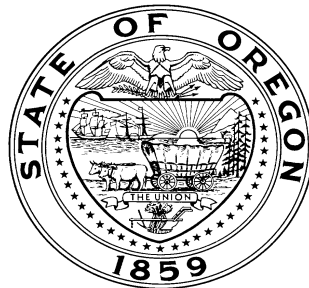


FY 2008
Application Instructions and Grant Guidance

HOMELAND SECURITY
GRANT PROGRAM

OREGON EMERGENCY MANAGEMENT
www.oregon.gov/OMD/OEM



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Application Due Date: 5:00 PM, Thursday, July 31, 2008

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Introduction

This year the Homeland Security Grant Program (HSGP) is again semi-competitive. Each state will receive a baseline allocation of 0.375 percent of the total allocation available nationwide with the remainder competitively distributed based on risk (threat, vulnerability, and consequence) and anticipated effectiveness.

Consolidation of Law Enforcement Terrorism Prevention-Oriented Activities

Per the 9/11 Act and FY 2008 Consolidated Appropriations Act, FY 2008 HSGP will not contain a separate line-item Law Enforcement Terrorism Prevention Program (LETPP). As is clear in this year's three overarching Homeland Security Grant Program (HSGP) priorities, a significant need for law enforcement terrorism prevention exists, particularly in the area of Improvised Explosive Device (IED) attack deterrence, prevention, and protection capabilities. As a result, States are required to ensure that at least 25 percent of their SHSP award funds are dedicated towards law enforcement terrorism prevention-oriented planning, organization, training, exercise, and equipment activities.

Federal Funding Priorities

Funding priorities for this year continue and further narrow the focus through risk-based funding and the capability-based planning process that DHS began three years ago. FY 2008 HSGP will focus on three objectives as its highest priorities.

These three objectives are:

1. Measuring progress in achieving the National Preparedness Guidelines.
2. Strengthening improvised explosive device (IED) attack deterrence, prevention, and protection capabilities.
3. Strengthening preparedness planning.

1. Measuring Progress in Achieving the National Preparedness Goal.

FEMA will continue in FY 2008 to tie together the established priorities and objectives of the National Preparedness Guidelines with efforts to further establish target capabilities, conduct joint federal-State assessments, and make adjustments to better ensure that our investment is yielding measurable improvements in our nation's preparedness.

2. Strengthening IED Attack Deterrence, Prevention, and Protection Capabilities.

This provision aligns with the National Priority to Strengthen CBRNE Detection, Response, and Decontamination Capabilities as outlined in the National Preparedness Guidelines. The priority supports the policy outlined in Homeland Security Presidential Directive 19 "Combating Terrorist Use of Explosives in the United States" (HSPD-19) by emphasizing the need for States and Urban Areas to take a more proactive approach to reducing the threat of a terrorist explosive attack.

3. Strengthening Preparedness Planning

This provision aligns with the National Priority to Strengthen Planning and Citizen Preparedness Capabilities as outlined in the National Preparedness Guidelines and supports the Planning Annex to HSPD-8 “National Preparedness.” State and local jurisdictions must engage in comprehensive national and regional planning processes that seek to enhance emergency management capabilities through strengthened national and regional relationships and the allocation of resources toward preparedness planning.

FY 2008 State Homeland Security Program (SHSP)

The State Homeland Security Program (SHSP) is a core assistance program that provides funds to build capabilities at the State and local levels and to implement the goals and objectives included in State Homeland Security Strategies and initiatives in the State Preparedness Report.

Activities implemented under SHSP must support terrorism preparedness by building or enhancing capabilities that relate to the prevention of, protection from, or response to terrorism in order to be considered eligible. However, many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Subgrantees must demonstrate this dual-use quality for any activities implemented under this program that are not explicitly focused on terrorism preparedness.

Use of SHSP funds must be consistent with, and supportive of, implementation of the State Homeland Security Strategy and State Preparedness Report. Linkages between specific projects undertaken with SHSP funds and strategic goals and objectives will be highlighted through regular required reporting mechanisms, including the Biannual Strategy Implementation Report (BSIR).

FY 2008 Citizen Corps Program (CCP)

Oregon’s allocation of FY 2008 CCP funds is \$217,269. Federal allocations were determined using the USA Patriot Act formula with the balance distributed on a population-share basis. The Citizen Corps Program is not part of the Federal competitive award process. However, even though the CCP is non-competitive at the Federal level, it will still be competitively awarded at the State level and must be included in your application.

The Citizen Corps mission is to bring community and government leaders together to coordinate the involvement of community members in emergency preparedness, planning, mitigation, response, and recovery. The FY 2008 CCP 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 or amend existing plans to achieve and expand citizen preparedness and participation; 3) conduct public education and outreach; 4) ensure clear alerts/warnings and emergency communications with the public; 5) develop training programs for the public, for both all-hazards preparedness and volunteer responsibilities; 6) facilitate citizen participation in exercises; 7) implement volunteer programs and activities to support emergency responders; 8) involve citizens in surge capacity roles and responsibilities during an incident in alignment with the Emergency Support Functions and Annexes; and 9) conduct evaluations of programs and activities.

HSPD-5: National Incident Management System (NIMS)

The Department of Homeland Security (DHS) created the National Incident Management System (NIMS) as required under Homeland Security Presidential Directive (HSPD)-5. NIMS provides the framework for organizations to work together to prepare for, protect against, respond to, and recover from the entire spectrum of all-hazard events.

To be eligible to receive FY 2008 HSGP funding, applicants must meet NIMS compliance requirements. Local and tribal governments are considered to be in full NIMS compliance if they have adopted and/or implemented the FY 2005, FY 2006 and FY 2007 compliance activities, as determined by the National Incident Management System Capability Assessment Support Tool (NIMSCAST). Additional information on achieving compliance is available through the FEMA National Integration Center (NIC) Incident Management Systems Division at: <http://www.fema.gov/emergency/nims/>.

For FY 2008, the NIMSCAST will be the required means to report NIMS compliance. All subgrantees will be required to submit their compliance assessment via the NIMSCAST by September 30, 2008.

Additionally for FY 2008, applicants are required Federally to have the necessary staff attend and complete ICS 300 by September 30, 2008, and must certify that they will comply with this requirement at the time application is made. Applicants in the State of Oregon are also required to have the necessary staff attend and complete ICS 400 by September 30, 2008, unless other arrangements for a reasonable extension are made between the applicant and the NIMS Point of Contact (POC) for the State of Oregon. Applicants must certify that they will comply with this requirement at the time of application.

For additional information on NIMS requirements, please contact the State NIMS POC:

Lonni Nicoll

Domestic Preparedness Planner
Oregon Emergency Management
503-378-2911 ext. 22233
lnicoll@oem.state.or.us

HSPD-8: National Preparedness

On March 31, 2005, DHS issued the Interim National Preparedness Goal (the Goal) that establishes a vision for National Preparedness including National Priorities. The Target Capabilities List (TCL) identifies 37 capabilities integral to nationwide all-hazards preparedness, including acts of terrorism. Additional information about HSPD-8 can be found at: <http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm>.

National Response Framework (NRF)

The *National Response Framework* is a guide that details how the Nation conducts all-hazards response – from the smallest incident to the largest catastrophe. This document establishes a comprehensive, national, all-hazards approach to domestic incident response. The Framework identifies the key response principles, as well as the roles and structures that organize national response. It describes how communities, States, the Federal Government and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. In addition, it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It lays the groundwork for first responders, decision-makers and supporting entities to provide a unified national response. Additional information about the NRF can be found at:

<http://www.fema.gov/emergency/nrf/>.

Implement the National Infrastructure Protection Plan (NIPP)

The National Infrastructure Protection Plan and supporting Sector-Specific Plans (SSPs) provide a coordinated approach to critical infrastructure and key resources (CI/KR) protection roles and responsibilities for federal, state, local, tribal, and private sector security partners. The NIPP sets national priorities, goals, and requirements for effective distribution of funding and resources which will help ensure that our government, economy, and public services continue in the event of a terrorist attack or other disaster. More information about the NIPP can be found at: http://www.dhs.gov/xprevprot/programs/editorial_0827.shtm.

FY 2008 Appropriations and Available Funds

The Implementing Recommendations of the 9/11 Commission Act of 2007 (hereafter “9/11 Act”) and FY 2008 Consolidated Appropriations Act, FY 2008 HSGP set aside:

- \$862,900,000 for State Homeland Security Program (SHSP) grants.
- \$781,600,000 for Urban Areas Security Initiative (UASI) grants.

Oregon’s share of the FY 2008 appropriation is a combination of two components: a baseline allocation of \$3,235,875 and a risk- and need-based allocation as determined by a risk score and competitive peer-review process of the State’s application. Final allocations for each State and Urban Area will not be announced until approximately August 1, 2008.

Similar to previous years, 80 percent of the SHSP allocations must benefit local units of government. There is no minimum pass-through requirement for CCP.

Funding Distribution

This year the State will provide funding to each county based on a two part formula comprised of a standard county base allocation and a population based allocation. Of the 80 percent required to support local capabilities, 5 percent will be awarded for tribal projects, the remaining funds will be allocated based on population (60 percent), and as a standard county base (40 percent). Funds received by the State above the Federal base allocation will be used to support regional projects (involving more than one county) and will be awarded through a competitive peer-review process. For a base funding breakout see page 39.

Duration of Funding

Successful applicants will be awarded a grant for a period of 32 months commencing approximately October 1, 2008 and ending May 31, 2011. Proposed projects must be completed within the 32-month period of performance. Projects that cannot be completed by May 31, 2011 will not be selected for funding.

Eligibility

Eligible applicants include local and tribal units of government; and only these agencies are eligible to receive a direct award.

As defined in the Conference Report accompanying the DHS Appropriations Act of 2008, the term "local unit of government" means "any county, city, village, town, district, borough, parish, 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."

Eligibility for Urban Areas Security Initiative (UASI) Jurisdictions

Oregon jurisdictions defined in the Portland urban area/Urban Areas Security Initiative Grant program (City of Portland, Multnomah County, Washington County, Clackamas County, and Columbia County) are eligible to apply for SHSP and CCP funds.

Training Requirements

All training under the grant programs must be coordinated through the Domestic Preparedness Training Coordinator at Oregon Emergency Management (OEM):

Jim Adams

Domestic Preparedness Training Coordinator
Oregon Emergency Management
503-378-2911 ext. 22232
jadams@oem.state.or.us

Coordination of training, including verification that the training is allowable, must be completed after training awards are announced and before training funds are obligated. Failure to follow this process may result in denial of reimbursement requests.

Grant recipients may, in most cases, use these funds to pay for training and training related costs.

The target audience for training courses includes 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 can include training for citizens in awareness, preparedness, prevention, response skills, and volunteer activities. This training should be coordinated through state and local Citizen Corps Councils.

Exercise Requirements

Exercises conducted with FEMA support and using HSGP funding must be:

- Managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP Volumes I-III contain guidance for exercise design, development, conduct, evaluation and improvement planning. HSEEP Volume IV provides sample exercise materials and HSEEP Volume V: Prevention Exercises, contains guidance and recommendations for designing, developing, conducting, and evaluating prevention focused exercises. All volumes can be found at: <http://hseep.dhs.gov>.
- NIMS compliant. More information is available online at the NIMS Integration Center (NIC) Incident Management Systems Division <http://www.fema.gov/emergency/nims/index.shtm>.

Exercise Scenarios

Scenarios used in HSGP-funded exercises must be based on the State's/Urban Area's Homeland Security Strategy and plans. Acceptable scenarios for exercises include: chemical, biological, radiological, nuclear, explosive, cyber, agricultural and natural or technological disasters. Exercise scenarios must be catastrophic in scope and size, as defined by the National Response Framework and should align with a national planning scenario.

The scenarios used in HSGP-funded exercises must focus on validating existing capabilities and must be large enough in scope and size to exercise multiple tasks and warrant involvement from multiple jurisdictions and disciplines and non-governmental organizations. Exercise scenarios should also be based on the Multi-year Training and Exercise Plan.

Exercise Evaluation

All exercises must be performance-based and evaluated. An After-Action Report/Improvement Plan (AAR/IP) must be submitted to OEM, following every exercise, regardless of type or scope. AAR/IPs must conform to the HSEEP format, should capture objective data pertaining to exercise conduct, and must be developed based on information gathered through Exercise Evaluation Guides (EEGs) found in HSEEP Volume IV. All applicants are encouraged to use the Lessons Learned Information Sharing System, www.LLIS.gov, as a source for lessons learned and to exchange best practices. Draft AAR/IPs must be provided to OEM within 30 days following completion of each exercise (see HSEEP Volume IV for sample AAR/IP template). Final AAR/IPs must be submitted to OEM within 60 days for submission to FEMA. AAR/IPs must be submitted to OEM in electronic format with a printed copy optional.

Role of Non-Governmental Entities in Exercises

Non-governmental participation in all levels of exercises is strongly encouraged. When/where applicable nongovernmental entities should be included in the planning, conduct, and evaluation of an exercise. Local jurisdictions are encouraged to develop exercises that test the integration and use of non-governmental resources provided by non-governmental entities, defined as the private sector and private non-profit, faith-based, community, volunteer and other non-governmental organizations.

Planning Exercise Requirement

Any agency using Homeland Security funds for the purpose of creating/updating a plan (EOP, annex, SOP, etc.) must conduct an exercise within the performance period of the grant to evaluate the plan. The exercise must be facilitated and documented through the HSEEP process and documentation must be submitted to the OEM Exercise Coordinator.

For additional assistance with exercise requirements contact:

Doug Jimenez

Domestic Preparedness Exercise Coordinator
Oregon Emergency Management
503-378-2911 ext. 22248
djimenez@oem.state.or.us

Match Requirement

There is no match requirement for the State Homeland Security Program or Citizen Corps Program. However, there is the potential for future grant programs to be impacted by cash match requirements as early as FY 2009.

Supplanting

Federal funds may not supplant, replace, or offset State or local funds, but will be used to supplement the amount of funds that, in the absence of Federal funds, would be made available for purposes consistent with the Homeland Security Grant Program.

Application Due Date

One original and nine copies (10 total) of the application must be received by Oregon Emergency Management no later than **5:00 PM, Thursday, July 31, 2008**.

Applicants are fully responsible for the timely delivery of grant applications to OEM. Late applications, facsimile copies, or post due date modifications to meet minimum qualifications will not be accepted.

Mailing and Hand-Delivery Addresses

Oregon Emergency Management
Phone: 503-378-2911

US Mail

P.O. Box 14370
Salem, OR 97309-5062

UPS/FedEx/Hand Delivered

3225 State St., Room 115
Salem, OR 97301

Application Evaluation

OEM will conduct a review of applications to determine whether the proposal meets the application minimum qualifications. Competitive regional projects will be reviewed by representatives from the statewide Domestic Preparedness Working Group. The group will conduct a comprehensive, fair, and impartial evaluation of the responses received to this solicitation. The applicant's failure to comply with the instructions or to submit a complete proposal will result in it being deemed non-responsive. Applications may be deemed non-responsive for the following reasons:

1. Late applications. Applications must be **received (not post-marked) by 5:00 PM Thursday, July 31, 2008**.
2. Missing or incomplete Cover Sheet(s) or Project Justification form(s).
3. Missing or incomplete project budgets.
4. Projects inconsistent with the identified investment areas.
5. No evidence of NIMS compliance (NIMS form not completed/submitted).

Only those applications meeting eligibility criteria and determined to be responsive to the minimum qualifications will be considered for further evaluation.

The grant award recommendations will be forwarded to the Director of Oregon Emergency Management and the Adjutant General, who will make final award decisions. Oregon Emergency Management will notify applicants on or about September 15, 2008 with final award decisions.

Funding decisions will be based on:

1. Overall response to the Project Justification form. Specifically, how well distinct and holistic projects were identified and how closely projects were aligned with the State's Strategy, State's Preparedness Report and the projects identified within the State's Investment Justifications.
2. How well the Project Justification supports the project and demonstrated need for the request.
3. Whether proposed projects are able to be implemented within the grant award period.
4. Whether projects will be sustained after grant funding expires.

State Homeland Security Program (SHSP)

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 Biannual Strategy Implementation Report (BSIR).

The FY 2008 Homeland Security Grant does not include a separate funding stream for Law Enforcement Terrorism Prevention activities; however, at least 25 percent of the SHSP funding must support these activities. Allowable law enforcement activities are listed later in the guidance.

Planning

The State may facilitate all contracts for planning-related services that are identified in grant applications. Applicants who wish to receive funding for eligible planning projects that are facilitated by the State must agree to allow the state to maintain any approved funding for contract services as allowed by the FY 2008 guidance.

If the State chooses to facilitate planning contracts, an agreement will be prepared for the subgrantee to sign authorizing the State to maintain the funding and facilitate the contractor/consultant portion of the proposed project. These funds will be earmarked from the 80 percent local share of the FY 2008 allocation. To ensure consistency among planning products, the State will facilitate an RFP process in which the subgrantee will participate and assist with the creation of a scope of work, review, and approval of service providers. Subgrantees will also assist in the review of reports, overall project direction, and financial review.

Agencies receiving HSGP funds to create a plan (EOP, annex, SOP, etc.) must validate the plan through no less than a table top level exercise. The exercise must be conducted within the performance period of the grant, facilitated and documented through the HSEEP process, and submitted to the OEM Exercise Coordinator. Agencies must provide information in the project narrative and milestones indicating the scale and schedule of the exercise. If the agency chooses, they may request HSGP funds to support the exercise. These funds would be directly awarded to the agency. Questions regarding planning exercise requirements should be directed to the OEM Exercise Coordinator, Doug Jimenez (see additional information on pages 6-7).

Other planning funds such as grant administration, travel, workshops, meetings, etc., may be provided directly to the applicant based on the proposed projects.

Planning Related Costs

SHSP funds may be used for a range of homeland security planning activities. Additional planning examples can be found in the Homeland Security *Allowable Planning Guide* at: http://www.fema.gov/pdf/government/grant/hsgp/fy08_hsgp_allowplanning.pdf.

Following are some examples of allowable planning activities:

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

- Costs associated with the implementation and adoption of HSPD-8 initiatives.
- Costs associated with the implementation and sustainment of NIMS.
- Establishment or enhancement of mutual aid agreements.
- Development of communications and interoperability protocols and solutions.
- Development of 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 coordinated through local Citizen Corps Councils.
- Citizen Corps activities in communities surrounding critical infrastructure sites, including Neighborhood Watch, Volunteers in Police Service, and other opportunities for citizen participation.
- Evaluating Critical Infrastructure Protection (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.

Develop and enhance plans and protocols, including but not limited to:

- Develop or enhance emergency operations plans and operating procedures.
- Develop terrorism prevention/deterrence plans.
- Develop plans, procedures, and requirements for the management of infrastructure and resources related to HSGP and implementation of State or Urban Area Homeland Security Strategies.
- Develop public/private sector partnership emergency response, assessment, and resource sharing plans.
- Develop or update local or regional communications plans.
- Develop plans to support and assist specialized jurisdictions, such as port authorities and rail and mass transit agencies.
- Develop or enhance continuity of operations and continuity of government (COOP/COG) plans.
- Develop or enhance existing catastrophic incident response and recovery plans to include and integrate Federal assets provided under the National Response Plan.

Develop or conduct assessments, including but not limited to:

- Conduct point vulnerability assessments at critical infrastructure/key resource (CI/KR) sites and develop remediation/security plans.
- Conduct cyber risk and vulnerability assessments.
- Conduct 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.
- Identification of specific catastrophic incident response and recovery projected needs.

Training

FY 2008 SHSP funds may be used to enhance the capabilities of local and tribal emergency preparedness and response personnel through development of a State homeland security training program.

Training Related Areas

- Establishment of support for, conduct of, and attendance at preparedness training programs within existing training academies/institutions, universities, or junior colleges. Preparedness training programs are defined as those programs related to prevention, protection, response, and/or recovery from natural, technical, or manmade catastrophic incidents, supporting one or more Target Capabilities in alignment with national priorities as stated in the Goal. Examples of such programs include, but are not limited to, CBRNE terrorism, critical infrastructure protection, cyber security, and citizen preparedness.
- Training to support enterprise-wide homeland security planning, to include participation from non-governmental entities.
- Training to support the National Infrastructure Protection Plan.
- Training in interoperable communications.
- Training to support regional collaboration, to include non-governmental entities.
- Training to support intelligence fusion and information sharing activities.
- Training to support citizen preparedness and citizen volunteer support through Citizen Corps Councils.

Training Related Costs

Funds used to develop, deliver, and evaluate training, including costs related to administering the training, planning, scheduling, facilities, materials and supplies, reproduction of materials, and training specific equipment.

Overtime and Backfill costs associated with attending or teaching FEMA sponsored and/or approved training courses and programs are allowed. 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 either 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. Further, overtime costs associated with employees who participate in training in a teaching role for which they are compensated are not allowed.

Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to approved training.

Hiring of Full or Part-Time Staff or Contractors/Consultants to support training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the State or unit(s) of local government and have the approval of the State or awarding agency, whichever is applicable. In no case is dual compensation allowable.

Certification/Recertification of Instructors is an allowable cost. States are encouraged to follow the FEMA Instructor Quality Assurance Program to ensure a minimum level of competency and corresponding levels of evaluation of student learning. This is particularly important for those courses that involve training of trainers.

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.

Supplies. Supplies are items that are expended or consumed during the course of the planning and conduct of the training project(s) (e.g., gloves, tape, non-sterile masks, etc.).

Other Items. These costs include the rental of space/locations for planning and conducting training, badges, etc.

Note: additional training requirements are listed on page 6.

Exercise

Exercise Related Costs

Funds used to design, develop, conduct, and evaluate an exercise. Includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation.

Self-Sustaining Exercise and Evaluation Program. Includes costs related to developing and maintaining a self-sustaining State Homeland Security Exercise and Evaluation Program modeled on the national HSEEP, including HSEEP awareness seminars, exercise training courses, and AAR/IP tracking.

Hiring of Full or Part-Time Staff or Contractors/Consultants. Full or part-time staff may be hired to support exercise-related activities. The services of contractors/consultants may also be procured to support the design, development, conduct, and evaluation of exercises.

Overtime and Backfill. Overtime and backfill costs associated with the design, development, and conduct of exercises are allowable expenses. Payment of overtime expenses will be for work performed in excess of the established work week (usually 40 hours) related to the planning and conduct of the exercise.

Travel. Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise.

Supplies. Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise (e.g., gloves, tape, non-sterile masks, and disposable protective equipment).

Other Items. These costs include the rental of space/locations for exercises, planning, and conduct, rental of equipment (e.g., portable toilets, tents), food, refreshments, gasoline, exercise signs, badges, etc.

Note: *Additional exercise requirements are listed on pages 6-7.*

Equipment

Funds for equipment must be used to enhance the capabilities of state and local emergency response agencies. State agencies and local units of government may acquire advanced levels of responder equipment from 21 approved equipment categories.

SHSP Equipment Categories

1. Personal Protective Equipment (PPE)
2. Explosive Device Mitigation and Remediation Equipment
3. CBRNE Operational and Search and Rescue Equipment
4. Information Technology
5. Cyber Security Enhancement Equipment
6. Interoperable Communications Equipment
7. Detection Equipment
8. Decontamination Equipment**
9. Medical Supplies and Limited Pharmaceuticals
10. Power Equipment
11. CBRNE Reference Materials
12. CBRNE Incident Response Vehicles
13. Terrorism Incident Prevention Equipment
14. Physical Security Enhancement Equipment
15. Inspection and Screening Systems
16. Agricultural Terrorism Prevention, Response, and Mitigation Equipment**
17. CBRNE Response Watercraft
18. CBRNE Aviation Equipment**
19. CBRNE Logistical Support Equipment
20. Intervention Equipment
21. Other Authorized Equipment

****not allowable for law enforcement**

Additional information on allowable equipment is provided at www.rkb.mipt.org.

Personnel

Program funds may be used to support the hiring of full or part-time personnel to conduct program activities that are allowable under the FY 2008 HSGP (i.e., planning, training program management, exercise program management, etc).

Management and Administration (M&A)

No more than three percent of the total amount allocated to the subgrantee (local or tribal government) may be used for administrative purposes.

M&A Related costs

- Hiring of full- or part-time staff or contractors/consultants to assist with the management of HSGP, implementation of the State Homeland Security Strategy, application requirements, and compliance with reporting and data collection requirements.
- Development of operating plans for information collection and processing necessary to respond to requests for information.
- Travel expenses.
- Overtime and backfill costs.
- Meeting-related expenses.
- Acquisition of authorized office equipment including personal and laptop computers, printers, LCD projectors, and other equipment or software, which may be required to support the implementation of the Homeland Security Strategy.
- Recurring fees/charges associated with certain equipment, such as cell phones and faxes during the period of performance of the grant program.
- Leasing and/or renting of space for newly hired personnel during the period of performance of the grant program.

Law Enforcement Terrorism Prevention-Oriented Activities

In FY 2008 the law enforcement terrorism prevention and protection-oriented activities will focus on providing resources to law enforcement and public safety communities (working with their private partners) to support critical terrorism prevention activities and collaborating with non-law enforcement partners, other government agencies, and the private sector. Although other prevention activities continue to be allowable, the priority for FY 2008 is:

1. Measuring progress in achieving the National Preparedness Guidelines.
2. Strengthening improvised explosive device (IED) attack deterrence, prevention, and protection capabilities.
3. Strengthening preparedness planning.

Law Enforcement-Oriented Authorized Program Expenditures

The broad parameters of the historical LETPP program are still allowable under SHSP and UASI. These include the following activities:

- Information sharing and analysis.
- Threat recognition.
- Terrorist interdiction.
- Overtime expenses consistent with a State Homeland Security Plan, including for the provision of enhanced law enforcement operations in support of Federal agencies.
- Establishing, enhancing, and staffing, with appropriately qualified personnel, State, local, and regional fusion centers.
- Paying salaries and benefits for personnel, including individuals employed by the grant recipient on the date of the relevant grant application, to serve as qualified intelligence analysts.

Organizational

Law enforcement-oriented funds may be used for the following organizational activities:

- Overtime for information, investigative, and intelligence sharing activities.
- Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred during periods of DHS declared alert.
- Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities.

Planning

For examples of allowable planning activities please refer to the SHSP planning section and the Homeland Security *Allowable Planning Guide* at:

http://www.fema.gov/pdf/government/grant/hsgp/fy08_hsgp_allowplanning.pdf.

Training

Law enforcement-oriented 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, but not limited to the following:

- Participation in DHS approved intelligence analyst training: States wishing to develop or sponsor intelligence analyst courses for a national audience should submit courses to OEM for review and approval.
- Limited participation in non-FEMA approved intelligence analyst training: States may send students to attend non-approved intelligence analysis courses for up to three offerings. If your agency is interested in this type of course, contact the OEM Training Coordinator, Jim Adams (see page 6).

Note: A certificate of completion of all intelligence analyst training must be on file with the SAA and must be made available to Preparedness Officers upon request.

- Building information sharing capacities (especially among law enforcement, non-law enforcement, other government agencies, and the private sector).
- Methods of target hardening.
- Facility law enforcement security personnel, to include facilities, vessels and ports.
- CBRNE, agriculture, and cyber threats.
- History of terrorism and social environments contributing to threats.
- Surveillance and counter-surveillance techniques.
- Privacy, civil rights, and civil liberties regulations, policies, procedures, and protocols.
- Critical Infrastructure Protection training, to include identifying/assessing critical infrastructure assets, vulnerabilities, and threats.
- Cyber/agriculture/food security threats recognition and protective measures training.
- Cultural awareness training for community engagement activities and undercover operations related to terrorist organizations.
- Languages, such as Arabic, Urdu, or Farsi, which are spoken by known terrorists and terrorist organizations.
- Joint training with other homeland security entities (e.g., U.S. Secret Service, CBP).
- Use of interoperable communications equipment.
- Collection, analysis, mapping, integration, and dissemination of geospatial data and imagery.
- Geospatial database use, design, development, and management training.
- Volunteer participation to support law enforcement and community policing activities related to increased citizen awareness of terrorism activities, to include the Volunteers in Police Service and Neighborhood Watch programs.

Training Related Costs

Allowable training related costs include: Funds used to develop, deliver, and evaluate training, overtime and backfill, travel, hiring of full or part-time staff or contractors/consultants, certification/recertification of instructors, training workshops and conferences, and supplies. Additional detail for each of these allowable costs is provided in the SHSP training section.

Note: *additional training requirements are listed on page 6.*

Exercise

Law enforcement-oriented 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. This includes costs associated with exercising components of the NIMS.
- 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 exercises.
- Critical infrastructure vulnerability, protection, and/or attack exercises.

Where practical, these exercises should involve the public sector, non-governmental partners, trained citizen volunteers, and the general public. State and local governments should work with their Citizen Corps Councils to include volunteers from programs such as Volunteers in Police Service, Neighborhood Watch, and the general public.

Exercise Related Costs

Allowable exercise related costs include: Funds used to design, develop, conduct, and evaluate an exercise, developing and maintaining a self-sustaining exercise and evaluation program, overtime and backfill, travel, hiring of full or part-time staff or contractors/consultants, and supplies. Additional detail for each of these allowable costs is provided in the SHSP exercise section.

Note: *Additional exercise requirements are listed on pages 6-7.*

Equipment

Allowable law enforcement-oriented equipment is similar to the allowable equipment for SHSP. See the SHSP Equipment Categories section for details as well as the Authorized Equipment List (AEL) on the RKB web page <https://www.rkb.us/>.

Personnel

See SHSP Personnel section (page 14).

Management and Administration (M&A)

See SHSP M&A section (page 15).

Citizen Corps Program (CCP)

The FY 2008 Citizen Corps Program (CCP) funds provide resources for local and tribal communities to:

- Bring together the appropriate leadership to form and sustain a Citizen Corps Council.
- Develop and implement a plan or amend existing plans to achieve and expand citizen preparedness and participation.
- Conduct public education and outreach.
- Ensure clear alerts/warnings and emergency communications with the public.
- Develop training programs for the public, for both all-hazards preparedness and volunteer responsibilities.
- Facilitate citizen participation in exercises.
- Implement volunteer programs and activities to support emergency responders.
- Involve citizens in surge capacity roles and responsibilities during an incident in alignment with the Emergency Support Functions and Annexes.
- Conduct evaluations of programs and activities.

All grant recipients must register their Citizen Corps Council on the Citizen Corps website, www.citizencorps.gov, and manage their program and contact information listed on the site.

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, including 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.

Planning

Integrating non-governmental entities into the planning process is critical to achieve comprehensive community preparedness. To meet this important objective, HSGP funds may be used to support the following:

- Establishing and sustaining membership to serve as Citizen Corps Councils.
- Assuring that State and local government homeland security strategies, policies, guidance, plans, and evaluations include a greater emphasis on government/non-governmental collaboration, citizen preparedness, and volunteer participation.
- Developing and implementing a community preparedness strategy for the local and tribal jurisdictions.

Public education/outreach

Citizen Corps Councils may develop or reproduce public education and outreach materials to:

- Increase citizen preparedness (to include the DHS Ready Campaign materials);
- Promote training, exercise, and volunteer opportunities; and
- Inform the public about emergency plans, evacuation routes, shelter locations, and systems for public alerts/warnings.

Public education and outreach materials should incorporate special needs considerations, to include language, content, and method of communication.

Allowable expenditures include:

- Media campaigns: PSAs, camera-ready materials, website support, newsletters, etc.
- Outreach activities and public events: booth displays, event backdrops or signs, displays and demonstrations, and informational materials such as brochures/flyers.
- Promotional materials: pins, patches, magnets, clothing/headwear.

All materials must include the national or jurisdiction's Citizen Corps logo, tagline and website or the Ready logo, tagline, and website and comply with logo standards. For additional information go to: https://www.citizencorps.gov/pdf/logo_guide.pdf.

Citizen participation - Volunteer programs and disaster response support

Citizen support for emergency responders is critical through year-round volunteer programs and as surge capacity in disaster response. Citizen Corps funding may be used to establish, enhance or expand volunteer programs and volunteer recruitment efforts for Neighborhood Watch/USAonWatch, Community Emergency Response Teams (CERT), Volunteers in Police Service (VIPS), Medical Reserve Corps (MRC), and Fire Corps; for the Citizen Corps Affiliate Programs and Organizations; and for jurisdiction specific volunteer efforts. Examples include:

- Recruiting, screening, and training volunteers (e.g., background checks).
- Retaining, recognizing, and motivating volunteers.
- Purchasing, maintaining, or subscribing to a system to track volunteers (in compliance with applicable privacy laws), to include identification and credentialing systems, and to track volunteer hours.
- Evaluating volunteers.

Organizational

Organization activities supported with CCP funding are limited to the development and support of citizen surge capacity response deployments.

Training

Training funded with these grants can include all-hazards safety, such as emergency preparedness, basic first aid, life saving skills, crime prevention and terrorism awareness, school preparedness, public health issues, mitigation/property damage prevention, safety in the home, light search and rescue skills, principles of NIMS/ICS, community relations, volunteer management, serving people with disabilities, pet care preparedness, any training necessary to participate in volunteer activities, any training necessary to fulfill surge capacity roles, or other training that promotes individual, family, or community safety and preparedness.

Funding for CERT training includes the delivery of the CERT basic training to volunteers, supplemental training for CERT members who have completed the basic training, and the CERT Train-the-Trainer training. The training must include the topics, be instructor-led and classroom-based, using lecture, demonstration, and hands-on practice throughout. Note that the Independent Study course, "Introduction to CERT" (IS 317) may not be substituted for delivery of basic training consistent with the 20-hour CERT curriculum. There is no cap on the number of deliveries local jurisdictions may conduct of the CERT basic training, the CERT Train-the-Trainer, Campus CERT Train-the-Trainer, or Teen CERT Train-the-Trainer courses. Training should be delivered with specific consideration to include all ages, ethnic and cultural groups, persons with disabilities, and special needs populations at venues throughout the community, to include schools, neighborhoods, places of worship, the private sector, non-governmental organizations, and government locations. 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 and instructors 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 FY 2008 Citizen Corps Program funding.

Training Related Costs

- Instructor preparation and delivery time (to include overtime costs).
- 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.
- Quality assurance and quality control of information.
- Creation and maintenance of a student database.
- Rental of training facilities.
- 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).
- Course materials specific to the subject matter, such as bandages, gloves, fire extinguishers, mannequins, etc.
- Outfitting trainees and volunteers with program related materials and equipment, e.g. issuing CERT kits, credentials/badges, identifying clothing.

Exercise

Exercises specifically designed for, or that include participation from, non-governmental entities and the general public are allowable activities and may include testing public warning systems, evacuation/shelter in-place capabilities, family/school/business preparedness, and participating in table-top or full scale emergency responder exercises at the local, State, or national level, to include the Top Officials Exercise (TOPOFF).

Exercise Related Costs

Costs associated with the design, development, and conduct of exercises specifically designed for non-governmental entities and/or the general public to support the citizen/volunteer component of emergency responder exercises, to include recruiting, preparing, tracking, supporting, and debriefing citizens regarding their role in the exercise. Exercises should ensure that citizens, including citizens with disabilities, and special needs populations, participate in all phases of emergency responder exercises, to include planning, implementation, and after-action review.

Exercises conducted with FEMA support (grant funds or direct support) must be managed and executed in accordance with the HSEEP. The HSEEP Volumes contain guidance and recommendations for designing, developing, conducting, and evaluating exercises. HSEEP Volume IV provides sample exercise materials. All four volumes can be found at the HSEEP website: <http://hseep.dhs.gov>.

Note: *Additional exercise requirements are listed on pages 6-7.*

Equipment

Any equipment purchased with CCP funding must be used for specific preparedness or volunteer training or by volunteers in carrying out their response functions. CCP funding is not intended for equipment to be used by uniformed emergency responders, except to support training for citizens. Examples of equipment used to support training for citizens includes such items as burn pans or sample volunteer response kits.

CCP Equipment Categories

1. Personal Protective Equipment (PPE)
2. CBRNE Operational and Search and Rescue Equipment
3. Information Technology
4. Cyber Security Enhancement Equipment
5. Interoperable Communications Equipment
6. Medical Supplies and Limited Pharmaceuticals
7. Power Equipment
8. CBRNE Incident Response Vehicles
9. CBRNE Logistical Support Equipment
10. Other Authorized Equipment

Additional information on allowable equipment is provided at: www.rkb.mipt.org.

Personnel

Hiring, overtime, and backfill expenses are allowable only to perform programmatic activities allowable under existing guidance.

Management and Administration (M&A)

See SHSP M&A section (page 15).

Application Overview

Applicants are required to submit a collaborative countywide or larger regional response to this application. Only ONE application will be accepted from each county. To the greatest extent possible, applicants should begin pursuing a regional response to this application. Future applications for grant funding may require the submission of a regional, rather than a countywide, response. Similarly tribal agencies should only submit one application per tribe.

Oregon Emergency Management will subgrant awards to eligible individual agencies once the application has been approved; however, for purposes of this application process you are required to submit one coordinated application.

Priorities for Funding

The only eligible projects are those that implement the State's four investment areas.

The four investment areas are:

1. Interoperable Communications
2. Emergency Preparedness Planning
3. CBRNE Detection/Response
4. Citizen Preparedness

In accordance with grant program guidance intended to streamline efforts in obtaining resources that are critical to building and sustaining capabilities to achieve the National Preparedness Goal and implement State and Urban Area Homeland Security Strategies, priorities for funding include projects that integrate planning, training, and exercises in addition to equipment procurement. Applicants are strongly encouraged to develop a holistic approach in identifying distinct projects.

For FY 2008, funding priority will be given to projects that have thoughtfully integrated planning, training, and exercise needs in addition to equipment requests.

Consistently denied equipment items include:

- SCBAs requested by fire departments.
- Explosive Device Mitigation equipment for personnel outside of FBI approved bomb squads.
- Equipment and software intended for general use (i.e., not CBRNE specific) or equipment already required by virtue of the occupation (i.e. bulletproof vests for law enforcement, turn out gear for fire).
- Equipment not supported or well documented in the Project Justification.

Application Contents

A completed application will consist of up to six parts (four required and two optional). All forms can be accessed through the OEM web page at:

<http://www.oregon.gov/OMD/OEM/index.shtml>.

- Part 1 – Required:** Cover Sheet(s) for the county submitting agency and each agency that will directly receive funds.
- Part 2 – Required:** NIMS compliance form(s) from each agency requesting or benefiting from funding.
- Part 3 – Required:** Maximum of four Project Justifications completed in the required format: up to three project justifications for SHSP and one project justification for CCP may be submitted. **If not submitting a CCP project justification, the maximum amount of project justifications that may be submitted is three.** The project justification form may be downloaded from the Oregon Emergency Management website at:
<http://www.oregon.gov/OMD/OEM/index.shtml>.
- Part 4 – Required:** Detailed line item budget for each Project Justification. A sample budget is provided with these instructions.
- Part 5 – Optional:** Appendices - applications may include up to two pages of appendices per Project Justification.
- Part 6 – Optional:** Regional Project - Base Contribution form (only complete if offering your grant funds to another county) - must be completed if a county **actively** participating in a regional project is requesting their portion of the grant funds be awarded to another county for the purpose of executing the regional project. A county may not request their funds be given to another county without providing supporting documentation in the project justification showing they will directly benefit from the project.

Parts one, two, three and six of the application must be completed on the forms provided and may not exceed the given space for each question. The detailed budget(s) must include, at a minimum, the information shown in the sample.

You must provide one original and nine copies (10 total) of the submitting county's (master) Cover Sheet, additional agency cover sheets, completed NIMS Compliance Form(s), up to four Project Justifications, detailed budgets for each project, appendices (if applicable), and regional project base contribution form (if applicable).

Part 1: Cover Sheet

The Cover Sheet provides identifying information and must be completed in full and placed at the beginning of the application. An electronic sheet is available for completion. A master Cover Sheet must be completed by the submitting county agency and included with the original application and nine copies. Cover Sheets must also be completed for each additional agency that will directly receive funds.

Part 2: NIMS Compliance Form

Local and tribal entities are required to become fully compliant with the FY 2005, FY 2006, FY 2007, and FY 2008 NIMS requirements by September 30, 2008. Each agency requesting or benefiting from funding must complete a NIMS compliance form, and must meet each of the requirements as stated on the form to be eligible for the FY 2008 grant funds. For additional information on NIMS requirements, please contact the State NIMS POC, Lonni Nicoll.

- Check the box next to each NIMS action your organization has completed.
- The NIMS compliance form must be signed and dated by the authorized agency official.
- If the agency cannot verify compliance with all listed NIMS requirements, they will not be eligible to receive or benefit from the FY 2008 funding.

Part 3: Project Justification Form

You must prioritize projects for funding. Given limited funding, your prioritization assists review board members in the review and evaluation process.

A Project Justification form must be completed for each proposed project. No more than four projects may be submitted per county/regional or tribal application. All proposed projects must be completed by May 31, 2011 and support specific, State *Investment Areas* as well as goals and objectives in the State Homeland Security Strategy and/or Urban Area Homeland Security Strategy.

Project Priority #

Identify the priority number for this project.

County/Tribe Agency

Identify the agency or tribe submitting the application.

Project Title

Assign each project a unique title that succinctly describes the project.

Project Phase

Identify in the dropdown field if this project is “new” or “ongoing” (continuation from a previous grant year).

Regional Project (multi-county)

Identify in the dropdown field if the project is regional (involves more than one county).

Question 1: Choose a project type.

Check the box next to the one description that best suits this project.

Question 2: Provide a summary description of the current state of this project, its objectives, and any outcomes that will be completed prior to the receiving FY 2008 HSGP funds. Include in this description whether this is a new project or a project in maintenance/sustainment. Describe the capability gap(s) this project is intended to address.

- Response should include a description of the current state (baseline or starting point) of the project at the beginning of the FY 2008 HSGP period of performance.
- Discuss project objectives expected to be accomplished over the FY 2008 HSGP period of performance.
- Include all accomplishments and outcomes to date (only relevant for ongoing Investments)
 - * Any accomplishments to date would include major milestones, outcomes achieved, purchases, training, or other implementation steps that have been or will be started and/or completed before the application of FY 2008 HSGP funds.
 - * If this is a new Investment, indicate that as a new Investment, there are no accomplishments to date.
- Identify the capability gap this project is intended to address.

Question 3: List up to four National Priorities this project primarily supports.

From the dropdown field, choose the National Priority that best supports this project.

- Up to four National Priorities may be chosen, but only one is required.

Question 4: Check the box for the primary Target Capability this project supports. For the Target Capability selected, provide an explanation of how it is supported by this project.

- Identify the primary Target Capability that is most significantly and directly supported by the project.
- In the space provided, explain how the selected target capability is supported by the project.

Question 5: Explain how this project will support the implementation of at least one of the four State investment areas, and the achievement of goals and objectives from the State Homeland Security Strategy. The State Strategy and investments can be found on the OEM web page at: http://www.oregon.gov/OMD/OEM/plans_train/grant_info.shtml.

- From the dropdown field choose the primary investment area this project supports.
- In the space provided explain how the project supports the chosen investment area.
- Identify which State investment area this project relates to, and what specific area of the investment will be accomplished or furthered by this project.
- Explain how the project supports the achievement of the identified goals/objectives from the State and/or Urban Area Homeland Security Strategy.

Question 6: Clearly identify how this project is supported by the current countywide/regional plans such as communications or CBRNE/terrorism response.

- Applicants proposing to purchase interoperable communications equipment must certify that they have an implementation plan for the equipment that includes governance structures, policies, procedures, training, and planned exercises to ensure key elements of planning, governance, and training are addressed before the communications equipment is procured.
- Applicants interested in enhancing or creating radio communications capabilities must clearly identify that they have a written and promulgated communication strategy and plan. Jurisdictions without a written and promulgated plan will not be provided funding for communications equipment.
- Describe how this project and the requested equipment are consistent with an existing communications, CBRNE/terrorism, emergency operations, or other approved plan.

Question 7: Discuss the collaboration strategy for implementation of this project. What relationships exist, or will be establish, with other regions and jurisdictions (inter- and intra-State) within or beyond the geographic area of this project. Discuss when and how you will engage stakeholders from those regions in specific support of this project.

Consider if you will need to engage entities and stakeholders from other regions/areas to successfully implement this project.

- Identify the collaboration processes and communication strategies already in place with other regions and jurisdictions.
- Discuss who you will reach out to, who you have already reached out to, why those individuals/groups were selected, and why/how they will benefit from this project.
- Explore possible/existing collaboration and coordination strategies, and the timeline for engaging those external stakeholders.

Question 8: What outputs and outcomes will indicate this Investment is successful at the end of the FY 2008 HSGP period of performance?

- Identify measurable outputs that lead to the outcomes described.
- Describe the tangible outcomes that will indicate the project has been successful.
- Outcomes described should demonstrate progress toward the overall objective of the project, and include outcomes expected during the FY 2008 HSGP period of performance as well as those expected at the conclusion of the FY 2008 HSGP period of performance
- Describe how these outcomes will mitigate risks.

Output – Outputs are the goods and services produced by using project resources. Outputs can be represented in units of quantifiable products, such as the number of portable radios purchased, or as activities performed, such as exercises and training courses.

Additional sample outputs have been listed below:

- * Number of people trained.
- * Quantity of medications available.
- * Number of agencies served by an interoperable gateway.

Outcome – Outcomes describe the intended impact of the project on the preparedness environment (i.e., the changes resulting from the outputs). This often includes the ways in which the project has enhanced or developed the agency’s capability or capacity to serve the public.

Sample outcomes include:

- * Increased ability to administer medications in the event of an emergency.
- * Increased operational coordination among responders.
- * Cost savings to the jurisdictions.

Question 9: Explain the long-term approach to sustaining the capabilities created or enhanced by this project, or explain why this Investment will not be sustained?

- Describe plans for maintaining the capabilities developed by the project, including:
 - * Any additional sources of funding to be used, other than Homeland Security Grants.
 - * Future plans or milestones for sustaining the project, if any.
- If the project will not be maintained/sustained long-term, describe why. Provide an explanation of how the requested FY 2008 HSGP funding is sufficient for the implementation and sustainment of the project.

Question 10: Provide the total estimated cost for the FY 2008 HSGP period of performance for this project by completing the following table:

- Enter the dollar amount requested for this specific project in each category of funding (planning, training, etc.) and from each grant source (SHSP/LE, CCP).

For each solution area that has an associated FY 2008 HSGP funds request, provide a brief summary of the planned expenditures (including personnel).

- Describe appropriate activities, services, or products for each applicable solution area.
- Describe how the requested HSGP funds will be used specifically towards this project.

Question 11: Provide a high-level timeline, including milestones and dates, for the implementation of this project. Possible areas for inclusion are: stakeholder engagement, planning, major acquisitions/purchases, training, exercises, and process/policy updates. Space is provided for up to 7 milestones, but not all 7 may be necessary for the response.

Limit responses to high-level milestones that are critical to this project.

- Identify milestones that are relevant only to this project, only to FY 2008 HSGP funds, and only to the award period.
- Include major tasks and dates for all milestones.

Part 4: Budget

Each project identified in your application must have its own unique budget. At a minimum, each project budget must contain all of the information shown in the sample budget included with these instructions.

Equipment costs should be itemized to the greatest extent practicable. The FY 2008 Authorized Equipment List (AEL) is available at www.rkb.mipt.org.

For **equipment** costs include:

- The equipment category (PPE, Interoperable Communications, CBRNE Logistical Support, etc.).
- The specific equipment broken down by item and AEL reference number, unit cost, and quantity.
- Which agency and discipline will receive the equipment (law enforcement, fire, HazMat, public works, public health, emergency management, etc.). Identify the quantity allocated for each agency and/or discipline that will receive the equipment.
- Training that will be completed on the equipment. If requesting equipment specific training, please include the AEL number of **21GN-00-TRNG**.

For **training** costs, the budget must:

- Specify the name of the course.
- Specify how many participants will attend the training (by discipline and function).
- Include a line-item breakdown of expenses (facility rental, materials, instructor fees, etc.).

For **organizational, planning, and exercise** costs the budget must include a line-item breakdown including the following expenses: personnel, contractual services, travel, supplies, rent and utilities, etc.

For **management & administrative (M&A)** costs, limit expenses to no more than three percent of the total project budget. Detail what the M&A costs will be used for (overtime/backfill, staff to manage grant, travel, recurring fees, etc.).

Part 5: Appendices

Appendices are not required. Applicants that elect to submit additional items to support their projects may provide up to two pages of appendices per Project Justification form. Items that may be submitted as Appendices include: MOUs, maps/charts, plans, policies/procedures, letters of support, etc.

Part 6: Regional Project - Base Contribution form (optional - only complete if offering your grant funds to another county)

- Must be completed if a county **actively** participating in a regional project is requesting their portion of the grant funds be awarded to another county for the purpose of executing the regional project.
- A county may not request their funds be given to another county without providing supporting documentation in the project justification showing they will directly benefit from the project.
- May only designate one county to receive contributed funds.

Unallowable Costs

Federal limitations prohibit the use of grant funds for:

- Land acquisition.
- General purpose vehicles (squad cars, executive transportation).
- General-use software, general use computers and related equipment other than for allowable administrative activities.
- Weapons and ammunition.
- Vehicle licensing fees.
- Construction and renovation is generally prohibited. Construction and renovation shall be strictly limited and allowable when it is a necessary component of a security system at critical infrastructure facilities.
- Hiring of public safety personnel for the purpose of fulfilling traditional public safety duties.
- Activities unrelated to the completion and implementation of the Homeland Security Grant Program.
- Other items not in accordance with the AEL or previously listed allowable costs.

Unallowable Exercise Costs

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus. The only vehicle cost that is reimbursable is fuel/gasoline and mileage.
- Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).
- Repair or replacement of equipment damaged or lost during an exercise.

Suspension or Termination of Funding

Oregon Emergency Management may suspend or terminate funding, in whole or in part, or impose other measures for any of the following reasons:

- Failing to make satisfactory progress toward the goals, objectives, or strategies set forth in the Project Justification.
- Failing to follow grant agreement requirements or standard or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the project would not have been selected for funding.
- Failing to submit required reports.
- Filing a false certification in this application or other report or document.

Before taking action, Oregon Emergency Management will provide the subgrantee with reasonable notice of intent to impose measures and will make efforts to resolve the problem informally.

Reporting and Reimbursements

Biannual Strategy Implementation Reports (BSIR)/Progress Reports

Applicants will be required to submit two types of reports: 1) semi-annual narrative progress reports that contain specific information regarding the activities carried out under the FY 2008 Homeland Security Grant Program and how they address the goals and objectives of the State or UASI Homeland Security Strategy, and 2) web-based aggregate level data information on project implementation entered into an electronic web-based template. These reports are captured via the Biannual Strategy Implementation Report (BSIR).

Requests for Reimbursement

Reimbursements will only be made for actual expenses. Reimbursements will be made on a semi-annual basis unless otherwise agreed between OEM and the subgrantee. All requests for reimbursement must include supporting documentation to substantiate claimed expenses. Accurate and clear expenditure information will be required before reimbursement is made. Reimbursements are made only for equipment purchased and/or services performed during the grant period. Payments will be withheld if any BSIR is outstanding.

Reporting Due Dates

The Biannual Strategy Implementation Report (BSIR), semi-annual progress reports (PR), and Requests for Reimbursement (RFR) are due on the following dates:

Note: Requests for Reimbursement (RFR) may be submitted more frequently than the dates listed, but not less frequently.

Reporting Period	Date Due	Report Due
10/1/08 - 12/31/08	1/15/09	BSIR/PR
7/1/08 - 12/31/08	2/2/09	RFR
1/1/09 - 6/30/09	7/15/09	BSIR/PR
1/1/09 - 6/30/09	7/31/09	RFR
7/1/09 - 12/31/09	1/15/10	BSIR/PR
7/1/09 - 12/31/09	2/1/10	RFR
1/1/10 - 6/30/10	7/15/10	BSIR/PR
1/1/10 - 6/30/10	8/2/10	RFR
7/1/10 - 12/31/10	1/18/11	BSIR/PR
7/1/10 - 12/31/10	1/31/11	RFR
1/1/11 - 5/31/11	6/30/11	Final RFR
1/1/11 - 5/31/11	7/15/11	Final BSIR/PR

Federal Conditions

Drug-Free Work Place, Debarment, and Lobbying

Subgrantees must agree to certain conditions required by federal law. These conditions include: maintenance of a drug-free workplace; prohibition against allowing persons debarred or suspended from receiving grant funds; and prohibition from using funds for lobbying Members of Congress.

Compliance with Federal Civil Rights Laws and Regulations

The subgrantee is required to comply with Federal civil rights laws and regulations. Specifically, the subgrantee is required to provide assurances as a condition for receipt of Federal funds that its programs and activities comply with the following:

- *Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000 et. seq.* – no person on the grounds of race, color or national origin will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity receiving Federal financial assistance. More information can be found at <http://usinfo.state.gov/usa/infousa/laws/majorlaw/civilr19.htm>.
- *Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794* – no qualified individual with a disability in the United States, shall, by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity receiving Federal financial assistance. More information can be found at <http://www.section508.gov/index.cfm?FuseAction=Content&ID=15>.
- *Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et. seq.* – discrimination on the basis of sex is eliminated in any education program or activity receiving Federal financial assistance. More information can be found at <http://www.usdoj.gov/crt/cor/coord/titleix.htm>.
- *The Age Discrimination Act of 1975, as amended, 20 U.S.C. 6101 et. seq.* – no person in the United States shall be, on the basis of age, excluded from participation in, denied the benefits of or subjected to discrimination under any program or activity receiving Federal financial assistance.

Subgrantees must comply with all regulations, guidelines, and standards adopted under the above statutes. The subgrantee is also required to submit information, as required, to the DHS Office for Civil Rights and Civil Liberties concerning its compliance with these laws and their implementing regulations.

Services to Limited English Proficient (LEP) Persons

Recipients of FEMA 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, natural 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. The grantee is 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, see <http://www.lep.gov>.

Integrating Individuals with Disabilities into Emergency Planning

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination against people with disabilities in all aspects of emergency mitigation, planning, response, and recovery by entities receiving financial from FEMA. In addition, Executive Order #13347, entitled "Individuals with Disabilities in Emergency Preparedness" signed in July 2004, requires the Federal Government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. Executive Order 13347 requires the federal government to, among other things, encourage consideration of the needs of individuals with disabilities served by State, local, and tribal governments in emergency preparedness planning.

FEMA has several resources available to assist emergency managers in planning and response efforts related to people with disabilities and to ensure compliance with Federal civil rights laws:

- Guidelines for Accommodating Individuals with Disabilities in Disaster: The Guidelines synthesize the array of existing accessibility requirements into a user friendly tool for use by response and recovery personnel in the field. The Guidelines are available at <http://www.fema.gov/oer/reference/>.
- Disability and Emergency Preparedness Resource Center: A webbased "Resource Center" that includes dozens of technical assistance materials to assist emergency managers in planning and response efforts related to people with disabilities. The "Resource Center" is available at <http://www.disabilitypreparedness.gov>.

Lessons Learned Information Sharing (LLIS) resource page on Emergency Planning for Persons with Disabilities and Special Needs: A true one-stop resource shop for planners at all levels of government, non-governmental organizations, and private sector entities, the resource page provides more than 250 documents, including lessons learned, plans, procedures, policies, and guidance, on how to include citizens with disabilities and other special needs in all phases of the emergency management cycle. LLIS.gov is available to emergency response providers and homeland security officials from the local, state, and federal levels. To access the resource page, log onto <http://www.LLIS.gov> and click on Emergency Planning for Persons with Disabilities and Special Needs under Featured Topics. If you meet the eligibility requirements for accessing Lessons Learned Information Sharing, you can request membership by registering online.

Freedom of Information Act (FOIA)

FEMA 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. While this information under Federal control is subject to requests made pursuant to the Freedom of Information Act (FOIA), 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 FEMA FOIA Office, and may likely fall within one or more of the available exemptions under the Act. The applicant is encouraged to consult its 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. The applicant may also consult FEMA regarding concerns or questions about the release of information under State and local laws. The subgrantee should be familiar with the regulations governing Sensitive Security Information (49 CFR Part 1520), as it may provide additional protection to certain classes of homeland security information.

Compliance with the National Energy Conservation Policy and Energy Policy Acts.

In accordance with the FY 2008 DHS Appropriations Act, all FY 2008 grant funds must comply with the following two requirements:

- None of the funds made available shall be used in contravention of the Federal buildings performance and reporting requirements of Executive Order No. 13123, part 3 of title V of the National Energy Conservation Policy Act (42 USC 8251 et. Seq.), or subtitle A of title I of the Energy Policy Act of 2005 (including the amendments made thereby).
- None of the funds made available shall be used in contravention of section 303 of the Energy Policy Act of 1992 (42 USC 13212).

Environmental and Historic Preservation Compliance.

FEMA is required to consider the potential impacts to the human and natural environment of projects proposed for FEMA funding. FEMA, through its Environmental and Historic Preservation (EHP) Program, engages in a review process to ensure that FEMA-funded activities comply with various Federal laws including: National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (11988), Wetlands (11990) and Environmental Justice (12898). The goal of these compliance requirements is to protect our nation's water, air, coastal, wildlife, agricultural, historical, and cultural resources, as well as to minimize potential adverse effects to children and low-income and minority populations.

The subgrantee shall provide any information requested by FEMA to ensure compliance with applicable Federal EHP requirements. Any project with the potential to impact EHP resources (see Section E.8) cannot be initiated until FEMA has completed its review. Grantees may be required to provide detailed information about the project, including the following: location (street address or map coordinates); description of the project including any associated ground disturbance work, extent of modification of existing structures, construction equipment to be used, staging areas, access roads, etc.; year the existing facility was built; natural, biological, and/or cultural resources present in the project vicinity; visual documentation such as site and facility photographs, project plans, maps, etc; and possible project alternatives.

For certain types of projects, FEMA must consult with other Federal and state agencies such as the U.S. Fish and Wildlife Service, State Historic Preservation Offices, and the U.S. Army Corps of Engineers, as well as other agencies and organizations responsible for protecting natural and cultural resources. For projects with the potential to have significant adverse effects on the environment and/or historic properties, FEMA's EHP review and consultation may result in a substantive agreement between the involved parties outlining how the grantee will avoid the effects, minimize the effects, or, if necessary, compensate for the effects.

Because of the potential for significant adverse effects to EHP resources or public controversy, some projects may require an additional assessment or report, such as an Environmental

Assessment, Biological Assessment, archaeological survey, cultural resources report, wetlands delineation, or other document, as well as a public comment period. Subgrantees are responsible for the preparation of such documents, as well as for the implementation of any treatment or mitigation measures identified during the EHP review that are necessary to address potential adverse impacts. Subgrantees may use HSGP funds toward the costs of preparing such documents and/or implementing treatment or mitigation measures. Failure of the subgrantee to meet Federal, State, and local EHP requirements, obtain applicable permits, and comply with any conditions that may be placed on the project as the result of FEMA's EHP review may jeopardize Federal funding.

Procurement Standards

General – Agencies must follow the same policies and procedures used for procurement from non-Federal funds, in accordance with the appropriate OMB Circular (OMB Circular A-110 or OMB Circular A-102).

Standards – Subgrantees must use their own procurement procedures and regulations, provided that the procurement conforms to applicable Federal laws and standards.

Adequate Competition – All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. All sole-source procurements in excess of \$100,000 must receive prior written approval from Oregon Emergency Management.

Non-competitive Practices – The subgrantee must be alert to organizational conflicts of interest or non-competitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. Contractors that develop or draft specifications, requirements, statements of work, and/or Requests for Proposals (RFP) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Any request for exemption must be submitted in writing to Oregon Emergency Management.

Sole Source Procurement (Non-Competitive)

All non-state procurement transactions must be conducted in a manner that provides, to the maximum extent practical, open and free competition. However, should a subgrantee elect to award a contract without competition, sole source justification may be necessary. Justification must be provided for non-competitive procurement and should include a description of the program and what is being contracted for, an explanation of why it is necessary to contract noncompetitively, time constraints, and any other pertinent information. Subgrantees must obtain approval from Oregon Emergency Management.

Justification for Non-Competitive Procurement (Sole-Source Justification)

The following outline provides the recommended format for subgrantees to use when pursuing sole source procurement.

Paragraph 1:

- A brief description of the program and what is being contracted

Paragraph 2:

- Explanation of why a non-competitive contract is necessary, to include the following:
 - Expertise of the contractor
 - Management
 - Responsiveness
 - Knowledge of the program
 - Experience of personnel

Paragraph 3:

- Time Contracts
- When contractual coverage is required and why
- Impact on program if dates are not met
- How long would it take another contractor to reach the same level of competence? (Equate to dollars if desired)

Paragraph 4:

- Uniqueness of the vendor, product, services to be procured, or work to be performed

Paragraph 5:

- Other points that should be covered to make a convincing case

Paragraph 6:

- A declaration of how this action is in the best interest of the agency

SHSP Distribution by Population, County Base, & Region

	Census 2000		Total FY08 40% County Dist. Award \$983,700		
Geographic area Oregon	Total population 3,421,399		Total FY08 60% Population Dist. Award \$1,475,565		
County	Population	% of Population	Population Base Award	County Base Award	Total
Baker County	16,741	0.49%	\$ 7,220	\$ 27,325	\$ 34,545
Benton County	78,153	2.28%	\$ 33,705	\$ 27,325	\$ 61,030
Clackamas County	338,391	9.89%	\$ 145,940	\$ 27,325	\$ 173,265
Clatsop County	35,630	1.04%	\$ 15,366	\$ 27,325	\$ 42,691
Columbia County	43,560	1.27%	\$ 18,786	\$ 27,325	\$ 46,111
Coos County	62,779	1.83%	\$ 27,075	\$ 27,325	\$ 54,400
Crook County	19,182	0.56%	\$ 8,273	\$ 27,325	\$ 35,598
Curry County	21,137	0.62%	\$ 9,116	\$ 27,325	\$ 36,441
Deschutes County	115,367	3.37%	\$ 49,755	\$ 27,325	\$ 77,080
Douglas County	100,399	2.93%	\$ 43,300	\$ 27,325	\$ 70,625
Gilliam County	1,915	0.06%	\$ 826	\$ 27,325	\$ 28,151
Grant County	7,935	0.23%	\$ 3,422	\$ 27,325	\$ 30,747
Harney County	7,609	0.22%	\$ 3,282	\$ 27,325	\$ 30,607
Hood River County	20,411	0.60%	\$ 8,803	\$ 27,325	\$ 36,128
Jackson County	181,269	5.30%	\$ 78,177	\$ 27,325	\$ 105,502
Jefferson County	19,009	0.56%	\$ 8,198	\$ 27,325	\$ 35,523
Josephine County	75,726	2.21%	\$ 32,659	\$ 27,325	\$ 59,984
Klamath County	63,775	1.86%	\$ 27,505	\$ 27,325	\$ 54,830
Lake County	7,422	0.22%	\$ 3,201	\$ 27,325	\$ 30,526
Lane County	322,959	9.44%	\$ 139,284	\$ 27,325	\$ 166,609
Lincoln County	44,479	1.30%	\$ 19,183	\$ 27,325	\$ 46,508
Linn County	103,069	3.01%	\$ 44,451	\$ 27,325	\$ 71,776
Malheur County	31,615	0.92%	\$ 13,635	\$ 27,325	\$ 40,960
Marion County	284,834	8.33%	\$ 122,842	\$ 27,325	\$ 150,167
Morrow County	10,995	0.32%	\$ 4,742	\$ 27,325	\$ 32,067
Multnomah County	660,486	19.30%	\$ 284,851	\$ 27,325	\$ 312,176
Polk County	62,380	1.82%	\$ 26,903	\$ 27,325	\$ 54,228
Sherman County	1,934	0.06%	\$ 834	\$ 27,325	\$ 28,159
Tillamook County	24,262	0.71%	\$ 10,464	\$ 27,325	\$ 37,789
Umatilla County	70,548	2.06%	\$ 30,426	\$ 27,325	\$ 57,751
Union County	24,530	0.72%	\$ 10,579	\$ 27,325	\$ 37,904
Wallowa County	7,226	0.21%	\$ 3,116	\$ 27,325	\$ 30,441
Wasco County	23,791	0.70%	\$ 10,260	\$ 27,325	\$ 37,585
Washington County	445,342	13.02%	\$ 192,065	\$ 27,325	\$ 219,390
Wheeler County	1,547	0.05%	\$ 667	\$ 27,325	\$ 27,992
Yamhill County	84,992	2.48%	\$ 36,655	\$ 27,325	\$ 63,980
Total Base Award Distribution		100.00%	\$ 1,475,565	\$ 983,700	\$ 2,459,265

Distribution by Region	
Region 1	\$ 447,689
Region 2	\$ 831,422
Region 3	\$ 493,560
Region 4	\$ 391,572
Region 5	\$ 295,022
Total	\$ 2,459,265

5% for Tribal Projects = \$129,435

**Total FY08 Allocated 80% Funds
(95% Population and Base, 5% Tribal) = \$2,588,700**

SAMPLE BUDGET FORMAT

(This format is not required, it is only provided as an example)

Equipment Category	Item	AEL Reference Number	Quantity	Unit Cost	Total Cost	Agency	Discipline
Interoperable Communications	Portable Radios	06CP-01-PORT	25	\$2,000	\$50,000	123 PD	Law Enforcement
Interoperable Communications	Mobile Radios	06CP-01-MOBL	25	\$1,200	\$30,000	XYZ FD	Fire
Interoperable Communications	Satellite phones	06CC-03-SATB	3	\$2,500	\$7,500	XYZ FD	Fire
PPE	(PAPR), CBRN	01AR-03-PAPA	10	\$850	\$8,500	EFG County	Fire (7) HazMat (3)
CBRNE Search and Rescue	Air lifting system	03SR-01-ABAG	1	\$15,000	\$15,000	EFG FD	Fire
Explosive Device Mitigation	EOD Bomb Suit	02PE-01-BSUT	1	\$14,500	\$14,500	456 PD	Law Enforcement
Equipment Subtotal					\$125,500		
Planning/Description of Expense					Total Cost	Agency	Discipline
Hire a contractor for EOP					\$30,000		
FEMA Conference (travel / per diem)					\$2,000		
Planning Subtotal					\$32,000		
Training Course	Item/Expense		Number Trained	Total Cost	Agency	Discipline	
ICS 300/400	class materials (study guides, handouts, etc.)		50	\$1,000	XYZ EM	EM (10), Fire (30), LE (10)	
AWR-160 WMD Awareness	Travel and overtime		20	\$8,000	XYZ EM	EM (10), Fire (10)	
PER-201 WMD HazMat Evidence Collection	Travel and overtime		15	\$4,000	XYZ EM	LE (10)	
Training Subtotal					\$13,000		
Exercise/Description of Activities					Total Cost	Agency	Discipline
OT/Backfill for full scale exercise (50 FTE - LE)					\$10,000	XYZ Em	LE (50)
Exercise Subtotal					\$10,000		
Management & Administration/Description of Activities					Total Cost	Agency	Discipline
Recurring fee for satellite phones (12 months)					\$1,440	XYZ FD	Fire
M&A Subtotal					\$1,440		
PROJECT TOTAL					\$181,940		

FY 2008 HSGP Authorized Program Expenditures

Allowable Planning Costs

HSGP funds may be used for the following types of planning activities:
(LE = Law enforcement oriented activities)

Allowable Planning Costs	S H S P	L E	C C P
Public education and 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	✓	✓	✓
Overtime and backfill costs (IAW operational Cost Guidance)	✓	✓	✓
Other projects areas with prior approval from FEMA	✓	✓	✓

Allowable Organizational Activities

HSGP funds may be used for the following organizational activities:

Allowable Organizational Activities	S H S P	L E	C C P
Overtime for information, investigative, and intelligence sharing activities (up to 25% of the allocation)	✓	✓	
Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites, incurred during periods of DHS-declared Alert (up to 25% of the allocation)	✓	✓	
Hiring of full- or part-time staff or contractors for emergency management activities			✓
Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion centers activities (limited to 25% of the allocation)	✓	✓	

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

Allowable Equipment Costs

This table highlights the allowable equipment categories for HSGP. A comprehensive listing of the FY 2008 Authorized Equipment List (AEL) may be downloaded from the Responder Knowledge Base (RKB) at <http://www.rkb.mipt.org>.

Allowable Equipment Cost Categories	S H S P	L E	C C P
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	✓	✓	
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	✓	✓	✓

Allowable Training Costs

HSGP may be used for the following training activities:

Allowable Training Costs	S H S P	L E	C C P
Overtime and backfill funding for emergency preparedness and response personnel attending FEMA-sponsored and approved training classes	✓	✓	✓
Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in FEMA training	✓	✓	✓
Training workshops and conferences	✓	✓	✓
Full- or part-time staff or contractors/consultants	✓	✓	✓
Travel	✓	✓	✓
Supplies	✓	✓	✓
Tuition for higher education	✓	✓	✓
Other Items	✓	✓	✓

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

Allowable Exercise Costs

HSGP funds may be used for the following exercise activities:

Allowable Exercise-related Costs	S H S P	L E	C C P
Design, develop, conduct and evaluate an exercise	✓	✓	✓
Exercise planning workshop	✓	✓	✓
Full- or part-time staff or contractors/consultants	✓	✓	✓
Overtime and backfill costs for personnel participating in FEMA exercises	✓	✓	✓
Implementation of HSEEP	✓	✓	✓
Travel	✓	✓	✓
Supplies	✓	✓	✓
Other Items	✓	✓	✓

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

Allowable Management and Administrative (M&A) Costs

HSGP funds may be used for the following M&A costs.

Allowable M&A Costs	S H S P	L E	C C P
Hiring of full- or part-time staff or contractors/consultants to assist with the management of the respective grant program application requirements, compliance with reporting and data collection requirements.	✓	✓	✓
Development of operating plans for information collection and processing necessary to respond to FEMA data calls	✓	✓	✓
Overtime and backfill costs	✓	✓	✓
Travel	✓	✓	✓
Meeting related expenses	✓	✓	✓
Authorized office equipment	✓	✓	✓
Recurring expenses such as those associated with cell phones and faxes during the period of performance of the grant program	✓	✓	✓
Leasing or renting of space for newly hired personnel during the period of performance of the grant program	✓	✓	✓

Unauthorized Program Expenditures

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

Unauthorized Program Expenditures	S H S P	L E	C C P
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, weapons and ammunition.	✓	✓	✓
Construction and Renovation	✓	✓	✓
Activities unrelated to the completion and implementation of the grant	✓	✓	✓
Other items not in accordance with the AEL or previously listed as allowable costs.	✓	✓	✓