



FY 2012

Program Guidance

State Homeland Security Program (SHSP)

State Law Enforcement Terrorism Prevention Program (SLETPP)

**NYS Division of Homeland Security and
Emergency Services (DHSES)**

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I. Program Overview

The FY 2012 Homeland Security Grant Program (HSGP), which includes the State Homeland Security Program (SHSP) and State Law Enforcement Terrorism Prevention Program (SLETPP), plays an important role in the implementation of Presidential Policy Directive 8 (PPD-8) by supporting the development and sustainment of core capabilities. Core capabilities are essential for the execution of each of the five mission areas outlined in the *National Preparedness Goal* (NPG). The development and sustainment of these core capabilities are not exclusive to any single level of government or organization, but rather require the combined effort of the whole community. The FY 2012 HSGP supports all core capabilities in the Prevention, Protection, Mitigation, Response, and Recovery mission areas based on allowable costs.

Examples of tangible outcomes from FY 2012 HSGP include building and sustaining core capabilities through:

- Planning
- Maintenance and Sustainment
- Maturation and Enhancement of State and Major Urban Area Fusion Centers
- Building Law Enforcement Terrorism Prevention Capabilities
- Threat and Hazard Identification and Risk Assessment (THIRA)
- Whole Community Approach to Security and Emergency Management
- Typing of Equipment and Training

For additional details on PPD-8, please refer to http://www.dhs.gov/xabout/laws/qc_1215444247124.shtm.

The State Homeland Security Program (SHSP) and State Law Enforcement Terrorism Prevention Program (SLETPP) are core homeland security assistance programs that support the National Preparedness Goal (NPG) by providing funds to build capabilities at the State and local levels by implementing the goals and objectives included in the State Homeland Security Strategy.

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

As with FY2011 funding, the Department of Homeland Security (DHS) requires that a percentage of SHSP funding be spent on Law Enforcement Terrorism Prevention Activities (LETPA). For FY2012 funding, 25% of SHSP funding must be allocated toward the State Law Enforcement Terrorism Prevention Program (SLETPP) to meet this Federal requirement. **All SLETPP funding must be used in support of law enforcement terrorism prevention-oriented planning, organization, training, exercise, and equipment activities.**

Throughout the project period, the NYS Division of Homeland Security and Emergency Services (DHSES) will be available to assist counties in enhancing their homeland security programs. If you have any questions regarding the development of your local applications for the FY2012 HSGP grants, please contact DHSES' Grant Hotline at (866) 837-9133 or grants@dhSES.ny.gov.

II. Highlights

Directions for Completing Application: To complete this application for FY2012 SHSP and SLETPP funds, grantees should review this Program Guidance document. All budgetary and programmatic information must be entered on the forms provided and returned to the NYS Division of Homeland Security and Emergency Services. For 2012, grantees will not be required to enter applications in the E-Grants system. Applicants will complete their applications on the provided Microsoft Excel forms.

Changes for 2012: *For FY2012, the period of performance for SHSP and SLETPP grant programs will be limited to 24 months. Additionally, DHS indicates that extensions to the period of performance will be unlikely. For FY2012, grantees are now able to use SHSP and SLETPP funding to sustain capabilities whether or not those capabilities were developed with federal funding.* Due to the new spending timeframes, the DHSES is taking steps to expedite the awarding of grant funds to local governments and to expedite the contracting process.

Grantees are being required to develop applications for funding based on the anticipated receipt of grant funding from DHS. When DHSES receives the grant award from DHS, DHSES will notify grantees of funding via an award letter and will include a reimbursement grant contract for local signature with the award notification. Grantees will have 90 days to return the signed contract to DHSES for processing. A failure to return the contract within 90 days may jeopardize the receipt of grant funding.

For FY2012, DHS has replaced the Target Capability List (TCL) with the new Core Capabilities. To reduce the burden on local grantees, DHSES is asking local grantees to complete their application for funding using the TCL and DHSES will cross-walk the selected target capabilities to the new Core Capabilities, making the adjustment for local grantees.

Deadline: Applications are due by 11:59 p.m. on April 25, 2012. Applications must be submitted via email to the DHSES Grants Inbox at grants@dhSES.ny.gov. Applications that are not received on the due date will not be considered for funding.

Period of Performance: The period of performance for FY2012 SHSP and SLETPP funds is 24 months (anticipated period of performance from 09/1/2012-08/31/2014). It is anticipated that extensions to the period of performance will not be approved therefore applicants should propose projects that can be completed within the performance period.

NIMS Implementation: As of the date of this guidance document, FY2012 NIMS implementation requirements have not been released by DHS. Upon release, all jurisdictions in NYS are expected to comply with FY2012 NIMS implementation requirements. Pending the release of FY2012 NIMS implementation requirements, all jurisdictions in NYS are expected to demonstrate they have

made sufficient progress towards the FY2011 NIMS implementation requirements imposed by the federal Department of Homeland Security, in order to be considered for Federal preparedness awards in FY2012. Please contact NYS's NIMS Information Coordinator, Matt Matney, if you have questions about NIMS implementation. (Matt Matney; NYS DHSES; 518-242-5006; nims@dhses.ny.gov)

Drawdown of Funds/Interest: This is a reimbursement program; however, if needed, grantees may request an advance of funds. If DHSES approves such request, grantees may drawdown funds for up to 120 days prior to expenditure/disbursement. Advanced funds must be placed in an interest bearing account and grantees must account for this interest earned. Local units of government may keep interest earned on Federal grant funds up to \$100 per federal fiscal year. This maximum limit is not per award; it is inclusive of all interest earned as a result of all Federal grant program funds received per year. Interest earned in excess of \$100 must be remitted to NYS DHSES.

Notice of Waiver for FY2012 HSGP Funds: Jurisdictions may choose from the following options if they do not want to accept their FY2012 HSGP award:

1. Jurisdictions may request that the State retain the local unit of government's allocation of grant funds and spend it on their jurisdiction's behalf; or
2. Jurisdictions may refuse an allocation for their jurisdiction with the understanding that the allocation will be expended by the State of New York in direct support of other local homeland security efforts in accordance with FY2012 grant guidelines.

If your jurisdiction wishes to exercise either of the above options, please contact NYS DHSES at (866) 837-9133.

III. Directions for Completing the Application

To complete the FY2012 local application, grantees must complete the provided FY2012 Application Worksheet (Microsoft Excel spreadsheet) and electronically submit it to the Division of Homeland Security and Emergency Services at grants@dhses.ny.gov by 11:59 p.m. on April 25, 2012 in order to be considered for funding.

For FY2012, staff from the DHSES will enter local application materials into E-Grants on behalf of local applicants. Once the entry of grant information is complete, DHSES staff will contact the grantee's authorized point of contact to accept the certified assurances within the E-Grants system.

IV. FY2012 Federal Programmatic Guidance

NEW DHS Programmatic Priorities: For FY2012 SHSP and SLETPP funds, DHS has identified the following priorities:

The FY 2012 SHSP and SLETPP plays an important role in the implementation of Presidential Policy Directive 8 (PPD-8) by supporting the development and sustainment of core capabilities. Core capabilities are essential for the execution of each of the five mission areas outlined in the *National Preparedness Goal* (NPG). The development and sustainment of these core capabilities are not exclusive to any single level of government or organization, but rather require the combined effort of the whole community. The FY 2012 HSGP supports all core capabilities in the Prevention, Protection, Mitigation, Response, and Recovery mission areas based on allowable costs.

FY 2012 Priorities and Requirements

Priority One: Implementation of PPD-8 and the Whole Community Approach to Security and Emergency Management

FEMA preparedness grant programs offer resources for State, local, tribal, and regional partners to support activities described within PPD-8, NPG, and the Whole Community Approach to Security and Emergency Management, to include development and sustainment of critical capabilities needed to close gaps, increasing national to preparedness.

Advancing “Whole Community” Approach to Security and Emergency Management.

Communities are challenged to develop collective, local abilities to withstand the potential impacts of natural disasters and terrorist threats, respond quickly, and recover in a way that sustains or improves the community’s overall well-being. Achieving this collective capacity calls for innovative approaches across the community, including emergency management to build up existing practices, institutions, and organizations that help make local communities successful, and that can leverage this infrastructure if and when an incident occurs (for details see <http://www.fema.gov/about/wholecommunity.shtm>).

To advance the “Whole Community” Approach to Security and Emergency Management, grantees must describe in their application for funding how they coordinated with appropriate stakeholders both at the county level of government as well as with town, village, and city governments within the county to develop their application for FY 2012 SHSP/SLETPP funding. This coordination should also reflect the involvement of EMS providers.

Objective One: Completion of Threat and Hazard Identification and Risk Assessment (THIRA). (Note- As of the date of this guidance, FEMA has not yet released guidance on developing a THIRA and any implications that the THIRA requirement may have on local grantees, if any. The only clear requirement at this time is that New York State must submit a THIRA to FEMA by December 31, 2012. DHSES will share additional information with local grantees as it becomes available.) THIRA processes at all levels of government establish a foundation to justify and guide preparedness activities and investments. A common approach to that process will enable the whole community to maintain a baseline

understanding of the risks that they face, facilitating efforts to identify capability and resource gaps, focus capability improvements, and inform the community of actions they can take to manage their risks. In order to qualify for FY 2012 funding, all grantees shall develop and maintain a THIRA. THIRAs should include the range of threats and hazards faced by an applicant. The assessment should be based on analysis of the relative consequences of the various threats and hazards with consideration of empirical data to the maximum degree possible. An effective THIRA will allow the applicant to compare and prioritize risks, even if they are dissimilar, by identifying possible threats and hazards, the associated vulnerabilities and cascading effects. THIRA findings should be incorporated into each applicant's preparedness strategy, planning, IJ, and assessment documentation—addressing capability gaps identified during the THIRA process. An intergovernmental THIRA system is envisioned in the National Preparedness System in which jurisdictions' respective THIRAs can inform one another using a common methodological framework. FEMA will continue to refine the process and disseminate guidance throughout FY 2012. New York State will work with FEMA to incorporate additional guidance into its THIRA as it becomes available.

Measurement Methods

- Percentage of THIRAs that meet the qualifications set forth by DHS

Reporting

- States will be required to develop a THIRA and upload a copy on ND Grants no later than December 31, 2012. The THIRA must be updated and reviewed by DHS for consistency and content annually

Objective Two: Planning. The CPG 101 v.2 September 2010 helps planners at all levels of government in their efforts to develop and maintain viable all-hazards, all-threats emergency operations plans (EOPs) by engaging the whole community in thinking through the life cycle of a potential crisis, determining required capabilities, and establishing a framework for roles and responsibilities. All SHSP and UASI grantees that maintain, or revise as necessary, an EOP shall ensure their consistency with the CPG 101 v2 September 2010 which serves as the foundation for State, local, tribal, and territory emergency planning. CPG 101 v.2 can be found at http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf. Grantees must update their EOPs at least once every two years. A *Plan Analysis Tool* to describe progress towards complying with CPG 101 v.2 is published and available at <http://www.fema.gov/prepared/plan.shtm>.

Measurement Method

- All SHSP and UASI grantees will report progress toward making their EOPs compliant with CPG 101 v.2 by completing the *Plan Analysis Tool* for Compliance with CPG 101 v.2 available at <http://www.fema.gov/prepared/plan.shtm>

Reporting

- Any SHSP or UASI grantee that maintains an EOP is required to submit the above referenced Plan Analysis Tool annually and is required to include biannual updates on

percentage completion of CPG 101 v.2 compliance within the Performance Progress Report. **Note: Additional information on this requirement will be forthcoming from DHSES when clarification is received from DHS.**

Objective Three: Organization – Typing of Equipment and Training. SHSP and UASI provide funding for equipment, training, and exercises for the prevention, protection against, response to and recovery from terrorism events. A well-executed mission requires carefully managed resources (personnel, teams, facilities, equipment, and/or supplies) from the Whole Community to meet incident needs. Utilization of standardized resource management concepts such as typing, inventorying, organizing, and tracking will facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.

Measurement Method

- Percentage of total equipment that was purchased using a typed resource under the NIMS in support of developing or maintaining core capability
- Percentage of all personnel trained in a given capability to support a reported number of defined resource typed teams (e.g., Technical search and rescue equipment for urban search and rescue must be identified for use in the development of a NIMS defined Urban Search and Rescue (USAR) team or to outfit technical rescue specialists as typed single resources)
- Percentage of defined type of resource and core capabilities built utilizing grant funds

Reporting

Additional details on this requirement will be forthcoming from DHSES. FEMA has indicated that the following three types of information will be collected.

- All grantees will report what equipment was purchased and what typed capability it supports as part of progress reporting;
- All grantees will include in progress reports the number of people trained in a given capability to support a reported number of defined resource typed teams (e.g., 63 responders were trained in structural collapse to support 23 Type 2 USAR Teams); and
- All grantees will report the total number of a defined type of resource and core capabilities built utilizing the resources of this grant as part of the progress reporting.

Objective Four: Sustaining Capabilities. In this time of limited resources, HSGP grantees should ensure that grant funding is utilized to sustain core capabilities within the NPG that were funded by past HSGP funding cycles to include training of personnel and lifecycle replacement of equipment. New capabilities should not be built at the expense of maintaining current, essential capabilities. If new capabilities are being built utilizing HSGP funding, grantees must ensure that the capabilities are able to be deployable outside of their community to support regional and national efforts. All capabilities being built or sustained must have a clear linkage one or more core capabilities in the NPG.

Measurement Method

- Percentage of proposed funding, on a project by project basis, supporting the sustainment of the NPG's core capabilities

Reporting

- As part of programmatic monitoring grantees will be required to describe how expenditures first support maintenance and sustainment of current NPG core capabilities within the progress reporting.

Priority Two: Building and Sustaining Law Enforcement Terrorism Prevention Capabilities

As the terrorist threat to the United States has evolved, Federal, State, and local governments have sought to expand their capacity to detect and mitigate the threat posed by those who seek to carry out violent attacks against the people, government or critical infrastructure of the United States. The threat posed by homegrown terrorism is real and not limited to a single ideology. Foreign terrorist groups affiliated with al-Qaida, and individual terrorist thought leaders, are actively seeking to recruit or inspire Westerners to carry out attacks against western and United States targets. The United States must remain vigilant against homegrown and foreign terrorist threats.

In support of the National Preparedness Goal's (NPG's) core capabilities, DHS encourages the use of SHSP and UASI funding for programs and initiatives that directly support local efforts to enable interdiction and disruption of terrorist activity through enhanced understanding and recognition of pre-operational activity and other crimes, that may be precursors or indicators of terrorist activity, in accordance with applicable P/CRCL protections. Such activities include:

- Maturation and enhancement of [recognized State and major Urban Area fusion centers](#), including information sharing and analysis, target hardening, threat recognition, and terrorist interdiction, and training/ hiring of intelligence analysts;
- Implementation and maintenance of the Nationwide SAR Initiative (NSI), including training for front line personnel on identifying and reporting suspicious activities;
- Implementation of the "If You See Something, Say Something™" campaign to raise public awareness of indicators of terrorism and violent crime and associated efforts to increase the sharing of information with public and private sector partners, including nonprofit organizations;
- Training for countering violent extremism; development, implementation, and/or expansion of programs to engage communities that may be targeted by violent extremist radicalization; and the development and implementation of projects to partner with local communities to prevent radicalization to violence, in accordance with the Strategic Implementation Plan (SIP) to the National Strategy on Empowering Local Partners to Prevent Violent Extremism in the United States; and
- Increase physical security, via law enforcement personnel and other protective measures by implementing preventive and protective measures related to at-risk nonprofit organizations.

Objective One: NSI Training. All personnel funded with SHSP and UASI funding and engaged in the NSI will complete the Department's NSI training.

Measurement Method

- Percentage of SHSP and UASI funded personnel who are engaged in the NSI and have completed the training

Reporting

Additional details on this requirement will be forthcoming from DHSES.

- Submission of a certification as part of a Performance Progress Report indicating the number of personnel involved in the NSI as well as the number of personnel who have completed the required training

Priority Three: Maturation and Enhancement of State and Major Urban Area Fusion Centers

One of the Department's highest priorities in FY 2012 remains support for [recognized State and major Urban Area fusion centers](#) and the maturation of the Information Sharing Environment (ISE). Fusion centers serve as focal points within the State and local environment for the receipt, analysis, gathering, and sharing of threat-related information between the Federal government and State, local, tribal, territorial (SLTT) and private sector partners. Building a National Network of Fusion Centers (National Network) empowers law enforcement, fire, emergency management and homeland security personnel by helping them understand local implications of national intelligence, thus enabling them to better protect their communities. A National Network also provides a mechanism for the Federal government to receive information from SLTT partners, which helps create a more complete intelligence picture at the National level. With timely, accurate information on potential terrorist threats, fusion centers can also directly contribute to and inform investigations initiated and conducted by Federal entities, such as the Joint Terrorism Task Forces led by the Federal Bureau of Investigation (FBI). The *2010 National Security Strategy* identifies fusion centers as critical in enlisting all of our intelligence, law enforcement, fire, emergency, management, and homeland security capabilities to prevent acts of terrorism on American soil.

For additional information related to this priority, please refer to the DHS Funding Opportunity Announcement (FOA) for the Homeland Security Grant Program (HSGP) available at http://www.fema.gov/pdf/government/grant/2012/fy12_hsgp_foa.pdf.

Application Linkages: All allocations and use of funds under SHSP and SLETPP must support the NYS Homeland Security Strategy. NYS will use local applications to inform the development of the State's Investment Justifications. Moreover, all allocations under SHSP and SLETPP must support the National Preparedness System, which includes the National Preparedness Goal (NPG) and the 31 Core Capabilities, and the Grants and Training (G&T) Workplan Codes. For the purposes of the local applications, grantees will continue to utilize the Target Capabilities List (TCL) contained in Appendix A and DHSES will crosswalk the TCL to the new Core Capabilities on behalf of local grantees for FY2012. DHSES staff will also assign the appropriate G&T Workplan Codes to projects.

Note: Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. National preparedness is the shared responsibility of our whole community. Every member contributes, including individuals, communities, the private and nonprofit sectors, faith-based organizations, and Federal, State, and local governments. Security and resilience postures are reflected in the core capabilities that are necessary to address risks, and DHS will use an integrated, layered, and all-of-Nation approach as the foundation. Success is defined as a secure and resilient Nation with the capabilities required across the whole community

to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.

National preparedness is the shared responsibility of all levels of government, the private and nonprofit sectors, and individual citizens. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness.

Using the core capabilities, we achieve the NPG by:

- Preventing, avoiding, or stopping a threatened or an actual act of terrorism.
- Protecting our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- Mitigating the loss of life and property by lessening the impact of future disasters.
- Responding quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- Recovering through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.

The core capabilities contained in the NPG are the distinct critical elements necessary for our success. They are highly interdependent and will require us to use existing preparedness networks and activities, improve training and exercise programs, promote innovation, and ensure that the administrative, finance, and logistics systems are in place to support these capabilities. The core capabilities represent an evolution from the Target Capabilities List (TCL). The transition from TCL to core capabilities expands the focus to include mitigation and allows greater focus on prevention and protection activities.

To support building, sustaining, and delivering these core capabilities grantees will use elements of the National Preparedness System (NPS). The NPS is to be an integrated set of guidance, programs, and processes that can be implemented and measured at all levels of government, thereby enabling the Nation to achieve the Goal.

Building and Sustaining Core Capabilities

Capabilities are the means to accomplish a mission, function, or objective based on the performance of related tasks, under specified conditions, to target levels of performance. The most essential of these capabilities are the core capabilities identified in the NPG. Complex and far-reaching threats and hazards require the whole community to integrate preparedness efforts in order to build, sustain, and deliver the core capabilities and achieve the desired outcomes identified in the NPG. Working together, subject matter experts, government officials, and elected leaders can develop strategies to allocate resources effectively, as well as leverage available assistance to reduce risk. These strategies consider both how to sustain current levels of capability and address gaps in order to achieve the NPG. Achieving the NPG will require participation and resource support from all levels of government. Not all capabilities can be addressed in a given funding cycle, nor can funding be expected to flow from any one source. Officials must prioritize the achievement of capabilities to most effectively ensure security and resilience while understanding the effects of not addressing identified gaps. Building and sustaining capabilities will include a combination of organizational resources, equipment, training, and education. Grants

and technical assistance may also be available to support building and sustaining capabilities. Consideration must also be given to finding, connecting to, and strengthening community resources by leveraging the expertise and capacity of individuals, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. Jurisdictions may also choose to use mutual aid agreements to fill gaps or work with partners to develop regional capabilities. Ultimately, a jurisdiction may need to rely on other levels of government to address a gap in capability. This expectation should be communicated well before the time arises when the capabilities are most urgently needed.

As these issues are considered in light of the eligible activities, an effective risk assessment must guide jurisdictions' efforts. This risk picture will cover the range of threats and hazards, from those a community faces daily to those infrequent events that would stress the core capabilities of a jurisdiction. Coupled with the desired outcomes established by a community, this combined perspective is crucial to enabling all levels of government to effectively estimate the level of capabilities required to address its risks. Files and information on PPD-8 can be found at <http://www.fema.gov/ppd8>.

State Homeland Security Strategy: As noted above, all FY2012 SHSP and SLETPP grant projects must support the Goals and Objectives in the State Homeland Security Strategy.

- **Accessing the Strategy:** The complete NYS Homeland Security Strategy can be accessed online: (<http://www.dhSES.ny.gov/planning/#strat>).

V. State Programmatic Guidance

State Priorities: New York State has identified the following priorities for FY2012 HSGP funding.

Priority 1- Build Sustainable Systems: The development of sustainable systems to respond to emergency incidents is a priority. Specialized equipment needs to support a systems approach will be considered. All equipment purchases must fill a specific need identified through a gap analysis and include a detailed justification. **The purchase of vehicles, especially command vehicles, is strongly discouraged and applications will not be approved without a very clear and convincing detailed justification. Specifically, the Commissioner of DHSES will review and must approve any requests for vehicles.**

Priority 2- Sustain and Maintain Useful Capabilities: Faced with significant reductions in grant funding, sustaining and maintaining existing useful capabilities is a priority. Any initiatives that seek to develop new capabilities at the expense of existing capabilities require detailed justification and review by DHSES.

Priority 3- Build and Sustain Interoperable Communications Systems: Communications is a critical issue in all major incidents, and underscores the need for all communications systems to be able to utilize available federal and State interoperability channels. Communications plays a critical role in incident response. To emphasize the importance of interoperable communications,

grant applications must clearly demonstrate you are investing to close gaps that may exist related to achieving the strategic goal of Federal, State, regional and local interoperability.

Priority 4- Maintain Core Planning and Response Capabilities in the Counties: An effective and coordinated response is based on having up to date, validated emergency plans.

Priority 5- Develop Regional Capabilities: With limited funding available, the shared use of regional capabilities avoids unnecessary duplication while ensuring that all jurisdictions can benefit from the needed capabilities. This includes the sharing of data and intelligence with regional Crime Analysis Centers and the New York State Intelligence Center.

Priority 6- Focus on Worst Case Planning: Prepare for the worst case scenario. When jurisdictions are prepared for the worst case scenario, adapting to lesser events and scaling back response is manageable. Scaling up to respond to a scenario outside of the scope of existing planning is difficult and can lead to delayed response and confusion.

VI. Authorized Program Expenditures

SLETPP Reminder: All SLETPP funding must be used in support of law enforcement terrorism prevention-oriented planning, organization, training, exercise, equipment activities, and/or management and administration (M&A) costs including those activities which support the development and operation of fusion centers.

The following activities are examples of eligible for use of Law Enforcement Terrorism Prevention Activities (LETPA) focused funds:

- Maturation and enhancement of [recognized State and major Urban Area fusion centers](#), including information sharing and analysis, target hardening, threat recognition, and terrorist interdiction, and training/ hiring of intelligence analysts;
- Implementation and maintenance of the Nationwide SAR Initiative (NSI), including training for front line personnel on identifying and reporting suspicious activities;
- Implementation of the “If You See Something, Say Something™” campaign to raise public awareness of indicators of terrorism and violent crime and associated efforts to increase the sharing of information with public and private sector partners, including nonprofit organizations;
- Training for countering violent extremism; development, implementation, and/or expansion of programs to engage communities that may be targeted by violent extremist radicalization; and the development and implementation of projects to partner with local communities to prevent radicalization to violence, in accordance with the Strategic Implementation Plan (SIP) to the National Strategy on Empowering Local Partners to Prevent Violent Extremism in the United States; and
- Increase physical security, via law enforcement personnel and other protective measures by implementing preventive and protective measures related to at-risk nonprofit organizations.

Other allowable expenses for the use of SLETPP funding are available on the Responder Knowledge Base (RKB) at <https://www.rkb.us/>.

Although no longer funded as discrete grant programs, all activities and costs allowed under the FY 2010 Buffer Zone Protection Program (BZPP), FY 2010 Interoperable Emergency Communications Grant Program (IECGP), FY 2011 Citizen Corps Program (CCP), FY 2011 Driver's License Security Grant Program (DLSGP), and FY 2011 Metropolitan Medical Response System (MMRS) grant program are **allowable and encouraged activities and costs** under the FY 2012 Homeland Security Grant Program (HSGP).

Planning

- Planning activities are central to the State Homeland Security Program (SHSP) and State Law Enforcement Terrorism Prevention Program (SLETPP). For a complete list of allowable planning costs, please refer to Appendix B: Allowable Cost Matrix.

Organizational Costs

- **SHSP:** Organizational Costs are not allowed under the State Homeland Security Program (SHSP) in New York State with the exception of Operational Packages (OPacks) as noted below.
 - **SLETPP:** Up to 50% of your award may be spent on allowable organizational activities (listed below). Please keep in mind that all organizational activities, including Operational Packages (OPacks) also count towards the 50% personnel cap as well.
1. **Overtime Costs:** Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and specifically requested by a Federal agency. Allowable costs are limited to overtime associated with federally requested participation in eligible fusion activities including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the *Maritime Transportation Security Act of 2002*), DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams. Grant funding can only be used in proportion to the Federal man-hour estimate, and only after funding for these activities from other Federal sources (i.e. FBI JTTF payments to State and local agencies) has been exhausted. Under no circumstances should DHS grant funding be used to pay for costs already supported by funding from another Federal source.
 2. **Intelligence Analysts:** SLETPP funds may be used to hire new staff and/or contractor positions to serve as intelligence analysts to enable information/intelligence sharing capabilities, as well as support existing intelligence analysts previously covered by SLETPP funding. In order to be hired as an intelligence analyst, staff and/or contractor personnel must meet at least one of the following criteria:
 - a. Successfully complete training to ensure baseline proficiency in *intelligence analysis and production* within six months of being hired; and/or,
 - b. Previously served as an intelligence analyst for a minimum of two years either in a Federal intelligence agency, the military, or State and/or local law enforcement intelligence unit

- c. All intelligence analyst training should be in accordance with Global Justice Information Sharing Initiative's (Global) *Minimum Criminal Intelligence Training Standards for Law Enforcement and Other Criminal Justice Agencies in the United States*, which outlines the minimum categories of training needed for intelligence analysts. These include subject-matter expertise, analytic methodologies, customer-service ethics, information handling and processing skills, critical thinking skills, computer literacy, and objectivity and intellectual honesty. A certificate of completion of such training must be on file with DHSES and made available to FEMA Program Analysts upon request.
3. **Operational Packages (SHSP and SLETPP, and UASI):** Any grantee wishing to pursue funding for an Operational Package (OPack) must contact their Program Representative at DHSES at 1-866-837-9133 as soon as possible as DHS has established specific terms and conditions related to OPacks. SHSP, SLETPP and UASI funding may elect to pursue operational package (OPack) funding, such as Canine Teams, Mobile Explosive Screening Teams, and Anti Terrorism Teams, for new capabilities as well as sustain existing OPacks. Applicants must commit to minimum training standards to be set by the Department of Homeland Security for all federally funded security positions. Applicants must also ensure that the capabilities are able to be deployable, through EMAC, outside of their community to support regional and national efforts. When requesting OPack-related projects, applicants must demonstrate the need for developing a new capability at the expense of sustaining existing core capability. Applicants are reminded that personnel-related activities associated with OPacks will be subject to the PRICE Act requirements in which all States are allowed to utilize up to 50 percent (50%) of their FY 2012 SHSP and SLETPP funding and all Urban Areas are allowed up to 50 percent (50%) of their FY 2012 UASI funding for personnel costs.
 4. **Operational Overtime:** In support of efforts to enhance capabilities for detecting, deterring, and preventing acts of terrorism, operational overtime costs are allowable for increased security measures at critical infrastructure sites, only upon prior approval provided in writing by the FEMA Administrator. FY2012 SLETPP funds for organizational costs may be used to support select operational expenses associated with increased security measures at critical infrastructure sites in the following authorized categories:
 - a. Backfill and overtime expenses (as defined in this guidance) for staffing State or Major Urban Area fusion centers
 - b. Hiring of contracted security for critical infrastructure sites
 - c. Public safety overtime (as defined in this guidance)
 - d. Title 32 or State Active Duty National Guard deployments to protect critical infrastructure sites, including all resources that are part of the standard National Guard deployment package (Note: Consumable costs, such as fuel expenses, are not allowed except as part of the standard National Guard deployment package)
 - e. Increased border security activities in coordination with US Customs and Border Protection (CBP), as outlined in Information Bulletin #135

Equipment

- FY2012 SHSP funds may be used for equipment acquisition from the 21 equipment categories listed in the FY2012 Authorized Equipment List (AEL). Please note that the eligible use of SLETPP funding is limited and does not apply to all 21 equipment categories on the AEL. The AEL is available in its entirety online through the Responder Knowledge Base (RKB) at <https://www.rkb.us/>. For more information on allowable equipment categories, please refer to Appendix B: Allowable Cost Matrix.

Training

- Allowable training costs include, but are not limited to, the following: OT/Backfill costs; travel costs; hiring of FT/PT staff or contractors to support training activities. Training conducted using SHSP/SLETPP funds should address a performance gap identified through an After Action Report/Improvement Plan (AAR/IP) or contribute to building a capability that will be evaluated through an exercise. Exercises should be used to provide the opportunity to demonstrate and validate skills learned in training, as well as to identify training gaps. Any training or training gaps should be identified in the AAR/IP and addressed in the State or Urban Area training cycle. All training and exercises conducted with SHSP/SLETPP funds should support the development and testing of the jurisdiction's Emergency Operations Plan (EOP) or specific annexes, where applicable.

For more information on allowable training please reference Appendix B: Allowable Cost Matrix.

- **Point of Contact:** If you have any questions about training, please contact DHSES at training@dhses.ny.gov or by phone at 518-242-5004.

Exercises

- All exercises conducted using HSGP funding should be compliant with the Homeland Security Exercise and Evaluation Program (HSEEP) guidance. HSEEP requirements are summarized below.
- For a complete list of allowable costs associated with exercises, please refer to Appendix B: Allowable Cost Matrix.

HSEEP general information:

- HSEEP is a capabilities and performance-based exercise program which provides a standardized policy, methodology, and terminology for exercise development, conduct, evaluation and improvement planning. HSEEP policy and guidance is contained in the HSEEP Volumes 1-4, and can be obtained on the HSEEP web site: www.hseep.dhs.gov, along with the HSEEP Exercise development toolkit.
- The HSEEP Mobile Course has been designed to provide students with an understanding of the guidance and principles of HSEEP. This course is scheduled regularly throughout the

state and course offerings are listed on the DHSES web site:
<http://www.dhSES.ny.gov/oct/units/training-exercises/training-calendar.cfm>.

A summary of major HSEEP compliance activities follows-

Exercise notification:

Exercise Notification Form: When an exercise is scheduled, it must be reported to DHSES on the Scheduled Exercise Notification Form. **This form must be submitted to the DHSES Office of Emergency Management (OEM) Exercise Section sixty days prior to the start of each exercise supported with HSGP funds, including any exercise supported by the county through a sub-allocation of its award.** This notification form can now be submitted online via the DHSES' website:

<http://www.dhSES.ny.gov/oct/units/training-exercises/exercise-notification.cfm>

- National Exercise Schedule: HSEEP guidance requires exercises be placed on the National Exercise Schedule (NEXS). The DHSES OEM Exercise Branch will place exercise information on the National Exercise Schedule based on information contained on the exercise notification form received from jurisdictions. DHSES also maintains a state exercise schedule on the agency web site.

Exercise development: Exercises must be developed according to HSEEP guidance.

Exercise evaluation and after action reporting:

- Evaluation is the cornerstone of exercises. It documents strengths and areas for improvement in a jurisdiction's preparedness. HSEEP requires all exercises to be evaluated and jurisdictions must submit an exercise After Action Report (AAR) and Improvement Plan (IP). Evaluation takes place using pre-developed Exercise Evaluation Guides which are available on the HSEEP web site. The After Action Report/ Improvement Plan summarizes exercise events and includes corrective actions for improvement. **The AAR/ IP must be submitted to the DHSES OEM Exercise Division sixty days after completion of the exercise. Grantees can submit the AAR/IPs to exercise@dhSES.ny.gov.**
- Format, templates and information regarding AAR and IP may be found in HSEEP Volume IV on the HSEEP web site: www.HSEEP.dhs.gov. The HSEEP Mobile course includes very thorough information on development of After Action Reports and Improvement Plans.

Exercise Assistance: The DHSES OEM Exercise Section is available to provide exercise assistance to jurisdictions. Please contact the OEM Exercise Section at exercise@dhSES.ny.gov or by phone at

518-292-2351 if you are interested in conducting an exercise using FY2012 HSGP funds, and/or have HSEEP or exercise related questions.

Personnel Cap

Grantees may spend up to 50% of their award on allowable personnel costs, in accordance with the PRICE Act.

Personnel costs include the following categories:

- Organizational Costs:
 - Operational Overtime, salaries and personnel costs for Operational Packages (OPacks). Allowable under SHSP, SLETPP, and UASI.
 - Overtime to participate in information sharing activities, and salaries and personnel costs for intelligence analysts. Allowable under SLETPP and UASI.
- Salaries and personnel costs for planners, equipment managers, exercise coordinators, and/or training coordinators.
- Salaries and personnel costs (up to 5% of award amount) for Management and Administration (M&A) of grant programs.
- Overtime/backfill to participate in approved training or exercise deliveries.
- Contractor costs associated with performing the above activities. Note: A Contractor that is procured for a set period of time to produce a defined product or deliverable (i.e. the development of a HazMat Plan, installation of equipment items, etc.) does not count towards the cap. However, if a Contractor is hired to do general support activities (i.e. Training Director), then this expense would count towards the personnel cap.

Maintenance and Sustainment (SHSP, SLETPP, UASI):

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active and future grant awards, unless otherwise noted.

FY 2012 grant funds are intended to support the National Preparedness Goal by funding projects that build and sustain the core capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation. In order to provide grantees the ability to meet this objective, the policy set forth in Information Bulletin 336 (Maintenance and Sustainment) has been expanded to allow for the support of equipment that has previously been purchased with both Federal grant and non-Federal grant funding. Grantees need to ensure that eligible costs for maintenance and sustainment be an allowable expenditure under applicable grant programs and support one of the core capabilities in the five mission areas contained within the NPG and be deployable through EMAC, where applicable.

Management and Administration (M&A)

Up to 5% of the award amount may be used to support Management and Administrative costs associated with the implementation of the grant award. Examples of allowable M&A costs include:

- Hire of full or part time staff to administer grants
- Travel costs
- Meeting related expenses
- Authorized office equipment
- Leasing or renting of space for newly hired personnel during the period of performance for the grant program.

For more information on allowable M&A costs, please refer to Appendix B: Allowable Cost Matrix.

FY2012 Construction and Renovation Guidance

Use of FY2012 HSGP funds for construction and renovation is generally prohibited except as outlined below. Such construction and renovation shall be strictly limited and allowable only when it is a necessary component of a security system at critical infrastructure facilities.

Project construction and renovation not exceeding \$1,000,000 or 15% of the grant award is allowable, as deemed necessary. Written approval must be provided by FEMA prior to the use of any HSGP funds for construction or renovation. The following types of projects are considered to constitute construction and renovation, and must be submitted to FEMA for compliance review under federal environmental planning and historic preservation (EHP) laws and requirements prior to initiation of the project:

- Construction of and renovation to guard facilities which are intended to provide enhanced security at grantee-designated critical infrastructure sites
- Renovation of and modifications, including the installation of security and communications equipment, to buildings and structures that are 50 years old or older
- Any other construction or renovation efforts that change or expand the footprint of a facility or structure, including security enhancements to improve perimeter security
- Physical security enhancements, including, but not limited to:
 - Lighting
 - Fencing
 - Closed-circuit television (CCTV) systems
 - Motion Detection Systems
 - Barriers, doors, gates, and related security enhancements.

In addition, the erection of communication towers that are included in a jurisdiction's interoperable communications plan is allowed, subject to all applicable laws, regulations, and licensing provisions. Communication tower projects must be submitted to FEMA for EHP review.

Construction Approval Process for SHSP, SLETPP, and UASI

In order for grantees to draw down funds for construction and renovation costs under SHSP, SLETPP, and UASI grants, grantees must provide through DHSES to FEMA:

- A description of the asset or facility, asset location, whether the infrastructure is publicly or privately owned, and the construction or renovation project.
- Certification that a facility vulnerability assessment has been conducted.
- An outline addressing how the construction or renovation project will address the identified vulnerabilities from the assessment.
- Consequences of not implementing the construction or renovation project.
- Any additional information requested by FEMA to ensure compliance with Federal environmental and historical preservation requirements.

Projects that were initiated or completed before an EHP review was concluded are unallowable for reimbursement using SHSP/SLETPP funds. For more information on FEMA’s EHP requirements, grantees should refer to FEMA’s Information Bulletin #329 “Environmental Planning and Historical Preservation Requirements for Grants” available online at:

<http://www.fema.gov/pdf/government/grant/bulletins/info329.pdf>

Western Hemispheric Travel Initiative (SHSP/LSETTP)

In addition to the expenditures outlined above, SHSP funds may be used to support the implementation activities associated with the Western Hemisphere Travel Initiative (WHTI), including the issuance of WHTI-compliant tribal identification cards. More information on the WHTI may be found at http://www.dhs.gov/files/programs/gc_1200693579776.shtm or http://www.getyouhome.gov/html/eng_map.html.

Other Secure Identification Initiatives (SHSP/SLETPP)

SHSP/SLETPP funds may also be used to support the Department’s additional efforts to enhance secure identification. Activities that facilitate secure identification, including IT enhancements for identification management and verification systems are a priority. DHS is currently developing and implementing a number of screening programs in which secure identification credentials figure prominently. These include the Transportation Worker Identification Credential (TWIC) program which promotes tamper-resistant biometric credentials for workers who require unescorted access to secure areas of ports, vessels, outer continental shelf facilities, and all credentialed merchant mariners; and the credentialing of first responders which entails enhancing real-time electronic authentication of identity and attribute(s) (qualification, certification, authorization, and/or privilege) of emergency response/critical government personnel responding to terrorist attacks or other catastrophic events. States are encouraged to continue implementing activities previously funded through Driver’s License Security Grant Program (DLSGP) that focus on securing driver’s license and identification card issuance processes. Initiatives related to securing identification should:

- Have the greatest impact upon reducing the issuance and use of fraudulent driver’s license and identification cards;
- Reduce the cost of program implementation for individuals, States, and the Federal government;
- Expedite State progress toward meeting minimum security standards; and
- Plan and expedite State-specific activities to support Federal data and document verification requirements and standards.

Unallowable Costs

Local jurisdictions may not charge for indirect costs under this grant program.

Supplanting

Grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose.

Appendix A: Target Capabilities and Linkages to HSGP Funding Streams

	SHSP	SLETPP	UASI
Common Target Capabilities			
Planning	Y	Y	Y
Community Preparedness and Participation	Y	Y	Y
Communications	Y	Y	Y
Risk Management	Y	Y	Y
Intelligence and Information Sharing & Dissemination	Y	Y	Y
PREVENT Mission Area Target Capabilities			
Info Gathering & Recognition of Indicators & Warnings	Y	Y	Y
Counter-Terror Investigation and Law Enforcement	Y	Y	Y
Intelligence Analysis & Production	Y	Y	Y
CBRNE Detection	Y	Y	Y
PROTECT Mission Area Target Capabilities			
Critical Infrastructure Protection	Y	Y	Y
Epidemiological Surveillance & Investigation	Y		Y
Laboratory Testing	Y		Y
Food & Agriculture Safety & Defense	Y		Y
RESPOND Mission Area Target Capabilities			
Onsite Incident Management	Y	Y	Y
Citizen Evacuation and Shelter-In-Place	Y		Y
Emergency Operations Center Management	Y		Y
Isolation & Quarantine	Y		Y
Critical Resource Logistics & Distribution	Y		Y
Volunteer Management & Donations	Y		Y
Emergency Public Information & Warning	Y		Y
Responder Safety & Health	Y		Y
Emergency Triage & Pre-Hospital Treatment	Y		Y
Emergency Public Safety & Security Response	Y	Y	Y
Medical Surge	Y		Y
Animal Disease Emergency Support	Y		Y
Medical Supplies Management & Distribution	Y		Y
Environmental Health	Y		Y
Mass Prophylaxis	Y		Y
Explosive Device Response Operations	Y	Y	Y
Fire Incident Response Support	Y		Y
Mass Care (Sheltering, Feeding, Related Services)	Y		Y
Search and Rescue (Land-Based)	Y	Y	Y
Fatality Management	Y		Y
WMD/Hazardous Materials Response & Decontamination	Y		Y
RECOVER Mission Area Target Capabilities			
Structural Damage Assessment	Y		Y
Economic & Community Recovery	Y		Y
Restoration of Lifelines	Y		Y

Appendix B: Allowable Cost Matrix

Reminder: For FY2012 funding, grantees may spend up to 50% of their award on allowable personnel costs, in accordance with the PRICE Act.

Allowable Planning Costs	SHSP	SLETPP	UASI
Developing hazard/threat specific annexes that incorporate the range of prevention, protection, response, and recovery activities	Y	Y	Y
Developing and implementing homeland security support programs & adopt ongoing DHS National Initiatives	Y	Y	Y
Developing related terrorism prevention activities	Y	Y	Y
Developing and enhancing plans and protocols	Y	Y	Y
Developing or conducting assessments	Y	Y	Y
Hiring of full or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)	Y	Y	Y
Conferences to facilitate planning activities	Y	Y	Y
Materials required to conduct planning activities	Y	Y	Y
Travel/per diem related to planning activities	Y	Y	Y
Overtime and backfill costs (in accordance with Personnel Cost outlined on pg. 48 of FOA)	Y	Y	Y
Other project areas with prior approval from FEMA	Y	Y	Y
Issuance of WHTI-compliant tribal identification cards	Y	N	N
Activities to achieve planning inclusive of people with disabilities	Y	N	Y
Allowable Organizational Activities	SHSP	SLETPP	UASI
Overtime for information, investigative, & intelligence sharing activities (0 percent of the SHSP allocation/ up to 50 percent for SLETPP)	N	Y	Y
Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred (0 percent of the SHSP allocation/ up to 50 percent for SLETPP)	N	Y	Y
Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis & sharing groups or fusion center activities (0 percent of SHSP allocation/ up to 50 percent for SLETPP)	N	Y	Y
Operational Packages	Y	Y	Y
Allowable Equipment Categories	SHSP	SLETPP	UASI
Personal Protective Equipment	Y	Y	Y
Explosive Device Mitigation & Remediation Equipment	Y	Y	Y
CBRNE Operational Search & Rescue Equipment	Y	Y	Y
Information Technology	Y	Y	Y
Cyber Security Enhancement Equipment	Y	Y	Y
Interoperable Communications Equipment	Y	Y	Y
Detection	Y	Y	Y
Decontamination	Y	N	Y
Medical	Y	Y	Y
Power	Y	Y	Y
CBRNE Reference Materials	Y	Y	Y
CBRNE Incident Response Vehicles (requires approval from DHSES)	Y	Y	Y
Terrorism Incident Prevention Equipment	Y	Y	Y
Physical Security Enhancement Equipment	Y	Y	Y
Inspection & Screening Systems	Y	Y	Y

Agriculture Terrorism Prevention, Response, & Mitigation Equipment	Y	N	Y
CBRNE Prevention and Response Watercraft	Y	Y	Y
CBRNE Aviation Equipment	Y	Y	Y
CBRNE Logistical Support Equipment	Y	Y	Y
Intervention Equipment	Y	Y	Y
Public Alert and Warning Equipment	Y	N	Y
Disability Access and Functional Needs	Y	N	Y
Other Authorized Equipment			
Warranties, maintenance contracts, and calibration			
Repair and replacement costs			
Upgrades to previously purchased HSGP equipment	Y	Y	Y
Service fees for cellular and satellite-enabled equipment and related communications service			
Other maintenance considerations			

Allowable Training Costs			
<ul style="list-style-type: none"> • FEMA Provided Training. FEMA funds the direct delivery of a variety of classes that States can request to meet training needs. These classes are listed in the FEMA approved course catalog listed at http://www.firstrespondertraining.gov/odp_webforms. • Attending Training Not Provided by FEMA (State or Federal Sponsored Courses). States, Territories, and Urban Areas are not required to request approval from FEMA for personnel to attend training not provided by FEMA (State or Federal sponsored courses) provided that the training is coordinated with and approved by the SAA or TPOC and falls within the FEMA mission scope and the jurisdiction's EOP and Strategy of preparing State and local personnel or citizens to prevent, protect against, respond to, and recover from acts of terrorism or catastrophic events. These classes are listed in the FEMA State and Federal approved course catalogs listed at http://www.firstrespondertraining.gov/odp_webforms. • Funds used to develop, deliver, and evaluate training, including costs related to administering the training, planning, scheduling, facilities, materials, and supplies, reproduction of materials and equipment. • Overtime and Backfill costs associated with attending or teaching FEMA-sponsored and/or approved training courses and programs are allowed. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from both their unit or agency of government and from an award for a single period of time (e.g. 1:00pm to 5:00pm), even though such work may benefit both activities. Further, overtime costs associated with employees who participate in training in a teaching role for which they are compensated are not allowed. Fringe benefits on overtime hours are limited to Federal Insurance Contributions Act (FICA) Workers' Compensation and Unemployment Compensation. • Travel Costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to approved training. • Hiring of Full or Part-Time Staff or Contractors/Consultants to support training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the State or unit(s) of local government and have approval of the State. Such costs must be included within the funding allowed for program management personnel expenses, which must not exceed 50% of your total SHSP/SLETPP grant award. In no case is dual compensation allowable (see above). • Certification/Recertification of instructors is an allowable cost. States are encouraged to follow the FEMA Instructor Quality Assurance Program to ensure a minimum level of competency and corresponding levels of evaluation of student learning. This is particularly important for those courses that involve training of trainers. 			

SLETPP funds can be used for a range of law enforcement prevention-oriented training activities, including:

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

Allowable Training Costs (Cont.)	SHSP	SLETPP	UASI
Overtime & backfill for emergency preparedness & response personnel attending FEMA-sponsored & approved training classes	Y	Y	Y
Overtime & backfill expenses for part-time & volunteer emergency response personnel participating in FEMA training	Y	Y	Y
Training workshops & conferences	Y	Y	Y
Activities to achieve training inclusive of people with disabilities	Y	N	Y
Full- or part-time staff or contractors/consultants	Y	Y	Y
Travel	Y	Y	Y
Supplies	Y	Y	Y
Tuition for higher education	Y	Y	Y
Other items	Y	Y	Y

Allowable Exercise Related Costs

- **Funds Used to Design, Develop, Conduct, and Evaluate an Exercise:** Includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation
- **Hiring of Full or Part-Time Staff or Contractors/Consultants:** Full or part-time staff may be hired to support exercise-related activities. Such costs must be included within the funding allowed for program management personnel expenses, which must not exceed 50% of your total SHSP/SLETPP award. Your formal written procurement policy or the Federal Acquisition Regulations (FAR)—whichever is more stringent—must be followed. In no case is dual compensation allowed.
- **Overtime and Backfill:** Overtime and backfill costs associated with the design, development, and conduction of exercises are allowable expenses. These costs are allowed only to the extent that the payment for such services is in accordance with the policies of the local unit of government and has the approval of the State. In no case is dual compensation allowable. Fringe benefits on overtime are limited to FICA, Workers’ Compensation and Unemployment Compensation.
- **Travel:** Travel costs are allowable for employees who are on travel status for official business related to the planning and conduct of exercises.
- **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, and tape).

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

Unauthorized exercise related costs include:

- Reimbursement for the maintenance and/or wear and tear of costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances).
Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).

Allowable Exercise Related Costs (Cont.)	SHSP	SLETPP	UASI
Design, Develop, Conduct & Evaluate an Exercise	Y	Y	Y
Exercise planning workshop	Y	Y	Y
Full or part-time staff or contractors/consultants	Y	Y	Y
OT/ backfill costs, including expenses for part-time/ volunteer emergency response personnel participating in FEMA exercises	Y	Y	Y
Implementation of HSEEP	Y	Y	Y
Activities to achieve exercises inclusive of people with disabilities	Y	N	Y
Travel	Y	Y	Y
Supplies	Y	Y	Y
Other Items	Y	Y	Y
Allowable Management & Admin. Costs	SHSP	SLETPP	UASI
Hiring of full or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, compliance with reporting & data collection requirements	Y	Y	Y
Development of operating plans for information collection & processing necessary to respond to FEMA data calls	Y	Y	Y
Costs associated with achieving emergency management that is inclusive of the access and functional needs of workers and citizens with disabilities	Y	N	Y
Overtime and backfill costs	Y	Y	Y
Travel	Y	Y	Y
Meeting related expenses	Y	Y	Y
Authorized office equipment	Y	Y	Y
Recurring expenses such as those associated with cell phones & faxes during the period of performance of the grant program	Y	Y	Y
Leasing or renting of space for newly hired personnel during the period of performance of the grant program	Y	Y	Y