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*Office for Domestic Preparedness*

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**TO:** All State Administrative Agency Heads  
All State Administrative Agency Points of Contact

**FROM:** C. Suzanne Mencer  
Director

**SUBJECT:** Fiscal Year 2004 Urban Areas Security Initiative Grant Program -  
Allowable Training Costs for Transit System Personnel

The purpose of this Bulletin is to expand the allowable training-related costs for transit system personnel under the FY 2004 Urban Areas Security Initiative (UASI) Grant Program. Allowable training-related costs include: 1) development and/or establishment of CBRNE training courses, which should be institutionalized within existing training academies, universities or junior colleges. These courses must be consistent with ODP and Federal Transit Administration (FTA) prevention and response training guidelines and reviewed and approved by ODP; 2) overtime and backfill costs to replace personnel who are attending ODP-approved courses, to include those offered by the Transportation Safety Institute (TSI) and the National Training Institute (NTI) that are applicable to the purposes for which these grant funds were made available.

The target audience for training courses funded under the FY 2004 UASI Program includes transit system personnel with responsibilities for emergency preparedness and response, such as transit security officers, transit police, emergency managers, firefighters, emergency medical services personnel, transit system operators, maintenance workers, and managers.

Questions related to this information bulletin may be directed to your ODP Preparedness Officer at (800) 368-6498. Thank you for your continued efforts and cooperation.