

North Dakota
FY 2013 HOMELAND SECURITY GRANT PROGRAM (HSGP)
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)
for Law Enforcement Terrorism Prevention Activities

OVERVIEW INFORMATION

Issued By

North Dakota Department of Emergency Services (NDDDES), Division of Homeland Security through the U.S. Department of Homeland Security (DHS): Federal Emergency Management Agency (FEMA)

Catalog of Federal Domestic Assistance (CFDA) Number

97.067

CFDA Title

Homeland Security Grant Program

Funding Opportunity Announcement Title

Fiscal Year (FY) 2013 Homeland Security Grant Program (HSGP)

Authorizing Authority for Program

The Homeland Security Act of 2002 (Public Law 107-296), as amended by section 101 of the Implementing Recommendations of the 9/11 Commission Act of 2007 (Public Law 110-53)

Appropriation Authority for Program

The Department of Homeland Security Appropriations Act, 2013 (Public Law 113-6)

Key Dates and Time

Application Start Date: 08/30/2013

Application Submission Deadline Date: 09/30/2013 at 5:00:00 p.m. EST Anticipated

Funding Selection Date: 10/07/2013

Anticipated Award Date: 10/15/13

FOA EXECUTIVE SUMMARY

Opportunity Category

Competitive

Application Process

Application forms and instructions are available at nd.gov/des/. To access these materials, go to <http://www.nd.gov/des/homeland/grants/info/>, select “2013 SHSP Competitive Grant for Law Enforcement.”

For additional details on how to apply, please refer to Section X of the full FOA.

Eligible Applicants

The following entities are eligible to apply directly to NDDES under this solicitation:

City or County Law Enforcement Agencies located in North Dakota.

Type of Funding Instrument

Grant

Cost Share

Planning, Training and Exercise Projects: No Cost Share

Equipment: 25% Cost Share

FULL FOA

I. Funding Opportunity Description

State Homeland Security Program (SHSP): SHSP supports the implementation of risk driven, capabilities-based State Homeland Security Strategies to address capability targets set in Urban Area, State, and regional Threat and Hazard Identification and Risk Assessments (THIRAs). The capability levels are assessed in the State Preparedness Report (SPR) and inform planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

The program is founded on risk-driven, capabilities-based strategic plans. These strategic plans outline capability requirements and inform how available funding may be applied to manage risk. For these plans to be effective, government officials and elected leaders, working with the whole community, must consider how to sustain current capability levels and address potential shortfalls to prevent, protect, mitigate, respond to, and recover from disasters.

Program Objectives

The FY 2013 HSGP plays an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (NPG) of a secure and resilient Nation. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government. The FY 2013 HSGP's allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas by setting the following priorities and objective:

Priority One: Implementation of the NPS and a Whole Community Approach to Homeland Security and Emergency Management

- Objective One: Completion of the THIRA process in alignment with National Preparedness System guidance to identify the resources required to deliver core capabilities.
- Objective Two: Conduct risk driven, capabilities-based planning through whole community councils and working groups.
- Objective Three: Organization – Typing of equipment, and credentialing and training of personnel.
- Objective Four: Sustaining Capabilities.

Priority Two: Building and Sustaining Law Enforcement Terrorism Prevention Capabilities

- Objective One: Nationwide Suspicious Activity Reporting Initiative (NSI)

Priority Three: Innovation and Sustained Support for the National Campaign for Preparedness

- Objective One: Foster individual and community preparedness and resilience by identifying needs; mobilizing partners; and creating innovative and effective solutions that can be grown, sustained, and replicated.

Priority Four: Improve Immediate Emergency Victim Care at Mass Casualty Events

- Objective One: Improve emergency care to victims of mass casualty events, including mass shootings.
- Objective Two: Improve community first aid training.

To meet these program objectives projects for this grant opportunity will concentrate on physical protective measures for law enforcement centers and courthouses, terrorism prevention planning, training, and exercises as well as projects that deal with law enforcement engaging in planning, training, or exercise activities with schools.

II. Funding Information

Award Amounts, Important Dates, and Extensions

Available Funding for this FOA: \$500,000

Projected Number of Awards: 20

Projected Award Start Date(s): 10/15/2013

Projected Award End Date(s): 03/31/2015

Period of Performance: 18 months

Grantees must accept their grant awards no later than 15 days from the award date. The sub-grantee shall notify the awarding agency of its intent to accept and proceed with work under the award, or provide a written notice of intent to decline. Funds will remain on hold until the grantee accepts the award through official correspondence (e.g., signed Notice of Grant Award to NDDDES) and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within the 15 day timeframe may result in a loss of funds.

Period of Performance

Extensions to the period of performance will be considered only through formal requests to NDDDES with specific and compelling justifications as to why an extension is required. Agencies should request extensions sparingly and expect extensions to be granted only under exceptional circumstances.

SHSP Allocations: FY 2013 SHSP funds will be allocated based on two factors: risk and anticipated effectiveness of proposed projects. The anticipated effectiveness is assessed based on the applicant's description of how the proposed project, as outlined in the application, aligns with the State's proposed Investment Justification.

III. Eligibility Information

Eligibility Criteria

All city and county law enforcement agencies are eligible to apply for SHSP funds.

IV. Funding Restrictions

Restrictions on Use of Award Funds

DHS grant funds may only be used for the purpose set forth in the grant, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this program. Federal employees may not receive funds under this award.

There may be limitations on the use of HSGP funds for the following categories of costs:

- Planning
- Equipment
- Training
- Exercises
- Maintenance and Sustainment

V. Application Review Information and Selection Process

Application Review Information

FY 2013 HSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed Investments. The results from the review process may require applicants to revise submissions before the release of HSGP funding.

NDDDES will verify compliance with all administrative and eligibility criteria identified in the application kit, to include the required submission of risk driven, capabilities-based projects by the established due dates and verification of alignment to national priorities. Applications will also be examined for further context regarding current capability levels and how project(s) address potential shortfalls to prevent, protect, mitigate, respond to, and recover from disasters.

Application Selection Process

Funds for FY 2013 SHSP will be allocated competitively. This includes the use of risk-based prioritization using, but not limited to: threat and vulnerability. Each applicant's final funding allocation will be determined by using a combination of the results of the risk analysis and anticipated effectiveness.

VI. Post-Selection and Pre-Award Guidelines

Notice of Award

All successful applicants for all NDDDES grants are required to comply with DHS Standard Administrative Terms and Conditions, as well as the Requirements for Grant Awards Issued by the North Dakota Department of Emergency Services which will be provided with the Notice of Grant Award.

Upon approval of an application, the award will be made in the form of a grant. The date the approval of award is entered in the system is the “award date.” Notification of award approval is made through a Notice of Grant Award mailed to the sub-grantee point of contact listed in the initial application. To accept the award, the authorized grant official needs to sign and return the Notice of Grant Award to NDDDES within 15 days of the date of the award. The authorized grant official should carefully read the award package for instructions on administering the grant and to learn more about the terms and conditions associated with responsibilities under awards issued by NDDDES.

Administrative and Federal Financial Requirements

Sub-grantees are obligated to submit various financial and programmatic reports as a condition of their award acceptance. Please see below for a summary of financial and/or programmatic reports as required. Future awards and funds drawdown may be withheld if these reports are delinquent.

- *Federal Reimbursement Request Detail (SFN 54169) – required to receive reimbursement.*
Reimbursement requests may be submitted monthly. NDES recommends reimbursement requests be made no less than quarterly. The final SFN 54169 is due 15 days after the end date of the performance period. SFN 54169 may be submitted by mail, fax, or email to NDDDES. Appropriate documentation must be included with request. The form can be found on the NDDDES website at <http://www.nd.gov/des/homeland/grants/homeland-security-grant-program-forms/>.
- *Grant Close-Out Process.*
Within 15 days after the end of the period of performance, sub-grantees must submit a final SFN 54169 and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. After these reports have been reviewed and approved by NDDDES, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final Federal Financial Report (FFR). As part of the final report, sub-grantees must submit the Property Report to provide an inventory of all tangible personal property acquired using HSGP funds. The property report form will be provided with the closeout letter.

Programmatic Reporting Requirements

- *Performance Progress Report.*
Awardees are responsible for providing updated performance reports using the appropriate grant progress report on a quarterly basis. Progress Report forms may be found at <http://www.nd.gov/des/homeland/grants/homeland-security-grant-program-forms/>. The progress report is due within 15 days after the end of the reporting period (January 15 for the reporting period October 1 through December 31; April 15 for the reporting period January 1 through March 31; July 15 for the reporting period of April 1 through June 30; and October 15 for the reporting period of July 1 through September 30).

Sub-grantees will be required to report on progress towards implementing each project described in their application.

- *Exercise Evaluation and Improvement.*
Exercises implemented with grant funds should evaluate the performance of capabilities against the level of capabilities required. Guidance related to exercise evaluation and the implementation of improvements is defined in the Homeland Security Exercise and Evaluation Program (HSEEP) located at <https://hseep.dhs.gov>.
- *Monitoring.*
Grant recipients will be monitored on an annual and as needed basis by NDDDES staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each Federal assistance award and will identify areas where technical assistance, corrective actions and other support may be needed.

VII. NDDDES Contact Information

- *NDDDES Grants & Training*
NDDDES's Grants and Training section provides financial and programmatic support and technical assistance. Additional guidance and information can be obtained by contacting NDDDES staff at (800) 773-3259 or (701) 328-8100 or via email as follows:

Programmatic & Financial Questions

Dave Rice: drice@nd.gov

Karen Hilfer: khilfer@nd.gov

Tim Leingang: twleinga@nd.gov

Training & Exercise Questions

Brenda Vossler: blvossler@nd.gov

Larry Regorrah: lregorrah@nd.gov

- NDDDES Environmental Planning and Historic Preservation (EHP). NDDDES provides guidance and information about the EHP review process to sub-grantees. All inquiries and communications about the EHP review process, including the submittal of EHP review materials, should be sent to khilfer@nd.gov. The EHP Screening Form is attached and should be submitted with the application, if applicable.
- FAQ
Answers to common questions can be found at <http://www.nd.gov/des/homeland/grants/faqs---grants/>.

VIII. Other Critical Information

National Incident Management System (NIMS) Implementation

Prior to allocation of any Federal preparedness awards in FY 2013, sub-grantees must ensure and maintain adoption and implementation of NIMS. All counties are currently NIMS compliant, however; if you have not already done so, we encourage sub-grantees to complete the following four on-line courses:

IS-100: Introduction to the Incident Command System for Law Enforcement

<http://www.training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100.LEb>

IS-200.b: ICS for Single Resources and Initial Action Incidents

<http://www.training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-200.b>

IS-700.a: National Incident Management System (NIMS), An Introduction

<http://www.training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-700.a>

IS-800.b: National Response Framework, An Introduction

<http://www.training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-800.b>

Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies) to meet incident needs. Utilization of the standardized resource management concepts such as typing, inventorying, and cataloging promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management and national Tier I NIMS Resource Types can be found at <http://www.fema.gov/resource-management>.

FEMA has developed the NIMS Guideline for Credentialing of Personnel to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes, and identifies tools which Federal Emergency Response Officials (FEROs) and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

Although local partners are not required to credential their personnel in accordance with these guidelines, FEMA strongly encourages them to do so in order to leverage the Federal investment in the Federal Information Processing Standards (FIPS) 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction. Additional information can be found at http://www.fema.gov/pdf/emergency/nims/nims_alert_cred_guideline.pdf.

Environmental Planning and Historic Preservation (EHP) Compliance.

As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Sub-grantees proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project.

SAFECOM Guidance for Emergency Communications Grants Compliance

Sub-grantees)that are using HSGP funds to support emergency communications activities should comply with the FY 2013 SAFECOM Guidance for Emergency Communications Grants. SAFECOM Guidance is available at <http://www.safecomprogram.gov/grant/Default.aspx>.

Interoperable communications equipment must be P-25 compliant and must be programmed in accordance with the North Dakota Frequency Management Plan.

IX. How to Apply

Application Instructions

As part of the FY 2013 SHSP application process, applicants must develop a formal project narrative that addresses each project (planning, training, exercise, equipment) being proposed for funding. The narrative must demonstrate how proposed projects

support sustainment of existing core capabilities or address shortfalls and deficiencies in one or more core capabilities outlined in the NPG.

X. Application and Submission Information

Address to Request Application Package

NDDES makes all funding opportunities available on the Internet at <http://www.nd.gov/des/homeland/grants/info/>. If you experience difficulties accessing information or have any questions please call the NDDES contacts listed in section VII NDDES Contact Information.

Application forms and instructions are available on the NDDEs website. To access these materials, go to <http://www.nd.gov/des/homeland/grant/info/>, and select “2013 SHSP Grant Application for Law Enforcement.” To access the instructions, select “2013 SHSP Grant Application Guidance for Law Enforcement.”

The submission deadline for the full application package is September, 30, 2013.

Dun and Bradstreet Data Universal Numbering System (DUNS) Number

The applicant must provide a DUNS number with their application. This number is a required field on the application. Organizations should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at (866) 705-5711.

Appendix A – FY 2013 Program Specific Allocations

FY 2013 SHSP Funding Allocations

Based upon ongoing intelligence analysis and threat assessments, DHS continues to allocate SHSP funds based upon risk. DHS defines risk as: “potential for an unwanted outcome resulting from an incident, event, or occurrence, as determined by its likelihood and the associated consequences.” For the purposes of this opportunity, NDDES will look at threat, vulnerability, and consequence when reviewing applications.

- Threat – the likelihood of an attack occurring;
- Vulnerability – the relative exposure to an attack; and
- Consequence – the expected impact of an attack.

NDDES will look at the potential risk of terrorism to people, critical infrastructure, and economic security to estimate the relative risk of terrorism faced by a given area.

Appendix B – Program Specific Priorities

Building and Sustaining Core Capabilities

Capabilities are the means to accomplish a mission, function, or objective based on the performance of related tasks, under specified conditions, to target levels of

performance. The most essential capabilities are the core capabilities identified in the Goal.

Working together, individuals, government officials, and elected leaders can develop plans to allocate resources effectively to reduce risk. For these plans to be effective, those involved must consider methods to reduce and manage risk as well as how to sustain appropriate levels of capability and address potential shortfalls in order to achieve the Goal.

Not all capabilities can be addressed in a given funding cycle, nor can funding be expected to flow from any one source. Officials must prioritize the achievement of certain capabilities to most effectively ensure their security and resilience while understanding the effects of not addressing other identified needs. Building and sustaining capabilities will include a combination of organizational resources, equipment, training, and education. Consideration must also be given to finding, connecting to, and strengthening community resources by using the expertise and capacity of individuals, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. Jurisdictions must also use mutual aid agreements to fill needs and work with partners to develop regional capabilities. Ultimately, a jurisdiction may need to rely on other levels of government or partners to address a particular need. This expectation should be communicated well before an event occurs when the capabilities are most urgently needed.

As these issues are considered in light of the eligible activities, the results of an effective risk assessment must inform jurisdictions' preparedness, strategic and business planning efforts. This risk picture will provide an understanding of potential consequences from the range of threats and hazards a community faces daily as well as those infrequent events that would stress the core capabilities of a jurisdiction. Coupled with the desired outcomes and capability targets established by a community, this combined perspective is crucial to enabling all levels of government to effectively estimate the level of capabilities required to manage its greatest risks.

THIRA and Capability Estimation Process

Knowledge of risks enables a community to make informed decisions about how to manage risk and develop needed capabilities. Risk is commonly thought of as a product of a threat or hazard, the vulnerability of a community or facility to a threat or hazard, and the resulting consequences that may impact the community or facility. By considering these elements of risk, which often change, as well as the impact of successful mitigation initiatives, as outlined in the National Preparedness System (<http://www.fema.gov/national-preparedness-system>), a jurisdiction can understand how to best manage or reduce its exposure to risk.

A Threat & Hazard Identification and Risk Assessment (THIRA) provides a comprehensive approach for identifying and assessing risks and associated impacts. It expands on existing local, tribal, territorial, and State Hazard Identification and Risk Assessments (HIRAs) and other risk methodologies by broadening the factors

considered in the process, incorporating the whole community throughout the entire process, and by accounting for important community-specific characteristics. County level and some city level jurisdictions are currently in beginning stages, with aid of NDDDES staff, of completing the first step/phase of THIRA. This is being accomplished with the aid of the local emergency manager and appropriate planning committees (in most cases the Local Emergency Planning Committee (LEPC)).

Moving forward, a jurisdiction should apply the results of their THIRA through a capability estimation process to determine the resources needed to deliver core capabilities to the targets set in their THIRAs, identify what resources they currently have to meet those needs, and determine where they currently have adequate resources and surpluses that may need to be maintained or shortfalls that may need to be filled. Jurisdictions should examine current capability levels through the lens of real-world incidents, assessments, and exercises to determine whether changes to current capability levels are warranted. This capability estimation process should consider identifying, connecting to, and strengthening community resources by using the expertise and capability of the whole community; individuals, communities, the private and nonprofit sectors, faith-based organizations, and all levels of government.

The outputs of the capability estimation process serve as the foundation for jurisdictions to work with whole community partners to develop strategies to reduce resource requirements through mitigation and protection activities, sustain current strengths in investments where capabilities have already been built, obtain required resources from whole community partners or borrow resources through mutual aid to bridge shortfalls, and build new capabilities through grants and investments. A jurisdiction should consider all resources available to it, including local and State appropriations, bond initiatives, mutual aid, and Federal grants, as appropriate, to support building and sustaining capabilities.

Ultimately, a jurisdiction may find that it can address capability needs through existing or new mutual aid agreements with neighboring communities or fill shortfalls through the private sector or other means in order to build and sustain capabilities.

Risk-informed planning, such as that based on the THIRA output is consistent with and expands on nationally accepted emergency management standards, which have long required using risk assessments, such as hazard mitigation plans, as the basis for planning across the mission areas. A continuous cycle of identifying and assessing risk, estimating capabilities, implementing strategic plans, and incorporating the results into future THIRAs allows a jurisdiction to identify and understand changes to its risk landscape. It also provides the means to communicate and educate individuals, families, businesses, organizations, community leaders, and senior officials on the risks facing a community and the required capabilities to address them. Sub-grantees should incorporate the desired outcomes and capability targets from the THIRA into local emergency operations plans, regional plans, etc., in order to address the roles, responsibilities, strategies and procedures necessary to deliver the core capabilities, and achieve secure and resilient communities.

Supplemental SHSP Guidance

The SHSP is a core assistance program that provides funds to build capabilities to enhance our national resilience to absorb disruptions and rapidly recover from natural disasters and terrorist incidents as well as to implement the goals and objectives included in State homeland security strategies, and shortfalls in core capabilities as identified in THIRAs.

Activities implemented under SHSP must support national preparedness by building or enhancing capabilities that relate to the prevention of, protection from, mitigation of, 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.

Appendix C – Funding Guidelines

Sub-grantees must comply with all the requirements in 44 CFR Part §13 and 2 CFR Part §215.

Sub-grantees must consult with NDDDES staff prior to making any purchase or investment that does not clearly meet the allowable expense criteria established by the FOA and the sub-grantees approved budget provided with the Notice of Grant Award. Funding guidelines established within this section support the five mission areas—Prevention, Protection, Mitigation, Response, and Recovery—and associated core capabilities within the NPG.

The applicant’s formal written procurement policy or 44 CFR 13.36 – whichever is more stringent – must be followed for all activities under SHSP.

Planning

SHSP funds may be used for a range of emergency preparedness and management planning activities and that support Performance Objectives. Planning should be flexible enough to address incidents of varying types and magnitudes.

Examples of Allowable Planning Activities

- Developing and implementing homeland security support programs and adopting DHS national initiatives including but not limited to the following:
 - Enhancing and implementing Tactical Interoperable Communications Plans (TICPs) that align with the goals, objectives, and initiatives of the National Emergency Communications Plan (NECP)
 - Establishing or enhancing mutual aid agreements
 - Developing communications and interoperability protocols and solutions consistent with NIMS/ICS
 - Developing emergency communications SOPs and plain language protocols

- Developing or updating resource inventory assets in accordance to NIMS-typed resource definitions issued by the NIC
- Developing and conducting public education and outreach campaigns, including promoting individual, family, and organizational emergency preparedness and support for the campaign to build and sustain national preparedness as required by the NPS; alerts and warnings education; promoting training, exercise and volunteer opportunities; informing the public about CBRNE prevention awareness
- Developing and sustaining CERTs
- Activities, materials, services, tools and equipment to achieve planning, protection, mitigation, response and recovery that is inclusive of people with disabilities (physical, programmatic, and communications access for people with physical, sensory, mental health, intellectual and cognitive disabilities)
- Developing related terrorism prevention activities including:
 - Developing THIRAs that reflects a representative makeup and composition of the jurisdiction
 - Developing initiatives that directly support local efforts to understand, recognize, prepare for, prevent, mitigate, and respond to pre-operational activity and other crimes that are precursors or indicators of terrorist activity, in accordance with civil rights/civil liberties protections
 - Developing and planning for information/intelligence sharing groups
 - Planning to enhance security during heightened alerts, terrorist incidents, and/or during mitigation and recovery
 - Volunteer programs and other activities to strengthen citizen participation
 - Conducting public education campaigns including promoting suspicious activity reporting and preparedness; individual, family, and organizational emergency preparedness; promoting the National Preparedness and Ready campaigns; and/or creating State, regional, or local emergency preparedness efforts that build upon the Ready campaign
 - Evaluating Critical Infrastructure Protection (CIP) security equipment and/or personnel requirements to protect and secure sites
 - CIP cost assessments, including resources (e.g., financial, personnel) required for security enhancements/deployments
- Developing and enhancing risk centric capabilities-based plans and protocols, including but not limited to:
 - Developing or enhancing local or regional strategic or tactical interoperable emergency communications plans including such actions to support communications with faith-based and voluntary entities who act as immediate responders in disaster
 - Developing protocols or SOPs for specialized teams to incorporate the use of equipment acquired through this grant program
 - Developing terrorism prevention/protection plans
 - Developing or enhancing plans for responding to mass casualty incidents caused by any hazards
 - Developing or enhancing cyber-security and risk mitigation plans
 - Developing or updating local or regional communications plans

- Developing or enhancing continuity of operations and continuity of government plans
- Developing plans and response procedures for adjudicating, validating and responding to an alarm from a chemical or biological detector (response procedures should include emergency response procedures integrating local first responders)
- Developing school preparedness plans
- Developing preparedness plans for child congregate care facilities, including group residential facilities, juvenile detention facilities, and public/private child care facilities
- Developing plans to educate youth on disaster preparedness
- Developing or conducting assessments, including but not limited to:
 - Developing pre-event recovery plans
 - Conducting point vulnerability assessments at critical infrastructure sites/key assets and develop remediation/security plans
 - Conducting or updating interoperable emergency communications capabilities assessments at the local or regional level (e.g.,
 - Communications Assets and Mapping [CASM])
 - Updating and refining threat matrices
 - Conducting cyber risk and vulnerability assessments
 - Conducting assessments and exercising existing catastrophic incident response and recovery plans and capabilities to identify critical shortfalls that cannot be met by existing local, regional, and State resources
 - Activities that directly support the identification of specific catastrophic incident priority response and recovery projected needs across disciplines (e.g., law enforcement, fire service, EMS, public health, behavioral health, public works, agriculture, information technology, and citizen preparedness)
 - Conducting community assessments, surveys, and research of vulnerabilities and resource needs to determine how to meet needs and build effective and tailored strategies for educating individuals conducting assessments of the extent to which compliance with the integration mandate of disability laws is being achieved
 - Conducting or updating interoperable emergency communications capabilities and broadband needs assessments at the local or regional level
 - Soft target security planning (e.g., public gatherings)
- Developing, hosting, or participating in bombing prevention/counter-improvised explosive device (IED) specific planning initiatives to include:
 - Incorporating appropriate IED-specific intelligence and threat analysis when developing and maintaining a THIRA;
 - Conducting inventories and assessments of capabilities or typed resource using the counter-IED-specific DHS National Capabilities Analysis Database (NCAD) program for use in applicable THIRAs, preparedness reporting, or strategies;
 - Conducting DHS Multi-Jurisdiction IED Security Planning (MJIEDSP) workshops to develop THIRA-based plans and strategies that maximize the use of limited resources;

- Developing IED hazard-specific EOP annexes.
- Developing and implementing a community preparedness strategy for the local jurisdiction
- Working with youth-serving organizations and houses of worship to develop and sustain youth and faith-based preparedness programs

Equipment

The 21 allowable prevention, protection, mitigation, response, and recovery equipment categories and equipment standards for SHSP are listed on the web-based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), at <https://www.rkb.us>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Sub-grantees that are using SHSP funds for emergency communications equipment should comply with the FY 2013 SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. SAFECOM Guidance can be found at <http://www.safecomprogram.gov/grant/Default.aspx>.

Equipment must be for physical protective measures to law enforcement centers or courthouses at the city or county level.

Training

Allowable training-related costs include the establishment, support, conduct, and attendance of training specifically identified under the SHSP program and/or in conjunction with emergency preparedness training by other Federal agencies. Training conducted using SHSP funds should address a performance shortfall identified through an After Action Report/Improvement Plan (AAR/IP) or other assessments and contribute to building a capability that will be evaluated through a formal exercise. Exercises should be used to provide the opportunity to demonstrate and validate skills learned in training, as well as to identify training shortfalls. Any training or training shortfalls, including those for vulnerable populations including children, the elderly, pregnant women, and individuals with disabilities or access and functional needs, should be identified in the AAR/IP and addressed in the local training cycle. All training and exercises conducted with SHSP funds should support the development and testing of the jurisdiction's Emergency Operations Plan (EOP) components or specific annexes, and validation of completed corrective actions from previous exercises or real world events, where applicable.

Training Information

FEMA resources include a number of different training sources:

- *FEMA Provided Training.* These programs or courses are developed for and delivered by institutions and organizations funded by FEMA. This includes the Center for Domestic Preparedness (CDP), the Emergency Management Institute (EMI) and the National Training and Education Division (NTED) training partner programs including, the Competitive and Continuing Training Grant programs, the National Domestic Preparedness Consortium (NDPC) and the Rural Domestic Preparedness Consortium (RDPC).
- *Training Not Provided by FEMA.* These courses are either State sponsored or Federal sponsored, coordinated and approved by the SAA or their designated TPOC, and fall within the FEMA mission scope to prepare State, local, tribal, and territorial personnel to prevent, protect against, mitigate, respond to, and recover from acts of terrorism or catastrophic events.
- *State Sponsored Courses.* These courses are developed for and/or delivered by institutions or organizations other than Federal entities or FEMA and are sponsored by the SAA or their designated TPOC.
- *Federal Sponsored Courses.* This catalog lists courses developed for and/or delivered by institutions funded by Federal entities other than FEMA. These courses are listed at <http://www.firstrespondertraining.gov>.
- *Approved State and Federal Sponsored Course Catalog.* This catalog lists State and Federal sponsored courses that fall within the FEMA mission scope, and have been approved through the FEMA course review and approval process. An updated version of this catalog can be accessed at <http://www.firstrespondertraining.gov>. Additionally the new National Preparedness Directorate (NPD) Online Course Catalog (OCC) allows access to courses delivered by the CDP, EMI, and NTED. It can be accessed at <http://training.fema.gov/occl>.
- *Joint Training and Exercises with the Public and Private Sectors.* These courses are sponsored and coordinated by private sector entities to enhance public-private partnerships for training personnel to prevent, protect against, mitigate, respond to, and recover from acts of terrorism or catastrophic events.

FEMA funds must be used to supplement, not supplant, existing funds that have been appropriated for the same purpose.

Joint Training and Exercises with the Public and Private Sectors. Trainings and exercises designed to enhance private sector and public sector coordination are allowable. Overtime pay for first responders and emergency managers who participate in public-private training and exercises is allowable. In addition, local units of government are encouraged to incorporate the private sector in government-sponsored training and exercises.

Training and exercises for the public or civilian volunteer programs supporting first responders, including CERT, before, during and after disasters should address the needs of the Whole Community. Allowable training includes: all-hazards safety such as emergency preparedness, basic first aid, lifesaving skills, crime prevention and terrorism awareness, school preparedness, youth preparedness, public health issues, mitigation/property damage prevention, safety in the home, light search and rescue skills, principles of NIMS/ICS, volunteer management, serving and integrating people with disabilities, pet care preparedness, training necessary to participate in volunteer activities, fulfill surge capacity roles, integration and coordination of faith community roles, communication in disaster or promotes individual, family, or whole community safety and preparedness. Exercises that include members of the public or that are conducted for the public should be coordinated with local CERT and Citizen Corps Councils as well as organizations outside of emergency management and focus on the importance of personal preparedness and protective actions.

Allowable Training Costs

Allowable training-related costs include, but are not limited to, the following:

- *Developing, Delivering, and Evaluating Training.* Includes costs related to administering the training, planning, scheduling, facilities, materials and supplies, reproduction of materials, disability accommodations, and equipment. Training should provide the opportunity to demonstrate and validate skills learned, as well as to identify any shortfalls in these skills. Any training shortfalls, including those for children and individuals with disabilities or access and functional needs, should be identified in the AAR/IP and addressed in the training cycle. Expenditures to provide necessary non-structural accommodations for persons with disabilities and other access and functional needs is allowable (e.g., sign language interpreters, Communication Access Real-time Translation [CART] and other modifications of policies and practices to fully include participants with disabilities). Stakeholders are also encouraged to leverage existing training provided via educational/professional facilities and to incorporate non-traditional methodologies such as the internet, distance learning, or home study whenever such delivery supports training objectives. Pilot courses and innovative approaches to training citizens and instructors are encouraged.
- *Training that promotes individual, family, or community safety and preparedness is encouraged, including:* all-hazards safety training such as emergency preparedness, basic first aid, lifesaving skills, crime prevention and terrorism awareness, school preparedness, public health issues, mitigation/property damage prevention, safety in the home, light search and rescue skills, principles of NIMS/ICS, volunteer management and volunteer activities, serving and integrating people with disabilities, pet care preparedness, CPR/AED training, identity theft workshops, terrorism awareness seminars, and disability-inclusive community preparedness conferences. The delivery of the CERT Basic Training Course and supplemental training for CERT members who have completed the basic training, the CERT Train-the-Trainer Course, and the CERT Program Manager Course are strongly encouraged.

- *Conducting, hosting, or participating in training related to IED prevention, protection, mitigation, or response to include:*
 - Awareness and education for the public, private sector and first responders;
 - Suspicious activity identification and reporting;
 - Management of bomb threats;
 - Physical protective measures;
 - Diversion control measures for dual-use explosive precursor chemicals;
 - Training for specialized IED prevention and protection teams or OPacks such as Public Safety Bomb Squads, Explosives Detection Canine Teams, and Mobile Explosive Device Screening Teams in accordance with applicable guidelines, certification, or accreditation requirements.
- *Overtime and Backfill.* The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of attendance at FEMA and/or approved training courses and programs, are allowable. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government and from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.
- *Travel.* Costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to approved training.

Exercises

Exercises conducted with FEMA support should be managed and executed in accordance with HSEEP. HSEEP Guidance for exercise design, development, conduct, evaluation, and improvement planning is located at <https://hseep.dhs.gov>.

All capabilities exercised using HSGP funding must be NIMS compliant. More information is available online at the NIC at <http://www.fema.gov/emergency/nims/index.shtm>.

Other Federally funded preparedness programs have similar exercise and training requirements. Exercise and training activities should be coordinated across the jurisdiction(s) to the maximum extent possible to include the Whole Community and to foster better coordination working relationships across the enterprise.

Sub-grantees must develop AAR/IPs following the completion of exercises funded under this program; the use of HSEEP is strongly encouraged. AAR/IPs are to be submitted to regorrah@nd.gov or blvossler@nd.gov.

Exercise Requirements

- *Exercise Scenarios.* The scenarios used in HSGP-funded exercises must focus on testing capabilities, must be large enough in scope and size to exercise

multiple activities and warrant involvement from multiple jurisdictions and disciplines and non-governmental organizations, and take into account the needs and requirements for individuals with disabilities.

- *Special Event Planning.* If a local jurisdiction will be hosting a special event, the special event planning should be considered as a training or exercise activity. Jurisdictions should also consider exercises at major venues (e.g., arenas, convention centers) that focus on evacuations, communications, and command and control.
- *Exercise Evaluation and Improvement.* Exercises should evaluate performance of capabilities against the level of capabilities required. Guidance related to exercise evaluation and improvement planning is defined in the HSEEP located at <https://hseep.dhs.gov>.
- *Role of Non-Governmental Entities in Exercises.* Non-governmental participation in all levels of exercises is strongly encouraged. Leaders from non-governmental entities should be included in the planning, conduct, and evaluation of an exercise. Local jurisdictions are encouraged to develop exercises that test the integration and use of non-governmental resources provided by non-governmental entities, defined as the private sector and private non-profit, faith-based, community, disability, volunteer, and other non-governmental organizations. Non-governmental participation in exercises should be coordinated with the local Citizen Corps Council(s) or their equivalent and other partner agencies. The scenarios used in HSGP-funded exercises must focus on validating existing capabilities, must comply with and be large enough in scope and size to exercise multiple activities and warrant involvement from multiple jurisdictions and disciplines and non-governmental organizations, and take into account the needs and requirements for individuals with disabilities.

Allowable Exercise Costs

Allowable exercise-related costs include:

- *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. Grantees are encouraged to use government or free public space/locations/facilities, whenever available, prior to the rental of space/locations/facilities. Exercises should provide the opportunity to demonstrate and validate skills learned, as well as to identify any shortfalls in these skills. Any exercise or exercise shortfalls, including those for children and individuals with disabilities or access and functional needs, should be identified in the AAR/IP and addressed in the exercise cycle.
- *Overtime and Backfill.* The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of time spent on 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. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.

- *Travel.* Travel costs are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of exercise project(s) or HSEEP programmatic requirements as described in the HSEEP (e.g., Training and Exercise Plan).
- *Supplies.* Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., gloves, non-sterile masks, and disposable protective equipment).
- *Disability Accommodations.* Materials, services, tools and equipment for exercising inclusive of people with disabilities (physical, programmatic and communications access for people with physical, sensory, mental health, intellectual and cognitive disabilities).
- *Other Items.* These costs include the rental of equipment and other expenses used specifically for exercises, costs associated with inclusive practices and the provision of reasonable accommodations and modifications to provide full access for children and adults with disabilities.

Maintenance and Sustainment

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active and future grant awards, unless otherwise noted. With the exception of maintenance plans purchased incidental to the original purchase of the equipment, the period covered by a maintenance or warranty plan must not exceed the period of performance of the specific grant funds used to purchase the plan or warranty.

Grant funds are intended to support the NPG by funding projects that build and sustain the core capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation. Eligible maintenance and sustainment costs which must be in 1) direct support of existing capabilities; (2) must be an otherwise allowable expenditure under the applicable grant program; (3) be tied to one of the core capabilities in the five mission areas contained within the National preparedness Goal, and (4) shareable through the Emergency Management Assistance Compact.

Law Enforcement Terrorism Prevention Allowable Costs

The following activities are eligible for use of LETPA focused funds:

- Training for countering violent extremism; development, implementation, and/or expansion of programs to engage communities that may be targeted by violent extremist radicalization; and the development and implementation of projects to partner with local communities to prevent radicalization to violence, in accordance with the Strategic Implementation Plan (SIP) to the National Strategy

on Empowering Local Partners to Prevent Violent Extremism in the United States; and

- Increase physical security by implementing preventive and protective measures related to at-risk nonprofit organizations.

Unauthorized Exercise Costs

Unauthorized exercise-related costs include:

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