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APPENDIX A

HOMELAND SECURITY GRANT PROGRAM
GOVERNMENTAL ADMINISTRATIVE CONTRACTOR

SCOPE OF WORK

General Description of Work:

The Governmental Administrative (GA) Contractor provides complex administrative and professional expertise at an advanced level implementing federal Homeland Security Grant Programs for the Delaware GA Response Discipline. The contractor shall perform duties as directed by the DE League Executive Director and/or Executive Committee members. The Contractor is responsible for providing guidance and support to Delaware's municipal, town, and city officials in administering Delaware Homeland Security Grant Program objectives. The Contractor is the primary source of Homeland Security Grant Program information for the GA Response Discipline. The Contractor coordinates the establishment and priority of GA Response Discipline homeland security needs and, requirements for all Delaware municipalities, towns, and cities. The Contractor, under direction and consent of the DE League Executive Director, coordinates with the Delaware Emergency Management Agency (DEMA) to present and advocate GA homeland security investments to the Delaware Homeland Security Terrorism Preparedness Working Group, State Homeland Security Program Subcommittees, and other related organizations, as deemed appropriate. The Contractor communicates grant working group and subcommittee decisions to the entire GA Response Discipline community and specifically to the League of Local Governments. The Contractor's task complexity level is evidenced by a variety of problem solving demands and decisions required to execute a program designed to enhance Delaware's municipal, town, and city homeland security. Work requires the ability to liaison with federal, state and local government officials, and other agencies and organizations.

Specific Duties:

- *Provides technical and administrative assistance to the Delaware League of Local Governments to support implementation of the Delaware Homeland Security Grant Program (and related/ancillary grant programs) and the Delaware Homeland Security Strategy.*
- *Establishes, modifies, updates, and advocates GA Response Discipline homeland security requirements for all Delaware municipalities, towns, and cities. Conduct meetings to ensure all Delaware communities are represented in a process to solicit and capture needs, and briefs communities on process procedures and outcome.*
- *Coordinates and/or conducts workshops or other training for local governments related to the Delaware Homeland Security Grant Program and the Delaware Homeland Security Strategy.*
- *Coordinates with DEMA, Homeland Security Section, GA input for all required Homeland Security Grant Program submissions and reporting.*
- *Assists local governments in National Incident Management System (NIMS) compliance requirement, providing guidance to assist in compliance, provide training in the Incident Command System (i.e.; ICS 100/NIMS 700, ICS 200, ICS 300, ICS 400) to local governments as required by the National Incident Management System. Coordinates with the Delaware NIMS Coordinator on local compliance issues.*

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- *Develop Emergency Operations Plans (EOP) for local governments that are NIMS Compliant, as directed by the DLLG Homeland Defense Committee Chairman.*
- *Work with local governments in Delaware to promote regional planning aspects in response to disasters and promote a coordinated response among neighboring local jurisdictions in response to disasters.*
- *Work with local governments as directed by the DLLG to develop tabletop exercises to test local government's capability to respond to a disaster in their jurisdiction.*
- *Coordinates and/or implements the completion of special homeland security projects associated with the implementation of the Homeland Security Grant Program for the GA Discipline.*
- *Attend homeland security meetings on behalf of the DLLG and the GA Discipline as required.*

Deliverables:

All original draft materials will be given to the League of Local Governments and a copy provided to the Delaware Emergency Management Agency, Homeland Security Section if appropriate.

On a monthly basis, the GA Contractor will deliver:

- *Monthly status report to include: GA local and state government briefings and workshops conducted, GA meetings attended, listing of training conducted, progress achieved towards National Incident Management System compliance for local jurisdictions, listing of meetings attended as requested by GA Discipline Lead representing the GA Discipline.*
- *Updated listing of GA Response Discipline contacts.*

On a yearly basis, the GA Contractor will deliver:

- *Compilation of GA planning, equipment, training, and exercise accomplishments and capabilities achieved or enhanced as it relates to Delaware homeland security objectives.*

Knowledge, Skills and Abilities:

- *Knowledge of the theories, principles, practices, and techniques of governmental and public administration.*
- *Knowledge of the procedures and processes associated with the Delaware Homeland Security Grant Program.*
- *Knowledge of the Delaware goals, objectives, and action plans in the Delaware Homeland Security Strategy.*
- *Ability to plan, organize, and coordinate work and plan budgetary and project needs.*
- *Ability to present ideas effectively, both orally and in* writing.
- *Ability to analyze facts and trends and apply analysis to facilitate the improvement of local and state government Homeland Security.*
- *Ability to work effectively with co-workers, the public, Federal and state agencies, public officials and representatives of other agencies and organizations.*
- *Ability to remain flexible in the approach to problem solving.*
- *Ability to travel to local government offices, conferences and training seminars as requested.*

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Minimum Qualifications:

Education: Graduate of an accredited college or university with a Bachelor's degree.

Experience: Three years of professional experience in program coordination and management

Other: Must possess a valid motor vehicle operator's license. Ability to travel within the state as required coordinating the GA Homeland Security program.