



Fiscal Year 2002 State Domestic Preparedness Program

***Program Guidelines
and
Application Kit***

U.S. Department of Justice
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Foreword

The heroic acts of the nation's first responders following the tragic events of September 11, 2001, dramatically highlighted the fact that they are truly our first line of defense against these types of senseless acts. These events also underscored the importance of properly equipping, training and exercising the nation's first responder community.

The Department of Justice has been working with state and local first responders to assess needs and develop statewide strategies for addressing these very issues. The Office of the Assistant Attorney General, Office of Justice Programs (OJP) is now providing additional funds through the Office for Domestic Preparedness (ODP) Fiscal Year 2002 State Domestic Preparedness Program to assist states (including the U.S. Territories, the District of Columbia and the Commonwealth of Puerto Rico) with the implementation of these strategies. States that have completed the required needs assessment and statewide strategy are eligible to apply for additional grant funds under this follow-on program.

The Fiscal Year 2002 State Domestic Preparedness Program has been enhanced to include grant funds for costs associated with the conduct of weapons of mass destruction (WMD) exercises. The Fiscal Year 2002 program also seeks to build on progress made in the last several years towards enhancing the capabilities of state and local first responders by allowing grant funds to be used for the purchase of advanced levels of equipment for responders and for the protection of critical infrastructure. Likewise, OJP recognizes that implementing the state domestic preparedness strategies is not without cost. To assist states with this process, up to \$150,000 or up to 2.5 percent (whichever is greater) of the total funds awarded through this program may be used for administrative costs associated with implementing the state strategies. The use of these funds for equipment acquisitions, exercise costs and administrative purposes must be consistent with the goals and objectives outlined by each state in its domestic preparedness strategy.

I look forward to building upon the strong relationships that already been developed with you and your colleagues during the first three years of this very important program. Through our combined efforts, state and local emergency response agencies will receive the funding and assistance they need to enhance their capabilities and prepare for an event that will hopefully never take place again.

Sincerely,

C.H. Straub II
Director
Office for Domestic Preparedness

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I. Background

The U.S. Department of Justice (DOJ), through the Office of the Assistant Attorney General, Office of Justice Programs (OJP) is providing additional financial assistance directly to each of the nation's states (including the U.S. Territories, the District of Columbia and the Commonwealth of Puerto Rico) through the Fiscal Year 2002 State Domestic Preparedness Program. This financial assistance is being provided for the purchase of specialized equipment to enhance the capability of state and local agencies to respond to incidents of terrorism involving the use of weapons of mass destruction (WMD); for the protection of critical infrastructure; for costs related to the design, development, conduct and evaluation of WMD exercises; and for administrative costs associated with the implementation of the statewide domestic preparedness strategies.

II. The Fiscal Year 2002 State Domestic Preparedness Program

A. Authorized Program Purpose

Funding for the Fiscal Year 2002 State Domestic Preparedness Program is authorized by: 1) Public Law 107-77, the Departments of Commerce, Justice, and State; the Judiciary; and Related Agencies Appropriations Act of 2002; 2) Public Law 107-117, the Department of Defense and Emergency Supplemental Appropriations for Recovery and Response to Terrorist Attacks on the United States Act of 2002; and, 3) Public Law 107-56, the USA Patriot Act of 2001. The Fiscal Year 2002 State Domestic Preparedness Program seeks to build on progress made in the last three years towards enhancing the capabilities of state and local first responders by allowing for the purchase of advanced levels of responder equipment. The FY 2002 State Domestic Preparedness Program also seeks to address other critical domestic preparedness needs, such as the purchase of equipment to enhance the physical security of critical infrastructure and for coverage of WMD exercise-related costs. ***Pursuant to Conference Report 107-278, states are required to allocate these grant funds in accordance with their state's approved domestic preparedness strategy.***

OJP also recognizes that implementing the state domestic preparedness strategies is not without cost. ***To assist states with this process, up to \$150,000 OR up to 2.5 percent of the total funds awarded through this program (whichever is greater) may be used for administrative costs associated with implementing the state domestic preparedness strategies.***

B. Program Requirements

Receipt of funds under ODP's Fiscal Year 2002 State Domestic Preparedness Program is contingent upon: 1) the submission and approval of the needs assessment and domestic preparedness strategy initiated as part of the Fiscal Year 1999 State Domestic Preparedness Equipment Program; 2) the submission and approval of the state's application for funding under the FY 2001 State Domestic Preparedness Equipment Program; and, 3) the submission of the on-line grant application described in Section V and Section VI of this booklet.

States having met these requirements are invited to submit a grant application, in accordance with this application kit, for Fiscal Year 2002 funding.

Applications for funding under this program must be submitted by July 31, 2002.

C. Authorized Program Expenditures

1. Equipment Acquisition Funds: Funds from the equipment allocation may be used to enhance the capabilities of state and local responders through the acquisition of: 1) personal protective equipment; 2) explosive device mitigation and remediation equipment; 3) WMD technical rescue equipment; 4) interoperable communications equipment; 5) detection equipment; 6) decontamination equipment; 7) physical security enhancement equipment; 8) general support equipment; and, 9) medical supplies and limited types of pharmaceuticals. States and local jurisdictions may acquire advanced levels of responder equipment in these categories, including bomb mitigation and remediation gear, remote sensing devices (robots, thermal imaging cameras, etc.) and mass casualty decontamination equipment. This equipment may be used by the states to enhance capabilities in the areas of law enforcement, fire, emergency medical services, hazardous materials, public works, public health, emergency management and hospitals (public and private) at the state and local levels of government in accordance with the goals and objectives identified in their state's domestic preparedness strategy. In addition, states and localities may use their equipment allocations to purchase equipment designed to protect critical infrastructure from terrorist attacks. ***States are also advised that 80 percent of their Fiscal Year 2002 funding allocations for equipment must be provided to local communities.*** The Fiscal Year 2002 Authorized Equipment Purchase List contains a complete listing of allowable equipment items (see Appendix F).

2. Exercise Funds: Funds from the exercise allocation may be used to enhance the capabilities of state and local first responders by covering the costs of WMD exercises. Allowable exercise-related costs include: 1) hiring of full or part-time staff or contractors/consultants to support exercise activities; 2) overtime for first response/exercise management personnel involved in the planning and conducting of exercises; 3) travel associated with planning and conducting exercises; 4) supplies consumed during the course of planning and conducting

exercises; and, 5) other costs related to the planning and conducting of exercise activities. The Fiscal Year 2002 Authorized Exercise Cost List contains a complete description of allowable exercise-related costs (see Appendix G).

3. Administrative Funds: Funds for this program may also be used to pay for activities associated with the implementation of the goals and objectives identified in the state's domestic preparedness strategy, such as: 1) implementing and managing programs for equipment acquisition, training and exercises; 2) updating and refining statewide strategic plans; and, 3) conducting local or regional strategy implementation meetings. Allowable expenditures include: 1) hiring of full or part-time staff or contractors/consultants to assist with the implementation and administration of the state strategic plan; 2) the acquisition of authorized office equipment; and, 3) meeting related expenses. (Note: Authorized office equipment includes personal computers, laptop computers, printers, LCD projectors and other equipment or software which may be required to support implementation of the state strategy. For a complete list of allowable meeting-related expenses, please review the OJP Office of the Comptroller (OC) *Financial Guide* at: [http://www.ojp.usdoj.gov/FinGuide/.](http://www.ojp.usdoj.gov/FinGuide/))

D. Unauthorized Program Expenditures

1. Equipment Acquisition Funds: Expenditures for equipment such as vehicles, general-use computers and related equipment, as well as arms and ammunition, are not allowable. Grant funds awarded under this program also may not be used to pay for equipment procured prior to the award start date of the grant or for items otherwise budgeted for with state or local funds.

2. Exercise Funds: Exercise funds may not be used for first responder equipment; activities unrelated to WMD exercises; or personnel, contractors/consultants, travel, supplies or other items procured prior to the award start date of the grant or otherwise budgeted for with state or local funds.

3. Administrative Funds: Administrative funds may not be used for: 1) activities unrelated to the implementation of the state's domestic preparedness strategy; or, 2) for personnel, equipment or meeting-related expenses procured prior to the award start date of the grant or otherwise budgeted for with state or local funds. In addition, the amount of funding used for administrative purposes may not exceed \$150,000 OR 2.5 percent of the total grant award (whichever is greater).

III. Eligible Applicants and Funding Availability

The Fiscal Year 2002 State Domestic Preparedness Program is primarily intended to enhance the ability of first responders to react to incidents of domestic terrorism at the local level. As such, states are required to provide 80 percent the funds allocated for equipment purchases in this program to local units of government. States may use the remaining equipment funds to support broader domestic preparedness activities, such as state first responder teams that support local units of government.

The Governor of each state has designated a state agency, also known as a state administrative agency (SAA), to apply for and administer the grant funds under this program. The State may elect to subgrant or award Fiscal Year 2002 funding directly to cities or counties within the State or to retain the funds for use at the State level, provided that the State has complied with the 80 percent pass-through requirement for their equipment allocation.

Fiscal Year 2002 allocations were determined using a base amount of .75 percent of the total allocation for the states (including the District of Columbia and the Commonwealth of Puerto Rico) and .25 percent of the total allocation for the U.S. territories, with the balance of funds being distributed on a population-share basis. Population figures were determined from 2000, U.S. Bureau of the Census data.

The table on the next page provides a breakdown of Fiscal Year 2002 funding allocations by state.

Note: To assist grantees with equipment purchases, ODP has established a number of support programs. These include: 1) the ODP Help Line; 2) the Equipment Purchase Assistance Program; and, 3) the Domestic Preparedness Equipment Technical Assistance Program (DPETAP). The ODP Help Line (1-800-368-6498) provides grantees with answers to non-emergency equipment questions. Likewise, the Equipment Purchase Assistance Program provides ODP grantees with access to GSA prime vendors through memoranda of agreement with the Defense Logistics Agency and the Marine Corps Systems Command. Finally, the DPETAP program provides on-sight training in the use and maintenance of specialized response equipment. Additional information on each of these programs can be found on the ODP web site located at: <http://www.ojp.usdoj.gov/odp>.

STATE DOMESTIC PREPAREDNESS PROGRAM
FISCAL YEAR 2002 FUNDING ALLOCATIONS

STATE NAME	EQUIPMENT ALLOCATION	EXERCISE ALLOCATION	TOTAL ALLOCATION
ALABAMA	5,081,000	236,000	5,317,000
ALASKA	2,660,000	123,000	2,783,000
ARIZONA	5,514,000	256,000	5,770,000
ARKANSAS	3,957,000	184,000	4,141,000
CALIFORNIA	23,730,000	1,101,000	24,831,000
COLORADO	4,989,000	231,000	5,220,000
CONNECTICUT	4,421,000	205,000	4,626,000
DELAWARE	2,759,000	128,000	2,887,000
DISTRICT OF COLUMBIA	2,625,000	122,000	2,747,000
FLORIDA	12,392,000	575,000	12,967,000
GEORGIA	7,451,000	346,000	7,797,000
HAWAII	3,031,000	141,000	3,172,000
IDAHO	3,083,000	143,000	3,226,000
ILLINOIS	10,134,000	470,000	10,604,000
INDIANA	6,116,000	284,000	6,400,000
IOWA	4,117,000	191,000	4,308,000
KANSAS	3,967,000	184,000	4,151,000
KENTUCKY	4,824,000	224,000	5,048,000
LOUISIANA	5,095,000	236,000	5,331,000
MAINE	3,071,000	142,000	3,213,000
MARYLAND	5,620,000	261,000	5,881,000
MASSACHUSETTS	6,287,000	292,000	6,579,000
MICHIGAN	8,561,000	397,000	8,958,000
MINNESOTA	5,381,000	250,000	5,631,000
MISSISSIPPI	4,066,000	189,000	4,255,000
MISSOURI	5,809,000	270,000	6,079,000
MONTANA	2,835,000	132,000	2,967,000
NEBRASKA	3,347,000	155,000	3,502,000
NEVADA	3,529,000	164,000	3,693,000
NEW HAMPSHIRE	3,046,000	141,000	3,187,000
NEW JERSEY	7,596,000	352,000	7,948,000
NEW MEXICO	3,416,000	158,000	3,574,000
NEW YORK	14,290,000	663,000	14,953,000
NORTH CAROLINA	7,364,000	342,000	7,706,000
NORTH DAKOTA	2,670,000	124,000	2,794,000
OHIO	9,458,000	439,000	9,897,000
OKLAHOMA	4,450,000	206,000	4,656,000
OREGON	4,431,000	206,000	4,637,000
PENNSYLVANIA	10,046,000	466,000	10,512,000
RHODE ISLAND	2,927,000	136,000	3,063,000
SOUTH CAROLINA	4,805,000	223,000	5,028,000
SOUTH DAKOTA	2,741,000	127,000	2,868,000
TENNESSEE	5,868,000	272,000	6,140,000
TEXAS	15,478,000	718,000	16,196,000
UTAH	3,678,000	171,000	3,849,000
VERMONT	2,649,000	123,000	2,772,000
VIRGINIA	6,749,000	313,000	7,062,000
WASHINGTON	5,998,000	278,000	6,276,000
WEST VIRGINIA	3,409,000	158,000	3,567,000
WISCONSIN	5,662,000	263,000	5,925,000
WYOMING	2,576,000	120,000	2,696,000
PUERTO RICO	4,677,000	217,000	4,894,000
VIRGIN ISLANDS	823,000	38,000	861,000
AMERICAN SAMOA	791,000	37,000	828,000
GUAM	852,000	40,000	892,000
NORTHERN MARIANA ISLANDS	798,000	37,000	835,000
TOTAL	301,700,000	14,000,000	315,700,000

IV. Application Guidance

Applications need to be prepared according to the directions contained in Section V and Section VI of this booklet.

The Office of Justice Programs, Office for Domestic Preparedness now only accepts applications electronically through the Grant Management System (GMS) located on the OJP web site. Instructions regarding electronic submissions through GMS are provided in Appendix A and on the OJP web site at www.ojp.usdoj.gov/fundopps.htm. Assistance with GMS may also be obtained by using the following toll-free telephone number: 1-888-549-9901.

Notice of the availability of funds under the Fiscal Year 2002 State Domestic Preparedness Program will be published in the *Federal Register*. This program is eligible for coverage under Executive Order 12372, Intergovernmental Review of Federal Programs. Additional application guidelines and forms are available by contacting the Office of Justice Programs, Office for Domestic Preparedness at 1-800-368-6498.

Questions regarding the application process, equipment procurement issues, exercise related issues and programmatic questions involving application submission requirements, application content requirements and other administrative inquiries relating to the Fiscal Year 2002 State Domestic Preparedness Program can be directed to the Office of Justice Programs, Office for Domestic Preparedness Helpline at 1-800-368-6498. A list of ODP program managers and their state assignments is also provided in Appendix I.

V. Application Requirements

A. On-Line Application: The on-line application (See Appendix A) must be completed and submitted by the applicant using the OJP GMS system described above. This on-line application replaces the following previously required paper forms:

- Standard Form 424, Application for Federal Assistance
- Standard Form LLL, Disclosure of Lobbying Activities
- OJP Form 4000/3, Assurances
- OJP Form 4061/6, Certifications
- Equipment Coordination Certification
- Non-Supplanting Certification

When completing the on-line application, applicants should identify their submissions as new, nonconstruction applications. These grants are offered by the U.S. Department of Justice, Office of Justice Programs. The program title listed in the Catalog of Federal Domestic Assistance (CFDA) is "Office of Justice

Programs Fiscal Year 2002 State Domestic Preparedness Program.” When referring to this title, please use the following CFDA number: 16.007. **The project period will be for a period not to exceed 24 months.** (Note: ODP understands the difficulty of procuring equipment from limited supplies and will continue to monitor the industry and make adjustments to project periods as necessary.)

B. Supplemental Documents: The following documents must be completed and attached to the on-line application as file attachments:

- **Program Narrative:** Applicants must provide a Program Narrative. The Program Narrative should contain a brief discussion of the information outlined in Section VI of this booklet. Information that may adversely impact the jurisdiction’s response plans should be clearly identified and marked “Sensitive Information.” This document should be attached under “Program Narrative”.
- **Equipment Budget:** Applicants may use funds from the equipment allocation to acquire first responder equipment through direct purchases and/or sub-awards. For direct purchases of equipment, applicants must provide an Equipment Purchase Budget Detail Worksheet for each jurisdiction receiving funding. This worksheet should detail both the equipment to be purchased and the disciplines that will use it (see Appendix B). For sub-awards, applicants must only provide a list of the jurisdictions that will receive equipment funding and the award amounts for each. This document should be attached under “Budget Detail Worksheet”.
- **Exercise Budget:** Applicants may use funds from the exercise allocation to cover exercise-related costs through direct purchases and/or sub-awards. Applicants must provide an Exercise Budget Detail Worksheet for direct costs associated with the design, development, conduct and evaluation of WMD exercises. The budget detail worksheet should address the intended use of these funds for personnel, contractors/consultants, overtime, travel, supplies and other costs (see Appendix C). For sub-awards, applicants must only provide a list of the jurisdictions that will receive exercise funding and the award amounts for each. This document should be attached under “Budget Detail Worksheet”.
- **Administrative Budget:** Applicants may use up to \$150,000 OR up to 2.5 percent of their total award (whichever is greater) for administrative purposes. For direct coverage of administrative costs, applicants must provide an Administrative Budget Detail Worksheet for each jurisdiction receiving funding. This worksheet should address the intended use of these funds for personnel, office equipment and meeting related expenses (see Appendix D). For sub-awards, applicants must only

provide a list of the jurisdictions that will receive administrative funding and the award amounts for each. This document should be attached under "Budget Detail Worksheet".

- C. Freedom of Information Act (FOIA):** The OJP Office of General Council (OGC) has determined that sensitive information submitted by state and local jurisdictions to secure funding from ODP, including information about a jurisdiction's threat, risk and needs assessments (including discussions of demographics, transportation, public works, and industrial and public health infrastructures) with regard to terrorist threats and activities may not need to be disclosed because it qualifies under the terms of exemption 7(E) of the FOIA. Exemption 7(E) exempts from disclosure "records or information compiled for law enforcement purposes, but only to the extent that the production of such records or information... would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law." 5 U.S.C. § 552(b)(7)(E).

OGC is aware that releasing a jurisdiction's terrorist threat, risk and needs assessment information to the public could cause a serious threat to the citizens of the jurisdiction, and could hinder the abilities of the jurisdiction's law enforcement and first responder officials to provide fast and effective assistance in the event of a terrorist act. The release of this information could also render these jurisdictions extremely vulnerable by providing information needed to circumvent both State and Federal law. Therefore, in OGC's view it is appropriate that information pertaining to a jurisdiction's infrastructure and vulnerability, as well as any threat, risk and needs assessment and strategy information, be withheld under exemption (b)(7)(E) of the FOIA. OGC has cautioned, however, that all final determinations regarding FOIA release must be made on a case-by-case basis. Furthermore, a decision by OJP to withhold information may be reviewed, upon appeal, by the Department of Justice's Office of Information and Privacy.

Applicants should also be aware of the State and local laws and regulations concerning FOIA requirements pertaining to these types of activities. State and local laws may differ from the Federal regulations and their effects may need to be considered when reporting sensitive information in the grant application, needs assessment and strategic planning process.

VI. Program Narrative

This section should be used to briefly update OJP on the progress of the program, describe any changes to the statewide domestic preparedness strategy and provide an overview of the state's implementation plan for the Fiscal Year 2002 program. Specifically, the program narrative should address the following areas:

1. Program Implementation Status/Overview of Impact: The applicant must use this section to briefly address progress in implementing the state's domestic preparedness strategy, as well as any changes or updates made to the strategy since its approval by ODP.

2. Fiscal Year 2002 Equipment Budget Plan: The applicant must provide a brief narrative that describes how funds provided through the Fiscal Year 2002 State Domestic Preparedness Program will be allocated for equipment purchases, and how the requested equipment will address needs identified in the state's domestic preparedness strategy. ***States must also clearly demonstrate that 80 percent of their equipment allocation is being provided to local jurisdictions.***

3. Fiscal Year 2002 Exercise Budget Plan: The applicant must provide a brief narrative that describes how funds provided through the Fiscal Year 2002 State Domestic Preparedness Program will be allocated for exercise-related costs, and how these funds will help address exercise needs identified in the state's domestic preparedness strategy. (Note: Information on key issues the applicant should consider in the development of the Exercise Budget Plan is contained in Appendix H.)

4. Fiscal Year 2002 Administrative Budget Plan: The applicant must provide a brief narrative that states whether funds awarded through the grant will be set aside for administrative purposes, indicates the amount of funding that will be set aside for administrative purposes, describes the intended use of these funds and indicates how they will assist with the implementation of the goals and objectives identified in the state's domestic preparedness strategy. States may use up to \$150,000 OR up to 2.5 percent of their total award (whichever is greater) for administrative purposes. States also may choose not to use any of their award for administrative purposes.

5. Measuring Program Objectives: The applicant must provide a brief narrative that contains measurable program (outcome) objectives for the equipment, exercise and administrative (if applicable) allocations, list corresponding activities and describe the specific evaluation methods to be used. Examples of acceptable measures for the components of this program are:

Equipment Allocation

Goal: Address first responder equipment shortfalls identified in the state strategy.

Objective: Purchase all required equipment by the end of the grant award period. Distribute required equipment to all state and local jurisdictions by the end of the grant award period.

Evaluation Measure: Was the required equipment ordered by the end of the grant award period? Was the required equipment distributed by the end of the grant award period?

Exercise Allocation

Goal: Design, develop, conduct and evaluate a cycle and range of exercise activity of increasing complexity identified in the state strategy.

Objective: Design, develop, conduct and evaluate the scheduled cycle and range of exercise activity by the end of the grant award period.

Evaluation Measure: Were the range of events documented in the exercise cycle designed, developed, conducted and evaluated by the end of the grant award period?

VII. Administrative Requirements

A. General Requirements

1. Single Point of Contact (SPOC) Review: Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State SPOC, if one exists and if this program has been selected for review by the State. Applicants must contact their State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be provided.

2. Civil Rights: All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. All applicants should consult the assurances to review the applicable legal and administrative requirements of the statute that governs OJP-funded programs or activities. Section 809(c)(1), Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789(d) of the Act provides that “no person in any State shall on the grounds of race, color, religion, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under or denied employment in connection with any programs or activity” in which federal law enforcement assistance is provided under this chapter. Recipients of assistance under the OJP Office for Domestic Preparedness are subject to the provisions of Section 809(c) of the Act; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the U.S. Department of Justice Non-Discrimination Regulations, 28 CFR part 42, subparts C, D, E, and G.

If any court or administrative agency makes a finding of discrimination on the grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the OJP Office of Civil Rights. If the applicant is applying for a grant of \$500,000 or more, U.S. Department of Justice regulations (28 CFR 42.301) require an Equal Employment Opportunity Plan. The plan should be included with the application submission if it is not already on file.

3. Administrative Provisions: For the purposes of the Fiscal Year 2002 State Domestic Preparedness Program, the limitations cited in this section and all other administrative provisions authorized under sections 801–809 of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (hereafter referred to as the Act), shall apply.

a. Land acquisition. No funds shall be used for land acquisition.

b. Civil justice. No funds or other assistance shall be used with respect to civil justice matters except to the extent that such civil justice matters bear directly and substantially on criminal justice matters or are inextricably intertwined with criminal justice matters.

c. Federal law enforcement personnel. Nothing in the enabling legislation authorizes the use of federal law enforcement personnel to investigate violations of criminal law other than violations with respect to which investigation is authorized by other provisions of the law.

d. Direction, supervision, and control. Nothing in the enabling legislation shall be construed to authorize the Attorney General or the federal law enforcement community to exercise any direction, supervision, or control over any police force or other criminal justice agency of an applicant for federal law enforcement assistance.

B. Financial Requirements

1. Non-Supplanting Certification: This certification, which is a required component of the on-line application, affirms that federal funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be addressed in the application review as well as in the preaward review, postaward monitoring, and the audit. Applicants or grantees may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

2. Match Requirement: None

3. Assurances: The on-line application includes a list of assurances that the applicant must comply with in order to receive Federal funds under this program. It is the responsibility of the recipient of the Federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions. You will be agreeing to these assurances when you submit your application on-line through GMS.

4. Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirement: This certification, which is a required component of the on-line application, commits the applicant to compliance with the certification requirements under 28 CFR part 69, New Restrictions on Lobbying, and 28 CFR part 67, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact upon which reliance will be placed by the U.S. Department of Justice in awarding grants.

5. Suspension or Termination of Funding: The Office of Justice Programs may suspend or terminate funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to comply with the requirements or statutory objectives of the Violent Crime Control and Law Enforcement Act of 1994, program guidelines issued thereunder, or other provisions of federal law.
- Failing to make satisfactory progress toward the goals or objectives set forth in this application.
- 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 application 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, OJP will provide the grantee reasonable notice of intent to impose measures and will make efforts to resolve the problem informally. Hearing and appeal procedures must comport with U.S.

VIII. Reporting Requirements

The following reports are required of all program participants:

- **Financial Status Reports (Standard Form 269A):** Financial Status Reports are due within 45 days of the end of each calendar quarter. A report must be submitted for every quarter the award is active (including partial calendar quarters, as well as for periods where no grant activity occurs). The OJP Office of the Comptroller will provide a copy of this form in the initial award package. Future awards and fund drawdowns will be withheld if these reports are delinquent. The final financial report is due 120 days after the end date of the award period.
- **Categorical Assistance Progress Reports (OJP Form 4587/1):** Categorical Assistance Progress Reports are due within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. The OJP Office of the Comptroller will provide a copy of this form in the initial award package. Future awards and fund drawdowns will be withheld if these reports are delinquent. The final programmatic progress report is due 120 days after the end date of the award period.
- **Exercise Evaluations and Follow-on Activities:** Exercise evaluation is an important performance-based measurement, and is essential to the continuous refinement of requirements. After action reports completed for exercises funded through this program should be forwarded to the ODP Centralized Scheduling and Information Desk (CSID) at:

*Office for Domestic Preparedness
Centralized Scheduling and Information Desk
810 7th Street, NW
Washington, DC 20531*
- **Financial and Compliance Audit Report:** Recipients that expend \$300,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards and OMB Circular A-133. Audit reports are currently due to the Federal Audit Clearinghouse no later than 9 months after the end of the recipient's fiscal year.

In addition, the Attorney General and the Comptroller General of the United States shall have access to any books, documents, and records of recipients of Fiscal Year 2002 State Domestic Preparedness Program assistance for audit and examination purposes, provided that, in the opinion of the Attorney General or the Comptroller General, these documents are related to the receipt or use of such assistance. The grantee will also give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

- **Required Performance Related Information:** To insure compliance with the Government Performance and Results Act, Public Law 103-62, this solicitation notifies applicants that OJP's performance under this solicitation is measured by: 1) number of local jurisdictions that enhanced their capacity to respond to a weapons of mass destruction (WMD) incident with new equipment; 2) number of emergency responders who have enhanced skills needed to respond to a WMD incident through training; and, 3) number of jurisdictions that tested preparedness through participation in tabletop or full-scale exercises. Data collection in support of these performance measures will be integrated into the assessment and strategy development tool that will be updated annually. This information will be supplemented with data collected by ODP on responders trained through ODP-sponsored training courses and jurisdictions that participate in ODP-sponsored exercises. Applicants will be required to: 1) complete an assessment and statewide strategy update using a tool provided by ODP which will include information on activities implemented with funds from FY 2002 and prior fiscal years; and, 2) encourage local jurisdictions within their state to participate in the assessment and strategy development process.

Appendix A

On-Line Application Instructions and Job Aid



Appendix B

Sample Equipment Budget Detail Worksheet

Fiscal Year 2002 Equipment Budget Detail Worksheet

State: _____

Date: _____

State Equipment Total: _____

Instructions:

- List all local jurisdictions first, in priority ranking, on separate pages. State agencies should be listed last.
- Indicate the Equipment Budget Category, Item, Quantity, and Discipline for which the equipment will be bought. Use additional pages as needed.
- Indicate the total jurisdiction allocation at the bottom of the page.
- Add total costs of equipment allocations for all jurisdictions and place that total at the top of this page as indicated.

Jurisdiction of: _____

Equipment Category	Item	Quantity	Discipline
Personal Protective Equipment			
Explosive Device Mitigation and Remediation Equipment			
WMD Technical Rescue Equipment			
Interoperable Communications Equipment			
Detection Equipment			
Decontamination Equipment			
Physical Security Enhancement Equipment			
General Support Equipment			
Medical Supplies and Pharmaceuticals			
Total Jurisdictional Allocation:			

Fiscal Year 2002 Equipment Budget Detail Worksheet (Continued)

State: _____

Date: _____

Jurisdiction of: _____

Equipment Category	Item	Quantity	Discipline
Personal Protective Equipment			
Explosive Device Mitigation and Remediation Equipment			
WMD Technical Rescue Equipment			
Interoperable Communications Equipment			
Detection Equipment			
Decontamination Equipment			
Physical Security Enhancement Equipment			
General Support Equipment			
Medical Supplies and Pharmaceuticals			
Total Jurisdictional Allocation:			



Appendix C

Sample Exercise Budget Detail Worksheet

Fiscal Year 2002 Exercise Budget Detail Worksheet

State: _____

Date: _____

State Exercise Total: _____

Instructions:

- List all local jurisdictions first, in priority ranking, on separate pages. State agencies should be listed last.
- Indicate the Exercise Budget Category and Distribution of Funds/Items. Use additional pages as needed.
- Indicate the total jurisdiction allocation at the bottom of the page.
- Add total costs of exercise allocations for all jurisdictions and place that total at the top of this page as indicated.

Jurisdiction of: _____

Exercise Budget Category	Item
Personnel <i>(Full, Part-Time)</i>	
Sub-Total:	
Contractors/Consultants	
Sub-Total:	
Overtime	
Sub-Total:	
Travel	
Sub-Total:	
Supplies	
Sub-Total:	
Other Items	
Sub-Total:	
Total Jurisdictional Allocation:	

Fiscal Year 2002 Exercise Budget Detail Worksheet (Continued)

State: _____

Date: _____

Jurisdiction of: _____

Exercise Budget Category	Item
Personnel <i>(Full, Part-Time)</i>	
Sub-Total:	
Contractors/Consultants	
Sub-Total:	
Overtime	
Sub-Total:	
Travel	
Sub-Total:	
Supplies	
Sub-Total:	
Other Items	
Sub-Total:	
Total Jurisdictional Allocation:	



Appendix D

Sample Administrative Budget Detail Worksheet

Fiscal Year 2002 Administrative Budget Detail Worksheet

State: _____

Date: _____

State Administrative Total: _____

Instructions:

- List all local jurisdictions first, in priority ranking, on separate pages. State agencies should be listed last.
- Indicate the Administrative Budget Category and Distribution of Funds. Use additional pages as needed.
- Indicate the total jurisdiction allocation at the bottom of the page.
- Add total costs of administrative allocations for all jurisdictions and place that total at the top of this page as indicated.

Jurisdiction of: _____

Administrative Budget Category	Item
Personnel <i>(Full, Part-time)</i>	
Sub-Total:	
Contractors/Consultants	
Sub-Total:	
Office Equipment	
Sub-Total:	
Meeting Expenses	
Sub-Total:	
Total Jurisdictional Allocation:	

Fiscal Year 2002 Administrative Budget Detail Worksheet (Continued)

State: _____

Date: _____

Jurisdiction of: _____

Administrative Budget Category	Item
Personnel <i>(Full, Part-time)</i>	
Sub-Total:	
Contractors/Consultants	
Sub-Total:	
Office Equipment	
Sub-Total:	
Meeting Expenses	
Sub-Total:	
Total Jurisdictional Allocation:	



Appendix E

Application Checklist

Application Checklist

G On-Line Application

G File Attachments:

1. Program Narrative
2. Equipment Budget
3. Exercise Budget
4. Administrative Budget



Appendix F

Fiscal Year 2002 Authorized Equipment Purchase List

Fiscal Year 2002 Authorized Equipment Purchase List

The Fiscal Year 2002 State Domestic Preparedness Program authorized equipment purchase list was derived from the Standardized Equipment List (SEL). The SEL was developed by the Interagency Board (IAB) for Equipment Standardization and Interoperability. The IAB compiled the SEL to delineate the types of equipment necessary for terrorist incident response. Because the SEL also contains lists of general use and support equipment, a more narrow list was derived from the SEL to identify the specific types of specialized equipment authorized for purchase under the Fiscal Year 2002 State Domestic Preparedness Program. A cross-section of officials representing the U.S. Department of Justice (OJP and FBI), the Public Health Service (PHS), the Federal Emergency Management Agency (FEMA), the U.S. Department of Energy (DOE), and State and local WMD response experts assisted in the development of this authorized equipment purchase list and in identifying unallowable items.

Authorized equipment purchases may be made in the following categories:

1. Personal Protective Equipment (PPE)
2. Explosive Device Mitigation and Remediation Equipment
3. WMD Technical Rescue Equipment
4. Interoperable Communications Equipment
5. Detection Equipment
6. Decontamination Equipment
7. Physical Security Enhancement Equipment
8. General Support Equipment
9. Medical Supplies and Limited Types of Pharmaceuticals

1. Personal Protective Equipment - Equipment worn to protect the individual from hazardous materials and contamination. Levels of protection vary and are divided into three categories based on the degree of protection afforded. The following constitutes equipment intended for use in a chemical/biological threat environment:

Level A. Fully encapsulated, liquid and vapor protective ensemble selected when the highest level of skin, respiratory and eye protection is required. The following constitutes Level A equipment for consideration:

- Fully Encapsulated Liquid and Vapor Protection Ensemble, reusable or disposable (tested and certified against CB threats)
- Fully Encapsulated Training Suits
- Testing Equipment for fully encapsulated suits
- Closed-Circuit Rebreather (minimum 2-hour supply, preferred), or open-circuit SCBA or, when appropriate, Air-Line System with 15-minute minimum escape SCBA
- Spare Cylinders/Bottles for rebreathers or SCBA and service/repair kits
- Chemical Resistant Gloves, including thermal, as appropriate to hazard

-
- Personal Cooling System; Vest or Full Suit with support equipment needed for maintaining body core temperature within acceptable limits
 - Hardhat
 - Chemical/Biological Protective Undergarment (fire resistant optional)
 - Inner Gloves
 - Approved Chemical Resistant Tape
 - Chemical Resistant Boots, Steel or Fiberglass Toe and Shank
 - Chemical Resistant Outer Booties
 - HAZMAT gear bag/box

Level B. Liquid splash resistant ensemble used with highest level of respiratory protection. The following constitute Level B equipment and should be considered for use:

- Liquid Splash Resistant Chemical Clothing, encapsulated or non-encapsulated
- Liquid Splash Resistant Hood
- Closed-Circuit Rebreather (minimum 2-hour supply, preferred), open-circuit SCBA, or when appropriate, Air-Line System with 15-minute minimum escape SCBA
- Spare Cylinders/Bottles for rebreathers or SCBA (NIOSH-approved) and service/repair kits
- Chemical Resistant Gloves, including thermal, as appropriate to hazard
- Personal Cooling System; Vest or Full Suit with support equipment needed for maintaining body core temperature within acceptable limits
- Hardhat
- Chemical/Biological Protective Undergarment (fire resistant optional)
- Inner Gloves
- Approved Chemical Resistant Tape
- Chemical Resistant Boots, Steel or Fiberglass Toe and Shank
- Chemical Resistant Outer Booties
- HAZMAT Gear Bag/Box

Level C. Liquid splash resistant ensemble, with same level of skin protection of Level B, used when the concentration(s) and type(s) of airborne substances(s) are known and the criteria for using air-purifying respirators are met. The following constitute Level C equipment and should be considered for use:

- Liquid Chemical Splash Resistant Clothing (permeable or non-permeable)
- Liquid Chemical Splash Resistant Hood (permeable or non-permeable)
- Tight-fitting, Full Facepiece, Negative Pressure Air Purifying Respirator with the appropriate cartridge(s) or canister(s) and P100 filter(s) for protection against toxic industrial chemicals, particulates, and military specific agents.
- Tight-fitting, Full Facepiece, Powered Air Purifying Respirator (PAPR) or PAPR with chemically resistant hood with appropriate cartridge(s) or canister(s) and high-efficiency filter(s) for protection against toxic industrial chemicals, particulates, and military specific agents.
- Equipment or System Batteries will include those that are rechargeable (e.g. NiCad) or non-rechargeable with extended shelf life (e.g. Lithium)

-
- Chemical Resistant Gloves, including thermal, as appropriate to hazard
 - Personal Cooling System; Vest or Full Suit with support equipment
 - Hardhat
 - Inner Chemical/Biological Resistant Garment (fire resistant optional)
 - Inner Gloves
 - Chemical Resistant Tape
 - Chemical Resistant Boots, Steel or Fiberglass Toe and Shank
 - Chemical Resistant Outer Booties
 - HAZMAT Gear Bag/Box

Level D. Selected when no respiratory protection and minimal skin protection is required, and the atmosphere contains no known hazard and work functions preclude splashes, immersion, or the potential for unexpected inhalation of, or contact with, hazardous levels of any chemicals.

- Escape mask for self-rescue

Note: During WMD response operations, the incident commander determines the appropriate level of personal protective equipment. As a guide, Levels A, B, and C are applicable for chemical/ biological/ radiological contaminated environments. Personnel entering protective postures must undergo medical monitoring prior to and after entry.

In addition, the National Fire Protection Association (NFPA) recommends that: 1) open-circuit chemical, biological, radiological and nuclear (CBRN) SCBA be certified by NIOSH as positive pressure (pressure demand) and also as compliant with NFPA 1981, Standard for Open-Circuit Self-Contained Breathing Apparatus for Fire and Emergency Services; 2) regular open-circuit SCBA be certified by NIOSH as positive pressure (pressure demand) and also as compliant with NFPA 1981, Standard for Open-Circuit Self-Contained Breathing Apparatus for Fire and Emergency Services; and, 3) closed-circuit SCBA should be certified by NIOSH as positive pressure (pressure demand) and have a rated service life of longer than 2 hours.

Further, NFPA recommends that grant recipients should purchase: 1) protective ensembles for chemical and biological terrorism incidents that are certified as compliant with Class 1, Class 2, or Class 3 requirements of NFPA 1994, Protective Ensembles for Chemical/Biological Terrorism Incidents; 2) protective ensembles for hazardous materials emergencies that are certified as compliant with NFPA 1991, Standard on Vapor Protective Ensembles for Hazardous Materials Emergencies, including the chemical and biological terrorism protection; 3) protective ensembles for search and rescue or search and recovery operations where there is no exposure to chemical or biological warfare or terrorism agents and where exposure to flame and heat is unlikely or nonexistent that are certified as compliant with NFPA 1951, Standard on Protective Ensemble for USAR Operations; and, 4) protective clothing from blood and body fluid pathogens for persons providing treatment to victims after decontamination that are certified as compliant with NFPA 1999, Standard on Protective Clothing for Emergency Medical Operations.

For more detailed guidance, please refer to the Inter Agency Board for Equipment Standardization and Interoperability 2000 Annual Report.

2. Explosive Device Mitigation and Remediation - Equipment providing for the mitigation and remediation of explosive devices in a WMD environment:

- Bomb Search Protective Ensemble for Chemical/Biological Response
- Chemical/Biological Undergarment for Bomb Search Protective Ensemble
- Cooling Garments to manage heat stress
- Ballistic Threat Body Armor (not for riot suppression)
- Ballistic Threat Helmet (not for riot suppression)
- Blast and Ballistic Threat Eye Protection (not for riot suppression)
- Blast and Overpressure Threat Ear Protection (not for riot suppression)
- Fire Resistant Gloves
- Dearmer/Disrupter
- Real Time X-Ray Unit
- Portable X-Ray Unit
- WMD Compatible Total Containment Vessel (TCV)
- WMD Upgrades for Existing TCV
- Robot
- Robot Upgrades
- Fiber Optic Kit (inspection or viewing)
- Tents, standard or air inflatable for chem/bio protection

3. WMD Technical Rescue Equipment - Equipment providing a technical search and rescue capability for a WMD environment:

- Listening devices
- Search cameras (including thermal imaging)
- Breaking devices (including spreaders, saws and hammers)
- Lifting devices (including air bag systems and hydraulic rams and jacks)

4. Interoperable Communications Equipment - Equipment and systems providing connectivity and electrical interoperability between local and interagency organizations to coordinate WMD response operations:

- Land Mobile, Two-Way In-Suit Communications (secure, hands-free, fully duplex, optional).
- Personnel Alert Safety System (PASS) - (location and physiological monitoring systems optional)
- Personnel Accountability Systems
- Individual/portable radios, software radios, portable repeaters, radio interconnect systems, satellite phones, batteries, chargers and battery conditioning systems
- Computer systems designated for use in an integrated system to assist with detection and communication efforts (must be linked with integrated software packages designed specifically for chemical and/or biological agent detection and communication purposes)
- Portable Meteorological Station (monitors temperature, wind speed, wind direction and barometric pressure at a minimum)
- Commercially available crisis management software

5. Detection Equipment - Equipment to sample, detect, identify, quantify, and monitor for chemical, biological, radiological and explosive agents throughout designated areas or at specific points:

Chemical

- M-8 Detection Paper for chemical agent identification
- M-9 Detection Paper (roll) for chemical agent (military grade) detection
- M-256 Detection Kit for Chemical Agent (weapons grade—blister: CX/HD/L; blood: AC/CK; and nerve: GB/VX) detection
- M-256 Training Kit
- M-18 Series Chemical Agent Detector Kit for surface/vapor chemical agent analysis
- Hazard Categorizing (HAZCAT) Kits
- Photo-Ionization Detector (PID)
- Flame Ionization Detector (FID)
- Surface Acoustic Wave Detector
- Gas Chromatograph/Mass Spectrometer (GC/MS)
- Ion Mobility Spectrometry
- Stand-Off Chemical Detector
- M-272 Chemical Agent Water Test Kit
- Colormetric Tube/Chip Kit specific for TICs and WMD applications
- Multi-gas Meter with minimum of O2 and LEL
- Leak Detectors (soap solution, ammonium hydroxide, etc)
- pH Paper/pH Meter
- Waste Water Classifier Kit
- Oxidizing Paper

Radiological

- Radiation detection equipment (electronic or other technology that detects alpha, beta, gamma, and high intensity gamma)
- Personal Dosimeter
- Scintillation Fluid (radiological) pre-packaged

Biological

- Point Detection Systems/Kits (Immunoassay or other technology)

6. Decontamination Equipment - Equipment and material used to clean, remediate, remove or mitigate chemical and biological contamination:

Chemical

- Decontamination system for individual and mass application with environmental controls, water heating system, showers, lighting, and transportation (trailer)
- Decon Litters/roller systems

-
- Extraction Litters, rollable
 - Runoff Containment Bladder(s), decontamination shower waste collection with intrinsically-safe evacuation pumps
 - Spill Containment Devices
 - Overpak Drums
 - Non-transparent Cadaver Bags (CDC standard)

Biological

- HEPA (High Efficiency Particulate Air) Vacuum for dry decontamination

7. Physical Security Enhancement Equipment - Equipment to enhance the physical security of critical infrastructure.

Surveillance, Warning, Access/Intrusion Control

Ground

- Motion Detector Systems: Acoustic; Infrared; Seismic; Magnetometers
- Barriers: Fences; Jersey Walls
- Impact Resistant Doors and Gates
- Portal Systems
- Alarm Systems
- Video Assessment/Cameras: Standard, Low Light, IR, Automated Detection
- Personnel Identification: Visual; Electronic; Acoustic; Laser; Scanners; Cyphers/Codes
- X-Ray Units
- Magnetometers
- Vehicle Identification: Visual; Electronic; Acoustic; Laser; Radar

Waterfront

- Radar Systems
- Video Assessment System/Cameras: Standard, Low Light, IR, Automated Detection
- Diver/Swimmer Detection Systems; Sonar
- Impact Resistant Doors and Gates
- Portal Systems
- Hull Scanning Equipment
- Plus all those for Ground

Sensors – Agent/Explosives Detection

- Chemical: Active/Passive; Mobile/Fixed; Handheld
- Biological: Active/Passive; Mobile/Fixed; Handheld
- Radiological
- Nuclear
- Ground/Wall Penetrating Radar

Inspection/Detection Systems

-
- Vehicle & Cargo Inspection System – Gamma-ray
 - Mobile Search & Inspection System – X-ray
 - Non-Invasive Radiological/Chem/Bio/Explosives System – Pulsed Neutron Activation

Explosion Protection

- Blast/Shock/Impact Resistant Systems
- Protective Clothing
- Column and Surface Wraps; Breakage/Shatter Resistant Glass; Window Wraps
- Robotic Disarm/Disable Systems

8. General Support Equipment - Equipment intended to support WMD incident response:

- Equipment trailer

9. Medical Supplies and Pharmaceuticals - Medical supplies and pharmaceuticals required for response to a WMD incident. Grantees are responsible for replenishing items after shelf-life expiration date(s).

Medical Supplies

- Automatic Biphasic External Defibrillators
- Equipment and supplies for establishing and maintaining a patient airway at the advanced life support level (to include OP and NG airways; ET tubes, styletes, blades, and handles; portable suction devices and catheters; and stethoscopes for monitoring breath sounds)
- IV Administration Sets (Macro and Micro)
- IV Catheters (14, 16, 18, 20, and 22 gauge)
- IV Catheters (Butterfly 22, 24 and 26 gauge)
- Manual Biphasic Defibrillators
- Eye Lense for Lavage or Continuous Medication
- Nasogastric Tubes
- Oxygen administration equipment and supplies (including bag valve masks; rebreather and non-rebreather masks, and nasal cannulas; oxygen cylinders, regulators, tubing, and manifold distribution systems; and pulse oximetry)
- Portable Ventilators
- Syringes (3cc and 10cc)
- 26 ga ½" needles (for syringes)
- 21 ga. 1 ½ " needles (for syringes)

Pharmaceuticals

- 2Pam Chloride
- Adenosine
- Albuterol Sulfate .083%
- Albuterol MDI
- Atropine
- Atropine Auto Injectors
- Benadryl
- CANA Auto Injectors
- Calcium Chloride
- Calcium Gluconate
- Ciprofloxin
- Cyanide kits
- Dextrose
- Dopamine
- Doxycillin
- Doxycycline
- Epinephrine (1:1,000 and 1:10,000)
- Glucagon
- Iodine
- Lasix
- Lidocaine
- Loperamide
- Magnesium Sulfate
- Methylprednisolone
- Narcan
- Nubain
- Nitroglycerine
- Normal Saline
- Silver Sulfadiazine
- Sodium Bicarbonate
- Sterile Water
- Tetracaine
- Thiamine
- Valium
- Verapamil

Appendix G

Fiscal Year 2002 Authorized Exercise Cost List

Fiscal Year 2002 Authorized Exercise Cost List

Funds from the exercise allocation may be used to enhance the capabilities of state and local first responders by covering the costs of WMD exercises. Allowable costs fall into five distinct categories: 1) hiring of full or part-time staff or contractors/consultants to support exercise activities; 2) overtime for first response/exercise management personnel involved in the planning and conduct of exercises; 3) travel associated with exercise planning and conduct; 4) supplies consumed during the course of exercise planning and conduct; and, 5) other costs related to the planning and conduct of exercise activities.

1. Full or Part-Time Staff or Contractors/Consultants - Full or part-time staff may be hired to support exercise-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or unit(s) of local government and have the approval of the state or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured by the state in the design, development, conduct and evaluation of WMD exercises. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.

2. Overtime - Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours). Further, overtime payments are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation.

3. Travel - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status on official business related to the planning and conduct of the exercise project(s). These costs must be in accordance with either the Federal or an organizationally-approved travel policy.

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

5. Other Items - These costs include the rental of space/locations for exercise planning and conduct, exercise signs, badges, etc.



Appendix H

Additional Exercise Program Information

Additional Exercise Program Information

The Office of Justice Programs (OJP), Office for Domestic Preparedness (ODP) manages the Department of Justice Comprehensive Exercise Program (JCEP). A key element of this program is the JCEP Exercise Manual, which provides basic information, guidance and procedures to assist exercise planners and participants with exercises supported by ODP. The Manual addresses the need for exercises, defines the types of exercises supported by ODP, identifies exercise documents and procedures, and defines exercise specific terminology. It is intended to provide an overview of the process for both the novice, as well as the experienced exercise planner.

The JCEP Exercise Manual also provides information on the JCEP Toolkit, which includes all the materials necessary to design, develop, conduct and evaluate WMD terrorism exercises, and is designed to provide planners and responders with:

- The means to conduct plausible and realistic exercises;
- Information necessary to apply for ODP grants for exercise support;
- The preparatory information necessary to design, develop, conduct and evaluate ODP sponsored exercises using common exercise doctrine and working closely with ODP exercise managers and contractors; and,
- The ability to capture lessons and best practices and share those with their peers.

The JCEP Toolkit will be distributed on a series of CD-ROMs, and consist of exercise planning and execution tools, including a Weapons of Mass Destruction Exercise Development Course, an exercise 'virtual library' of video and audio clips and exercise document templates, a compilation of exercise references, a summary of exercise lessons learned and modules of selected full motion videos which highlight exercise scenarios and activities.

In addition, information on the following areas should be considered by the applicant when developing the Exercise Budget Plan as part of the Program Narrative associated with this application:

- **Guidance on Accepted Practices of Exercise Design, Development, Conduct and Evaluation** - Exercises conducted under the auspices of the ODP program should test and evaluate plans, policies, procedures, protocols, systems, equipment and facilities developed to mitigate against, prepare for, respond to and recover from the effects of WMD terrorism. Exercising against new or emerging threats may require some adaptation of generally accepted exercise practices. To that end, the applicant's exercise program should customize exercise efforts to meet objectives and recognize factors unique to their particular conditions.

-
- **Reporting and Maintaining a Multi-Year Exercise Schedule:** Consistent with the State's three year domestic preparedness strategy, a multi-year exercise schedule should be developed, maintained and periodically updated. This exercise schedule should provide basic information about the State's WMD multi-year cycle of exercise activity. The first year of the multi-year schedule should reflect dates, times, responsible agency information and the location of each exercise planning meeting and exercise. Remaining years should reflect a minimum of the month and type of the planned exercise by jurisdiction. ODP maintains a Centralized Scheduling and Information Desk (CSID) to aid in coordinating national schedules and identifying opportunities for collaboration. Format and guidance on design of a multi-year exercise schedule may be obtained through the CSID at: 1-800-368-6498.
 - **Cycle of Exercise Activities:** The exercise program should include a range of exercise activities having varying degrees of complexity and interaction, based on the intent of exercise activity, participating groups, functions, duration and physical locations. The cycle and mix of activities should be based on the objectives of the state's strategy and relative risks (as identified in the Strategy). Jurisdictions, departments or agencies should be exercised no less than annually, utilizing a graduated series of exercises types of increasing complexity (e.g., tabletop exercises, then full-scale exercises). Experience has shown that activity at this frequency, utilizing the appropriate mix of exercise activities, maintains skills and knowledge. Each successive level of exercise activity should build toward developing and expanding capabilities, and toward the demonstration and assessment of performance in achieving established objectives. The cycle of exercise activity should reflect the integration and support of training, equipment and technical assistance programs.
 - **Exercise Documentation:** Exercise documentation provides planners with the information and background necessary to design, develop, conduct and evaluate exercises. Documentation requirements vary based on the exercise type. An exercise documentation package that meets basic requirements for successful exercise design, development, conduct and evaluation should be developed, and include the appropriate cumulative control, evaluation and supporting documentation for each exercise. An exercise after action report must be produced for all exercises funded through this program, and the final version provided to ODP.

Appendix I

List of ODP Program Managers and State Assignments

ODP Program Managers and State Assignments

State	Program Manager	State	Program Manager
Alabama	Mark Dozier	Montana	Kate Henderson
Alaska	Bob Johns	Nebraska	Rene Phillips
American Samoa	Bob Johns	Nevada	Bob Johns
Arizona	Bob Johns	New Hampshire	Kerry Thomas
Arkansas	Marci Larson	New Jersey	Kerry Thomas
California	Bob Johns	New Mexico	Marci Larson
Colorado	Kate Henderson	New York	Kerry Thomas
Connecticut	Kerry Thomas	North Carolina	Mark Dozier
Delaware	Jim Gregory	Northern Mariana Islands	Bob Johns
District of Columbia	Mark Dozier	North Dakota	Kate Henderson
Florida	Mark Dozier	Ohio	Jim Gregory
Georgia	Mark Dozier	Oklahoma	Marci Larson
Guam	Bob Johns	Oregon	Bob Johns
Hawaii	Bob Johns	Pennsylvania	Jim Gregory
Idaho	Bob Johns	Puerto Rico	Kerry Thomas
Illinois	Jim Gregory	Rhode Island	Kerry Thomas
Indiana	Jim Gregory	South Carolina	Mark Dozier
Iowa	Rene Phillips	South Dakota	Kate Henderson
Kansas	Rene Phillips	Tennessee	Mark Dozier
Kentucky	Mark Dozier	Texas	Marci Larson
Louisiana	Marci Larson	U.S. Virgin Islands	Kerry Thomas
Maine	Kerry Thomas	Utah	Kate Henderson
Maryland	Jim Gregory	Vermont	Kerry Thomas
Massachusetts	Kerry Thomas	Virginia	Mark Dozier
Michigan	Jim Gregory	Washington	Bob Johns
Minnesota	Jim Gregory	West Virginia	Mark Dozier
Mississippi	Mark Dozier	Wisconsin	Jim Gregory
Missouri	Rene Phillips	Wyoming	Kate Henderson

Division Contact Information

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 Mark Dozier (202) 514-7885
 Jim Gregory (202) 616-1092
 Kerry Thomas (202) 616-6707

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David Kaufman (202) 514-1791
 Bob Johns (202) 353-0208
 Kate Henderson (202) 514-7888
 Marci Larson (202) 514-7890
 Rene Phillips (202) 353-9049