
Homeland Security and Emergency Management Agency

www.hsema.dc.gov
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Description	FY 2009 Actual	FY 2010 Approved	FY 2011 Proposed	% Change from FY 2010
Operating Budget	\$68,553,045	\$239,043,082	\$198,906,396	-16.8
FTEs	45.6	53.5	53.0	-0.9

The mission of the District of Columbia's Homeland Security and Emergency Management Agency (HSEMA) is to manage the District's emergency operations to prevent, respond to, and recover from natural and man-made emergencies.

Summary of Services

HSEMA coordinates all planning, preparedness, response, recovery, and mitigation efforts, and facilitates a common operating picture during events to facilitate good decision-making and response. This common operating picture achieves situational awareness and where possible, eliminates or minimizes conflicting information received from numerous sources.

The agency also serves as the state administering agency for federal homeland security grants funds for both the District and the National Capital region.

The agency's FY 2011 proposed budget is presented in the following tables:

FY 2011 Proposed Gross Funds Operating Budget, by Revenue Type

Table BN0-1 contains the proposed FY 2011 agency budget compared to the FY 2010 approved budget. It also provides FY 2008 and FY 2009 actual expenditures.

Table BN0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
General Fund						
Local Funds	4,639	3,642	3,277	1,994	-1,283	-39.2
Total for General Fund	4,639	3,642	3,277	1,994	-1,283	-39.2
Federal Resources						
Federal Grant Funds	42,245	64,651	235,767	196,913	-38,854	-16.5
Total for Federal Resources	42,245	64,651	235,767	196,913	-38,854	-16.5
Intra-District Funds						
Intra-District Funds	446	260	0	0	0	N/A
Total for Intra-District Funds	446	260	0	0	0	N/A
Gross Funds	47,330	68,553	239,043	198,906	-40,137	-16.8

*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 Operating Appendices located on the Office of the Chief Financial Officer's website.

FY 2011 Proposed Full-Time Equivalents, by Revenue Type

Table BN0-2 contains the proposed FY 2011 FTE level compared to the FY 2010 approved FTE level by revenue type. It also provides FY 2008 and FY 2009 actual data.

Table BN0-2

Appropriated Fund	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change
General Fund						
Local Funds	21.4	24.8	21.5	18.0	-3.5	-16.3
Total for General Fund	21.4	24.8	21.5	18.0	-3.5	-16.3
Federal Resources						
Federal Grant Funds	13.4	20.9	32.0	35.0	3.0	9.4
Total for Federal Resources	13.4	20.9	32.0	35.0	3.0	9.4
Intra-District Funds						
Intra-District Funds	3.0	0.0	0.0	0.0	0.0	N/A
Total for Intra-District Funds	3.0	0.0	0.0	0.0	0.0	N/A
Total Proposed FTEs	378	45.6	53.5	53.0	-0.5	-0.9

FY 2011 Proposed Operating Budget, by Comptroller Source Group

Table BN0-3 contains the proposed FY 2011 budget at the Comptroller Source Group (object class) level compared to the FY 2010 approved budget. It also provides FY 2008 and FY 2009 actual expenditures.

Table BN0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
11 - Regular Pay - Cont Full Time	2,757	2,913	2,608	2,946	338	13.0
12 - Regular Pay - Other	340	683	1,213	1,091	-122	-10.0
13 - Additional Gross Pay	67	112	64	52	-12	-19.5
14 - Fringe Benefits - Current Personnel	546	647	907	815	-92	-10.1
15 - Overtime Pay	77	252	152	114	-38	-24.7
Subtotal Personal Services (PS)	3,787	4,607	4,943	5,018	75	1.5
20 - Supplies and Materials	29	39	80	60	-20	-25.0
30 - Energy, Comm. and Building Rentals	193	278	320	0	-320	-100.0
31 - Telephone, Telegraph, Telegram, Etc.	556	321	345	100	-245	-71.0
32 - Rentals - Land and Structures	1	1	0	0	0	N/A
33 - Janitorial Services	0	87	98	0	-98	-100.0
34 - Security Services	139	101	237	0	-237	-100.0
35 - Occupancy Fixed Costs	310	146	62	0	-62	-100.0
40 - Other Services and Charges	1,388	1,987	952	985	33	3.5
41 - Contractual Services - Other	2,859	2,399	3,105	963	-2,142	-69.0
50 - Subsidies and Transfers	37,873	57,998	227,831	191,731	-36,100	-15.8
70 - Equipment and Equipment Rental	197	592	1,071	49	-1,022	-95.4
Subtotal Nonpersonal Services (NPS)	43,543	63,946	234,100	193,888	-40,212	-17.2
Gross Funds	47,330	68,553	239,043	198,906	-40,137	-16.8

*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 information from a myriad of sources, analyzing it, 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 also for those grant programs awarded to the National Capital Region (NCR), which encompasses neighboring counties in Maryland and Virginia.

This division contains the following 2 activities:

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

- **Homeland Security/Regional** - serves as the State Administrative Agent for the Department Homeland Security grants awarded to the District for 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;
- **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/Program Structure Change

In FY 2011 the agency will convert to division-based budgeting. The proposed division/program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

FY 2011 Proposed Operating Budget and FTEs, by Division and Activity

Table BN0-4 contains the proposed FY 2011 budget by division and activity compared to the FY 2010 approved budget. It also provides the FY 2009 actual data.

Table BN0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010
(1000) Agency Management								
(1010) Personnel	0	0	10	10	0.0	0.0	0.0	0.0
(1020) Contracting and Procurement	65	57	0	-57	0.0	0.0	0.0	0.0
(1030) Property Management	614	965	22	-943	0.0	1.0	0.0	-1.0
(1040) Information Technology	144	251	56	-196	0.0	0.0	0.0	0.0
(1070) Fleet Management	0	24	0	-24	0.0	0.0	0.0	0.0
(1080) Communications	321	0	0	0	0.0	0.0	0.0	0.0
(1320) All Hazards Emergency Support Services	0	0	1,901	1,901	0.0	0.0	16.0	16.0
	260	0	0	0	0.0	0.0	0.0	0.0
Subtotal (1000) Agency Management	1,404	1,298	1,990	692	0.0	1.0	16.0	15.0
(2000) Plans and Preparedness								
(2100) Planning	4,088	3,262	206	-3,056	20.6	18.0	2.0	-16.0
(2400) Training	240	95	0	-95	2.1	1.0	0.0	-1.0
Subtotal (2000) Plans and Preparedness	4,328	3,357	206	-3,151	22.7	19.0	2.0	-17.0
(3000) Operations								
(3100) Incident Command and Disaster	1,512	1,289	1,337	48	16.2	17.5	18.0	0.5
(3200) Special Events	5	5	0	-5	0.0	0.0	0.0	0.0
(3300) Relocations and Special Projects	-13	9	0	-9	0.0	0.0	0.0	0.0
Subtotal (3000) Operations	1,505	1,303	1,337	33	16.2	17.5	18.0	0.5
(4000) Homeland Security Grants								
(4100) Homeland Security/State	61,317	233,085	30,408	-202,677	6.7	16.0	11.0	-5.0
(4200) Homeland Security/Regional	0	0	164,348	164,348	0.0	0.0	0.0	0.0
Subtotal (4000) Homeland Security Grants	61,317	233,085	194,756	-38,329	6.7	16.0	11.0	-5.0
(5000) Training and Exercise								
(5100) Training	0	0	533	533	0.0	0.0	5.0	5.0
(5300) Outreach	0	0	84	84	0.0	0.0	1.0	1.0
Subtotal (5000) Training and Exercise	0	0	617	617	0.0	0.0	6.0	6.0
Total Proposed Operating Budget	68,553	239,043	198,906	-40,137	45.6	53.5	53.0	-0.5

(Change is calculated by whole numbers and numbers may not add 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 2011 Operating Appendices located on the Office of the Chief Financial Officer's website.

FY 2011 Proposed Budget Changes

Transfer out: The agency's energy, fleet, security services, janitorial, and telecom budgets were transferred to the new fixed costs agency and Office of Finance and Resource Management, reflecting a total shift of \$961,358.

Cost savings: HSEMA will realize savings by eliminating a vacant position, downgrading a higher grade vacant position to a lower grade, and shifting the cost of three FTEs from the Local funds budget to the federal Emergency Performance Management grant for a total Local funds savings of \$207,598 and total reduction of 3.5 FTEs.

Also, HSEMA will eliminate various contracts supporting agency operations and maximize federal grants and federal funding for community outreach, exercises, training, travel, and overtime costs, for a total savings of \$138,750.

Protected programs: Since 2007, HSEMA has managed over \$300 million in multi-year homeland security grants for the National Capital Region as part of the US Department of Homeland Security designated Urban Area Security Initiative (UASI). Most recently, HSEMA effectively leveraged years of significant homeland security investments and regional coordination to ensure the safety and security of over 1.8 million people attending the 56th Presidential Inauguration, the largest event in the history of the nation's capital. Furthermore, HSEMA supported District leadership during the historic winter snow events of 2009 and 2010.

The coordination of public safety during the Inauguration and the winter snow events were greatly aided by the Video Interoperability for Public Safety (VIPS) program implemented in FY 2009 to consolidate disparate Closed Circuit Television cameras, systems and monitoring centers at HSEMA. In FY 2011, HSEMA will continue this effort under the strict monitoring guidelines modeled after the Metropolitan Police Department's CCTV program.

Supported by the VIPS program and the DC Alert program, HSEMA also manages the District's emergency operations to prevent, respond to, and recover from, natural and man-made emergencies in our communities. To support communities, HSEMA will continue to play a central role in the coordination of public safety services for community

events as the Chair of the Mayor's Special Events Task Group. As such, this budget maintains funding of \$175,000 for the Mayor's Community Events Fund to reimburse public safety agencies required to maintain safety and security during community events.

FY 2010 Approved Budget to FY 2011 Proposed Budget, by Revenue Type

Table BN0-5 itemizes the changes by revenue type between the FY 2010 approved budget and the FY 2011 proposed budget.

Table BN0-5
(dollars in thousands)

	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2010 Approved Budget and FTE		3,277	21.5
Cost Increase: Adjust salary to correct positions	Multiple Programs	65	0.0
Cost Increase: Adjust fringe benefits based on historical growth rate	Multiple Programs	61	0.0
Eliminate: Eliminate vacant position	Plans and Preparedness	-50	-0.5
Transfer Out: Transfer facility and telecom fixed costs to new fixed cost agency and OFRM	Agency Management Program	-961	0.0
Transfer Out: Transfer procurement assessments to OCP	Multiple Programs	-57	0.0
Cost Increase: Align fleet assessment with DPW estimates	Agency Management Program	22	0.0
Cost Decrease: Reduce Emergency Training/Planning Projects	Training and Exercise	-8	0.0
Cost Decrease: Downgrade salary plan for one position	Plans and Preparedness	-9	0.0
Cost Decrease: Reduce contracts for supporting agency operations	Multiple Programs	-139	0.0
Shift: Shift salaries of positions to maximize federal grants	Multiple Programs	-157	-3.0
Reduce: Hold salary steps constant	Multiple Programs	-1	0.0
Reduce: Reduce overtime and additional gross pay expenditures	Operations	-25	0.0
Reduce: funding for Community Events Fund	Agency Management Program	-25	0.0
LOCAL FUNDS: FY 2011 Proposed Budget and FTE		1,994	18.0
FEDERAL GRANT FUNDS: FY 2010 Approved Budget and FTE		235,767	32.0
Cost Decrease: Decrease cost for fringe benefits	Multiple Programs	-132	0.0
Cost Decrease: Reduce budget for contracted services	Multiple Programs	-2,036	0.0
Cost Decrease: Eliminate vacant position	Plans and Preparedness	-50	-0.5
Cost Decrease: Decrease overtime cost	Multiple Programs	-25	0.0
Cost Decrease: Downgrade salary plan for one position	Plans and Preparedness	-9	0.0
Cost Decrease: Decrease in anticipated level of federal grants	Multiple Programs	-36,120	0.0
Cost Decrease: Reduce budget for office supplies	Multiple Programs	-20	0.0
Correct: Correction to the total number of Grants FTEs	Operations	25	0.5
Reduce: Reduce budget for IT equipment	Multiple Programs	-1,022	0.0
Cost Increase: Cost Increase for Crises Information Management System Training	Multiple Programs	139	0.0
Shift: Shift salaries of positions to maximize federal grants	Multiple Programs	157	3.0
Correct: Adjust salary budget to reflect non-term positions accurately	Multiple Programs	250	0.0
Reduce: Hold salary steps constant	Multiple Programs	-11	0.0
FEDERAL GRANT FUNDS: FY 2011 Proposed Budget and FTE		196,913	35.0
Gross for BN0 - Homeland Security and Emergency Management Agency		198,907	53.0

Agency Performance Plan

The agency has the following objectives and performance indicators for its Divisions:

1. Office of the Director

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

2. Plans and Preparedness Division

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 Division

Measure	FY 2008 Target	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Number of COOP plans developed for lead Emergency Support Function agencies ¹	NA	6	NA	12	18	24
Number of COOP plan facilities reviewed and tested each year	NA	NA	NA	NA	NA	NA
Percentage of HSEMA-owned plans updated annually	NA	50%	NA	60%	70%	80%
Percentage of emergency management capabilities achieved	72%	74%	74%	80%	85%	90%

1. All COOP plans include reviews and updates to emergency preparedness facilities.

COOP: Continuity of Operations Plan

3. Training and Exercise Division

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

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

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

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 Division

Measure	FY 2008 Target	FY 2009 Projection	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Percentage of corrective action items in after action reports that are implemented	NA	100%	100%	100%	100%	100%
Increase exercise participant's satisfaction rating by 5 percent annually	NA	NA	NA	80%	85%	90%
Percentage of new District employees trained in emergency preparedness	NA	100%	NA	100%	100%	100%
Increase the number of exercises performed	NA	NA	7	4	6	8
Total number of necessary full-scale exercises completed annually	TBD	TBD	TBD	TBD	TBD	TBD

4. Operations Division

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 Division

Measure	FY 2008 Target	FY 2009 Projection	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Percentage of notifications disseminated within 15 minutes of receipt	NA	NA	NA	80%	85%	90%
Percentage of agencies satisfied with daily emergency management activities	NA	NA	NA	90%	95%	100%
Number of District special events supported each quarter	NA	4	28	4	6	8
Number of unannounced tests of the emergency alert system completed annually	NA	NA	NA	TBD	TBD	TBD

5. Grants

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

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

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

Grants

Measure	FY 2008 Target	FY 2009 Projection	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Percentage of grant dollars spent within the timeframe of the grants	NA	100%	NA	100%	100%	100%
Number of audit exceptions reported in the annual DC Single Audit	NA	NA	NA	No more than 12 exceptions	No more than 10 exceptions	No more than 8 exceptions