
Foreword

In July 2002 the President approved the *National Strategy for Homeland Security*, a road map for the national effort to prevent and respond to acts of terrorism in the United States. The *National Strategy* recognizes the vital role of state and local public safety agencies in providing for the security of our homeland. In February 2003 the President signed into law the Fiscal Year (FY) 2003 Omnibus Appropriations Act which provides state and local governments with the vital funding they require to participate in the national effort to combat terrorism.

The U.S. Department of Homeland Security (DHS), Office for Domestic Preparedness (ODP) FY 2003 State Homeland Security Grant Program (SHSGP) reflects a confluence of important Presidential initiatives designed to enhance the preparedness of the nation to combat terrorism. The SHSGP continues to build on the progress made toward enhancing the capabilities of state and local public safety personnel over the past four years. Whereas most states and municipalities have strengthened their overall capability to respond to acts of terrorism involving chemical, biological, radiological, nuclear or explosive (CBRNE) weapons, there continues to be room for improvement in meeting our national priorities of preventing and responding to terrorist attacks.

To assist, ODP has expanded its programs to allow for a greater range of preparedness activities including the purchase of terrorism incident prevention equipment and the conduct of exercises that focus on preventing terrorist acts. In addition, the FY 2003 SHSGP includes planning and administrative funds to support updating and implementing State Homeland Security Strategic Plans and funds to support training at the state and local level.

The Department of Homeland Security looks forward to working with all of you in this critical national effort to secure our homeland.

Tom Ridge
Secretary
Department of Homeland Security

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I. Background

The U.S. Department of Homeland Security (DHS), through the Office for Domestic Preparedness (ODP), is providing financial assistance directly to each of the nation's states and territories through the Fiscal Year (FY) 2003 State Homeland Security Grant Program (SHSGP). This financial assistance is being provided for the purchase of specialized equipment to enhance the capability of state and local agencies to prevent and respond to incidents of terrorism involving the use of chemical, biological, radiological, nuclear or explosive (CBRNE) weapons; for the protection of critical infrastructure and prevention of terrorist incidents; for costs related to the design, development, conduct and evaluation of CBRNE exercises; for costs related to the design, development and conduct of a state CBRNE Training Program; and for costs associated with updating and implementing each state's Homeland Security Strategy (SHSS).

The Office for Domestic Preparedness transferred from the U.S. Department of Justice, Office of Justice Programs (OJP), to the U.S. Department of Homeland Security effective March 1, 2003. The OJP Office of the Comptroller (OC) will continue to provide fiscal support and oversight to the SHSGP for the effective period of performance for the grant.

The Fiscal Year 2003 State Homeland Security Grant Program

A. Authorized Program Purpose

Funding for the FY 2003 SHSGP is authorized by: 1) Public Law 108-7, the Omnibus Appropriations Act of 2003; 2) Public Law 107-56, the USA Patriot Act of 2001; and 3) Public Law 107-296, the Homeland Security Act of 2002. The FY 2003 SHSGP seeks to build on progress made over the past four years towards enhancing the capabilities of state and local emergency responders by allowing for the purchase of advanced types of equipment to enhance homeland security. The FY 2003 SHSGP also seeks to address other critical homeland security needs, including coverage of CBRNE exercise-related costs, training costs, and planning and administrative expenses. ***States should allocate these grant funds in accordance with their state's approved homeland security strategy¹, obligating funds to municipalities within 45 days of the grant award date.***

ODP also recognizes that updating and implementing the state homeland security strategies is not without cost. ***To assist states with this process, a planning and administrative allocation has been included to cover expenses associated with the assessment and strategy updates, as well as implementation of the SHSS and SHSGP.***

¹ The state homeland security strategy was previously referred to as the state domestic preparedness strategy.

ODP will provide support services to assist you in completing your application. Please consult your respective Program Manager using ODP's toll-free number (1-800-368-6498).

B. Program Requirements

Receipt of funds under ODP's FY 2003 SHSGP is contingent upon: 1) submission and approval of the state's application for funding under the FY 2002 State Domestic Preparedness Program (SDPP); and, 2) the submission of the on-line FY 2003 grant application. ***Applications for funding under this program must be submitted within 45 days of the solicitation being posted in OJP's web-based Grants Management System (GMS). In addition, funds provided as part of the FY 2003 SHSGP must be obligated within 45 days of the grant award date. Note: Grants will be awarded when applications are received and approved. Applications lacking complete information will be accepted and grants awarded, however draw down restrictions will apply until the receipt of all supporting documentation. Restrictions will be rescinded and funds will be released as information is received.***

C. Authorized Program Expenditures

1. Equipment Acquisition Funds: Funds from the equipment allocation may be used to enhance the capabilities of state and local first responders through the acquisition of: 1) personal protective equipment (PPE); 2) explosive device mitigation and remediation equipment; 3) CBRNE search and rescue equipment; 4) interoperable communications equipment; 5) detection equipment; 6) decontamination equipment; 7) physical security enhancement equipment; 8) terrorism incident prevention equipment; 9) CBRNE logistical support equipment; 10) CBRNE incident response vehicles; 11) medical supplies and limited types of pharmaceuticals; and, 12) CBRNE reference materials. ***Allocated Equipment Acquisition Funds for FY 2003 may also be used for sustainment of first responder equipment that would be used in a jurisdiction's response to a terrorist threat or event. This would include repair and replacement parts, equipment warranties and maintenance contracts for equipment purchased under any ODP state equipment grant. Applicants that choose to use funds for this purpose should include a sustainment sub-category for each equipment category on the Equipment Budget Detail Worksheet (see Appendix B).***

This equipment may be used by the states to enhance capabilities in the areas of law enforcement, emergency medical services, emergency management, the fire service, hazardous materials, public works, public health, governmental administrative, public safety communications, healthcare and public health at the state and local levels of government in accordance with the goals and objectives identified in their state's homeland security strategy. In addition, states and localities may use their equipment allocations to purchase equipment designed to protect critical infrastructure from terrorist attacks and for equipment to prevent terrorist incidents. ***States are advised that 80 percent of their FY 2003***

funding allocations for equipment must be obligated to local communities within 45 days of the grant award date. The FY 2003 Authorized Equipment List contains a complete listing of allowable equipment items (see Appendix G).

2. Exercise Funds: Funds from the exercise allocation may be used to plan for, design, develop, conduct and evaluate exercises that train emergency responders and assess the readiness of jurisdictions to prevent and respond to a terrorist attack. Exercises must be threat- and performance-based, in accordance with ODP's Homeland Security Exercise and Evaluation Program (HSEEP) manuals. These manuals will provide explicit direction on the design, conduct and evaluation of terrorism exercises. Exercises conducted with ODP support (grant funds or direct support) must be managed and executed in accordance with the HSEEP.

To assist the states in developing a state and local exercise program that enhances the level of preparedness through a cycle of exercise activities of varying degrees of complexity and interaction, and facilitates the implementation of corrective actions to address identified deficiencies, states are directed to use a portion of the exercise funds to convene an exercise planning workshop. This meeting, conducted in partnership with ODP, should bring together a group of high level officials, representing multiple disciplines from the state, regional and local levels to: 1) establish expectations for exercise activities; 2) discuss how the state will implement the HSEEP doctrine; 3) establish priorities for exercises; and, 4) define how corrective actions flowing from exercises will be addressed and tracked. The meeting should be held within the first 3 months of the grant period, and should result in an exercise program description for the state and a plan with time lines for implementation, which should be submitted to the ODP Centralized Scheduling and Information Desk, 810 7th Street, NW, Washington, DC 20531. ODP will work with the state administrative agency (SAA) to support, assist with and monitor the implementation of HSEEP and compliance with the President's National Homeland Security Strategy.

Allowable exercise-related costs include: 1) expenses related to convening a statewide exercise planning workshop; 2) hiring of full or part-time staff or contractors/consultants to support exercise activities; 3) overtime for first response/exercise management personnel involved in the planning and conducting of exercises; 4) travel associated with planning and conducting exercises; 5) supplies consumed during the course of planning and conducting exercises; 6) costs related to implementation of the HSEEP to include the reporting of scheduled exercises, and the tracking and reporting of after action reports and corrective actions from exercises; and, 7) other costs related to the planning and conducting of exercise activities. ***The FY 2003 Authorized Exercise Cost List contains a complete description of allowable exercise-related costs (see Appendix H).***

3. Training Funds: Funds from the training allocation may be used to enhance the capabilities of state and local first responders through the development of a

state homeland security training program. Allowable training-related costs include: 1) establishment of CBRNE training capacities within existing training academies, universities or junior colleges.

These funds should be used to institutionalize CBRNE awareness level training within the state. The target audience for training courses funded through the FY 2003 SHSGP must be emergency responders, emergency managers and public/elected officials within the following disciplines: firefighters, law enforcement, emergency management, emergency medical services, hazardous materials, public works, public health, health care, public safety communications, governmental administrative and private security guards.

To facilitate the development of training consistent with the ODP Emergency Responder Guidelines, states are encouraged to adopt current ODP awareness level courses. For a complete list of recommended ODP courses, please refer to Appendix K, Course Recommendations for Developing a State Homeland Security Training Program.

4. Planning and Administrative Funds: Funds for this program may be used to pay for activities associated with the completion of the FY 2003 assessment and strategy update process, as well as those costs associated with the implementation of the overall SHSS, including: 1) conducting training sessions to ensure accurate completion of the needs assessment; 2) updating and refining statewide homeland security strategic plans; 3) hiring of full or part-time staff or contractors/consultants to assist with the collection of the needs assessment data and updating of the state strategic plan; 4) travel expenses; 5) meeting-related expenses; 6) implementing and managing programs for equipment acquisition, training and exercises; 7) conducting local or regional strategy implementation meetings; 8) hiring of full or part-time staff or contractors/consultants to assist with the implementation and administration of the state homeland security strategic plan; and, 9) the acquisition of authorized office equipment. (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>.)

In order for ODP to effectively coordinate homeland security programs with each state, it is imperative that the State Administrative Agency (SAA) in each state be sufficiently staffed to administer the full range of support programs offered by ODP and other federal agencies. When identifying administrative and planning needs, each grantee should assess current staffing levels and determine whether a portion of the FY 2003 SHSGP funds should be used to enhance administrative capabilities within the SAA. As part of its administrative responsibilities, each state will be required to regularly collect and report the implementation status of grant projects and the state homeland security strategic plan. Please refer to Appendix L, Grant Reporting Requirements, for guidance on the information that

will be required from each SAA.

D. Unauthorized Program Expenditures

1. Equipment Acquisition Funds: Expenditures for items such as general-use software (word processing, graphics, spreadsheet, etc.), general-use computers and related equipment, general-use vehicles, licensing fees, weapons systems 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 terrorism prevention and response equipment; for exercise models, simulations or games; activities unrelated to CBRNE 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. Training Funds: Training funds may not be used for first responder training activities unrelated to CBRNE incidents, or for training capacity development procured prior to the award start date of the grant or otherwise budgeted for with state or local funds.

4. Planning and Administrative Funds: Funds intended for planning and administrative purposes may not be used for: 1) activities unrelated to the completion and implementation of the SHSS; 2) for personnel, equipment, contractors/consultants, or meeting-related expenses procured prior to the award start date of the grant or otherwise budgeted for with state or local funds.

III. Eligible Applicants and Funding Availability

The FY 2003 SHSGP is primarily intended to enhance the ability of first responders to prevent or respond to incidents of 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, again, within 45 days of the state grant award date. States may use the remaining equipment funds to support broader homeland security 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 the SAA, to apply for and administer the grant funds under this program. The state may elect to sub-grant FY 2003 funding directly to cities or counties within the state or retain funds for use at the state level to purchase equipment for distribution to local jurisdictions, provided that the state has complied with the 80 percent pass-through requirement for their equipment allocation.

FY 2003 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 (including American Samoa, the Commonwealth of the Northern Mariana Islands, Guam and the U.S. Virgin Islands), 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 FY 2003 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-site 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>.

**ODP STATE HOMELAND SECURITY GRANT PROGRAM
FISCAL YEAR 2003 FUNDING ALLOCATIONS**

| <u>STATE NAME</u> | <u>EQUIPMENT ALLOCATION TOTAL</u> | <u>EXERCISE ALLOCATION TOTAL</u> | <u>TRAINING ALLOCATION TOTAL</u> | <u>PLANNING ALLOCATION TOTAL</u> | <u>TOTAL ALLOCATION</u> |
|--------------------------|---|--|--|--|-----------------------------|
| ALABAMA | 6,636,000 | 1,659,000 | 498,000 | 664,000 | 9,457,000 |
| ALASKA | 3,505,000 | 876,000 | 263,000 | 351,000 | 4,995,000 |
| ARIZONA | 7,427,000 | 1,857,000 | 557,000 | 743,000 | 10,584,000 |
| ARKANSAS | 5,189,000 | 1,297,000 | 389,000 | 519,000 | 7,394,000 |
| CALIFORNIA | 31,595,000 | 7,899,000 | 2,370,000 | 3,159,000 | 45,023,000 |
| COLORADO | 6,653,000 | 1,663,000 | 499,000 | 665,000 | 9,480,000 |
| CONNECTICUT | 5,800,000 | 1,450,000 | 435,000 | 580,000 | 8,265,000 |
| DELAWARE | 3,638,000 | 910,000 | 273,000 | 364,000 | 5,185,000 |
| DISTRICT OF COLUMBIA | 3,446,000 | 861,000 | 258,000 | 345,000 | 4,910,000 |
| FLORIDA | 16,599,000 | 4,150,000 | 1,245,000 | 1,660,000 | 23,654,000 |
| GEORGIA | 9,956,000 | 2,489,000 | 747,000 | 996,000 | 14,188,000 |
| HAWAII | 3,995,000 | 999,000 | 300,000 | 399,000 | 5,693,000 |
| IDAHO | 4,073,000 | 1,018,000 | 305,000 | 407,000 | 5,803,000 |
| ILLINOIS | 13,248,000 | 3,312,000 | 994,000 | 1,325,000 | 18,879,000 |
| INDIANA | 7,999,000 | 2,000,000 | 600,000 | 800,000 | 11,399,000 |
| IOWA | 5,373,500 | 1,343,000 | 403,000 | 537,000 | 7,656,500 |
| KANSAS | 5,194,000 | 1,298,000 | 390,000 | 519,000 | 7,401,000 |
| KENTUCKY | 6,316,000 | 1,579,000 | 474,000 | 632,000 | 9,001,000 |
| LOUISIANA | 6,633,000 | 1,658,000 | 497,000 | 663,000 | 9,451,000 |
| MAINE | 4,035,000 | 1,009,000 | 303,000 | 404,000 | 5,751,000 |
| MARYLAND | 7,428,000 | 1,857,000 | 557,000 | 743,000 | 10,585,000 |
| MASSACHUSETTS | 8,218,000 | 2,055,000 | 616,000 | 822,000 | 11,711,000 |
| MICHIGAN | 11,170,000 | 2,793,000 | 838,000 | 1,117,000 | 15,918,000 |
| MINNESOTA | 7,071,000 | 1,768,000 | 530,000 | 707,000 | 10,076,000 |
| MISSISSIPPI | 5,321,000 | 1,330,000 | 399,000 | 532,000 | 7,582,000 |
| MISSOURI | 7,603,000 | 1,901,000 | 570,000 | 760,000 | 10,834,000 |
| MONTANA | 3,722,000 | 930,000 | 279,000 | 372,000 | 5,303,000 |
| NEBRASKA | 4,389,500 | 1,097,000 | 329,000 | 439,000 | 6,254,500 |
| NEVADA | 4,752,000 | 1,188,000 | 356,000 | 475,000 | 6,771,000 |
| NEW HAMPSHIRE | 4,019,000 | 1,005,000 | 301,000 | 402,000 | 5,727,000 |
| NEW JERSEY | 9,980,000 | 2,495,000 | 749,000 | 998,000 | 14,222,000 |
| NEW MEXICO | 4,492,000 | 1,123,000 | 337,000 | 449,000 | 6,401,000 |
| NEW YORK | 18,591,000 | 4,648,000 | 1,394,000 | 1,859,000 | 26,492,000 |
| NORTH CAROLINA | 9,760,000 | 2,440,000 | 732,000 | 976,000 | 13,908,000 |
| NORTH DAKOTA | 3,497,000 | 874,000 | 262,000 | 350,000 | 4,983,000 |
| OHIO | 12,287,000 | 3,072,000 | 922,000 | 1,229,000 | 17,510,000 |
| OKLAHOMA | 5,827,000 | 1,457,000 | 437,000 | 583,000 | 8,304,000 |
| OREGON | 5,850,000 | 1,462,000 | 439,000 | 585,000 | 8,336,000 |
| PENNSYLVANIA | 13,032,000 | 3,258,000 | 977,000 | 1,303,000 | 18,570,000 |
| RHODE ISLAND | 3,852,000 | 963,000 | 289,000 | 385,000 | 5,489,000 |
| SOUTH CAROLINA | 6,327,000 | 1,582,000 | 475,000 | 633,000 | 9,017,000 |
| SOUTH DAKOTA | 3,601,000 | 900,000 | 270,000 | 360,000 | 5,131,000 |
| TENNESSEE | 7,704,000 | 1,926,000 | 578,000 | 770,000 | 10,978,000 |
| TEXAS | 20,728,000 | 5,182,000 | 1,555,000 | 2,073,000 | 29,538,000 |
| UTAH | 4,868,000 | 1,217,000 | 365,000 | 487,000 | 6,937,000 |
| VERMONT | 3,483,000 | 871,000 | 261,000 | 348,000 | 4,963,000 |
| VIRGINIA | 8,924,000 | 2,231,000 | 669,000 | 892,000 | 12,716,000 |
| WASHINGTON | 7,926,000 | 1,981,000 | 594,000 | 793,000 | 11,294,000 |
| WEST VIRGINIA | 4,449,000 | 1,112,000 | 334,000 | 445,000 | 6,340,000 |
| WISCONSIN | 7,414,000 | 1,854,000 | 556,000 | 741,000 | 10,565,000 |
| WYOMING | 3,387,000 | 847,000 | 254,000 | 339,000 | 4,827,000 |
| PUERTO RICO | 6,125,000 | 1,531,000 | 459,000 | 612,000 | 8,727,000 |
| VIRGIN ISLANDS | 1,082,000 | 271,000 | 81,000 | 108,000 | 1,542,000 |
| AMERICAN SAMOA | 1,040,000 | 260,000 | 78,000 | 104,000 | 1,482,000 |
| GUAM | 1,120,000 | 280,000 | 84,000 | 112,000 | 1,596,000 |
| NORTHERN MARIANA ISLANDS | 1,050,000 | 262,000 | 79,000 | 105,000 | 1,496,000 |
| TOTAL | 397,400,000 | 99,350,000 | 29,805,000 | 39,740,000 | 566,295,000 |

IV. Application Guidance

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

ODP only accepts applications electronically through the Grant Management System (GMS) located on the Office of Justice Programs (OJP) web site. Instructions regarding electronic submissions through GMS are provided on the OJP web site at www.ojp.usdoj.gov/fundopps.htm. Assistance with GMS may also be obtained by contacting ODP at: 1-800-368-6498.

Notice of the availability of funds under the FY 2003 SHSGP 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 ODP at 1-800-368-6498.

Questions regarding the application process, equipment procurement issues, issues related to exercises, training, planning and administrative, and programmatic matters involving application submission requirements, application content requirements and other administrative inquiries relating to the FY 2003 SHSGP can be directed to the ODP Helpline at 1-800-368-6498.

V. Application Requirements

A. On-Line Application: The on-line application 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, non-construction applications. These grants are offered by the U.S. Department of Homeland Security. The program title listed in the Catalog of Federal Domestic Assistance (CFDA) is "Office for Domestic Preparedness Fiscal Year 2003 State Homeland Security Grant 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 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.

Direct Purchases of Equipment

For direct purchases of equipment, applicants must provide an Equipment Budget Detail Worksheet for each jurisdiction receiving equipment. ***These worksheets should detail the equipment to be purchased, the number of items, the estimated total cost, and the response disciplines that will receive it (see Appendix B).***

Sub-Awards

For sub-awards, applicants must provide a list of the jurisdictions that will receive equipment funding and the award amounts for each. Applicants must also provide an Equipment Budget Detail Worksheet for each jurisdiction receiving funding through sub-awards. ***These worksheets should detail the equipment to be purchased, the number of items, the estimated total cost, and the response disciplines that will receive it (see Appendix B).*** If this detailed information is not available initially, ODP will still award the grant, but withhold access to these funds until detailed sub-award budget information is provided.

Worksheets and sub-award listings should be attached under "Budget Detail Worksheet" in the on-line application.

?? **Exercise Budget:** Applicants may use funds from the exercise allocation at the state level for exercise planning, assisting with the design and conduct of state or local CBRNE terrorism exercises, and for scheduling exercises and tracking of After Action Reports and corrective actions. Applicants must provide an Exercise Budget Detail Worksheet for the SAA's costs associated with the development, implementation, and administration of the exercise program. The budget detail worksheet should identify funds allocated for personnel, contractors/ consultants, overtime, travel, supplies and other costs (see Appendix C).

Applicants may also make sub-awards to other state agencies and local jurisdictions for the design, conduct and evaluation of threat- and

performance-based exercises, and/or for overtime costs directly related to participation in exercises. For sub-awards, applicants must provide a list of the jurisdictions that will receive exercise funding, the award amounts for each and the number and types of exercises that will be conducted. These worksheets and sub-award listings should be attached under “Budget Detail Worksheet”.

?? **Training Budget:** Applicants may use funds from the training allocation to cover training-related costs through direct purchases and/or sub-awards. Applicants must provide a Training Budget Detail Worksheet for direct costs associated with efforts to enhance the capabilities of state and local first responders through development of state and local CBRNE training capacities. The budget detail worksheet should address the intended use of these funds for training capacity development (see Appendix D). For sub-awards, applicants must provide a list of the jurisdictions that will receive training funding and the award amounts for each. These documents should be attached under “Budget Detail Worksheet”.

?? **Planning and Administrative Budget:** States may use funds from the planning and administrative allocation to cover costs associated with updating their needs assessments and strategies, as well as for implementing the SHSS and SHSGP. Funds may be allocated through direct purchases and/or sub-awards. Applicants must provide a Planning and Administrative Budget Detail Worksheet for direct costs associated with these planning or administrative functions. This worksheet should address the intended use of these funds for travel, meeting related expenses, contractor/consultant support, personnel, office equipment and meeting-related expenses (see Appendix E). For sub-awards, applicants must provide a list of the jurisdictions that will receive planning funds and the award amounts for each. These documents should be attached under “Budget Detail Worksheet”.

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

Applicants are also encouraged to consult their own state and local laws and regulations regarding the release of information, which should be considered when reporting sensitive matters in the grant application, needs assessment and strategic planning process. At the same time, applicants should be aware that any information created exclusively for the purpose of applying for and

monitoring grants hereunder is the property of the U.S. Government, and shall not otherwise be disclosed or released pursuant to state or local law or regulation.

VI. Program Narrative

This section should be used to update ODP on the progress of the program, describe any changes to the state's homeland security strategic plan and provide an overview of the state's implementation plan for the Fiscal Year 2003 program. Specifically, the program narrative should address the following areas:

- 1. Program Implementation Status:** The applicant must use this section to address progress in implementing the state's homeland security strategy. ***Specifically, the grantee must provide the following information by fiscal year for each jurisdiction: 1) equipment category (PPE, detection, decontamination, etc.); 2) equipment item, quantity and cost; 3) number of items being provided to each responder discipline (law enforcement, HAZMAT, etc.); and 4) the dollar value of the items being provided to each discipline.*** (Note: If funding from a particular grant has not yet been allocated, this should also be indicated, along with information on when these allocations will occur.) A sample format is provided in Appendix A.
- 2. Fiscal Year 2003 Equipment Budget Plan:** The applicant must provide a brief narrative that describes how funds provided through the FY 2003 SHSGP will be allocated for equipment purchases, and how the requested equipment will address needs identified in the state's homeland security strategy. States should clearly indicate how they intend to allocate resources to the local jurisdictions; (e.g., sub-grant or centrally purchase all equipment). ***States must also clearly demonstrate that 80 percent of their equipment allocation is being provided to local jurisdictions.***
- 3. Fiscal Year 2003 Exercise Budget Plan:** The applicant must provide a brief narrative that describes how funds provided through the FY 2003 SHSGP will be allocated for exercise-related costs, and how these funds will help address exercise needs identified in the state's homeland security strategy. (Note: Information on key issues the applicant should consider in the development of the Exercise Budget Plan is contained in Appendix I.) If funds are being sub-granted, indicate how sub-grantees will use the funds.
- 4. FY 2003 Training Budget Plan:** The applicant must provide a brief narrative that describes how funds provided through the FY 2003 SHSGP will be allocated for training-related costs, and how these funds will help address training needs identified in the state's homeland security strategy. If funds are being sub-granted, indicate how sub-grantees will use the funds.
- 5. Fiscal Year 2003 Planning and Administrative Budget Plan:** The applicant must provide a brief narrative that describes how funds provided through the FY 2003 SHSGP will be allocated for costs related to the FY 2003 assessment and

strategy update process and/or for implementation of the SHSS and SHSGP. If funds will be utilized to hire additional staff, indicate the roles and responsibilities of the new staff members. If funds are being sub-granted, indicate how sub-grantees will use the funds.

VII. Administrative Requirements

A. 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.

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 Homeland Security in awarding grants.

5. Suspension or Termination of Funding: DHS 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 federal law.
- Failing to make satisfactory progress toward the goals or objectives set forth in this application.
- Failing to follow grant agreement requirements 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, ODP will provide the grantee reasonable notice of intent to impose measures and will make efforts to resolve the problem informally.

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 (see Appendix L). The OJP OC will provide a copy of this form in the initial award package. Future awards and fund drawdowns will be withheld if these reports are delinquent. The final financial report is due 120 days after the end date of the award period.
- **Program Progress Reports:** Program 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. ***Guidance on specific topics to be addressed is included in Appendix L.*** The OJP OC will provide a copy of this form in the initial award package. Future awards and fund drawdowns will be withheld if these reports are delinquent. The final programmatic progress report is due 120 days after the end date of the award period.
- **Exercise Evaluation and Improvement:** Exercises implemented with grant funds should be performance-based and should be evaluated using performance measures being defined by ODP, which incorporate standards and guidelines issued by federal agencies and national organizations. Guidance on conducting exercise evaluations and

implementing improvement is defined in the *Homeland Security Exercise and Evaluation Program - Volume IV: Exercise Evaluation and Improvement* manual, that will be published in the Spring of 2003. The SAA must report on scheduled exercises and ensure that an After Action Report (AAR) and Corrective Action Plan (CAP) be prepared for each exercise conducted with ODP support (grant funds or direct support). The AAR documents the performance of exercise related tasks and makes recommendations for improvements. The CAP outlines the actions that the exercising jurisdiction plans to take to address recommendations contained in the AAR. Generally, the CAP, with at least initial action steps, should be included in the final AAR. ODP is establishing a national database to facilitate the scheduling of exercises, the submission of the AAR/CAPs and the tracking of CAP implementation. Guidance on development of AARs and CAPs is provided in Volume IV of the HSEEP manuals.

The SAA is responsible for ensuring that copies of the AAR/CAP are submitted to ODP within 60 days following completion of the exercise at the following address:

***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 Secretary of Homeland Security and the Comptroller General of the United States shall have access to any books, documents, and records of recipients of FY 2003 SHSGP assistance for audit and examination purposes, provided that, in the opinion of the Secretary of Homeland Security or the Comptroller General, these documents are related to the receipt or use of such assistance. The grantee will also give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers or documents related to the grant.
- **Required Performance Related Information:** To insure compliance with the Government Performance and Results Act, Public Law 103-62, this solicitation notifies applicants that ODP's performance under this solicitation is measured by: 1) the number of local jurisdictions that enhanced their capacity to respond to a CBRNE incident with new equipment and training; and, 2) the number of jurisdictions that tested preparedness through participation in tabletop or full-scale exercises.

Applicants will be required to: 1) complete an update of their needs assessment and state homeland security strategy using a tool provided by ODP; 2) include information on the impact of activities implemented with ODP funds in FY 2002 and in prior fiscal years; and, 3) encourage local jurisdictions within their state to participate in the assessment and strategy update process.

Appendix A

Sample Impact of Funding Format

Sample Program Narrative Impact of Funding Table

FY 1999 - FY 2002

Jurisdiction: _____

Fiscal Year: _____

| Category | Item | Quantity | Total Cost | Items to Each Discipline (s) | Allocation to Each Discipline (s) |
|-------------------------------|---------------------------|----------|------------------|------------------------------|--|
| Personal Protective Equipment | SCBA - 30 min. | 10 | \$500 | HZ - 5 LE - 5 | HZ - \$250 LE - \$250 |
| Detection | Chemical Agent Monitor | 2 | \$14,000 | HZ - 1 FS - 1 | HZ - \$7,000 FS - \$7,000 |
| Communications | Radio-Interconnect System | 3 | \$150,000 | FS - 1 LE - 1 EMA - 1 | FS - \$50,000 LE - \$50,000 EMA - \$50,000 |
| Total: | | | \$164,500 | | |

List of Suggested Abbreviations

LE - Law Enforcement
 EMS - Emergency Medical Services
 EMA - Emergency Management
 FS - Fire Service
 HZ - HAZMAT
 PW - Public Works
 PH - Public Health
 GA - Governmental Administrative
 PSC - Public Safety Communications
 HC - Health Care



Appendix B

Equipment Budget Detail Worksheet

Fiscal Year 2003 Equipment Budget Detail Worksheet

State: _____

Date: _____

State Equipment Total: _____

Instructions

Part I: Direct Equipment Purchases - For direct equipment purchases, please:

- List all local jurisdictions first, in priority ranking, on separate pages. State agencies should be listed last.
- Indicate the Equipment Budget Category, Item, Quantity, Estimated Total Cost and Discipline(s) receiving the equipment. 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 | Estimated Total Cost | Discipline(s) |
|---------------------------------|------|----------|----------------------|---------------|
| Personal Protective Equipment | | | | |
| <i>Sustainment Costs</i> | | | | |
| Explosive Device Mitigation | | | | |
| <i>Sustainment Costs</i> | | | | |
| CBRNE Search & Rescue Equipment | | | | |
| <i>Sustainment Costs</i> | | | | |
| Interoperable Communications | | | | |
| <i>Sustainment Costs</i> | | | | |
| Detection Equipment | | | | |
| <i>Sustainment Costs</i> | | | | |
| Decontamination Equipment | | | | |
| <i>Sustainment Costs</i> | | | | |
| Physical Security Enhancement | | | | |
| <i>Sustainment Costs</i> | | | | |
| Terrorism Incident Prevention | | | | |
| <i>Sustainment Costs</i> | | | | |

| CBRNE Logistical Support Equipment | | | | |
|---|--|--|--|--|
| | | | | |
| Medical Supplies & Pharmaceuticals | | | | |
| | | | | |
| CBRNE Incident Response Vehicles | | | | |
| | | | | |
| CBRNE Reference Materials | | | | |
| | | | | |
| Total Jurisdictional Allocation: | | | | |

Part II: Sub-Awards for Equipment - Provide a list of state agencies and local jurisdictions that will receive funds for equipment and the amount of funds they will receive.

| Jurisdiction | Sub-Award Amount |
|--------------|------------------|
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Appendix C

Sample Exercise Budget Detail Worksheet

Fiscal Year 2003

Exercise Budget Detail Worksheet

State: _____

Date: _____

Instructions

Part I: SAA Exercise Costs - For exercise funds that will be used by the SAA, please:

- Provide, for each Exercise Budget Category, a brief description of how the funds will be used and the amount allocated to the category. Use additional pages as needed.
- Indicate the total allocation at the bottom of the chart.

| Exercise Budget Category | Item | Amount |
|---------------------------------------|------|--------|
| 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 Allocation: | | |

Part II: Sub-Awards for Exercises - Provide a list of state agencies and local jurisdictions that will receive funds for exercises, the amount of funds they will receive, and the type of exercise(s) that will be conducted (if known).

| Jurisdiction | Sub-Award Amount | Number and Type of Exercises (if known) |
|--------------|------------------|--|
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Appendix D

Sample Training Budget Detail Worksheet

Fiscal Year 2003

Training Budget Detail Worksheet

State: _____

Date: _____

State Training Total: _____

Instructions

Part I: SAA Training Costs - For training funds that will be used by the SAA, please:

- Provide, for each Training Budget Category, a brief description of how the funds will be used and indicate the amount allocated to the category. Use additional pages as needed.
- Indicate the total allocation at the bottom of the chart.

| Training Budget Category | Item | Amount |
|---|------|--------|
| Establish CBRNE Training Capacities at Existing Training Academies, Universities or Junior Colleges | | |
| | | |
| Total Jurisdictional Allocation: | | |

Part II: Sub-Awards for Training - Please provide a list of state agencies and local jurisdictions that will receive funds for training and the amount of funds they will receive.

| Jurisdiction | Sub-Award Amount |
|--------------|------------------|
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Appendix E

Sample Planning and Administrative Budget Detail Worksheet

Fiscal Year 2003

Planning and Administrative Budget Detail Worksheet

State: _____

Date: _____

State Planning Total: _____

Instructions

Part I: SAA Planning and Administrative Costs - For planning and administrative funds that will be used by the SAA, please:

- Provide, for each Planning and Administrative Budget Category, a brief description of how the funds will be used and indicate the amount allocated to the category. Use additional pages as needed.
- Indicate the total allocation at the bottom of the chart.

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

| Planning/Administrative Budget Category | Item | Amount |
|---|------|--------|
| Supplies | | |
| | | |
| Sub-Total: | | |
| Total Jurisdictional Allocation: | | |

Part II: Sub-Awards for Planning and Administrative Costs - Provide a list of state agencies and local jurisdictions that will receive funds for planing and administrative costs and the amount of funds they will receive.

| Jurisdiction | Sub-Award Amount |
|--------------|------------------|
| | |
| | |
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Appendix F

Application Checklist

Application Checklist

 On-Line Application

 File Attachments:

Program Narrative

- Program Implementation Status
- FY 2003 Equipment Budget Plan
- FY 2003 Exercise Budget Plan
- FY 2003 Training Budget Plan
- FY 2003 Planning and Administrative Budget Plan

Equipment Budget

Exercise Budget

Training Budget

Planning and Administrative Budget

Appendix G

Fiscal Year 2003 Authorized Equipment List

Fiscal Year 2003 Authorized Equipment List

The FY 2003 SHSGP authorized equipment 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 FY 2003 SHSGP. A cross-section of officials representing the U.S. Department of Homeland Security, the U.S. Department of Justice, the Public Health Service, the Federal Emergency Management Agency, the U.S. Department of Energy, and state and local CBRNE 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. CBRNE Search & Rescue Equipment
4. Interoperable Communications Equipment
5. Detection Equipment
6. Decontamination Equipment
7. Physical Security Enhancement Equipment
8. Terrorism Incident Prevention Equipment
9. CBRNE Logistical Support Equipment
10. CBRNE Incident Response Vehicles
11. Medical Supplies and Limited Types of Pharmaceuticals
12. CBRNE Reference Materials

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
- Closed-Circuit Rebreather (minimum 2-hour supply, preferred), or open-circuit Self-Contained Breathing Apparatus (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/helmet
- Chemical/Biological Protective Undergarment
- Inner Gloves
- Approved Chemical Resistant Tape
- Chemical Resistant Boots, Steel or Fiberglass Toe and Shank
- Chemical Resistant Outer Booties

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 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/helmet
- Chemical/Biological Protective Undergarment
- Inner Gloves
- Approved Chemical Resistant Tape
- Chemical Resistant Boots, Steel or Fiberglass Toe and Shank
- Chemical Resistant Outer Booties

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) 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
- Inner Gloves
- Chemical Resistant Tape

- Chemical Resistant Boots, Steel or Fiberglass Toe and Shank
- Chemical Resistant Outer Booties

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 CBRNE 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.

All SCBAs should meet standards established by the National Institute for Occupational Safety and Health (NIOSH) for occupational use by emergency responders when exposed to Chemical, Biological, Radiological and Nuclear (CBRN) agents in accordance with Special Tests under NIOSH 42 CFR 84.63(c), procedure number RCT-CBRN-STP-0002, dated December 14, 2001. ODP anticipates making compliance with NIOSH SCBA CBRN certification a mandatory requirement for all SCBAs purchased under the FY 2004 State Homeland Security Grant Program.

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 National Fire Protection Association (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 information regarding these standards, please refer to the following web sites:

The National Fire Protection Association - <http://www.nfpa.org>

National Institute for Occupational Safety and Health - <http://www.cdc.gov/niosh>

2. Explosive Device Mitigation and Remediation - Equipment providing for the mitigation and remediation of explosive devices in a CBRNE 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
- CBRNE Compatible Total Containment Vessel (TCV)
- CBRNE Upgrades for Existing TCV
- Robot; Robot Upgrades
- Fiber Optic Kit (inspection or viewing)
- Tents, standard or air inflatable for chem/bio protection
- Inspection mirrors
- Ion Track Explosive Detector

3. CBRNE Search and Rescue Equipment - Equipment providing a technical search and rescue capability for a CBRNE environment:

- Hydraulic tools; hydraulic power unit
- Listening devices; hearing protection
- Search cameras (including thermal and infrared imaging)
- Breaking devices (including spreaders, saws and hammers)
- Lifting devices (including air bag systems, hydraulic rams, jacks, ropes and block and tackle)
- Blocking and bracing materials
- Evacuation chairs (for evacuation of disabled personnel)
- Ventilation fans

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

- Land Mobile, Two-Way In-Suit Communications (secure, hands-free, fully duplex, optional), including air-to-ground capability (as required)
- Antenna systems
- 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)
- Computer aided dispatch system
- Commercially available crisis management software
- Mobile Display Terminals

*Note: In an effort to improve public safety interoperability, all new or upgraded radio systems and new radio equipment should be compatible with a suite of standards called ANSI/TIA/EIA-102 Phase I (Project 25). These standards have been developed to allow for backward compatibility with existing digital and analog systems and provide for interoperability in future systems. The FCC has chosen the Project 25 suite of standards for voice and low/moderate speed data interoperability in the new nationwide 700 MHz frequency band and the Integrated Wireless Network (IWN) of the U.S. Justice and Treasury Departments has chosen the Project 25 suite of standards for their new radio equipment. **In an effort to realize improved interoperability, all radios purchased under this grant should be APCO 25 compliant.***

5. Detection Equipment - Equipment to sample, detect, identify, quantify, and monitor for chemical, biological, radiological/nuclear 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
- Colorimetric Tube/Chip Kit specific for TICs and CBRNE 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
- Protective cases for sensitive detection equipment storage & transport

Biological

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

Radiological/Nuclear

- Radiation detection equipment (electronic or other technology that detects alpha,

-
- beta, gamma, and high intensity gamma)
 - Personal Dosimeter
 - Scintillation Fluid (radiological) pre-packaged
 - Radiation monitors

Explosive

- Canines (initial acquisition, initial operational capability only)

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, hoses, connectors, scrub brushes, nozzles
- Spill Containment Devices
- Overpak Drums
- Non-Transparent Cadaver Bags (CDC standard)
- Hand Carts
- Waste water classification kits/strips

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; locking devices for access control
- 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. Terrorism Incident Prevention Equipment (Terrorism Early Warning, Prevention, and Deterrence Equipment and Technologies) - State and local public safety agencies will increasingly rely on the integration of emerging technologies and equipment to improve jurisdictional capabilities to deter and prevent terrorist incidents. This includes, but is not limited to, equipment and associated components that enhance a jurisdiction's ability to disseminate advanced warning information to prevent a terrorist incident or disrupt a terrorist's ability to carry out the event, including information sharing, threat recognition, and public/private sector collaboration.

- Data collection/information gathering software
- Data synthesis software
- Geographic Information System information technology and software
- Law enforcement surveillance equipment

9. CBRNE Logistical Support Equipment - Logistical support gear used to store and transport the equipment to the CBRNE incident site and handle it once onsite. This category also includes small support equipment including intrinsically-safe (non-

sparkling) hand tools required to support a variety of tasks and to maintain equipment purchased under the grant as well as general support equipment intended to support the CBRNE incident response:

- Equipment trailers
- Weather-tight containers for equipment storage
- Software for equipment tracking and inventory
- Handheld computers for Emergency Response applications
- Small Hand tools
- Binoculars, head lamps, range finders and spotting scopes (not for weapons use)
- Small Generators to operate light sets, water pumps for decontamination sets
- Light sets for nighttime operations/security
- Electrical Current detectors
- Equipment harnesses, belts, and vests
- Isolation containers for suspected chemical/biological samples
- Bull horns
- Water pumps for decontamination systems
- Bar code scanner/reader for equipment inventory control
- Badging system equipment and supplies
- Cascade system for refilling SCBA oxygen bottles
- SCBA fit test equipment and software to conduct flow testing
- Testing Equipment for fully encapsulated suits
- Cooling/Heating/Ventilation Fans (personnel and decontamination tent use)
- HAZMAT Gear Bag/Box

10. CBRNE Incident Response Vehicles - This category includes special-purpose vehicles for the transport of CBRNE response equipment and personnel to the incident site. Licensing and registration fees are the responsibility of the jurisdiction and are not allowable under this grant. In addition, general purpose vehicles (squad cars, executive transportation, etc.), fire apparatus, and tactical/armored assault vehicles are not allowable. Allowable vehicles include:

- Mobile command post vehicles
- Hazardous materials (HazMat) response vehicles
- Bomb response vehicles
- Prime movers for equipment trailers
- 2-wheel personal transport vehicles for transporting fully suited bomb technicians, Level A/B suited technicians to the Hot Zone
- Multi-wheeled all terrain vehicles for transporting personnel and equipment to and from the Hot Zone

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

Medical Supplies

- Automatic Biphasic External Defibrillators and carry bags
- 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)

- Blood Pressure Cuffs
- IV Administration Sets (Macro and Micro) and Pressure Infusing Bags
- IV Catheters (14, 16, 18, 20, and 22 gauge)
- IV Catheters (Butterfly 22, 24 and 26 gauge)
- Manual Biphasic Defibrillators (defibrillator, pacemaker, 12 lead) and carry bags
- Eye Lense for Lavage or Continuous Medication
- Morgan Eye Shields
- 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, Capnography & CO2 detection devices)
- Portable Ventilator
- Pulmonary Fit Tester
- Syringes (3cc and 10cc)
- 26 ga ½" needles (for syringes)
- 21 ga. 1 ½ " needles (for syringes)
- Triage Tags and Tarps
- Sterile and Non-Sterile dressings, all forms and sizes
- Gauze, all sizes

Pharmaceuticals

- 2Pam Chloride
- Adenosine
- Albuterol Sulfate .083%
- Albuterol MDI
- Atropine 0.1 & 0.4 mg/ml
- Atropine Auto Injectors
- Benadryl
- CANA Auto Injectors
- Calcium Chloride
- Calcium Gluconate 10%
- Ciprofloxin PO
- Cyanide kits
- Dextrose
- Dopamine
- Doxycycline PO
- Epinephrine
- Glucagon
- Lasix
- Lidocaine
- Loperamide
- Magnesium Sulfate
- Methylprednisolone
- Narcan

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- Nubain
 - Nitroglycerin
 - Normal Saline (500 and 1000 ml bags)
 - Potassium Iodide
 - Silver Sulfadiazine
 - Sodium Bicarbonate
 - Sterile Water
 - Tetracaine
 - Thiamine
 - Valium

12. CBRNE Reference Materials - Reference materials designed to assist emergency first responders in preparing for and responding to a CBRNE incident. This includes but is not limited to the following:

- NFPA Guide to hazardous materials
- NIOSH Hazardous Materials Pocket Guide
- North American Emergency Response Guide
- Jane's Chem-Bio Handbook
- First Responder Job Aids

Appendix H

Fiscal Year 2003 Authorized Exercise Cost List

Fiscal Year 2003 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 CBRNE exercises. Allowable costs fall into the following categories, which are described below: 1) expenses related to convening an Exercise Planning Workshop; 2) hiring of full or part-time staff or contractors/consultants to support exercise activities; 3) overtime for first response/exercise management personnel involved in the planning and conducting of exercises; 4) travel associated with planning and conducting exercises; 5) supplies consumed during the course of planning and conducting exercises; and, 6) costs related to implementation of the HSEEP to include the reporting of scheduled exercises, and the tracking and reporting of after action reports and corrective actions from exercises; and, 7) other costs related to planning and conducting exercise activities.

1. Exercise Planning Workshop - Grant funds may be used to plan and conduct an Exercise Planning Workshop to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and exercise plan development.

2. 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 CBRNE exercises. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.

3. 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.

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

5. 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).

6. Implementation of the HSEEP - Costs related to setting up and maintaining a system to track the completion and submission of AARs and the implementation of corrective actions from exercises, which may include costs associated with meeting with local jurisdictions to define procedures. (Note: ODP is developing a national information system for the scheduling of exercises and the tracking of AAR/CAPs to reduce the burden on the states and to facilitate national assessments of preparedness.)

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



Appendix I

Additional Exercise Program Information

Additional Exercise Program Information

The Office for Domestic Preparedness (ODP) is responsible for implementation of the Homeland Security Exercise and Evaluation Program (HSEEP). The major features of the HSEEP are defined in the *Homeland Security Exercise and Evaluation Program - Volume I: Program Overview and Doctrine* and are summarized below. Other volumes of the HSEEP provide guidance on the design and conduct of exercises, as well as exercise evaluation and improvement.

Homeland Security Exercise and Evaluation Program: Doctrine

ODP is committed to the implementation of a threat and performance-based exercise program which includes a cycle, mix and range of exercise activities of varying degrees of complexity and interaction that assess the performance of homeland security tasks under specified conditions and objectively verifiable performance standards, with an analytical review, interpretation and strategic and operational application of results. ODP will develop a set of scenarios and exercise performance measures to assist states and local jurisdictions with implementation of an exercise program that meets this challenge.

ODP requires that the following principles be used to guide the design and implementation of state and local terrorism exercise programs:

- Each state has a comprehensive State Homeland Security Exercise and Evaluation Plan to implement the exercise and evaluation component of its Statewide Domestic Preparedness Strategy and State Assistance Plan.
- The State Homeland Security Exercise and Evaluation Plan employs a cycle of exercise activity that includes exercises of increasing levels of complexity.
- Exercises are designed to test performance, as well as the adequacy of CBRNE plans, policies and procedures.
- Scenarios are developed to address the full array of terrorist threat possibilities and homeland security tasks that must be performed to prevent and respond to those threats.
- The selection of scenarios to be used in exercises are based on the threat assessment for the jurisdiction.
- Scenarios are realistic and accurate based on the best available information.
- Exercises generally involve participants from multiple disciplines to test interagency relationships and agreements.
- Where possible, exercises are intergovernmental, including local, state and federal players.

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- All exercises are evaluated.
 - An AAR is prepared following every exercise.
 - A CAP is developed and implemented to address findings and recommendations identified in the AAR.
 - The state reviews and updates its SHSS, ODP state assistance plan, and State Homeland Security Exercise and Evaluation Plan to address deficiencies identified through exercises.
 - Lessons learned and best practices identified through exercises are³ shared with the homeland security community.
 - Accurate financial records related to exercise costs are maintained.

Appendix J

Fiscal Year 2003 Authorized Training Cost List

Fiscal Year 2003 Authorized Training Cost List

Funds from the training allocation may be used to enhance the capabilities of state and local first responders through development of a state homeland security training program. Allowable training-related costs include: 1) establishment of CBRNE training capacities within existing training academies, universities or junior colleges.

These funds should be used to institutionalize CBRNE awareness level training within the state. The target audience for training courses funded through the FY 2003 SHSGP must be emergency responders, emergency managers and public/elected officials within the following disciplines: firefighters, law enforcement, emergency management, emergency medical services, hazardous materials, public works, public health, health care, public safety communications, governmental administrative, and private security providers. Grantees using these funds to develop their own courses should address the critical training areas and gaps identified in the State's Homeland Security Strategy and must adhere to the ODP Emergency Responder Guidelines. These guidelines may be found at: http://www.ojp.usdoj.gov/odp/whatsnew/whats_new.htm

1. Establishment of CBRNE Training Capacities - These funds may be used to pay to develop CBRNE training capacities within existing training academies, universities or junior colleges within the state. Grantees desiring to develop their own courses should address the critical training areas and gaps identified in the state homeland security strategy and must adhere to the ODP Emergency Responder Guidelines.

Appendix K

Course Recommendations for Developing a State Homeland Security Training Program

Course Recommendations for Developing a State Homeland Security Training Program

States may use ODP funds from the training allocation to enhance the capabilities of their state and local first responders through the development of a homeland security training program. These funds should be used to institutionalize CBRNE awareness level training within the state. ODP strongly recommends adoption of the following current ODP awareness and operations level courses:

- Emergency Response To Terrorism: Basic Concepts (ERT:BC)
- ERT: BC Train-the-Trainer
- Law Enforcement Response to WMD Incidents
- Law Enforcement Response to WMD Incidents (Train-the-Trainer)
- NSA Sheriff's Basic WMD Awareness Course
- Managing Civil Actions in Threat Incidents: Basic Course (Train-the-Trainer)
- WMD Radiological/Nuclear Awareness (Train-the-Trainer)

For a detailed description of each of these courses please refer to the ODP WMD Training Course Catalogue located at: <http://www.ojp.usdoj.gov/odp/>



Appendix L

Grant Reporting Requirements

Grant Reporting Requirements

I. Financial Status Reports (SF-269A)

Financial Status Reports are due within **45** days after the end of each calendar quarter. A report must be submitted for every quarter that the award is active, including partial calendar quarters, as well as for periods where no grant activity occurs (see below).

| | Report Period | Report Due By | Report Period | Report Due By | Report Period | Report Due By | Report Period | Report Due By |
|-----------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <i>First Quarter</i> | 1/1 - 3/31 | 5/15 | | | | | | |
| <i>Second Quarter</i> | | | 4/1 - 6/30 | 8/14 | | | | |
| <i>Third Quarter</i> | | | | | 7/1 - 9/30 | 11/14 | | |
| <i>Fourth Quarter</i> | | | | | | | 10/1 - 12/31 | 2/14 |

II. Program Progress Reports

Program Progress Reports are due within **30** days after the end of the reporting periods, which are June and December 31, for the life of the award.

| | Report Period | Report Due By | Report Period | Report Due By |
|-----------------------|---------------|---------------|---------------|---------------|
| <i>First Quarter</i> | 1/1 - 6/30 | 7/31 | | |
| <i>Second Quarter</i> | | | | |
| <i>Third Quarter</i> | | | 7/1 - 12/31 | 1/31 |
| <i>Fourth Quarter</i> | | | | |

Each Program Progress Report must provide an update on the following activities that occurred during the designated reporting period:

1) Describe progress made to date in implementing this grant for each of the four specific funding allocations provided.

Equipment Allocation

If your state is sub-granting funds, report:

- The total number of sub-grants that the state intends to award;
- The number of sub-grants that the state has awarded to date, with the total amount of awards made thus far;
- The names of agencies and/or jurisdictions that have received sub-grant awards during the reporting period and the amounts received; and
- The total amount of funds expended through approved sub-grants to date.
- Attach any new equipment budgets that have been submitted to the state by sub-grantees during the reporting period. Each sub-grant budget should include the Equipment Budget Category, Item, Quantity, Estimated Total Cost and Discipline(s) receiving the equipment (see Appendix B).

If your state is purchasing and distributing equipment, report:

- The state agencies and/or local jurisdictions the have received equipment during the reporting period and the funding amount allocated for each;
- The total amount of funding that has been obligated by the state thus far;
- The total amount of funding that has been expended by the state thus far; and,
- The percentage of overall equipment (in dollar value) that has been received and distributed.

Regardless of the state's method of funding/equipment distribution, indicate whether personnel within recipient agencies and/or jurisdictions are sufficiently trained to use grant-funded equipment, and if technical assistance or other training is needed. Any procurement, distribution, or other equipment related problems should also be noted in the progress report.

Exercise Allocation

If the state is using exercise funds to hire state-level staff/contractors, indicate general activities that have occurred during the reporting period. Describe how the additional staff has contributed to enhancement of exercise programs within the state. Relevant questions to address may include:

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- What elements of a statewide exercise program have been developed?
 - What type of coordination has occurred between state-level exercise staff/contractors and local jurisdictions?
 - What exercises have state exercise staff/contractors helped identify, develop, conduct, and/or evaluate? What jurisdictions were involved?
 - If exercises have occurred, how are the post-evaluations being used to identify and address preparedness needs?
 - Have actions been taken on any exercise evaluation findings?
 - Attach any outstanding after action reports.

If exercise funds were provided to local jurisdictions and/or state agencies to develop, conduct, assess, and/or participate in exercises, indicate how those funds were generally used. Relevant questions to address may include:

- What jurisdictions/agencies were involved in the exercises?
- What activities did the funds support (i.e. overtime for participants, contractors, etc.)?
- If exercises have occurred, how are the post-evaluations being used to identify and address preparedness needs?
- Have actions been taken on any exercise evaluation findings?

Training Allocation

Provide information on how training funds have been used. Some relevant questions to ask include:

- Are funds being used to develop a comprehensive Homeland Security training program in the state?
- What steps have been identified and taken?
- Have training staff been hired? What activities are they undertaking?
- Have funds been provided to state academies, universities, or other institutions to enhance Homeland Security preparedness? How will this impact the number of responders and other officials trained?
- If funds have been provided to academies, universities, or other institutions, how many individuals have been trained?
- Are funds being provided to local jurisdictions and state agencies to pay for training courses/overtime?

Planning and Administrative Allocation

Report hiring of additional staff and activities they have pursued. Additionally, indicate steps taken to facilitate the state homeland security strategy. Describe meetings and assessment/strategy training sessions that have occurred with state officials and local jurisdictions. Note any difficulties and indicate if technical assistance is needed.

2) Additionally, use the Progress Report to:

- Describe progress made to date on achieving the state's overall goals and objectives as identified in the state homeland security strategy.
- Briefly explain how ODP resources (other than those already addressed above) are contributing to attaining the overall goals and objectives identified in the state homeland security strategy.
- Identify other significant activities/ initiatives your state and/or local jurisdictions are pursuing to enhance overall preparedness and responder capabilities, particularly those initiatives not previously addresses in the state homeland security strategy, or not being supported by ODP resources.
- Identify problems your state is encountering regarding the implementation of any area of the state homeland security strategy, and any steps taken by your state to resolve these problems/ issues.
- Identify areas or concerns not addressed that require incorporation into the ODP State Assistance Plan (SAP).
- If applicable, briefly describe any unique initiatives/ promising practices your state has undertaken that may be applicable to other states or jurisdictions.
- If applicable, provide any feedback on the ODP grant process and ODP assistance with strategy implementation, including implementation of the SAP. Identify any other issues or concerns not addresses above.