



U . S . D E P A R T M E N T O F H O M E L A N D S E C U R I T Y

Office of State and Local Government Coordination and Preparedness

Office for Domestic Preparedness

*Fiscal Year 2005
Homeland Security
Grant Program*

Program Guidelines and Application Kit



U.S. DEPARTMENT OF HOMELAND SECURITY

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**This is Version 2.0 of the FY 2005 Homeland Security Grant Program guidance.
All previous versions are invalidated and should not be relied upon.**

FOREWORD

On October 18, 2004, the President signed the Department of Homeland Security (DHS) Appropriations Act of 2005, thereby providing vital funding needed to ensure the safety and security of our homeland. Through the DHS Office of State and Local Government Coordination and Preparedness, (SLGCP) Office for Domestic Preparedness (ODP), state and local emergency prevention, preparedness, and response personnel will receive approximately \$3 billion in funding to enhance our nation's homeland security. The 2005 appropriation by Congress is a firm commitment to continue to protect and defend the security of the United States of America against the threat posed by terrorism.

In an effort to streamline and better coordinate funding to the states and territories, DHS established SLGCP, which is tasked with preparing the nation for acts of terrorism. SLGCP is developing and implementing a national program to enhance the capacity of state and local agencies to respond to incidents of terrorism, particularly those involving chemical, biological, radiological, nuclear and explosive incidents, as well as natural disasters, through coordinated training, exercises, equipment acquisition, and technical assistance.

SLGCP, through ODP, has consolidated application requests and the administration of six programs, including the State Homeland Security Program, the Urban Areas Security Initiative, the Law Enforcement Terrorism Prevention Program, the Citizen Corps Program, the Emergency Management Performance Grants, and the Metropolitan Medical Response System Program Grants. All six programs have been integrated into the FY05 Homeland Security Grant Program (HSGP) to better facilitate the coordination and management of preparedness funding, and will be guided by the State and Urban Area Homeland Security Strategies. This funding and consolidation of programs reflects the intent of Congress and the Administration to enhance security and overall preparedness to prevent, respond to, and recover from acts of terrorism.

The FY05 HSGP will continue to provide funding for planning, equipment, training, exercises, and program management and administration for emergency prevention, preparedness, and response personnel in all 50 states, the District of Columbia, the Commonwealth of Puerto Rico, and U.S. territories, while expanding the scope and reach of the program. States and territories will now have the opportunity to utilize their recently completed homeland security strategies to more effectively address the gaps between needs and existing capabilities. Changes and additions to the allowable uses of funds reflect input received by DHS from state and local officials and a continued commitment to better serve our nation's emergency prevention, preparedness, and response agencies.

The Department of Homeland Security is committed to working with the nation's response community in the national effort to combat terrorism and secure our homeland.



Tom Ridge
Secretary
Department of Homeland Security

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I. ELIGIBLE APPLICANTS AND FUNDING AVAILABILITY

I. ELIGIBLE APPLICANTS AND FUNDING AVAILABILITY

A. Eligible Applicants

The Fiscal Year (FY) 2005 Homeland Security Grant Program (HSGP) integrates the State Homeland Security Program (SHSP), the Urban Areas Security Initiative (UASI), the Law Enforcement Terrorism Prevention Program (LETPP), the Citizen Corps Program (CCP), the Emergency Management Performance Grants (EMPG), and the Metropolitan Medical Response System (MMRS) Program Grants into a single application kit. Funding from this combined program will significantly enhance the ability of states, territories, urban areas, and local agencies to prevent, deter, respond to, and recover from threats and incidents of terrorism. The Governor of each State¹ has designated a State Administrative Agency (SAA) to apply for and administer the funds under HSGP. ***The SAA is the only agency eligible to apply for HSGP funds and is responsible for obligating HSGP funds to local units of government² and other designated recipients.***

B. Funding Availability

In accordance with the FY05 Department of Homeland Security Appropriations Act, FY05 allocations in Table 1 below for SHSP, LETPP, and CCP were determined by a formula using a base amount of 0.75% of the total allocation for each state (including the District of Columbia and the Commonwealth of Puerto Rico), and 0.25% of the total allocation for each U.S. Territory with the balance of funds being distributed on a population-share basis³.

FY05 UASI funding allocations were determined by a formula based on credible threat, presence of critical infrastructure, vulnerability, population, population density, law enforcement investigative and enforcement activity, and the existence of formal mutual aid agreements. Table 2 lists FY05 UASI funding, including homeland security assistance for nonprofit organizations that will be provided through the states to the urban areas.

Per Congressional direction, FY05 EMPG funds were allocated consistent with FY04 EMPG. Pursuant to the Compact of Free Association, \$50,000 each may be available for the Federated States of Micronesia and the Republic of the Marshall Islands. The FY05 MMRS allocation is \$227,592 for each of the 124 MMRS jurisdictions as listed in Table 3.

¹ As defined in the Homeland Security Act of 2002, the term “State” means “any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States”

² As defined in the Conference Report accompanying the Department of Homeland Security Appropriations Act of 2005, the term “local unit of government” means “any county, city, village, town, district, borough, port authority, transit authority, intercity rail provider, commuter rail system, freight rail provider, water district, regional planning commission, council of government, Indian tribe with jurisdiction over Indian country, authorized tribal organization, Alaska Native village, independent authority, special district, or other political subdivision of any state.”

³ Population figures were determined using 2000 U.S. Bureau of the Census data.

Table 1. FY05 HSGP Funding Allocations

State/Territory	State Homeland Security Program	Urban Areas Security Initiative	Law Enforcement Terrorism Prevention Program	Citizen Corps Program	Emergency Management Performance Grant Program	Metropolitan Medical Response System Program	Total
CFDA Number	97.067	97.008	97.074	97.053	97.042	97.071	
Alabama	\$ 17,688,796	\$ -	\$ 6,432,290	\$ 224,559	\$ 2,896,618	\$ 910,368	\$ 28,152,631
Alaska	\$ 9,368,591	\$ -	\$ 3,406,760	\$ 118,934	\$ 1,529,911	\$ 455,184	\$ 14,879,381
Arizona	\$ 20,021,731	\$ 9,996,463	\$ 7,280,630	\$ 254,176	\$ 3,241,450	\$ 910,368	\$ 41,704,818
Arkansas	\$ 13,854,701	\$ -	\$ 5,038,073	\$ 175,885	\$ 2,264,789	\$ 227,592	\$ 21,561,040
California	\$ 84,613,815	\$ 148,278,663	\$ 30,768,660	\$ 1,074,172	\$ 13,790,111	\$ 4,096,656	\$ 282,622,077
Colorado	\$ 17,796,658	\$ 8,718,395	\$ 6,471,512	\$ 225,929	\$ 2,903,630	\$ 682,776	\$ 36,798,900
Connecticut	\$ 15,491,248	\$ -	\$ 5,633,181	\$ 196,661	\$ 2,531,746	\$ 227,592	\$ 24,080,428
Delaware	\$ 9,732,926	\$ -	\$ 3,539,246	\$ 123,559	\$ 1,588,053	\$ -	\$ 14,983,784
District of Columbia	\$ 9,184,053	\$ 82,000,000	\$ 3,339,656	\$ 116,592	\$ 1,503,841	\$ -	\$ 96,144,140
Florida	\$ 44,728,450	\$ 30,885,716	\$ 16,264,891	\$ 567,828	\$ 7,244,714	\$ 1,593,144	\$ 101,284,742
Georgia	\$ 26,726,187	\$ 13,333,567	\$ 9,718,613	\$ 339,289	\$ 4,345,323	\$ 455,184	\$ 54,918,163
Hawaii	\$ 10,683,582	\$ 6,454,763	\$ 3,884,939	\$ 135,628	\$ 1,743,745	\$ 227,592	\$ 23,130,249
Idaho	\$ 10,918,426	\$ -	\$ 3,970,337	\$ 138,609	\$ 1,777,897	\$ -	\$ 16,805,270
Illinois	\$ 35,298,886	\$ 48,000,000	\$ 12,835,959	\$ 448,119	\$ 5,782,151	\$ 227,592	\$ 102,592,707
Indiana	\$ 21,349,773	\$ 5,664,822	\$ 7,763,554	\$ 271,035	\$ 3,491,346	\$ 455,184	\$ 38,995,714
Iowa	\$ 14,326,334	\$ -	\$ 5,209,576	\$ 181,873	\$ 2,345,389	\$ 227,592	\$ 22,290,764
Kansas	\$ 13,849,934	\$ -	\$ 5,036,340	\$ 175,825	\$ 2,266,809	\$ 455,184	\$ 21,784,091
Kentucky	\$ 16,861,675	\$ 5,000,000	\$ 6,131,518	\$ 214,059	\$ 2,756,510	\$ 455,184	\$ 31,418,947
Louisiana	\$ 17,679,253	\$ 14,531,675	\$ 6,428,819	\$ 224,438	\$ 2,895,235	\$ 910,368	\$ 42,669,788
Maine	\$ 10,787,521	\$ -	\$ 3,922,735	\$ 136,948	\$ 1,761,346	\$ -	\$ 16,608,549
Maryland	\$ 19,866,423	\$ 11,437,517	\$ 7,224,154	\$ 252,204	\$ 3,242,045	\$ 227,592	\$ 42,249,934
Massachusetts	\$ 21,863,377	\$ 28,075,000	\$ 7,950,319	\$ 277,556	\$ 3,587,028	\$ 682,776	\$ 62,436,056
Michigan	\$ 29,739,980	\$ 17,584,608	\$ 10,814,538	\$ 377,549	\$ 4,875,422	\$ 682,776	\$ 64,074,873
Minnesota	\$ 18,895,426	\$ 5,763,411	\$ 6,871,064	\$ 239,877	\$ 3,086,137	\$ 455,184	\$ 35,311,099
Mississippi	\$ 14,190,727	\$ -	\$ 5,160,264	\$ 180,151	\$ 2,322,271	\$ 227,592	\$ 22,081,006
Missouri	\$ 20,288,866	\$ 15,253,865	\$ 7,377,769	\$ 257,567	\$ 3,318,388	\$ 455,184	\$ 46,951,640
Montana	\$ 9,949,207	\$ -	\$ 3,617,894	\$ 126,305	\$ 1,624,359	\$ -	\$ 15,317,765
Nebraska	\$ 11,724,020	\$ 5,148,300	\$ 4,263,280	\$ 148,836	\$ 1,915,921	\$ 455,184	\$ 23,655,542
Nevada	\$ 12,808,048	\$ 8,456,728	\$ 4,657,472	\$ 162,598	\$ 2,073,887	\$ 227,592	\$ 28,386,325
New Hampshire	\$ 10,748,552	\$ -	\$ 3,908,565	\$ 136,453	\$ 1,754,428	\$ 227,592	\$ 16,775,590
New Jersey	\$ 26,626,137	\$ 19,353,418	\$ 9,682,232	\$ 338,019	\$ 4,356,164	\$ 455,184	\$ 60,811,154
New Mexico	\$ 12,016,319	\$ -	\$ 4,369,571	\$ 152,547	\$ 1,960,687	\$ 227,592	\$ 18,726,716
New York	\$ 49,417,927	\$ 221,082,907	\$ 17,970,155	\$ 627,360	\$ 8,114,323	\$ 1,137,960	\$ 298,350,633
North Carolina	\$ 26,126,856	\$ 5,479,243	\$ 9,500,675	\$ 331,680	\$ 4,260,009	\$ 682,776	\$ 46,381,239
North Dakota	\$ 9,336,232	\$ -	\$ 3,394,993	\$ 118,523	\$ 1,526,451	\$ -	\$ 14,376,200
Ohio	\$ 32,668,546	\$ 26,131,917	\$ 11,879,471	\$ 414,727	\$ 5,363,019	\$ 1,365,552	\$ 77,823,233
Oklahoma	\$ 15,552,074	\$ 5,570,181	\$ 5,655,300	\$ 197,434	\$ 2,543,443	\$ 455,184	\$ 29,973,615
Oregon	\$ 15,655,892	\$ 10,491,037	\$ 5,693,052	\$ 198,752	\$ 2,553,324	\$ 227,592	\$ 34,819,649
Pennsylvania	\$ 34,676,612	\$ 33,801,680	\$ 12,609,677	\$ 440,219	\$ 5,687,940	\$ 455,184	\$ 87,671,312
Rhode Island	\$ 10,291,661	\$ -	\$ 3,742,422	\$ 130,653	\$ 1,681,441	\$ 227,592	\$ 16,073,769
South Carolina	\$ 16,925,018	\$ -	\$ 6,154,552	\$ 214,863	\$ 2,761,710	\$ 227,592	\$ 26,283,735
South Dakota	\$ 9,618,052	\$ -	\$ 3,497,474	\$ 122,101	\$ 1,571,539	\$ -	\$ 14,809,166
Tennessee	\$ 20,585,357	\$ -	\$ 7,485,584	\$ 261,331	\$ 3,362,684	\$ 910,368	\$ 32,605,325
Texas	\$ 55,743,279	\$ 49,842,990	\$ 20,270,283	\$ 707,661	\$ 9,046,712	\$ 2,958,696	\$ 138,569,621
Utah	\$ 13,046,325	\$ -	\$ 4,744,118	\$ 165,623	\$ 2,124,715	\$ 227,592	\$ 20,308,373
Vermont	\$ 9,304,415	\$ -	\$ 3,383,424	\$ 118,120	\$ 1,520,181	\$ -	\$ 14,326,139
Virginia	\$ 23,921,666	\$ -	\$ 8,698,787	\$ 303,685	\$ 3,894,890	\$ 1,365,552	\$ 38,184,581
Washington	\$ 21,211,105	\$ 11,994,012	\$ 7,713,129	\$ 269,275	\$ 3,459,280	\$ 682,776	\$ 45,329,577
West Virginia	\$ 11,877,517	\$ -	\$ 4,319,097	\$ 150,785	\$ 1,941,687	\$ -	\$ 18,289,086
Wisconsin	\$ 19,787,345	\$ 6,325,872	\$ 7,195,398	\$ 251,200	\$ 3,236,049	\$ 455,184	\$ 37,251,048
Wyoming	\$ 9,049,826	\$ -	\$ 3,290,846	\$ 114,888	\$ 1,478,311	\$ -	\$ 13,933,869
Puerto Rico	\$ 16,344,796	\$ -	\$ 5,943,562	\$ 207,497	\$ 2,673,229	\$ -	\$ 25,169,085
Virgin Islands	\$ 2,890,316	\$ -	\$ 1,051,024	\$ 36,693	\$ 633,753	\$ -	\$ 4,611,785
American Samoa	\$ 2,779,462	\$ -	\$ 1,010,713	\$ 35,285	\$ 454,033	\$ -	\$ 4,279,493
Guam	\$ 2,990,093	\$ -	\$ 1,087,307	\$ 37,959	\$ 590,228	\$ -	\$ 4,705,587
Northern Mariana Islands	\$ 2,805,231	\$ -	\$ 1,020,084	\$ 35,612	\$ 472,042	\$ -	\$ 4,332,970
Republic of the Marshall Islands	\$ -	\$ -	\$ -	\$ -	\$ 50,075	\$ -	\$ 50,075
Federated States of Micronesia	\$ -	\$ -	\$ -	\$ -	\$ 50,075	\$ -	\$ 50,075
Total	\$ 1,062,285,226	\$ 854,656,750	\$ 386,285,537	\$ 13,485,708	\$ 173,828,492	\$ 28,221,408	\$ 2,518,763,121

*Pursuant to the Compact of Free Association, \$50,000 each may be available for the Federated States of Micronesia and the Republic of the Marshall Islands under EMPG.

ELIGIBLE APPLICANTS AND FUNDING AVAILABILITY

Table 2. FY05 UASI Funding Allocations

State	Adjacent/ Integrated Urban Areas	Urban Area	Defined Urban Area ⁴	Core County(ies)	FY05 Allocation ⁵	FY05 Nonprofit Allocation
AZ		Phoenix	City of Phoenix; Maricopa County, inclusive of the portions of Gila River Indian Community, Salt River-Pima Indian Community, and Fort McDowell Indian Tribe lying within Maricopa County.		\$9,996,463	
CA	Anaheim/ Santa Ana Area	Anaheim	City of Anaheim; Orange County; cities of Cypress, Buena Park, Stanton, Garden Grove, Orange, Fullerton, Placentia, Yorba Linda, and unincorporated Orange County. Mutual aid partner with all cities within the County of Orange Operational Area.		\$10,825,119	\$114,490
		Santa Ana	City of Santa Ana; Orange County; the cities of Tustin, Orange, Costa Mesa, Garden Grove, Fountain Valley, and Irvine (the city of Santa Ana is a mutual aid partner with all cities within the County of Orange Operational Area).		\$9,000,343	
	Bay Area	Oakland	City of Oakland; Alameda County; the Port/Airport, Berkeley, San Leandro, Alameda, Emeryville and Piedmont. Secondary Area: entire counties of Alameda and Contra Costa.		\$6,202,982	
		San Francisco	City and County of San Francisco; Counties of Marin, San Mateo; and the Golden Gate Bridge District.		\$20,433,614	\$935,551
		San Jose	City of San Jose; County of Santa Clara; Counties of Monterey, San Benito, Santa Cruz, Cities of Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Palo Alto, Santa Clara, Saratoga, Sunnyvale, and town of Los Gatos.		\$6,590,133	
	Los Angeles/ Long Beach Area	Los Angeles	City and County of Los Angeles; Los Angeles County Unincorporated; Cities of Beverly Hills, Burbank, Carson, Commerce, Culver City, El Segundo, Glendale, Hawthorne, Inglewood, Pasadena, San Fernando, Santa Monica, Torrance, Vernon, and West Hollywood.		\$61,250,000	\$3,750,000

⁴ As defined by the urban area in their FY04 UASI program.

⁵ FY05 allocation is the total allocated to the urban area. States may retain up to 20% of the allocation for activities directly supporting the urban area with concurrence of the core city, core county and state.

State	Adjacent/ Integrated Urban Areas	Urban Area	Defined Urban Area ⁴	Core County(ies)	FY05 Allocation ⁵	FY05 Nonprofit Allocation
		Long Beach	City of Long Beach; Los Angeles County; Los Angeles County Unincorporated; Cities of Bellflower, Carson, Compton, Hawaiian Gardens, Lakewood, Paramount, and Signal Hill.		\$7,985,692	
		Sacramento	City and County of Sacramento; West Sacramento; Cities of Folsom, Roseville, Rocklin, and the southern portion of Placer County.		\$6,085,663	
		San Diego	City and County of San Diego, inclusive of cities of Carlsbad, Chula Vista, Coronado, Del Mar, El Cajon, Encinitas, Escondido, Imperial Beach, La Mesa, Lemon Grove, National City, Ocean-Side, Poway, San Marcos, Santee, Solana Beach and Vista.		\$14,784,191	\$320,885
CO		Denver	City and County of Denver; Counties of Adams, Jefferson and Arapahoe.		\$8,718,395	
DC	Washington/ National Capital Region (NCR)		District of Columbia; Counties of Montgomery and Prince George's (MD); Counties of Arlington, Fairfax, Prince William, and Loudon (VA); Cities of Falls Church, Manassas, Manassas Park, Fairfax, and Alexandria (VA).		\$77,500,000	\$4,500,000
		Jacksonville		Duval County	\$6,882,493	
		Miami	City of Miami; Counties of Miami-Dade and Broward.		\$15,828,322	\$402,110
FL		Tampa	City of Tampa; Hillsborough County; Pinellas County, inclusive of Clearwater, Temple Terrace and St. Petersburg.		\$7,772,791	
GA		Atlanta	City of Atlanta; Counties of Fulton and DeKalb Georgia; Supported by the contiguous counties of Gwinnett, Rockdale, Henry, Clayton, Fayette, Cobb, and Douglas.		\$13,117,499	\$216,068
HI		Honolulu	City of Honolulu; Honolulu County (Island of Oahu).		\$6,454,763	
IL		Chicago	City of Chicago; Cook County, inclusive of 128 municipalities.		\$45,000,000	\$3,000,000
IN		Indianapolis	City of Indianapolis; Counties of Hamilton and Marion.		\$5,664,822	

ELIGIBLE APPLICANTS AND FUNDING AVAILABILITY

State	Adjacent/ Integrated Urban Areas	Urban Area	Defined Urban Area ⁴	Core County(ies)	FY05 Allocation ⁵	FY05 Nonprofit Allocation
KY		Louisville	City of Louisville; Louisville/Jefferson County Metro Government; inclusive of the cities of Jeffersontown, St. Matthews, Shively, and Anchorage. Secondary area inclusive of the Kentucky counties of Bullitt, Henry, Meade, Nelson, Oldham, Shelby, Spencer, and Trimble.		\$5,000,000	
LA		Baton Rouge	City of Baton Rouge; East Baton Rouge Parish; Louisiana Homeland Security Region 2 which includes East and West Baton Rouge Parish, East and West Feliciana Parish, Ascension Parish, Livingston Parish, Iberville Parish and Pointe Coupee Parish.		\$5,226,495	
		New Orleans	City of New Orleans; Orleans Parish; Parishes of Jefferson, St. Bernard, and Plaquemines.		\$9,305,180	
MA		Boston	City of Boston; Communities of Brookline, Cambridge, Chelsea, Everett, Quincy, Revere, Winthrop, and Somerville.		\$26,000,000	\$2,075,000
MD		Baltimore	City of Baltimore; Counties of Baltimore and Anne Arundel; City of Annapolis; Counties of Carroll, Harford and Howard.		\$11,305,357	\$132,160
MI		Detroit	City of Detroit; Wayne County.		\$17,068,580	\$516,028
MN	Twin Cities Area	Minneapolis	Cities of Minneapolis and St. Paul; Counties of Hennepin, Ramsey, and Dakota.		\$5,763,411 ⁶	
MO		Kansas City	Cities of Kansas City (MO) and Kansas City (KS); Counties of Cass, Clay, Jackson, Platte and Ray (MO); Counties of Johnson, Leavenworth, and Wyandotte (KS).		\$8,213,126	
		St. Louis	City and County of St. Louis; Counties of St. Charles, Franklin, and Jefferson (MO); Counties of St. Clair, Madison, and Monroe (IL).		\$7,040,739	
NE		Omaha		Douglas County	\$5,148,300	

⁶ St. Paul did not receive a specific UASI allocation in FY05 and thus is not the core city involved in determining funding levels for the urban area. However, Minneapolis and St. Paul coordinated closely in previous fiscal years to establish a single Urban Area Working Group and Urban Area Homeland Security Strategy that addressed the needs of both jurisdictions. Those multi-jurisdictional structures should remain in effect in FY05 regardless of UASI funding provided to specific jurisdictions.

State	Adjacent/ Integrated Urban Areas	Urban Area	Defined Urban Area ⁴	Core County(ies)	FY05 Allocation ⁵	FY05 Nonprofit Allocation
NC		Charlotte	City of Charlotte; Mecklenberg County; the counties of Union, Cabarrus, Stanly, Iredell, Catawba, Lincoln, Gaston, Supported by York and Lancaster in South Carolina.		\$5,479,243	
NJ	Jersey City/ Newark Area	Jersey City	Cities of Jersey City and Newark; Counties of Essex, Bergen, Hudson, Morris, Passaic, and Union.		\$6,732,512	
		Newark			\$12,439,608	\$181,298
NV		Las Vegas	City of Las Vegas; Clark County.		\$8,456,728	
NY		Buffalo	City of Buffalo; Counties of Erie and Niagara.		\$7,207,995	
		New York	City of New York; Counties of Nassau, Suffolk, and Westchester; Port Authority of New York and New Jersey.		\$207,563,211	\$6,311,701
OH		Cincinnati	City of Cincinnati; Hamilton County, and the 49 local jurisdictions within the county.		\$5,866,214	
		Cleveland	City of Cleveland; County of Cuyahoga, inclusive of nine Cuyahoga Community Regions - Chagrin, Cleveland, Cuyahoga, Heights, Hillcrest, Southcentral, Southeast, Southwest, and Westshore, and the local jurisdictions therein.		\$7,385,100	
		Columbus	City of Columbus, Franklin County; the cities of Bexley, Columbus, Dublin, Grandview Heights, Grove City, Hilliard, Reynoldsburg, Upper Arlington, Westerville, Worthington, the villages of Brice, Canal Winchester, Groveport, Harrisburg, Lockbourne, Marble Cliff, Minerva Park, New Albany, Obetz, Urbancrest, Valleyview, the townships of Blendon, Brown, Clinton, Franklin, Hamilton, Jackson, Jefferson, Madison, Mifflin, Norwich, Perry, Plain, Pleasant, Prairie, Sharon, Truro, Washington.		\$7,573,005	
		Toledo		Lucas County	\$5,307,598	
OK		Oklahoma City		Oklahoma County, Canadian County, Cleveland County	\$5,570,181	

ELIGIBLE APPLICANTS AND FUNDING AVAILABILITY

State	Adjacent/ Integrated Urban Areas	Urban Area	Defined Urban Area ⁴	Core County(ies)	FY05 Allocation ⁵	FY05 Nonprofit Allocation
OR		Portland	City of Portland; Counties of Washington, Multnomah, Clackamas, and Columbia (OR); Clark County (WA).		\$10,391,037	\$100,000
PA		Philadelphia	City of Philadelphia; Philadelphia County; Counties of Bucks, Chester, Delaware, and Montgomery.		\$22,818,091	\$1,347,598
		Pittsburgh	City of Pittsburgh; Counties of Allegheny, Armstrong, Beaver, Butler, Cambria, Fayette, Greene, Indiana, Lawrence, Mercer, Somerset, Washington, and Westmoreland.		\$9,635,991	
TX	Dallas/Fort Worth Area	Arlington	City and County of Dallas; Counties of Collin, Denton, Kaufman, Rockwall; and the additional components of Tarrant County, DFW Airport, North Central Texas Council of Governments and the DFW Hospital Council.		\$5,072,852	
		Dallas			\$13,891,234	\$261,148
		Fort Worth			\$5,391,784	
		Houston	City of Houston; Counties of Harris, Fort Bend, Montgomery, Brazoria, and Galveston; inclusive of Transit Authority and Port Authority.		\$18,570,464	\$681,984
		San Antonio	City of San Antonio; the counties of Bexar and Comal; Alamo Area Councils of Government.		\$5,973,524	
WA		Seattle	City of Seattle; Counties of King, Pierce, and Snohomish.		\$11,840,034	\$153,978
WI		Milwaukee	City of Milwaukee; Counties of Milwaukee, Waukesha, Washington County.		\$6,325,872	
Total					\$829,656,751	\$24,999,999

Note: ODP encourages all current and former geographically contiguous UASI urban areas to continue existing coordinated and collaborative planning structures and efforts in developing, integrating, and implementing homeland security activities. This includes, but is not limited to, participation on advisory committees and working groups involved in homeland security planning and preparedness processes and activities.

Table 3. FY05 MMRS Jurisdictions by State

State	MMRS Jurisdictions
Alabama	Birmingham, Huntsville, Mobile, and Montgomery
Alaska	Anchorage and Southeast Alaska
Arizona	Glendale, Mesa, Phoenix, and Tucson
Arkansas	Little Rock
California	Los Angeles, San Francisco, San Diego, San Jose, Long Beach, Oakland, Sacramento, Fresno, Santa Ana, Anaheim, Riverside, Glendale, Huntington Beach, Stockton, Bakersfield, Fremont, Modesto, and San Bernardino
Colorado	Aurora, Colorado Springs, and Denver
Connecticut	Hartford
Florida	Miami, Jacksonville, Tampa, St. Petersburg, Hialeah, Ft. Lauderdale, and Orlando
Georgia	Atlanta and Columbus
Hawaii	Honolulu
Illinois	Chicago
Indiana	Ft. Wayne and Indianapolis
Iowa	Des Moines
Kansas	Kansas City and Wichita
Kentucky	Lexington/Fayette and Louisville
Louisiana	Baton Rouge, Jefferson Parish, New Orleans, and Shreveport
Maryland	Baltimore
Massachusetts	Boston, Springfield, Worcester
Michigan	Detroit, Grand Rapids, and Warren
Minnesota	Minneapolis and St. Paul
Mississippi	Jackson
Missouri	Kansas City and St. Louis
Nebraska	Lincoln and Omaha
Nevada	Las Vegas
New Hampshire	Northern New England MMRS (also serves Maine and Vermont)
New Jersey	Jersey City and Newark
New Mexico	Albuquerque
New York	Buffalo, New York City, Rochester, Syracuse, and Yonkers
North Carolina	Charlotte, Greensboro, and Raleigh
Ohio	Akron, Cincinnati, Cleveland, Columbus, Dayton, and Toledo
Oklahoma	Oklahoma City and Tulsa
Oregon	Portland
Pennsylvania	Allegheny County and Philadelphia
Rhode Island	Providence
South Carolina	Columbia
Tennessee	Chattanooga, Knoxville, Memphis, and Nashville
Texas	Amarillo, Arlington, Austin, Corpus Christi, Dallas, El Paso, Fort Worth, Garland, Houston, Irving, Lubbock, San Antonio, Southern Rio Grande
Utah	Salt Lake City
Virginia	Arlington County, Chesapeake, Newport News, Norfolk, Richmond, and Virginia Beach
Washington	Seattle, Spokane, and Tacoma
Wisconsin	Madison and Milwaukee
TOTAL	124 MMRS Jurisdictions

ELIGIBLE APPLICANTS AND FUNDING AVAILABILITY

II. APPLICATION KIT

II. APPLICATION KIT

SAs must apply for FY05 HSGP funding through the online Grants Management System (GMS) at <https://grants.ojp.usdoj.gov/>. Applications are available as of December 2, 2004 and must be received by ODP no later than **January 16, 2005**. ODP will respond within 15 days of receipt of a complete application.

These grants are through DHS/ODP. The program title listed in the Catalog of Federal Domestic Assistance (CFDA) at <http://12.46.245.173/cfda/cfda.html> is “Office for Domestic Preparedness Fiscal Year 2005 Homeland Security Grant Program.” The CFDA number for FY05 HSGP is 97.067. When completing the online application, applicants should identify their submissions as new, non-construction applications. The project period will be for a period not to exceed 30 months. To expedite the application and award process, no budget information, except for the EMPG budget narrative, is required to apply for this grant. Table 4 outlines the required application elements.

Table 4. Application Checklist

<ul style="list-style-type: none"> <input type="checkbox"/> SF-424 Grant Application with Certifications (through GMS) <ul style="list-style-type: none"> <input type="checkbox"/> Non-Supplanting Certification <input type="checkbox"/> EMPG Match Requirement (<i>if applicable</i>) <input type="checkbox"/> Assurances <input type="checkbox"/> Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirement <input type="checkbox"/> DUNS Number <input type="checkbox"/> Program Narrative, including: <ul style="list-style-type: none"> <input type="checkbox"/> PART I: Management Capabilities <input type="checkbox"/> PART II: Resource Allocation <input type="checkbox"/> PART III: Challenges and Impediments <input type="checkbox"/> PART IV: Recommendations <input type="checkbox"/> EMPG Program Narrative and Budget <ul style="list-style-type: none"> <input type="checkbox"/> Program Narrative <ul style="list-style-type: none"> <input type="checkbox"/> PART I: Management Capabilities <input type="checkbox"/> PART II: Challenges and Impediments <input type="checkbox"/> PART III: Recommendations <input type="checkbox"/> PART IV: Major Initiatives <input type="checkbox"/> Budget and Budget Narrative <input type="checkbox"/> For newly identified urban areas (<i>if applicable</i>): <ul style="list-style-type: none"> <input type="checkbox"/> State, Core City(ies), and Core County(ies) POCs <input type="checkbox"/> Urban Area Definition <input type="checkbox"/> Establish UAWG, including structure and membership <input type="checkbox"/> Review of Application by the State Single Point of Contact (SPOC)

Required Application Submissions

1. SF-424 Grant Application with certifications (through GMS)

- **Non-Supplanting Certification:** This certification from the SAA, which is a required component of the online GMS application, affirms that federal funds will only be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be addressed in the application review as well as in the pre-award review, post-award monitoring, and the audit. Applicants or grantees may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.
- **Match Requirement:** The EMPG program has a 50% federal and 50% state cost-share cash or in-kind match requirement. Unless otherwise authorized by law, federal funds can not be matched with other federal funds. In accordance with federal guidelines and DHS Office of General Counsel (OGC) rulings, match requirements are waived for the U.S. Territories of American Samoa, Guam, the Virgin Islands, and the Commonwealth of the Northern Mariana Islands. For further information on allowable sources and types of funds, timing of match contributions, and records for match, please consult the *OJP Financial Guide*, Chapter 3 at <http://www.ojp.usdoj.gov/FinGuide/>.
- **Assurances:** The online GMS application includes a list of assurances that the applicant must comply with in order to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions. The applicant agrees to these assurances upon the submission of the application.
- **Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirement:** This certification, which is a required component of the online application, commits the applicant to compliance with the certification requirements under 28 Code of Federal Regulations (CFR) part 67, *Government-wide Debarment and Suspension (Non-procurement)*; 28 CFR part 69, *New Restrictions on Lobbying*; and 28 CFR part 83 *Government-wide Requirements for Drug-Free Workplace (Grants)*. All of these can be referenced at http://www.access.gpo.gov/nara/cfr/waisidx_04/28cfrv2_04.html. The certification will be treated as a material representation of the fact upon which reliance will be placed by DHS in awarding grants.
- **Suspension or Termination of Funding:** DHS, by written notice, may terminate this grant, in whole or in part, when it is in the Government's interest.

2. **DUNS Number.** The SAA must provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number with the FY05 HSGP application. ***An application will not be considered complete until a valid DUNS number is provided by the applicant.*** This number may be provided in one of the attachment fields within the online GMS application. Organizations should verify having a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.
3. **Program Narrative.** Grantees must build and maintain the capabilities necessary to effectively establish and sustain the many programs critical to achieving states' homeland security strategies. To help assess these capabilities, the FY05 HSGP requires that all award recipients submit a narrative as a part of the HSGP application. This narrative must provide a general overview of support systems and processes planned or in place within the states to administer homeland security programs. To frame the narrative, please use the following structure:

PART I: Management Capabilities. Please provide a description of current resource management capabilities to develop, implement, and manage the programmatic requirements associated with HSGP funding and other federally funded programs supporting the State Homeland Security Strategy. When describing current management capabilities, consider including such information as the following:

- Identify the major organizations, committees, and other structures accountable for implementing the homeland security strategy and programs
- Provide an overview of the governance process and operating guidelines to administer and ensure alignment of major federally funded programs
- Indicate the staffing/resource levels within those core organizations responsible for program administration and oversight
- Identify mechanisms used for statewide coordination among HSGP funds and other programs
- Provide an overview of the process(es) used to determine fund allocations
- Identify systems/processes used to facilitate fund disbursement
- Describe the state's funds monitoring and tracking system(s) for major programs.

In addition, the description must make specific reference to the following:

- Current efforts to achieve National Incident Management System (NIMS) implementation and institutionalization across the entire state/territory response system during FY05
- The existence of or current efforts to establish a Senior Advisory Committee (see *Senior Advisory Committee* on page 23 for additional guidance) during FY05 to coordinate HSGP funding as well as with the U.S. Department of Health and Human Services' (HHS) Centers for Disease Control and

Prevention (CDC) Bioterrorism Cooperative Agreement and the Health Resources and Services Administration (HRSA) National Bioterrorism Hospital Preparedness Program. For further information on these two HHS programs, please refer to <http://www.bt.cdc.gov/planning/continuationguidance/index.asp> and <http://www.hrsa.gov/bioterrorism/>.

- Current efforts to institutionalize statewide training and exercise programs in support of the State Homeland Security Strategy.
- Current and planned efforts to educate the public and to encourage citizen participation in prevention, preparedness, and response activities through Citizen Corps.

PART II: Resource Allocation. Please provide an estimate of HSGP funds and state resources to be allocated for HSGP program management over the 30-month HSGP performance period following the format below. Other funding sources should also be described. This template refers to staff and/or contractors that have been or plan to be hired under the training, planning, exercise, and management and administrative (M&A) allowable cost categories. This table should be submitted with the description of current resource management capabilities narrative.

	Funds (\$ in thousands)	Staff (FTE)	Contractors (FTE)
HSGP Funds			
• Planning			
• Training			
• Exercises			
• M&A			
State Funds			
Other Funding Sources (described below)			

PART III: Challenges and Impediments. Please provide an explanation of challenges and impediments that complicate the administration and management of programs supporting state homeland security.

PART IV: Recommendations. Please provide recommendations for beneficial services, tools, and/or resources that would assist the state/territory to better implement the State Homeland Security Strategy.

4. **EMPG Program Narrative and Budget.** Grantees must maintain and expand any necessary capabilities to sustain an effective emergency management program. These capabilities must be able to address all-hazards emergencies. To help assess these capabilities, the FY05 HSGP requires that all EMPG award recipients submit a narrative as a part of the HSGP application. To frame the program narrative, please use the following four-part structure (**please note that if the SAA and the emergency management agency (EMA) are the same agency, only**

Parts III and IV below, as well as the budget narrative, need to be completed for the EMPG):

EMPG Program Narrative

PART I: Management Capabilities. Please provide a description of current resource management capabilities to develop, implement, and manage the programmatic requirements associated with EMPG funding and other federally funded programs supporting the state emergency management program and the State Homeland Security Strategy. When describing current management capabilities, consider including such information as the following:

- Identify the major organizations, committees, and other structures accountable for implementing the emergency management program initiatives
- Provide an overview of the core emergency management organization, and the structures used to support emergency management across the state.
- Indicate the staffing/resource levels within those core organization responsible for program administration and oversight
- Provide an overview of the process(es) used to determine funds allocation to any subgrantee of the emergency management authority.

In addition, the description must make specific reference to the following:

- Current efforts to achieve NIMS implementation and institutionalization across the entire state/territory response system during FY05
- Current efforts to address deficiencies identified as a result of the Federal Emergency Management Agency (FEMA) baseline capability assessment or the Emergency Management Accreditation Program (EMAP) process
- Current efforts to institutionalize all-hazards preparedness into the existing State Homeland Security Strategy.

PART II: Challenges and Impediments. Please provide an explanation of challenges and impediments that complicate the administration and management of programs supporting the statewide emergency management program.

PART III: Recommendations. Please provide recommendations for beneficial services, tools, and/or resources that would assist the state/territory in better implementing the statewide emergency management program and integrating the program into the existing State Homeland Security Strategy.

PART IV: Major Initiatives. Please provide a list of major emergency management initiatives and a brief overview of each initiative. The overview should address the major objectives and key milestones of the initiative, as well as how it relates to the Emergency Management Functions identified through EMAP. Consistent with the emergency management function chosen, the state may propose activities at a local level as well as activities that have statewide application.

For example, a state’s program objective for exercises may include those conducted by counties or municipalities as well as those conducted by the state.

EMPG Budget and Budget Narrative

Additionally, all EMPG award recipients are required to submit a budget and budget narrative addressing EMPG related costs and expenses, as a part of the HSGP application. This budget narrative should be brief and should serve to: (1) explain how the costs were estimated, (2) justify the need for the costs, and (3) outline how the match requirement of the grant program will be met. For clarification purposes, the narrative should include tables describing cost and expense elements (e.g. equipment list with unit costs/quantity). ODP Preparedness Officers can provide additional guidance on the development of this narrative.

5. For newly identified UASI urban areas:

- **Identify Points of Contact.** The SAA must designate a specific point(s) of contact (POC) to work with ODP and the designated urban area(s) on the implementation of the FY05 UASI. The SAA POC(s) is then responsible for working through the Mayor/Chief Executive Officer (CEO) of each urban area’s core city(ies) and associated core county(ies) to identify a POC for each responsible jurisdiction. This information must be provided to ODP along with the grant application.
- **Define the Urban Area.** In coordination with the urban area’s Core City POC(s) and the Core County(ies) POC(s), the SAA POC must fully define the urban area, as it will apply to FY05 UASI. Specifically, the geographical borders of what constitutes the urban area—including any possible contiguous jurisdictions and mutual aid partners—must be drawn, and all participating jurisdictions within the border identified. In defining the urban area, the SAA POC is required to coordinate and receive input from the core city and core county/counties. The definition of the urban area is limited to jurisdictions contiguous to the core city and county/counties, or with which the core city or county/counties have established formal mutual aid agreements; a core county is defined as the county within which the core city is geographically located. States may request a waiver for this limitation for regions previously established by Executive Order, law or compact. For the purposes of the FY05 UASI, the Washington, D.C. urban area will consist of the NCR as set forth in Title 10 USC, Sec. 2674(f)(2).
- **Establish the Urban Area Working Group (UAWG).** The SAA POC must work through the Mayor/CEOs from all other local jurisdictions within the defined urban area to identify POCs from these jurisdictions to serve on the UAWG. The UAWG will be responsible for coordinating development and implementation of all program initiatives, including the urban area strategy development, the methodology for the allocation of funds (in coordination with the SAA), and any direct services that are delivered by ODP. ODP strongly encourages that,

wherever possible, previously established local working groups are leveraged for this purpose. **An overview of the UAWG structure and a list of members and their associated jurisdictions must be provided to ODP along with the grant application.**

6. **Single Point of Contact (SPOC) Review:** Executive Order 12372, located at http://www.archives.gov/federal_register/codification/executive_order/12372.html, requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state SPOC, if one exists and if this program has been selected for review by the state. Applicants must contact their state SPOC to determine if the program has been selected for state review. The date that the application was sent to the SPOC or the reason such submission is not required should be provided.

Applicants must familiarize themselves with the requirements and restrictions of the Program Guidance for FY05 HSGP, available in Sections III through XI of the *Fiscal Year 2005 Homeland Security Grant Program: Program Guidelines and Application Kit*. The Program Guidance contains critical information regarding this grant program, and all grant recipients are assumed to have read, understood, and accepted the Guidance as binding.

III. PROGRAM GUIDANCE

III. PROGRAM GUIDANCE

A. Overview of the Programs

In March 2004, Secretary Ridge formed the *Task Force on State and Local Homeland Security Funding*, which was comprised of Governors, Mayors, county officials, tribal leaders, and other elected and appointed officials from throughout the nation, to examine the distribution of homeland security funds and to develop specific independent, objective recommendations to expedite the process. The Funding Task Force utilized the first-hand experience of these leaders and reinforced the shared federal, state, and local commitment to continually improve the homeland security funding processes. The Funding Task Force focused on three core areas: examining the funding process to understand why there have been delays; examining and cataloging best practices; and providing specific recommendations to eliminate choke points that impede the timely distribution of funds. The Funding Task Force made several recommendations in its June 2004 report submitted through the Homeland Security Advisory Council. The Funding Task Force report can be found at <http://www.dhs.gov/dhspublic/display?content=3723>. The FY05 HSGP incorporates many of these recommendations into its program guidance.

Table 5. Funding Task Force Recommendations and FY05 HSGP

Funding Task Force Recommendation	FY05 HSGP
Allow states and local governments to draw down grant funds from the U.S. Treasury up to 120 days in advance of expenditure, as opposed to the 3-5 days currently allowed.	Grantees and subgrantees are allowed to drawdown grant funds 120 days prior to expenditure.
Congress should expand the approved uses of State Homeland Security Grant Program funds so as to allow state, county, municipal and tribal entities to better address short term security issues attributed to terrorist threats.	UASI jurisdictions may use FY05 UASI funds to support operational overtime costs incurred at Code Yellow , in addition to Code Orange alert that are associated with increased security measures at critical infrastructure sites.
Enhance training and technical assistance available to state and local officials involved in the management and distribution of homeland security grants.	DHS will provide grants management capabilities technical assistance to state and local officials, as requested, to support the management and distribution of HSGP funds.
Establish an Office of the Comptroller within DHS to assume complete financial responsibility over grant programs.	DHS/SLGCP will establish the Office of Grant Operations to provide administrative and financial grants management support.

In response to the Funding Task Force recommendations and to improve the homeland security funding process, the grant application process has been streamlined by consolidating six grant programs within FY05 HSGP. This consolidation will enhance each program’s visibility across homeland security disciplines and help ensure that available funding is leveraged for maximum impact. The integration of these programs will also strengthen the coordination across the various programs and encourages

regional preparedness efforts.⁷ State and Urban Area Homeland Security Strategies will continue to serve as an overarching guide to homeland security efforts. States are strongly encouraged to employ regional approaches to planning and preparedness and to adopt regional response structures whenever appropriate to meet the needs identified through the assessments and in the state’s homeland security strategy. Furthermore, DHS intends to guide state and local security and preparedness efforts toward a project-oriented process to address common measurable objectives. Security and preparedness officials at all levels should seek opportunities to leverage funding from multiple sources whenever possible and not restrict their activities to federal funding alone.

Table 6. FY05 HSGP Programs

FY05 HSGP Program	Program Overview
<p>State Homeland Security Program (SHSP)</p>	<p>SHSP provides financial assistance directly to each of the states and territories to prevent, respond to, and recover from acts of terrorism. SHSP supports the implementation of the State Homeland Security Strategy to address the identified planning, equipment, training, and exercise needs. In addition, SHSP supports the implementation of NIMS, Homeland Security Presidential Directive (HSPD) 8: <i>National Preparedness</i>, and the National Response Plan (NRP). SHSP is further detailed in Section VI of this program guidance.</p>
<p>Urban Areas Security Initiative (UASI)</p>	<p>UASI provides financial assistance to address the unique planning, equipment, training, and exercise needs of high risk urban areas, and to assist them in building an enhanced and sustainable capacity to prevent, respond to, and recover from threats or acts of terrorism. Allowable costs for the urban areas comport with the FY05 SHSP, and funding is expended based on the Urban Area Homeland Security Strategies. This funding will be provided to identified urban areas through the SAAs. Funds under FY05 UASI are also available to protect nonprofit organizations located within designated urban areas. UASI is further detailed in Section VII of this program guidance.</p>
<p>Law Enforcement Terrorism Prevention Program (LETPP)</p>	<p>LETPP will provide law enforcement communities with funds to support the following prevention activities: information sharing to preempt terrorist attacks; target hardening to reduce vulnerability of selected high value targets; recognition and mapping of potential or developing threats; counterterrorism and security planning; interoperable communications; and, interdiction of terrorists before they can execute a threat or intervention activities that prevent terrorists from executing a threat. These funds may be used for planning, organization, training, exercises, and equipment, and will be administered by the respective SAA. LETPP is further detailed in Section VIII of this program guidance.</p>

⁷ As used in this solicitation, the term “regional” refers to multi-state or sub-state geographic areas that function as regions (e.g., the National Capital Region) and is not a reference to any federal regions.

FY05 HSGP Program	Program Overview
<p>Citizen Corps Program (CCP)</p>	<p>Citizen Corps is the Department's grass-roots initiative to actively involve all citizens in hometown security through personal preparedness, training, and volunteer service. CCP funds will be used to support Citizen Corps Councils with efforts to engage citizens in preventing, preparing for, and responding to all-hazards, including planning and evaluation, public education and communication, training, participation in exercises, providing proper equipment to citizens with a role in response and management of Citizen Corps volunteer programs and activities. This funding program will be administered by the respective SAA in coordination with the state Citizen Corps point of contact. CCP is further detailed in Section IX of this program guidance.</p>
<p>Emergency Management Performance Grants (EMPG)</p>	<p>EMPG funds will be used to support comprehensive emergency management at the state and local levels and to encourage the improvement of mitigation, preparedness, response, and recovery capabilities for all hazards. DHS is responsible for leading and supporting the nation in a comprehensive, risk-based, all-hazards emergency management program. A primary means of ensuring the development and maintenance of such a program is funding to states through EMPG. Funds provided under EMPG may also be used to support activities that contribute to the capability to manage consequences of acts of terrorism. This funding program will be administered by the respective SAA. EMPG is further detailed in Section X of this program guidance.</p>
<p>Metropolitan Medical Response System (MMRS) Program</p>	<p>MMRS funds will support MMRS jurisdictions in further enhancement and sustainment of their integrated, systematic mass casualty incident preparedness to respond to mass casualty events during the first hours of a response, the time crucial to lifesaving and population protection, until significant external assistance can arrive. MMRS provides the planning, organizing, training, and equipping concepts, principles, and techniques, which enhances local jurisdictions' preparedness to respond to the range of mass casualty incidents – from chemical, biological, radiological, nuclear, and explosive (CBRNE) events to epidemic outbreaks, natural disasters and large-scale hazardous materials incidents. This funding program will be administered by the respective SAA. MMRS is further detailed in Section XI of this program guidance.</p>

Transfer of funds between HSGP programs (SHSP, UASI, LETPP, CCP, EMPG, and MMRS) is strictly prohibited.

B. Program Guidance

Period of Performance

The period of performance for all programs within HSGP is **30** months, from October 1, 2004 through March 31, 2007.

Pass-Through Requirements

SHSP, UASI, LETPP, and MMRS: Each state shall obligate ***not less than 80%*** of the total grant program amount to local units of government, identified urban area jurisdictions, or MMRS subgrantees⁸ within **60** days of the grant award date.

- **UASI:** Any funds retained by the state must be used to directly support the urban area.

The state must also issue a solicitation within 60 days of the award date for organizations to apply for funds allocated for nonprofit organizations.

- **MMRS:** In states with MMRS jurisdictions, SAAs are encouraged to pass 100% of the MMRS program funding allocation directly to their MMRS jurisdiction(s). For MMRS jurisdictions representing multiple states⁹, each SAA involved is also encouraged to pass 100% of the funding to the designated fiduciary/coordinating entity. However, states may retain up to 20% of the MMRS program funding allocation to facilitate strategy assessment and capability integration between the state and MMRS jurisdictions. Any funds retained by the state must be documented in a written agreement between the SAA and Chair of the MMRS Steering Committee(s).

CCP: There are no minimum pass-through requirements for CCP. However, states are expected to work with county, local, and/or tribal Citizen Corps Councils and to expend funds that support local efforts to educate, train, and involve citizens. If the state chooses to subgrant funds to a local unit of government, the recipient must have an existing Citizen Corps Council or establish a Citizen Corps Council as a condition of receiving the assistance.

EMPG: Each state shall obligate **100%** of the total grant program amount to the designated state-level EMA. If the SAA is also the EMA, this requirement is automatically met. If the SAA is separate, or has separate budget processes, then these funds must be obligated to the EMA within **15** days of the grant award date. State EMAs are encouraged to pass EMPG funds through to local EMAs, as appropriate.

Memorandum of Understanding (MOU) Requirements: For any HSGP programs involving pass-through of funds, the state may retain some or all of the local unit of government or urban area's allocation of grant funds for expenditures made by the state on behalf of the local unit of government or urban area ***only if requested in writing by that local unit of government or urban area***. States holding grant funds on behalf of local units of government or urban areas must enter into a formal

⁸ MMRS subgrantees may be identified, or considered, as entities, departments, or elements of local units of government, such as hospital authorities, coordinating councils, medical centers, educational facilities, etc.

⁹ The Northern New England MMRS jurisdiction is the only jurisdiction represented by multiple states, and includes New Hampshire, Vermont, and Maine.

MOU with the local unit of government or urban area specifying the amount of funds to be retained by the state and the intended use of funds.

This MOU request must be initiated by the local unit of government or urban area. States are encouraged, but not required, to submit these MOUs to their ODP Preparedness Officer for review by the DHS OGC to ensure compliance. A final, executable copy of the MOU must be kept on file with the SAA and must be made available to DHS upon request. A model MOU is available for reference in *Appendix C: Template for MOU*.

Drawdown of Funds

Grantees and subgrantees will be permitted to drawdown funds up to 120 days prior to expenditure/disbursement, which echoes the recommendation of the Funding Task Force. Funds received by both grantees and subgrantees must be placed in an interest-bearing account and are subject to the rules outlined in the Uniform Rule 28 CFR Part 66, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, at http://www.access.gpo.gov/nara/cfr/waisidx_04/28cfrv2_04.html and the Uniform Rule 28 CFR Part 70, *Uniform Administrative Requirements for Grants and Agreements (Including Subawards) with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations*, at http://www.access.gpo.gov/nara/cfr/waisidx_03/28cfr70_03.html. These guidelines state that subgrantees are required to promptly, but at least quarterly, remit interest earned on advances to:

United States Department of Health and Human Services
 Division of Payment Management Services
 P.O. Box 6021
 Rockville, MD 20852

The subgrantee may keep interest amounts up to \$100 per year for administrative expenses. Please consult the *OJP Financial Guide* or the applicable OMB Circular for additional guidance.

State grantees are subject to the interest requirements of the Cash Management Improvement Act (CMIA) and its implementing regulations at 31 CFR Part 205. Interest under CMIA will accrue from the time federal funds are credited to a state account until the time the state pays out the funds to a subgrantee or otherwise for program purposes.

State and Urban Area Homeland Security Strategies

State and Urban Area Homeland Security Strategies must serve as the guiding direction for all grant programs in HSGP, and security and preparedness officials at all levels should leverage all available funding and resources from multiple sources wherever possible. Grantees and subgrantees should not restrict their activities to federal funding alone to achieve the goals outlined within their strategies. Rather, special attention should be given to leveraging relevant funding sources and resources that support

implementation of these strategies. This includes, but is not limited to:

- Other federal preparedness programs, including those offered by HHS through CDC, HRSA, and the U.S. Food and Drug Administration (FDA); the U.S. Department of Agriculture (USDA); the U.S. Department of Justice (DOJ); the U.S. Department of Transportation (DOT); FEMA; DHS Science and Technology (S&T); DHS Information Analysis and Infrastructure Protection (IAIP); and other relevant organizations
- Other state homeland security and preparedness programs and resources
- Local and tribal homeland security and preparedness programs and resources
- Private sector homeland security preparedness programs and resources.

Senior Advisory Committee and Program Coordination Requirements

ODP expects grantees and subgrantees to take a holistic approach to implementing their strategic homeland security goals and objectives by considering all available support and assistance programs, regardless of the source. In FY05, if states have not already done so, they shall establish a senior advisory committee or similar entity of senior officials overseeing assistance programs from ODP, CDC, HRSA, and other federal agencies providing homeland security assistance. The purpose of this senior advisory committee is to enhance the integration of disciplines involved in homeland security, including public health and medical initiatives.

ODP recognizes that many states may have already created this type of coordination body. The purpose of this coordination requirement is not to duplicate efforts already underway in states. Rather, the purpose is to ensure that states and territories are facilitating coordination among the key agencies and disciplines receiving homeland security assistance and responsible for implementing homeland security initiatives. Examples of cooperative efforts include leveraging ODP preparedness efforts and CDC's Cities Readiness Initiative or coordinating MMRS pharmaceutical cache efforts with CDC's Strategic National Stockpile.

The senior advisory committee or similar entity must be established within **60** days of the HSGP award date and must meet at least quarterly. States will be required to report through established biannual reporting mechanisms whether they have established the senior advisory committee. The membership of the senior advisory committee must, at a minimum, include state officials directly responsible for the administration of ODP grants and CDC and HRSA cooperative agreements. In addition, program representatives from the following entities must be included on the senior advisory committee: the SAA, the state homeland security advisor if this role is not also the SAA, the state emergency management director, the state public health officer, HRSA Program Director/Primary Investigator (listed in Section 10 of HRSA Notice of Grant Award (NGA)), the HRSA Bioterrorism Hospital Coordinator, the CDC Program Director/Primary Investigator, and the state Citizen Corps POC. States are encouraged to broaden membership of the senior advisory committee, and/or its sub-committees, to include membership from additional disciplines and associations, including law enforcement, fire, public health, behavioral health, public works, agriculture, information technology, and other pertinent disciplines from the prevention and response

community. States may wish to leverage pre-established working groups, such as the State Joint Advisory Committee that are mandated under the CDC and HRSA cooperative agreements.

In FY06, as part of the ongoing HSPD-8 implementation, DHS and HHS will look to states to further strengthen the coordination among state agencies responsible for administering federal preparedness grants.

States must also coordinate the planning and implementation of all programs working to achieve the goals outlined in the State Homeland Security Strategy with all pertinent emergency responder disciplines at the state, local, and tribal level, including public health, transit, and port authorities.

Citizen Coordination. SAAs must coordinate state and UASI citizen awareness and participation activities with those state agencies currently responsible for the administration of Citizen Corps activities. A listing of current state Citizen Corps POCs is located at <http://www.citizencorps.gov/councils/> and clicking on “State Citizen Corps POC List.” In support of the goals and objectives outlined in the current homeland security strategies and as strategies are revised, states must include an integrated approach to engaging citizens in preparedness, training, exercises, and volunteer support for emergency responders through Citizen Corps Councils. States are encouraged to fully leverage HSGP resources to accomplish this goal.

Private Sector Coordination. Grantees are encouraged to collaborate with the private sector to leverage private sector initiatives, resources, and capabilities. Since critical infrastructure is often privately-owned and operated, enhancing public/private partnerships will help identify and advocate opportunities for coordination.

Federal Fiscal Support and Oversight

The Office of Justice Programs’ (OJP) Office of the Comptroller (OC) will continue to provide fiscal support and oversight of the grant programs included in this solicitation. All grant and sub-grant recipients should refer to the *OJP Financial Guide*, available at <http://www.ojp.usdoj.gov/FinGuide/>. DHS will be establishing its own Office of Grant Operations (OGO) within ODP during FY05 and details on the transition of fiscal support and oversight of the grant programs will be forthcoming.

Freedom of Information Act (FOIA)

ODP recognizes that much of the information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under federal control is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the DHS FOIA Office, and may likely fall within one or more of the available exemptions under the Act. Applicants are encouraged to consult their own state and

local laws and regulations regarding the release of information, which should be considered when reporting sensitive matters in the grant application, needs assessment and strategic planning process. Applicants may also consult their ODP Preparedness Officer regarding concerns or questions about the release of information under state and local laws.

Services to Limited English Proficient (LEP) Persons

Recipients of ODP financial assistance are required to comply with several federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services. National origin discrimination includes discrimination on the basis of limited English proficiency. To ensure compliance with Title VI, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. For additional information, please see <http://www.lep.gov>.

C. Allowable Costs Guidance

HSGP allowable costs are divided into planning, organization, equipment, training, and exercises categories. In addition, M&A costs are allowable and certain operational costs under UASI and LETPP are also allowable. Specific focus for each program's allowable costs is included in the program's respective section of this solicitation. Examples of allowable costs and activities can be found in *Appendix A: Authorized Program Expenditures*. The following provides general HSGP allowable costs guidance:

Management and Administrative (M&A) Costs Guidance

All programs within HSGP have allowable M&A costs for both the state-level as well as the local unit of government, urban area, or designated subgrantee.

- **SHSP, UASI, LETPP, CCP, MMRS:** No more than **3% of the total amount** allocated to the state for each program within HSGP may be retained at the state level and used for M&A purposes. These state M&A funds must be included in the total funds retained by the state. In addition, local jurisdiction subgrantees may retain and use up to **2.5% of their subaward** from the state for local M&A purposes. States may pass through a portion of the state M&A allocation to local subgrantees in order to supplement the 2.5% M&A allocation allowed on subgrants. However, no more than 3% of the total subaward may be expended by subgrantees on M&A costs. *Note: M&A costs are **not allowed** for either the state or designated recipients for UASI allocations to nonprofit organizations.*

- **EMPG:** The state EMA may use up to **3% of the state’s EMPG allocation** for M&A purposes. If the SAA is not the EMA, the SAA is **not** eligible to retain funds for M&A. In addition, local jurisdiction subgrantees may retain and use up to **2.5% of their subaward** from the state for local M&A purposes.

Operational Costs Guidance

States and urban areas may use FY05 UASI and LETPP funds to support select operational activities. No more than **25%** of the gross amount of the UASI and LETPP awards may be used for operational expenses and overtime costs for the three (3) operational activities noted below.

1. States and local jurisdictions may use FY05 UASI and LETPP funds to support operational overtime costs associated with increased security measures at critical infrastructure sites during periods of heightened alert.

UASI: States and local jurisdictions may use up to **25%** of FY05 UASI funds to support select operational overtime costs associated with increased security measures at critical infrastructure sites in UASI jurisdictions.

- Of this amount, up to **10%** of FY05 UASI funds may be used to support operational overtime costs incurred at **Code Yellow or Orange** that are associated with increased security measures at critical infrastructure sites in UASI jurisdictions.
- The remaining **15%** of FY05 UASI funds may be used to support operational overtime costs incurred **only** at **Code Orange** that are associated with increased security measures at critical infrastructure sites in UASI jurisdictions.

This guidance also applies to operational overtime costs incurred at National Special Security Events (NSSEs) in UASI jurisdictions, as designated by the Secretary of Homeland Security.

States with UASI jurisdictions can use UASI funds retained at the state level to reimburse eligible operational overtime expenses incurred by the state (up to a maximum of **25%** of the state share of the UASI grant). However, those activities must directly support increased security measures enacted in the UASI jurisdictions. States should be judicious in the use of federal grant funds when protecting critical infrastructure and should leverage public/private partnerships. States should also consider the use of private assets in the protection of private facilities.

LETPP: States and local jurisdictions may use up to **25%** of FY05 LETPP funds to support operational overtime costs incurred at **Code Orange** alert that are associated with increased security measures at critical infrastructure sites.

In support of these efforts for enhanced capabilities of detecting, deterring, disrupting, and preventing acts of terrorism, costs eligible for reimbursement under this policy are identical to those deemed allowable under previous Code Orange alerts. Therefore, subject to the conditions stated above, states and local governments may use FY05 UASI and LETPP funds to support select operational expenses associated with increased security measures at critical infrastructure sites in the following authorized categories:

- Backfill and overtime expenses for staffing state or local emergency operations centers (EOCs)
- Hiring of contracted security for critical infrastructure sites
- Public safety overtime
- National Guard deployments to protect critical infrastructure sites, including all resources that are part of the standard National Guard deployment package
- Increased border security activities in coordination with U.S. Customs and Border Protection (CBP).

Consumable costs, such as fuel expenses, are not allowed except as part of the standard National Guard deployment package.

2. Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security. This includes activities such as anti-terrorism task forces, Joint Terrorism Task Forces (JTTF), Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), and Terrorism Early Warning (TEW) groups.
3. Hiring of contractors/consultants is allowable for participation in information/intelligence sharing groups or intelligence fusion centers.

Funding may not be used to supplant ongoing, routine public safety activities of state and local emergency responders, and may not be used to hire staff for operational activities or backfill.

Critical Infrastructure Protection. States and local governments should generally consider critical infrastructure to include any system or asset that if attacked would result in catastrophic loss of life and/or catastrophic economic loss. In addition, protection for the following specific types of facilities should also be considered:

- Protective security enhancements for large public gatherings/areas, such as New Year's Eve celebrations, sporting events and outdoor concerts
- Public water systems serving large population centers
- Primary data storage and processing facilities, major stock exchanges and major banking centers
- Chemical facilities located in close proximity to large population centers

- Major power generation facilities that exceed 2000MW and if successfully attacked would disrupt the regional electric grid
- Hydroelectric facilities and dams that produce power in excess of 2000MW or could result in catastrophic loss of life if breached
- Nuclear Power plants
- Electric substations 500KV or larger, and substations 345KV or larger that are part of a critical system supporting populations in excess of one million people
- Rail and highway bridges over major waterways that, if destroyed, would cause catastrophic economic loss
- Major highway tunnels under waterways that if attacked would cause catastrophic loss of life or catastrophic economic impact
- Major natural gas transmission pipelines in excess of 3000 bcf throughput
- Natural gas and liquid natural gas (LNG) storage facilities
- Major petroleum handling facilities such as pipelines, ports, refineries and terminals
- Major mass transit subway systems and the supporting ventilation systems
- Telecommunications, internet, and cyber facilities

Border Security. Northern and southern border jurisdictions may use FY05 LETPP funding for operational overtime costs (including travel and per diem) associated with providing enhanced law enforcement operations in support of federal agencies for increased border security at Code Orange. UASI jurisdictions at the border may also use such funds at Code Yellow.

State, tribal, and local law enforcement personnel may provide increased enforcement presence by generally increasing their patrol presence at the border; by providing additional traffic control support at the border and at border patrol traffic checkpoints; and by enhancing their participation in the Integrated Border Enforcement Teams.

Reimbursement for state, tribal, and local law enforcement at northern and southern border jurisdictions is contingent upon approved operational plans developed jointly between state, tribal and local law enforcement officials and DHS CBP/Border Patrol sectors. No funds may be obligated or drawn down in support of these activities without CBP approval of operational plans and without submission to and approval by ODP of budget detail worksheets.

Equipment Costs Guidance

Allowable equipment categories for FY05 HSGP are listed on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), which is sponsored by ODP and the Oklahoma City National Memorial Institute for the Prevention of Terrorism (MIPT) at <http://www.rkb.mipt.org>. The website is designed to provide emergency responders, purchasers, and planners with a trusted, integrated, online source of information on products, standards, certifications, grants, and other equipment related information. By integrating this information, which includes the InterAgency Board's (IAB) Standardized Equipment List (SEL) and the AEL from ODP, into one location, responders, vendors, standards organizations, training facilities, and grant making

organizations have a trusted first source to answering questions such as:

- What equipment is on the market?
- Has it been certified?
- If so, to what standard?
- What training is needed to use it effectively?
- Are there experts available for consultation and questions?

The FY05 HSGP AEL is housed on the RKB and relies heavily on the SEL developed by the IAB for Equipment Standardization and Interoperability. The 2005 AEL has been modified to facilitate cross-referencing of the SEL in an effort to eliminate redundancy. Both the AEL and SEL are available on the RKB, which also offers an interactive version that provides links to corresponding SEL items and commercial products.

In some cases, items on the SEL are not allowable under FY05 HSGP or will not be eligible for purchase unless specific conditions are met. In addition, some items eligible under this grant program are beyond the scope of the SEL and thus will only appear in the AEL.

The allowable categories of equipment for purchase using FY05 HSGP funds are listed in *Appendix A: Authorized Program Expenditures*. If state agencies and/or local governments have questions concerning the eligibility of equipment not specifically addressed in the AEL, they should contact their ODP Preparedness Officer for clarification.

Training Costs Guidance

States, territories, and urban areas may use HSGP funds to enhance the capabilities of state and local emergency preparedness and response personnel through development of a state homeland security training program. Allowable training-related costs under ODP grant programs include: 1) establishment of CBRNE terrorism and cyber security training programs within existing training academies, universities or junior colleges; and 2) overtime and backfill costs associated with attendance at ODP-sponsored and ODP-approved CBRNE and cyber security training courses.

The target audience for training courses include emergency preparedness, prevention and response personnel, emergency managers and public/elected officials within the following disciplines: fire service, law enforcement, emergency management, emergency medical services, hazardous materials, public works, public health, health care, public safety communications, governmental administrative, cyber security, and private security providers. The homeland security training program should also include training for citizens in awareness, preparedness, prevention, response skills, and volunteer activities and be coordinated through state and local Citizen Corps Councils.

States are encouraged to adopt current ODP awareness and performance level courses. In order to deliver these courses, state and local instructors must be certified to deliver the course by successfully completing ODP train-the-trainer course delivery.

Detailed descriptions of ODP courses are included in the *ODP CBRNE Training Course Catalog* at <http://www.ojp.usdoj.gov/odp/docs/coursecatalog.pdf>. Programs of instruction for these courses will be made available upon request to assist efforts to institutionalize these training programs at the state and local levels.

ODP will conduct periodic reviews of all state and urban area training funded by ODP. These reviews may include requests for all course materials and physical observation of or participation in the funded training. If these reviews determine that courses are outside the scope of this guidance, grantees will be asked to repay grant funds expended in support of those efforts.

ODP provides the following definitions of key training terms to facilitate a common understanding of the FY05 HSGP guidance:

- **ODP Courses:** those courses developed for and or delivered by institutions and organizations funded by ODP.
- **Federal Courses Related to CBRNE Terrorism:** those courses developed for and or delivered by institutions funded by federal entities other than ODP that fall within the ODP mission scope to prepare state and local personnel to prevent, respond to, and recover from acts of terrorism involving CBRNE weapons.
- **Non-Federal Courses:** those courses developed for and or delivered by institutions or organizations other than federal entities or ODP.

Developing and Institutionalizing Non-ODP Courses. States and urban areas intending to either 1) develop a new course or 2) institutionalize an existing non-ODP course must follow the updated FY05 ODP course approval process. Please see *Appendix E: Overview of Approval Process for Non-ODP Developed Courses* for more information. This revised course approval process will facilitate the sharing of best practices among states and urban areas and will help reduce duplicative courses regionally and nationally.

States planning to develop a new course must notify ODP of their intent to do so, but do not need to forward any pre-existing course materials for advance review. States and urban areas will be required to submit the following information to ODP via the *Training Section* of the ODP website (<http://www.ojp.usdoj.gov/odp/training.htm>): the proposed title, description of the course to be developed, the sponsoring jurisdiction, and the intended audience. ODP funds can be used to support costs associated with the course development process, provided that the state or urban area abides by ODP procedures. However, if the course is disapproved as part of the course review process, no additional ODP funds can be dedicated to delivering the course until modifications are made and the course is approved.

In accordance with the FY05 ODP course approval process, states or urban areas developing new or institutionalizing existing courses shall establish a mechanism to ensure that any non-ODP courses are in compliance with the following:

- *ODP Emergency Responder Guidelines*

- *ODP Homeland Security Guidelines for Prevention and Deterrence*
- *ODP Strategy for Blended Learning*
- 29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response*
- 29 CFR 1910.134, *Respiratory Protection*
- 40 CFR 311 *Worker Protection*
- National Fire Protection Association (NFPA) 471, *Recommended Practice for Responding to Hazardous Materials Incidents*
- NFPA 472, *Professional Competence of Responders to Hazardous Materials Incidents*
- NFPA 473, *Standard for Competencies for Emergency Medical Services (EMS) Personnel Responding to Hazardous Materials Incidents*
- NFPA 1600, *Standard on Disaster/Emergency Management and Business Continuity Programs 2004, specifically Section 5.1.2*

In addition, states and urban areas shall follow accepted principles of instructional systems design, employing the Analysis, Design, Development, Implementation, and Evaluation (ADDIE) model or equivalent methodologies. (The ADDIE process is explained in greater depth in the *ODP Blended Learning Strategy* available on the ODP website at: <http://www.ojp.usdoj.gov/odp/blendedlearning>.) States and urban areas shall apply these methodologies to ensure that a complete curriculum exists for training funded by ODP grants. A complete curriculum consists of:

- **Level of Training.** The state or urban area will identify the level(s) of training of the course(s) and materials submitted. Each submission must be identified as Awareness, Performance–Defense (Occupational Safety and Health Administration (OSHA) Operations), Performance–Offensive (OSHA Technician), or Planning/Management (OSHA Incident Command) levels. More detailed descriptions of the levels can be found at <http://www.ojp.usdoj.gov/odp/training.htm> or <http://www.osha.gov>.
- **Program of Instruction/Syllabus.** The program of instruction or syllabus is an outline or matrix of the course content. It addresses the scope of the training, course learning objectives, duration of the training (broken-down by module, session, or lesson), resource requirements, instructor to student ratio and an evaluation strategy. These items are not all-inclusive, but are the minimum categories that should be addressed.
- **Training Support Package.** The training support package includes all of the materials associated with the delivery of a training course. The following items should be included:
 - **Instructor Guide/Instructor Outline/Instructor Lesson Plans:** The published instructor material that contains course text and special instructor notes that provides the information to deliver the material
 - **Participant Manual/Guide/Workbook:** The published student material that contains the supporting information in booklet or handout form that the participant has available for reference

- **Audio/Visual Support Materials:** Any audio/visual components that are part of any learning module, session, lesson, or that support the overall training being delivered
- **Special Support Materials:** Any descriptions of practical exercises, table-top exercises, hands-on exercises, or other material that supports learning objectives.
- **Module/Session/Lesson Content.** Training courses should be designed based on a building block approach. Each sub-component in the course should be titled as a module, session, or lesson. Regardless of the title, each module, session, or lesson, should have a Lesson Administration Page that outlines the following:
 - **Scope Statement:** A brief description of the content of the module, session, or lesson
 - **Terminal Learning Objectives:** An action verb statement that outlines what the participant is expected to learn or be capable of performing at the conclusion of the module, session, or lesson. There should be only one terminal learning objective per module, session, or lesson
 - **Enabling Learning Objectives:** Enabling learning objectives are the incremental learning objectives that support the terminal learning objective. There should be at least one enabling learning objective per module, session, or lesson. Each enabling learning objective must be a measurable performance statement that enables the participant to demonstrate achievement of the terminal learning objective
 - **Resource List:** A listing of the resources necessary for successfully accomplishing the module, session, or lesson
 - **Instructor to Participant Ratio:** The instructor to participant requirement for successful presentation of the material (e.g., 1:25)
 - **Reference List:** A listing of all reference materials used to develop the module, session, or lesson (This information may also be included as a bibliography).
 - **Practical Exercise Statement:** This describes any exercises associated with the module, session, or lesson
 - **Evaluation Strategy:** This defines the strategy used to evaluate the module, session, or lesson (e.g., written and/or performance test).

Conditional Approvals of Non-ODP Courses. In contrast to FY04, no conditional approvals in advance of an independent third-party subject matter expert (SME) review will be granted in FY05 for use of ODP funds to develop or institutionalize non-ODP courses. ODP will require states and urban areas to adhere to a streamlined course approval process. Please see *Appendix E: Overview of Approval Process for Non-ODP Developed Courses* for more information. Courses will either be approved or disapproved following this review process.

Attending Other Federal Courses Related to CBRNE Terrorism. States are no longer required to submit requests for personnel to attend certain Federal courses that fall within the ODP mission scope of preparing state and local personnel to prevent,

respond to, and recover from acts of terrorism involving CBRNE weapons. In lieu of requesting approval, states and urban areas will be required to submit information on all federal training that they are supporting with ODP funds via the *Training Section* of the ODP website (<http://www.ojp.usdoj.gov/odp/training.htm>). This information will consist of course title, level of the training, the training provider, the date of the course, the number of individuals to be trained, and the sponsoring jurisdiction.

Several broad categories of courses will automatically be included in the list of eligible federal courses:

- All NIMS training approved by the NIMS Integration Center (NIC) is eligible under HSGP
- All Incident Command System (ICS) training offered through the National Fire Academy (NFA) and the Emergency Management Institute (EMI) is eligible under HSGP. This guidance applies to resident training, train-the-trainer, and field delivery of courses.

A list of federal courses that fall within the ODP mission scope is included in *Appendix F: Federal Training Course List*.

These courses must build additional capabilities that 1) meet a specific need identified through the homeland security assessment process, and 2) comport with the State or Urban Area Homeland Security Strategy.

Federal funds must be used to supplement—not supplant—existing funds that have been appropriated for the same purpose. Thus, if the state or urban area has already budgeted for personnel to attend courses, ODP funds may only be used to send additional individuals above and beyond those previously budgeted.

Attending Non-ODP Courses Related to CBRNE Terrorism. Effective immediately, states and urban areas are no longer required to request approval for personnel to attend non-ODP courses that fall within the ODP mission scope of preparing state and local personnel to prevent, respond to, and recover from acts of terrorism involving CBRNE weapons. States and urban areas will instead be required to submit information on all non-ODP training which they are supporting with ODP funds via the *Training Section* of the ODP website (<http://www.ojp.usdoj.gov/odp/training.htm>). This information will consist of course title, level of the training, the training provider, the date of the course, the number of individuals to be trained, and the sponsoring jurisdiction. States or urban areas intending to use ODP funds to support attendance at non-ODP courses must ensure that these courses:

- Fall within the ODP mission scope to prepare state and local personnel to prevent, respond to, and recover from acts of terrorism involving CBRNE weapons

- Build additional capabilities that 1) meet a specific need identified through the homeland security assessment process, and 2) comport with the State or Urban Area Homeland Security Strategy;
- Address the specific tasks articulated in the *ODP Emergency Responder Guidelines* and the *ODP Homeland Security Guidelines for Prevention and Deterrence*
- Address the specific tasks and capabilities articulated in the Universal Task List (UTL) and Target Capabilities List, as they become available (see *HSPD-8* on page 49 for additional information)
- Comport with all applicable federal, state, and local certification and regulatory requirements.

Federal funds must be used to supplement—not supplant—existing funds that have been appropriated for the same purpose. Thus, if the state or urban area has already budgeted for personnel to attend courses, ODP funds may only be used to send additional individuals above and beyond those previously budgeted.

Eligibility of Hazardous Materials Courses. Hazardous materials courses, including basic, operations, and technician level courses, are eligible under HSGP **only if the course *fully* addresses the hazardous materials sections included in the *ODP Emergency Responder Guidelines* and the *ODP Homeland Security Guidelines for Prevention and Deterrence*.** If the hazardous materials course does **not fully** address the hazardous materials sections included in the *ODP Emergency Responder Guidelines* and the *ODP Homeland Security Guidelines for Prevention and Deterrence*, then the course is not considered allowable under HSGP.

The training must not supplant existing resources, but rather must build additional capabilities above and beyond those that currently exist. Any additional capabilities pursued through these training opportunities must meet a specific need identified through the homeland security assessment process and must comport with the State or Urban Area Homeland Security Strategy.

Eligibility of Search and Rescue, Special Weapons and Tactics (SWAT), and Medical Trauma Courses. On September 1, 2004, ODP issued Information Bulletin #132 on the Interagency Security Plan, available at <http://www.ojp.usdoj.gov/odp/docs/bulletins.htm>. In this bulletin, ODP expanded the allowable use of grant funds to support additional training in the areas of search and rescue, SWAT, and medical trauma provided that certain requirements were met. The following sections provide further detail on these initiatives.

- *Eligibility of Search and Rescue Courses:* States and urban areas shall conduct search and rescue training in compliance with:
 - NFPA 1670, *Standard on Operations and Training for Technical Rescue and Search Incidents*
 - NFPA 1006, *Standard for Rescue Technician Professional Qualifications*

Only Urban Search and Rescue (USAR) courses approved by FEMA and delivered by FEMA-certified providers are allowable under HSGP. A list of these courses and providers will be maintained by ODP in coordination with FEMA.

The training must not supplant existing resources, but rather must build additional capabilities above and beyond those that currently exist. Any additional capabilities pursued through these training opportunities must meet a specific need identified through the homeland security assessment process and must comport with the State or Urban Area Homeland Security Strategy.

If the basic, foundational USAR course fully addresses the fire service and or hazardous materials sections included in the *ODP Emergency Responder Guidelines* and the *ODP Homeland Security Guidelines for Prevention and Deterrence*, no additional CBRNE-specific training is necessary for eligibility purposes. However, if the foundational USAR course does **not** fully address these sections included in the *ODP Emergency Responder Guidelines* and the *ODP Homeland Security Guidelines for Prevention and Deterrence*, then the student must also complete follow-on CBRNE awareness training within a reasonable timeframe in order for the USAR course to be considered an allowable use of ODP funds.

These USAR courses are intended to build a critical capacity at the state and local levels. **The execution of this training in the stated capacity-building context is unrelated to designation of national USAR teams. Therefore, states and UASI jurisdictions may not request such designation based on training.**

- *Eligibility of SWAT Courses:* SWAT courses, including basic, foundational courses, are eligible under HSGP, provided that the training meets the following requirements:
 - The training must not supplant existing resources, but rather must build additional capabilities above and beyond those that currently exist. Any additional capabilities pursued through these training opportunities must meet a specific need identified through the homeland security assessment process and must comport with the State or Urban Area Homeland Security Strategy.
 - States and urban areas shall conduct training in compliance with state and local regulations and policies governing the certification of SWAT personnel.
 - Trainees shall be sworn officers and shall have completed a basic SWAT school accredited by the appropriate state-level criminal justice organization.
 - Training shall be conducted by instructors certified by a state or national level criminal justice organization

- The state or urban area shall develop and implement a safety plan excluding service ammunition and weapons from the training site and shall not employ live chemical agents (to include OC) or impact weapons during the training
 - If a foundational SWAT course fully addresses the law enforcement sections included in the *ODP Emergency Responder Guidelines* and the *ODP Homeland Security Guidelines for Prevention and Deterrence*, no additional CBRNE-specific training is necessary for eligibility purposes. However, if the foundational SWAT course does **not** fully address the law enforcement sections included in the *ODP Emergency Responder Guidelines* and the *ODP Homeland Security Guidelines for Prevention and Deterrence*, then the student must also complete follow-on CBRNE awareness training within a reasonable timeframe in order for the foundational SWAT course to be considered eligible for support under HSGP.
- *Eligibility of Medical Trauma Courses:* Medical trauma courses—including basic, foundational courses—are eligible for support under HSGP, provided that the training meets the following requirements:
 - The training must not supplant existing resources, but rather must build additional capabilities above and beyond those that currently exist. Any additional capabilities pursued through these training opportunities must meet a specific need identified through the homeland security assessment process and must comport with the State or Urban Area Homeland Security Strategy.
 - States and urban areas shall conduct training in compliance with NFPA 473, *Standard for Competencies for EMS Personnel Responding to Hazardous Materials Incidents*.
 - States and urban areas shall conduct training in compliance with state and local regulations and policies governing the certification of EMS providers.
 - States or urban areas shall coordinate their efforts with the closest MMRS jurisdiction.
 - Trainees shall have completed a basic Emergency Medical Technician (EMT) certification per the state or local accreditation requirements. This type of training may not be funded with ODP monies.
 - If a foundational medical trauma course fully addresses the emergency medical services sections included in the *ODP Emergency Responder Guidelines* and the *ODP Homeland Security Guidelines for Prevention and Deterrence*, no additional CBRNE-specific training is necessary for eligibility purposes. However, if the foundational medical trauma course does **not** fully address the emergency medical services sections included in the *ODP Emergency Responder Guidelines* and the *ODP Homeland Security Guidelines for Prevention and Deterrence*, then the student must also complete follow-on CBRNE awareness training within a reasonable timeframe in order for the foundational medical trauma course to be considered an allowable use of ODP funds.

Evaluation of ODP Training Courses. The goal of evaluating ODP training courses is to determine how much a participant's knowledge, skills, and abilities change after completion of a course relative to knowledge, skills, and abilities prior to the class. ODP utilizes a self-assessment methodology and collects information via a standardized evaluation form. The form is designed to gather data about the course and participant, including data such as the participant's professional discipline and years of service. Additionally, the evaluation measures the participant's knowledge relative to a set of standardized learning objectives both before and after taking the course.

If a state or local jurisdiction uses ODP funds to provide ODP-approved courses, the state or local jurisdiction must use the standard evaluation form to collect data about the course and its participants. An ODP-approved course is defined as one developed by the state or local jurisdiction and approved by ODP for delivery. If the state or local jurisdiction receives training through its ODP course allocation, the training partner delivering the course is responsible for data collection and entry. Similarly, if the state or local jurisdiction enters into a direct contract with one of the ODP training partners, training partner is still responsible for the data collection and entry function.

However, if the ODP-sponsored course is delivered by a state or local organization, the course provider is responsible for collecting data on the course and its participants. As part of the course approval process, the course developer establishes a set of course objectives directly tied to the course content. The objectives are incorporated into the standardized course evaluation form. Course participants are required to complete all fields and the course instructor is responsible for ensuring that all forms are complete. Course providers are granted access to and enter data into the ODP Secure Portal. Costs related to developing and administering the self-assessment and collecting information via a standardized evaluation form is allowable.

Exercise Costs Guidance

Exercises conducted with ODP support (grant funds or direct support) must be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP Volumes I-III contain guidance and recommendations for designing, developing, conducting, and evaluating exercises. HSEEP Volumes I-III can be found at ODP's website at <http://www.ojp.usdoj.gov/odp/exercises.htm>. Volume IV, which contains sample exercise materials and documents, can be found on ODP's Secure Portal at <https://odp.esportals.com> or <http://www.llis.gov>.

Exercise Planning Workshop. States must conduct an annual Exercise Planning Workshop (EPW) to examine the progress and effectiveness of their current exercise strategy and program. A Multiyear Exercise Plan and schedule must be produced from the EPW and submitted through ODP's Secure Portal Exercise Scheduler located at <https://odp.esportals.com>. Refer to HSEEP Volume III, Chapter 2 for further guidance on EPWs and the Multiyear Exercise Plan and schedule.

Exercise Scenarios. The scenarios used in SHSP, UASI, and LETPP-funded exercises must be terrorism-related and based on the State or Urban Area Homeland Security Strategy and plans. Acceptable scenarios for exercises include: chemical, biological, radiological, nuclear, explosive, cyber and agricultural. Grantees that need further clarification on scenarios should consult with their ODP Exercise Manager for assistance and/or approval. Fifteen all-hazards National Planning Scenarios, including 12 terrorism scenarios, have been developed, and will be made available for use in national, federal, state, and local homeland security preparedness activities (See *HSPD-8: National Preparedness* on page 49). Citizen participation in exercises is encouraged to include backfilling non-professional tasks for first responders deployed on exercise, administrative and logistical assistance with exercise implementation, and providing simulated victims, press, and members of the public. Citizen participation in exercises should be coordinated with local Citizen Corps Council(s).

Grantees who wish to expend funds on models, simulations, or games (MS&G) must consult with “Review of Models, Simulations, and Games for Domestic Preparedness Training and Exercising, Volume III,” which provides an overview and analysis of existing models, simulations and games. This report is available at <http://www.ojp.usdoj.gov/odp/exercises.htm>.

Grantees must justify the purchase and use of a given MS&G product/service, by a) documenting the training and/or exercise objective(s), b) documenting how the selected product/service will support those objectives, and c) justification for the chosen product category (potentially referring to Volume III benefits/limitations). The form for this justification can be found at <http://www.ojp.usdoj.gov/odp/exercises.htm>.

If a state or urban area will be hosting an upcoming special event (e.g., Superbowl, G-8 Summit, etc.), or they anticipate that they will apply to be a venue for a future Top Officials (TOPOFF) exercise, they should plan to use SHSP or UASI funding to fund training and exercise activities in preparation for that event.

All tabletop exercises (TTXs), drills, functional exercises (FEs), and full-scale exercises (FSEs) will be evaluated and performance based. An After Action Report (AAR) and Improvement Plan will be prepared and submitted to DHS/ODP following every TTX, drill, FE, and FSE. AAR/IPs must be provided to ODP within 60 days following completion of each exercise (see HSEEP Volume II, Appendix A). Currently, these AAR/IPs can be submitted through the ODP Secure Portal. However ODP is working with other agencies to develop a national reporting system. ***A state or local jurisdiction that conducts an exercise using SHSP, UASI, and LETPP funds must follow the HSEEP doctrine and protocol contained in Volume II.***

States are encouraged to develop a self-sustaining State Homeland Security Exercise and Evaluation Program which is modeled after the national HSEEP. This may include, for example: hiring dedicated exercise program staff, awareness seminars on HSEEP, attending exercise training courses, and maintaining a system to track the completion and submission of AARs and Improvement Plans from exercises (including costs associated with meeting with local units of government to define procedures).

Construction and Renovation Guidance

Use of HSGP funds for construction is generally prohibited except as outlined below. Such construction and renovation shall be strictly limited and allowable only when it is a necessary component of 1) a security system at critical infrastructure facilities or 2) an emergency operations center (EOC).

- The following actions and improvements do not constitute construction or renovation, and are allowable under specific HSGP program guidance:
 - Improved lighting
 - Fencing
 - Communications antennas (not over 200 feet)
 - Closed-circuit television (CCTV) systems
 - Motion detection systems
 - Barriers, doors, gates and related security enhancements.

- Project construction and renovation not exceeding \$1,000,000 is allowable, as deemed necessary by the Executive Director, SLGCP, under SHSP, UASI, and LETPP. These program funds may be used for construction and renovation projects **only** when those projects specifically address **enhanced security at critical infrastructure facilities**. The following actions and improvements are considered to constitute construction or renovation, and must follow the approval process outlined below.
 - Construction and/or renovation to guard facilities
 - Communications antennas (over 200 feet)
 - Any other construction or renovation efforts that change or expand the footprint of a facility or structure, including security enhancements to improve perimeter security.

- While the primary purpose of the EMPG program is not to support construction activities, DHS recognizes that an updated, functioning emergency operations center (EOC) is a core component of an effective emergency management system. Therefore, limited construction and renovation activities for EOCs are allowable under EMPG, consistent with past EMPG practices. The State must match 50% of any money used for construction and must comply with the Davis-Bacon Act.

- CCP and MMRS funds may **not** be used for any type of construction or renovation.

- **Approval process for SHSP, UASI, and LETPP.** In order for grantees to drawdown funds for construction and renovation costs under SHSP, UASI, and LETPP:
 1. Grantee must provide to ODP:
 - Description of the asset or facility, asset location, whether the

infrastructure is publicly or privately owned, and the construction or renovation project

- Certification that a facility vulnerability assessment has been conducted for the facility
- How the construction or renovation project will address the identified vulnerability(ies) from the assessment
- Consequences of not implementing the construction or renovation project

2. *Written approval must be provided by ODP prior to the use of any HSGP funds for construction or renovation.*

- **Approval process for EMPG.** In order for grantees to drawdown funds for limited EOC construction and renovation projects under EMPG:

1. Grantee must provide to ODP:

- Description of the EOC facility, location, and the scope of the construction or renovation project
- Certification that an assessment has been conducted to identify EOC needs regarding such issues as the facility, communications capability, computer systems and network capabilities, survivability, and sustainability
- How the construction or renovation project will address the needs identified from the assessment
- Consequences of not implementing the construction or renovation project

2. *Written approval must be provided by ODP prior to the use of any HSGP funds for construction or renovation.*

- **National Environmental Policy Act (NEPA).** NEPA requires ODP to analyze the possible environmental impacts of each construction project. The purpose of a NEPA review is to weigh the impact of major federal actions or actions undertaken using federal funds on adjacent communities, water supplies, historical buildings, endangered species, or culturally sensitive areas prior to construction. Grantees wishing to use ODP funding for construction projects must complete and submit a **NEPA Compliance Checklist** to their respective ODP Preparedness Officer for review. Additionally, grantees may be required to provide additional detailed information on the activities to be conducted, locations, sites, possible construction activities, possible alternatives, and any environmental concerns that may exist. Results of the NEPA Compliance Review could result in a project not being approved for ODP funding, the need to perform an Environmental Assessment (EA) or draft an Environmental Impact Statement (EIS). ***Note: Reasonable costs related to the production of an environmental assessment or environmental impact statement are allowable.***

Overtime, Backfill, and Hiring Guidance

The following are definitions for the terms “hiring”, “overtime”, and “backfill” as used in this solicitation and regarding HSGP allowable costs for planning, organizational, training, exercise, and management and administrative activities. Grantees should be aware that all non-supplanting rules apply to this section.

Overtime. Expenses incurred by those personnel who, as a result of ODP-approved activities, are performing over and above their normal, scheduled work hours or work week.

Backfill (also called Overtime as Backfill). Expenses incurred by those personnel who are working over and above their normal, scheduled work hours, or work week, in order to perform the duties of other personnel who are temporarily assigned to ODP-approved activities outside their core responsibilities. The OJP OC does not distinguish between Overtime and Overtime as Backfill – they are both viewed as overtime regardless of whether the individual has performed more hours in their normally assigned place of duty or if the overtime accrued as a result of being re-assigned to a different place of duty. Overtime and backfill do not result in an increase of full-time employees (FTEs).

Hiring. Hiring new personnel to undertake allowable ODP program activities. This may also include expenses incurred where new personnel are hired to fulfill functions and duties as a result of other existing personnel being reassigned full-time to perform ODP-approved activities. In either case, this will result in an increase of FTEs, but cannot result in an increase in the number of FTE positions performing normal operational duties.

Grantees are permitted to hire or laterally move existing public safety officers to new positions that support HSGP program activities that are allowable under FY05 HSGP program guidance. In the case of lateral transfers, grant funds may be used to support only those positions that are allowable under FY05 HSGP program guidance; all non-supplanting rules apply. Grant funds may **not** be used to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.

Positions created and/or funded through ODP grants may continue to be supported with future year funding provided that the position is dedicated to the same or similar purposes allowable under applicable ODP program guidance.

Information Technology Guidance

Extensible Markup Language (XML) Requirements. XML is a computer programming language designed to transmit both data and the meaning of the data. The XML specification defines a standard way to add markup language to documents, identifying the embedded structures in a consistent way. By applying a consistent identification structure, data can be shared between different systems, up and down the levels of agencies, across the nation, and around the world, with the ease of using the Internet. XML lays the technological foundation that supports interoperability and the

exchange of information to support DHS efforts in the prevention, preparedness, and response to threats or acts of terrorism.

To support homeland security, public safety, and justice information sharing, ODP requires all grantees to use the Global Justice Data Model specifications and guidelines regarding the use of XML for all HSGP awards. The grantee shall make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant, as specified in the guidelines. The Global Justice XML Data Model (GJXDM) is intended to be a data reference model for the exchange of information within the homeland security, justice, and public safety communities. GJXDM is a product of the Global Justice Information Sharing Initiative's (Global) Infrastructure and Standards Working Group (GISWG). It was developed by the GISWG's XML Structure Task Force (XSTF). The Global Justice Data Model specifications and guidelines include the use of XML to support the exchange of information within the homeland security, public safety, and justice communities.

Most major software vendors fully support the general XML standard, and major database vendors and their database applications provide software development "tools" to assist homeland security technical staff to develop and use XML more efficiently and productively within agency applications. The general XML standard is designed to be independent of vendor, operating system, source application, destination application, storage medium (database), and/or transport protocol.

Additionally, the use of XML allows homeland security personnel to share vital information which no longer entails purchasing new systems or compromising one's business practices. XML allows systems already in use and those being developed to communicate with each other and paves the way for future expanded collaboration between agencies. Further information about the required use of XML and Global Justice Data Model specifications and guidelines is available at <http://www.it.ojp.gov/gjxdm>.

Geospatial Guidance. Geospatial technologies capture, store, analyze, transmit, and/or display location-based information (i.e., information that can be linked to a latitude and longitude). In geospatial systems, this location information is often paired with detailed information about the location such as the following: purpose/use, status, capacity, engineering schematics, operational characteristics, environmental and situational awareness.

State and local emergency organizations will increasingly incorporate geospatial technologies and data to prepare, prevent, respond and recover from terrorist activity. In the preparedness phase, emergency planners and responders need current, accurate, and easily accessible information to ensure the readiness of teams to respond. It is also an important component in strategy development, the mapping and analysis of critical infrastructure vulnerabilities, and public health surveillance capabilities. Geospatial information can provide a means to prevent terrorist activity by detecting and analyzing patterns of threats and possible attacks, and sharing that intelligence. During response and recovery, geospatial information is used to provide a

dynamic common operating picture, coordinate and track emergency assets, enhance 911 capabilities, understand event impacts, accurately estimate damage, locate safety zones for quarantine or detention, and facilitate recovery.

Please see *Appendix I: Geospatial Guidance* for additional information. Authorized equipment expenditures (hardware, software, and data) for geospatial homeland security purposes are primarily described in Information Technology section of the AEL.

D. Unallowable Costs Guidance

Several costs are strictly prohibited under FY05 HSGP. Grantees should contact their ODP Preparedness Officer for guidance and clarification.

Construction and Renovation

Construction and renovation is generally prohibited, except as noted above under *Construction and Renovation Guidance* on page 39. Such construction and renovation shall be strictly limited and allowable when it is a necessary component of 1) a security system at critical infrastructure facilities or 2) an EOC.

Hiring of Public Safety Personnel

Except for EMPG, HSGP is not intended as a hiring program and funds may not be used to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities. See *Appendix A: Authorized Program Expenditures* for allowable hiring expenditures

E. ODP Resources and Support

To assist grantees with program activities, ODP has several support mechanisms available to grantees.

Role of ODP's Preparedness Officers

Throughout the project period, ODP Preparedness Officers will work closely with state and local officials in assigned states and territories to assist agencies in enhancing their homeland security preparedness through planning, training, equipment acquisition, exercises, and technical assistance. Preparedness Officers will be in continuous contact with the SAAs and local officials, and should be considered as the primary point of contact within ODP for addressing questions, concerns, general issues, and accessing specialized expertise.

Centralized Scheduling and Information Desk (CSID) Help Line

CSID is a non-emergency resource for use by state and local emergency responders across the nation. CSID provides general information on all ODP programs and information on the characteristics and control of CBRNE materials, defensive equipment, mitigation techniques, and available federal assets and resources. CSID also provides information on the following services: CBRNE training, centralized

scheduling capability, CBRNE exercises, State Homeland Security Assessment and Strategy Grants, and technical assistance (TA).

CSID can be contacted at 1-800-368-6498 or askcsid@dhs.gov. CSID hours of operation are from 8:00 a.m. - 7:00 p.m. (EST), Monday-Friday.

Homeland Security Preparedness Technical Assistance Program (HSPTAP)

ODP’s technical assistance program provides direct assistance to state and local jurisdictions to improve their ability to prevent, respond to, and recover from threats or acts of terrorism involving CBRNE weapons. A primary objective of the program is to enhance the capacity of state and local jurisdictions, as well as special needs jurisdictions such as port authorities and mass transit agencies to develop, plan, and implement effective strategies for CBRNE preparedness. TA may be provided to state and local governments, law enforcement, fire, hazardous materials, and other community agencies that have CBRNE responsibilities, including Citizen Corps Councils. *All TA services are available to eligible recipients at no charge. ODP will cover the cost of providing the technical expertise, travel, and related expenses.* Examples of TA programs are included in Table 7 below.

Table 7. Examples of ODP Technical Assistance Programs

TA Program	Purpose
Enhancing Grants Management Capacities	This TA service seeks to further improve the ability of SAAs to manage and account for grant funds awarded by ODP. The HSPTAP provider is the National Criminal Justice Association (NCJA)
Homeland Security Assessment and Strategy Technical Assistance	This program helps States and local jurisdictions with the assessment process, the ability to conduct assessments, and the development of a comprehensive homeland security strategy.
Prevention Technical Assistance	This new initiative facilitates terrorism prevention efforts such as collaboration, information sharing, risk management, threat recognition, and intervention.
TEW Group Replication	This project replicates programs that enhance capabilities for analyzing the strategic and operational information needed to respond to terrorism and protect critical infrastructure.
Plans and Planning Synchronization Technical Assistance	This program offers planning support for multi-jurisdictional terrorism response using innovative software tools.
Interoperable Communication Technical Assistance Program (ICTAP)	ICTAP enhances the interoperability of public safety communications with regard to CBRNE terrorism threats.
Port and Mass Transit Planning Technical Assistance	This program assesses the needs of port/mass transit agencies in preparing for and countering post-9/11 terrorist threats.
Domestic Preparedness Equipment Technical Assistance Program (DPETAP)	DPETAP provides equipment-specific training on CBRNE detection, decontamination, and personal protective equipment (PPE).

TA Program	Purpose
Rapid Assistance Team (RAT) Technical Assistance	This project deploys teams on short notice to support targeted projects such as identifying equipment needs or equipment procurement plans.
General Technical Assistance	This program provides specialized assistance to enhance state and local strategies to prevent, respond to, recover from, and manage issues related to any hazard, including terrorism.

For additional information, see *Appendix G: HSPTAP*, ODP’s online TA site at <http://www.ojp.usdoj.gov/odp/ta.htm> under the *Catalog* link, or by contacting CSID.

Lessons Learned Information Sharing (LLIS) System

LLIS is a national, online secure network located at <https://www.LLIS.gov> that houses a collection of peer-validated lessons learned, best practices, and AARs from exercises and actual incidents, and other relevant homeland security documents. LLIS is designed to help emergency response providers and homeland security officials prevent, prepare for, respond to, and recover from acts of terrorism. LLIS will improve preparedness nationwide by allowing response professionals to tap into a wealth of validated front-line expertise on effective planning, training, equipping, and operational practices for homeland security.

The system also houses a directory of responders and homeland security officials, as well as an updated list of homeland security exercises, events, and conferences. Additionally, LLIS includes online collaboration tools, including secure email and message boards, where users can exchange information. LLIS uses strong encryption and active site monitoring to protect all information housed on the system.

ODP Applicant Assistance Services

Applicant Assistance Services are designed to provide grantees with assistance in completing and submitting applications to meet the required deadlines. For more information on Applicant Assistance Services, contact the ODP Preparedness Officer.

Equipment Purchase Assistance Program

The Equipment Purchase Assistance Program provides ODP grantees with access to prime vendors through memoranda of agreement with the Defense Logistics Agency (DLA). Benefits of the program include shorter procurement lead time, online ordering, a diverse inventory of commercial products, and seven-day delivery for routine items. When ordering equipment through this program, grantees may only use funds awarded by ODP; state and local funds may not be used. Establishing an account with DLA is a straightforward process which should be initiated by contacting the appropriate program representative. Additional information on the programs and contact information for program representatives is available in a fact sheet posted on the ODP website. For information on the Emergency Responder Equipment Purchase Program, see <http://www.ojp.usdoj.gov/odp/docs/fs-padef.htm>.

Additional information on each of these programs can be found on the ODP website located at: <http://www.ojp.usdoj.gov/odp> or by contacting the state’s assigned ODP Preparedness Officer.

IV. NATIONAL INITIATIVES

IV. NATIONAL INITIATIVES

This section provides background information on key national preparedness initiatives and priority focus areas that are new to the FY05 HSGP. Included in this section are discussions about HSPD-5: *Management of Domestic Incidents* and HSPD-8: *National Preparedness*, which address the management of domestic incidents and national preparedness, respectively. Also included are sections on the NRP, a new standardized awareness training initiative, catastrophic incident response planning, and public awareness and citizen participation. These new initiatives result in both additional programmatic requirements for grantees as well as a broader range of allowable costs. **Grantees are strongly encouraged to pay close attention to the language in these sections in order to stay abreast of significant initiatives being highlighted by DHS and to comply with associated program requirements.**

A. National Incident Management System

Issued on March 1, 2004, NIMS provides a consistent nationwide approach for federal, state, territorial, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

On September 8, 2004, Secretary Ridge issued a letter to governors outlining the requirements for implementing the NIMS in FY05. (The letter is available on the NIC website at <http://www.fema.gov/nims/>.)

The NIC is working with federal departments and agencies to ensure that they develop a plan to adopt NIMS and that all FY05 federal preparedness assistance program documents begin the process of addressing state, territorial, tribal, and local NIMS implementation. **All HSGP award recipients and their SAAs must coordinate with other state agencies, tribal governments, and local jurisdictions to ensure NIMS implementation.**

Implementation of and compliance with NIMS is critical to ensuring full and robust preparedness across our nation. HSPD-5 established ambitious deadlines for NIMS adoption and implementation. FY05 is a start up year for NIMS implementation and full compliance with the NIMS is not required for an applicant to receive FY05 grant funds. Since FY05 is a critical year for initial NIMS adoption, awardees should start now by prioritizing FY05 preparedness assistance (in accordance with the eligibility and allowable uses of the grant) to facilitate its implementation.

Leveraging HSGP Funding

Grantees and subgrantees are encouraged to leverage HSGP funding to support planning for and implementation of NIMS. Detailed guidance is provided in each

relevant program section describing allowable costs supporting NIMS planning and implementation.

Minimum FY05 NIMS Compliance Requirements

State and territory level efforts to implement NIMS must include the following:

- Incorporating NIMS into existing training programs and exercises
- Ensuring that federal preparedness funding (including HSGP funds) support NIMS implementation at the state and local levels (in accordance with the eligibility and allowable uses of the grants)
- Incorporating NIMS into Emergency Operations Plans (EOPs)
- Promotion of intrastate mutual aid agreements
- Coordinating and providing technical assistance to local entities regarding NIMS
- Institutionalizing the use of ICS.

At the state, territorial, tribal, and local levels, jurisdictions should support NIMS implementation by:

- **Completing the NIMS Awareness Course: “National Incident Management System, An Introduction” IS 700.** This independent study course is available online and will take between forty-five minutes to three hours to complete. The course is available on the EMI web page at: <http://training.fema.gov/EMIWeb/IS/is700.asp>.
- **Formally recognizing NIMS and adopting NIMS principles and policies.** States, territories, tribes, and local entities should establish legislation, executive orders, resolutions, or ordinances to formally adopt NIMS. The NIC will provide sample language and templates to assist in formally adopting NIMS through legislative and/or executive/administrative means.
- **Establish a NIMS baseline by determining which NIMS requirements are already satisfied.** The NIC is developing a web-based self-assessment system, the NIMS Capability Assessment Support Tool (NIMCAST) to evaluate their incident response and management capabilities. The NIC is currently piloting the NIMCAST with a limited number of states. Upon completion of the pilot, the NIC will provide all potential future users with voluntary access to the system. Additional information about the NIMCAST tool will be provided later this year.
- **Establishing a timeframe and developing a strategy for full NIMS implementation.** States, territories, tribes, and local entities are encouraged to achieve full NIMS implementation during FY05. To the extent that full implementation is not possible during FY05, federal preparedness assistance must be leveraged to complete NIMS implementation in FY06. By FY07, federal preparedness assistance will be conditioned upon full compliance with NIMS. Again, in order for NIMS to be implemented successfully across the nation, it is critical that states provide support and leadership to tribal and local entities to

ensure full NIMS implementation. States should work with the tribal and local governments to develop a strategy for statewide compliance with NIMS.

- **Institutionalizing the use of the ICS.** State, territorial, tribal, and local entities that are not already using ICS, must institutionalize the use of ICS (consistent with the concepts and principles taught by DHS) across the entire response system. All federal, state, territory, tribal, and local jurisdictions will be required to adopt ICS in order to be compliant with NIMS.

FY06 and FY07 Requirements

In order to receive FY06 preparedness funding, the minimum FY05 compliance requirements described above must be met. Applicants will be required to certify as part of their FY06 grant applications that they have met the FY05 NIMS requirements.

Additional information about NIMS compliance and resources for achieving compliance will be forthcoming from the NIC. The NIC web page, <http://www.fema.gov/nims>, will be updated regularly with NIMS information and implementation guidance. States and local jurisdictions experiencing costs associated with meeting FY05 NIMS requirements are encouraged to leverage FY05 HSGP funds to meet those requirements.

B. HSPD-8: National Preparedness

HSPD-8 establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a National Preparedness Goal, establishing mechanisms for improved delivery of federal preparedness assistance to state and local governments, and outlining actions to strengthen preparedness capabilities of federal, state, and local entities. Statewide all-hazards preparedness strategies should be consistent with the National Preparedness Goal, assess the most effective ways to enhance preparedness, address areas facing higher risk especially to terrorism, and address local government concerns and Citizen Corps efforts.

The National Preparedness Goal aims for federal, state, local, and tribal entities to achieve and sustain nationally accepted risk based target levels of capability for prevention, preparedness, response, and recovery for major events, especially terrorism. The target levels of capability are based upon National Planning Scenarios, a UTL, and a Target Capabilities List. These tools are being developed with input from the homeland security community at all levels and will continue to be updated over time. States should take steps in FY05 to review and incorporate these tools in their preparedness efforts in preparation for full implementation of HSPD-8 in FY06.

The National Planning Scenarios illustrate the scope and magnitude of major, catastrophic events for which the nation needs to be prepared. They include 12 terrorist attacks (including chemical, biological, radiological, nuclear, explosive, and cyber), two natural disasters, and pandemic influenza. The scenarios provide the detail in terms of

casualties, property damage, and economic losses needed to project capability requirements for prevention, preparedness, response and recovery. Summaries of the National Planning Scenarios are available on the ODP Secure Portal located at <https://odp.esportals.com>. The National Planning Scenarios will be made available as soon as they are finalized.

The UTL defines the essential tasks that need to be performed from the incident scene to the national level for major events illustrated by the National Planning Scenarios. Federal, state, local, and tribal entities select the appropriate tasks that apply to their assigned missions. The UTL also includes information on operating conditions and standards needed to develop quantifiable performance measures for planning, equipment, training, and exercises. The UTL is available on the ODP Secure Portal located at <https://odp.esportals.com>.

The Target Capabilities List identifies the capabilities needed to perform the tasks identified in the UTL for the major events illustrated by the National Planning Scenarios. A capability consists of properly planned, organized, equipped, trained, and exercised personnel needed to perform a task. The Target Capabilities List will include tiers to account for reasonable differences in capability levels among entities based on population density, critical infrastructure, and other risk factors. Entities are preparedness organizations established by levels of government with participation from the private and nonprofit sector, as described in NIMS. The Target Capabilities List will also include performance metrics. The Target Capabilities List will be available on the ODP Secure Portal located at <https://odp.esportals.com> in January 2005.

ODP will develop detailed National Planning Guidance (due by March 31, 2005) in coordination with federal, state, local, and tribal entities that describes the National Preparedness Goal, the target levels of capability, and how to apply them in the development and update of preparedness assessments and strategies. The current variety of assessments, surveys, and data calls will be realigned over time to support the Goal. As necessary, federal regulatory requirements will be modified to support the National Preparedness Goal, to the extent permitted by law. ODP will provide information about changes in preparedness assessments and strategies in upcoming information bulletins and various forums.

C. HSPD-8 Implementation / Preventing and Preparing for Terrorist Attacks Involving Improvised Explosive Devices

Improvised explosive devices (IEDs) pose a threat of great concern to states and local jurisdictions across the nation. IEDs have historically been the terrorist weapon of choice because they combine a high degree of effectiveness with minimal cost. In light of the comparatively high probability of terrorist attacks involving IEDs, grantees should leverage FY05 HSGP funding to develop capabilities to prevent, detect, interdict, and respond to IED terrorist attacks.

To energize the national focus on preventing and responding to IED attacks, ODP is developing an end-to-end prototype planning tool based on the IED National Planning Scenario. The IED scenario includes a detailed ‘prevention prologue’ chronicling plausible pre-attack adversary tactics, techniques and procedures, as well as depictions of the attack and its effects. This prologue and the attack scenario provide a means to evaluate task proficiency, regional prevention frameworks, and response in exercises and other forms of evaluation.

In recognition of the IED threat, and as an initial step in implementation of HSPD-8, each urban area receiving FY05 UASI funds must develop a multi-jurisdictional prevention and response plan based on the IED scenario and test their integrated plan(s) through a cycle of exercise activity (at a minimum, two discussion-based and one full-scale evaluated exercise) that addresses the associated tasks as outlined in the IED scenario. If a state does not have a designated urban area(s), then it must identify a multi-jurisdictional metropolitan area or region in which to conduct this IED exercise. If a state had an urban area participating in the UASI program in previous fiscal years, the state is strongly encouraged to use those jurisdictions to meet the IED exercise requirement.

The IED exercise requirement is intended to support the prioritized development and evaluation of plans, policies, procedures, protocols, and capabilities for the prevention and detection of and response to an incident of national significance as depicted in the IED scenario. The goal of this planning and exercise requirement is to facilitate the integration of regional operational planning and activities across urban areas. In addition, these activities will serve as an initial step toward implementation of HSPD-8.

ODP will release specific guidance on complying with this planning and exercise requirement in concert with the release of the National Planning Guidance in March 2005. Following the release of this guidance, grantees will have **six months** to conduct the planning and synchronization necessary to integrate regional prevention and response efforts either into an existing framework or into a new planning document for the IED scenario. Grantees will then have **one year** following the submission of the integrated plan(s) to complete the multi-jurisdictional exercise activities. The regional plan must include NIMS principles and concepts, including use of ICS, and must be submitted to ODP.

D. Achieving Tactical Interoperable Communications

Inadequate and unreliable wireless communications have plagued public safety organizations for decades. These challenges were dramatically highlighted during the response to the terrorist attacks of September 11, 2001. Interoperability issues persist and in many cases public safety agencies cannot perform their mission-critical duties as a result. These agencies are unable to share critical voice and/or data information via radio with other jurisdictions in day-to-day operations and emergency response to incidents, including acts of terrorism and natural disasters.

Issues surrounding interoperable communications were consistent themes in assessment data and homeland security strategies recently submitted to ODP by states and urban areas. In an effort to address these issues, many states have been proactive in developing statewide strategies or plans specific to the challenges of interoperable communications. In addition, 10 urban areas recently participated in RapidCom 9/30, a program implemented in FY04 to help ensure that incident commanders in these localities have the ability to adequately communicate with each other and their respective command centers within one hour of an incident.

Building on these successes, **each urban area receiving FY05 UASI funds must develop a plan to achieve tactical interoperable communications across jurisdictions in the urban area and test the plan through the exercise activity required for the IED scenario.** Each state that does not have a designated urban area(s) must use the same multi-jurisdictional metropolitan area or region designated to test the prevention and response plans discussed in *Section C: HSPD-8 Implementation / Preventing and Preparing for Terrorist Attacks Involving Improvised Explosive Devices* on page 50. For the purposes of this requirement, tactical interoperable communications is defined as the rapid provision of on-scene, incident-based mission critical voice communications among all emergency responder (EMS, fire and law enforcement) agencies, as appropriate for the incident, and in support of Incident Command and Operations Section personnel as defined in the NIMS model.

Tactical interoperable communications may be provided through the use of common equipment (common channels, cached radios or shared systems) or a gateway between dissimilar systems and/or radio frequency bands; it may use fixed and/or mobile/portable solution(s). Tactical interoperable communications must be rapidly deployable at any time (24/7), and should be fully operational within an hour of an incident occurring. The state and/or urban area must become familiar with the features and problems that are inherent with the solution(s) they choose. Finally, no technical solution will work without trained support staff. The state and/or urban area must ensure that sufficient personnel are trained as Communications Unit Leaders, as defined within NIMS, to support equipment deployment.

Similar to the IED requirement, ODP will release specific guidance on the tactical interoperable communications requirement in concert with the SAFECOM Program Office and the release of the National Planning Guidance in March 2005. Grantees will have **six months** from the release of the guidance to develop the tactical interoperable communications plan based on the template provided by ODP and developed with SAFECOM. In order to make the most effective use of funding, tactical interoperable communications plans should always be in support of long-term interoperability by building upon or accelerating long-term strategies and efforts. The UASI jurisdictions that developed plans as part of their participation in the RapidCom 9/30 initiative will need to submit the plan developed as part of that process and validate that plan through the exercise requirement. These communications plans should take into account the State Homeland Security Strategies and Urban Area Homeland Security Strategies that have been submitted and are currently being implemented. Grantees will have **one**

year following the submission of the tactical interoperable communications plan to validate the plan as part of the multi-jurisdictional exercise activities required for the IED scenario.

In support of efforts to enhance interoperable communications, ODP has established the Interoperable Communications Technical Assistance Program (ICTAP), a technical assistance program designed to enhance interoperable communications between local, state, and federal emergency responders and public safety officials. The goal of ICTAP is to enable local public safety agencies to communicate as they prevent or respond to a CBRNE terrorist attack. ICTAP leverages other federal, state, and local interoperability efforts whenever possible to enhance the overall capacity for agencies and individuals to communicate with one another. Grantees are encouraged to request ICTAP support should they need assistance in meeting the tactical interoperable communications requirement.

E. National Response Plan

The NRP is an all-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of federal support to state, local, and tribal incident managers and for exercising direct federal authorities and responsibilities. The NRP assists in the important homeland security mission of preventing terrorist attacks within the United States; reducing the vulnerability to all natural and manmade hazards; and minimizing the damage and assisting in the recovery from any type of incident that occurs.

Federal NRP Implementation

Compliance with the NRP coordinating structures, protocols and processes is essential for ensuring a national comprehensive approach to domestic incident management. Implementation of the NRP will occur over a one-year period in three phases.

- Phase I – Transitional Period (0 to 60 days): Departments and agencies and other organizations modify training, designate staffing of NRP organizational elements, and become familiar with NRP structures, processes, and protocols
- Phase II – Plan Modification (60 to 120 days): Departments and agencies and other organizations modify existing federal interagency plans to align with the NRP and conduct necessary training
- Phase III – Initial Implementation and Testing (120 days to 1 year): Four months after its issuance, the NRP is to be fully implemented, and the Initial NRP, the Federal Response Plan, the U.S. Government Interagency Domestic Terrorism Concept of Operations Plan, and the Federal Radiological Emergency Response Plan are superseded. Other existing plans remain in effect, modified to align with the NRP. During this timeframe, DHS will conduct systematic assessments of NRP coordinating structures, processes, and protocols implemented for actual Incidents of National Significance

State and local NRP Implementation

As part of the NRP implementation, state, territorial, local, and tribal governments and non-governmental organizations (NGOs) are requested to:

- Utilize established incident reporting protocols to notify local and regional JTTFs and the Homeland Security Operations Center (HSOC), as appropriate
- Coordinate with the HSOC regarding procedures for establishing connectivity for domestic incident management purposes. Local government procedures should be coordinated with the respective state government and/or EMA
- Modify existing incident management and EOPs within 120 days (or no later than the next major plan maintenance cycle) to ensure proper alignment with NRP coordinating structures, processes, and protocols.

F. Institutionalizing Awareness Training

In an effort to meet the needs of emergency responders who require awareness-level CBRNE training, ODP has developed a standardized CBRNE awareness training program that supports state and local efforts to institutionalize CBRNE awareness training. The goal of this program is to provide states and urban areas with a mechanism for delivery and sustainment of CBRNE awareness training for all emergency response disciplines included in their strategies, including but not limited to: emergency management, emergency medical service, fire service, government administrative, hazardous materials, health care, law enforcement, public communications, public health, and public works. The standardized awareness curriculum covers basic awareness level training; prevention and deterrence of terrorism; chemical and biological weapons agents; radiological and nuclear materials and explosive devices; and response actions.

The program relies on a train-the-trainer approach to maximize the program's reach and facilitate ongoing efforts to incorporate CBRNE Standardized Awareness Authorized Trainer (SAAT) into state and local training programs. Trainers designated by states and urban areas will participate in a 12-hour National CBRNE SAAT Train-the-Trainer course taught by members of the National Domestic Preparedness Consortium (NDPC). Graduates of that program will then be certified to deliver the six-hour National CBRNE Standardized Awareness course to personnel within their state and local jurisdiction. The expectation is that this program will build a core cadre of instructors who will carry out this training on an ongoing basis within their state and local jurisdiction. Overtime and backfill costs associated with training deliveries will be eligible for reimbursement under the SHSP and the UASI Programs. ODP will support Authorized Trainers with course materials and program updates as necessary.

The National CBRNE Standardized Awareness Program has fully met the requirements of the ODP Course Development and Review Process and will be referenced in the

ODP Course Catalog as *AWR 160, Direct Delivery* and *AWR 160-1, Train-the-Trainer Courses*.

Implementation of this initiative was announced in [ODP Information Bulletin #130](#), dated August 30, 2004; additional guidance was provided in [ODP Information Bulletin #138](#), dated October 25, 2004. (Information bulletins are available on the ODP website at <http://www.ojp.usdoj.gov/odp/docs/bulletins.htm>.) During FY05, ODP will complete delivery of AWR-100-1 Train-the-Trainer to cadres of authorized trainers in all UASI jurisdictions and all states and territories. The intent of this initiative is for states and urban areas to institutionalize sustainable training systems to maintain this training. Training POCs in states will be expected to lead the overall effort for this program. States and urban areas are also expected to then conduct follow-on training sessions for their emergency responders based on needs identified in their homeland security strategies.

More detailed information on the National CBRNE Standardized Awareness Training initiative will be provided through additional communications to state and urban area POCs. Inquiries on this program specific to a jurisdiction's participation should be directed to an ODP Preparedness Officer.

G. Catastrophic Incident Planning

The Catastrophic Incident Response Annex (CIRA) to the NRP establishes a coordinated strategy for accelerating the delivery and application of federal resources and capabilities in support of a jurisdictional response to a catastrophic incident. The NRP defines a catastrophic incident as any natural or manmade incident, including terrorism, which produces extraordinary levels of mass casualties, damage, and disruption severely affecting the population, infrastructure, environment, economy, and government functions.

In support of the CIRA, catastrophic incident response planning is now included as an allowable expense under FY05 SHSP and UASI. Allowable costs related to this type of effort include: conducting assessments and exercises of existing catastrophic incident response and recovery plans and capabilities; activities that directly support the identification of specific catastrophic incident priority response and recovery projected needs; activities to develop a surge capacity; and activities that directly support the identification and advance preparation of pre-designated temporary housing sites. State and local jurisdiction catastrophic incident planning activities should be coordinated with both ODP and FEMA to ensure federal, state, and local expectations and plans are synchronized.

FEMA's Recovery Division has prepared more detailed guidance on the specific planning requirements and concerns that states and locals should consider when engaging in site identification and selection. Additional information can be obtained through FEMA regional staff.

H. Public Awareness and Citizen Participation

Citizens are a critical component of homeland security. To have a fully prepared community, citizens must be fully aware, trained, and practiced on how to detect, deter, prepare for, and respond to emergency situations. Recent surveys indicate that citizens are concerned about the threats facing the nation and are willing to participate to make their communities safer, yet most Americans have low awareness of federal, state, and local emergency preparedness plans, are not involved in local emergency drills, and are not adequately prepared at home.

Informed and engaged citizens are an essential component of homeland security and the mission of Citizen Corps is to have everyone in America participate in making their community safer, stronger, and better prepared. To achieve this, state, county, local, and tribal Citizen Corps Councils have formed nationwide to help educate and train the public, and to develop citizen/volunteer resources to support local emergency responders, community safety, and disaster relief.

In support of this mission, all SHSP and UASI award recipients must work with their state and local Citizen Corps Councils to more fully engage citizens through the following:

- **Expand plans and task force memberships to address citizen participation.** Develop or revise state and local plans, such as EOPs, to integrate citizen/volunteer resources and participation, and include advocates for increased citizen participation in task forces and advisory councils.
- **Awareness and outreach to inform and engage the public.** Educate the public on personal preparedness measures, alert and warning systems, and state and local emergency plans via a range of community venues and communication channels.
- **Include citizens in training and exercises.** Provide emergency preparedness and response training for citizens, improve training for emergency responders to better address special needs populations, and involve citizens in all aspects of emergency preparedness exercises, including planning, implementation, and after action review.
- **Develop or expand programs that integrate citizen/volunteer support for the emergency responder disciplines.** Develop or expand the Citizens Corps Programs (Volunteers in Police Service (VIPS), Medical Reserve Corps (MRC), Community Emergency Response Teams (CERT), Neighborhood Watch, and Fire Corps), activities of the Citizen Corps affiliates, and ad hoc opportunities for citizens to support emergency responders year-round and during a disaster.

V. AWARD AND REPORTING REQUIREMENTS

V. AWARD AND REPORTING REQUIREMENTS

A. Grant Award to State

Upon approval of the application, the grant will be awarded to the respective SAA. This date will be known as the “award date.” The state’s obligation period must be met within **60** days of the award date. See *Appendix B: Sample Award Package* for additional information.

Required Submissions: Signed award document and special conditions returned to the OJP OC.

B. Initial Strategy Implementation Plan (ISIP) and State Obligation of Grant Funds

While line item budget detail worksheets do not need to be submitted as a requirement of this grant, states must maintain complete and accurate accounting records, and must make those records available to DHS upon request.

ODP will track the 60-day obligation time period and will require each grantee to submit an ISIP no later than **60** days after the grant award date. The ISIP will certify that the grantee has complied with all HSGP pass-through requirements, and will demonstrate how the grantee’s spending plan supports the goals and objectives of the State or Urban Area Homeland Security Strategy. Completion of this report will require that states work closely with local jurisdictions to ensure that local and state expenditures are synchronized with the goals and objectives identified in the State or Urban Area Homeland Security Strategy (see *Appendix D: Guidance for ISIP/BSIR* for details). Failure to provide this information within 60 days of receipt of funds may result in ODP withholding grant funds from further obligation and expenditure.

Required Submissions: ISIP.

C. Drawdown of Funds

Following acceptance of the grant award and release of any special conditions withholding funds, the grantee can drawdown funds up to 120 days prior to expenditure through the ASAP, PAPRS or LOCES payment systems. See *Drawdown of Funds* guidance on page 22.

In support of our continuing effort to meet the accelerated financial statement reporting requirements mandated by the U.S. Department of the Treasury and the Office of Management and Budget (OMB), payment processing will be interrupted during the last

five (5) working days of each month. SAAs should make payment requests before the last five working days of the month to avoid delays in deposit of payments. For example, for the month of September, the last day to request (drawdown) payments will be September 23, 2004. Payments requested after September 23, 2004 will be processed when the regular schedule resumes on October 1, 2004. A similar schedule will follow at the end of each month thereafter.

To avoid denial of payment requests, grantees are encouraged to submit their SF269a FSRs online at <http://grants.ojp.usdoj.gov>. Additional information and instructions are available at this website.

Questions regarding grant accounts should be addressed to the OJP OC at 1-800-458-0786 or e-mail askoc@ojp.usdoj.gov.

D. Reporting Requirements

Reporting requirements for all programs included in HSGP will be consolidated into a single reporting system.

Financial Status Report

Obligations and expenditures must be reported to ODP on a quarterly basis through the FSR, which is due within 45 days of the end of each calendar quarter (i.e. for the quarter ending March 31, FSR is due on May 15). A report must be submitted for every quarter the award is active, including partial calendar quarters, as well as for periods where no grant activity occurs. OJP OC will provide a copy of this form in the initial award package. Future awards and fund drawdowns will be withheld if these reports are delinquent.

Grantees are reminded to review the following documents and ensure that grant activities are conducted in accordance with the applicable guidance:

- 28 CFR Part 66, *Uniform administrative requirements for grants and cooperative agreements to state and local governments*, at http://www.access.gpo.gov/nara/cfr/waisidx_04/28cfrv2_04.html
- OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*, at <http://www.whitehouse.gov/omb/circulars/index.html>
- 28 CFR Part 70, *Uniform administrative requirements for grants and agreements (including subawards) with institutions of higher education, hospitals, and other nonprofit organizations*, at http://www.access.gpo.gov/nara/cfr/waisidx_04/28cfrv2_04.html
- OMB Circular A-21, *Cost Principles for Educational Institutions*, at <http://www.whitehouse.gov/omb/circulars/index.html>
- OMB Circular A-122, *Cost Principles for Non-Profit Organizations*, at <http://www.whitehouse.gov/omb/circulars/index.html>.

Additionally, grantees should be familiar with the requirements included in the *OJP Financial Guide* at <http://www.ojp.usdoj.gov/FinGuide/>.

Required Submissions: FSR (quarterly).

Biannual Strategy Implementation Reports (BSIR)

Following award of the grant, the state and subgrantees will be responsible for providing updated obligation and expenditure information on a regular basis. States will provide consolidated information to ODP in their BSIR. The BSIR submission will satisfy the narrative requirement in Box 12 of the biannual Categorical Assistance Progress Reports (CAPR). States will still be required to submit the CAPR form. The BSIR is due within 30 days after the end of the reporting period (July 31 with a reporting period of January 1 through June 30, and on January 31 with a reporting period of July 1 through December 31). Updated obligation and expenditure information must be provided with BSIRs to show progress made in meeting strategic goals and objectives. ODP will provide a web-enabled application for BSIR submission to grantees. Future awards and fund drawdowns may be withheld if these reports are delinquent. The final BSIR is due 120 days after the end date of the award period. See *Appendix D: Guidance for ISIP/BSIR* for additional information.

Required Submissions: BSIR (biannually).

Exercise Evaluation and Improvement

Exercises implemented with grant funds should be threat- and performance-based and should evaluate performance of critical prevention and response tasks required to respond to the exercise scenario. Guidance on conducting exercise evaluations and implementing improvement is defined in the *HSEEP Volume II: Exercise Evaluation and Improvement* located at <http://www.ojp.usdoj.gov/odp/docs/HSEEPv2.pdf>. The SAA must report on scheduled exercises and ensure that an AAR and Improvement Plan (IP) are prepared for each exercise conducted with ODP support (grant funds or direct support) and submitted to ODP within 60 days following completion of the exercise.

The AAR documents the performance of exercise related tasks and makes recommendations for improvements. The IP outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the AAR. Generally, the IP, with at least initial action steps, should be included in the final AAR. ODP is establishing a national database to facilitate the scheduling of exercises, the submission of the AAR/IPs and the tracking of IP implementation. Guidance on development of AARs and IPs is provided in Volume II of the HSEEP manuals.

Financial and Compliance Audit Report

Recipients that expend \$500,000 or more of federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office *Government Auditing Standards*, located at <http://www.gao.gov/govaud/ybk01.htm>, and OMB *Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*, located at <http://www.whitehouse.gov/omb/circulars/index.html>. Audit reports are

currently due to the Federal Audit Clearinghouse no later than 9 months after the end of the recipient's fiscal year. In addition, the Secretary of Homeland Security and the Comptroller General of the United States shall have access to any books, documents, and records of recipients of FY05 HSGP assistance for audit and examination purposes, provided that, in the opinion of the Secretary of Homeland Security or the Comptroller General, these documents are related to the receipt or use of such assistance. The grantee will also give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers or documents related to the grant.

The state shall require that subgrantees comply with the audit requirements set forth in *OMB Circular A-133*. Recipients are responsible for ensuring that sub-recipient audit reports are received and for resolving any audit findings.

E. Monitoring

Grant recipients will be monitored periodically by ODP Preparedness Officers to ensure that the program goals, objectives, timelines, budgets, and other related program criteria are being met. Monitoring will be accomplished through a combination of office-based and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, and administrative issues relative to each program, and will identify areas where technical assistance and other support may be needed. As a part of the monitoring program, ODP will provide assistance in the evaluation of strategy goals and objectives.

The SAA is responsible for monitoring subgrantee activities to provide reasonable assurance that the sub-recipient administers federal awards in compliance with federal and state requirements. Responsibilities include the accounting of receipts and expenditures, cash management, the maintaining of adequate financial records, and the refunding of expenditures disallowed by audits.

F. Grant Close-out Process

Within 120 days after the end of the grant period, the grantee will submit a final FSR and a final BSIR detailing all accomplishments throughout the project. After both of these reports have been reviewed and approved by the ODP Preparedness Officer, a Grant Adjustment Notice (GAN) will be completed to close-out the grant. The GAN will indicate the project as being closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final FSR. After the financial information is received and approved by the OJP OC, the grant will be identified as "Closed by the Office of the Comptroller."

Required Submissions: 1) Final SF-269 FSR and 2) Final BSIR.

VI. STATE HOMELAND SECURITY PROGRAM

VI. STATE HOMELAND SECURITY PROGRAM

A. Program Overview

The FY05 SHSP provides funds to enhance the capability of state and local units of government to prevent, deter, respond to, and recover from incidents of terrorism involving the use of CBRNE weapons and cyber attacks. These funds support costs related to:

- Homeland security and emergency operations **planning** activities
- Purchase of specialized **equipment**
- Costs related to the design, development, and conduct of statewide CBRNE and cyber security **training** programs and attendance at ODP-approved courses
- Design, development, conduct, and evaluation of CBRNE and cyber security **exercises**
- **M&A** costs associated with implementing the State Homeland Security Strategy and managing SHSP.

For those states and local units of government that have addressed agricultural and/or food security preparedness as a primary concern in their strategies, the FY05 SHSP also provides funds in the same broad categories of planning, equipment, training, and exercises, as well as agriculture-specific equipment that could be utilized to address specific gaps in prevention, response, and recovery within the agriculture sector.

SHSP further provides the opportunity to enhance regional preparedness efforts. States are encouraged to employ regional approaches to planning and preparedness and to adopt regional response structures whenever appropriate to meet the needs identified through the assessments and in the urban area strategy. Furthermore, ODP intends to guide state and urban area security and preparedness efforts toward a project-oriented process to address common, measurable objectives.

Finally, homeland security officials at all levels should seek opportunities to leverage funding from multiple sources whenever possible and not restrict their activities to federal funding alone.

B. Program Requirements

All use of SHSP funds must be consistent with and supportive of implementation of the State Homeland Security Strategy. Linkages between specific projects undertaken with SHSP funds and strategic goals and objectives will be highlighted through regular required reporting mechanisms, including the ISIP and the BSIR.

C. Authorized Program Expenditures

This section provides guidance on the types of expenditures that are allowable under the SHSP. Please refer to the checklist in *Appendix A: Authorized Program Expenditures* for additional information on authorized and unauthorized SHSP expenditures.

Planning

SHSP funds may be used for a range of homeland security planning activities, including the following:

Developing and implementing homeland security support programs and adopting DHS national initiatives including but not limited to the following:

- Costs associated with implementing and adopting HSPD-8 initiatives
- Costs associated with implementing and adopting NIMS
- Costs associated with modifying existing incident management and EOPs to ensure proper alignment with the NRP coordinating structures, processes, and protocols
- Establishing or enhancing mutual aid agreements
- Developing communications and interoperability protocols and solutions
- Conducting local, regional, and tribal program implementation meetings
- Developing or updating resource inventory assets in accordance to typed resource definitions issued by the NIC
- Designing state and local geospatial data systems
- Developing related critical infrastructure terrorism prevention activities including:
 - Planning to enhance security during heightened alerts, during terrorist incidents, and/or during mitigation and recovery
 - Public information/education: printed and electronic materials, public service announcements, seminars/town hall meetings, web postings coordinated through local Citizen Corps Councils
 - Citizen Corps activities in communities surrounding critical infrastructure sites, including Neighborhood Watch, VIPS, and other opportunities for citizen participation
 - Evaluating CIP security equipment and/or personnel requirements to protect and secure sites
 - CIP cost assessments, including resources (financial, personnel, etc.) required for security enhancements/deployments.

Developing and enhancing plans and protocols, including but not limited to:

- Developing or enhancing EOPs and operating procedures
- Developing terrorism prevention/deterrence plans
- Developing plans, procedures, and requirements for the management of infrastructure and resources related to HSGP and implementation of State or Urban Area Homeland Security Strategies
- Developing or enhancing border security plans

- Developing or enhancing cyber security plans
- Developing or enhancing cyber risk mitigation plans
- Developing or enhancing agriculture/food security risk mitigation, response, and recovery plans
- Developing public/private sector partnership emergency response, assessment, and resource sharing plans
- Developing or updating local or regional communications plans
- Developing plans to support and assist special needs jurisdictions, such as port authorities and rail and mass transit agencies
- Developing or enhancing continuity of operations and continuity of government plans
- Developing or enhancing existing catastrophic incident response and recovery plans to include and integrate federal assets provided under the NRP.

Developing or conducting assessments, including but not limited to:

- Conducting point vulnerability assessments at critical infrastructure sites/key assets and develop remediation/security plans
- Conducting cyber risk and vulnerability assessments
- Conducting assessments and exercises of existing catastrophic incident response and recovery plans and capabilities to identify critical gaps that cannot be met by existing local and state resources
- Activities which directly support the identification of specific catastrophic incident priority response and recovery projected needs
- Activities which directly support the identification and advance preparation of pre-designated temporary housing sites; for example:
 - Conducting assessments and studies to identify qualified candidate sites
 - Obtaining accurate site surveys and existing utility information
 - Coordinating zoning requirements and necessary permits and/or waivers
 - Coordinating environmental impact requirements related to a selected site
 - Coordinating historic preservation requirements related to a selected site.

Equipment

SHSP funds may be used for equipment acquisition from the 21 equipment categories listed in the FY05 ODP AEL. The FY05 AEL is available in its entirety online through the RKB at <http://www.rkb.mipt.org> and the equipment categories are outlined in *Appendix A: Authorized Program Expenditures*.

Training

SHSP funds may be used to enhance the capabilities of state and local emergency preparedness and response personnel through development of a state homeland security training program. Allowable training-related costs include 1) the establishment of CBRNE, CIP, agricultural/food security, cyber security, and geospatial training programs within existing training academies, universities, or junior colleges; and 2) overtime and backfill costs associated with attendance at ODP-sponsored and approved CBRNE and cyber security training courses. Grantees who wish to use grant funds to support development/institutionalization of non-ODP sponsored training, must

receive approval from ODP prior to using funds for this purpose. In addition, training for NIMS and NRP implementation is allowable.

Exercises

SHSP funds may be used to design, develop, conduct, and evaluate exercises that:

- Train homeland security preparedness, prevention, and response personnel
- Evaluate prevention and response plans, policy, procedures, and protocols, including NIMS and NRP
- Assess the readiness of jurisdictions to prevent and respond to terrorist attacks.

VII. URBAN AREAS SECURITY INITIATIVE

VII. URBAN AREAS SECURITY INITIATIVE

A. Program Overview

The FY05 UASI Program provides financial assistance to address the unique planning, equipment, training, and exercise needs of high-threat, high-density urban areas, and to assist them in building an enhanced and sustainable capacity to prevent, respond to, and recover from threats or acts of terrorism.

The intent of the UASI Program is to create a sustainable national model program to enhance security and overall preparedness to prevent, respond to, and recover from acts of terrorism. States must ensure that the identified urban areas take an inclusive regional approach to the development and implementation of the FY05 UASI Program and involve the core city(ies), core county(ies), contiguous jurisdictions, mutual aid partners, port authorities, rail and transit authorities, state agencies, Citizen Corps Council(s), and MMRS steering committees.

The program includes an urban area assessment and strategy development component, which will be used by the urban area to allocate funding and guide delivery of ODP-provided direct services, such as training, exercises, and technical assistance. The development of the Urban Area Homeland Security Strategy must be in accordance with ODP's UASI Administrator Handbook, which can be found at <http://www.shsasresources.com>.

The FY05 UASI Program further provides the opportunity to enhance regional preparedness efforts. Urban areas are encouraged to employ regional approaches to overall preparedness and to adopt regional response structures whenever appropriate to meet the needs identified through the assessments and in the urban area strategy. Furthermore, it is ODP's intent to guide state and urban area security and preparedness efforts toward a project-oriented process to address common, measurable objectives. Security and preparedness officials at all levels should seek opportunities to leverage funding from multiple sources whenever possible and not restrict their activities to federal funding alone. This funding will be provided to identified urban area authorities through the SAAs. In addition, urban areas should include citizens in planning, preparedness, training, exercises, and volunteer activities to support emergency responders through the local Citizen Corps Council(s).

ODP encourages all current and former geographically contiguous UASI urban areas to continue existing coordinated and collaborative planning structures and efforts in developing, integrating, and implementing homeland security activities. This includes, but is not limited to, participation on advisory committees and working groups involved in homeland security planning and preparedness processes and activities.

Homeland Security Assistance for Nonprofit Organizations

Under FY 2005 Homeland Security Appropriations, \$25,000,000 of UASI funding is available for specific high-threat, high-density urban areas for grants to 501(c)(3) nonprofit organizations determined to be at risk of terrorist attack. These funds are allocated to the urban areas, through the SAA, based upon the criteria used to determine UASI funding allocations, which include credible threat, presence of critical infrastructure, vulnerability, population, population density, law enforcement investigative and enforcement activity, and the existence of formal mutual aid agreements.

Selection and Award Process. This allocated funding is available for the protection of nonprofit organizations located within the urban areas from terrorist attacks. Each state should follow this general selection and award process:

1. Each state receiving assistance for nonprofit organizations, in coordination with its UAWGs, will determine eligibility and selection criteria for nonprofit organizations in the urban area. The state must issue a solicitation within 60 days of the award date for organizations to apply for funds allocated for nonprofit organizations.
2. Eligible nonprofit organizations will submit applications to the state.
3. State makes sub-grant awards to selected individual nonprofit organizations in amounts not to exceed \$100,000 in order to maximize the number of nonprofit organizations receiving security enhancements.

In making selections, states and urban areas must consider the following criteria:

- Threats from U.S. Department of State designated international terrorist organizations (<http://www.state.gov/s/ct/rls/fs/2004/37191.htm>) against any group of United States citizens who operate or are the principal beneficiaries or users of the nonprofit organization
- Prior attacks, within or outside the United States, by international terrorist organizations against the nonprofit organization or entities associated with or similarly situated as the nonprofit organization
- Symbolic value of the site(s) as a highly recognized national cultural or historical institution that renders the site a possible target of international terrorism
- The role of the nonprofit organization in responding to international terrorist attacks
- Previously conducted threat and/or vulnerability assessments
- Increased threats to specific sectors and/or areas.

B. Program Requirements

The state agency with overall responsibility for developing the State Homeland Security Strategy and administering ODP programs will be responsible for the administration of

the FY05 UASI Program. In administering the program, the SAA must comply with the following requirements:

Existing UASI Urban Areas

For urban areas previously identified in the FY03 or FY04 UASI Programs, the SAA must comply with the following requirements:

1. **Urban Area Homeland Security Strategy.** Urban areas must utilize their existing Urban Area Homeland Security Strategy as the basis for allocating funds to the prioritized needs outlined in their goals and objectives in enhancing and refining their preparedness efforts. There must be a clear correlation between the issues identified in the Urban Area Homeland Security Strategy and FY05 UASI activities. The Urban Area Homeland Security Strategy must also be consistent with and supportive of the State Homeland Security Strategy. The state and urban area strategies are not spending plans for the UASI grant funds; rather the strategies should articulate an overall vision for preparedness in the state or urban area, and lay out specific goals and objectives which, if achieved, will enable realization of that vision.

Additionally, the state, core city, core county and other urban area jurisdictions should work together to leverage all available funding sources throughout the implementation of their strategy. ISIP and BSIR requirements will document this correlation.

2. **Allocation of Funds.** At a minimum, the core city(ies) and core county(ies), and the SAA must provide written concurrence on the allocation of funds provided through the FY05 UASI Program. Verification of this concurrence must be submitted to ODP along with the ISIP, which is due 60 days after the grant award date.
3. **Redefining existing urban areas.** In coordination with the Urban Area Core City(ies) POC and the Core County(ies) POC, the SAA POC may redefine the geographic boundaries of the urban area, as it will apply to the FY05 UASI Program.
 - In redefining the urban area geographic boundaries, the SAA POC is required to coordinate and receive input from the core city(ies) and core county(ies)
 - The definition of the urban area is still limited to jurisdictions contiguous to the core city(ies) and core county(ies), or with which the core city(ies) or core county(ies) have established formal mutual aid agreements
 - For the purposes of the FY05 UASI, the state may request a waiver to define urban areas using regions previously established by Executive Order, law or compact
 - If the urban area is expanded to include additional jurisdictions, those additional jurisdictions are eligible for, but not entitled to, receipt of funding through the program. All FY05 UASI budget allocations must still support the Urban Area Homeland Security Strategy and will still require concurrence from the core city(ies), core county(ies), and SAA

- Inclusion of additional jurisdictions will not lead to increased funding for the urban area
- Training, planning, organizing, and exercising projects can be implemented as regional projects with or without a change to the urban area.

4. Updating POCs. Any updates or changes to any state, core city(ies), or core county(ies) POC information should be submitted to the assigned ODP Preparedness Officer.

Newly Identified UASI Urban Areas

For newly identified UASI urban areas in FY05, the SAA must comply with the following requirements:

- 1. Requirements for HSGP Application Submission** (*refer to page 15, application requirements for newly identified UASI urban areas*).
 - Identify SAA, Core City(ies), and Core County(ies) POCs
 - Define the urban area
 - Establish the UAWG
- 2. Conduct an Urban Area Assessment.** Newly identified urban areas receiving funding under this initiative may use previously collected assessment data from the 2003 State Homeland Security Assessment and Strategy Program, which in turn will guide development of an Urban Area Homeland Security Strategy.
- 3. Develop an Urban Area Homeland Security Strategy.** Newly identified urban areas receiving funding under this initiative must develop a comprehensive Urban Area Homeland Security Strategy. This strategy must be developed jointly by all units of government in the defined urban area and meet the requirements for a validated Urban Area Homeland Security Strategy as outlined in ODP's Urban Areas Security Initiative Administrator Handbook, which can be found at <http://www.shsasresources.com>.

The Urban Area Homeland Security Strategy must be consistent with and supportive of the State Homeland Security Strategy. The state and urban area strategies are not spending plans for the UASI grant funds; rather they should articulate an overall vision for preparedness in the state or urban area, and lay out specific goals and objectives which, if achieved, will enable realization of that vision. Additionally, the state, core city(ies), core county(ies) and other urban area jurisdictions should work together to leverage all available funding sources in implementation of the strategy and to include citizens in all aspects of the strategy through their local Citizen Corps Council.

*Note: Receipt of all funds is contingent upon submission of a validated Urban Area Homeland Security Assessment and a validated Urban Area Homeland Security Strategy. **All Urban Area Homeland Security Strategies must be completed and***

submitted to ODP by February 16, 2005. ODP will provide technical assistance to the urban areas throughout the strategy development process.

4. **Allocation of Funds.** The intent of the grant is to establish a metropolitan area-wide approach to homeland security. Therefore, the use and allocation of all grant funds available through the FY05 UASI Program must focus on the implementation of the Urban Area Homeland Security Strategy. They must also be consistent with the validated Urban Area Homeland Security Strategy, the State Homeland Security Strategy, and the UASI Program guidelines. Additionally, the SAA POC, in coordination with the UAWG, must develop a methodology for allocating funding available through the UASI Program. ***The core city(ies), core county(ies), and SAA must provide written concurrence on the spending plan and allocation of funds. Written concurrence must be provided to the ODP Preparedness Officer prior to the obligation or drawdown of funds.***

C. Authorized Program Expenditures

Allowable expenditures for FY05 UASI comport with FY05 SHSP (except for the use of funds for operational costs) and funding is expended based on the Urban Area Homeland Security Strategies. Please refer to *Appendix A: Authorized Program Expenditures* for detailed information on authorized and unauthorized UASI expenditures.

Operational Activities

In support of FY05 UASI efforts to build an enhanced and sustainable capacity to prevent, respond to, and recover from threats or acts of terrorism, states and urban areas may use FY05 UASI funds to support select operational activities. No more than **25%** of the gross amount of the UASI award may be used for operational expenses and overtime costs for the operational activities noted below, which includes the operational costs in Operational Costs Guidance on page 26. These funds may be used for the following three (3) operational activities:

1. States and local jurisdictions may use up to **25%** of FY05 UASI funds to support select operational overtime costs associated with increased security measures at critical infrastructure sites in UASI jurisdictions during periods of heightened alert.
 - Of this amount, up to **10%** of FY05 UASI funds may be used to support operational overtime costs incurred at **Code Yellow or Orange** that are associated with increased security measures at critical infrastructure sites in UASI jurisdictions.
 - The remaining **15%** of FY05 UASI funds may be used to support operational overtime costs incurred **only** at **Code Orange** that are associated with increased security measures at critical infrastructure sites in UASI jurisdictions.

Grantees and subgrantees may use UASI funds for select operational expenses associated with increased security measures at critical infrastructure sites, incurred during time periods of DHS-declared **Code Orange or Yellow**. Funds may only be used in the following authorized categories:

- Backfill and overtime expenses for staffing state or local EOCs
- Hiring of contracted security for critical infrastructure sites
- Public safety overtime
- National Guard deployments to protect critical infrastructure sites, including all resources that are part of the standard National Guard deployment package
- Increased border security activities in coordination with CBP.

Consumable costs, such as fuel expenses, are not allowed except as part of the standard National Guard deployment package.

2. Overtime costs are also allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security. This includes activities such as anti-terrorism task forces, JTTF, Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), and TEW groups.
3. Hiring of contractors/consultants for participation in information/intelligence sharing groups or intelligence fusion centers.

Funding may not be used to supplant ongoing, routine public safety activities of state and local emergency responders, and may not be used to hire staff for operational activities or backfill.

Homeland Security Assistance for Nonprofit Organizations

Funding expenditures to protect nonprofit organizations, located within the urban areas, from terrorist attacks may only be allocated for **target hardening**, which includes the acquisition and installation of security equipment in real property (including buildings and improvements), owned or leased by a nonprofit organization, specifically in response to a risk of terrorist attack. This equipment is limited to items on the “Allowable Equipment Costs” list set forth in the UASI AEL, with an emphasis on Physical Security Enhancement Equipment. Allowable equipment does not include enhancements that would otherwise have been reasonably necessary due to non-terrorist threats. In addition, M&A costs are not allowed for allocations to nonprofit organizations.

**VIII. LAW
ENFORCEMENT
TERRORISM
PREVENTION
PROGRAM**

VIII. LAW ENFORCEMENT TERRORISM PREVENTION PROGRAM

A. Program Overview

The FY05 LETPP seeks to provide law enforcement communities with enhanced capabilities for detecting, deterring, disrupting, and preventing acts of terrorism. The FY05 LETPP will provide law enforcement communities with funds for the following activities:

1. **Information Sharing to Preempt Terrorist Attacks:** These funds will allow law enforcement communities to purchase equipment and support efficient and expeditious sharing of information and intelligence that could preempt possible terrorist attacks.
2. **Target Hardening to Reduce Vulnerability:** Funds provided under this category will allow law enforcement communities to make vulnerable targets more resistant to attack or more difficult to remove or damage.
3. **Threat Recognition:** Funds provided under this category will allow law enforcement personnel to purchase equipment and conduct additional training that assists in further recognizing the potential or development of a threat.
4. **Intervention Activities:** Funds provided under this category will allow law enforcement personnel to purchase equipment and conduct activities to further enhance their capabilities to prevent domestic terrorism incidents.
5. **Interoperable Communications:** Funds provided under this category will allow law enforcement personnel to purchase equipment to ensure interoperable communications between, and among, law enforcement agencies and other emergency service disciplines such as fire and emergency management.

The SAA must coordinate the implementation of this program with the state's Lead Law Enforcement Agency (LLEA). When identifying administrative and planning needs, each grantee should assess current staffing levels and determine whether a portion of the FY05 LETPP funds should be used to enhance administrative capabilities within the LLEA.

B. Authorized Program Expenditures

This section provides guidance on the types of expenditures that are allowable under the LETPP. Please refer to *Appendix A: Authorized Program Expenditures* for additional information on authorized and unauthorized LETPP expenditures.

Planning

LETPP funds may be used for a range of law enforcement terrorism prevention planning activities, including the following:

- Developing and planning for information/ intelligence sharing groups
- Conducting point vulnerability analyses and assessments
- Soft target security planning (public gatherings)
- Developing border security operations plans in coordination with CBP
- Developing, implementing, and reviewing Area Maritime Security Plans for ports, waterways, and coastal areas
- Updating and refining threat matrices
- Acquiring systems allowing connectivity to federal data networks, such as National Crime Information Center (NCIC) and Integrated Automated Fingerprint Identification System (IAFIS), as appropriate
- Designing and developing state and local geospatial data systems
- Costs associated with the implementation and adoption of NIMS
- Developing related critical infrastructure terrorism prevention activities including:
 - Planning for enhancing security during heightened alerts, during terrorist incidents, and/or during mitigation and recovery
 - Public information/education: printed and electronic materials, public service announcements, seminars/town hall meetings, web postings
 - Citizen Corps activities in communities surrounding critical infrastructure sites, to include Neighborhood Watch, VIPS, and other opportunities for citizen participation
 - Evaluating CIP security equipment and/or personnel requirements to protect and secure sites

Operational Activities

In support of FY05 LETPP efforts to provide law enforcement communities with enhanced capabilities for detecting, deterring, disrupting, and preventing acts of terrorism, states and local governments may use FY05 LETPP funds to support select operational activities. No more than **25%** of the gross amount of the LETPP award may be used for the operational expenses and overtime costs for the organizational activities noted below, which includes the operational costs in *Operational Costs Guidance* on page 26. These funds may be used for the following three (3) operational activities:

1. Grantees and subgrantees may use LETPP funds for select operational expenses associated with increased security measures at critical infrastructure sites, incurred during time **periods of DHS-declared Code Orange**. Funds may only be used in the following authorized categories:
 - Backfill and overtime expenses for staffing state or local EOCs
 - Hiring of contracted security for critical infrastructure sites
 - Public safety overtime

- National Guard deployments to protect critical infrastructure sites, including all resources that are part of the standard National Guard deployment package
- Increased border security activities in coordination with CBP.

Consumable costs, such as fuel expenses, are not allowed except as part of the standard National Guard deployment package.

2. Overtime costs are also allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security. This includes activities such as anti-terrorism task forces, JTTF, Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), and TEW groups.
3. Hiring of contractors/consultants for participation in information/intelligence sharing groups or intelligence fusion centers.

Funding may not be used to supplant ongoing, routine public safety activities of state and local law enforcement, and may not be used to hire staff for operational activities or backfill.

Equipment

LETTP funds may be used for specialized equipment acquisition from select equipment categories listed in the FY05 ODP AEL. The FY05 AEL is available in its entirety online through the RKB at <http://www.rkb.mipt.org>. For more information on allowable equipment categories, please refer to *Appendix A: Authorized Program Expenditures*.

Training

LETTP funds may be used for a range of law enforcement terrorism prevention related training activities to enhance the capabilities of state and local personnel, including the following:

- Training courses on building information sharing capacities
- Training that includes methods of target hardening
- Training for facility security personnel
- Training for vessel and port law enforcement security personnel recognition of CBRNE threats
- NIMS training
- Weaponization of CBRNE agents
- History of terrorism and social environments contributing to threats
- Surveillance and counter-surveillance techniques
- Identifying/assessing critical infrastructure assets, vulnerabilities, and threats
- Intelligence analysis
- Cyber security protective measures training
- Multi-cultural training for undercover operations
- Language training
- Joint training with other homeland security entities (U.S. Secret Service, CBP,

etc.)

- Training on the use of interoperable communications equipment
- CIP training
- Training associated with the collection, analysis, mapping, integration, and dissemination of geospatial data and imagery
- Geospatial database use, design, development, and management training
- Agricultural/food security related training
- Training for citizens in terrorism awareness and for volunteer participation to support law enforcement activities

Multiple level training should be focused on a regional model. Grantees using these funds to develop their own courses should address the critical training areas and gaps identified in the State's Homeland Security Strategy and must adhere to the *ODP Emergency Responder Guidelines* and *ODP Homeland Security Guidelines on Prevention and Deterrence*. These guidelines may be found at http://www.ojp.usdoj.gov/odp/whatsnew/whats_new.htm.

Exercises

LETPP funds may be used to design, develop, conduct, and evaluate terrorism prevention related exercises, including the following:

- Exercises to evaluate the effectiveness of information sharing plans, policies, procedures and protocols
- Exercises to evaluate NIMS implementation
- Exercises to evaluate facility and/or vessel security protection
- Exercises to evaluate area maritime security protection
- Exercises to evaluate threat recognition capabilities
- Exercises to evaluate cyber security capabilities
- Exercises to evaluate agricultural/food security capabilities
- Exercises to evaluate prevention readiness and techniques
- “Red Team” (force on force) exercises
- Interoperable communications exercise
- Critical infrastructure vulnerability, protection, and/or attack exercises

IX. CITIZEN CORPS PROGRAM

IX. CITIZEN CORPS PROGRAM

A. Program Overview

The FY05 CCP funds will be used to support Citizen Corps Councils with all-hazards planning, public education and communication, training, exercises, equipment, management of Citizen Corps programs and activities, and equipping volunteers who have a role in disaster response. The FY05 Citizen Corps funds provide resources for states and local communities to: 1) bring together the appropriate leadership to form and sustain a Citizen Corps Council; 2) develop and implement a plan for the community to engage all citizens in hometown security, community preparedness, and family safety, and incorporate citizen participation in existing plans and activities; 3) conduct public education and outreach in order to inform the public about their role in crime prevention, mitigation, emergency preparedness for all hazards, and public health measures, including bioterrorism, and to encourage personal responsibility and action; 4) develop and implement Citizen Corps programs offering training and volunteer opportunities to support emergency management and emergency responders, disaster relief organizations, and community safety efforts, to include: CERT, Neighborhood Watch, VIPS, MRC, Fire Corps, and Citizen Corps affiliates; and, 5) enable citizens to participate in exercises and receive training and equipment.

B. Program Requirements

Expenditures must advance the Citizen Corps mission to have everyone participate in hometown security through preparedness, training, and volunteer service. In addition to HSGP funding, state and local governments are encouraged to consider all sources of funding, to include private sector funding, to leverage existing materials, to pursue economies of scale and economies of scope in pursuing this mission, and to make expenditures that benefit multiple programs.

State Responsibilities

The SAA must coordinate all citizen education, communication, training, and participation activities funded with any source of HSGP funds with the state agency currently responsible for the administration of Citizen Corps. This includes reviewing and revising the State and Urban Area Homeland Security Strategies, as well as providing input in the HSPD-8 compliance and the UTL, NIMS, national awareness training, catastrophic incident planning, and other initiatives. ***A listing of current state Citizen Corps POC is located at <http://www.citizencorps.gov/councils/> and clicking on “State Citizen Corps POC List” on the left hand side.*** In turn, the SAA must be included on the state Citizen Corps Council.

States Citizen Corps points of contact must also continue to provide program management via the administrative section of the Citizen Corps website,

<http://www.citizencorps.gov>, to include managing the approval process for local Citizen Corps Councils, managing administrative section passwords for local users, and managing subscribers and e-mails to subscribers.

Reporting Requirements

In addition to the ISIP and BISR reporting requirements for CCP as a component of HSGP, ***states and communities are also expected to register and update information regarding their Citizen Corps Councils and programs/activities on the Citizen Corps website and on other relevant programmatic websites.***

C. Authorized Program Expenditures

Consistent with SHSP, CCP funding may be used in any of five categories:

1. Planning (to include evaluation, public education/outreach, and citizen participation in volunteer programs and activities)
2. Equipment
3. Training
4. Exercises
5. M&A costs associated with implementing and managing CCP.

Expenditures must advance the Citizen Corps mission to have everyone participate in hometown security through preparedness training, exercise, and volunteer service. Please refer to *Appendix A: Authorized Program Expenditures* for additional information on authorized and unauthorized expenditures.

Planning

Establish and/or enhance Citizen Corps Councils, to include planning and evaluation. Costs associated with activities to develop and implement a state, regional, local, or tribal Citizen Corps all-hazards strategic plan to engage all the full community in hometown security. Citizen Corps implementation plans are not required to be submitted to ODP, but rather are essential tools to guide new and existing Citizen Corps Councils in achieving their goals and objectives for the community. Citizen Corps implementation plans should include:

- Evaluate the community’s existing all-hazards plans, vulnerabilities, needs, and citizen preparedness and participation
- Implement Citizen Corps programs at the community level to support local emergency responders, which include CERT, MRC, Neighborhood Watch, VIPS, Fire Corps, and affiliate programs
- Conduct public education campaigns, including promoting the *Ready.gov* preparedness message
- Provide training for citizens, trainers, and council members
- Develop targeted outreach for all ages, ethnic and cultural groups persons with disabilities, and special needs populations

- Provide opportunities for volunteers with special skills and interests
- Ensure residents are connected to emergency alert systems
- The use of citizens/volunteers for surge capacity
- Organize special projects and community events
- Encourage cooperation and collaboration among community leaders
- Cross-leverage Citizen Corps programs
- Leverage existing resources, such as SHSP, UASI, and other DHS programs, Special Volunteer Grants from the Corporation for National and Community Service, or those issued at the community level, to include private sector funding
- Capture smart practices, and evaluate and report accomplishments.

In addition, efforts to include public communication and citizen participation in jurisdiction plans, such as EOPs, and to have citizen advocates sit on existing advisory councils and task forces is allowable.

It is also critical to evaluate the impact of Citizen Corps Councils and Citizen Corps programs on the community. Expenditures to evaluate Citizen Corps Council programs and activities is allowable, to include assessing the effectiveness in engaging citizens, the impact on the community safety and quality of life, and a cost/benefit analysis.

Public Education/Outreach. Citizen Corps Councils may develop or reproduce public education and outreach materials to educate and engage the public; conduct outreach and hold community events; and develop alerts, warning, and communications systems to the public, to include tailored materials and communications to special needs populations.

Allowable expenditures include materials to support a public awareness campaign, media coverage, outreach activities, and public events, such as: public safety announcements; printed advertising; billboards; promotional flyers; booth displays; conference backdrops; podium signs; recognition pieces for Citizen Corps participants; informational buttons, pins, key chains, clothing, badges, and magnets; newsletters, posters, buck slips; and other materials that either educate the public, encourage the public to participate, or recognize and support Citizen Corps partners and participants. All materials must include the Citizen Corps logo whenever possible.

Citizen Participation/Volunteer Programs. One of the goals for Citizen Corps Councils is to provide volunteer service opportunities across all emergency prevention, preparedness and response disciplines, for community safety efforts, and for disaster relief. Citizen Corps funding may be used to establish or enhance volunteer program and volunteer recruitment efforts for Neighborhood Watch, CERT, VIPS, MRC and Fire Corps; for the Citizen Corps affiliate programs; for other homeland security efforts at the state and local level; for outreach and training activities; and to support the Citizen Corps Council.

To assist local communities with engaging volunteers, Citizen Corps funds may be used for costs including but not limited to: 1) recruiting; 2) screening/assessing; 3) training; 4)

retaining/motivating; 5) a system to track activities and participants (in compliance with applicable privacy laws); 6) recognizing; 7) evaluating volunteers; 8) the purchase of or subscription to identification/credentialing systems to support the tracking of volunteers.

Equipment

Equipment for citizen participants is critical. Allowable equipment costs include: equipment related to specific training or volunteer assignments and outfitting trainees and volunteers with program-related materials and equipment, e.g. issuing CERT kits, credentials/badges, and identifying clothing.

Training

Training is a central component of the Citizen Corps mission and training funding by these grants can include all-hazards safety such as emergency preparedness; basic first aid; life saving skills; crime prevention and terrorism awareness; public health issues; mitigation/property damage prevention; safety in the home; CERT; search and rescue skills; principles of NIMS/ICS, community relations, volunteer management; any training necessary to participate in volunteer activities; or other training that promotes community safety.

Training should be delivered in venues throughout the community, to include schools, neighborhoods, places of worship, private sector, NGO, and government locations with specific consideration to include all ages, ethnic and cultural groups, persons with disabilities, and special needs populations. Jurisdictions are also encouraged to incorporate non-traditional methodologies such as the internet, distance learning, home study, and to leverage existing training provided via educational/professional facilities. Pilot courses and innovative approaches to training citizens are encouraged.

Instruction for trainers and training to support the Citizen Corps Council members in their efforts to manage and coordinate the Citizen Corps mission is also an allowable use of the FY05 Citizen Corps funding.

Allowable costs include: 1) instructor preparation and delivery time (to include overtime costs); 2) hiring of full- or part-time staff or contractors/consultants to assist with conducting the training and/or managing the administrative aspects of conducting the training; 3) quality assurance and quality control of information; 4) creation and maintenance of a student database; 5) rental of training facilities; 6) printing course materials to include instructor guides, student manuals, brochures, certificates, handouts, newsletters and postage (although preference is for an electronic newsletter with email addresses as part of the database unless the individuals or areas to be served have limited access to electronic communications); 7) course materials specific to the subject matter, such as instructor guides, student manuals, bandages, gloves, fire extinguishers, mannequins; and 8) outfitting trainees and volunteers with program-related materials and equipment, e.g. issuing CERT kits, credentials/badges, identifying clothing.

Exercises

Exercises specifically designed for or to include citizens are allowable activities and may include testing public warning systems, evacuation/shelter in place capabilities, family/business preparedness, and participating in table-top or full scale emergency responder exercises at the local, state, or national level, to include TOPOFF. Examples of appropriate volunteer citizen support for emergency preparedness and response exercises include, but are not limited to, assisting with planning the exercise, implementation, to include CERT participation, backfilling non-professional tasks for emergency responders deployed on exercise, administrative and logistical assistance with exercise implementation, and providing simulated victims, press, and members of the public; and participating in the after-action review.

Allowable costs include the costs associated with design, development, and conduct of exercises specifically for citizens or to support the citizen component of emergency responder exercises, to include preparing and debriefing citizens regarding their role in the exercise.

**X. EMERGENCY
MANAGEMENT
PERFORMANCE GRANTS**

X. EMERGENCY MANAGEMENT PERFORMANCE GRANTS

A. Program Overview

With funds provided through the FY05 EMPG, states have the opportunity to structure individual emergency management programs based on identified needs and priorities for strengthening their emergency management capabilities, while addressing issues of national concern. States have the flexibility to develop intrastate emergency management systems that encourage the building of partnerships which include government, business, volunteer, and community organizations. It is essential that state and local governments coordinate and establish strong working relationships with neighboring jurisdictions, which may include all levels of government, including tribal governments, in developing emergency management capabilities under this grant for joint operations, effective mutual aid and support locally, regionally, state-to-state and nationwide.

Comprehensive emergency management should include local emergency management programs. Local emergency management organizations should remain informed and have the opportunity to provide input to its states' planning processes. Although DHS expects states to include support for their local jurisdictions in its EMPG programs, each state is responsible for determining the appropriate amount of funding to be passed through to support the development or enhancement of local emergency management capabilities.

Developing EMPG Work Plans

States should use the EMAP Standards structure and NIMS (as published by DHS on March 1, 2004) as a basis for developing work plans and performance evaluations for EMPG. As a condition for receipt of funds, states must comply with FY05 NIMS implementation requirements (see *NIMS* page 47 for further information). In addition, states are encouraged to begin to move toward compliance with the EMAP standards. Additional information on the EMAP standards is available at <http://www.emaponline.org/index.cfm>; additional information on NIMS is available at <http://www.fema.gov/nims>. Results from other assessments can also serve as a reference, and can include specific targeting of the EMPG to those areas identified as needing improvement.

B. Cost Share Requirements

EMPG has a 50% federal and 50% state cost-share cash or in-kind match requirement. Unless otherwise authorized by law, federal funds can not be matched with other federal funds. In accordance with federal guidelines and DHS OGC rulings, match requirements are waived for the U.S. Territories of American Samoa, Guam, the Virgin Islands, and the Commonwealth of the Northern Mariana Islands. For further information on allowable sources and types of funds, timing of match contributions, and

records for match, please consult the *OJP Financial Guide*, Chapter 3 available at <http://www.ojp.usdoj.gov/FinGuide/>. DHS administers cost sharing requirements in accordance with 44 CFR 13.24, which is located at http://a257.g.akamaitech.net/7/257/2422/04nov20031500/edocket.access.gpo.gov/cfr_2003/octqtr/44cfr13.24.htm.

C. Program Requirements

ODP does not require a specific number of activities or projects but expects that the statement of work proposed will be proportionate to the level of the state emergency management program and of appropriate emergency management components, as evidenced by the EMAP assessment, other hazards/vulnerability and needs assessments, the mitigation plan, post-disaster reviews, corrective actions programs, and the EMPG funding appointed to those tasks.

EMPG is a consolidated grant, which originally included programs that provided formula and project grants. The current program is primarily a formula grant providing support for essential expenses including salaries, benefits, equipment, supplies, maintenance of facilities, and other necessary costs of state and local emergency management departments and agencies. The normal capability-building program activities of the state and local emergency management organizations should be described in the program narrative, categorized by emergency management functions as described above. Special projects are also allowable under EMPG, as they were under several of the original constituent programs. Such projects may be included within the framework of the emergency management functions or presented separately.

A state's EMPG should establish the framework for accountability, which should be based on results, not processes. In order to develop a results-oriented program, a state should be able to answer the following questions:

- What are we trying to achieve or what is the problem needing a solution?
- How will we get there?
- How will we know if we are getting there?

Once the state selects the issue it would like to address, it can determine the issue-related goal (the desired outcome), the strategies the state will pursue to achieve the goal, and how it will recognize progress in achieving the outcome.

Grantees must maintain and expand any necessary capabilities to have an effective emergency management program. These capabilities must be able to address *all-hazards* emergencies. ODP will work with the states as necessary to ensure that proposed goals, objectives, and projections of accomplishments include, or provide for the development of, appropriate baselines, tracking methodology(ies), and reporting mechanisms.

D. Authorized Program Expenditures

Funds provided through the EMPG program shall be used for emergency management programs to accomplish the following initiatives:

- a) **Emergency Management Organization Program.** Programs must continue to fund all necessary aspects of the emergency management program that support day-to-day preparedness, response, and recovery activities, including mitigation efforts.
- b) **Homeland Security Assessment and Strategy Integration.** Ensure that EMPG strategic goals, objectives, operational capabilities, and resource requirements are adequately incorporated in and reflective of the State Homeland Security Strategy. Local emergency management agencies implementing EMPG programs should also ensure alignment with the Urban Area Homeland Security Strategy, where appropriate. EMAs and/or departments should coordinate these EMPG program strategic goals and objectives with state and urban area operational plans and procedures accordingly.
- c) **NRP and NIMS.** Emergency management programs must update and/or modify their operational plans, and training and exercise activities, as necessary, to achieve conformance with the NRP and the NIMS implementation guidelines, coordinating structures, processes, and protocols, as required. Federal departments and agencies are mandating adoption of NIMS by state and local organizations as a condition for federal preparedness assistance after October 1, 2004. For more information on NIMS compliance please consult <http://www.fema.gov/nims>.
- d) **EMAP.** Emergency management programs should take all necessary steps to move towards compliance with EMAP standards. Shortfalls identified during the baseline process should be remediated; if the program has been accredited, any remaining program shortfalls should be remediated.

All initiatives in the EMPG program should align with the 15 emergency management functions (EMFs) in EMAP. These functions can be addressed through the following categorical activities, which include planning, organization, equipment, training, exercise, and M&A categories. These following categorical activities also include example activities that are allowable under the FY05 EMPG program.

All costs under these categories must be eligible under OMB Circular No. A-87, Attachment A, located at <http://www.whitehouse.gov/omb/circulars/index.html>. In summary, this includes:

Table 8. FY05 EMPG Allowable Costs

Personnel Services	This includes salary, overtime, compensating time off and associated fringe benefits.
Travel	Recipients must follow their own established travel policy. In lieu of that, recipients must follow the state’s travel policy.
Equipment	This is defined as property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
Operating Expenses	This includes all items not defined as equipment such as printing, postage, communications, data processing, etc.
Contractors/Consultants	This includes funds allocated for contractual agreements.
Pass through to Locals	This includes the funds being passed through to cities and/or other political entities.
Indirect Costs	Rate is based on what is included in the indirect cost proposals approved by the cognizant federal agency.

The following sections highlight allowable activities under the EMPG program. See *Appendix A: Authorized Program Expenditures* for additional specific programmatic guidance regarding these activities.

Planning

EMPG funds may be used for a range of emergency management planning activities, including the following:

- Activities and costs related to EMAP accreditation process (state and/or local)
- Planning for the implementation of NIMS
- Modifying existing incident management and EOPs to ensure proper alignment with the NRP coordinating structures, processes, and protocols
- Developing/enhancing comprehensive emergency management plans
- Developing/enhancing all-hazards mitigation plans
- Developing/enhancing catastrophic incident plans
- Developing/enhancing logistics and resource management plans
- Developing/enhancing evacuation plans, including sheltering efforts
- Developing/enhancing mass casualty and mass fatality plans
- Developing/enhancing financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program
- Public education and awareness
- Developing/enhancing a crisis communications plan
- Updating the State Homeland Security Strategy to address all-hazards
- Developing/enhancing other response and recovery plans
- Developing/enhancing emergency management plans to integrate citizen / volunteer resources and participation
- Conducting a hazard analysis and risk assessment
- Other EMPG related planning activities.

Organization

EMPG funds may be used to support the following emergency management related organizational activities:

- Emergency management routine activities, staffing and response and recovery operations
- Other EMPG related organization activities

Equipment

EMPG funds may be used for specialized equipment acquisition from select equipment categories listed in the FY05 AEL, which is available online through the RKB at <http://www.rkb.mipt.org>. For more information on allowable equipment categories, please refer to *Appendix A: Authorized Program Expenditures*. The select allowable equipment categories include the following:

- Geographic Information Systems (GIS) related equipment
- EOC equipment
- Other EMPG related activities.

Training

EMPG funds may be used for a range of emergency management-related training activities to enhance the capabilities of state and local personnel, including the following:

- Developing/enhancing systems to monitor training programs
- Conducting all-hazards emergency management training, including NIMS
- Attending EMI training or delivering EMI train-the-trainer courses in the states as allowed previously under EMPG and not limited to terrorism-related courses
- Other EMPG related training activities

Exercises

EMPG funds may be used to design, develop, conduct, and evaluate emergency management related exercises. Exercises must be consistent with the principles outlined in the HSEEP, as well as applicable existing emergency management standards. Activities include the following:

- Developing/enhancing systems to monitor exercise programs
- Conduct of all-hazards exercises, based on the likely hazards / scenarios a jurisdiction may encounter
- Conducting emergency management exercises, while incorporating NIMS
- Other EMPG related exercise activities.

XI. METROPOLITAN MEDICAL RESPONSE SYSTEM

XI. METROPOLITAN MEDICAL RESPONSE SYSTEM

A. Program Overview

The FY05 MMRS program assists designated localities with funding to write plans, develop training, purchase equipment and pharmaceuticals, and conduct exercises related to catastrophic incidents, whether terrorist or natural disaster.

The MMRS program enables jurisdictions to achieve an enhanced local capability to respond to mass casualty events during the first hours of a response until significant external assistance can arrive. MMRS jurisdictions are prepared to respond to the range of mass casualty incidents—from weapons of mass destruction, epidemic outbreaks, natural disasters, and large-scale hazardous materials events.

MMRS establishes linkages among emergency responders, medical treatment resources, public health officials, emergency management offices, volunteer organizations and other local elements working together to reduce the mortality and morbidity that would result from a catastrophic incident.

The MMRS program also emphasizes enhanced mutual aid with neighboring localities (MMRS “operational area”) and state and federal agencies. Additional information is provided at <http://mmrs.fema.gov>.

The FY05 MMRS program will support the MMRS jurisdictions in:

- Ensuring that their strategic goals, objectives, operational capabilities, and resource requirements are adequately incorporated in State and Urban Area Homeland Security Assessment and Strategy documents
- Revising their operational plans to reflect State and Urban Area Homeland Security Assessments and Strategies
- Achieving preparedness in the eight Capability Focus Areas, which should also be coordinated with HSPD-8 efforts
- Ensuring the maintenance of MMRS capabilities established through the completion of baseline deliverables and other previous activities supported by federal funding.

Period of Performance. The period of performance for FY05 HSGP, including FY05 MMRS, is 30 months, from October 1, 2004 through March 31, 2007. A portion of this period overlaps with deliverables schedules under the FY03 MMRS jurisdictional contracts and FY04 MMRS grants. Grant recipients, to the greatest extent possible, should correlate the funding from FY05 MMRS with the ongoing activities funded by the

other two vehicles to determine the best allocation of funds between ongoing and new initiatives.

B. Program Requirements

All provisions of the FY05 HSGP Program Guidelines, Sections I through V, and appendices, apply to MMRS unless explicitly stated otherwise herein.

The MMRS program was transferred to SLGCP on October 3, 2004. *It is essential that, as early as possible during the grant period of performance, information regarding each MMRS jurisdiction's operational area, operational plans, mutual aid arrangements, and capabilities; training, equipping, and exercising activities and schedules be fully coordinated with the State, and where relevant, Urban Area Homeland Security Assessment and Strategy documents.*

In addition, MMRS jurisdictions are strongly encouraged to use ODP services regarding: the preparation and implementation of homeland security assessments and strategies, HSPTAP, the NDPC for training, and HSEEP. ODP Preparedness Officers will serve as the principal POCs for MMRS jurisdictions in accessing these services. Other DHS-provided support relevant to MMRS capabilities enhancement includes the NIC and the Office of Interoperability and Compatibility.

Allocation of Funds

Recognizing that MMRS is inherently multi-jurisdictional, funds must be expended to support the regional MMRS to establish and sustain enhanced local capabilities. States are encouraged to pass through 100% of grant funds, but may retain 20% to facilitate strategy assessment and capability integration between the state and MMRS jurisdictions. States must have written concurrence between the SAA and MMRS Steering Committee Chair to use funds to:

- Support regional MMRS overall
- Advise and assist MMRS jurisdictions in awareness of, and in providing input to, State and Urban Area Homeland Security Assessments and Strategies
- Ensure that MMRS-related mutual aid agreements conform with statewide and state regional resource management requirements and capabilities
- Advise and assist MMRS jurisdictions with HSPD-8 preparedness assessments and reporting.

Allowable Costs

Funds provided through this grant shall be used by MMRS jurisdictions to accomplish the following activities:

a) **Homeland Security Assessment and Strategy Integration**

- Ensure that MMRS strategic goals, objectives, operational capabilities, and resource requirements are adequately incorporated in and reflective of the State and Urban Area Homeland Security Assessment and Strategy
- Coordinate with state and urban area operational plans and procedures

b) **NRP and Planning Scenarios.** MMRS jurisdictions should update/modify their operational plans, and training and exercise activities as necessary to achieve conformance with the NRP coordinating structures, processes, and protocols, and the HSC Planning Scenarios, which are expected to be available soon.

c) **Capability Focus Areas.** The same eight Capability Focus Areas (CFAs) that were identified for FY04 MMRS are again available for FY05 MMRS. *For FY05 MMRS, all CFAs, except number 6, are considered to be mandatory. All MMRS jurisdictions should endeavor to meet the extent of preparedness described therein.* The eight CFAs are:

1. Radiological medical and health effects preparedness to manage exposed and contaminated victims, population protection, and environmental health impacts of a radiological release/nuclear detonation by terrorists. MMRS operational planning must address radiological release/nuclear detonation for the effects of a radiological dispersal device, an improvised nuclear device, or a designed nuclear warhead. Visit the American College of Radiology at http://www.acr.org/s_acr/index.asp for more information on medical preparedness health impacts of a radiological release/nuclear detonation by terrorists.
 - Coordinate with medical society MMRS Steering Committee member to partner with the radiology departments in jurisdiction's local area hospitals and medical societies on impact of radiological medical preparedness on routine medical practice (i.e. routine work of hospital radiology department may be dramatically different from essential capabilities required for local medical preparedness).
 - Coordinate with hospital, medical, and EMS MMRS Steering Committee members to partner with local medical radiology departments and emergency medical services to identify the radiological medical management and treatment duties delegated to emergency responders.
 - Coordinate with local health department MMRS Steering Committee member all public health educational and message programs, designed for radiological release/nuclear incidents.

- Coordinate all training needs for radiological medical and health effects preparedness, including Continuing Medical Education (CME) and Continuing Nursing Education (CNE) courses.
- Identify radiation and nuclear detection equipment that identifies nuclear elements released in a radiological release/nuclear detonation.
- Identify PPE safe for emergency responders and safe for initial remediation workers, the location and type of PPE, and ensure equipment is in accordance with [DHS equipment standards](http://www.dhs.gov/dhspublic/interapp/editorial/editorial_0420.xml), which may be found at http://www.dhs.gov/dhspublic/interapp/editorial/editorial_0420.xml. Ensure agreements are in place to access equipment if needed, complete with timelines and identified skilled personnel to operate the equipment.
- Be prepared to provide treatment for victims of a radiological/nuclear incident, such as decontamination, immediate medical treatment, reception centers, mass care shelters, and a plan to address the local mental health services, needed by the worried well.
- Research lessons learned about potential unknown human health effects of a radiological release/nuclear detonation. Consider 'lessons learned' from documented and alleged human health consequences of the World Trade Center incident, where individuals were potentially exposed to chemical byproducts released by an explosion of mixtures of several unknown chemicals, potentially enhancing their toxicity in exposed individuals.

In establishing/enhancing the capabilities described above, the revised MMRS threshold capacity levels for catastrophic incident response planning for a radiological release/nuclear detonation are as follows. Detailed guidance on the implementation of the HSC Planning Scenarios may change these thresholds.

- Jurisdictions ranked 1-21 by population on the UASI Program list: 25,000 immediate deaths; 100,000 contaminated victims (50,000 acutely exposed and 50,000 moderately exposed); and 300,000 displaced persons.
 - Jurisdictions ranked 22-50 by population on the UASI Program list: 15,000 immediate deaths; 50,000 contaminated victims (25,000 acutely exposed and 25,000 moderately exposed); and 200,000 displaced persons.
 - Remaining MMRS jurisdictions: 7,500 immediate deaths; 25,000 contaminated victims (10,000 acutely exposed and 15,000 moderately exposed) and 100,000 displaced persons.
2. Ensure operational viability of mass care shelters and medical treatment facilities. Mass care shelter planning should be coordinated with the American

Red Cross. The public must be made aware of where these shelters are, and procedures for entrance.

- Revise or update current plans to include the provision of hazardous/toxic substances portal and point detection and monitoring, decontamination and public safety support to mass care shelters and medical treatment facilities by designated personnel and equipment.
 - Consider the establishment of reception centers, which consolidate monitoring, triage, decontamination, and registration of affected persons.
 - Identify agent antidotes by types and dosage volumes and planning for storage, dispersal, and dispensing, and awareness of how agent antidote dosages may impact the health of vulnerable populations (i.e. immune-suppressed individuals, children).
 - Ensure that alternate medical treatment facilities have immediately available electric power, water and sewer, environmental controls, and other necessary infrastructure support to become operationally viable on short notice.
3. Emergency Alerting System/Emergency Public Information. Review and revise planning for pre-event emergency public information message content scripting/templates and arrangements for multiple modes of message dissemination. Ensure that the distinctive characteristics of radiological, biological, and chemical agents are reflected in template messages and that self-help contamination avoidance and decontamination actions are also included.
 4. NIMS Compliance. Compliance with NIMS is a condition for award of this grant. NIMS is a comprehensive incident response system, developed by DHS as required by HSPD-5. The NIC will oversee all aspects of NIMS, including the development of NIMS-related standards and guidelines and the provision of guidance and support to incident management and responder organizations as they implement the system. The NIC also will validate compliance with NIMS and NRP responsibilities, standards, and requirements.

Major components of NIMS include incident command and management, preparedness, resource management, communications and information management, supporting technologies, and ongoing management and maintenance. See *Section IV: National Initiatives* for NIMS guidance.

Implementation of NIMS concepts, procedures, and functions in MMRS jurisdictions includes the following activities regarding each MMRS operational area:

- The identification of local units of government, appropriate state departmental regional/area boundaries, a description of how mass casualty incident

response planning is coordinated among them, and a listing of relevant mutual aid agreements in effect.

- The incident command/unified command/area command system description for the MMRS operational area, to include a copy of the incident command Standard Operating Procedure, organization chart, and roster of pre-designated, qualified incident commanders.
 - Description of the operational response resource management process and supporting automated system(s), with emphasis on: identifying and typing resources; certifying and credentialing personnel; inventorying resources; identifying resource requirements; ordering and acquiring resources; and tracking and reporting resources.
 - NIMS implementation training; to document all related training to implement NIMS capability with MMRS funding.
 - Interoperability of command and control and operations communications to include standards/requirements, network diagrams, communications management plan, and first tier frequency, circuit, and device allocations as stated within DHS's S&T Directorate (http://www.dhs.gov/dhspublic/interapp/editorial/editorial_0095.xml) and their Statement of Requirements (SoR) (<http://www.safecomprogram.gov/>) for Interoperability.
5. Quarantine and Isolation Preparedness for a very large number of persons and sizeable geographic area(s). Ensure the adequacy of preparedness for this functional capability area, to include:
- Identification of local officials (by office title) with appropriate legal authority to establish quarantine/isolation areas, or to rapidly obtain such action from state officials (identified by position title) with necessary legal authority.
 - Resource allocation of law enforcement personnel to enforce quarantine/isolation areas.
 - Work with MMRS Steering Committee members from local health department and hospital system to publicize local public health and hospital capabilities to do surveillance on and identify infectious agents endemic to the jurisdiction's metropolitan area, such as the animal-form of anthrax, and new infectious diseases, such as SARS.
 - Coordinate with MMRS public health, medical and hospital Steering Committee members to create awareness of emerging infectious diseases that may be candidates for future quarantine and isolation actions, such as

new infectious diseases that no one knows how people become infected, and/or no one knows how people become cured.

- Partner with MMRS public health Steering Committee members on drafting emergency public information messages about the establishment of quarantine/isolation areas.
 - Explain why quarantine is a public health intervention taken only when other actions have failed. Describe previous actions taken by the local public health actions to control the spread of the infectious disease, and their failure to prevent infectious disease transmission.
 - Describe the public health/medical emergency requirements of the specific disease outbreak containment practices decided by the health department and included in the quarantine protocol, and actions to be carried out by individuals inside and outside of the quarantine/isolation areas.
6. GIS. Jurisdictions should explore the types of GIS data available through the Federal Geospatial-One-Stop portal, located at <http://www.geo-one-stop.gov/>, and apply any of the available GIS tools deemed appropriate to support MMRS risk assessment, planning, training, exercising, and operations. MMRS funds may be spent on activities, when it is determined that "no cost" options are not available, which combine, blend, populate with jurisdictionally-specific data, and/or make interactive, sets of automated GIS tools; or which achieve interoperability between automated GIS tools with other electronic information in support of MMRS requirements. See *Appendix I: Geospatial Guidance*.
7. Updated MMRS Steering Committee. MMRS Steering Committee establishment and operation requirements, as stipulated among the deliverables under the original MMRS jurisdictional contact, remains in effect. Additional guidance updating its composition and emphasizing readiness is as follows:
- Revise MMRS Steering Committee membership to include the following additional members:
 - Local homeland security advisor/coordinator representative, if applicable
 - UAWG representative, if applicable
 - Representatives from entities with which the jurisdiction has a mutual aid agreement
 - Medical Reserve Corps or Citizen Corps representatives.
 - Examine the relationship between the MMRS Steering Committee into the jurisdiction's emergency management system and homeland security coordination organizations. Should the totality of recommended membership for the MMRS Steering Committee be present in another existing

organization, i.e., UAWG, then that other organization may take on and carry out the functions of the MMRS Steering Committee, or establish a subcommittee to accomplish the same mission and functions. The MMRS Steering Committee, whatever its form, may establish sub-committees, working groups, etc., as it deems best.

- The MMRS Steering Committee’s authorities and activities shall include, but not be limited to: implementation of federal MMRS program guidance; review and approval of all deliverables and/or activities required of MMRS jurisdictions via this grants guidance, and through all previously federally-issued MMRS contract statements of work, modifications thereto and associated guidance material.
 - The primary MMRS jurisdiction must inform the federal regional project officer and the MMRS National Program Office of the organizational name, and membership (name, title, organizational affiliation) of the MMRS Steering Committee, or other organization functioning as the MMRS Steering Committee, the jurisdiction’s POC, and any standing sub-committees/working groups.
 - The MMRS Steering Committee will oversee all activities, accomplishments, and products resulting from approved MMRS special projects, and establish and maintain a jurisdictional master library of MMRS program material, in electronic and paper forms.
8. Pharmaceutical Cache Management and Status Reporting. In support of CDC’s Cities Readiness Initiative, **all MMRS jurisdictions which are in UASI urban areas** must update their Mass Prophylaxis plans to be able to provide for the distribution of pharmaceuticals to their entire population within 48 hours of receiving an allocation from the Strategic National Stockpile. In addition, **all MMRS jurisdictions** must maintain on file an inventory of the MMRS local pharmaceutical cache, in Excel™ format, to be provided electronically to DHS upon request. This inventory must include the following data elements:
- Pharmaceutical products contained and inventory of jurisdiction’s pharmaceutical cache in units of dosage
 - Names and official titles of individuals authorized to release cache pharmaceuticals
 - Each product’s Lot Number, cost, and expiration date
 - Pharmaceutical storage management and conditions, including percentage stored in hospitals and other fixed facilities, and percentage forward-deployed on emergency responder vehicles.

C. Sustainment

Inasmuch as the MMRS program includes capabilities in addition to the Capability Focus Areas, MMRS jurisdictions should ensure that they maintain, or further enhance, the capabilities established through the completion of baseline deliverables and other previous activities supported by federal funding.

APPENDIX A

AUTHORIZED PROGRAM EXPENDITURES

FY05 HSGP AUTHORIZED PROGRAM EXPENDITURES (VERSION 2.0, 12-21-2004)

This appendix serves as a guide for program expenditure activities for all programs under HSGP and ***only under the programmatic context and guidance provided in each program's section*** (Sections VI through XI of this solicitation). Grantees are encouraged to contact their state or territory's ODP Preparedness Officer regarding authorized and unauthorized expenditures. Funding may be used in the following categories:

1. Planning
2. Organizational Activities
3. Equipment Acquisitions
4. Training
5. Exercises
6. Management and Administrative

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1. Allowable Planning Costs

HSGP funds may be used for the following types of planning activities:

Allowable Planning Costs	SHSP	UASI	LETPP	CCP	EMPG	MMRS
Public Education/Outreach	✓	✓		✓	✓	✓
Develop and implement homeland security support programs and adopt ongoing DHS national initiatives	✓	✓	✓		✓	✓
Develop and enhance plans and protocols	✓	✓	✓		✓	✓
Develop or conduct assessments	✓	✓	✓		✓	✓
Establish, enhance, or evaluate Citizen Corps-related volunteer programs	✓	✓	✓	✓	✓	✓
Hiring of full or part-time staff or contractors/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)	✓	✓	✓	✓	✓	✓
Conferences to facilitate planning activities	✓	✓	✓	✓	✓	✓
Materials required to conduct planning activities	✓	✓	✓	✓	✓	✓
Travel/per diem related to planning activities	✓	✓	✓	✓	✓	✓

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Allowable Planning Costs	SHSP	UASI	LETPP	CCP	EMPG	MMRS
Overtime and backfill costs – Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours) related to the planning activities for the development and implementation of the programs under HSGP. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state or local unit(s) of government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to Federal Insurance Contributions Act (FICA), Workers' Compensation and Unemployment Compensation.	✓	✓	✓	✓	✓	✓
Other projects areas with prior approval from ODP	✓	✓	✓	✓	✓	✓

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2. Allowable Organizational Activities

Please see page 26 for further information regarding eligibility of organizational and operational costs.

HSGP funds may be used for the following organizational activities:

Authorized Organizational Activities	SHSP	UASI	LETPP	CCP	EMPG	MMRS
Overtime for information, investigative, and intelligence sharing activities (limited to 25% of the allocation)		✓	✓			
Reimbursement of select operational expenses associated with increased security measures at critical infrastructure sites, incurred during time periods of DHS-declared Code Orange (limited to 25% of the allocation)						
Funds may only be used in the following authorized categories <ul style="list-style-type: none"> • Backfill and overtime expenses for staffing state or local EOCs • Hiring of contracted security for critical infrastructure sites • Public safety overtime • National Guard deployments to protect critical infrastructure sites • Increased border security activities in coordination with CBP. 		✓	✓			
• Hiring of full- or part-time staff or contractors for emergency management activities					✓	
• Hiring of contractors/consultants for participation in information/intelligence analysis and sharing groups or intelligence fusion center activities (limited to 25% of the allocation)		✓	✓			

Note: Except for EMPG, HSGP is not intended as a hiring program and funds may not be used to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.

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Allowable Equipment Costs

This table highlights the allowable equipment categories for HSGP. The comprehensive listing of allowable equipment categories and items is found on the web-based AEL on the RKB at <http://www.rkb.mipt.org>.

Authorized Equipment Cost Categories	SHSP	UASI	LETPP	CCP	EMPG	MMRS
Personal Protection Equipment (PPE)	✓	✓	✓			✓
Explosive Device Mitigation and Remediation Equipment	✓	✓	✓			
CBRNE Operational Search and Rescue Equipment	✓	✓				✓
Information Technology	✓	✓	✓		✓	✓
Cyber Security Enhancement Equipment	✓	✓	✓		✓	✓
Interoperable Communications Equipment	✓	✓	✓		✓	✓
Detection Equipment	✓	✓				✓
Decontamination Equipment	✓	✓				✓
Medical Supplies and Limited Pharmaceuticals	✓	✓				✓
Power Equipment	✓	✓	✓			✓
CBRNE Reference Materials	✓	✓	✓	✓	✓	✓
CBRNE Incident Response Vehicles	✓	✓	✓			✓
Terrorism Incident Prevention Equipment	✓	✓	✓			
Physical Security Enhancement Equipment	✓	✓	✓			

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Authorized Equipment Cost Categories	SHSP	UASI	LETPP	CCP	EMPG	MMRS
Inspection and Screening Systems	✓	✓	✓			
Agricultural Terrorism Prevention, Response, and Mitigation Equipment	✓	✓				
CBRNE Response Watercraft	✓	✓	✓			
CBRNE Aviation Equipment	✓	✓				
CBRNE Logistical Support Equipment	✓	✓	✓			✓
Intervention Equipment	✓	✓	✓			
Other Authorized Equipment	✓	✓	✓	✓	✓	✓

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3. Allowable Training Costs

HSGP may be used for the following training activities:

Allowable Training-related Costs	SHSP	UASI	LETPP	CCP	EMPG	MMRS
<p>Overtime and backfill funding for emergency preparedness and response personnel attending ODP-sponsored and approved training classes - Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours). Further, overtime payments and backfill costs associated with sending personnel to training are allowable, provided that it is ODP-sponsored training. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to Federal Insurance Contributions Act (FICA), Workers' Compensation and Unemployment Compensation.</p> <p>Grantees may also use ODP grant funds to cover overtime and backfill expenses for part-time and volunteer emergency response personnel participating in ODP training. These covered expenses may be specifically used for part-time, paid-for-call, paid-on-call, and paid-per-call volunteer personnel, as well as stipends for volunteer firefighter personnel and reimbursement of wages for volunteer responder personnel. Please see ODP Information Bulletin #141, located at http://www.ojp.usdoj.gov/odp/docs/info141.htm, for additional information and related requirements.</p>	✓	✓	✓		✓ ¹⁰	✓

¹⁰ Course approvals for EMPG are not limited to courses listed in *Appendix F: Federal Training Course List* as EMPG is all-hazards in nature; therefore, all EMI courses are eligible.

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Allowable Training-related Costs	SHSP	UASI	LETPP	CCP	EMPG	MMRS
Training Workshops and Conferences - Grant funds may be used to plan and conduct training workshops or conferences to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and training plan development.	✓	✓	✓	✓	✓	✓
Full or Part-Time Staff or Contractors/Consultants - Full or part-time staff may be hired to support training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or local unit(s) of government and have the approval of the state or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured by the state in the design, development, conduct, and evaluation of CBRNE training. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.	✓	✓	✓	✓	✓	✓
Travel - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the training project(s) or for attending ODP-sponsored courses. These costs must be in accordance with state law as highlighted in the <i>OJP Financial Guide</i> . States must also follow state regulations regarding travel. If a state or territory does not have a travel policy they must follow federal guidelines and rates, as explained in the <i>OJP Financial Guide</i> . For further information on federal law pertaining to travel costs please refer to http://www.ojp.usdoj.gov/FinGuide .	✓	✓	✓	✓	✓	✓
Supplies - Supplies are items that are expended or consumed during the course of the planning and conduct of the training project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).	✓	✓	✓	✓	✓	✓
Other Items - These costs include the rental of space/locations for planning and conducting training, badges, etc.	✓	✓	✓	✓	✓	✓

Note: Except for EMPG, HSGP is not intended as a hiring program and funds may not be used to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.

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Allowable Exercise Costs

HSGP funds may be used for the following exercise activities:

Allowable Exercise-related Costs	SHSP	UASI	LETPP	CCP	EMPG	MMRS
Exercise Planning Workshop - Grant funds may be used to plan and conduct an Exercise Planning Workshop to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and exercise plan development.	✓	✓	✓	✓	✓	✓
Full or Part-Time Staff or Contractors/Consultants - Full or part-time staff may be hired to support exercise-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or local unit(s) of government and have the approval of the state or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of CBRNE exercises. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.	✓	✓	✓	✓	✓	✓
Overtime and backfill costs – Overtime and backfill costs associated with the design, development and conduct of CBRNE exercises are allowable expenses. Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours) related to the planning and conduct of the exercise project(s). Further, overtime payments and backfill costs associated with sending personnel to exercises are allowable, provided that the event being attended is an ODP sponsored exercise. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state or local unit(s) of government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.	✓	✓	✓	✓	✓	✓
Grantees may also use ODP grant funds to cover overtime and backfill expenses for part-time and volunteer emergency response personnel participating in ODP exercises. These covered expenses may be specifically used for part-time, paid-for-call, paid-on-call, and						

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Allowable Exercise-related Costs	SHSP	UASI	LETPP	CCP	EMPG	MMRS
paid-per-call volunteer personnel, as well as stipends for volunteer firefighter personnel and reimbursement of wages for volunteer responder personnel. Please see ODP Information Bulletin #141, located at http://www.ojp.usdoj.gov/odp/docs/info141.htm, for additional information and related requirements.						
Travel - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise project(s). These costs must be in accordance with state law as highlighted in the <i>OJP Financial Guide</i> . States must also follow state regulations regarding travel. If a state or territory does not have a travel policy they must follow federal guidelines and rates, as explained in the <i>OJP Financial Guide</i> . For further information on federal law pertaining to travel costs please refer to http://www.ojp.usdoj.gov/FinGuide .	✓	✓	✓	✓	✓	✓
Supplies - Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, non-sterile masks, and disposable protective equipment).	✓	✓	✓	✓	✓	✓
Other Items - These costs include the rental of space/locations for exercise planning and conduct, exercise signs, badges, etc.	✓	✓	✓	✓	✓	✓

Note: Except for EMPG, HSGP is not intended as a hiring program and funds may not be used to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.

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Allowable Management and Administrative Costs

HSGP funds may be used for the following M&A costs. See *Management and Administrative Costs Guidance* on page 25 for specific programmatic guidance.

Allowable M&A Costs	SHSP	UASI	LETPP	CCP	EMPG	MMRS
Hiring of full-time or part-time staff or contractors/consultants: <ul style="list-style-type: none"> ○ To assist with the management of FY05 HSGP. ○ To assist with design, requirements, and implementation of FY05 HSGP. ○ To assist with the implementation and administration of the State Homeland Security Strategy, as it may relate to the individual grant program. 	✓	✓	✓	✓	✓	✓
Hiring of full-time or part-time staff or contractors/consultants and expenses related to: <ul style="list-style-type: none"> ○ HSGP pre-application submission management activities and application requirements. ○ Meeting compliance with reporting/data collection requirements, including data calls. 	✓	✓	✓	✓	✓	✓
Development of operating plans for information collection and processing necessary to respond to DHS/ODP data calls	✓	✓	✓	✓	✓	✓
Overtime and backfill costs – Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours) related to the M&A activities for the development and implementation of the programs under HSGP. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state or local unit(s) of government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to Federal Insurance Contributions Act (FICA), Workers' Compensation and Unemployment Compensation.	✓	✓	✓	✓	✓	✓
Travel expenses	✓	✓	✓	✓	✓	✓
Meeting-related expenses (For a complete list of allowable meeting-related expenses, please review the <i>OJP Financial Guide</i> at http://www.ojp.usdoj.gov/FinGuide).	✓	✓	✓	✓	✓	✓

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Allowable M&A Costs	SHSP	UASI	LETTP	CCP	EMPG	MMRS
Acquisition of authorized office equipment , including personal computers, laptop computers, printers, LCD projectors, and other equipment or software which may be required to support the implementation of the homeland security strategy	✓	✓	✓	✓	✓	✓
The following are allowable only within the period of performance of the grant program: <ul style="list-style-type: none"> ○ Recurring fees/charges associated with certain equipment, such as cell phones, faxes, etc. ○ Leasing and/or renting of space for newly hired personnel to administer programs within FY05 HSGP. 	✓	✓	✓	✓	✓	✓

FY05 HSGP AUTHORIZED PROGRAM EXPENDITURES (VERSION 2.0, 12-21-2004)

7. Unauthorized Program Expenditures

HSGP funds may **not** be used for the following activities:

Unauthorized Program Expenditures	SHSP	UASI	LETPP	CCP	EMPG	MMRS
Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc), general-use computers and related equipment (other than for allowable M&A activities, or otherwise associated preparedness or response functions), general-use vehicles, licensing fees, and weapons systems and ammunition.	X	X	X	X	X	X
Construction and Renovation (<i>see page 39 for guidance and exceptions</i>).	X	X	X	X	X	X
Hiring of public safety personnel for the purposes of fulfilling traditional public safety duties.	X	X	X	X		X
Activities unrelated to the completion and implementation of HSGP.	X	X	X	X	X	X
Other items not in accordance with the AEL or previously listed as allowable costs.	X	X	X	X	X	X

APPENDIX B

SAMPLE AWARD PACKAGE

SAMPLE AWARD PACKAGE

TAB 1: SAMPLE REVIEW OF AWARD

Office of Justice Programs Post Award Instructions for ODP Awards

1. Review Award and Special Conditions Document.

Carefully read the award and any special conditions or other attachments. There is an original plus one copy of the award page.

If you agree with the terms and conditions, the authorized official should sign and date both the original and the copy of the award document page in Block 19. You should maintain a copy and return the original signed documents to:

Office of Justice Programs
Attn: Control Desk - ODP Award
810 Seventh Street, NW – 5th Floor
Washington, DC 20531

If you do not agree with the terms and conditions, contact the awarding ODP Preparedness Officer as noted in the award package.

2. Read Guidelines.

Become familiar with the “*OJP Financial Guide*” which is available through the internet at the OJP, Office of the Comptroller website: <http://www.ojp.usdoj.gov/oc/>. New award recipients are automatically placed on a mailing list to receive future Guides and their change sets.

Up to 5 copies of the Guide may be ordered at no cost through: <http://puborder.ncjrs.org>

You may also order the Guide by calling 1-800-851-3420. Select #2 for publications, select #1 to speak with a publications specialist.

TAB 2: SAMPLE POST AWARD INSTRUCTION

U.S. Department of Justice
Office of Justice Programs
Office of the Comptroller

Post Award Instructions

The OJP is currently responsible for the financial administration of grants awarded by the ODP.

The following is provided as a guide for the administration of awards from ODP. Forms and other documents illustrating each step are attached.

Step 1. Review Award and Special Conditions.

If you agree with the terms and conditions stated in the award, sign and date the award document and the last page of the Special Conditions, and return to OJP. Notify an ODP Preparedness Officer when Special Conditions have been met (refer to Step 1 attachment);

If you do not agree with the terms and conditions as written, contact an ODP Preparedness Officer.

Step 2. Read Guidelines.

Read and become familiar with the *OJP Financial Guide* and related material (refer to Step 2 attachment).

Step 3. Complete and Return Automated Clearing House (ACH) Form.

The ACH Vendor/Miscellaneous Payment Enrollment Form (refer to Step 3 attachment) is used to arrange direct deposit of funds into the designated bank account.

Step 4. Access to Payment Systems.

OJP uses two payment systems: Phone Activated Paperless System (PAPRS) and Letter of Credit Electronic Certification System (LOCES) (refer to Step 4 attachment). Current LOCES users will see the addition of new ODP grants on the LOCES grant number listing as soon as the ODP award acceptance has been received. PAPRS grantees will receive a letter with the award package containing their PIN to access the system and Grant ID information.

Step 5. Reporting Requirements.

Reporting requirements must be met during the life of the grant (refer to the *OJP Financial Guide* for a full explanation of these requirements, special conditions and any applicable exceptions). The payment systems contain edits which will prevent access to funds if reporting requirements are not met on a timely basis. Refer to Step 5 attachments for forms, due date information, and instructions.

Step 6. Questions about your ODP award?

A reference sheet is provided containing frequently asked financial questions and answers. If you have questions concerning this checklist or any financial aspect of your award, contact the Office of the Comptroller's Customer Service Center at **1-800-458-0786** or by email at askoc@ojp.usdoj.gov. Customer Service staff are available from 9:00 a.m. to 6:00 p.m. EST, Monday-Friday.

APPENDIX C

TEMPLATE FOR MEMORANDUM OF UNDERSTANDING

**MEMORANDUM OF UNDERSTANDING/AGREEMENT
BETWEEN THE STATE OF (STATE) AND
THE (LOCAL GOVT TYPE) OF (LOCAL GOVT)
REGARDING STATE USE OF HOMELAND SECURITY GRANT FUNDING ON
BEHALF OF (LOCAL GOVT)**

1. PARTIES. The parties to this Agreement are the State of (STATE) and the (LOCAL GOVT TYPE) of (LOCAL GOVT).

2. AUTHORITY. This Agreement is authorized under the provisions of [APPROPRIATE STATE LAW – PLEASE ATTACH A COPY].

3. PURPOSE. The purpose of this Agreement is to set forth terms by which (STATE) shall expend Homeland Security Grant Funding on behalf of (LOCAL GOVT). On (DATE), the United States Department of Homeland Security issued grant number (GRANT NUMBER) to (STATE). Under this grant, the (STATE) must allocate grant funding to (LOCAL GOVT). Under this grant, (LOCAL GOVT) may authorize (STATE) to make purchases on behalf of (LOCAL GOVT), provided that (LOCAL GOVT) and (STATE) enter into an Agreement on the matter.

4. RESPONSIBILITIES:

a. (STATE)

(1) (STATE) shall assign title in all purchases to (LOCAL GOVT)

b. (LOCAL GOVT)

(2)

5. POINTS OF CONTACT. [Identify the POCs for the State and local governments; including addresses and phone numbers (fax number, e-mail, or internet addresses can also be included).]

6. OTHER PROVISIONS. Nothing in this Agreement is intended to conflict with current laws or regulations of (STATE) or (LOCAL GOVT). If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

7. EFFECTIVE DATE. The terms of this agreement will become effective on (EFFECTIVE DATE).

8. MODIFICATION. This agreement may be modified upon the mutual written consent of the parties.

9. TERMINATION. The terms of this agreement, as modified with the consent of both parties, will remain in effect until [GRANT END DATE]. Either party upon [NUMBER] days written notice to the other party may terminate this agreement.

APPROVED BY:

(Date)

(Date)

APPENDIX D

GUIDANCE FOR ISIP AND BSIR

INITIAL STRATEGY IMPLEMENTATION PLAN (ISIP) AND BIANNUAL STRATEGY IMPLEMENTATION REPORT (BSIR)

ODP will provide a new web application for submission of the ISIP and BSIR. This web application will replace the previous submission method using ISIP Excel Templates. All reports must be completed and submitted to ODP electronically using the web application. All information submitted to ODP through these reports is considered to be dynamic. Each report submitted will be stored as a historical record of that submission. Updates will be made during subsequent submissions. It is therefore critical that each report submitted be comprehensive and include a thorough update of all information requested. All reports must be transmitted via the web in accordance with ODP-scheduled submission deadlines. The URL to the new web application is <https://www.reporting.odp.dhs.gov/grants>.

A. Initial Strategy Implementation Plan

For this grant process, applicants are not required to provide budget detail worksheets with their application. However, grantees will be required to submit an ISIP to ODP via the web application no later than 60 days after the grant award date. The ISIP is a detailed report of the planned activities associated with ODP grant funding. The ISIP will provide a complete account of how the state has complied with the requirement to pass through 80% of all funds to local jurisdictions, and will also demonstrate how the planned expenditure of grant funds at both the local and state levels will support the goals and objectives outlined in the State Homeland Security Strategy. This will be completed through the specific identification of a project or projects to be accomplished by each subgrantee and by the state with funds provided during the grant award period. All funds provided must be linked to one or more projects, which in turn must support specific goals or objectives in the State or Urban Area Homeland Security Strategy. States are reminded to keep a record of subgrantee budget worksheets and must make them available for DHS review upon request.

This report must be completed for all funds retained by the state and for each subgrantee, whether it is a local jurisdiction, other state agencies, or federally-recognized tribal nations. Allocation of all financial resources provided through the FY05 HSGP must be used to fund the critical resource gaps identified by the local and state homeland security assessments and to accomplish the goals and objectives laid out in the State or Urban Area Homeland Security Strategy. To that end, it is imperative that the state communicate the goals and objectives laid out in the State Homeland Security Strategy to local jurisdictions to ensure an appropriate understanding of how funds must be expended under this grant. Because states' ISIP submissions reflect expected expenditures, states may not update ISIP submission after ODP approval. All changes in expenditures will be subsequently reflected in the BSIR.

B. Biannual Strategy Implementation Report

Grantees will be required to submit updated strategy implementation information biannually. BSIRs will satisfy the narrative requirement in Box 12 of the CAPR, which are due within 30 days after the end of the reporting periods (June 30 and December 31), for the life of the award. BSIRs will update information on obligations, expenditures, and progress made on activities noted in the ISIP, and will include an update of all information submitted in that report. The report format for the BSIR will be identical to the ISIP. A Final Strategy Implementation Report is due 120 days after the end date of the award period.

C. Grant Reporting Timeline

Based on a two year period of performance, ODP expects most grants will have a reporting schedule similar to timeline below (see Figure 1). Most grants will have six submissions over the course of the period of performance including one ISIP submission, four BSIR submissions, and one final BSIR submission.

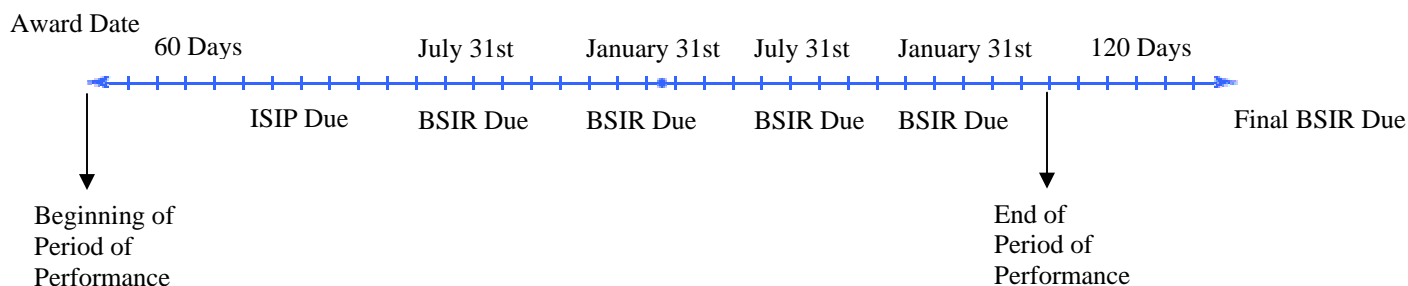


Figure 1. Grant Reporting Timeline

D. Reported Information

While the web application for the ISIP and BSIR will be provided to grantees, it is important for applicants to fully understand the data points that must be collected in order to complete the ISIP in a timely manner. Each ISIP and each subsequent BSIR will include, but is not limited to, the following information for funds provided to each subgrantee and funds retained at the state level:

- Jurisdiction Name
- Total Award Amount
- Amount Awarded in each of the grant program areas:
 - SHSP
 - UASI
 - LETPP
 - CCP
 - EMPG

- MMRS
- Project(s) to be accomplished with funds provided during the grant period, for example:
 - Establish an urban search and rescue capability (i.e., heavy rescue team, etc.).
 - Develop and institutionalize a law enforcement training program in state or local academies and ensure that all law enforcement officers are trained to the awareness level.
 - Establish a disease surveillance system in all area hospitals.
 - Establish, expand, and enhance Citizen Corps Councils and related program initiatives in the community

(Note: projects listed must support a specific goal or objective in the State Homeland Security Strategy.)

- List the State Homeland Security Strategy goal or objective that is being supported by the project.
- Identify each of the grant program areas from which funding will be utilized to complete the project and the amount of funds utilized from each program area:
 - SHSP
 - UASI
 - LETPP
 - CCP
 - EMPG
 - MMRS

(Note: individual projects may be supported with funding from more than one grant program area.)

- Identify whether the expenditures associated with this project are state, local, or a mix.
- Identify the amount of funding designated for each discipline from each grant program area:
 - Law enforcement
 - Fire service
 - Emergency medical services
 - Emergency management
 - Hazmat response
 - Public works
 - Public health
 - Health care
 - Public safety communications
 - Government/administrative
 - Citizen Corps Councils and Programs
 - Nonprofit
 - Other
- Identify the solution area(s) which expenditures will be made and the amount that will be expended under each solution area from each grant program area:
 - Planning
 - SHSP, UASI, LETPP, CCP, EMPG, and MMRS planning activities

- Public education and outreach
 - Citizen participation: Citizen Corps Program activities and development
- Equipment
 - Personal Protective Equipment (PPE)
 - Explosive Device Mitigation and Remediation Equipment
 - CBRNE Operational and Search & Rescue Equipment
 - Information Technology
 - Cyber Security Enhancement Equipment
 - Interoperable Communications Equipment
 - Detection Equipment
 - Decontamination Equipment
 - Medical Supplies and Limited Types of Pharmaceuticals
 - Power Equipment
 - CBRNE Reference Materials
 - CBRNE Incident Response Vehicles
 - Terrorism Incident Prevention Equipment
 - Physical Security Enhancement Equipment
 - Inspection and Screening Systems
 - Agricultural Terrorism Prevention, Response & Mitigation Equipment
 - CBRNE Response Watercraft
 - CBRNE Aircraft and Aviation Equipment
 - CBRNE Logistical Support Equipment
 - Other Authorized Equipment
 - Information Sharing (LETPP)
 - Target Hardening (LETPP)
 - Threat Recognition (LETPP)
 - Intervention Activities (LETPP)
 - CERT Team Member Equipment (CCP)
- Training
 - Development and delivery of CBRNE training programs
 - Delivery of CERT training
 - Delivery of other (non-CERT) citizen preparedness and safety training and education
 - Emergency responder training relating to individuals with special needs
 - Overtime and backfill costs
- Exercises
 - Exercise design, conduct and evaluation
 - Overtime and backfill costs
- M&A
 - SHSP, UASI, LETPP, CCP, EMPG, and MMRS M&A
- Metric and/or narrative discussion indicating project progress/success, for example:
 - Progress updating jurisdiction's emergency operations plans

- Establishment of new mutual aid agreements
- Number of personnel trained at each level in each discipline
- Number of response teams enhanced or new response teams created
- Number of exercises conducted and disciplines involved
- Number of volunteer participants and roles played during exercises
- Certification from the state that all requests for overtime funding through the LETPP comply with the requirement that funds may not be used to supplant ongoing, routine public safety activities of state and local law enforcement.
- Number of active Citizen Corps Councils
- Number of individuals CERT trained.

Note: *the web application provided by ODP will include appropriate data fields for all information discussed above. Additionally, brief narrative descriptions may be required for certain data points, such as project titles, etc.*

APPENDIX E

APPROVAL PROCESS FOR NON-ODP DEVELOPED COURSES

OVERVIEW OF APPROVAL PROCESS FOR NON-ODP DEVELOPED COURSES

1. State/local request for review of non-ODP developed training courses should be made through the SAA or UAWG to the ODP Preparedness Officer using the Course Approval Request Form. This form is found in the *Office of State and Local Government Coordination and Preparedness (SLGCP) Course Approval Process, Non-SLGCP Developed Courses, Appendix B*, which is available on the ODP website at: <http://www.ojp.usdoj.gov/odp/training.htm>.
2. The ODP Preparedness Officer will perform a preliminary review to ensure all training course materials are included and, if complete, will forward the request to the ODP Training Division. **Notable change from FY04 language: All course materials must be submitted with the original application and conditional approvals are no longer offered.**
3. Upon receipt of the request, the ODP Training Division will respond as follows (See Appendix C of the *SLGCP Course Approval Process, Non-SLGCP Developed Courses*):
 - a. Contents will be inventoried and logged into the SLGCP Training Approval Tracking System.
 - b. An in-depth cross-check for potential duplication of training courses will be conducted.
 - c. An initial review and comparison to SLGCP standards will be performed.
4. ODP will initiate an independent subject matter review of course materials based on the completed application.
5. The independent review for subject matter accuracy, statutory compliance, and instructional design will be completed within 15 working days from receipt of the course materials. For courses that require on-site review the period may be extended to 60 days.
6. Upon completion of the independent review and the Course Evaluation, Observations, and Findings form, the ODP Training Division will notify the ODP Preparedness Officer and the appropriate SAA or UAWG of the outcome and provide either the letter of approval or disapproval. Notification of results will be completed within five (5) working days from receipt of the Course Evaluation, Observations, and Findings form.

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APPENDIX F

FEDERAL TRAINING COURSE LIST

Eligible Federal Terrorism Training Courses

Note: Grantees should refer to the Training section of the ODP website (<http://www.ojp.usdoj.gov/odp/training.htm>) on a regular basis to view additions to this list of eligible federal training courses related to terrorism preparedness. The information provided in the following pages is accurate as of December 2004.

This information has been drawn from the *Compendium of Federal Terrorism Training for State and Local Audiences*. Grantees can access this list of eligible federal terrorism preparedness courses electronically on the Training section of the ODP website (<http://www.ojp.usdoj.gov/odp/training.htm>) and click on the course name to view all course information. The additional course information is also available directly through the Compendium at <http://www.fema.gov/compendium/index.jsp>.

[Advanced Chemical and Biological Integrated Response Course \(ACBIRC\)--Technician Level](#)

Federal Department/Agency: Department of Defense
Sponsor: U.S. Army Dugway Proving Ground, Special Programs Division

[Advanced Incident Command System \(ICS\)](#)

Federal Department/Agency: Department of Homeland Security, FEMA, Emergency Management Institute
Sponsor: FEMA / Emergency Management Institute

[Advanced Life Support Response to Hazardous Materials Incidents](#)

Federal Department/Agency: Department of Homeland Security, FEMA, National Fire Academy
Sponsor: FEMA / National Fire Academy

[Advanced Radiation Incident Operations \(ARIO\)](#)

Federal Department/Agency: Department of Homeland Security, FEMA, Emergency Management Institute
Sponsor: FEMA / Emergency Management Institute

[Advanced Safety Operations and Management](#)

Federal Department/Agency: Department of Homeland Security, FEMA, National Fire Academy
Sponsor: FEMA/National Fire Academy

[Agent Characteristics and Toxicity--First Aid and Special Treatment \(ACTFAST\)](#)

Federal Department/Agency: Department of Homeland Security, FEMA, Chemical Stockpile Emergency Preparedness Program
Sponsor: FEMA / CSEPP

[Basic Incident Command](#)

Federal Department/Agency: Department of Homeland Security, FEMA, Emergency Management Institute
Sponsor: FEMA / Emergency Management Institute

[Command and Control of Fire Department Operations at Target Hazards](#)

Federal Department/Agency: Department of Homeland Security, FEMA, National Fire Academy
Sponsor: FEMA / National Fire Academy

[Command and Control of Incident Operations](#)

Federal Department/Agency: Department of Homeland Security, FEMA, National Fire Academy
Sponsor: FEMA / National Fire Academy

Eligible Federal Terrorism Training Courses

[Command and Control of Operations at Multi-Alarm Incidents](#)

Federal Department/Agency: Department of Homeland Security, FEMA, National Fire Academy
Sponsor: FEMA / National Fire Academy

[Command and Control of Operations at Natural and Man-made Disasters](#)

Federal Department/Agency: Department of Homeland Security, FEMA, National Fire Academy
Sponsor: FEMA / National Fire Academy

[Command and General Staff Functions in the Incident Command System](#)

Federal Department/Agency: Department of Homeland Security, FEMA, National Fire Academy
Sponsor: FEMA / National Fire Academy

[Critical Response Team \(CRT\) Training](#)

Federal Department/Agency: Department of Defense
Sponsor: CBC, PBA, ARC, and GP

[Emergency Response to Criminal/Terrorist Incidents](#)

Federal Department/Agency: Department of Homeland Security, FEMA, Emergency Management Institute
Sponsor: FEMA / Emergency Management Institute

[Emergency Response to Terrorism: Awareness](#)

Federal Department/Agency: Department of Homeland Security, FEMA, National Fire Academy
Sponsor: FEMA / National Fire Academy

[Emergency Response to Terrorism: Basic Concepts](#)

Federal Department/Agency: Department of Homeland Security, FEMA, National Fire Academy
Sponsor: FEMA / National Fire Academy

[Emergency Response to Terrorism: Self-Study](#)

Federal Department/Agency: Department of Homeland Security, FEMA, National Fire Academy
Sponsor: FEMA / National Fire Academy

[Emergency Response to Terrorism: Strategic Concepts for Chief Officers](#)

Federal Department/Agency: Department of Homeland Security, FEMA, National Fire Academy
Sponsor: FEMA / National Fire Academy

[Emergency Response to Terrorism: Tactical Considerations--Company Officer](#)

Federal Department/Agency: Department of Homeland Security, FEMA, National Fire Academy
Sponsor: FEMA / National Fire Academy

[Emergency Response to Terrorism: Tactical Considerations--EMS](#)

Federal Department/Agency: Department of Homeland Security, FEMA, National Fire Academy
Sponsor: FEMA / National Fire Academy

[Emergency Response to Terrorism: Tactical Considerations--Hazardous Materials](#)

Federal Department/Agency: Department of Homeland Security, FEMA, National Fire Academy
Sponsor: FEMA / National Fire Academy

[Field Management of Chemical and Biological Casualties](#)

Federal Department/Agency: Department of Defense
Sponsor: U.S. Army Medical Research Institute of Chemical Defense (MRICD)

Eligible Federal Terrorism Training Courses

[Fundamentals Course for Radiological Response](#)

Federal Department/Agency: Department of Homeland Security, FEMA, Emergency Management Institute

Sponsor: FEMA / Emergency Management Institute

[Incident Command for Highrise Operations](#)

Federal Department/Agency: Department of Homeland Security, FEMA, National Fire Academy

Sponsor: FEMA / National Fire Academy

[Incident Command for Structural Collapse Incidents](#)

Federal Department/Agency: Department of Homeland Security, FEMA, National Fire Academy

Sponsor: FEMA / National Fire Academy

[Incident Command System for Law Enforcement Agencies](#)

Federal Department/Agency: Department of Homeland Security, FEMA, Emergency Management Institute

Sponsor: FEMA / Emergency Management Institute

[Incident Command System for Public Works](#)

Federal Department/Agency: Department of Homeland Security, FEMA, Emergency Management Institute

Sponsor: FEMA / Emergency Management Institute

[Incident Command System Self-Study](#)

Federal Department/Agency: Department of Homeland Security, FEMA, National Fire Academy

Sponsor: FEMA-National Fire Academy

[Incident Command System/Emergency Operations Center \(ICS/EOC\) Interface](#)

Federal Department/Agency: Department of Homeland Security, FEMA, Emergency Management Institute

Sponsor: FEMA / Emergency Management Institute

[Incident Response to Terrorist Bombings - Awareness](#)

Federal Department/Agency: Department of Homeland Security, Border & Transportation Security, Office for Domestic Preparedness

Sponsor: NMT, EMRTC, member of NDPC

[Incident Safety Officer](#)

Federal Department/Agency: Department of Homeland Security, FEMA, National Fire Academy

Sponsor: FEMA / National Fire Academy

[Intermediate Incident Command System \(ICS\)](#)

Federal Department/Agency: Department of Homeland Security, FEMA, Emergency Management Institute

Sponsor: FEMA / Emergency Management Institute

[Personal Protective Equipment](#)

Federal Department/Agency: Department of Homeland Security, FEMA, Chemical Stockpile Emergency Preparedness Program

Sponsor: FEMA / CSEPP

[Preparing for and Managing the Consequences of Terrorism](#)

Federal Department/Agency: Department of Defense

Sponsor: National Interagency Civil-Military Institute (NICI)

Eligible Federal Terrorism Training Courses

[Re-ACT FAST II Video/DVD \(Refresher of Agent Characteristics and Toxicology First Aid and Special Treatment\)](#)

Federal Department/Agency: Department of Homeland Security, FEMA, Chemical Stockpile Emergency Preparedness Program
Sponsor: FEMA / CSEPP

[Security Training Courses: Response to Weapons of Mass Destruction](#)

Federal Department/Agency: Department of Transportation
Sponsor: Federal Transit Administration

[Senior Officials Workshop: Preparedness and Response for Terrorist Incidents Involving Weapons of Mass Destruction](#)

Federal Department/Agency: Department of Homeland Security, FEMA, Emergency Management Institute
Sponsor: FEMA / Emergency Management Institute

[Terrorism Planning Course](#)

Federal Department/Agency: Department of Homeland Security, FEMA, Emergency Management Institute
Sponsor: FEMA / Emergency Management Institute

[Use of Auto-Injectors by Civilian Emergency Medical Personnel](#)

Federal Department/Agency: Department of Homeland Security, FEMA, Chemical Stockpile Emergency Preparedness Program
Sponsor: FEMA / CSEPP

[Use of Biological Agent Detection Materials--Bio-Assay \(SMART\) Tickets](#)

Federal Department/Agency: Department of Homeland Security, Border & Transportation Security, Office for Domestic Preparedness
Sponsor: Office for Domestic Preparedness

[Use of Chemical Agent Detection Materials--M8, M9, and M256A1 Kit](#)

Federal Department/Agency: Department of Homeland Security, Border & Transportation Security, Office for Domestic Preparedness
Sponsor: Office for Domestic Preparedness

[Weapons of Mass Destruction Crime Scene Management for Emergency Responders](#)

Federal Department/Agency: Department of Homeland Security, Border & Transportation Security, Office for Domestic Preparedness
Sponsor: Community Research Associates (CRA)

[Weapons of Mass Destruction HazMat Evidence Collection](#)

Federal Department/Agency: Department of Justice - Federal Bureau of Investigation
Sponsor: Community Research Associates (CRA)

[Weapons of Mass Destruction/Terrorism: An Overview \(ARC 3079-2\)](#)

Federal Department/Agency: Department of Defense
Sponsor: CBC, PBA, ARC, and GP

[WMD AIM CBT Application Disk 1: Incident Commander and Staff](#)

Federal Department/Agency: Department of Energy
Sponsor: DOE

[WMD AIM CBT Application Disk 2: HAZMAT - First Responder](#)

Federal Department/Agency: Department of Energy
Sponsor: DOE

Eligible Federal Terrorism Training Courses

[WMD AIM CBT Application Disk 3: Hospital and EMS - First Responder](#)

Federal Department/Agency: Department of Energy
Sponsor: DOE

[WMD AIM CBT Application Disk 4: General Education](#)

Federal Department/Agency: Department of Energy
Sponsor: DOE

[WMD CBT Disk 1: Chemical Exercise](#)

Federal Department/Agency: Department of Energy
Sponsor: DOE

[WMD CBT Disk 2: Biological Exercise](#)

Federal Department/Agency: Department of Energy
Sponsor: DOE

[WMD CBT Disk 3: High-Explosive Exercise](#)

Federal Department/Agency: Department of Energy
Sponsor: DOE

[WMD CBT Disk 4: Radiological Exercise](#)

Federal Department/Agency: Department of Energy
Sponsor: DOE

[WMD Radiological/Nuclear Awareness Train-the-Trainer](#)

Federal Department/Agency: Department of Energy
Sponsor: NNSA/NV and NCEE

[WMD Radiological/Nuclear Course for HazMat Technicians](#)

Federal Department/Agency: Department of Homeland Security, Border & Transportation Security, Office for Domestic Preparedness
Sponsor: NNSA / NV, NCEE, member of NDPC

[WMD Radiological/Nuclear Responder Operations Course](#)

Federal Department/Agency: Department of Homeland Security, Border & Transportation Security, Office for Domestic Preparedness
Sponsor: NNSA / NV, NCEE, member of NDPC

[WMD Scenarios](#)

Federal Department/Agency: Department of Homeland Security, FEMA, Emergency Management Institute
Sponsor: FEMA / Emergency Management Institute

[WMD/Terrorism Chapter Leadership Course](#)

Federal Department/Agency: Department of Defense
Sponsor: CBC, PBA, ARC, and GP

APPENDIX G

HOMELAND SECURITY PREPAREDNESS TECHNICAL ASSISTANCE PROGRAM

HOMELAND SECURITY PREPAREDNESS TECHNICAL ASSISTANCE PROGRAM

Information in this section is also available online: <http://www.ojp.usdoj.gov/odp/ta.htm>

A. Program Overview

ODP's Homeland Security Preparedness Technical Assistance Program provides direct assistance to state and local jurisdictions to improve their ability to prevent, respond to, and recover from threats or acts of terrorism and other hazards. A primary objective of the program is to enhance the capacity of state and local jurisdictions, as well as special needs jurisdictions such as port authorities and mass transit agencies to develop, plan, and implement effective strategies for threats or acts of terrorism and other hazards. Technical Assistance (TA) may be provided to state and local governments, law enforcement, fire, hazardous materials, Citizen Corps Councils, and other community agencies that have appropriate responsibilities.

All TA services are available to eligible recipients at no charge. ODP will cover the cost of providing the technical expertise, travel, and related expenses.

B. Technical Assistance Defined

Technical assistance is a process of providing help to resolve a problem and/or create innovative approaches to **prevention, response, and recovery**. TA seeks to provide state and local jurisdictions with assistance that can accomplish one or more of the following objectives:

- Identify a problem
- Address an identified problem
- Address items in a corrective action plan (CAP) from a completed exercise
- Fill "gaps" between equipment, training, and exercise programs

TA deliveries may take a variety of forms that can be combined or modified to meet the specific needs of each requesting state/local jurisdiction. In order to best accommodate the wide variety of TA needs and deliverables, ODP supports several levels of technical assistance:

- **LEVEL ONE:** Provision of general information to raise awareness or enhance familiarity with practices/protocols required within all jurisdictions. Level One delivery methods include:
 - a. Information
 - b. Resources
- **LEVEL TWO:** Delivery of solution packages and performance models drawn from federal, state, and local studies, best practices, and experience that guide the implementation of various initiatives. Level Two delivery methods include:
 - a. Models
 - b. Templates
 - c. Samples

HOMELAND SECURITY PREPAREDNESS TECHNICAL ASSISTANCE PROGRAM

- **LEVEL THREE:** Delivery of rigorous, customized solutions through direct, on-site support. Training, guidance, and facilitation efforts maximize direct interaction between TA providers and TA recipients to ensure the successful implementation of the most complex initiatives. Level Three delivery methods include:
 - a. On-site Specific Training
 - b. Train-the-trainer Programs
 - c. Guidance
 - d. Facilitation of Workshops and Meetings

Prevention, response, and recovery, as outlined in HSPD-8, December 2003, are defining elements of the Homeland Security Preparedness Technical Assistance Program, and serve as the foundation for all TA services. As a result, the HSPTAP is divided into three sections that correspond with these preparedness objectives:

- **Prevention:** Detect, deter, and mitigate threats to our homeland.
- **Response:** Lead, manage, and coordinate the national response to acts of terrorism, natural disasters, or other emergencies.
- **Recovery:** Lead national, state, local, and private sector efforts to restore services and rebuild communities after acts of terrorism.

C. How to Request Technical Assistance

All state and local jurisdiction requests for technical assistance must be made in writing and sent through the SAA to ODP for approval, coordination, and execution.

(1) State and local jurisdictions applying for TA must submit a written request (e-mail is acceptable) to their SAA. In order to expedite the TA request process, the requestor can use the "TA Service Request" form (found in the online catalog). This form can serve as the formal TA request.

(2) The SAA evaluates the request to ensure concurrence with the state's strategy goals and objectives.

(3) If the SAA determines the request is in-line with the strategy, the SAA sends the request to the appropriate ODP Preparedness Officer.

(4) Following a final review, the Preparedness Officer forwards the request to the appropriate ODP TA Managers.

D. Contact and Further Information

For further information on requesting technical assistance, contact the ODP Preparedness Officer assigned to your state. You can also call the CSID at 1-800-368-6498 or e-mail askcsid@dhs.gov.

APPENDIX H

PUBLIC SAFETY COMMUNICATIONS AND INTEROPERABILITY GUIDANCE

PUBLIC SAFETY COMMUNICATIONS AND INTEROPERABILITY GUIDANCE

In May 2004, ODP adopted language about grant guidance developed by SAFECOM in an effort to ensure interoperability through the various layers of federal, state and local government. (See ODP Information Bulletin #113). SAFECOM developed this general grant criteria in concert with representatives of the public safety community in an effort to coordinate the way in which funding is allocated and to maximize the prospects for interoperable communications.

The intent of the SAFECOM grant guidance is to ensure that the communications equipment being procured will lead to improved multi-disciplinary and/or multi-jurisdictional interoperable public safety communications. The grant guidance provides a list of questions to be answered in order to demonstrate how the applicants proposed project would enhance interoperability. The guidance also encourages that, where appropriate, applicants purchase equipment that meets standards that have been developed and adopted by the public safety communications community—American National Standards Institute (ANSI)/TIA/EIAA-102 Phase 1 (Project 25) suite of standards. This recommendation is intended for government-owned or -leased land mobile public safety radio equipment, and its purpose is to make sure that such equipment or systems are capable of interoperating with other public safety land mobile equipment or systems. It is not intended to apply to commercial services that offer other types of interoperability solutions and does not exclude any application if it demonstrates that the system or equipment being proposed will lead to enhanced interoperability. The grant guidance does not propose to preclude funding of non-Project 25 equipment when there are compelling reasons for using other solutions. Absent these compelling reasons, ODP intends that Project 25 equipment will be preferred for digital systems to which the standard applies.

The SAFECOM interoperable communications guidance addresses the following issues:

- Criteria
 - Personnel Involved with Public Safety Communications Interoperability
 - Lifecycle of Public Safety Communications Projects
 - Common Public Safety Communications Goals
 - Common Criteria for All Grant Applicants
 - Standards
 - Governance
- Criteria for Public Safety Communications Equipment Grants
 - Building, Upgrading, Enhancing, Replacing and Maintaining Public Safety Communications Systems and Equipment
- Supplemental Criteria for Public Safety Equipment Grants
 - Planning for Public Safety Communication Systems

- Training Public Safety Staff on Issues Related to Emergency Response Communications
- Managing Public Safety Communications Projects
- Generic Examples of Linking Disparate Public Safety Communications Systems

The SAFECOM grant guidance materials are available in their entirety on the SAFECOM website (<http://www.safecomprogram.gov>) in the electronic library. (See <http://www.safecomprogram.gov/libresults.cfm?libid=431&secid=3>.) They can also be accessed through ODP Information Bulletin #113, posted on the ODP website at <http://www.ojp.usdoj.gov/odp/docs/bulletins.htm>.

APPENDIX I

GEOSPATIAL GUIDANCE

GEOSPATIAL GUIDANCE

ODP recognizes the important contribution that geospatial information and technology plays in strengthening our nation's security posture. DHS has created a Geospatial Enterprise Architecture (GEA) to help guide geospatial data investments for building a standardized national model that will promote collaboration and interoperability. This document is available by e-mailing gmo@dhs.gov.

Grantees are recommended to review the guidance provided below. This will ensure that grantees have applied due diligence in reviewing and assessing requirements for their objectives that involve geospatial components. The following considerations should be made when developing a geospatial program:

- Does the state have a homeland security geospatial strategy?
- Does the state have a single GIS that primarily focuses on homeland security?
- Has the state/jurisdiction identified the homeland security geospatial requirements?
- Does the state maintain a current inventory of geospatial assets (both equipment and personnel)?
- Has the state established public, private, academic, military, and tribal communities for homeland security geospatial collaboration?
- What memoranda of understanding are in place for data sharing?
- Is the homeland security geospatial data stored in more than one location? Is it readily accessible to first responders and to emergency operations centers? Is there a backup system for the geospatial systems?
- Does the state have a team of established geospatial personnel that can provide 24/7 expertise and equipment for emergencies?
- Has the state established geospatial preparedness metrics?
- How do the geospatial systems support critical infrastructure mapping (e.g. HSPD-7), readiness assessments (e.g. HSPD-8), and incident management (e.g. NIMS)?
- Does the state ensure compatibility with the geospatial data by complying with federally-adopted geospatial standards, specifications, and guidelines such as those published by the Federal Geographic Data Committee (FGDC) and the Open Geospatial Consortium (OGC™)?
- Does the state register or publish the geospatial resources that are planned or result from programs or projects as a means to avoid expenditures of time, effort, and funds on redundant acquisitions?
- Does the state place an emphasis on geospatial resource sharing and collaboration?

The following describes those federally maintained, endorsed or adopted initiatives that grantees are strongly recommended to review:

National Spatial Data Infrastructure (NSDI) (<http://www.fgdc.gov/nsdi/nsdi.html>)

The NSDI was created under Executive Order 12906 calling for the establishment of the NSDI defined as the technologies, policies, and people necessary to promote sharing of geospatial data throughout all levels of government, private and nonprofit sectors, and the academic community.

The NSDI clearing house is available to local, state, and federal contributors to register as clearinghouse nodes where metadata about geospatial data, services, and resources can be published and harvested for discovery by any user. FGDC manages NSDI and provides guidance and instruction for using and registering nodes on NSDI.

Geospatial One Stop Portal (www.geodata.gov)

As a part of one of Office of Management and Budget's 24 Federal E-Gov initiatives (www.whitehouse.gov/omb/egov/), the Geospatial One Stop portal was established to promote data sharing across federal entities and is available to the public for use as a discovery portal. Geospatial One Stop portal (www.geodata.gov) is an interface to NSDI established under Executive Order 12906. The portal harvests geospatial resource metadata from nodes registered with NSDI and is a repository for all metadata published and accessible on NSDI. Users also have the option to publish metadata holdings directly to Geospatial One Stop enabling smaller organizations with the ability to share and collaborate on geospatial resources.

An important feature on Geospatial One Stop for grantees is the geodata.gov Market Place. Here users can find information about planned acquisitions of geospatial resources and future projects or activities that may align with their own objectives. If grantees find no existing resources on Geospatial One Stop in either the metadata searches or in the Market Place, they are strongly encouraged to register their planned activities for geospatial data acquisition or future projects and activities so that others may prevent from redundant efforts.

United States National Grid (<http://www.fgdc.gov/standards/status/usng.html>)

The objective of this U.S. National Grid standard is to create a more interoperable environment for developing location-based services within the United States and to increase the interoperability of location services appliances with printed map products by establishing a nationally consistent grid reference system as the preferred grid for NSDI applications. The U.S. National Grid is based on universally-defined coordinate and grid systems and can, therefore, be easily extended for use world-wide as a universal grid reference system.

There are a number of coordinate reference systems that can be used either in location service appliances or on printed maps for the purpose of establishing a location. Within

automated location service appliances, the conversion of coordinates based on one well-defined reference system to coordinates based on another can be both automatic and transparent to the user. These devices can support multiple coordinate reference systems with little difficulty. However, it is not easy for humans to work in multiple reference systems and humans cannot convert between systems without the aid of location service appliances, calculators, or conversion tables (FGDC-STD-011-2001).

Federal Geographic Data Committee (www.fgdc.gov)

The FGDC is a 19-member interagency committee composed of representatives from the Executive Office of the President, Cabinet-level and independent agencies. The FGDC is developing NSDI in cooperation with organizations from state, local and tribal governments, the academic community, and the private sector. NSDI encompasses policies, standards, and procedures for organizations to cooperatively produce and share geographic data.

FGDC Metadata (www.fgdc.gov/metadata/metadata.html)

Metadata or "data about data" describe the content, quality, condition, and other characteristics of data. FGDC approved the Content Standard for Digital Geospatial Metadata (FGDC-STD-001-1998) in June 1998.

FGDC Standards (www.fgdc.gov/standards/standards.html)

Standards facilitate the development, sharing, and use of geospatial data. The FGDC develops geospatial data standards for implementing the NSDI, in consultation and cooperation with state, local, and tribal governments, the private sector and academic community, and, to the extent feasible, the international community.

FGDC Framework (www.fgdc.gov/framework/framework.html)

GIS applications of many different disciplines have a recurring need for a few themes of data. The framework is a collaborative community based effort in which these commonly needed data themes are developed, maintained, and integrated by public and private organizations within a geographic area. Local, regional, state and federal government organizations and private companies see the framework as a way to share resources, improve communications, and increase efficiency.

Open Geospatial Consortium (www.opengeospatial.org)

The Open Geospatial Consortium, Inc. (OGC™) is a nonprofit, international, voluntary consensus standards organization that is leading the development of standards for geospatial and location based services. Through member-driven consensus programs, OGC works with government, private industry, and academia to create open and extensible software application programming interfaces for geographic information systems and other mainstream technologies.

Consulting with the OGC specifications and standards is highly recommended for grantees interested in open, interoperable solutions; especially those involving publishing geospatial data and resources as a service. Many of the specifications, documents, and guidance provided here have been adopted as industry standard. Others are fairly new and not mature. Grantees are encouraged to comply with these consensual guidance and standards wherever relevant to specific projects and objectives.

U.S Army Corps of Engineers CADD/GIS technology Center Spatial Data Standards (<http://tsc.wes.army.mil/products/TSSDS-TSFMS/tssds/html/>)

The Spatial Data Standard for Facilities, Infrastructure, and Environment (SDSFIE) have focused on the development of graphic and non-graphic standards for GIS implementations at Air Force, Army, Navy, and Marine Corps installations, U.S. Army Corps of Engineers Civil Works activities, and other Government organizations.

The SDSFIE provides a standardized grouping of geographically referenced (i.e., geospatial) features (i.e., real-world features or objects depicted graphically on a map at their real-world location (i.e., coordinates). Each geospatial feature has an "attached" attribute table containing pertinent data about the geospatial feature.

The National Map (<http://nationalmap.gov/>)

The U.S. Geological Survey (USGS) holds responsibility for maintaining nationally consistent foundation data layers that will support the DHS GEA. These data layers include:

- High-resolution digital orthorectified imagery from aerial photographs or satellite imagery
- High resolution surface elevation data to derive contours and digital terrain models
- Vector feature data for hydrography (linear and open water bodies), transportation (roads, railway, and waterways), manmade structures, and boundaries
- Land Use Land Cover that classifies land surface types
- Geographic names of physical and cultural features (to support U.S. Board of Geographic Names)

Through partnerships that include cooperative arrangements for exchange of data, standards development, database development, web mapping services and applications, training, and technology exchange, the USGS has established a network of National Geospatial Partnership Offices and State Liaison positions across the nation (<http://nationalmap.usgs.gov/partnerships.html>).

APPENDIX J

LIST OF TERMS

LIST OF TERMS

A

AAR	After Action Reports
ACH	Automated Clearing House
ADDIE	Analysis, Design, Development, Implementation, and Evaluation
AEL	Authorized Equipment List
ANSI	American National Standards Institute
APCO	Association of Public-Safety Communications Officials

B

BSIR	Biannual Strategy Implementation Reports
BZPP	Buffer Zone Protection Plan

C

CAP	Corrective Action Plan
CAPR	Categorical Assistance Progress Reports
CBP	Customs and Border Protection
CBRN	Chemical, Biological, Radiological and Nuclear
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CCP	Citizen Corps Program
CCTV	Closed-Circuit Television
CDC	Centers for Disease Control and Prevention
CDP	Center for Domestic Preparedness
CEO	Chief Executive Officer
CERT	Community Emergency Response Teams
CFA	Capability Focus Area
CFR	Code of Federal Regulations
CFDA	Catalog of Federal Domestic Assistance
CI	Critical Infrastructure
CIP	Critical Infrastructure Protection
CIRA	Catastrophic Incident Response Annex
CME	Continuing Medical Education
CNE	Continuing Nursing Education
COTS	Commercial-off-the-Shelf
CSID	Centralized Scheduling and Information Desk

D

D&B	Dun and Bradstreet
DHS	U.S. Department of Homeland Security
DOE	U.S. Department of Energy
DOJ	U.S. Department of Justice
DOS	U.S. Department of State
DOT	U.S. Department of Transportation

	DPETAP	Domestic Preparedness Equipment Technical Assistance Program
	DUNS	Data Universal Numbering System
E		
	EA	Environmental Assessment
	EEG	Exercise Evaluation Guide
	EIS	Environmental Impact Statement
	EMA	Emergency Management Agency
	EMAP	Emergency Management Accreditation Program
	EMI	Emergency Management Institute
	EMPG	Emergency Management Performance Grants
	EMS	Emergency Medical Services
	EMT	Emergency Medical Technician
	EOC	Emergency Operations Center
	EOP	Emergency Operations Plans
	EPA	U.S. Environmental Protection Agency
	EPW	Exercise Planning Workshop
F		
	FAR	Federal Acquisition Regulations
	FBI	Federal Bureau of Investigation
	FDA	Food and Drug Administration
	FE	Functional Exercise
	FEMA	Federal Emergency Management Agency
	FGDC	Federal Geographic Data Committee
	FICA	Federal Insurance Contributions Act
	FOIA	Freedom of Information Act
	FSE	Full-Scale Exercise
	FSR	Financial Status Report
	FTE	Full-Time Employees
G		
	GAN	Grant Adjustment Notice
	GEA	Geospatial Enterprise Architecture
	GIS	Geographic Information System
	GISWG	Global Infrastructure and Standards Working Group
	GJXDM	Global Justice XML Data Model
	GMS	Grants Management System
	GOTS	Government-off-the-Shelf
	GPS	Global Positioning Systems
H		
	HazMat	Hazardous Materials
	HDER	Homeland Defense Equipment Reuse
	HHS	U.S. Department of Health and Human Services

	HRSA	Health Resources and Services Administration
	HSC	Homeland Security Council
	HSEEP	Homeland Security Exercise and Evaluation Program
	HSGP	Homeland Security Grant Program
	HSPD	Homeland Security Presidential Directive
	HSPTAP	Homeland Security Preparedness Technical Assistance Program
I		
	IAB	InterAgency Board
	IAFIS	Integrated Automated Fingerprint Identification System
	IAIP	DHS Information Analysis and Infrastructure Protection Directorate
	ICS	Incident Command System
	ICTAP	Interoperable Communication Technical Assistance Program
	IED	Improvised Explosive Device
	IEEE	Institute of Electrical and Electronics Engineers, Inc.
	IP	Improvement Plan
	ISIP	Initial Strategy Implementation Plan
J		
	JRIES	Joint Regional Information Exchange System
	JTTF	Joint Terrorism Task Force
L		
	LEP	Limited English Proficient
	LETPP	Law Enforcement Terrorism Prevention Program
	LLEA	Lead Law Enforcement Agency
	LLIS	Lessons Learned Information Sharing
	LNG	Liquid Natural Gas
	LOCES	Letter of Credit Electronic Certification System
M		
	M&A	Management and Administrative
	MIPT	National Memorial Institute for the Prevention of Terrorism
	MOA	Memorandum of Agreement
	MOU	Memorandum of Understanding
	MMRS	Metropolitan Medical Response System
	MRC	Medical Reserve Corps
	MS&G	Models, Simulations, and Games
N		
	NCIC	National Crime Information Center
	NCJA	National Criminal Justice Association
	NCR	National Capital Region
	NDPC	National Domestic Preparedness Consortium
	NEPA	National Environmental Policy Act
	NFA	National Fire Academy

	NGA	Notice of Grant Award
	NGO	Non-Governmental Organization
	NIC	NIMS Integration Center
	NFPA	National Fire Protection Association
	NIMCAST	NIMS Capability Assessment Support Tool
	NIMS	National Incident Management System
	NIOSH	National Institute for Occupational Safety and Health
	NIST	National Institute of Standards and Technology
	NRP	National Response Plan
	NSDI	National Spatial Data Infrastructure
	NSSE	National Special Security Event
O		
	OC	Office of the Comptroller
	ODP	Office for Domestic Preparedness
	OJP	Office of Justice Programs
	OGC	Office of General Counsel
	OGC™	Open Geospatial Consortium
	OGO	Office of Grant Operations
	OMB	Office of Management and Budget
	OSHA	Occupational Safety and Health Administration
P		
	PAPRS	Phone Activated Paperless Request System
	PHS	Public Health Service
	POC	Point of Contact
	PPE	Personal Protective Equipment
R		
	RAT	Rapid Assistance Team
	RKB	Responder Knowledge Base
S		
	S&T	Science and Technology
	SAA	State Administrative Agency
	SAAT	Standardized Awareness Authorized Trainer
	SDSFIE	Spatial Data Standard for Facilities, Infrastructure, and Environment
	SEL	Standardized Equipment List
	SHSAS	State Homeland Security Assessments and Strategies
	SHSP	State Homeland Security Program
	SLGCP	Office of State and Local Government Coordination and Preparedness
	SME	Subject Matter Expert
	SoR	Statement of Requirements

	SPOC	Single Point of Contact
	SRM	Service Reference Model
	SWAT	Special Weapons and Tactics
T		
	TA	Technical Assistance
	TEW	Terrorism Early Warning
	TOPOFF	Top Officials Exercise
	TRM	Technical Reference Model
	TTX	Tabletop Exercise
U		
	UASI	Urban Areas Security Initiative
	UAWG	Urban Area Working Group
	USAR	Urban Search and Rescue
	USDA	U.S. Department of Agriculture
	USGS	U.S. Geological Survey
	UTL	Universal Task List
V		
	VIPS	Volunteers in Police Service
W		
	WMD	Weapons of Mass Destruction
X		
	XML	Extensible Markup Language
	XSTF	XML Structure Task Force

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