



FY 2010

Program Guidance

State Homeland Security Program (SHSP)*

**Includes guidance for the State Local Health Department (SLHD) Program*

State Law Enforcement Terrorism Prevention Program (SLETPP)

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

Table of Contents

I. Program Overview.....	3
II. Highlights.....	3-4
III. E-Grants Guidance.....	4
IV. 2010 Programmatic Guidance.....	5-6
V. Authorized Program Expenditures.....	7-12
Appendix A: G&T Workplan Codes.....	13
Appendix B: NYS Investment Listing, 8 National Priorities and 37 Target Capabilities	14
Appendix C: Allowable Cost Matrix.....	15-18
Appendix D: Target Capability Linkages to HSGP..... Funding Streams	19
Appendix E: State Local Health Department (SLHD)..... Deliverables and Allowable Costs	20-21

I. Program Overview

The State Homeland Security Program (SHSP) and State Law Enforcement Terrorism Prevention Program (SLETPP) are core homeland security assistance programs that provide funds to build capabilities at the State and local levels and to implement 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.

Like 2009, DHS is requiring that 27.9% of funds be spent on Law Enforcement Terrorism Prevention Activities (LETPA), therefore DHSES will continue to direct 27.9% of SHSP funding towards 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.**

As in 2009, DHSES is requiring that funding be targeted from your SHSP grant in support of your Local Health Department. The minimum amount of funding that you must direct to the State Local Health Department (SLHD) program has been included in your SHSP allocation award letter. New this year is that we will execute only one contract for your SHSP award to include the SLHD portion of the award. A separate budget version should be completed in your SHSP E-Grants application and the project work plan should reflect the appropriate deliverables that will be funded. A list of allowable deliverables to support those projects can be found in Appendix E of this document. **All SLHD funding must be used in support of mass prophylaxis and/or medical surge planning, training, exercise and equipment purchase activities as outlined in Appendix E.**

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 FY2010 HSGP grants, please contact DHSES' Grant Hotline at (866) 837-9133 or grants@security.state.ny.us.

II. Highlights

Directions for Completing Application: To complete this application for FY2010 SHSP and SLETPP funds, grantees should review this Program Guidance document and the E-Grants Users Tutorial. Next, all budgetary and programmatic information must be entered in the NYS Division of Homeland Security and Emergency Services' electronic E-Grants system. Lastly, you should attach your completed "Local Application Worksheet" in E-Grants prior to submitting your application to DHSES. Please refer to Section IV of the Program Guidance for additional details regarding this Worksheet.

Deadline: Grantee’s applications are due in E-Grants by December 31, 2010.

Period of Performance: The period of performance for FY2010 SHSP and SLETPP funds is 36 months (08/1/2010-07/31/2013).

NIMS Implementation: All jurisdictions in NYS are expected to demonstrate they have made sufficient progress towards the FY2010 NIMS implementation requirements imposed by the federal Department of Homeland Security, in order to be considered for Federal preparedness awards in FY2010. Please contact NYS’s NIMS Information Coordinator, Matt Matney, if you have questions about NIMS implementation. (Matt Matney; NYS DHSES; 518-457-9107; nims@security.state.ny.us)

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 FY2010 HSGP Funds: Jurisdictions may choose from the following options if they do not want to accept their FY2010 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 FY2010 grant guidelines.

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

III. E-Grants Guidance

E-Grants Support: Please follow the guidance provided in the E-Grants Users Tutorial document which is included in your award package. For questions not addressed in the packet, please contact DHSES’ Grant Hotline at (866) 837-9133.

E-Grants Tip: In an effort to ease the application development process for grantees, NYS DHSES is encouraging counties to develop fewer projects under the “work plan” tab in E-Grants. For each project you develop, you will be able to list out the task(s) you will complete in support of that project. By combining related tasks under an overarching project, you will be able to submit a condensed application, thus reducing your workload.

IV. FY2010 Programmatic Guidance

Application Linkages: All allocations and use of funds under SHSP and SLETPP must support the NYS Homeland Security Strategy and one or more of the State's 13 Investment Justifications (Appendix B). Moreover, all allocations under SHSP and SLETPP must support the National Preparedness System, which includes the 8 National Priorities and the 37 Target Capabilities, and the Grants and Training (G&T) Workplan Codes (Appendix A).

State Homeland Security Strategy: As noted above, all of your FY2010 SHSP and SLETPP grant projects must support the Goals and Objectives in the State Homeland Security Strategy.

- **Accessing the Strategy:** The complete Strategy can be accessed online: (http://www.security.state.ny.us/publications/2009_NYS_Homeland_Security_Strategy.pdf).
- **Linking Projects to the Strategy:** The FY2010 SHSP and SLETPP Reference Guide (outlined below) outlines how specific projects link back to the Goals and Objectives in the State Strategy.
- **Using the Strategy in E-Grants:** In E-Grants, grantees will now use the Objectives in the State Homeland Security Strategy as the basis for developing their Workplan. Please refer to the E-Grants Users Guide for complete details. Moreover, in the Funding Allocation Tab in E-Grants, each budget line must be linked back to a Goal in the State Homeland Security Strategy.

FY2010 SHSP and SLETPP Reference Guide: DHSES understands that applying for homeland security grants can be a cumbersome process because of the extensive linkages that must be made between your project(s) and different State/Federal documents. As a result of your feedback during the 2010 Regional Workshops (and other forums), DHSES has developed the "Reference Guide" to support and streamline your application process for FY2010 SHSP and SLETPP grants. This Reference Guide highlights specific project areas that support the State Homeland Security Strategy and our 2010 Investment Justifications and that are clearly linked back to other federal preparedness documents (e.g. Target Capability List, National Priorities, G&T Workplan Codes, etc.). The use of this Reference Guide should help to streamline elements of your grant planning and the application process this year.

- **Reference Guide Questions:** If you have any questions about the FY2010 SHSP and SLETPP Reference Guide, please contact DHSES' Grant Hotline at (866) 837-9133 or grants@security.state.ny.us.

Additional Application Questions: It is important for DHSES to understand your decision making process in developing your SHSP and SLETPP grant applications and funding methodologies used to disperse the funds. As in past years, DHSES has developed a set of narrative questions to gather this information. In a change from prior years, DHSES has removed the "narrative" questions previously asked in E-Grants and is instead requiring that these questions be answered in a separate Microsoft Word document, the "Local Application Worksheet," that will be attached in E-Grants. The intent is to make it easier for grantees to work on the required application questions and to share them with others as appropriate prior to their submission to DHSES. The 2010 SHSP

and SLETPP application questions are outlined below – Please note that your County will be answering these questions twice (once for the SHSP and a second time for the SLETPP).

- I. **Coordination and Integration:** Describe the coordination with appropriate stakeholders within your jurisdiction to develop this application. Grantees are expected to coordinate application development with stakeholders at the county and sub-county level.
 - A. Stakeholder Participation Summary
 - B. Involvement of Local Law Enforcement (SLETPP applications only)
 - C. Involvement of EMS Partners (SHSP applications only)
 - D. Regional Partnerships

- II. **Funding Methodology:** Describe your decision making process with regard to the allocation of homeland security funding within your County. Grantees are expected to clarify how their jurisdiction assesses risk and how they decided to fund projects with FY2010 SHSP/SLETPP funding.

- III. **Capability Enhancement:** Describe how you are using homeland security funds to build your capabilities. For each Objective in your Workplan in E-Grants, grantees should provide a brief explanation of how this project will enhance your County’s homeland security capabilities. Consider indicating specific measurable outcomes, if appropriate, to demonstrate the development of capabilities in your jurisdiction.

- IV. **Leveraged Funding:** Please indicate if you are developing capabilities with multiple funding sources and provide details on other funding sources that have been leveraged in support of the projects included in this application.

- V. **Sustainment:** Indicate how much of your funding is used to sustain capabilities developed during previous grant cycles.

- VI. **Exercises:** Exercises are an important tool that can be used to test your County’s capabilities and to highlight areas for improvement. Provide a brief description of each exercise you intend to fund as part of this application. Include the jurisdictions and disciplines to be involved, what capabilities will be tested, and a general timeframe for the completion of the exercise.

2011 Investment Development Process: Each year, New York State is required to develop detailed project proposals, called Investment Justifications, in order to request federal SHSP (including SLETPP and SLHD) funding from the federal Department of Homeland Security (DHS). Looking forward to 2011, DHSES plans to solicit additional local stakeholder input to better inform our Investment development process. Local input is critical, given that 80% of funds must be allocated to local sub-grantees. To facilitate this process, DHSES anticipates that approximately 15 counties will be engaged to provide basic, tentative details on their 2011 spending plans. DHSES will focus on counties in high-risk metropolitan areas which receive the majority of homeland security funding in the State. DHSES will reach out directly to this sub-set of counties regarding the 2011 NYS Investment Justification process with additional details and timelines in the near future.

V. 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.

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 C: Allowable Cost Matrix and Appendix E for SLHD allowable costs and deliverables.

Organizational Costs

- **SHSP:** Organizational Costs are not allowed under the State Homeland Security Program (SHSP) in New York State.
 - **SLETPP:** Up to 50% of your award may be spent on allowable organizational activities (listed below). Please keep in mind that all organizational activities 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 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**. FY2010 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

- FY2010 SHSP and SLETPP funds may be used for equipment acquisition from the 21 equipment categories listed in the FY2010 Authorized Equipment List (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 C: 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 C: Allowable Cost Matrix.

- **Point of Contact:** The NYS Training Point of Contact is Cliff Parker. If you have any questions about training, please contact Cliff at training@security.state.ny.us or by phone at 518-408-1676.

Exercises

- All exercises conducted using HSGP funding must 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 C: 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: www.security.state.ny.us/training.

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 Counter-Terrorism (OCT) Training and Exercise Division 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.security.state.ny.us/training/exercise_notification.php
- National Exercise Schedule: HSEEP guidance requires exercises be placed on the National Exercise Schedule (NEXS). The DHSES OCT Exercise Branch will place exercise information on the National Exercise Schedule based on information contained on the exercise

notification form received from jurisdictions. DHSES OCT 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 OCT Training and Exercise Division sixty days after completion of the exercise.** 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 OCT Exercise Branch is available to provide exercise assistance to jurisdictions. Please contact Al DePaz at exercises@security.state.ny.us or by phone at 518-457-9781 if you are interested in conducting an exercise using FY2010 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.

Please note that the definition of personnel costs was greatly expanded by DHS in 2009, which includes the following categories:

- Organizational Costs: Operational Overtime, 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.

Management and Administrative (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 C: Allowable Cost Matrix.

FY2010 Construction and Renovation Guidance

Use of FY2010 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 is allowable, as deemed necessary. 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.

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>

(New) Secure Identification- WHTI-Compliant Tribal Identification Cards

SHSP and SLETPP funding can now be used to support the implementation activities of several Federal “Secure Identification” initiatives, chiefly the Western Hemisphere Travel Initiative (WHTI), including the issuance of WHTI-compliant tribal identification cards. Activities that facilitate secure identification, including IT enhancements for identification management and verifications systems, are a priority for DHS this year. In addition to the WHTI initiative, SHSP and SLETPP funds may also be used to support DHS’s “Driver’s License Security Grant Program (DLSGP) and the Transportation Worker Identification Credential (TWIC) programs.

Note: Secure identification projects requested and funded under SHSP or SLETPP must directly support SHSP and SLETPP mission goals and cannot supplant projects/activities funded under other grant programs (e.g. DLSGP).

Please reference Federal guidance for more details on this Federal priority. Use the following link to find more information on the WHTI initiative: http://www.dhs.gov/files/programs/gc_1200693579776.shtm

Unallowable Costs

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

Appendix A:

Grants and Training (G&T) Workplan Codes

01. Establish/enhance a terrorism intelligence/early warning system, center, or task force
02. Establish/enhance a agro-terrorism preparedness capabilities
03. Establish/enhance cyber security program
04. Establish/enhance emergency operations center
05. Establish/enhance regional response teams
06. Establish/enhance sustainable homeland security training program
07. Administer and manage the FY2010 Homeland Security Grant
08. Establish/enhance sustainable Homeland Security Planning Program
09. Establish/enhance citizen awareness of emergency preparedness, prevention and response measures
10. Establish/enhance citizen / volunteer initiatives
11. Adopt and implement NIMS to include integration of core concepts into plans and procedures
12. Assess vulnerability of and/or harden/protect critical infrastructure and key assets
13. Build/enhance a pharmaceutical stockpile and/or distribution network
14. Develop/enhance interoperable communications system
15. Enhance capability to support international border and waterway security
16. Establish/enhance a public health surveillance system
17. Establish/enhance Citizen Corps Councils
18. Establish/enhance explosive ordnance disposal units/bomb squads
19. Establish/enhance public-private emergency preparedness program
20. Establish/enhance sustainable homeland security exercise program
21. Manage, update and/or implement the State Homeland Security Strategy
22. Manage, update and/or implement the Urban Area Homeland Security Strategy
23. Develop/enhance plans, procedures, and protocols
24. Develop/enhance homeland security / emergency management organization and structure
25. Enhance integration of metropolitan area public health / medical and emergency management capabilities
26. Establish/enhance mass care shelter and alternative medical facilities operations
27. Establish/enhance emergency plans and procedures to reflect the National Response Plan
28. Develop/enhance state and local geospatial data system/Geographic Information System (GIS)
29. Enhance capabilities to recover from all-hazards events
30. Enhance capabilities to respond to all-hazards events.
31. Enhance capability to perform post-incident structural damage and mitigation assessment.
32. Enhance capability to restore lifelines post incident
33. Enhance capability to support economic and community recovery
34. Establish/enhance fusion center

Appendix B:

FY2010 NYS Investment Justifications, 8 National Priorities, and 37 Target Capabilities

I. FY2010 NYS Investment Justifications

1. Information-Sharing and Dissemination
2. Interoperable Communications and Emergency Alerting
3. Counter-Terrorism and Law Enforcement
4. Radiological and Nuclear Detection and Interdiction
5. WMD/HazMat Response and Decontamination
6. Critical Infrastructure Protection
7. Cyber Security
8. Food and Agricultural Safety and Defense
9. Emergency Management
10. Health Emergency Preparedness
11. Citizen and Community Preparedness
12. Sheltering and Disaster Housing
13. Transportation Security

II. 8 National Priorities

1. Expanded Regional Collaboration
2. Implement the National Incident Management System (NIMS) and the National Response Plan (NRP)
3. Implement the Interim National Infrastructure Protection Plan (NIPP)
4. Strengthen Information Sharing and Collaboration Capabilities
5. Strengthen Interoperable Communications Capabilities
6. Strengthen CBRNE Detection, Response, and Decontamination Capabilities
7. Strengthen Medical Surge and Mass Prophylaxis Capabilities
8. Strengthen Planning and Citizen Preparedness Capabilities

III. 37 Target Capabilities (Please reference “Appendix D: Target Capability Linkages” for a complete list of the Target Capabilities)

Appendix C: Allowable Cost Matrix

Reminder: In 2010, 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	MMRS
Developing hazard/threat specific annexes that incorporate the range of prevention, protection, response, and recovery activities	Y	Y	Y	Y
Developing and implementing homeland security support programs & adopt ongoing DHS National Initiatives	Y	Y	Y	Y
Developing related terrorism prevention activities	Y	Y	Y	Y
Developing and enhancing plans and protocols	Y	Y	Y	Y
Developing and conducting assessments	Y	Y	Y	Y
Hiring of full or part-time staff or contractors/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)	Y	Y	Y	Y
Conferences to facilitate planning activities	Y	Y	Y	Y
Materials required to conduct planning activities	Y	Y	Y	Y
Travel/per diem related to planning activities	Y	Y	Y	Y
Overtime and backfill costs (in accordance with operation Cost Guidance)	Y	Y	Y	Y
Other project areas with prior approval from FEMA	Y	Y	Y	Y
Issuance of WHTI-compliant tribal identification cards	Y			
Allowable Organizational Activities	SHSP	SLETPP	UASI	MMRS
Overtime for information, investigative, & intelligence sharing activities (0 percent of the SHSP allocation/ up to 50 percent for SLETPP)		Y	Y	
Reimbursement for select operation expenses associated with increased security measures at critical infrastructure sites incurred (0 percent of the SHSP allocation/ up to 50 percent for SLETPP)		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)		Y	Y	
Allowable Equipment Categories	SHSP	SLETPP	UASI	MMRS
Personal Protective Equipment	Y	Y	Y	Y
Explosive Device Mitigation & Remediation Equipment	Y	Y	Y	
CBRNE Operational Search & Rescue Equipment	Y	Y	Y	Y
Information Technology	Y	Y	Y	Y
Cyber Security Enhancement Equipment	Y	Y	Y	Y
Interoperable Communications Equipment	Y	Y	Y	Y
Detection Equipment	Y	Y	Y	Y
Decontamination Equipment	Y		Y	Y
Medical	Y	Y	Y	Y
Power Equipment	Y	Y	Y	Y
CBRNE Reference Materials	Y	Y	Y	Y
CBRNE Incident Response Vehicles	Y	Y	Y	Y
Terrorism Incident Prevention Equipment	Y	Y	Y	
Physical Security Enhancement Equipment	Y	Y	Y	
Inspection & Screening Systems	Y	Y	Y	Y
Agriculture Terrorism Prevention, Response, & Mitigation Equipment	Y		Y	Y

CBRNE Prevention and Response Watercraft	Y	Y	Y	
CBRNE Aviation Equipment	Y	Y	Y	Y
CBRNE Logistical Support Equipment	Y	Y	Y	Y
Intervention Equipment	Y	Y	Y	
Other Authorized Equipment	Y	Y	Y	Y
Warranties, maintenance contracts, and calibration	Y	Y	Y	Y
Repair and replacement costs	Y	Y	Y	Y
Upgrades to previously purchased HSGP equipment	Y	Y	Y	Y
Service fees for cellular and satellite-enabled equipment and related communications service	Y	Y	Y	Y
Other maintenance considerations	Y	Y	Y	Y

Allowable Training Costs

- **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

	SHSP	SLETPP	UASI	MMRS
Overtime & backfill for emergency preparedness & response personnel attending FEMA-sponsored & approved training classes	Y	Y	Y	Y
Overtime & backfill expenses for part-time & volunteer emergency response personnel participating in FEMA training	Y	Y	Y	Y
Training workshops & conferences	Y	Y	Y	Y
Full- or part-time staff or contractors/consultants	Y	Y	Y	Y
Travel	Y	Y	Y	Y
Supplies	Y	Y	Y	Y
Tuition for higher education	Y	Y	Y	Y
Other items	Y	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).

	SHSP	SLETPP	UASI	MMRS
Design, Develop, Conduct & Evaluate an Exercise	Y	Y	Y	Y

Exercise planning workshop	Y	Y	Y	Y
Full or part-time staff or contractors/consultants	Y	Y	Y	Y
OT/ backfill costs, including expenses for part-time/ volunteer emergency response personnel participating in FEMA exercises	Y	Y	Y	Y
Implementation of HSEEP	Y	Y	Y	Y
Travel	Y	Y	Y	Y
Supplies	Y	Y	Y	Y
Other Items	Y	Y	Y	Y
Allowable Management & Admin. Costs	SHSP	SLETPP	UASI	MMRS
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	Y
Development of operating plans for information collection & processing necessary to respond to FEMA data calls	Y	Y	Y	Y
Overtime and backfill costs	Y	Y	Y	Y
Travel	Y	Y	Y	Y
Meeting related expenses	Y	Y	Y	Y
Authorized office equipment	Y	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	Y
Leasing or renting of space for newly hired personnel during the period of performance of the grant program	Y	Y	Y	Y

Appendix D: Target Capability Linkages to HSGP Funding Streams

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

Appendix E:

Project Work Plan Deliverables for Local Health Departments

The FY2010 Workplan Deliverables for SLHD funding are listed below, under the categories of Planning, Training, and Exercises.

Planning

Submit an updated LHD Health Emergency Preparedness and Response Plan with a completed self review tool consistent with State planning guidance.
Target Capability- Mass Prophylaxis/Medical Surge

Update and submit the County Strategic National Stockpile Plan. The base plan must be submitted along with a self review using the Local Technical Assistance Review Tool (LTAR, Version August 2009 or latest version as posted on the Health Commerce System). All sections receiving a LTAR of less than **79** must be updated and submitted. All attachments or reference documents that have been updated or changed must be submitted.
Target Capability- Mass Prophylaxis

When appropriate, participate in Autonomous Detection System (ADS) planning, response, and notification drills and exercises with local planning and response partners, neighboring counties, and the NYSDOH Regional Office.
Target Capability- Mass Prophylaxis

Validate and update the volunteer information that was migrated from the local volunteer program to the ServNY database for your County.
Target Capability- Mass Prophylaxis/Medical Surge

Consistent with the roles and responsibilities designated in the county's Comprehensive Emergency Management Plan (CEMP), or as requested by Local Emergency Management, participate in the development and/or implementation of special needs sheltering plans. Target Capability- Medical Surge

Use the ServNY Volunteer Management System for recruitment, registration and credential verification of volunteers to enhance public health workforce during emergencies. Target Capability- Mass Prophylaxis/Medical Surge

Participate in the coordination of CHEMPACK planning activities with local response partners. Target Capability- Mass Prophylaxis

Training

Ensure that appropriate staff are trained in the following NIMS elements

- IS-701a: NIMS Multi agency Coordination System
- IS-702a: NIMS Public Information System
- IS-703a: NIMS Resource Management
- IS-704: NIMS Communication and Information Management

Target Capability- Mass Prophylaxis/Medical Surge

Ensure that at least one* person is trained in the Homeland Security Exercise and Evaluation Program (HSEEP). Target Capability- Mass Prophylaxis/Medical Surge

** It is recommended that multiple LHD staff be HSEEP trained.*

Exercises

Conduct and evaluate an Influenza Point of Dispensing (POD) exercise that includes mass dispensing of vaccine, alerting of volunteers and use of Clinical Data Management System (CDMS). Target Capability- Mass Prophylaxis

OR

(Alternate Exercise) Conduct and evaluate a third party, or “closed” Influenza Point of Dispensing (POD) exercise that includes dispensing of vaccine, alerting of response partners, and recording vaccine administration. Target Capability- Mass Prophylaxis

OR

(Alternate Exercise) Create an alternate exercise in collaboration with the NYSDOH Regional Office and/or other local response partners that includes testing of an emergency response plan. Target Capability- Mass Prophylaxis

Participate in one (1) NYSDOH sponsored Regional Functional Exercise on Health and Medical Systems Integration and Coordination. Target Capability- Medical Surge

Participate in the coordination of CHEMPACK exercises and drills activities with local response partners. Target Capability- Mass Prophylaxis

When appropriate, participate in Biohazard Detection System (BDS) planning, response, and notification drills and exercises with neighboring counties, the NYSDOH Regional Office, and the United States Postal Service/United States Postal Inspection Service. Target Capability- Mass Prophylaxis/Medical Surge.

Continue to collaborate with State, Local, and healthcare/hospital partners in

the development of plans and drills/exercises that address public health and hospital surge capacity. Participate in Regional Resource Center's (RRC) meetings and activities. Target Capability- Medical Surge.

Equipment

Identify and purchase allowable equipment to support mass prophylaxis/medical surge capabilities. Target Capability- Mass Prophylaxis/Medical Surge.