practices and helps provide unity and consistency of effort for exercises at all levels of government. https://hseep.dhs.gov/pages/1001_About.aspx.
4. The National Incident Management System (NIMS) is a nationally mandated systematic, proactive approach to guide agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment. NIMS provides the template for the management of incidents nationwide. The Secretary of Homeland Security, through the National Integration Center (NIC), publishes the standards, guide lines, and compliance protocols for determining whether a federal, state, tribal, or local government has implemented NIMS as is federally-mandated and required for DHS funding.
5. HSEEP requires standardized After Action Reporting and encourages the use of the DHS Corrective Action Program (CAP) System for monitoring progress. See https://hseep.dhs.gov/pages/After_Action_Reporting.aspx and <https://hseep.dhs.gov/support/CAPSOverviewandFAQ.pdf>
6. The Department of Homeland Security grants are audited annually in the District of Columbia's Single Audit of Federal Grant expenditures; it can be concluded that the fewer number of audit exceptions reported is an indicator of stronger management and oversight by the HSEMA Grants Division staff.
7. The Wise Giving Alliance of the Better Business Bureau identifies 65 percent to be an industry standard for this measure <http://www.bbb.org/us/Charity-Standards/>. This metric measures all subgrantees' programmatic costs as a percentage of their overall costs.
8. Pursuant to section 11.4 of the Grants Manual and Source Book, all District agencies must complete monitoring reports. All District agencies should be in compliance with this standard. The standard is 100 percent.