



OHIO DEPARTMENT
OF PUBLIC SAFETY
EDUCATION · SERVICE · PROTECTION

Ohio Emergency Management Agency

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State Homeland Security Program (SHSP)



FY 2010

Local Program Guidance and Application Package

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INTRODUCTION

The Homeland Security Grant Program (HSGP) is comprised of five interconnected grant programs: **State Homeland Security Program (SHSP)**; Urban Areas Security Initiative (UASI); Metropolitan Medical Response System (MMRS); Citizen Corps Program (CCP); Operation Stonegarden (OPSG).

The purpose of this package is to provide local units of government with an overview of the SHSP and the grant guidance and application materials needed to apply for funding under the program. The package outlines both federal and state requirements for implementation of a successful application.

The SHSP is a core homeland security assistance program that provides funds to build capabilities at the state and local levels through planning, equipment, training, and exercise activities and to implement the goals and objectives included in the State Investment Justification, State Homeland Security Strategy and initiatives outlined in the State Preparedness Report. Funding continues to support the four mission areas of homeland security to prevent, protect, respond, and recover, and align with the U.S. Department of Homeland Security's (DHS) National Priorities and National Preparedness Guidelines as they relate to terrorism prevention in Ohio. The eight National

Priorities include the following:

- Expand Regional Collaboration
- Implement the National Incident Management System and *National Response Framework*
- Implement the *National Infrastructure Protection Plan*
- Strengthen Information Sharing and Collaboration Capabilities
- Strengthen Interoperable and Operable Communications Capabilities
- Strengthen CBRNE Detection, Response, and Decontamination Capabilities
- Strengthen Medical Surge and Mass Prophylaxis Capabilities
- Community Preparedness: Strengthening Planning and Citizen Capabilities

Amongst these preparedness tools, DHS has built a process that gives DHS, the State of Ohio, and its local jurisdictions a benchmark from which to determine: ***How prepared we are now; how prepared we need to be; and how we will prioritize each year to fulfill those capability gaps?***

CHANGES TO LOCAL GUIDANCE FY2010

- ✦ For FY 2010 SHSP the 25% Planning requirement has been removed.
- ✦ Ohio EMA's Electronic Grants Management System will be the sole mechanism for application, management and payment of the FY 2010 SHSP.
- ✦ No more than 50% of the county's total award can be allocated toward personnel and contractor costs.
- ✦ HSGP 25% Law Enforcement requirement will be met by the LE-SHSP funds distributed to the eight Law Enforcement Regions through Ohio Homeland Security.
- ✦ Applicants will have 60 calendar days to submit completed FY2010 applications.
- ✦ Application project submissions must align with the State Investment Justification Milestones (as submitted in Ohio's application to U.S. DHS).
- ✦ If applying for training and exercise activities, Training and Exercise Pre-Approval forms must be submitted.
- ✦ Increase in M&A cap from 3% to 5%.
- ✦ Environmental and Historical Preservation (EHP) Review forms have been updated and must be completed and submitted with projects (as applicable per this guidance).
- ✦ Quarterly reporting will be conducted for all FY2010 HSGP sub-grants.

PROGRAM SUMMARY

I. HSGP Program Timeline

The FY2010 HSGP was released by DHS for state applications in December 2009. States were directed to develop and submit their respective grant applications on/before April 19, 2010. The application included a FY2010 HSGP Investment Justification with reference to Ohio's State Preparedness Report and State Homeland Security Strategy.

DHS issued the state's federal grant award on September 17, 2010. At that time, the state had 45 calendar days to obligate and report to DHS our FY09 SHSP funding allocations to local units of government. As such, by the December 2, 2010 deadline, Ohio EMA reported its FY2010 SHSP local funding allocations by submitting an Initial Strategy Implementation Plan (ISIP) on the federal Grants Reporting Tool (GRT).

II. State Investment Strategy and Funding Priorities

The SHSP is an important part of Ohio's larger, coordinated effort to strengthen homeland security preparedness. The SHSP will implement objectives addressed in Ohio's FY2010 Investment Justification. As the State Administering Agency, the Ohio Emergency Management Agency (EMA) expects our State, local and private partners to be familiar with this state preparedness architecture and to incorporate elements of this architecture into their anti-terrorism planning, operations and capability building efforts.

Based upon ongoing intelligence analysis, capability review and assessment, Ohio will continue to focus available grant funding on risk and capability-based investments. Ohio's FY2010 local SHSP investment areas and funding priorities are as follows:

- 1) Expand Interoperable communications throughout Ohio
- 2) Conduct Multi-Agency Local, Regional and State-wide Exercises
- 3) Implement Preparedness Training Initiatives
- 4) Strengthen CBRNE Prevention, Protection, Detection and Response
- 5) Enhance Intelligence Fusion and Information Sharing Capabilities (LE-SHSP Funds)
- 6) Implement the National Infrastructure Protection Program

State and local SHSP applications must align with one or more of the above funding priorities to be eligible for funding.

III. Eligible Applicants

As with past DHS grants, individual agencies or departments will not apply to Ohio EMA for funding via FY2010 HSGP. Instead, individual agency or department needs will be forwarded to and coordinated by each county's respective Terrorism Advisory Team. The Team, via their respective county EMA office, will submit one comprehensive grant application to Ohio EMA. Each Team must gather, share, and consider needs for all disciplines located within the county's boundaries, to include those disciplines sharing a common county boundary. The Team can/should include and consider private as well as public agency needs as they develop their countywide programs. The Team will not include in the local budget any needs of state or federal agencies that may operate within the county.

The Team must be comprised of at least one member from the following ten disciplines: Fire services, Emergency Medical Services, EMA, Police departments, Sheriff's Office, Public Works departments, Public Health organizations, Township Trustees, Mayor's office, and County Commissioners' office (or Chief Executive for Summit County). No one person on the Team may represent multiple disciplines. The Team may elect to have more than one representative for a given discipline, but the Team will ensure that no one discipline has the majority of representation on the Team. The Team will also appoint its own Chair (or Co-Chairs) to oversee and direct the tasks of the Team.

A current listing of the Team's membership and Chair(s) must be submitted with the county application in order to be eligible for funding. This information must be maintained throughout the grant period in order to continue to remain eligible for funding.

IV. Local Award Allocations

As outlined in the table below, a specific FY09 SHSP allocation has already been determined and set aside for each county. These award allocations were determined by a risk methodology based on population and critical infrastructure vulnerability, and to include a base award amount to each county.

Adams	\$ 45,308.00	Hamilton	\$ 678,610.00	Noble	\$ 39,468.00
Allen	\$ 133,751.00	Hancock	\$ 78,424.00	Ottawa	\$ 58,514.00
Ashland	\$ 64,657.00	Hardin	\$ 47,994.00	Paulding	\$ 38,753.00
Ashtabula	\$ 109,804.00	Harrison	\$ 36,087.00	Perry	\$ 50,361.00
Athens	\$ 74,641.00	Henry	\$ 45,760.00	Pickaway	\$ 64,239.00
Auglaize	\$ 66,789.00	Highland	\$ 55,471.00	Pike	\$ 45,131.00
Belmont	\$ 73,896.00	Hocking	\$ 45,856.00	Portage	\$ 145,454.00
Brown	\$ 56,630.00	Holmes	\$ 54,821.00	Preble	\$ 54,964.00
Butler	\$ 313,376.00	Huron	\$ 67,917.00	Putnam	\$ 49,859.00
Carroll	\$ 45,471.00	Jackson	\$ 48,944.00	Richland	\$ 119,033.00
Champaign	\$ 65,949.00	Jefferson	\$ 74,292.00	Ross	\$ 87,996.00
Clark	\$ 125,578.00	Knox	\$ 67,676.00	Sandusky	\$ 68,620.00
Clermont	\$ 165,499.00	Lake	\$ 205,701.00	Scioto	\$ 80,087.00
Clinton	\$ 56,083.00	Lawrence	\$ 70,012.00	Seneca	\$ 65,617.00
Columbiana	\$ 114,999.00	Licking	\$ 150,838.00	Shelby	\$ 64,334.00
Coshocton	\$ 50,893.00	Logan	\$ 66,533.00	Stark	\$ 318,361.00
Crawford	\$ 56,440.00	Lorain	\$ 256,275.00	Summit	\$ 464,778.00
Cuyahoga	\$ 1,039,182.00	Lucas	\$ 378,950.00	Trumbull	\$ 176,953.00
Darke	\$ 62,430.00	Madison	\$ 59,260.00	Tuscarawas	\$ 103,118.00
Defiance	\$ 52,803.00	Mahoning	\$ 196,121.00	Union	\$ 63,834.00
Delaware	\$ 143,672.00	Marion	\$ 72,309.00	Van Wert	\$ 45,693.00
Erie	\$ 80,429.00	Medina	\$ 148,118.00	Vinton	\$ 34,573.00
Fairfield	\$ 127,277.00	Meigs	\$ 41,360.00	Warren	\$ 178,243.00
Fayette	\$ 45,384.00	Mercer	\$ 54,371.00	Washington	\$ 69,288.00
Franklin	\$ 874,035.00	Miami	\$ 105,979.00	Wayne	\$ 106,851.00
Fulton	\$ 55,569.00	Monroe	\$ 35,248.00	Williams	\$ 52,458.00
Gallia	\$ 47,249.00	Montgomery	\$ 430,097.00	Wood	\$ 127,557.00
Geauga	\$ 93,148.00	Morgan	\$ 35,456.00	Wyandot	\$ 41,096.00
Greene	\$ 156,033.00	Morrow	\$ 49,796.00		
Guernsey	\$ 53,910.00	Muskingum	\$ 86,198.00	Total:	\$ 11,010,592.00

V. NIMS Compliance

In order to receive FY 2010 SHSP funding, the County EMA is required to certify as part of their grant application that they are addressing and/or have met the FY09 NIMS requirements. Please refer to the NIMS Certification form, which is included in the application packet for a listing of the Fiscal Year 2009 NIMS compliance requirements that should have been met. Additional information about NIMS compliance and resources for achieving compliance can be found at *Ohio EMA NIMS* website <http://www.ema.ohio.gov/NimsGuidance.aspx> or the *NIMS Integration Center web page*, <http://www.fema.gov/emergency/nims>

VI. Investment Areas and Eligible Program Activities

As mentioned in section II, FY2010 HSGP required Ohio to submit a State Investment Justification. The Investment Justification outlined the initiatives that will be accomplished and thus funded via the FY2010 SHSP. **As per federal restrictions, no local applications written outside of the scope identified in the State Investment Justification will be funded via the FY2010 HSGP.**

For FY2010 SHSP **local project(s) applications must directly align with one or more of the investment areas in the table below.** Additional information on investments can be accessed in Attachment A of this document.

- 1) Expand Interoperable communications throughout Ohio
- 2) Conduct Multi-Agency Local, Regional and State-wide Exercises
- 3) Implement Preparedness Training Initiatives
- 4) Strengthen CBRNE Prevention, Protection, Detection and Response
- 5) Implement the National Infrastructure Protection Program

VII. Allowable Program Costs

The allowable costs under the FY2010 SHSP grant are divided into five program categories: Planning, Equipment, Training, Exercises, and Administration. Activities implemented under SHSP must support terrorism preparedness and build or enhance capabilities as they relate to the State Investment Justification.

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

a) Planning Costs

Allowable FY2010 SHSP planning activities as they pertain to the State Investment Justification:

- 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 contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)
- Conferences to facilitate planning activities
- Materials required to conduct planning activities
- Travel/per diem related to planning activities
- Overtime and backfill costs (IAW operational Cost Guidance)

Planning funds cannot be used for the purpose of hiring public safety (fire, EMS, law enforcement) personnel who will also fulfill traditional public safety duties. **These funds cannot supplant, but can only supplement existing budgets** for these planning activities. In no case is dual compensation allowable.

Upon completion of a given planning project, the county will submit copies of the completed plans and/or planning tasks that were developed, enhanced, or updated using FY2010 SHSP funds. These will be submitted to Ohio EMA's Grant Branch not later than end of the grant performance period and will be used to validate the work was completed as per the budget. Failure to do so may result in forfeiture or repayment of grant funds.

Further, all publications created with FY2010 SHSP funding shall prominently contain the following statement: "This document was prepared under a grant from the U.S. Department of Homeland Security (DHS). Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the U.S. DHS."

b) Equipment Costs

FY2010 SHSP funds can be used for the acquisition of specialized response equipment from the eligible 21 equipment categories listed in the FY2010 Authorized Equipment List (AEL). The AEL is only available online through the Responder Knowledge Base (RKB) website at www.rkb.us. NOTE, the AEL is routinely updated and thus must be consulted each time decisions are to be made on what equipment to be purchased. The County Team must consult the AEL in order to develop its Project/Budget application.

For the FY2010 SHSP Federal guidance states that FY2010 SHSP funds may be utilized for sustaining costs of equipment purchased with previous fiscal years' SHSP funds through the performance period of the FY 2010 SHSP grant. Further detail on this eligibility can be obtained through FEMA's Information Bulletin #336 (November, 2009).

Allowable FY2010 SHSP equipment purchases can be selected from the following categories (per the AEL) as they pertain to the State Investment Justification:

- Personal Protective Equipment
- Explosive Device Mitigation and Remediation
- CBRNE Operational and Search and Rescue
- Information Technology
- Cyber Security Enhancement
- Interoperable Communications
- Detection Equipment
- Decontamination Equipment
- Medical
- Power Equipment
- CBRNE Reference Materials
- CBRNE Incident Response Vehicles
- Terrorism Incident Prevention
- Physical Security Enhancement
- Inspection and Screening Systems
- Agricultural Terrorism Prevention, Response and Mitigation
- CBRNE Prevention and Response Watercraft
- CBRNE Aviation
- CBRNE Logistical Support
- Intervention Equipment
- Other Authorized Equipment (to include consulting services in support of equipment acquisition; Installation; Leasing of space for equipment storage; Maintenance; Shipping; Sales Tax; Vendor Training and Programming)

Before any equipment item is added to the county budget, the county must first confirm the item conforms to a specific AEL equipment item. It is recognized that the AEL is not an all-inclusive list. Some items that wish to be purchased may not exactly match a specific item in the AEL. In those cases, the county must consult Ohio EMA's Preparedness Grants Branch to determine whether or not the item meets the intent and restrictions of a given AEL equipment category/item. If Ohio EMA cannot concur or determine the eligibility of the item, they will consult with DHS to confirm eligibility of the item. The county must receive approval for the item in writing (email or memorandum) from Ohio EMA's Grants Branch. This clarification must take place prior to any encumbrance or expenditure of funds for the item in question.

The county will not consult DHS independent of Ohio EMA on an item's eligibility, which must be coordinated thru Ohio EMA's Preparedness Grants Branch. Equipment item decisions made by Ohio EMA and DHS are not subject to appeal.

Any equipment purchased with grant funding shall, when practical, be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security." It is recognized that not every individual item can be labeled as such. If the purchased equipment is maintained in bulk storage (ie. in a packing container) the grant recipient may label the applicable container(s) with the above statement as opposed to labeling each and every item. Labeling should not be intrusive to the piece of equipment and must not include the DHS logo.

c) Training Costs

Allowable training-related costs under this program include the establishment, support, conduct, and attendance of DHS-approved training programs. A listing of DHS-approved course can be found

at <https://www.firstrespondertraining.gov/TEI/tei.do;jsessionid=47A707031E0936EF8C478E45708B7B54?a=home>

Training conducted must also be in accordance with the FY2010 State Investment Justification. All training activities supported by FY2010 SHSP must be pre-approved by the Ohio EMA and applicant must obtain approval in writing (email or memorandum). All training project proposals must be submitted on the Training Pre-Approval Form enclosed in this guidance.

Non-DHS approved training courses may be considered and approved for a maximum of three deliveries. Applicants proposing a non-DHS approved course must be specific on the Training Pre-Approval Form on how the course will address both DHS's mission-scope and support the State Investment Justification. If you have questions regarding eligibility during the developmental stages of your training project proposal, please contact Cathy Deck, WMD Training Officer, at 614-889-7168, Phil Johnson, Training Supervisor, at 614-799-3680 or Lisa Jones, Training Officer, at 614-799-3824.

Allowable FY2010 SHSP training activities as they pertain to the State Investment Justification include:

- Costs to develop, deliver, and evaluate training, to include costs related to administering the training; planning, scheduling, facilities, materials, and supplies, reproduction of materials, and equipment.
- Overtime and backfill costs associated with attendance at DHS sponsored and/or approved training courses and programs.
- Costs associated with the certification and recertification of instructors.
- Travel costs (e.g. airfare, mileage, per diem, hotel) for personnel attending approved training.
- Hiring of 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 local government.)

d) Exercise Costs

The primary focus of FY2010 SHSP exercise funds is to provide for exercise expenses related to the design, development, conduct, and evaluation of exercises that support terrorism preparedness by building or enhancing capabilities that relate to the prevention of, protection from, response to, or recovery from terrorism. However, many capabilities that support terrorism preparedness simultaneously support preparedness for other hazards.

Acceptable scenarios for SHSP exercises include chemical, biological, radiological, nuclear, explosive (CBRNE), cyber, agricultural, and natural or technological disasters. Exercise scenarios must be catastrophic in scope and size, as defined by the National Response Framework (NRF), with a national impact significant enough to implement the Catastrophic

Incident Annex. Exercises must be progressive in nature and conducted via the building block approach.

With FY2010 SHSP funding, Ohio EMA will continue to implement a competitive, Regional Homeland Security Grant Exercise Program (HSGEP) separate from the local allocations listed in section four of this package. Counties will receive information on the FY2010 Regional HSGEP and participation separate from this application.

If applicants are interested in conducting a local exercise utilizing their local FY2010 SHSP funding, which is separate from the Regional HSGEP, the Exercise Pre-Approval Form, enclosed in this application package should be completed. This form should only be used if the jurisdiction does NOT intend to apply for the competitive, Regional HSGEP. To be eligible, all exercise activities must be compliant with the Homeland Security Exercise and Evaluation Program (HSEEP).

Exercise contractor support will not be available for exercises budgeted for with local funds. However, exercises conducted under the Regional HSGEP will have exercise contractor support available. Jurisdictions developing exercises without exercise contractor support must have at least two (2) members on their jurisdiction's exercise planning team that have completed the FEMA Exercise Design and Evaluation Course and the HSEEP Training Course. All consultants/contractors, including their support staff (e.g., exercise planners, controllers, facilitators) that are utilized to develop, conduct, or evaluate exercises must have completed the FEMA Exercise Design and Evaluation Course and the HSEEP Training Course, as well as have a strong working knowledge of the National Exercise Schedule (NEXS) and Corrective Action Program (CAP) systems. A scope of work and contract detailing the job duties and deliverables for all consultants/contractors must be provided and approved by the Ohio EMA Exercise Program Manager prior to finalizing any consultant/contractor agreements or contracts. Failure to abide with this process may result in the denial of exercise funds.

To budget local SHSP funds for exercise activities, the applicant must agree to adhere to the following guidelines during the grant period:

1. All exercise activities funded under the auspices of this sub-grant must comply with the US Department of Homeland Security's Homeland Security Exercise and Evaluation Program (HSEEP) and the State of Ohio's Terrorism/Multi-Hazard Exercise and Evaluation Manual (EEM). HSEEP materials are available via the Internet at <https://hseep.dhs.gov>. Programmatic information requests should be directed to the Ohio EMA Exercise Program Manager at (614) 799-3660. Requests for the State of Ohio's Terrorism/Multi-Hazard EEM should be made to this number as well. Questions should be directed to the Ohio EMA Exercise Staff.
2. For exercises that are being combined for joint exercise credit, the exercises must include a specific CBRNE hazard and not cross the boundaries between different hazards (i.e. biological and chemical). They must also be of similar type (i.e. the combining of a tabletop and a functional exercise is not permitted).
3. Per the FY 2009 Investment Justification that was submitted to the US Department of Homeland Security (DHS), the primary scope of the Regional HSGEP will be functional

exercises taking place in the jurisdiction's emergency operations center (EOC). These functional exercises will subsequently be followed by tabletop exercises that will validate changes and plan revisions as a result of the functional EOC exercises. Applicants allocating local exercise funds are encouraged to follow this same process but are not required to do so. However, any exercises that are conducted must follow a building block approach.

4. Exercise planning must begin 2-4 months in advance of the projected exercise date for tabletop exercises (TTXs), 4-8 months in advance of the projected exercise date for functional exercises (FEs) and 8-12 months in advance of the projected exercise date for full-scale exercises (FSEs). It is imperative for a representative from Ohio EMA to be present at the Initial Planning Conference (IPC) for each exercise to ensure uniformity in the exercise design process.
5. The Ohio EMA Exercise Program Manager must approve all planning conference and exercise dates.
6. Ohio EMA Exercise Staff must approve the exercise scenario and objectives.
7. Each TTX must have a Situation Manual (SitMan) and a PowerPoint presentation developed in accordance with the applicable HSEEP and State of Ohio format. All materials must be submitted to Ohio EMA's Exercise Section at least 30 days in advance of the exercise.
8. Each FE and FSE must have, in addition to the scenario, an Exercise Plan (ExPlan), Controller and Evaluator (C/E) Handbook and a complete Master Scenario Events List (MSEL) developed. These documents, as well as the scenario, must be developed according to the HSEEP and State of Ohio formats and provided to Ohio EMA no later than 30 days in advance of the exercise.
9. The State of Ohio Terrorism/Multi-Hazard EEM will be the sole basis for the evaluation of exercises conducted under this sub-grant.
10. Once an exercise is completed, an initial draft of the After Action Report/Improvement Plan (AAR/IP) must be submitted to the Ohio EMA Exercise Program Manager no later than (NLT) 30 days after the conduct of the exercise. A final copy must be provided to the Ohio EMA Exercise Program Manager within 60 days after the conduct of the exercise. To ensure uniformity, AAR/IP templates will be provided by Ohio EMA.
11. As part of the improvement planning process, the applicant will be tasked with reviewing the AAR/IP recommendations and developing a Corrective Action/Improvement Action for each recommendation, identifying the Responsible Party/Agency for coordinating the implementation of that Corrective Action/Improvement Action, as well as a tentative Completion Date. This task is accomplished at the After Action Conference (AAC), which should be conducted 6-7 weeks after the exercise. Once the AAC is conducted, the final AAR/IP must be submitted for final approval to the Ohio EMA Exercise Program Manager. This AAR/IP process must be completed within 60 days after the conduct of the exercise.

12. Copies of all final versions of the exercise scenario, SitMans, PowerPoint presentations, ExPlan, C/E Handbook, the MSEL, evaluation forms, AARs/IPs, sign-in sheets, etc. must be provided to the Ohio EMA Exercise Program Manager and are not proprietary to any applicant, jurisdiction, sub-grantee or contractor(s).
13. As previously mentioned, proposed exercise dates must be coordinated and approved by the Ohio EMA Exercise Program Manager to avoid scheduling conflicts. This scheduling process will be conducted at the Training and Exercise Planning Workshop (TEPW) that will take place in the March-April 2010 time frame. Attendance at the TEPW is mandatory. No exercise funds may be encumbered or spent, nor exercise planning started, prior to attending the TEPW.
14. To be eligible for funding, all exercises and projected exercises must be listed in the State of Ohio's Multi-Year Training and Exercise Plan (TEP).
15. All exercises must be entered in the National Exercise Schedule (NEXS). The responsibility for entering the information, including planning conference and exercise dates, contact information, participating agencies, etc. will be the responsibility of the local exercise planning team. A training session on the NEXS will be provided as part of the TEPW.
16. The IP from all exercises must be entered into the Corrective Action Program (CAP) System within 10 business days after the submission of the final AAR/IP to Ohio EMA. It is the responsibility of the local exercise planning team to enter their respective IPs into the CAP System. A training session on the CAP System will be provided as part of the TEPW.
17. A final drawdown for exercise expenses will not be processed until the county submits the final AAR/IP to Ohio EMA, finalizes the exercise information in the NEXS and enters the IP for the exercise into the CAP System.
18. For exercises conducted utilizing local SHSP allocations, the applicant will be solely responsible for ensuring HSEEP compliance and must maintain documentation for State and Federal programmatic audit purposes (e.g., copies of document reviews, proof of AAR/IP submittals, maintenance of NEXS and CAP System information). The applicant must identify a single point of contact that will coordinate all activities with the Ohio EMA Exercise Program Manager. For exercises conducted through the Regional HSGEP, Ohio EMA will continue to ensure HSEEP compliance by directly monitoring all exercise activities.
19. Should the applicant choose to sub-grant exercise funds (e.g., SHSP, EMPG, UASI, CCP), the applicant sub-granting the funding will be solely responsible for oversight, administration, and auditing to ensure HSEEP compliance. This includes attending all exercise meetings and exercises, as well as reviewing and approving all exercise documentation.

Allowable FY2010 SHSP exercise costs as they pertain to the State Investment Justification:

- **Funds Used to Design, Develop, Conduct and Evaluate an Exercise** – Includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation.
- **Hiring of Full or Part-Time Staff or Contractors/Consultants** – Full or part-time staff may be hired to support exercise-related activities. Such costs must be included within the funding allowed for program management personnel expenses, which must not exceed 15 percent of the total allocation. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) – whichever is more stringent – must be followed. In no case is dual compensation allowable. As previously noted, all consultants/ contractors, including their support staff (e.g., exercise planners, controllers, facilitators) that are utilized to develop, conduct, or evaluate exercises must have completed the FEMA Exercise Design and Evaluation Course and the HSEEP Training Course, as well as have a strong working knowledge of the National Exercise Schedule (NEXS) and Corrective Action Program (CAP) systems. A scope of work and contract detailing the job duties and deliverables for all consultants/contractors must be provided and approved by the Ohio EMA Exercise Program Manager prior to finalizing any consultant/contractor agreements or contracts.
- **Overtime and Backfill Costs** – Overtime and backfill costs associated with the design, development, and conduct of exercises are allowable expenses. 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.
- **Travel** - For expenses (e.g., airfare, mileage, per diem, lodging) of employees on official business related to the planning and conduct of the exercise project(s).
- **Supplies** - Items that are expended or consumed during the course of the planning or conduct of the exercise project(s) (e.g., copying paper, gloves, tape, moulage kits or supplies, triage tags).
- **Other Items** - Costs would include rental space/locations for exercise planning and conduct, rental of equipment (e.g., portable toilets, tents, PA systems), food, gasoline, exercise signs, badges, etc.

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle cost that is reimbursable is fuel/ gasoline (receipts must be provided).
- Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).

All exercise activities supported by FY2010 SHSP must be pre-approved by the Ohio EMA. As a reminder, the applicant must attend a mandatory Training and Exercise Plan Workshop (TEPW) to coordinate and schedule their exercise activities and obtain approval

in writing (email or memorandum) prior to encumbering any exercise related expenses or beginning any exercise planning activities. If you have questions regarding eligibility during the developmental stages of your exercise project proposal, please contact Darren Price, Exercise Program Manager, at 614-799-3660 or via e-mail deprice@dps.state.oh.us

e) Administrative Costs

These costs are specifically attributed to the management and administration of the FY2010 award. The grant recipient may budget up to, but not to exceed, 5% of its total FY2010 SHSP grant award to cover the recipient's administrative costs. Indirect costs are not considered administrative costs and are not permitted under the FY2010 SHSP grant. The allowable costs specifically include the following:

- Hiring of full-time or part-time staff or contractors to include, but not limited to, completing pre-grant application Budget Worksheets and Program Narrative; initiating, documenting, and tracking grant expenditures; inventorying equipment purchases; producing or completing required grant reports such as the Request for Cash, Encumbrance Report, and federally-required ISIP and BSIR;
- Overtime and backfill costs related to accomplishing allowed administrative tasks only to the extent the payment for such services is in accordance with the policies of the local unit(s) of government;
- Applicable Travel expenses to the extent the payment for such services is in accordance with the policies of the local unit(s) of government;
- Meeting related expenses (IAW with OMB Circular A-87 and 44 CFR) associated with County's Terrorism Advisory Team to discuss local homeland strategy implementation and/or grant program management;
- Acquisition of authorized office equipment, including personal computers, laptop computers, printers, LCD projectors, and other equipment or software which is required to support the implementation of the FY09 SHSP and *only when* no such equipment is currently available to accomplish the task;
- Recurring fees/charges associated with *authorized office equipment*, such as cell phones, faxes, etc. (this does *not* pertain to *response equipment* purchased under the eligible equipment program category); and
- Leasing and/or renting of office space for *newly hired personnel* who will administer the programs within FY2010 SHSP, or for personnel currently being paid with SHSP funds for grant administration and will now be responsible to additionally administer FY2010 SHSP funding.

f) Personnel Costs

Personnel hiring, overtime, and backfill expenses are permitted under this grant in order to perform allowable FY 2010 HSGP planning, training, exercise, and equipment activities.

A personnel cost cap of up to 50 percent of total **SHSP and UASI** program funds may be used for personnel and personnel-related activities as directed by the *Personnel Reimbursement for*

Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act (Public Law 110-412). Grantees who wish to seek a waiver from the personnel cost cap must provide documentation explaining why the cap is unacceptable; waiver requests will be considered only under extreme circumstances. In general, the use of SHSP and UASI funding to pay for staff and/or contractor regular time or overtime/backfill is considered a personnel cost. Activities that are considered “personnel” and “personnel-related,” and therefore count against the personnel cost cap of 50 percent, include, but are not limited to:

- Operational overtime
- Overtime/backfill to participate in approved training or exercise deliveries
- Salaries and personnel costs of intelligence analysts
- Overtime to participate in intelligence sharing activities
- Salaries and personnel costs of planners, equipment managers, exercise coordinators, and/or training coordinators
- Salaries and personnel costs under the M&A category
- Contractor costs associated with performing the above activities
 - When contracting for personnel services, a copy of the contract must be provided to Ohio EMA for review in advance of entering into the contract. Additionally, a signed contract must be provided for audit purposes.

These activities are also subject to the funding and eligibility requirements detailed under the allowable cost categories. For further details SAAs should contact their FEMA Headquarters Program Analyst.

FY 2010 HSGP funds may not be used to support the hiring of any personnel for the purposes of fulfilling traditional public health and safety duties or to supplant traditional public health and safety positions and responsibilities.

The following are definitions for the terms as used in this grant guidance:

- **Hiring** – State and local entities may use grant funding to cover the salary of newly hired personnel who are exclusively undertaking allowable FEMA program activities as specified in this guidance. This may not include new personnel who are hired to fulfill any non-FEMA program activities under any circumstances. Hiring will always result in a net increase of Full Time Equivalent (FTE) employees.
- **Overtime** – These expenses are limited to the additional costs which result from personnel working over and above 40 hours of weekly work time as a direct result of their performance of FEMA-approved activities specified in this guidance. Overtime associated with any other activity is not eligible.
- **Backfill-related Overtime** – Also called “Overtime as Backfill,” these expenses are limited to overtime costs which result from personnel who are working overtime (as identified above) to perform the duties of other personnel who are temporarily assigned to FEMA-approved activities outside their core responsibilities. Neither overtime nor backfill expenses are the result of an increase of FTE employees.
- **Supplanting** – Grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or grantees may be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

FY 2010 SHSP funds may not be used to support the hiring of any personnel for the purposes of fulfilling traditional public health and safety duties or to supplant traditional public health and safety positions and responsibilities.

Grantees are permitted to hire or laterally move existing public safety officers to new positions that support SHSP program activities that are allowable under FY2010 SHSP program guidance. In the case of lateral transfers, grant funds may be used to support only those positions that are allowable under FY2010 SHSP program guidance; **all non-supplanting rules apply.**

Positions created and/or funded through FY04-FY09 SHSP grants may continue to be supported with FY2010 SHSP funding provided that the position is dedicated to the same or similar purposes allowable under applicable grant program guidance.

g) Unallowable Costs

FY2010 SHSP funds may not be used for activities unrelated to the completion and implementation of the grant program. Further, equipment grant funds awarded under this program may not be used to reimburse costs for equipment procured prior to or after the award performance period.

For equipment or office equipment-related costs, grant funds may not be used for:

- General use software (for basic word processing, graphics, spreadsheets, etc.)
- General use computers and related equipment (used for day-to-day office work not associated with homeland security)
- General use vehicles
- Registration, Insurance, Licensing, and other fees (not otherwise specifically allowed in the AEL)
- Weapons systems and ammunition
- Equipment not in accordance with the FY2010 SHSP Authorized Equipment List (AEL).

Grant funds may not supplant previously budgeted funds meant to accomplish the same tasks, activities, purchases, and/or expenses. **Also, grant funds will not be used to pay for Indirect Costs.**

Grant funds may not be used as a source of matching funds for other state or federal grant programs. Additionally, SHSP grant funds may not be transferred to cover costs within the other HSGP grant programs (CCP, LETPP, UASI, or MMRS) or another separate state or federal grant program.

VIII. Construction/Renovation & NEPA Requirements

a) Construction Activities

Use of FY2010 SHSP funds for construction and renovation is generally prohibited except as outlined below. Such construction and renovation shall be strictly limited and allowable only when it is a necessary component of a security system at critical infrastructure facilities. Construction activities must be in accordance with FY2010 IJ #5 “Implement the National Infrastructure Protection Program” and facility eligibility must be coordinated with Ohio

Homeland Security. Project construction not exceeding \$1,000,000 is allowable as deemed necessary.

The following types of projects are considered to constitute construction or renovation and must be submitted to FEMA for compliance review under Federal environmental planning and historic preservation (EHP) laws and requirements prior to initiation of the project:

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

In addition, the erection of communications towers that are included in a jurisdiction's interoperable communications plan is allowed, subject to all applicable laws, regulations, and licensing provisions. Communication tower projects must be submitted to FEMA for EHP review. Per the Department of Homeland Security Appropriations Act, 2010 (Public Law 111-83), communications towers are not subject to the \$1,000,000 construction cap.

In order to draw down funds for construction and renovation costs under HSGP grants, Sub-grantees must provide to FEMA through Ohio EMA:

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

For more information on FEMA's EHP requirements, sub-grantees should refer to FEMA's Information Bulletin #329 and the EHP screening tool accompanying this guidance.

In order for sub-grantees to budget for construction and renovation costs under SHSP, the Project narrative must contain:

- A description of the asset or facility, its location, whether the infrastructure is publicly or privately owned, and a description of the construction or renovation project.
- An outline addressing how the construction or renovation project will address one of the milestones in the FY2010 State Investment Justification.
- Consequences of not implementing the construction or renovation project.

Approval of the construction or renovation Project will first be reviewed and evaluated by Ohio EMA. If not acceptable, the Project will be rejected in whole or returned for further clarification. Written approval will be provided by DHS prior to the use of any funds for construction or

renovation. The county will then be responsible to satisfy all DHS restrictions and requirements applicable to the approved construction and renovation Project. Changes will not be made in the Project without prior approval of Ohio EMA and DHS.

As many projects qualify for EHP review, the enclosed EHP Form and its required attachments should be included and submitted with the final application package.

Inadequate project descriptions and/or documentation of the presence of environmental resources and historic properties in a project area may cause significant delays in the timeliness of the review and affect the project's implementation. Failure of the grantee to meet all Federal, State and local EHP requirements, comply with project conditions established during FEMA's EHP review, and/or obtain applicable permits and approvals may result in project delays or the denial of funding.

IX. Grant Application

A) Application Submission

Grant Agreements and Assurances with original signature must be mailed to Ohio EMA and must be postmarked by February 2, 2011. Grant Agreements/Assurances not postmarked by that date/time will not be guaranteed timely review, approval and/or funding. Grant Agreements/Assurances *must be mailed or hand delivered* to the Ohio EMA Preparedness Grants Branch, 2855 W. Dublin-Granville Rd, Columbus, Ohio, 43235.

For FY2010 SHSP, all grant application and management beyond the Grant Agreement and Assurances will be conducted using Ohio's Electronic Grant Management System (EGMS). Sub-grantees may access the system and user guide by using the following web link <http://ema.state.oh.us/oemagrants>

Applicants must complete and upload the following documents into EGMS. Uploads are to be submitted by **11:59 PM on February 2, 2010:**

- 1) Summary of Projects/Costs
- 2) EGMS User Information Form
- 3) County Terrorism Advisory Team Information
- 4) Contact Information
- 5) NIMS Compliance Information
- 6) EHP Review Form
- 7) Travel Pre-Approval Form
- 8) Training Pre-Approval Form
- 9) Exercise Pre-Approval Form

Applicants will base their application for FY2010 funding on the information presented in this guidance and contained in the following Attachments to the guidance:

- Attachment A, Investment Milestones Reference Guide
- FY2010 SHSP Local Grant Application forms 1-9

B) Application Forms

1) Summary of Projects/Costs

This form acts first as a checklist to ensure all forms are complete and attached. It next lists all Projects being submitted for funding and their respective Total Costs. Finally, the county's authorized representative will sign and verify the County Terrorism Advisory Team did concur on the submission of the application.

2) EGMS User Information Form

This form allows a sub-grantee to permit additional accounts within EGMS. In addition to the Signatory Official, one additional contact can be permitted to upload information and/or documentation. Also, accounts can be added for the sole purpose of *working* on the grant application and/or cash requests –not permitted to submit.

3) County Terrorism Advisory Team

This form identifies the current membership of Team and must be maintained throughout the grant program period. Identify the respective members for each of the ten disciplines on the Team. As a reminder, no one person may represent multiple disciplines on the Team and no one discipline shall have the majority of members of the Team.

4) Contact Information

For Ohio EMA to complete the official Grant Agreement, the county must identify the three individuals who will manage and address any state/federal questions on the status of projects or funding. The Project Manager should be the person who has the day-to-day status of all project tasks and accomplishments. The Financial Officer should be the representative in the County Auditor's or Treasurer's office who will receive the transfer of funds and can address the pay-in/out of funds transferred to the county. The Signatory Official is the person who signs the Grant Agreement on behalf of the county.

5) NIMS Compliance

In order to receive FY 2010 SHSP funding, the County is required to certify as part of their grant application that they are addressing and/or have met the FY09 NIMS requirements. Please refer to the NIMS Certification form, which is included in the application packet for a listing of the Fiscal Year 2009 NIMS compliance requirements that should have been met. Additional information about NIMS compliance and resources for achieving compliance can be found at *Ohio EMA NIMS* website <http://www.ema.ohio.gov/NimsGuidance.aspx> or the *NIMS Integration Center web page*, <http://www.fema.gov/emergency/nims>

6) EHP Review Form (as applicable)

Please see section 8.c. of this local grant guidance to determine if one or more of your projects require an EHP Review Form. If you have questions regarding the determination please contact your respective Grants Coordinator (see POC's at the end of this application package).

7) Travel Pre-Approval Form (as applicable)

This form is used to submit for pre-approval of travel using Planning, Training and Admin funds. **This form is required for all travel to be reimbursed for expenses. Note: The approval of the travel does not constitute approval of all costs incurred during the travel. Travelers must obtain signed approval from Ohio EMA to ensure costs are eligible for reimbursement.**

8) Training Pre-Approval Form (as applicable)

Allowable training-related costs under this program include the establishment, support, conduct, and attendance of DHS-approved training programs. **All training activities supported by FY2010 SHSP must be pre-approved by the Ohio EMA and applicant must obtain signed approval from Ohio EMA to ensure costs are eligible for reimbursement.**

9) Exercise Pre-Approval Form (if applicable)

This form is only required to be completed and submitted by those counties that have an exercise Project in their application.

C) “Project” Overview

A Project is a specific accomplishment of a task such as the purchase of equipment or completion of training that fulfills a clearly defined capability gap/need at the local or regional level, and in accordance with the FY2010 State Investment Justification. One Project may contain the various elements of Planning, Equipment, Training, and Administration as necessary to complete the Project.

The county grant application will consist of one or more Projects designed to directly support the State’s FY2010 Homeland Security Strategy. Counties are not required to complete a Project for each Investment Area. Instead, the county may complete multiple Projects for multiple Investments or only one Project within a single Investment, as it correlates with one or more of that Investment’s Milestones.

Regional projects (two or more counties) are encouraged to be funded directly from the local SHSP funds based on the common needs/gaps of the counties within a given region. How the regional need is funded depends on the capability being fulfilled and the availability of funds at the local level. For example, if the goal is to fulfill a specific regional team’s need (ie. SAR or Hazmat), the host county of that team could/should submit one Project to support that team. Additionally, the other counties supporting that team could also submit and fund similar Projects for that team. In this case, each county shares in the cost of equipping or training that team. If the regional goal is to fulfill a common capability of all counties within a given region (ie. all EOCs will use a common software), then the individual counties will identify that same project in their respective applications and fund their respective costs accordingly.

X. Grant Application Processing

Ohio EMA will issue signed/completed grant agreements within 30 calendar days of receiving local grant applications and/or having final budgets approved and on file with Ohio EMA.

XI. Grant Performance Period

The performance period for they FY2010 SHSP is **August 1, 2010 – March 31, 2013**. **All equipment must be received and installed as well as the final cash draw-downs must be submitted by the end of the performance period.** No funds may be spent on activities or costs that occur outside of the defined grant performance period.

Any FY2010 SHSP funds not properly spent within the performance will be de-obligated by Ohio EMA for re-obligation to other eligible grant recipients. **There will be no extensions to the grant performance period.**

XII. Post Award Grant Administration

A) Cash Request Process

The cash request process for the FY2010 UASI requires that services have been completed (contract, personnel, etc.) and/or that equipment has been received and invoiced. To be reimbursed, costs must be eligible and proper back-up documentation must be submitted through the Electronic Grants Management System. Cash requests will be reviewed by a Program Specialist to ensure completeness when received by Ohio EMA.

1. Program Specialist review

The first step of the reimbursement process is an initial review for cash request completeness. This review is conducted by your Preparedness Grants Program Specialist and focuses on making sure forms are filled out properly, costs are reflected in the budget and complete documentation accompanies the request.

If a cash request is not complete, which includes but is not limited to the following items: lacking proper signature, cash request not completely filled out, lack of proper documentation, the request will be rejected to the sub-grantee for revision. Sub-grantees are encouraged to utilize their Program Specialist for technical assistance, as needed, in filling out the cash request and compiling documentation to support the cash request.

a) Proper documentation

Cash requests submitted for reimbursement from the FY2010 UASI must be accompanied by proper documentation of each cost. Proper documentation requires “Proof of Cost” (time **and** effort records, invoices, bills, etc.). If proper documentation is not provided, the cost may be un-allowed for reimbursement.

Food costs associated with grant funded actions (meetings, trainings, etc.) must be documented by proof of cost, purpose of event (agenda, invitation, etc) and a

roster or sign in sheet of persons attending. Food costs submitted for reimbursement without all listed documentation will be un-allowed.

2. Eligibility review; processing

The second step of the reimbursement process is a determination of eligibility, data entry of the cash request for tracking/monitoring purposes and preparation for payment. The Ohio EMA Preparedness Grants Branch conducts this step.

3. Payment processing and notification

The final step of reimbursement is approval of cash request by Ohio EMA fiscal and payment through an electronic funds transfer (EFT).

4. Tracking and Close-Out

Upon completing full reimbursement of your allocation or end of the program period of the grant, Ohio EMA will send a close-out notification to the local jurisdiction advising of the closure of the sub-grant and the final disposition of any un-spent funds.

3. Financial Management

Local governments receiving federal preparedness funds shall establish and maintain financial management systems in conformity with FY2010 grant guidelines, federal regulations and applicable OMB Circular(s).

XIII. Grant Termination

Ohio EMA may suspend or terminate funding under this grant, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to comply with the requirements or statutory objectives of federal law
- Failing to make satisfactory progress toward the goals or objectives set forth in this application
- Failing to follow grant agreement requirements or the respective grant guidance
- Failing to submit required reports
- Filing a false certification in this application or other report or document.

Before suspending or terminating funding, Ohio EMA will provide the Advisory Team reasonable notice of its intent to impose any measure and will make efforts to resolve the problem informally.

XIV. Federal Grant Guidance and Financial Requirements

Federal FY2010 HSGP grant guidance applies and supports the management of FY2010 SHSP funds and can be found at www.fema.gov/grants. Applicable sections of federal guidance should

be consulted and understood by the county prior to submitting its application. Failure to adhere to guidance and its general conditions can result in suspended or terminated grant awards as well as the repayment of funds.

In the management of the FY2010 SHSP funds, the grant recipient will comply with the guidance outlined here within as well as the federal grant guidance. When state and federal grant guidance conflicts, the state guidance will take precedence unless otherwise stated here within. Clarifications shall be directed to and resolved by the Ohio EMA Preparedness Grants Branch.

Applicants shall comply with all applicable laws, regulations and program guidance. A nonexclusive list of regulations commonly applicable to DHS grants are listed below, including the guidance:

a) Administrative Requirements

1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)

b) Cost Principles

1. 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
3. 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122)
4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

c) Audit Requirements

1. OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

OMB Circulars can be found at www.whitehouse.gov/omb/circulars.

d) Grant Fund CFDA

The CFDA number for the FY2010 SHSP is **97.067**, as part of the overall FY2010 HSGP.

e) Freedom of Information

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

Information provided under the Project Descriptions is considered to be a security record and thus is not public record as per Revised Code 149.433. The other application forms and information submitted with this grant application is not and is considered public record. The county should consult their respective legal offices for more information on the applicability of RC 149.433.

XV. Reporting Requirements

Upon official award, applicants acknowledge they will have to agree to complete quarterly reports to the Ohio EMA; and also agree to update the Bi-annual Strategy Implementation Report (BSIR) on the federal Grants Reporting Tool (GRT, due NLT January 10 and July 10 each year until the grant concludes, and then to complete one final BSIR within 120 days of the federal grant closure date. Further information on quarterly and bi-annual reporting will be provided with issuance of the official grant agreement.

POINTS OF CONTACT

For **Grant Fiscal and Administrative** needs, contact:

- State Agency, Kathleen Nelson, Grants Administrator
614-799-3836 or via knelson@dps.state.oh.us
- David O'Reilly, 614-799-3604
or via dtoreilly@dps.state.oh.us
- Joe Haller,
614-799-3690, 330-837-3078 or via jdhall@dps.state.oh.us
- Carl Sofranko,
614-799-3605 or via cdsofranko@dps.state.oh.us

For **State Homeland Security Strategy** inquiries, contact

- Tracy Proud, Senior Strategic Planner,
614-644-3886 or via tproud@dps.state.oh.us

For **Exercise Program** needs, contact:

- Darren Price, Exercise Program Manager,
614-799-3660 or via deprice@dps.state.oh.us

For **Training Program** needs, contact:

- Phil Johnson, Training Supervisor,
614-799-3680 or via prjohnson@dps.state.oh.us
- Leslie Bricker, WMD Training Officer,
614-889-7168 or via ljbriker@dps.state.oh.us
- Lisa Jones, Training Officer,
614-799-3824 or via LJones@dps.state.oh.us

For **Grant Management** inquiries, contact

- Andrew Elder, Grants Branch Chief,
614-889-7178 or via adelder@dps.state.oh.us

APPLICATION FORMS (see attached for the following)

- a) **Attachment A:** FY2010 Investment Justification Milestones Reference Guide
- b) **Grant Application Forms**
 - 1) Summary of Projects/Costs
 - 2) EGMS User Information Form
 - 3) County Terrorism Advisory Team Information
 - 4) Contact Information
 - 5) NIMS Compliance Information
 - 6) EHP Review Form
 - 7) Travel Pre-Approval Form
 - 8) Training Pre-Approval Form
 - 9) Exercise Pre-Approval Form

Attachment A

Investment Milestones Reference Guide

Per these five FY2010 SHSP investment areas, local project applications *must* directly align with one or more of the investment areas as outlined in the table below. Per the Project Description Form (Form 2), applicants *must* describe how a project relates to one or more investment areas and specifically what milestone the project will participate in and help achieve.

Investment Area #1

Expand Interoperable Communications Throughout Ohio

Investment Description: This investment directly supports the communications primary target capability through improving the ability of first responders to communicate across discipline & jurisdictional lines. Across Ohio improvements will be made through equipment, design of new systems, system interface, the development of plans & procedures for interoperable communications and training. These improvements will follow the strategies of the State's Interoperable Communications Plan.

Aligning National Priorities: Expanded Regional Collaboration, Strengthen Communications Capabilities; Strengthen Information Sharing and Collaboration Capabilities;

Aligning Target Capabilities: Communications; Emergency Public Safety and Security; Intelligence and Information Sharing and Dissemination; On-Site Incident Management; Responder Safety and Health.

Investment Area #2

Conduct Multi-Agency Local, Regional and Statewide Exercises

Investment Description: The goal of this investment is to continue funding the State of Ohio's Homeland Security Grant Exercise Program (HSGEP). Key activities of this investment include conducting seminars, drills, & exercises with scenarios focused on strengthening improvised explosive device (IED) attack deterrence, prevention, and protection capabilities, as well as interoperable communications. Based on previous exercise Improvement Plans (IPs), this investment will also assess whether the gaps from previous exercises have been reduced and/or eliminated.

Aligning National Priorities: Expanded Regional Collaboration; Implement the NIMS and NRP; Strengthen Communications Capabilities; Strengthen Information Sharing and Collaboration Capabilities

Aligning Target Capabilities: Communications; Economic and Community Recovery; Emergency Public Information and Warning; Intelligence and Information Sharing and Dissemination.

Investment Area #3

Implement Preparedness Training Initiatives

Investment Description: This investment will continue to support the Ohio EMA annual training program providing training to emergency managers, first responders, volunteers and private sector personnel. Specifically this investment will support delivery of FEMA and other federal and state courses that are DHS approved. Initiatives funded by this investment include: Continued funding of partnerships between Ohio EMA and Ohio community colleges and universities to incorporate Ohio EMA training courses into academic programs, bridging the gap between continuing education and academics; institutionalization the Emergency Planning in Ohio course. Conducting eight structural collapse operations courses and one structural collapse technician course and funding local all hazard training programs according to jurisdictional training needs.

Aligning National Priorities: Implement the NIMS and NRP; Strengthen Information Sharing and Collaboration Capabilities; Strengthen Planning and Citizen Preparedness Capabilities

Aligning Target Capabilities: Emergency Public Safety and Security; Community Preparedness and Participation; Emergency Operations Center Management; On-Site Incident Management; Planning

Investment Area #4

CBRNE Detection, Response and Decontamination Capabilities

Investment Description: The goal of this investment is to advance Ohio's progress toward strengthening CBRNE response, detection and prevention; this will be accomplished by continuing the build-out of risk-based capabilities as outlined by The National Preparedness Guidelines and Target Capabilities List. It will both reduce the risk of terrorism and increase local, regional and state preparedness through better coordinated and enhanced CBRNE/WMD detection, response and decontamination capabilities, and increased public awareness. Key activities of this investment include completing the build-out of regional explosive device response (bomb) teams, regional collapse search and rescue teams, and regional hazardous materials/WMD response & decontamination capabilities; and filling gaps between local and federal response. This investment will also improve prevention efforts by defining gaps, coordinating current capabilities and developing appropriate local, regional, and state CBRNE detection capabilities.

Aligning National Priorities: Expand Regional Collaboration; Strengthen CBRNE Detection, Response, & Decontamination Capabilities; Strengthen Planning and Citizen Preparedness Capabilities

Aligning Target Capabilities: Explosive Device Response Operations; CBRNE Detection; Community Preparedness and Participation; Search and Rescue (Land-Based); WMD and Hazardous Materials Response and Decontamination

Investment Area #5

Implement the National Infrastructure Protection Program

Investment Description: The goal of this investment is to increase Ohio's ability to deter threats, mitigate vulnerabilities, and minimize consequences to the state's largely privately owned and operated, exploitable and interdependent critical infrastructure and key resources (CI/KR). Key activities of this investment will be the deployment of trained experts to visit sites to assess risk through consequence, vulnerability and threat analysis. The risk assessments will serve as the basis for prioritizing CI/KR for funding and the development of protective programs. Ohio understands that CI/KR protection and resiliency must be a collaborative effort among CI/KR managers, first responders and other stakeholders. Ohio has a critical need for CI/KR resiliency in a state with the nation's greatest number of miles of interstate highway, significant rail intersections, an international maritime border, and is in top five states in the nation for production of many agriculture commodities.

Aligning National Priorities: Expanded Regional Collaboration; Implement the NIPP

Aligning Target Capabilities: Critical Infrastructure Protection; Counter-Terror Investigation and Law Enforcement; Intelligence and Information Sharing and Dissemination; CBRNE Detection; Risk Management.

Note on CI Sites in your County if applying for a construction project:

Upon request, the Ohio Department of Public Safety's Division of Homeland Security (OHS) Office of Infrastructure Protection will provide information on critical infrastructure and key resources (CI/KR) to agencies in support of their SHSP funding decisions. All of the CI/KR identified will meet state-specific criteria as high level assets and most likely were included in nomination as candidates for the national highest level of criticality.

Once the applicant has reviewed the list, the applicant will be asked to provide detailed descriptions of the criticality of the assets and systems nominated to receive funding. These descriptions should include specific regional, state, or local impacts that the disruption or destruction of these assets would have on your area of operations. OHS will then be able to assist in support of the eligibility of your sites for assistance and funding.

FY2010 State Homeland Security Program

Application Deadline, uploaded/post-marked by Feb. 2, 2011

Application Checklist, completed:

- 1. *This form.* FY2010 State Homeland Security Program (SHSP) Summary of Projects/Costs
- 2. EGMS User Information Sheet
- 3. Contact Information Sheet
- 4. County Terrorism Advisory Team membership
- 5. NIMS Compliance Information
- 6. EHP Review Form (as applicable)
- 7. Travel Pre-Approval Form (if applicable)
- 8. Training Pre-Approval Form (if applicable)
- 9. Exercise Pre-Approval Form (if applicable)

Reminder: Eligible Projects must directly support specific State Investment Justification Milestones.

FY2010 SHSP Summary of Projects/Costs

County:		
Award Amount:	\$	
Project Title(s)	(shown in order of priority, Admin does <i>not</i> require a priority #)	Funding Budget
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
--.	Grant Administration (limited to 3% of grant award)	\$
Total Funding (must equal Award Amount):		\$

With my signature below, I hereby certify that the County's Terrorism Advisory Team did on _____ (insert date) review and concur on the projects, narrative, and budget costs contained within this grant application.

Grant Signatory Official (signature)

Date

Ohio Emergency Management Agency Electronic Grants Management System User Information Form

Sub-Grantee Name: _____

Grant Fiscal Year: FY2010 _____

Grant Name: State Homeland Security Program (SHSP) _____

Signatory Officials Name: _____

Other than the Signatory Official, the following person is permitted to submit documentation in the Electronic Grants Management System:

Name: _____

Title: _____

The following people are permitted to register for an account and work within the Electronic Grants Management System:

Name: _____

Title: _____

Grant Signatory Official's Signature

Date

County Terrorism Advisory Team Information

Date:

--

County:	
<p><i>Identify the appointed representatives for each Discipline. Each Discipline may have as many representatives as needed to assist in the oversight and the management of the program. However, no one person may be a representative under multiple disciplines. Also, no one discipline may have a majority of the Team’s total membership.</i></p> <p><i>The Team must develop its own operational procedures by which to conduct its business. The Team must appoint its own Chairperson (or Co-Chairs).</i></p>	
Fire Service <small>(can include private/public fire departments)</small>	
Names/Titles/Depts	
Emergency Medical Service <small>(can include private/public EMS departments)</small>	
Names/Titles/Depts	
Police Departments <small>(can include private/public police departments)</small>	
Names/Titles/Depts	
County Sheriff’s Office	
Names/Titles/Depts	
Emergency Management Agency	
Names/Titles/Depts	
Public Works <small>(ie. Water, Gas, Electric, Transportation, etc, and can include private/public departments)</small>	

Names/Titles/Depts	
Public Health <i>(ie. Health Depts, Hospitals, Emergency Care Facilities, etc, and can include private/public organizations)</i>	
Names/Titles/Depts	
Township Trustee(s)	
Names/Titles/Twps	
Mayor's Office(s)	
Names/Titles/Cities	
County Commissioners' Office	
Names/Titles	
Others <i>(the Team is welcome to include other agencies/disciplines on their committee as needed to include private/public organizations) ch 1, added line</i>	
Names/Titles/Depts	
Team Chairperson (s) <i>(Identify the Team's duly appointed Chairperson or Co-Chairs)</i>	
Name/Title/Dept	
Name/Title/Dept	
<p><i>If during the grant period any changes are made to the above information, a revised County Terrorism Advisory Team form MUST be provided to the Ohio EMA within 5 business days of the change.</i></p>	

Contact Information

Date:

--

County:	
Tax ID#:	

Point of Contact Information
Identify the Grant Project Manager, Jurisdiction’s Financial Officer, and Signatory Official.

Grant Project Manager *(Individual who will operationally manage and answer questions on the day-to-day project accomplishments.)*

Name/Title	
Department	
Address (Street, City, Zip)	
Telephone	
Fax	
Email	

Jurisdiction Financial Officer *(Individual from Auditor/Treasurer’s office authorized to provide/share information on financial records.)*

Name/Title	
Department	
Address (Street, City, Zip)	
Telephone	
Fax	
Email	

Signatory Official *(Individual authorized to sign the Notice of Award)*

Name/Title	
Department	
Address (Street, City, Zip)	
Telephone	
Fax	
Email	

If during the grant period any changes are made to the above information, a revised Contact Information form MUST be provided to the Ohio EMA within 5 business days of the change. If change is for the Signatory official, an official letter from the Jurisdiction announcing the change must accompany the form

NIMS Compliance Information

Applicant:	
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To be eligible to receive FY 2010 Federal preparedness funding assistance, applicants must meet NIMS compliance requirements. State, Territory, Tribal, and local governments are considered to be in full NIMS compliance if they have adopted and/or implemented the FY05, FY06, FY07, FY08 and FY09 compliance activities. Adoption and/or implementation has been self-certified each year by the Governor’s office for each State and Territory, which includes Tribal and local governments. Ohio Revised Code 5502.28(c) designates NIMS and its incident response management component, the Incident Command System (ICS), as the primary response/recovery framework for all jurisdictions in the state.

Therefore, the Applicant’s Director, Chief Executive, or designee must review and certify below that these FY05, FY06, FY07, FY08 and FY09 NIMS requirements have in fact been implemented to the “good faith effort” standard within the agency or jurisdiction by all disciplines receiving direct benefit as a result of FY05, FY06, FY07, FY08 and FY09 expenditures and likely to receive direct benefit as a result of FY2010 SHSP expenditures. Evidence of compliance with these requirements must be made available, upon request, to Ohio EMA. Failure to do so may result in suspended or terminated funding.

Please check one:

- The Applicant is one of the 17 state agencies, commissions, divisions, or departments, or is a jurisdiction over 5,000 population (based on the 2000 U.S. Census) required to complete a National Incident Management System Compliance Assistance Support Tool (NIMSCAST). The Applicant’s NIMSCAST is complete and any open corrective action plans are being addressed.

- The Applicant is not required to complete a National Incident Management System Compliance Assistance Support Tool (NIMSCAST). The Applicant has established a training program that ensures the requisite NIMS/ICS training for personnel with a role in emergency response or incident management. The Applicant also has established the necessary policies and procedures to execute any responsibilities assigned in a state or local emergency operations plan.

The Applicant hereby certifies that the tasks necessary to address implementation of NIMS requirements in accordance with FY09 NIMS guidance have been accomplished, and as such the Applicant has satisfied the NIMS compliance conditions that are a prerequisite to receipt of FY2010 grant funds.

Grant Signatory (signature)

Date

Please refer to the Ohio NIMS Implementation Guidance is available at <http://ema.ohio.gov/NimsGuidance.aspx> for additional detail regarding NIMS compliance requirements.

ENVIRONMENTAL and HISTORIC PRESERVATION SCREENING MEMO (EHPSM)

This memo should be attached to all project information sent to the Grant Programs Directorate (GPD) for an environmental and historic preservation (EHP) regulatory compliance review. Please complete sections A – D of this memo, as applicable. When questions are not applicable to the project, please leave the field blank. This memo is intended to be completed electronically. Please contact GPD-EHP for a version of this memo that is suitable for printing and completing by hand.

A. PROJECT INFORMATION

Grant Program Name: _____ Grant Award Number: _____

- Project Type (*Check all that apply*):
- Physical security enhancements (i.e., installation of fencing, cameras, TWIC readers, bollards, motion detection systems, x-ray machines, lighting, etc.)
 - New installation/construction/renovation (i.e., emergency operations centers, docks, piers, security guard buildings, etc.)
 - Renovations/upgrades/modifications to structures 50 years old or older
 - Communication towers, related equipment, and equipment shelters
 - Other ground disturbing activities (i.e., trenching, excavation, etc.)
 - Training and exercises
 - Purchase of equipment (specify) _____
 - Other (specify) _____

Grantee Name: _____

State: _____ County: _____ Agency: _____ Subgrantee: _____

Project Title: _____

Fiscal Year: _____

B. PROJECT DESCRIPTION/LOCATION (*The following information will be required in order to complete a review for each project type. If multiple “project types” describe the same project, [i.e., physical security enhancements AND renovations of structures 50 years old or older AND other ground disturbing activities], it is not necessary to repeat information; please make a note to refer back to the previous entry.*)

Project Type: **Physical security enhancements (i.e., installation of fencing, cameras, TWIC readers, bollards, motion detection systems, x-ray machines, lighting, etc.)**

Project Location (*physical project address or latitude/longitude of project location*): _____

Color site photos and other visual documentation (i.e., maps, technical drawings) attached? Yes No

Will ground disturbance be required? Yes No

If yes, please give total extent (*depth, length, and width*) _____

Has the ground been previously disturbed? Yes No

Please describe previous ground disturbing activities (e.g., parking lot, farming, commercial development, etc.): _____

Will any equipment or structures need to be installed? Yes No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): _____

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: _____

Project Type: **New installation/construction/renovation (i.e., emergency operations centers, docks, piers, security guard buildings, etc.)**

Project Location (*physical project address or latitude/longitude of project location*): _____

Color site photos and other visual documentation (i.e., maps, technical drawings) attached? Yes No

Will ground disturbance be required? Yes No

If yes, please give total extent (*depth and length*): _____

Has the ground been previously disturbed? Yes No

Please describe previous ground disturbing activities (e.g., parking lot, farming, commercial development, etc.): _____

Will any equipment or structures need to be installed? Yes No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): _____

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: _____

Project Type: **Renovations/upgrades/modifications to structures 50 years old or older**

Project Location (*physical project address or latitude/longitude of project location*): _____

Color site photos and other visual documentation (i.e., maps, technical drawings) attached? Yes No

Will ground disturbance be required? Yes No

If yes, please give total extent (*depth and length*): _____

Has the ground been previously disturbed? Yes No

Please describe previous ground disturbing activities (e.g., parking lot, farming, commercial development, etc.): _____

Will any equipment or structures need to be installed? Yes No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): _____

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: _____

Project Type: **Communication towers, related equipment, and equipment shelters**

Project Location (*physical project address or latitude/longitude of project location*): _____

Color site photos and other visual documentation (i.e., maps, technical drawings) attached? Yes No

Please state the total height (in ft.) of the tower or structure, including any antennae to be mounted: _____

If the proposed tower height is greater than 199 feet above ground level, please state why this is needed to meet the requirements of the project: _____

Will the tower be free-standing or require guy wires? Free standing Guy wires

If guy wires are required, please state how many: _____

Please state why a guyed tower is needed to meet the requirements of this project: _____

Has an FCC license been obtained for this tower? Yes No License #: _____

If yes, please attach all relevant environmental documentation submitted as part of the licensing process, including use of the Tower Construction Notification System (TCNS), if applicable.

Will ground disturbance be required? Yes No

If yes, please give total extent (*depth and length*): _____

Has the ground been previously disturbed? Yes No

Please describe previous ground disturbing activities (e.g., parking lot, farming, commercial development, etc.): _____

Will any equipment or structures need to be installed? Yes No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): _____

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: _____

Project Type: **Other ground disturbing activities (i.e., trenching, excavation, etc.)**

Project Location (*physical project address or latitude/longitude of project location*): _____

Color site photos and other visual documentation (i.e., maps, technical drawings) attached? Yes No

What type of ground disturbance is needed and why (*i.e., utility trenching, etc.*)? _____

Please give the total extent of ground disturbance required (*depth and length*): _____

Has the ground been previously disturbed? Yes No

Please describe previous ground disturbing activities (e.g., parking lot, farming, commercial development, etc.): _____

Will any equipment or structures need to be installed? Yes No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): _____

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: _____

Project Type: **Training and exercises**

Project Location (*physical project address or latitude/longitude of project location*): _____

Is the training field-based or classroom-based? Field-based Classroom-based

Will field-based training take place at an approved facility (i.e. existing facilities, with established and approved procedures, and that conform with existing land use designations)? Yes No

If training is classroom-based or taking place at an approved facility, no further information is required. If field-based and not at a previously approved facility, please provide the following:

Color site photos and other visual documentation (i.e., maps, technical drawings) attached? Yes No

Will ground disturbance be required to prepare the training site? Yes No

If yes, please give total extent (*depth and length*): _____

Has the ground been previously disturbed? Yes No

Please describe previous ground disturbing activities (e.g., parking lot, farming, commercial development, etc.): _____

Will any equipment or structures need to be installed to facilitate training? Yes No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): _____

Please describe the scope of the proposed training (purpose, frequency, facilities/location needed, materials and equipment needed, number of participants, and type of activities required) (*Attach additional pages, if needed*): _____

Does the training exercise differ in any way (frequency, amount of facilities/land used, materials or equipment used, number of participants, type of activities, etc.) from previously approved, permitted training exercises and training practices? Yes No

If yes, please explain any differences, and the reason for them, in detail (*Attach additional pages, if needed*): _____

Project Type: **Purchase of equipment (specify)** _____

Will any equipment need to be installed? Yes No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): _____

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: _____

Project Type: **Other (specify)** _____

Please provide a detailed project description, including where the project is proposed to take place, what steps it will consist of, and how its goals are proposed to be accomplished (*Attach additional pages, if needed*): _____

C. CONSIDERATION OF RESOURCE IMPACTS

The EHP review process will be greatly facilitated by comprehensive and detailed answers in this section. When completing this section, please state a specific reason [i.e., “there will be no impacts to geology and soils because this project will not involve any ground disturbance”] and cite a source [i.e., local master plan, previous environmental assessment, correspondence with US Fish and Wildlife Service, correspondence with State Historic Preservation Office, FEMA Floodplain Insurance Rate Map (FIRM), etc.] to support a response of “no impact” or “potential to impact.”

Identify potential impacts to the following resources	No Impact	Potential to Impact	Reason/ Data Source/Agency
Noise			
Air quality			
Water resources, including surface water, groundwater, wetlands, coastal areas, and floodplains			
Geology and soil resources, including prime and unique farmlands and hydric soils			
Biological resources, including general vegetation, wildlife, wildlife habitat, migratory birds, and wetland habitat			
Threatened and endangered species and critical habitat			
Cultural resources, including architectural resources, archaeological resources, and Traditional Cultural Properties			
Buildings or structures 50 years old or older			
Socioeconomic resources, including economic development, demographics, and demand for housing and public services			
Environmental justice			
Aesthetics and visual resources			

Human health and safety			
Infrastructure, utilities, transportation and waste mgt.			
Land use planning and zoning			
Hazardous waste/contamination			
Community facilities and services			

D. OTHER INFORMATION *(Please answer the following questions/provide requested information.)*

Are personnel preparing this form familiar with the site? Yes No

Did personnel visit site? Yes No

Is the project part of an approved plan such as a Master Plan or an Implementation Plan or any larger action with an accompanying National Environmental Policy Act (NEPA) document? Yes No *(If yes, give the plan name, and please include a copy of the NEPA document)*

Is the project still consistent with the approved plan? Yes No

(If no, additional EHP compliance requirements may apply.)

Is the environmental document accurate and up-to-date? Yes No

(If no, additional EHP compliance requirements may apply.)

What was the decision of the NEPA document? *(Check one, and please attach):*

Finding of No Significant Impact (FONSI) OR

Record of Decision (ROD)

Date approved _____

REQUEST FOR TRAVEL

Pre-Approval Form

Event:	
Location:	
Dates:	
# of Attendees	
Disciplines	

Agenda Must be Attached for Approval

Grant to be Charged:	
----------------------	--

Category to be Charged:

Planning	Training	Exercise	Admin
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ESTIMATED TRAVEL EXPENSES	QTY	Unit Price	TOTAL
---------------------------	-----	------------	-------

Registration Fees:			
--------------------	--	--	--

Per Diem:			
-----------	--	--	--

Air or Other Commercial Carrier:			
----------------------------------	--	--	--

Rental Car/Personal Vehicle (circle one)			
--	--	--	--

Lodging:			
----------	--	--	--

Other Expenses:			
-----------------	--	--	--

	TOTAL		\$ -
--	--------------	--	------

Are the attendees staying at the hotel where the event is hosted?	YES	or	NO
---	-----	----	----

Ohio Emergency Management Agency Approval:	YES	or	NO
--	-----	----	----

Approved by and Date: _____

Please attach any additional documentation (i.e. agenda, registration form, etc.) that supports this pre-approval request.

The pre-approval of this travel does not constitute that all costs incurred during the trip are allowable. Please refer to any/all applicable Local, State and Federal grant guidance as well as other regulations that may apply such as OMB circular A-87

IF YOU HAVE ANY QUESTIONS PLEASE CALL YOUR RESPECTIVE GRANTS COORDINATOR

**State of Ohio FY2010 Homeland Security Grant
Training Pre-Approval Form**

Primary County: _____

Training Coordinator: _____ (_____) _____
(Name) (Title) (Telephone number)

Participating counties in addition to primary: _____

1.) Is this a DHS Approved Course: yes _____ no _____

If yes, please list course number _____

2.) Course Description (If a draft agenda exists, please attach)

3.) Who will be instructing the training? _____

4.) Requested training dates and location: _____

5.) Number of estimated training participants and discipline:

Submission of Forms: If training costs are being budgeted, this form must be completed and submitted with the county's 2010 State Homeland Security Program (SHSP) grant application. Anticipated training expenses must be included on the budget detail worksheet (Form #6).

Office Use Only

Date Received _____
Approved _____

Date Reviewed _____
Disapproved _____

Date Notified _____

State of Ohio
FY2010 State Homeland Security Program (SHSP)
Exercise Application

Primary County: _____ Date: _____

Exercise Coordinator: _____ (Name) _____ (Title) (____) ____ - ____ (Telephone number)

1). Previous Exercise Program Participation by the County/Jurisdiction:

- FY 2005 Homeland Security Grant Exercise Program _____
FY 2006 Homeland Security Grant Exercise Program _____
FY 2007 Homeland Security Grant Exercise Program _____
FY 2008 Homeland Security Grant Exercise Program _____
FY 2009 Homeland Security Grant Exercise Program _____

2). Scope of Exercise: Multi-County/List participating counties by name _____
_____ TTX OR _____ FE OR _____ FSE

3). Requested Exercise Hazard:

- Chemical _____
Biological _____
Radiological _____
Nuclear _____
Explosive _____
Natural* _____

4). Requested exercise date(s): _____

5). Anticipated Exercise Participants: (Check each category to be represented in the exercise and, where appropriate, provide the organization's name)

- ___ Elected Officials ___ Law Enforcement ___ Hospital(s)
___ Commissioners ___ Sheriff ___
___ City/Village ___ Local Police ___
___ State Patrol ___
___ County Offices ___ FBI ___
___ Engineer ___ Fire Department(s)
___ Health Dept ___ EMS Units
___ Human Svc ___
___ Coroner ___
___ EMA Office ___
___ State Agencies ___ Search and Rescue ___ Federal Agencies
___ OH EPA ___ FEMA
___ OH EMA ___ Centers for Disease Control (CDC)
___ ODH ___ US Coast Guard
___ ODNR
___ Adj. General ___ Amateur Radio ___ Civil Air Patrol
___ OH Dept of Ag ___ American Red Cross
___ ODOT ___ Salvation Army
___ Mental Health ___ Media
Others: _____

6). Have at least two (2) members of the local exercise planning team completed the Homeland Security Exercise and Evaluation Program (HSEEP) Training Course?

Yes _____ No _____

7). Have at least two (2) members of the local exercise planning team completed the FEMA Exercise Design and Evaluation Courses?

Yes _____ No _____

8). Level of exercise support requested:

_____ County funded/provided exercise contractor (Must meet contractor requirements listed in the grant application guidance packet)

_____ County developed without contractor support (Must have planning team members trained in accordance with the grant application guidance packet).

9). National Incident Management System (NIMS) compliance:

Is the grant recipient (sub-grantee) compliant with National Management System (NIMS) requirements?

Yes _____ No _____

Has the grant recipient (sub-grantee) incorporated NIMS concepts and principles into the local training and exercise program?

Yes _____ No _____

Does the grant recipient (sub-grantee) routinely evaluate NIMS components (e.g., preparedness, communication and information management, resource management, command and management, mutual aid, interoperability, participation of non-governmental organizations and private sector) through its exercise program?

Yes _____ No _____

* Natural disaster scenarios must be catastrophic in nature as defined by the National Response Framework (NRF).

Office Use Only

Date Received _____
Approved _____

Date Reviewed _____
Disapproved _____

Date Notified _____
Waiting List _____