

# **FY 2005 HOMELAND SECURITY GRANT**

- ▶ **State Homeland Security Program (SHSP)**
  - ▶ **Law Enforcement Terrorism Prevention Program (LETPP)**
  - ▶ **Citizen Corps Program (CCP)**
- 

## **PROGRAM GUIDELINES AND APPLICATION KIT**

**APPLICATION DUE DATE: MARCH 3, 2005**

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# Table of Contents

	<b>Page</b>
<b>Introduction</b>	<b>1</b>
A. FY 2005 State Homeland Security Program (SHSP)	1
B. FY 2005 Law Enforcement Terrorism Prevention Program (LETPP)	1
C. FY 2005 Citizen Corps Program (CCP)	1
<b>HSPD-5: National Incident Management System</b>	<b>2</b>
<b>HSPD-8: National Preparedness</b>	<b>2</b>
<b>National Response Plan</b>	<b>2</b>
<b>Funding Availability</b>	<b>3</b>
<b>Eligibility</b>	<b>3</b>
<b>Eligibility for UASI Jurisdictions</b>	<b>3</b>
<b>Match Requirement</b>	<b>3</b>
<b>Supplanting</b>	<b>3</b>
<b>FY 2005 State Homeland Security Program (SHSP)</b>	<b>4</b>
A. Allowable Equipment Costs	4
B. Allowable Planning Costs	4
C. Allowable Training Costs	6
D. Allowable Exercise Costs	7
E. Allowable Administrative Costs	7
<b>FY 2005 Law Enforcement Terrorism Prevention Program (LETPP)</b>	<b>8</b>
A. Authorized Program Expenditures	8
B. Allowable Equipment Costs	8
C. Allowable Planning Costs	9
D. Allowable Operational Activities	10
D. Allowable Training Costs	11
E. Allowable Exercise Costs	12
F. Allowable Administrative Costs	13
<b>FY 2005 Citizen Corps Program (CCP)</b>	<b>14</b>
A. Allowable Equipment Costs	14
B. Allowable Planning Costs	14
C. Allowable Training Costs	17
D. Allowable Exercise Costs	17
E. Allowable Administrative Costs	18
<b>Application Guidelines</b>	<b>19</b>
<b>Priorities for Funding</b>	<b>19</b>

## **Table of Contents (continued)**

<b>Communication Plans</b>	<b>19</b>
<b>Application Format</b>	<b>19</b>
A. Cover Sheet	19
B. Program Narrative Section	20
Part One: Coordination	20
Part Two: Project Description	20
Part Three: Goals and Objectives	22
Part Four: NIMS Compliance	22
Part Five: Identification of Available Resources	22
Part Six: Budget	22
<b>Unallowable Costs</b>	<b>23</b>
<b>Application Due Date</b>	<b>23</b>
Mailing and Hand Delivery Address	
<b>Application Evaluation</b>	<b>23</b>
<b>Duration of Grant</b>	<b>24</b>
<b>Suspension or Termination of Funding</b>	<b>24</b>
<b>Semi-Annual Progress Reports</b>	<b>25</b>
<b>Requests for Reimbursement</b>	<b>25</b>
<b>Reporting Due Dates</b>	<b>25</b>
<b>Drug-Free Workplace, Debarment, and Lobbying</b>	<b>25</b>
<b>Services to Limited English Proficient (LEP) Persons</b>	<b>26</b>
<b>Sample Budget Format</b>	<b>27</b>
<b>Cover Sheet</b>	<b>28</b>
<b>APPENDIX A: FY 2005 Authorized Equipment List (AEL)</b>	<b>29</b>
<b>APPENDIX B: Guidance for the Development of Interoperable Communications Plans</b>	<b>31</b>
<b>APPENDIX C: State Interoperability Executive Council Grant Review Criteria and Guidelines for Short-Term Interoperability</b>	<b>34</b>
<b>APPENDIX D: State Homeland Security Strategy</b>	<b>41</b>
<b>APPENDIX E: Overview of Allowable Costs</b>	<b>52</b>

## **INTRODUCTION**

The Department of Homeland Security (DHS), Office of State and Local Government Coordination and Preparedness (SLGCP), Office for Domestic Preparedness (ODP) has consolidated application requests and the administration of six programs including the State Homeland Security Program (SHSP), the Urban Areas Security Initiative (UASI), the Law Enforcement Terrorism Prevention Program (LETPP), the Citizen Corps Program (CCP), the Emergency Management Performance Grants (EMPG), and the Metropolitan Medical Response System Program (MMRS) Grants. All six programs have been integrated into the FY 2005 Homeland Security Grant Program (HSGP) to better facilitate the coordination and management of preparedness funding, and will be guided by the State and Urban Area Homeland Security Strategies.

### **FY 2005 State Homeland Security Program (SHSP)**

SHSP provides financial assistance directly to each of the states and territories to prevent, respond to, and recover from acts of terrorism. SHSP supports the implementation of the State Homeland Security Strategy (SHSS) to address the identified planning, equipment, training, and exercise needs. In addition, SHSP supports the implementation of the National Incident Management System (NIMS) and Homeland Security Presidential Directive (HSPD) 8.

### **FY 2005 Law Enforcement Terrorism Prevention Program (LETPP)**

LETPP will provide law enforcement communities with funds to support the following prevention activities: information sharing to preempt terrorist attacks; target hardening to reduce vulnerability of selected high value targets; recognition and mapping of potential or developing threats; counter-terrorism and security planning; interoperable communications; and, interdiction of terrorists before they can execute a threat or intervention activities that prevent terrorists from executing a threat. These funds may be used for planning, organization, training, exercises, and equipment.

### **FY 2005 Citizen Corps Program (CCP)**

Citizen Corps is the Department's grass-roots movement to actively involve everyone in hometown security through personal preparedness, training, and volunteer service. CCP funds will be used to support Citizen Corps Councils with efforts to engage citizens in preventing, preparing for, and responding to all-hazards, including planning and 20 evaluation, public education and communication, training, participation in exercises, providing proper equipment to citizens with a role in response and management of Citizen Corps volunteer programs and activities.

## **HSPD-5: NATIONAL INCIDENT MANAGEMENT SYSTEM**

States and local entities are encouraged to achieve full NIMS implementation during FY 2005. To the extent that full implementation is not possible during FY 2005, state and local entities must complete NIMS implementation by FY 2006. By FY 2007, federal preparedness grant funds will be conditioned by full compliance with the NIMS.

The NIC web page, [www.fema.gov/nims](http://www.fema.gov/nims), will be updated regularly with information about the NIMS and guidance for implementation.

## **HSPD-8: NATIONAL PREPAREDNESS**

The National Preparedness Goal aims for federal, state, local, and tribal entities to achieve and sustain nationally accepted risk based target levels of capability for prevention, preparedness, response, and recovery for major events, especially terrorism. The target levels of capability are based upon National Planning Scenarios, a UTL, and a Target Capabilities List. These tools are being developed with input from the homeland security community at all levels and will continue to be updated over time. States should take steps in FY 2005 to review and incorporate these tools in their preparedness efforts in preparation for full implementation of HSPD-8 in FY 2006.

## **NATIONAL RESPONSE PLAN**

The National Response Plan (NRP) is an all-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of federal support to state, local, and tribal incident managers and for exercising direct federal authorities and responsibilities. The NRP assists in the important homeland security mission of preventing terrorist attacks within the United States; reducing the vulnerability to all natural and manmade hazards; and minimizing the damage and assisting in the recovery from any type of incident that occurs.

## FUNDING AVAILABILITY

Oregon's share of the FY 2005 appropriation totals \$34,819,649. Of this amount:

\$15,655,892 is set-aside for the **State Homeland Security Program (SHSP)**.

\$5,693,052 is set-aside for the **Law Enforcement Terrorism Prevention Program (LETPP)**.

\$198,752 is set aside for the **Citizen Corps Program (CCP)**.

Similar to previous years, 80 percent of the SHSP, LETPP, and CCP programs must be provided to local communities. The following table outlines available funds from each program. These figures do NOT take into account administrative costs that will be retained at the state level.

	<u>Local</u>	<u>State</u>
<b>SHSP</b>	\$12,524,714	\$3,131,178
<b>LETPP</b>	\$4,554,442	\$1,138,610
<b>CCP</b>	\$159,002	\$39,750

## ELIGIBILITY

Please note that eligible applicants include state agencies and local units of government.

In accordance with Congressional Conference language addressing ODP programs, a local unit of government is defined as "any county, city, village, town, district, borough, port authority, transit authority, intercity rail provider, commuter rail system, freight rail provider, water district, regional planning commission, council of government, Indian tribe with jurisdiction over Indian country, authorized tribal organization, Alaska Native village, independent authority, special district, or other political subdivision of any state."

## ELIGIBILITY FOR UASI JURISDICTIONS

Jurisdictions defined in the Portland urban area / Urban Area Security Initiative Grant program (City of Portland, Multnomah County, Washington County, Clackamas County, and Columbia County) are **only** eligible to apply for the Law Enforcement Terrorism Prevention Program (LETPP) portion of the FY 2005 Homeland Security Grant Program.

All other program proposals must go through the UASI program for consideration.

## MATCH REQUIREMENT

There is no match requirement for the State Homeland Security Program, Law Enforcement Terrorism Prevention Program, or Citizen Corps Program.

## SUPPLANTING

Federal funds may not supplant, replace, or offset state or local funds, but will be used to supplement the amount of funds that, in the absence of federal funds, would be made available for purposes consistent with the Homeland Security Grant Program.

## **FISCAL YEAR 2005 STATE HOMELAND SECURITY PROGRAM (SHSP)**

All use of SHSP funds must be consistent with and supportive of implementation of the State Homeland Security Strategy. Linkages between specific projects undertaken with SHSP funds and strategic goals and objectives will be highlighted through regular required reporting forms, including the Initial Strategy Implementation Plan and the Biannual Strategy Implementation Report.

### **ALLOWABLE PLANNING COSTS**

The state will facilitate all contracts for planning-related services that are identified in grant applications. Applicants who wish to receive funding for eligible planning projects must agree to allow the state to maintain any approved funding for contract services as allowed by the FY 2005 guidance.

The state will prepare an agreement that the unit of local government will sign to authorize the state to maintain the funding and facilitate the contractor / consultant portion of the proposed project. These funds would be earmarked from the 80 percent local share of the FY 2005 allocation. While ensuring consistency among planning products, this will also reduce the heavy search for multiple contractors and consultants.

The state will facilitate an RFP process in which the approved unit of local government will participate and assist with the creation of a scope of work, review, and approval of service providers. Approved units of local government will also assist in the review

of reports, overall project direction, and financial review.

Other costs such as grant administration, travel, workshops, meetings, staff, etc., may be provided directly to the applicant based on the proposed projects through reimbursement requests.

SHSP funds may be used for a range of homeland security planning activities, including the following:

#### **Developing and implementing homeland security support programs and adopting DHS national initiatives including but not limited to the following:**

- Costs associated with the implementation and adoption HSPD-8 initiatives.
- Costs associated with the implementation and adoption of NIMS.
- Establishment or enhancement of mutual aid agreements.
- Development of communications and interoperability protocols and solutions.
- Conducting local, regional, and tribal program implementation meetings.
- Developing or updating resource inventory assets in accordance to typed resource definitions issued by FEMA's Mutual Aid and Resource Management Working Group.
- Design state and local geospatial data systems.
- Development of related critical infrastructure terrorism prevention activities including:
  - Planning for enhancing security during heightened alerts, during terrorist incidents, and / or during mitigation and recovery.

- Public information / education: printed and electronic materials, public service announcements, seminars / town hall meetings, web postings coordinated through local Citizen Corps Councils.
  - Citizen Corps activities in communities surrounding critical infrastructure sites, including Neighborhood Watch, Volunteers in Police Service, and other opportunities for citizen participation.
  - Evaluating CIP security equipment and / or personnel requirements to protect and secure sites.
  - CIP cost assessments, including resources (financial, personnel, etc.) required for security enhancements / deployments.
- Develop or enhance agriculture / food security risk mitigation, response, and recovery plans.
  - Develop public / private sector partnership emergency response, assessment, and resource sharing plans.
  - Develop or update local or regional communications plans.
  - Development of plans to support and assist special needs jurisdictions, such as port authorities and rail and mass transit agencies.
  - Development or enhancement of continuity of operations and continuity of government plans.
  - Development or enhancement of existing catastrophic incident response and recovery plans to include and integrate federal assets provided under the National Response Plan.

**Develop and enhance plans and protocols, including but not limited to:**

- Develop or enhance emergency operations plans and operating procedures.
- Develop terrorism prevention / deterrence plans.
- Develop plans, procedures, and requirements for the management of infrastructure and resources related to HSGP and implementation of State or Urban Area Homeland Security Strategies.
- Develop or enhance border security plans.
- Develop or enhance cyber security plans.
- Develop or enhance cyber risk mitigation plans.

**Develop or conduct assessments, including but not limited to:**

- Conduct point vulnerability assessments at critical infrastructure sites / key assets and develop remediation / security plans.
- Conduct cyber risk and vulnerability assessments.
- Conducting assessments and exercises of existing catastrophic incident response and recovery plans and capabilities to identify critical gaps that cannot be met by existing local and state resources.
- Activities which directly support the identification of specific catastrophic incident priority response and recovery projected needs.
- Activities which directly support the identification and advance preparation of predesignated temporary housing sites; for example:

- Conducting assessments and studies to identify qualified candidate sites.
- Obtaining accurate site surveys and existing utility information.
- Coordinating zoning requirements and necessary permits and / or waivers.
- Coordinating environmental impact requirements related to a selected site.
- Coordinating historic preservation requirements related to a selected site.

(usually 40 hours). Further, overtime payments are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable.

Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.

2. Travel. Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for attending ODP-sponsored courses. These costs must be in accordance with either the federal or an organizationally approved travel policy.

## **ALLOWABLE TRAINING COSTS**

Allowable training-related costs include overtime and backfill costs associated with attendance at ODP-sponsored and approved CBRNE, cyber security, NIMS, ICS, and NRP training courses and specific equipment-related training for previously purchased or currently requested CBRNE response equipment.

Grantees who wish to use grant funds to support attendance at non-ODP sponsored training, must receive approval from ODP prior to using funds for this purpose. Grantees using funds to attend non-ODP courses will be required to report the number of individuals trained, by discipline and course level, in their semi-annual strategy implementation reports.

Allowable training-related costs include:

1. Overtime and backfill funding for emergency preparedness and response personnel attending ODP-sponsored and approved training classes. Payment of overtime expenses will be for work performed by grant-funded employees in excess of the established work week

## **ALLOWABLE EXERCISE COSTS**

SHSP funds may be used to design, develop, conduct, and evaluate exercises that:

- Train homeland security preparedness, prevention, and response personnel.
- Evaluate prevention and response plans, policy, procedures, protocols, including NIMS and NRP.
- Assess the readiness of jurisdictions to prevent and respond to terrorist attacks.

## ALLOWABLE EQUIPMENT COSTS

Funds for equipment must be used to enhance the capabilities of state and local emergency response agencies. State agencies and local units of government may acquire advanced levels of responder equipment in the following 21 categories:

1. Personal Protective Equipment (PPE)
2. Explosive Device Mitigation and Remediation Equipment
3. CBRNE Operational and Search and Rescue Equipment
4. Information Technology
5. Cyber Security Enhancement Equipment
6. Interoperable Communications Equipment
7. Detection Equipment
8. Decontamination Equipment
9. Medical Supplies and Limited Types of Pharmaceuticals
10. Power Equipment
11. CBRNE Reference Materials
12. CBRNE Incident Response Vehicles
13. Terrorism Incident Prevention Equipment
14. Physical Security Enhancement Equipment
15. Inspection and Screening Systems
16. Agricultural Terrorism Prevention, Response, and Mitigation Equipment
17. CBRNE Prevention and Response Watercraft
18. CBRNE Aviation Equipment
19. CBRNE Logistical Support Equipment
20. Intervention Equipment
21. Other Authorized Equipment

Additional information on allowable equipment is provided in Appendix A and [www.rkb.mipt.org](http://www.rkb.mipt.org)

## ALLOWABLE ADMINISTRATIVE COSTS

No more than 2.5 percent of the total amount allocated to units of local government may be used for administrative purposes.

Allowable administrative expenditures may include:

- Hiring of full-time or part-time staff or contractors / consultants to assist with the management of the FY 2005 SHSP.
- Hiring of full-time or part-time staff or contractors / consultants to assist with the implementation and administration of the State Homeland Security Strategy.
- Travel expenses.
- Meeting-related expenses (for a complete list of allowable meeting-related expenses, please review the OJP Office of the Comptroller (OC) Financial Guide at <http://www.ojp.usdoj.gov/FinGuide>).
- Acquisition of authorized office equipment including personal and laptop computers, printers, LCD projectors, and other equipment or software which may be required to support the implementation of the homeland security strategy.
- Recurring fees / charges associated with certain equipment, such as cell phones, faxes, etc.
- Leasing and / or renting of space for **newly** hired personnel to administer the SHSP.

# FISCAL YEAR 2005 LAW ENFORCEMENT TERRORISM PREVENTION PROGRAM (LETPP)

The FY 2005 LETPP seeks to provide law enforcement agencies with enhanced capabilities for detecting, deterring, disrupting, and preventing acts of terrorism. The FY 2005 LETPP will provide law enforcement agencies with funds for the following activities:

## AUTHORIZED PROGRAM EXPENDITURES

1. **Information Sharing to Preempt Terrorist Attacks.** These funds will allow law enforcement agencies to purchase equipment and support efficient and expeditious sharing of information and intelligence that could preempt possible terrorist attacks.
2. **Target Hardening to Reduce Vulnerability.** Funds provided under this category will allow law enforcement communities to make vulnerable targets more resistant to attack or more difficult to remove or damage.
3. **Threat Recognition.** Funds provided under this category will allow law enforcement personnel to purchase equipment and conduct additional training that assists in further recognizing the potential or development of a threat.
4. **Intervention Activities.** Funds provided under this category will allow law enforcement personnel to purchase equipment and conduct activities to further enhance their

capabilities to prevent domestic terrorism incidents.

5. **Interoperable Communications.** Funds provided under this category will allow law enforcement personnel to purchase equipment to ensure interoperable communications between, and among, law enforcement agencies and other emergency service disciplines such as fire and emergency management.

Law enforcement agencies who wish to acquire equipment or capability for use in gathering, analysis or retaining criminal intelligence information related to domestic or international terrorism must demonstrate connectivity to the Oregon Terrorism Intelligence Center (ORTIC). The ability to demonstrate such connectivity is a prerequisite for funding consideration.

## ALLOWABLE PLANNING COSTS

The state will facilitate all contracts for planning-related services that are identified in grant applications. Applicants who wish to receive funding for eligible planning projects must agree to allow the state to maintain any approved funding for contract services as allowed by the FY 2005 guidance.

The state will prepare an agreement that the unit of local government will sign to authorize the state to maintain the funding and facilitate the contractor / consultant portion of the proposed project. These funds would be earmarked from the 80 percent local share of the FY 2005 allocation. While ensuring consistency among planning products, this will also reduce the heavy search for multiple contractors and consultants.

The state will facilitate an RFP process in which the approved unit of local government will participate and assist with the creation of a scope of work, review, and approval of service providers. Approved units of local government will also assist in the review of reports, overall project direction, and financial review.

Other costs such as grant administration, travel, workshops, meetings, staff, etc., may be provided directly to the applicant based on the proposed projects through reimbursement requests.

LETPP funds may be used for a range of law enforcement terrorism prevention planning activities, including the following:

- Development of and planning for information/ intelligence sharing groups.
- Conducting point vulnerability analyses and assessments.
- Soft target security planning (public gatherings).
- Develop border security operations plans in coordination with Customs and Border Protection (CBP).
- Developing, implementing and reviewing Area Maritime Security Plans for ports, waterways, and coastal areas.
- Updating and refining threat matrices.
- Designing and developing state and local geospatial data systems.
- Costs associated with the implementation and adoption of NIMS.
- Developing related critical infrastructure terrorism prevention activities including:

- Planning for enhancing security during heightened alerts, during terrorist incidents, and/or during mitigation and recovery.
- Public information/education: printed and electronic materials, public service announcements, seminars/town hall meetings, web postings.
- Citizen Corps activities in communities surrounding critical infrastructure sites, to include Neighborhood Watch, Volunteers in Police Service, and other opportunities for citizen participation.
- Evaluating Critical Infrastructure Protection security equipment and / or personnel requirements to protect and secure sites.

## **ALLOWABLE OPERATIONAL ACTIVITIES**

In support of FY 2005 LETPP efforts to provide law enforcement communities with enhanced capabilities for detecting, deterring, disrupting, and preventing acts of terrorism, states and local governments may use LETPP funds to support select operational activities. No more than **25%** of the gross amount of the LETPP award may be used for the operational expenses and overtime costs for the organizational activities noted below.

These funds may be used for the following three operational activities:

1. Grantees and subgrantees may use LETPP funds for select operational expenses associated with increased security measures at critical infrastructure sites, incurred during

time periods of DHS-declared **Orange Alert**. Funds may only be used in the following authorized categories:

- Backfill and overtime expenses for staffing state or local EOCs.
- Hiring of contracted security for critical infrastructure sites.
- Public safety overtime.
- National Guard deployments to protect critical infrastructure sites, including all resources that are part of the standard National Guard deployment package.
- Increased border security activities in coordination with CBP.

Consumable costs, such as fuel expenses, are not allowed except as part of the standard National Guard deployment package.

2. Overtime costs are also allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security. This includes activities such as anti-terrorism task forces, JTTF, Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), and TEW groups.

3. Hiring of contractors/consultants for participation in information/intelligence sharing groups or intelligence fusion center.

Funding may not be used to supplant ongoing, routine public safety activities of state and local law enforcement, and may not be used to hire staff for operational activities or backfill.

## **ALLOWABLE TRAINING COSTS**

LETPP funds may be used for a range of law enforcement terrorism prevention related training activities to enhance the capabilities of state and local personnel, including the following:

- Training courses on building information sharing capacities.
- Training that includes methods of target hardening.
- Training for facility security personnel.
- Training for vessel and port law enforcement security personnel recognition of CBRNE threats.
- NIMS training.
- Weaponization of CBRNE agents.
- History of terrorism and social environments contributing to threats.
- Surveillance and counter-surveillance techniques.
- Identifying/assessing critical infrastructure assets, vulnerabilities, and threats.
- Intelligence analysis.
- Cyber security protective measures training.
- Multi-cultural training for undercover operations.
- Language training.
- Joint training with other homeland security entities (U.S. Secret Service, Customs and Border Protection, etc.).
- Training on the use of interoperable communications equipment.
- Critical Infrastructure Protection training.
- Training associated with the collection, analysis, mapping, integration, and dissemination of geospatial data and imagery.
- Geospatial database use, design, development, and management training.

- Agricultural / food security-related training.
- Training for citizens in terrorism awareness and for volunteer participation to support law enforcement activities.

Grantees who wish to use grant funds to support attendance of and / or development of non-ODP sponsored training, must receive approval from ODP prior to using funds for this purpose. Where an ODP sponsored and approved training course or module addresses an allowable training activity enumerated above, states and local jurisdictions are encouraged to adopt the ODP program of instruction, or ensure that materials developed using funds from this program comport with the ODP training.

In addition, allowable training-related costs include:

- Overtime and backfill funding for emergency preparedness and response personnel attending ODP-sponsored and approved training classes. Payment of overtime expenses will be for work performed by grant funded employees in excess of the established work week (usually 40 hours). Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.
- Training Workshops and Conferences. Grant funds may be used to plan and conduct training workshops or conferences to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and training plan development.

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

- Travel. Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the training project(s) or for attending ODP-sponsored courses. These costs must be in accordance with either the federal or an organizationally approved travel policy.
- Supplies. Supplies are items that are expended or consumed during the course of the planning and conduct of the training project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).
- Other Items. These costs include the rental of space / locations for planning and conducting training, badges, etc.

## **ALLOWABLE EXERCISE COSTS**

LETPP funds may be used to design, develop, conduct, and evaluate terrorism prevention related exercises, including the following:

- Exercises to evaluate the effectiveness of information sharing plans, policies, procedures and protocols.
- Exercises to evaluate NIMS implementation.
- Exercises to evaluate facility and / or vessel security protection.
- Exercises to evaluate area maritime security protection.
- Exercises to evaluate threat recognition capabilities.
- Exercises to evaluate cyber security capabilities.
- Exercises to evaluate. Agricultural / food security capabilities.
- Exercises to evaluate prevention readiness and techniques.
- “Red Team” (force on force) exercises.
- Interoperable communications exercise.
- Critical infrastructure vulnerability, protection, and / or attack exercises.

## **ALLOWABLE EQUIPMENT COSTS**

The following list is intended as a guide. Authorized equipment purchases may be made in the following categories:

1. Personal Protective Equipment (PPE)
2. Explosive Device Mitigation and Remediation Equipment
3. CBRNE Operational and Search and Rescue Equipment
4. Information Technology
5. Cyber Security Enhancement Equipment
6. Interoperable Communications Equipment
7. Power Equipment
8. CBRNE Reference Materials
9. CBRNE Incident Response Vehicles
10. Terrorism Incident Prevention Equipment
11. Physical Security Enhancement Equipment
12. Inspection and Screening Systems
13. CBRNE Prevention and Response Watercraft
14. CBRNE Logistical Support Equipment
15. Intervention Equipment
16. Other Authorized Equipment

Additional information on allowable equipment is provided in Appendix A and [www.rkb.mipt.org](http://www.rkb.mipt.org)

## ALLOWABLE ADMINISTRATIVE COSTS

No more than 2.5 percent of the total amount allocated to units of local government may be used for administrative purposes.

The following is a list of allowable administrative costs:

- Hiring of full-time or part-time staff or contractors / consultants to assist with the management of LETPP FY 2005.
- Hiring of full-time or part-time staff or contractors / consultants to assist with the implementation and administration of the State Homeland Security Strategy.
- Travel expenses.
- Meeting-related expenses (for a complete list of allowable meeting-related expenses, please review the OJP Office of the Comptroller (OC) Financial Guide at <http://www.ojp.usdoj.gov/FinGuide>).
- Acquisition of authorized office equipment including personal and laptop computers, printers, LCD projectors, and other equipment or software which may be required to support the implementation of the homeland security strategy.
- Recurring fees / charges associated with certain equipment, such as cell phones, faxes, etc.
- Leasing and / or renting of space for **newly** hired personnel to administer the LETPP.

## FISCAL YEAR 2005 CITIZEN CORPS PROGRAM (CCP)

FY 2005 CCP funds will be used to support Citizen Corps Councils with all-hazards planning, public education and communication, training, exercises, equipment, management of Citizen Corps programs and activities, and equipping volunteers who have a role in disaster response. The FY 2005 Citizen Corps funds provide resources for states and local communities to:

- Bring together the appropriate leadership to form and sustain a Citizen Corps Council.
- Develop and implement a plan for the community to engage all citizens in hometown security, community preparedness, and family safety, and incorporate citizen participation in existing plans and activities.
- Conduct public education and outreach in order to inform the public about their role in crime prevention, mitigation, emergency preparedness for all hazards, and public health measures, including bioterrorism, and to encourage personal responsibility and action.
- Develop and implement Citizen Corps programs offering training and volunteer opportunities to support emergency management and emergency responders, disaster relief organizations, and community safety efforts, to include: Community Education Response Teams (CERT), Neighborhood Watch, Volunteers in Police Service (VIPS), Medical Reserve Corps (MRC), Fire Corps, and Citizen Corps affiliates.
- Enable citizens to participate in exercises and receive training and equipment.

Expenditures must advance the Citizen Corps mission to have everyone participate in hometown security through preparedness, training, and volunteer service. In addition to HSGP funding, state and local governments are encouraged to consider all sources of funding, to include private sector funding, to leverage existing materials, to pursue economies of scale and economies of scope in pursuing this mission, and to make expenditures that benefit multiple programs.

### ALLOWABLE PLANNING COSTS

CCP funds may be used for a range of planning activities, including the following:

1. **Establish and / or enhance Citizen Corps Councils, to include planning and evaluation.** Costs associated with activities to develop and implement a state, regional, local, or tribal Citizen Corps all-hazards strategic plan to engage all the full community in hometown security. Citizen Corps implementation plans are not required to be submitted to ODP, but rather are essential tools to guide new and existing Citizen Corps Councils in achieving their goals and objectives for the community. Citizen Corps implementation plans should include:
  - Evaluate the community's existing all-hazards plans, vulnerabilities, needs, and citizen preparedness and participation.
  - Implement Citizen Corps programs at the community level to support local emergency responders, which include CERT, MRC, Neighborhood Watch, VIPS,

Fire Corps, and affiliate programs.

- Conduct public education campaigns, including promoting the Ready.gov preparedness message.
- Provide training for citizens, trainers, and Council members.
- Develop targeted outreach for all ages, ethnic and cultural groups persons with disabilities, and special needs populations.
- Provide opportunities for volunteers with special skills and interests.
- Ensure residents are connected to emergency alert systems.
- The use of citizens / volunteers for surge capacity.
- Organize special projects and community events.
- Encourage cooperation and collaboration among community leaders.
- Cross-leverage Citizen Corps programs.
- Leverage existing resources, such as SHSP, UASI, and other DHS programs, Special Volunteer Grants from the Corporation for National and Community Service, or those issued at the community level, to include private sector funding.
- Capture smart practices, and evaluate and report accomplishments.

In addition, efforts to include public communication and citizen participation in jurisdiction plans, such as EOPs, and to have citizen advocates sit on existing

advisory councils and task forces is allowable.

It is also critical to evaluate the impact of Citizen Corps Councils and Citizen Corps programs have on the community. Expenditures to evaluate Citizen Corps Council programs and activities is allowable, to include assessing the effectiveness in engaging citizens, the impact on the community safety and quality of life, and a cost / benefit analysis.

## 2. **Public Education / Outreach.**

Citizen Corps Councils may develop or reproduce public education and outreach materials to educate and engage the public; conduct outreach and hold community events; and develop alerts, warning, and communications systems to the public, to include tailored materials and communications to special needs populations.

Allowable expenditures include materials to support a public awareness campaign, media coverage, outreach activities, and public events, such as: public safety announcements; printed advertising; billboards; promotional flyers; booth displays; conference backdrops; podium signs; recognition pieces for Citizen Corps participants; informational buttons, pins, key chains, clothing, badges, and magnets; newsletters, posters, buck slips; and other materials that either educate the public, encourage the public to participate, or recognize and support Citizen Corps partners and participants. All materials must include the Citizen Corps logo whenever possible.

## 3. **Citizen Participation / Volunteer Programs.** One of the goals for Citizen Corps Councils is to provide volunteer service opportunities

across all emergency prevention, preparedness and response disciplines, for community safety efforts, and for disaster relief. Citizen Corps funding may be used to establish or enhance volunteer program and volunteer recruitment efforts for Neighborhood Watch, CERT, VIPS, MRC and Fire Corps; for the Citizen Corps affiliate programs; for other homeland security efforts at the state and local level; for outreach and training activities; and to support the Citizen Corps Council.

To assist local communities with engaging volunteers, Citizen Corps funds may be used for costs including but not limited to:

- Recruiting.
- Screening / assessing.
- Training.
- Retaining / motivating.
- System to track activities and participants (in compliance with applicable privacy laws).
- Recognizing.
- Evaluating volunteers.
- Purchase of or subscription to identification / credentialing systems to support the tracking of volunteers.

## **ALLOWABLE TRAINING COSTS**

Training is a central component of the Citizen Corps mission and training funding by these grants can include all-hazards safety such as emergency preparedness; basic first aid; life saving skills; crime prevention and terrorism awareness; public health issues; mitigation / property damage prevention; safety in the home; Community Education Response Teams (CERT); search and rescue skills; principles of NIMS / ICS, community relations,

volunteer management; any training necessary to participate in volunteer activities; or other training that promotes community safety.

Training should be delivered in venues throughout the community, to include schools, neighborhoods, places of worship, private sector, NGO, and government locations with specific consideration to include all ages, ethnic and cultural groups, persons with disabilities, and special needs populations. Jurisdictions are also encouraged to incorporate non-traditional methodologies such as the Internet, distance learning, home study, and to leverage existing training provided via educational / professional facilities. Pilot courses and innovative approaches to training citizens are encouraged.

Instruction for trainers and training to support the Citizen Corps Council members in their efforts to manage and coordinate the Citizen Corps mission is also an allowable use of the FY 2005 Citizen Corps funding.

Allowable costs include:

- Instructor preparation and delivery time (to include overtime costs).
- Hiring of full or part-time staff or contractors / consultants to assist with conducting the training and / or managing the administrative aspects of conducting the training.
- Quality assurance and quality control of information.
- Creation and maintenance of a student database.
- Rental of training facilities.
- Printing course materials to include instructor guides, student manuals, brochures, certificates, handouts, newsletters and postage (although preference is for an electronic

newsletter with email addresses as part of the database unless the individuals or areas to be served have limited access to electronic communications).

- Course materials specific to the subject matter, such as instructor guides, student manuals, bandages, gloves, fire extinguishers, mannequins.
- Outfitting trainees and volunteers with program related materials and equipment, e.g. issuing CERT kits, credentials / badges, identifying clothing.

### **ALLOWABLE EXERCISE COSTS**

Exercises specifically designed for or to include citizens are allowable activities and may include testing public warning systems, evacuation / shelter in place capabilities, family / business preparedness, and participating in table-top or full scale emergency responder exercises at the local, state, or national level, to include TOPOFF. Examples of appropriate volunteer citizen support for emergency preparedness and response exercises include, but are not limited to, assisting with planning the exercise, implementation, to include CERT participation, back filling non-professional tasks for first responders deployed on exercise, administrative and logistical assistance with exercise implementation, and providing simulated victims, press, and members of the public; and participating in the after-action review.

Allowable costs include the costs associated with design, development, and conduct of exercises specifically for citizens or to support the citizen component of emergency responder exercises, to include preparing and debriefing citizens regarding their role in the exercise.

### **ALLOWABLE EQUIPMENT COSTS**

Allowable equipment costs include: equipment related to specific training or volunteer assignments and outfitting trainees and volunteers with program-related materials and equipment, e.g. issuing Community Education Response Teams (CERT) kits, credentials / badges, and identifying clothing.

## ALLOWABLE ADMINISTRATIVE COSTS

No more than 2.5 percent of the total amount allocated to units of local government may be used for administrative purposes.

The following is a list of allowable administrative costs:

- Hiring of full-time or part-time staff or contractors / consultants to assist with the management of CCP FY 2005.
- Hiring of full-time or part-time staff or contractors / consultants to assist with the implementation and administration of the State Homeland Security Strategy.
- Travel expenses.
- Meeting-related expenses (for a complete list of allowable meeting-related expenses, please review the OJP Office of the Comptroller (OC) Financial Guide at <http://www.ojp.usdoj.gov/FinGuide>).
- Acquisition of authorized office equipment including personal and laptop computers, printers, LCD projectors, and other equipment or software which may be required to support the implementation of the homeland security strategy.
- Recurring fees / charges associated with certain equipment, such as cell phones, faxes, etc.
- Leasing and / or renting of space for **newly** hired personnel to administer the LETPP.

## APPLICATION GUIDELINES

**Applicants are required to submit a collaborative countywide or larger regional response to this application. Only ONE application will be accepted from each county.**

The Criminal Justice Services Division will continue to subgrant awards to eligible individual agencies once the application has been approved; however, for purposes of this application process you are required to submit one coordinated countywide or larger regional application.

## PRIORITIES FOR FUNDING

At the direction of the Governor's Office and the Oregon Office of Homeland Security, priorities for funding include projects that emphasize planning, training, and exercises in addition to equipment procurement. Applicants are strongly encouraged to develop a holistic approach in identifying distinct projects. In the past, applications were heavily focused on equipment procurement; now initiatives are in place to promote projects that have thoughtfully integrated planning, training, and exercise needs in addition to equipment requests.

As in previous years, the review board has prioritized personal protective, communications, decontamination, and detection equipment.

Consistently denied items include:

- SCBAs requested by fire departments
- Explosive Device Mitigation equipment for personnel outside of FBI approved bomb squads
- Equipment intended for general use (i.e., not CBRNE specific) or equipment already required by virtue of the occupation (i.e. bulletproof

vests for law enforcement, turn out gear for fire)

- Equipment not supported or well justified in the program narrative

## COMMUNICATION PLANS

Applicants interested in enhancing or creating radio communications capabilities must clearly identify that they have a written and promulgated communication strategy and plan. Jurisdictions without a written and promulgated plan will **not** be provided funding for communications equipment.

## APPLICATION FORMAT

Applications must not exceed 50 pages, exclusive of the Cover Sheet(s) and appendices. The total of all appendices must not exceed ten pages. The budget may be submitted as an appendix; however, no other part of the Program Narrative Section may be submitted as an appendix. At a maximum, your completed grant application must not exceed 60 pages, exclusive of the Cover Sheet(s).

Applications must be typed in a standard **12-point** typeface on single-sided, 8 ½ by 11-inch paper, **double-spaced, with one-inch margins.** Itemized lists / bulleted items MAY be single-spaced.

You must provide one original and fifteen copies of the application (16 total).

## COVER SHEET

The Cover Sheet provides identifying information and must be completed in full as shown on page 28. A Cover Sheet must be completed for every agency included in the grant application.

## PROGRAM NARRATIVE SECTION

### Part One: Coordination

In this section applicants must:

- 1) Briefly describe the county / region WMD / terrorism plan or annex.
  - a) What level of government is the plan based?
  - b) What is the title of the plan?
  - c) What is the promulgation date of the plan?
  - d) Does the plan address:
    - i) Prevention Yes/No
    - ii) Preparation Yes/No
    - iii) Response Yes/No
    - iv) Recovery Yes/No
- 2) Does the county / region have a coordinated strategy for WMD / terrorism response?
  - If so, provide a list of the identified priorities for the county / region.
  - If not, describe your coordination/ collaboration for this application.
- 3) Does the county / region have written mutual aid agreements for the following disciplines?
  - a) Fire Yes/No
  - b) Law Enforcement Yes/No
  - c) EMS Services Yes/No
  - d) Decontamination Yes/No
  - e) USAR Yes/No
  - f) Public Health Yes/No
  - g) Technical Rescue Yes/No
  - h) Heavy Rescue Yes/No
  - i) MMRS Yes/No
  - j) SWAT Yes/No
  - k) Bomb Squad Yes/No
  - l) Other: Describe

### Part Two: Project Description

Changes to federal reporting guidelines now require grant funds to be linked to one or more specific **projects** that address critical resource gaps identified by the state and local homeland security assessments, which in turn must support specific goals and objectives in the State Homeland Security Strategy and, where appropriate, the Urban Area Homeland Security Strategy. This process requires the grantee to trace the application of these funds to a more detailed level, including the projects and disciplines impacted by the funding.

Suggested projects include:

- Assess vulnerability of and harden critical infrastructure.
- Build / enhance a pharmaceutical stockpile and distribution network.
- Develop / enhance interoperable communications systems.
- Enhance capability to support international border and waterway security.
- Establish / enhance a public health surveillance system.
- Establish / enhance a terrorism intelligence / early warning system, center, or task force.
- Establish / enhance agro-terrorism preparedness capabilities.
- Establish / enhance Citizen Corps Councils.
- Establish / enhance citizen emergency preparedness awareness campaign.
- Establish / enhance cyber security program.
- Establish / enhance emergency operations center.

- Establish / enhance explosive ordinance disposal units / bomb squads.
- Establish / enhance public-private emergency preparedness program.
- Establish / enhance regional response teams.
- Establish / enhance sustainable homeland security exercise program.
- Establish / enhance sustainable homeland security training program.
- Other (if projects above do not apply).

**All projects must support specific goals and objectives in the State Homeland Security Strategy and / or Urban Area Homeland Security Strategy.**

In this section applicants must:

- 1) Identify the specific State and / or Urban Area Homeland Security Strategy goal(s) supported by the project. Goals and objectives should be identified exactly as they are written in the Strategy (see Appendix D).
- 2) Briefly describe each proposed project:
  - a) Identify the name of the project from the list provided above or develop your own project.
  - b) Identify the project participants and the project beneficiaries.
  - c) What is the purpose of the project?
  - d) What gap or need is the project addressing?
  - e) What is the timeline for project completion?
- 3) Identify the equipment, planning, exercise and / or training being requested, and identify the specific staff / position, function, or facility

within your agency that will receive the equipment or participate in the planning, training, or exercises.

**NOTE:** Projects requesting communications equipment **MUST** have a written and promulgated communications plan. Jurisdictions without a written and promulgated plan will **not** be provided funding for interoperable communications equipment.

- 4) For **equipment** requests:
  - a) Describe how the equipment will be available for use during a regional or mutual aid response (if applicable).
  - b) Where the equipment will be distributed / stored.
  - c) How your agency will ensure purchased equipment will be interoperable with those of other agencies (if applicable).
  - d) How you intend to maintain the equipment.

With the exception of new categories recently added to the list of allowable equipment expenses, requests must be consistent with reported responses to the statewide Needs Assessment.

- 5) For **planning** requests, describe the type of plan or protocol you will develop and how the plan will support the State or Urban Area Homeland Security Strategy
- 6) For **training** requests, identify the training course, who will attend, and how the training will support the State or Urban Area Homeland Security Strategy.
- 7) For **exercise** requests, identify the participants and describe the scenario and / or plan you will

exercise and how you will evaluate the exercise.

- 8) **FOR the LETPP, applicants must further provide** program information describing the proposed program (information sharing, target hardening, threat recognition, intervention, or interoperable communications) including program activities and operations paid in full, or in part, with grant funds. Identify the target population for the proposed program and describe who will implement the program including the training and experience of existing (or intended) program staff.

### Part Three: Goals and Objectives

This section is intended to provide information specific to your project.

- 1) Enter at least one primary **goal** for your identified project(s).
- 2) Enter at least one primary and one secondary **objective** for your identified project(s).
- 3) Enter at least one **performance measure** for each identified objective with proposed timelines.

You will be expected to provide updates on progress made in reaching the identified goals, objectives, and performance measures in your semi-annual progress reports.

### Part Four: NIMS Compliance

Describe your efforts to implement the NIMS including a brief description of steps taken towards:

- 1) Incorporating NIMS into existing training programs, exercises, and Emergency Operations Plans (EOP).
- 2) Establishing a NIMS baseline by determining which NIMS requirements are already satisfied.

- 3) Promoting mutual aid agreements.
- 4) Institutionalizing the use of the Incident Command System (ICS).
- 5) Completing the NIMS Awareness Course: "National Incident Management System, An Introduction" IS 700.
- 6) Formally recognizing the NIMS and adopting the NIMS principles and policies.
- 7) Establishing a timeframe and developing a strategy for full NIMS implementation.

### Part Five: Identification of Available Resources

Applicants must identify:

- 1) Other federal grants or state or local funds currently earmarked for agency use towards CBRNE or cyber terrorism incident prevention, mitigation, or response.
- 2) Other resources available that may be used to prevent, mitigate, or respond to CBRNE or cyber terrorism incidents. Include personnel / equipment available through mutual aid and equipment available from state or federal sources in the local area.
- 3) Other grant programs you are applying for to obtain CBRNE or cyber terrorism equipment, planning, or training.

### Part Six: Budget

Each project identified in your application must have its own unique budget. A sample budget format is shown on page 27.

You must prioritize projects for funding. Given limited funding, your prioritization assists review board members in the evaluation process.

For **equipment** requests include:

- 1) The equipment category (for SHSP and UASI there are 21 eligible categories, for LETPP there are 16).
- 2) The specific equipment broken down by item, unit cost, and quantity.
- 3) Which discipline will receive the equipment (law enforcement, fire, HazMat, public works, public health, emergency management, etc.) and / or which specific unit will receive the equipment. Identify both the number of employees in the unit and of those, how many are receiving the equipment.
- 4) For **training** requests, the budget must also:
  - a) Specify who will attend the training (by discipline and function).
  - b) Include a line-item breakdown of expenses

Applicants must demonstrate that the user's training is at a level that complies with applicable regulatory standards for the equipment requested and the agency is prepared to 1) provide initial and on-going training and 2) maintain the equipment.

- 5) For **planning and exercise** requests, include a line-item breakdown of expenses (personnel, contractual services, travel, supplies, rent, and utilities).

## UNALLOWABLE COSTS

Federal limitations prohibit the use of grant funds for:

1. Land acquisition.
2. General purpose vehicles (squad cars, executive transportation)

3. General-use software, general use computers and related equipment other than for allowable administrative activities.
4. Weapons systems and ammunition.
5. Vehicle licensing fees.
6. Construction and renovation is generally prohibited. Construction and renovation shall be strictly limited and allowable when it is a necessary component of a security system at critical infrastructure facilities.
7. Hiring of public safety personnel.

## APPLICATION DUE DATE

**One original and fifteen copies** (16 total) of the application must be received by the Criminal Justice Services Division no later than 5:00 PM (PST), Thursday, **March 3, 2005.**

Applicants are fully responsible for the timely delivery of grant applications to CJSD. Late applications, facsimile copies, or modifications to an original application to meet the mandatory requirements will not be accepted.

**Mailing and Hand-Delivery Address**  
**Oregon Office of Homeland Security**  
**Criminal Justice Services Division**  
**4760 Portland Road NE**  
**Salem, Oregon 97305**  
**Phone: (503) 378-4145**

## APPLICATION EVALUATION

Representatives from a statewide working group will conduct a comprehensive, fair, and impartial evaluation of the responses received to this solicitation. CJSD will conduct an initial review of applications to determine whether the proposal meets the RFP

minimum qualifications. The applicant's failure to comply with the instructions or to submit a complete proposal will result in it being deemed non-responsive.

Applications will be deemed non-responsive for the following reasons:

1. Late applications. Applications must be **received (not post-marked) by 5:00 PM Thursday, March 3, 2005**.
2. Excessive page length or incorrect formatting that, if corrected, would exceed the page limit.
3. Missing or incomplete Cover Sheet(s) or Program Narrative Section (Parts One to Six).

Only those applications meeting eligibility criteria and determined to be responsive to the minimum qualifications will be considered for further evaluation.

Funding decisions will be based on:

1. Applicant's standing based on the statewide Needs Assessment
2. Overall response to the Program Narrative Section. Specifically, how well distinct and holistic projects have been identified and whether projects are consistent with the State or UASI homeland security strategy.
3. How well the application supported the project and the need for the requested items.

In addition, the State Interoperability Executive Council has developed recommended criteria for the review of proposals requesting interoperable communications equipment. Grant applications will be scored against these criteria, which may be found in Appendix C.

## DURATION OF GRANT

Successful applicants will be awarded a grant for a period of 21 months commencing April 1, 2005 and ending December 31, 2006.

## SUSPENSION or TERMINATION of FUNDING

The Criminal Justice Services Division may suspend or terminate funding, in whole or in part, or impose other measures for any of the following reasons:

- Failing to make satisfactory progress toward the goals, objectives, or strategies set forth in the grant proposal.
- Failing to follow grant agreement requirements or standard or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- Filing a false certification in this application or other report or document.

Before taking action, the Criminal Justice Services Division will provide the grantee with reasonable notice of intent to impose measures and will make efforts to resolve the problem informally.

## SEMI-ANNUAL PROGRESS REPORTS

Applicants will be required to submit two types of reports: 1) semi-annual narrative progress reports that contain specific information regarding the activities carried out under the FY 2005 Homeland Security Grant Program and how they address the goals and objectives of the state or UASI homeland security strategy, and 2) web-based aggregate level data information on project implementation entered into an electronic web-based template. These reports are captured via the Initial Strategy Implementation Plan and semi-annual Biannual Strategy Implementation Report.

## REQUESTS FOR REIMBURSEMENT

Reimbursements will only be made for actual expenses. Reimbursements will be made on a semi-annual basis unless otherwise agreed between CJSD and the grantee. All requests for reimbursement must include supporting documentation to substantiate claimed expenses. Accurate and clear expenditure information will be required before reimbursement is made. Reimbursements are made only for equipment purchased and / or services performed during the grant period. Payments will be withheld if any Progress Report is outstanding.

## REPORTING DUE DATES

The Initial Strategy Implementation Plan (ISIP), Biannual Strategy Implementation Report (BSIR), semi-annual progress reports (PR) and Requests for Reimbursement (RFR) are due on the following dates:

<u>Reporting Period</u>	<u>Date Due</u>	<u>Report Due</u>
04/01/2005	04/01/2005	ISIP
04/01/2005-09/30/2005	10/31/2005	RFR
04/02/2005-06/30/2005	07/15/2005	BSIR
07/01/2005-12/31/2005	01/17/2006	BSIR, PR
10/1/2005-12/31/2005	01/31/2006	RFR
01/01/2006-03/31/2006	04/30/2006	RFR
01/01/2006-06/30/2006	07/18/2006	BSIR, PR
04/01/2006-06/30/2006	07/31/2006	RFR
07/01/2006-09/30/2006	10/31/2006	RFR
07/01/2006-12/31/2006	01/15/2007	BSIR, PR
10/1/2006-12/31/2006	01/31/2007	RFR
90 days after grant		Final BSIR, Final PR

## DRUG-FREE WORK PLACE, DEBARMENT, AND LOBBYING

Grantees must agree to certain conditions required by federal law. These conditions include: maintenance of a drug-free workplace; prohibition against allowing persons debarred or suspended from receiving grant funds; and prohibition from using funds for lobbying Members of Congress.

## **SERVICES TO LIMITED ENGLISH PROFICIENT (LEP) PERSONS**

Recipients of ODP financial assistance are required to comply with several federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services. National origin discrimination includes discrimination on the basis of limited English proficiency.

To ensure compliance with Title VI, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. For additional information, please see <http://www.lep.gov>.

# SAMPLE BUDGET FORMAT

## STATE HOMELAND SECURITY PROGRAM (SHSP)

### Project One: Enhance countywide interoperable communications system

Equipment Category	Item	Quantity	Unit Cost	Total Cost	Agency	Discipline
Interoperable Communications	Motorola XTS portable radios w/ batteries, charger, case	20	\$4,300	\$86,000	ABC Emergency Management	LE (8), Fire (2), EM (5), PW (5)
Interoperable Communications	VHF base station	1	\$7,300	\$7,300	123 Sheriff's Office	Law Enforcement
Other	Installation costs			\$1,200	123 Sheriff's Office	Law Enforcement
Power Equipment	Generator	1	\$100,000	\$100,000	911 Communications	Dispatch
Interoperable Communications	Satellite phones	3	\$2,886	\$8,858	DEF Fire Department	Fire
<b>Planning / Description of expense</b>				<b>Total Cost</b>	<b>Agency</b>	
Hire contractor to develop countywide communications and interoperability plan-1 year contract				<b>\$32,000</b>	ABC Emergency Management	
<b>PROJECT TOTAL</b>				<b>\$235,358</b>		

### Project Two: Enhance first responder preparedness

Equipment Category	Item	Quantity	Unit Cost	Total Cost	Agency	Discipline
Personal Protective Equipment	CBRNE PAPR	15	\$3,100	\$46,500	DEF Fire Department	Fire
Personal Protective Equipment	NFPA 1994 Class 1 Ensembles w/ gloves & booties	10	\$2,200	\$22,000	DEF Fire Department	Fire (7), HazMat (3)
CBRNE Search and Rescue	Air bag system	1	\$15,000	\$15,000	DEF Fire Department	Fire
Explosive Device Mitigation	EOD Bomb Suit	1	\$14,500	\$14,500	456 Police Department-Bomb Squad	Law Enforcement
Training Category	Item	Number trained	Total Cost		Agency	Discipline
Advanced Incident Command System	Travel and overtime expenses	30 people	\$8,000		XYZ Emergency Management	LE (10), Fire (10), EM (10)
<b>PROJECT TOTAL</b>				<b>\$106,000</b>		

# FY 2005 HOMELAND SECURITY GRANT PROGRAM COVER SHEET

**A COMPLETED COVER SHEET MUST BE SUBMITTED BY EACH COLLABORATING AGENCY**

Program Title: \_\_\_\_\_

County Applicant Agency: \_\_\_\_\_

Collaborating Agency: \_\_\_\_\_

Agency size:

Number of full time employees \_\_\_\_\_ Number of part-time employees \_\_\_\_\_

Number of volunteers \_\_\_\_\_

Population served by agency \_\_\_\_\_ Geographic area served by agency \_\_\_\_\_

as reported by the Population Research Center at Portland State University:

<http://www.upa.pdx.edu/CPRC/publications/annualorpopulation.html>

Federal Funds Requested: \$ \_\_\_\_\_ (SHSP) \$ \_\_\_\_\_ (LETPP)

\$ \_\_\_\_\_ (CCP)

Program Start Date: April 1, 2005

Program End Date: December 31, 2006

Applicant's Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Program Contact/Phone number: \_\_\_\_\_/(\_\_\_\_\_)\_\_\_\_\_

e-mail \_\_\_\_\_ fax number: (\_\_\_\_\_)\_\_\_\_\_

Fiscal Contact/Phone Number: \_\_\_\_\_/(\_\_\_\_\_)\_\_\_\_\_

Applicant Agency Federal Tax Identification Number: \_\_\_\_\_

Authorized Official for the Applicant Agency: \_\_\_\_\_

Signature of authorized official: \_\_\_\_\_

I have reviewed the application and concur with the project prioritization \_\_\_\_\_ (initial)

I have reviewed the application and do not concur with the project prioritization \_\_\_\_\_ (initial)

**APPENDIX A**

**FY 2005 AUTHORIZED  
EQUIPMENT LIST (AEL)**

## Fiscal Year 2005 Authorized Equipment List

The 2005 Authorized Equipment List (AEL) provides information on allowable equipment expenditures for the State Homeland Security Program (SHSP), the Law Enforcement Terrorism Prevention Program (LETPP) and the Citizens Corps Program. Applicants are encouraged to consult the Standardized Equipment List for more detailed information. Note that in some cases, a single AEL item may incorporate multiple SEL items. For example, the AEL lists the NFPA 1994 Class 1 Ensemble as an allowable item. The SEL provides additional detail, listing 14 specific required and optional components. In these cases, a note will be included under the SEL Reference Number to specify exactly which items are included.

Due to the lengthy content, a complete list of eligible items is not provided in this application kit but will be provided in a separate mailing. Complete interactive versions of both the AEL and SEL are available on-line in the Responder Knowledge Base (RKB) at [www.rkb.mipt.org](http://www.rkb.mipt.org). Hard copies of the SEL may be requested at [www.iab.gov](http://www.iab.gov). PDF versions of the SEL are available for downloading in the RKB.

The 2005 AEL is presented in 21 sections, as follows:

1. Personal Protective Equipment (PPE)
2. Explosive Device Mitigation and Remediation Equipment
3. CBRNE Operational and Search and Rescue Equipment
4. Information Technology
5. Cyber Security Enhancement Equipment
6. Interoperable Communications Equipment
7. Detection Equipment
8. Decontamination Equipment
9. Medical Supplies and Limited Types of Pharmaceuticals
10. Power Equipment
11. CBRNE Reference Materials
12. CBRNE Incident Response Vehicles
13. Terrorism Incident Prevention Equipment
14. Physical Security Enhancement Equipment
15. Inspection and Screening Systems
16. Agricultural Terrorism Prevention, Response and Mitigation Equipment
17. CBRNE Response Watercraft
18. CBRNE Aviation Equipment
19. CBRNE Logistical Support Equipment
20. Intervention Equipment
21. Other Authorized Equipment

**APPENDIX B**

**GUIDANCE for the DEVELOPMENT  
OF INTEROPERABLE  
COMMUNICATIONS PLANS**

## Public Safety Communications and Interoperability Guidance

In May 2004, ODP adopted language about grant guidance developed by SAFECOM in an effort to ensure interoperability through the various layers of federal, state and local government. (See ODP Information Bulletin #113.) SAFECOM developed this general grant criteria in concert with representatives of the public safety community in an effort to coordinate the way in which funding is allocated and to maximize the prospects for interoperable communications. **Although this guidance was developed by SAFECOM for a separate grant program, ODP grantees are encouraged to follow the guidelines set forth in the document.**

The intent of the SAFECOM grant guidance is to ensure that the communications equipment being procured will lead to improved multi-disciplinary and/or multijurisdictional interoperable public safety communications. The grant guidance provides a list of questions to be answered in order to demonstrate how the applicants proposed project would enhance interoperability. The guidance also encourages that—where appropriate—applicants purchase equipment that meets standards that have been developed and adopted by the public safety communications community—ANSI/TIA/EIAA-102 Phase 1 (project 25) suite of standards. This recommendation is intended for government-owned or -leased land mobile public safety radio equipment, and its purpose is to make sure that such equipment or systems are capable of interoperating with other public safety land mobile equipment or systems. It is not intended to apply to commercial services that offer other types of interoperability solutions and does not exclude any application if it demonstrates that the system or equipment being proposed will lead to enhanced interoperability. The grant guidance does not propose to preclude funding of non-Project 25 equipment when there are compelling reasons for using other solutions. Absent these compelling reasons, ODP intends that Project 25 equipment will be preferred for digital systems to which the standard applies.

The SAFECOM interoperable communications guidance addresses the following issues:

- Criteria
  - Who Should Be Involved with Public Safety Communications Interoperability
  - Lifecycle of Public Safety Communications Projects
  - Common Public Safety Communications Goals
  - Common Criteria for All Grant Applicants
  - Standards
  - Governance
- Criteria for Public Safety Communications Equipment Grants
  - Building, Upgrading, Enhancing, Replacing and Maintaining Public Safety Communications Systems and Equipment
- Supplemental Criteria for Public Safety Equipment Grants
  - Planning for public safety communication systems
  - Training public safety staff on issues related to emergency response communications
  - Managing public safety communications projects
  - Generic Examples of Linking Disparate Public Safety Communications Systems

The SAFECOM grant guidance materials are available in their entirety on the SAFECOM website (<http://www.safecomprogram.gov>) in the electronic library. (See <http://www.safecomprogram.gov/libresults.cfm?libid=431&secid=3>.) They can also be accessed through ODP Information Bulletin #113, posted on the ODP website at <http://www.ojp.usdoj.gov/odp/docs/bulletins.htm>.

**APPENDIX C**

**STATE INTEROPERABILITY  
EXECUTIVE COUNCIL  
GRANT REVIEW CRITERIA  
and  
GUIDE FOR SHORT TERM  
INTEROPERABILITY**

## Grant Review Criteria

In concert with the State Interoperability Executive Council's (SIEC) mission of statewide mission critical interoperable communications, at their December 2, 2003 regular meeting, the SIEC unanimously approved the following criteria for use in evaluating grant applications. The following recommended criteria are listed in their order of importance:

### Criteria

1. (a) Connection of existing radio systems is the top priority of the SIEC.  
(b) The grant would maximize the actual implementation of interoperability systems and equipment within Oregon's public safety community.
2. (a) Connection of varied disciplines.  
(b) The SIEC's priority for grants is aimed at enhancing interoperability over the replacement of equipment.
3. (a) Enhancements to and/or completion of existing interoperability plans.  
(b) One measure is that multiple agencies or jurisdictions are actively involved in the specific grant request.
4. (a) That newly purchased radios, when installed, will actually contain FCC designated interoperability frequencies.  
(b) Applicants that build in the use by others of their own system or build in elements to accommodate interoperability with the rest of Oregon's public safety community should rate higher than those that propose only internal changes to their system or equipment.
5. (a) That applicant actually identifies, and will program the purchased radios with existing local Mutual Aid frequencies.  
(b) Applications that look to consolidate state communications facilities and that build in capacity to include local government should receive a high priority.
6. Threat Level. The application is to be applied where threat levels against Homeland Security are highest:
  - In high population density areas
  - In areas of significant amounts of critical infrastructure
  - In areas where hazardous materials or events are most likely to be found or to occur:
    - On major highways where transport normally occurs
    - On major waterways where transport normally occurs
    - Where multiple agencies have response duties

- Where a HazMat occurrence would most affect the public and business

7. (a) Digital implementations that will use the Project 25 standards Common Air Interface to promote digital interoperability.  
(b) Analog implementations that will include an actual implementation of 12.5 kHz operational and interoperable channels.  
(c) Because of its higher inherent spectral efficiency, equipment that can use the Project 25 digital standards or that is migratable to use the Project 25 digital standards shall have a higher weight than other equipment has.
8. The recognition that secure, public safety communications should be a goal of Oregon interoperability and that digital equipment being purchased for law enforcement activities supports encryption.
9. The recognition that use of Project 25 digital technology aids the conversion to widespread use of high levels of encryption.

The SIEC concurred that preference should not be given solely on the purchase of Project 25 (digital) standard, compliant equipment. While Oregon's public safety agencies are working toward a long-term interoperable solution that may include both analog and digital systems, the SIEC has identified specific short-term interoperable goals for which some analog equipment would continue to be appropriate. Some examples are equipment that is intended to operate on FCC analog interoperability channels, and equipment that can be either patched to or eventually migrated to Project 25 digital standards. SIEC only supports narrowband systems below 512 MHz to produce additional spectrum for all of Oregon's public safety agencies.

The SIEC further recommends that any grant application for communications equipment include a brief outline of the applicant's interoperability communications plan, the plans current status, and how this application enhances that plan.

Finally the SIEC strongly recommends that applicants comply with the Short Term Recommendations for Interoperability – revised and adopted September 7, 2004 attached hereto.

## Guide For Short Term Interoperability

Adopted by the SIEC Technical Committee  
November 17, 2004

The Oregon State Interoperability Executive Council (SIEC) and the State of Oregon encourage Oregon's public safety agencies to develop interoperable communications systems that encompass all of the elements of public safety. To most, the issue of "interoperability" is a confusing maze of trade journal articles, technical mumbo jumbo, and vendor hype. The SIEC has assembled this guide to assist the non-technical, everyday public safety personnel in achieving simple, short-term interoperability solutions to enhance day-to-day operations and that afford preparation for major multi-jurisdictional events. These short-term efforts are leading to longer term and much more comprehensive solutions to wireless interoperability for public safety agencies throughout the entire State of Oregon.

**Radio Programming:** The simplest means to gaining a measure of interoperability is programming existing, operational channels from agencies that are adjacent to each other geographically and that operate in the same frequency band, into your radio. Each county, state agency, municipal and special district radio manager should agree to allow other responders, on the same frequency band, to use their radio system on designated interoperable channels when necessary. Formal model agreements can be obtained through the SIEC. As an aside, it is highly recommended that adjacent agencies think about radio templates that follow some predictable rationale and that use common nomenclature for channel identification.

The second simplest means to another level of interoperability is found in the FCC's newly established nationwide interoperability channels. Every portable and mobile radio in Oregon should include all of these interoperable channels that are within the same band of operation as the basic radio. Interoperability channels are available in all of the public safety bands and are designed to allow folks to communicate anywhere in the country, within each frequency band.

Make sure new radios you purchase have adequate channel capacity to accommodate all of the additional interoperability channels. It is the SIEC's recommendation for both interoperability and for the receipt of federal funds based upon interoperable communications that these nationwide interoperability channels shall be programmed into every Oregon public safety subscriber radio. In VHF subscriber radios, the other channels that should be in every radio are the State Fire Net (154.280 MHz) and the State Police Net – OPEN (155.475 MHz). VHF interoperability channels can be utilized on a secondary basis to interoperable communications for day-to-day tactical needs as well so that personnel are accustomed to utilizing them.

The following is the SIEC's guide for programming the FCC designated interoperability (I/O) channels into existing radios and all new radios that are added to any system. Due to space limitations in some radios, it may not be possible to program all of the I/O channels into all radios. In that case, at a minimum, the calling channel and the first tactical channel should be programmed. The frequencies listed are in each of the three bands and are listed by order of priority, with highest priority shown at the top of

the list. They are to be programmed into the radios with the highest priority first, as space permits.

***Note: As of January 1, 2005, existing systems on these channels and those existing systems on the adjacent channels become secondary to these interoperability channels. In the event of interference, existing systems must cease use when interference occurs to interoperability channels.***

**VHF Radios**

<u>Channel (MHz)</u>	<u>Label</u>	<u>Description</u>
155.7525 base/mobile	VCALL	National Calling
151.1375 base/mobile	VTAC 1	National Tactical
154.4525 base/mobile	VTAC 2	National Tactical
158.7375 base/mobile	VTAC 3	National Tactical
159.4725 base/mobile	VTAC 4	National Tactical

**UHF Radios**

<u>Channel (MHz)</u>	<u>Label</u>	<u>Description</u>
458.2125 mobile	UCALL	National Calling
453.4625 base/mobile	UTAC 1 a	National Tactical
458.4625 mobile	UTAC 1	National Tactical
453.7125 base/mobile	UTAC 2a	National Tactical
458.7125 mobile	UTAC 2	National Tactical
453.8625 base/mobile	UTAC 3a	National Tactical
458.8625 mobile	UTAC 3	National Tactical

**800 MHz Radios**

<u>Channel (MHz)</u>	<u>Label</u>	<u>Description</u>
821/866.0125	ICALL	National Calling
821/866.5125	ITAC-1	National Tactical
822/867.0125	ITAC-2	National Tactical
822/867.5125	ITAC-3	National Tactical
823/868.0125	ITAC-4	National Tactical
821/866.3250	OROPS1	Oregon Tactical
821/866.3875	OROPS2	Oregon Tactical
821/866.7500	OROPS3	Oregon Tactical
821/866.7750	OROPS4	Oregon Tactical
821/866.8000	OROPS5	Oregon Tactical
867.5375	STATEOPS-1	Washington Tactical
867.5625	STATEOPS-2	Washington Tactical
867.5875	STATEOPS-3	Washington Tactical
867.6125	STATEOPS-4	Washington Tactical
867.6375	STATEOPS-5	Washington Tactical

**Use of interoperability channels**

Calling channel: The calling channel shall be used to contact other users in the region for the purpose of requesting incident related information and assistance, and for setting up tactical communications for specific events. In most cases, the calling party will be asked to move from the calling channel to one of the TAC channels for continuing incident operations or other interoperability communication needs. This channel can be implemented in full repeat mode in 450 MHz or 800 MHz systems. In the 150 MHz, 450 MHz, and 800 MHz bands, direct or a talk-around/simplex mode can be used.

Tactical channel: By FCC rules, the tactical channels are to be used for coordination activity between different agencies in a mutual aid situation. However, in non-interference instances, they may be used on a case-by-case basis for emergency activities of a single agency. Incidents requiring multi-agency participation will be coordinated over these channels by the agency controlling the incident. These channels can be implemented in full repeat mode in 450 MHz or 800 MHz or they may be used on a direct direct (talk-around/simplex) mode in 150 MHz, 450 MHz, or 800 MHz.

**Dispatch Centers and Interoperability:** On a short term basis, the 9-1-1 dispatch centers in Oregon should add base stations and/or control stations on the VHF, UHF, and NPSPAC 800 MHz interoperability channels as are appropriate for use in any statewide supporting infrastructure. The SIEC is working on longer term methods of coordination of interoperability channels on a statewide basis. Gateways, interoperability switches, or console patching are strongly encouraged at 9-1-1 dispatch centers in the short term to allow connection of interoperable VHF, UHF, and NPSPAC channels to the operating channels within the center's range.

**Purchasing New Radios And Systems:** If your agency is in the market to purchase new subscriber radios or a new radio system, you may choose to utilize the SIEC Technical Committee as a sounding board to help clear the confusion and provide guidance and suggestions to assure maximum interoperability in the most effective manner. By FCC rules, all new VHF and/or UHF systems (meaning below 512 MHz) shall be implemented using narrowband (12.5 kHz bandwidth) technology.

***Note: As of January 1, 2008, FCC rules will no longer allow manufacture or importation of any radio that has a mode in it that works on existing wide band systems.***

If your agency intends to remain on VHF and/or UHF public safety radio frequencies, it is important to start the migration to meet FCC timelines for conversion to narrowband operation. The mandate for a complete conversion to narrowband operation is January 1, 2018.

When purchasing new VHF and/or UHF portable or mobile radios, make sure they are narrowband compatible. This is consistent with FCC requirements. All VHF radios must be capable of programming on 7.5 kHz and 12.5 kHz channel assignments.

The SIEC's recommendation for priority in receipt of federal funding for interoperable communications is to strongly encourage conversion to digital technologies. The primary reason is that digital technologies operate in only 72% of the band occupied by narrowband analog technologies, and they suffer no reduction in voice quality or in system range with this added efficiency.

The SIEC recommends that all radios procured for interoperability shall, at a minimum, be capable of programmable conversion from analog to digital operation. The only acceptable digital operation is in compliance with the Project 25 standards. The

applicable standards are within the ANSI/TIA/EIA 102 series. All portions of that standard that define the common air interface and the vocoder are to be complied with. Whenever encryption is also used, the Project 25 encryption documents must be complied with as well.

It suggested that you consider the use of multimode (digital and analog) technologies, and multi-band operation as these features might become available. You may choose to not implement Project 25 technologies while you are continuing to operate or are building an analog system. As of 2004, federal Homeland Security grant funding is being allowed for these analog solutions, but indications for the 2005 grant funding cycle are that all interoperable communications grants will be required to adhere to the Project 25 standards.

*Note: If you build a new system or convert an existing one to narrowband, it is likely that some of your older mobile and portable radios will not work on the narrowband frequencies. However, you will need to verification from your vendor. The newer radios will work in both modes.*

For more information about the Oregon SIEC, go to <http://egov.oregon.gov/SIEC/>

**APPENDIX D**

**STATE HOMELAND SECURITY  
STRATEGY**

# **State Homeland Security Strategy**

## **PURPOSE**

To identify a strategic direction for enhancing regional capability and the capacity to prevent and reduce the vulnerability of Oregon from CBRNE / WMD terrorism incidents. This complex mission requires coordination, cooperation, and focused effort from the entire region, citizens, local, state, and federal governments as well as private, non-profit, and nongovernmental sectors.

This Strategy was developed based upon the results of the Oregon Needs Assessment completed by designated state jurisdictions in September 2003. The Assessment included a comprehensive risk, capabilities, and needs assessments. The results of the Assessment provided insight into the requirements of the region.

Oregon will apply the resources available from the Department of Homeland Security (DHS) through the Office for Domestic Preparedness (ODP) to address unique planning, equipment, training, and exercise needs to assist in building an enhanced and sustainable capacity to prevent, respond to, and recover from threats or acts of terrorism.

## **VISION**

Provide the State of Oregon with a planned, organized, equipped, trained, and exercised emergency services / management system capable of detecting, mitigating, preparing for, responding to, and recovering from the most probable CBRNE / WMD terrorism events.

## **FOCUS**

1. Concentrate resources to allow an all hazards approach.
2. Maintain an emphasis on incident command and unified command structure.
3. Coordinate local, state, and federal agency capabilities and resources.
4. Enhance capabilities statewide through the support of planning, organizing, equipping, training, and exercises that include all disciplines.
5. Focus resources to the protection of first responders and appropriate initial first response actions until additional aid arrives.
6. Statewide capability to facilitate initial response for CBRNE / WMD incidents.
7. Focus efforts to build regional planning, response, and capabilities to respond to CBRNE / WMD terrorism scenarios.
8. Provide CBRNE / WMD terrorism resources to State and local jurisdictions to facilitate capability in response.
9. Identify and classify critical infrastructure to protect against CBRNE / WMD terrorism incidents.
10. Enhance support for Joint Terrorism Task Force.
11. Integrate Public Health and Emergency Management Systems.
12. Enhance interoperability of communications and equipment between agencies and response capabilities.

13. Integrate private sector critical infrastructure and capabilities into the plan for detecting, mitigating, preparing for, responding to, and recovering from the most probable CBRNE / WMD terrorism incidents.

14. Establish crisis and consequence management as a cornerstone for goals and objectives.

15. Focus on developing legislation and agreements that support detecting, mitigating, preparing for, responding to, and recovering from the most probable CBRNE / WMD terrorism incidents.

### **COORDINATION**

When the Oregon Assessment and Strategy effort was initiated, the Governor designated the Criminal Justice Services Division of the Office of Homeland Security as the State Adminstrating Agency (SAA) for the SHSAS program. The SAA and Oregon Emergency Management (OEM) facilitated the program statewide. The SAA and OEM chair the domestic preparedness workgroup (DPWG) which is comprised of state and local representatives of response organizations. OEM was responsible for creating and coordinating the Strategy with input from the SAA and DPWG. Once those suggestions for completion were made they were presented to the SAA for review and final editing before being submitted to ODP.

The DPWG members facilitate coordination with all interested state agencies as well as local first responders. The SAA provides an application for state and local organizations to request funding.

Members from the DPWG complete an individual review of each application and then meet as a group to make decisions of eligibility and specific approvals.

### **EFFORT**

The Oregon DPWG is a multidiscipline committee developed in order to help guide the Strategy development process for domestic resource allocation and distribution among emergency responders in the state. When the workgroup was established it was clear each discipline represented would have to focus on state needs in order to strengthen current capabilities. This group included designees from associations which represented law enforcement, emergency medical services, emergency management, fire service, HazMat, public works, governmental administrative, public safety communications, health care, and public health. Each representative served as a subject matter expert in their area of expertise and provided ideas on what goals, objectives, and implementation step needs and direction would exist based on Oregon's needs assessment.

### **DESCRIPTION OF JURISDICTIONS**

Oregon has 37 jurisdictions that are comprised of 36 counties with tribal participation and the City of Portland. Each jurisdiction performed an individual assessment that identified their capabilities and needs at their jurisdictional response level. All populated portions of the state, municipal, and tribal agencies within each jurisdiction were given an opportunity to participate in the assessment process. State agencies that have a first responder capability were included in the state level assessment.

## **JURISDICTION ASSESSMENT PROCESS**

Oregon attended a regional ODP session in San Francisco where an overview of the program was explained. After returning, six regional meetings were held in the state in order to instruct local jurisdictions on completion of the assessment. Oregon enlisted technical assistance from ODP to facilitate the first two training sessions. Four additional sessions were held by Oregon Emergency Management staff throughout the state. These meetings were held to facilitate the completion of jurisdiction assessments using the DHS / ODP Jurisdiction and Reference Handbooks for resource direction. Using these resources, members from local jurisdictions participated in each session to ensure standardization in all assessments. The county emergency manager in each jurisdiction was the coordinator of the process and worked with local first responders to complete the online tool.

Upon completion, jurisdictions submitted all assessments to the state where OEM reviewed and analyzed the assessments as entered into the ODP on-line system. If an assessment required revision, OEM released the information back to the jurisdiction to be reviewed and resubmitted.

## **JURISDICTION PRIORITIZATION**

Many of the agencies within Oregon are too small to have resources necessary to respond to many emergencies, especially a WMD terrorism incident. They rely on larger agencies to provide resources through mutual aid and interagency agreements. A key aspect of the Oregon strategy is assessing the current coverage of those agreements. This strategy will encourage capable municipalities that currently have capabilities or are developing those capabilities, to expand their current area of mutual aid / interagency agreement coverage.

The threat assessment performed by each jurisdiction was found to be a very important portion of the prioritization process. The number of potential threat elements (PTE) found within the borders of Oregon was seen as an important product that may shape the planning factors for CBRNE scenarios finally used to project capabilities and needs. The vulnerability assessment portion of the program targeted several sites that may be used as ignition points by these PTE. Subsequently, a certain number of these sites were established as models, which could guide the planning factors for CBRNE scenarios. The number of personnel within these sites was significant as well as legal hazards (CBRNE) materials housed in these locations. Along with each of these factors, the population within each jurisdiction was deemed an important consideration in the final Strategy. Without a significant number of people there could not be a measurable scenario, which involved mass casualties. Because of this reason the population within each jurisdiction was an important part of the prioritization process but weighted slightly lower than the other factors.

### **Goal 1: Enhance communications interoperability among public safety agencies.**

*Objective: Purchase and deploy appropriate interoperable communications technologies and equipment as supported by funding resources and performance periods.*

Steps:

1. Identify appropriate local and regional communications equipment needs.
2. Prioritize interoperable communications needs.
3. Purchase, install, test, and implement interoperable communications equipment.
4. Conduct regional training / workshops on interoperable communications issues.

*Objective: Ensure interoperable communications capabilities are exercised and evaluated in all state, local, and regional CBRNE / WMD exercises.*

Steps:

1. Coordinate with state, local, and regional exercise teams to ensure interoperable communications is exercised and evaluated.
2. Ensure creation of after action reports and disseminate lessons learned.

*Objective: Adopt roles and responsibilities for State Interoperable Executive Committee (SIEC) leadership that supports interoperability by 06/30/2005.*

Steps:

1. Identify SIEC roles and responsibilities.
2. Provide roles and responsibility guidelines to public safety community.

*Objective: Initiate coordination with contiguous states to address interoperability by 12/31/2005.*

Steps:

1. Identify contiguous state stakeholders.
2. Work with stakeholders to identify interstate interoperable communications issues.
3. Conduct inventory of contiguous state communications equipment and capabilities.

*Objective: Develop a model state agency agreement to support interoperable communications by 06/30/2005.*

Steps:

1. Establish a planning team consisting of multidisciplinary and multijurisdictional stakeholders.
2. Review existing Intergovernmental Agreements (IGAs), Memorandum of Understanding (MOUs) and perform gap analysis.
3. Develop a model agreement template and disseminate to jurisdictions.

*Objective: Implement communications strategy to support interoperability and spectrum planning issues by 02/01/2005.*

Steps:

1. Collaborate with the Region 35 Planning Committee regarding planning for the 700 MHz and 800 MHz bands.
2. Conduct complete inventory of Oregon public safety communications systems

**Goal 2: Increase the ability to investigate, disrupt, deter, and dismantle international and domestic terrorist efforts in Oregon.**

*Objective: Coordinate the acquisition of investigative tools and equipment as supported by funding resources and performance period.*

Steps:

1. Identify the equipment needed by responders to collect, transport, analyze, and identify unknown substances.
2. Acquire the equipment to collect, transport, analyze, and identify unknown substances.
3. Implement the equipment to collect, transport, analyze, and identify unknown substances.

*Objective: Increase Port of Entry / Border capabilities to detect CBRNE / WMD agents as supported by funding resources and performance periods.*

Steps:

1. Identify ports and border entry points.
2. Conduct vulnerability assessments on identified ports and border entry points.
3. Identify and prioritize equipment needs.
4. Purchase and implement identified equipment.

*Objective: Ensure preventative measure components are exercised and evaluated in all state, local, and regional CBRNE / WMD exercises.*

Steps:

1. Coordinate with state, local, and regional exercise teams to incorporate Citizen Corps Council components into CBRNE / WMD and all hazards exercises.
2. Coordinate with state, local, and regional exercise teams to incorporate lab protocols and information sharing components into CBRNE / WMD and all hazards exercises.

*Objective: Establish appropriate staffing and logistical support to prevent potential terrorist activities through detection, investigation, deterrence, and dismantling by 12/31/2005.*

Steps:

1. Identify additional staff and logistical support needed.
2. Acquire additional staff and logistical support through budget process or interagency partnerships.
3. Implement additional staffing and logistical support.

*Objective: Enhance the process for acquisition, analysis, and distribution of investigative and intelligence information pertaining to homeland security by 12/31/2005.*

Steps:

1. Co-locate state anti-terrorism, law enforcement, and the state's criminal intelligence unit.
2. Complete the Oregon Critical Asset Team Survey (OCATS) and overlay with GIS technology.
3. Create secure intelligence data link between local, state, and federal agencies.

*Objective: Establish consistent CBRNE lab protocol for the collection, transport, analysis, and identification of unknown substances or suspected chemical or biological agents by 12/31/2005.*

Steps:

1. Establish a working group consisting of field investigators and lab personnel to develop protocols.
2. Research best practices and already developed lab protocols.
3. Develop and implement CBRNE prevention and response lab protocols.
4. Conduct training and certification of laboratory personnel.
5. Ensure that lab personnel are included in state, local, and regional CBRNE exercises.

*Objective: Expand existing technology to alert, warn, and facilitate information sharing to the local jurisdictions by 12/31/2005.*

Steps:

1. Include the proposed Regional Alliance for Network Infrastructure Security system in planning efforts.
2. Coordinate the development of state and local agency and jurisdiction specific action plans for each level of Homeland Security Advisory System.
3. Research best practices and already developed action plans for response to elevations/de-escalation of homeland security threat levels.

*Objective: Develop a public awareness campaign to increase CBRNE / WMD terrorism awareness of general public and foster citizen participation by 12/31/2005.*

Steps:

1. Coordinate with Citizen Corps Councils to identify and provide necessary public awareness training.
2. Coordinate the development of State Citizen Corps Council website.
3. Coordinate the creation of individual programs within Citizen Corps Councils.

*Objective: Develop information sharing training program for all state, local, and regional response agencies by 12/31/2005.*

Steps:

1. Establish a working group consisting of multijurisdictional stake holders.
2. Coordinate with state, local, and federal stakeholders to develop a training curriculum.
3. Coordinate with state, local, and federal stakeholders to conduct regional training.

**Goal 3: Enhance Oregon's capability to recover from CBRNE / WMD and all hazards events.**

*Objective: Purchase and deploy appropriate incident management resources and equipment to assist in recovery efforts for CBRNE / WMD and all hazards events as supported by funding resources and performance period.*

Steps:

1. Purchase and implement crisis management software.
2. Conduct regional training workshops on use of crisis management software.

*Objective: Include recovery components in all CBRNE / WMD exercises.*

Steps:

1. Coordinate with state, local, and regional exercise teams to ensure recovery plans are exercised and evaluated in all state, local, and regional CBRNE / WMD and all hazards exercise.
2. Coordinate with exercise teams to ensure COOP / COG plans for critical infrastructure are exercised and evaluated in all state, local, and regional CBRNE/ WMD and all hazards exercises.

*Objective: Support regional recovery resource management by 12/31/2005.*

Steps:

1. Develop an inventory of federal, state, and local recovery resources
2. Identify processes to mobilize / acquire recovery resources in the event of a CBRNE / WMD incident.
3. Ensure written agreements are in place to enable mobilization of recovery resources.

*Objective: Develop or update comprehensive state, regional, and local plans to support CBRNE / WMD recovery by 12/31/2005.*

Steps:

1. Establish a planning team consisting of multidiscipline / multijurisdictional responders to review existing recovery plans and develop additional plans as necessary.
2. Identify and inventory state, local, and regional support agency recovery plans.
3. Conduct regional planning workshops.
4. Provide a template for local primary and support agencies to utilize in the development of emergency and recovery plans.
5. Incorporate lessons learned from drills and exercises into CBRNE / WMD planning.
6. Distribute updated plans.

*Objective: Implement strategy for critical infrastructure recovery from CBRNE / WMD and all hazards events by 12/31/2005.*

Steps:

1. Identify, inventory, and prioritize Oregon critical infrastructure.
2. Coordinate the development of Continuity of Operations Plans (COOP) / Continuity of Government (COG) plans for critical infrastructure entities.

**Goal 4: Enhance Oregon's statewide ability to plan, prepare for, and respond to CBRNE / WMD and all hazards events.**

*Objective: Create standardized approach to equipping state regional response teams to insure interoperability of equipment across regions by 12/31/2005.*

Steps:

1. Develop equipment allocation working group consisting of multidiscipline / multijurisdictional stakeholders.
2. Develop regional mutual aid agreements based on equipment resource planning.
3. Using NIMS / NRP standards, develop CBRNE / WMD equipment/resource list for distribution to all response agencies.
4. Identify compatible and interoperable equipment on state, local, and regional level.

*Objective: Increase amount of first responder equipment by 20 percent by 12/31/2005.*

Steps:

1. Identify equipment resources necessary to respond to a CBRNE / WMD event.
2. Prioritize response equipment in concert with federal guidelines and state goals for each discipline.

3. Facilitate the purchase of equipment, as funds are available for response teams as identified in the completed needs assessment, encouraging purchase of interoperable equipment.

*Objective: Procure command and control equipment for CBRNE / WMD response as supported by funding resources and performance period.*

Steps:

1. Procure command and control systems and devices suitable for field operations on a regional level.
2. Emphasize the purchase of equipment that supports interoperability on a regional basis.
3. Procure information technology hardware to support command and control communications.
4. Develop a field operations guide to specifically detail the appropriate Oregon procedures for command and control at incidents.
5. Establish and provide unique uniform clothing and identification credentials for representatives of the consequence management group.

*Objective: Conduct CBRNE / WMD exercises for at least twelve counties annually for all disciplines with an emphasis on regional response as described in Oregon's three year exercise plan.*

Steps:

1. Per Homeland Security Exercise and Evaluation Program (HSEEP), identify state resources to be available regionally for exercise needs.
2. Determine exercises required to properly utilize new equipment resources and test new capabilities.
3. Increase collaborative partnerships through regional and state exercises to maximize response relationships and resource sharing.

*Objective: Establish a comprehensive exercise program that facilitates multiple levels of response collaboration during a CBRNE / WMD incident by 12/31/2005.*

Steps:

1. Develop and implement a comprehensive exercise program that encompasses all levels of response to a CBRNE / WMD incident.
2. Recruit exercise coordinators.
3. Create a multidiscipline exercise planning committee.
4. Facilitate the needed exercises.

*Objective: Initiate the effort to identify and understand the informal relationships that exist among public safety entities to promote an effective multidisciplinary response by 12/31/2005.*

Steps:

1. Conduct workshops and seminars to clarify the roles, functions, and expectations of public safety entities during CBRNE / WMD terrorist events.
2. Establish an interoperability gap analysis between agencies for the basis of consensus building.
3. Identify and communicate the beneficial results of interoperability to stakeholder agencies.

*Objective: Support development / enhancement of regional response teams as supported by funding resources and performance period.*

Steps:

1. Identify and inventory state, local, and regional response assets and capabilities.
2. Identify special needs to enhance regional response teams.
3. Identify the current level of statewide / regional coverage provided by regional response teams.

*Objective: Develop or update comprehensive state and local emergency operations plans to address CBRNE / WMD vulnerabilities and response capabilities by 12/31/2005.*

Steps:

1. Identify and inventory state, local, and regional plans that address response to CBRNE / WMD events.
2. Establish a multidiscipline, multijurisdictional planning team to review existing plans and develop a model guideline for use by state and local agencies.
3. Conduct regional planning workshops.
4. Develop a directory of agencies capable of responding statewide to a CBRNE / WMD incident.
5. Incorporate lessons learned from drills and exercises into CBRNE / WMD planning.
6. Review and update the Terrorism Incident Annex to the Oregon State Emergency Management Plan (EMP).
7. Require all jurisdictions to have a CBRNE / WMD annex to their EOP that identifies resources, capabilities, and mutual aid agreements.
8. Create and publish a Chemical Terrorism Appendix to the State EMP, Terrorism Incident Annex.
9. Ensure consistency and linkage between national (NRP), regional (NWACP), State (EMP), and local recovery plans.
10. Distribute updated state plans.

*Objective: Ensure Mutual Aid Agreements (MOUs) / Intergovernmental Agreements (IGAs) are in place to facilitate an effective, coordinated response by state, local, and regional agencies to a CBRNE / WMD event by 12/31/2005.*

Steps:

1. Review existing written agreements between state agencies, local agencies, and regional special response teams.
2. Perform gap analysis of agreement coverage.
3. Initiate effort that encourages all public works agencies to become parties to the Oregon Public Works Cooperative Assistance Agreement.
4. Develop a model agreement template and disseminate among state, local, and regional entities.
5. Ensure statewide coverage.

*Objective: Ensure planning that allows for coordinated multidisciplinary, multijurisdictional response that is consistent with the National Response Plan (NRP) and National Incident Management System (NIMS) by 12/31/2005.*

Steps:

1. Coordinate regional planning efforts that identify roles and responsibilities for all disciplines (including key business and nongovernmental agencies), executives, management, and elected officials during CBRNE / WMD events.
2. Sponsor regional ICS training to provide knowledge base for all disciplines (including key business and non-governmental agencies) executives, management, and elected officials.
3. Increase tabletop exercises that emphasize the use of Incident Command and Unified Command for all disciplines (including key business and nongovernmental agencies), executives, management, and elected officials.

*Objective: Establish statewide multidisciplinary, multijurisdictional regional preparedness groups to focus on interoperable, coordinated planning, preparedness and response efforts, resource interoperability standards, spectrum planning and technology usage as supported by funding resources and performance period.*

Steps:

1. Identify key players / stakeholders from state and local agencies within designated regions.
2. Identify compatible and interoperable equipment and resources on state, local, and regional levels.
3. Conduct regional workshops that focus on collaborative partnerships that maximize response relationships and resource sharing.
4. Determine / identify roles and responsibilities of key businesses and nongovernmental agency roles in designated regions.
5. Ensure effective disaster management systems that facilitate information coordination regionally, statewide, and locally.
6. Work with state and local agencies as appropriate to maintain the Emergency Highway Traffic Regulation (EHTR) Plan required by the Federal Highway Administration to support military deployments.

*Objective Expand CBRNE / WMD / ICS training that is available to all disciplines and consistent with the NIMS and NRP by 12/31/2004.*

Steps:

1. Continue to provide ICS training on a regional level that is consistent with NIMS and NRP.
2. Promote continued participation in federally sponsored CBRNE / WMD training to increase level of response capabilities.

*Objective: Institutionalize Awareness Level CBRNE / WMD training within the state by 12/31/2005.*

Steps:

1. Identify training institutions within the state.
2. Develop an awareness level training curriculum for all response disciplines.
3. Develop a plan for identifying students, scheduling, training, evaluating, and sustaining a training program within the state.
4. Develop training levels for consequence management leadership positions.

# **OVERVIEW OF ALLOWABLE COSTS**

## FY 2005 HSGP Authorized Program Expenditures

### Allowable Planning Costs

HSGP funds may be used for the following types of planning activities:

#### Allowable Planning Costs

Allowable Planning Costs	S H S P	L E T P P	C C P
Public Education/Outreach	✓		✓
Develop and implement homeland security support programs and adopt ongoing DHS national initiatives	✓	✓	
Develop and enhance plans and protocols	✓	✓	
Develop or conduct assessments	✓	✓	
Establish, enhance, or evaluate Citizen Corps-related Volunteer Programs			✓
Hiring of full or part-time staff or contractors/consultants to assist with planning activities (not for the purpose of hiring public safety personnel)	✓	✓	✓
Conferences to facilitate planning activities	✓	✓	✓
Materials required to conduct planning activities	✓	✓	✓
Travel/per diem related to planning activities	✓	✓	✓
Other projects areas with prior approval from ODP	✓	✓	✓

#### MMRS

### Allowable Organizational Activities

HSGP funds may be used for the following organizational activities:

Authorized Organizational Activities	S H S P	L E T P P	C C P
Overtime for information, investigative, and intelligence sharing activities (limited to 25%)		✓	
Reimbursement of select operational expenses associated with increased security measures at critical infrastructure sites, incurred during time periods of DHS-declared Orange Alert (limited to <b>25%</b> of the allocation) Funds may only be used in the following of authorized categories <ul style="list-style-type: none"> <li>• Backfill and overtime expenses for staffing state or local EOCs</li> <li>• Hiring of contracted security for critical infrastructure sites</li> <li>• Public safety overtime</li> <li>• National Guard deployments to protect critical infrastructure sites</li> <li>• Increased border security activities in coordination with CBP.</li> </ul>		✓	
Hiring of full or part time staff or contractors for emergency management activities			
Hiring of contractors/consultants for participation in information/intelligence analysis and sharing groups or intelligence fusion centers (limited to <b>25%</b> )		✓	

**Note: Except for EMPG, HSGP is not intended as a hiring program and funds may not be used to support the hiring of sworn public safety officers or to supplant traditional public safety positions and responsibilities.**

### **Allowable Equipment Costs**

This table highlights the allowable equipment categories for HSGP. A comprehensive listing of allowable equipment categories and types is found on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB) at <http://www.rkb.mipt.org>.

<b>Authorized Equipment Cost Categories</b>	<b>S H S P</b>	<b>L E T P P</b>	<b>C C P</b>
Personal Protection Equipment (PPE)	✓	✓	
Explosive Device Mitigation and Remediation Equipment	✓	✓	
CBRNE Operational Search and Rescue Equipment	✓		
Information Technology	✓	✓	
Cyber Security Enhancement Equipment	✓	✓	
Interoperable Communications Equipment	✓	✓	
Detection Equipment	✓		
Decontamination Equipment	✓		
Medical Supplies and Limited Pharmaceuticals	✓		
Power Equipment	✓	✓	
CBRNE Reference Materials	✓	✓	✓
CBRNE Incident Response Vehicles	✓	✓	
Terrorism Incident Prevention Equipment	✓	✓	
Physical Security Enhancement Equipment	✓	✓	
Agricultural Terrorism Prevention, Response, and Mitigation Equipment	✓		
CBRNE Response Watercraft	✓	✓	
CBRNE Aviation Equipment	✓		
CBRNE Logistical Support Equipment	✓	✓	
Intervention Equipment	✓	✓	
Other Authorized Equipment	✓	✓	✓

## Allowable Training Costs

HSGP may be used for the following training activities:

Allowable Training-related Costs	S H S P	L E T P P	C C P
<p><b>Overtime and backfill funding for emergency preparedness and response personnel attending ODP-sponsored and approved training classes</b> - Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours). Further, overtime payments and backfill costs associated with sending personnel to training are allowable, provided that the training being attended is ODP sponsored training. 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 their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.</p>	✓	✓	
<p><b>Training Workshops and Conferences</b> - Grant funds may be used to plan and conduct training workshops or conferences to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and training plan development.</p>	✓	✓	✓
<p><b>Full or Part-Time Staff or Contractors/Consultants</b> - Full or part-time staff may be hired to support training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or local unit(s) of government and have the approval of the state or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured by the state in the design, development, conduct, and evaluation of CBRNE training. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.</p>	✓	✓	✓
<p><b>Travel</b> - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the training project(s) or for attending ODP-sponsored courses. These costs must be in accordance with state law as highlighted in the <i>OJP Financial Guide</i>. States must also follow state regulations regarding travel. If a state or territory does not have a travel policy they must follow federal guidelines and rates, as explained in the <i>OJP Financial Guide</i>. For further information on federal law pertaining to travel costs please refer to <a href="http://www.ojp.usdoj.gov/FinGuide">http://www.ojp.usdoj.gov/FinGuide</a>.</p>	✓	✓	✓
<p><b>Supplies</b> - Supplies are items that are expended or consumed during the course of the planning and conduct of the training project(s) (e.g., copying paper, gloves, tape, and nonsterile masks).</p>	✓	✓	✓
<p><b>Other Items</b> - These costs include the rental of space/locations for planning and conducting training, badges, etc.</p>	✓	✓	✓

**Note: Except for EMPG, HSGP is not intended as a hiring program and funds may not be used to support the hiring of sworn public safety officers or to supplant traditional public safety positions and responsibilities.**

### Allowable Exercise Costs

HSGP funds may be used for the following exercise activities:

Allowable Exercise-related Costs	S H S P	L E T P P	C C P
<b>Exercise Planning Workshop</b> - Grant funds may be used to plan and conduct an Exercise Planning Workshop to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and exercise plan development.	✓	✓	✓
<b>Full or Part-Time Staff or Contractors/Consultants</b> - Full or part-time staff may be hired to support exercise-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or unit(s) of local government and have the approval of the state or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of CBRNE exercises. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.	✓	✓	✓
<b>Overtime and backfill costs</b> – Overtime and backfill costs associated with the design, development and conduct of CBRNE exercises are allowable expenses. Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours) related to the planning and conduct of the exercise project(s). Further, overtime payments and backfill costs associated with sending personnel to exercises are allowable, provided that the event being attended is an ODP sponsored exercise. 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 their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.	✓	✓	✓

<b>Travel</b> - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise project(s). These costs must be in accordance with state law as highlighted in the <i>OJP Financial Guide</i> . States must also follow state regulations regarding travel. If a state or territory does not have a travel policy they must follow federal guidelines and rates, as explained in the <i>OJP Financial Guide</i> . For further information on federal law pertaining to travel costs please refer to <a href="http://www.ojp.usdoj.gov/FinGuide">http://www.ojp.usdoj.gov/FinGuide</a> .	✓	✓	✓
<b>Supplies</b> - Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, non-sterile masks, and disposable protective equipment).	✓	✓	✓
<b>Other Items</b> - These costs include the rental of space/locations for exercise planning and conduct, exercise signs, badges, etc.	✓	✓	✓

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### Allowable Management and Administrative (M&A) Costs

HSGP funds may be used for the following M&A costs.

Allowable M&A Costs	S H S P	L E T P P	C C P
<b>Hiring of full-time or part-time staff or contractors/consultants:</b> To assist with the management of FY05 HSGP programs. To assist with design, requirements, and implementation of FY05 HSGP programs. To assist with the implementation and administration of the SHSS, as it may relate to the individual grant program.	✓	✓	✓
<b>Hiring of full-time or part-time staff or contractors/consultants and expenses related to:</b> HSGP pre-application submission management activities and application requirements. Meeting compliance with reporting/data collection requirements, including data calls.	✓	✓	✓
<b>Development of operating plans for information collection and processing necessary to respond to DHS/ODP data calls</b>	✓	✓	✓
<b>Travel expenses</b>	✓	✓	✓
<b>Meeting-related expenses</b> (For a complete list of allowable meeting-related expenses, please review the OJP OC Financial Guide at <a href="http://www.ojp.usdoj.gov/FinGuide">http://www.ojp.usdoj.gov/FinGuide</a> ).	✓	✓	✓

<b>Acquisition of authorized office equipment</b> , including personal computers, laptop computers, printers, LCD projectors, and other equipment or software which may be required to support the implementation of the homeland security strategy	✓	✓	✓
<b>The following are allowable only within the period of performance of the grant program:</b> Recurring fees/charges associated with certain equipment, such as cell phones, faxes, etc. Leasing and/or renting of space for newly hired personnel to administer programs within FY05 HSGP.	✓	✓	✓

## Unauthorized Program Expenditures

HSGP funds may **not** be used for the following activities:

<b>Unauthorized Program Expenditures</b>	<b>S H S P</b>	<b>L E T P P</b>	<b>C C P</b>
Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc), general-use computers and related equipment (other than for allowable M&A activities, or otherwise associated preparedness or response functions), general-use vehicles, licensing fees, weapons systems and ammunition.	X	X	X
Construction and Renovation	X	X	X
Activities unrelated to the completion and implementation of the SHSP	X	X	X
Other items not in accordance with the AEL or previously listed as allowable costs.	X	X	X



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