

North Dakota
FY 2013 HOMELAND SECURITY GRANT PROGRAM (HSGP)
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)
for Schools

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: 08/20/2013

Application Submission Deadline Date: 09/24/2013 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 Schools.”

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 NDDDES under this solicitation:

Public Schools

The following entities are eligible to apply if sponsored by local emergency management agency. Application must be submitted and signed by local emergency management official.

Private non-profit schools

Type of Funding Instrument: Grant

Cost Share

Cost Share was determined by the general and special property taxes levied by the State and Political Subdivisions in counties for schools districts. Cost share must be cash from non-federal sources.

Cost Share for public schools located in the following counties/tribes will be 10%.

Adams	Foster	Mercer	Sioux
Benson	Golden Valley	Mountrail	Slope
Billings	Grant	Nelson	Spirit Lake
Bottineau	Griggs	Oliver	Standing Rock
Bowman	Hettinger	Pembina	Steele
Burke	Kidder	Pierce	Three Affiliated
Cavalier	LaMoure	Ramsey	Towner
Dickey	Logan	Ransom	Trail
Divide	McHenry	Renville	Turtle Mountain
Dunn	McIntosh	Rolette	Walsh
Eddy	McKenzie	Sargent	Wells
Emmons	McLean	Sheridan	

Cost Share for public schools located in the following counties will be 17.5%.

Barnes	Richland	Stutsman
Morton	Stark	Williams

Cost Share for public schools located in the following counties will be 25%.

Burleigh

Cass

Grand Forks

Ward

Cost Share for private non-profit schools will be 25%.

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 objectives:

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

- Objective One: Conduct risk driven, capabilities-based planning through whole community councils and working groups.
- Objective Two: Organization – Training of personnel.
- Objective Three: Sustainment of capabilities.

Priority Two: 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 Three: 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.

II. Funding Information

Award Amounts, Important Dates, and Extensions

Available Funding for this FOA: \$1,500,000

The maximum award amount per school is \$25,000.00

Projected Number of Awards: 60

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 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 Grand 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.

Applicants must not be found eligible for North Dakota SB 2267 funds administered by the North Dakota Department of Public Instruction to receive funding through this program.

III. Eligibility Information

Eligibility Criteria

All K-12 public schools and K-12 private non-profit schools (if sponsored by local emergency management agency) are eligible to apply for SHSP funds. For those K-12 private non-profit schools that are eligible for SHSP funds, the local county or city emergency management office is the only entity eligible to submit applications to NDDDES on behalf of private non-profit applicants.

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 projects(s) address potential shortfalls to prevent, protect, mitigate, respond to, and recover from disasters.

In addition, the North Dakota Department of Public Instruction will assist NDDDES in reviewing the applications for duplication of benefits (SB 2267).

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 Grants Award Issues 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 the 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 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

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.

1 . Financial Reimbursement Request Detail (SFN 54169) – required to receive reimbursement.

Reimbursement Requests may be submitted monthly. NDDDES 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.

2. 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 a 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

- 1. 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.

- 2. 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>.

- 3. 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

Contact and Resource Information

This section describes several resources that may help applicants in completing a NDDDES grant application. These points of contact are also available for successful applicants who may require assistance during execution of their award.

Financial and Programmatic Information

- 1. 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 the NDDDES staff at (800) 773-3259 or (701) 328-8100 or via e-mail 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

- 2. NDDDES Environmental Planning and Historic Preservation (EHP).** The NDDDES EHP Team 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 should be submitted with the application, if applicable.** The form can be obtained on the NDDDES website or by contacting Karen Hilfer at 701-328-8254.
- 3.** 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.SCa: Introduction to the Incident Command System for Schools

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

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>

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 modification or renovation of existing buildings, structures and facilities; field-based exercises, training, and equipment purchases 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

Grantees (including 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>.

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 investment (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.

X. Application and Submission Information

Address to Request Application Package

NDDDES 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 NDDDES Contacts listed in section VII *NDDDES Contact Information*.

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

The submission deadline for the full application package is September 24, 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, NDDDES 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.

NDDDES 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.

In addition, NDDDES will work with the North Dakota Department of Public Instruction to ensure no duplication of benefits (i.e., funds not being received by applicant under SB 2267).

Finally, priority will be given to applications for developing or enhancing/updating school emergency operations plans, especially those that incorporate active shooter planning objectives.

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 National Preparedness 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.

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.

Risk Assessment and Capability Estimation Process

Knowledge of risks enables a school 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 school community can understand how to best manage or reduce its exposure to risk.

A school should apply the results of a risk assessment through a capability estimation process to determine the resources needed to deliver core capabilities to the targets set in their school plans, 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. Schools 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 schools 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 school 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.

Risk-informed planning is consistent with and expands on nationally accepted emergency management standards, which have long required using risk assessments 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 assessments allows a school 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 school community and the required capabilities to address them. Sub-grantees should incorporate the desired outcomes and capability targets from the risk assessment into school plans 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 risk assessments.

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 and UASI funds may be used for a range of emergency preparedness and management planning activities and that support Performance Objectives, by placing an emphasis on updating and maintaining a current school emergency operations plans (EOP). Recently FEMA published the *Guide for Developing High-Quality School Emergency Operations Plans* http://www.dhs.gov/sites/default/files/publications/REMS%20K-12%20Guide%20508_0.pdf. We encourage schools to utilize this document when developing or updating current school emergency operations plans. Planning should be flexible enough to address incidents of varying types and magnitudes.

Examples of Allowable Activities for SHSP Planning Activities

Examples of planning activities include:

- Developing hazard/threat-specific annexes that incorporate the range of prevention, protection, mitigation, response, and recovery activities in school emergency operations plans
- Conducting statewide emergency communications and preparedness planning, including the following activities:
 - Assessing emergency communications needs and assets and integrating needs into school plans
- Developing and enhancing risk centric capabilities-based plans and protocols, including but not limited to:
 - Developing or enhancing evacuation plans
 - Developing school preparedness plans
 - Developing plans to educate youth on disaster preparedness
- Developing or conducting assessments, including but not limited to:
 - Conducting point vulnerability assessments at critical infrastructure sites/key assets and develop remediation/security plans
- Establishing, expanding, and maintaining volunteer programs and volunteer recruitment efforts that support disaster preparedness and/or response
 - Citizen support for emergency responders is critical through year-round volunteer programs and as surge capacity in disaster response, including but not limited to: School-based CERTs and Teen CERTs

Equipment

The allowable prevention, protection, mitigation, response, and recovery equipment SHSP for this funding opportunity announcement are listed below. Equipment must meet all mandatory regulatory standards to be eligible for purchase using these funds. In addition, schools 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>.

Items in highlighted required an Environmental and Historic Review.

AEL Number	AEL Title	Description
03OE-03-SIGN	Signs	Restricted access and caution warning signs, preprinted or field printable, various colors, sizes, and shapes. Includes traffic cones and other free-standing signage, as well as mountable items.
04MD-01-CMRA	Camera, Still	Still camera, digital or film.
04MD-01-VCAM	Camera, Video	Video camera.
04MD-02-PROJ	Projector, Video	Video projector.
04MD-03-DISP	Display, Video	Video display - assorted technologies including Plasma, LCD, LED, etc.

06P-01-MOBL	Radio, Mobile	Mobile radio equipment, deployed in/on vehicles, or can also be deployed as temporary base stations.
06P-01-PORT	Radio, Portable	Individual/portable radio transceivers.
07SE-03-ENVS	Equipment, Environmental (Weather) Surveillance	Environmental (weather) surveillance equipment to support CBRNE detectors.
10BC-00-BATT	Batteries, All Types, Sizes	Batteries for all recommended equipment. Types including, but not limited to Alkaline, Nickel-Cadmium (Ni-CAD), Nickel Metal Hydride (NiMH), Lithium (Li-Ion). Form factors such as AA, AAA, C and D cells, 9-Volt, Clamshell.
10BC-00-FCEL	Cells, Fuel	Fuel Cells.
10GE-00-GENR	Generators	Generators, varying types and sizes, including gasoline, diesel, propane, natural gas, alternator, gas turbine powered devices, etc.
10PE-00-BCON	Conditioners, Battery	Battery conditioners.
10PE-00-GFCI	Equipment, Ground Fault Circuit Interruption	Portable, high-reliability, all electronic device used to protect responders from electrocution by interrupting any unintentional electrical path between a source of current and a grounded surface when using electrical equipment at an incident scene.
10PE-00-INVT	Inverters	Equipment for DC to AC conversion.
10PE-00-PTSW	Switch, Power Transfer	Switch for power output transfer to support generator maintenance and fueling.
10PE-00-RECT	Rectifiers	Equipment for AC to DC conversion.
11RE-00-RFNC	Reference Materials, Non-CBRNE	Publications and other materials that provide educational or operational information useful in the planning and execution of response to non-CBRNE mass casualty incidents.
14EX-00-BCAN	Receptacles, Trash, Blast-Resistant	Blast-resistant trash receptacles.
14EX-00-BSIR	Systems, Building, Blast/Shock/Impact Resistant	Systems to mitigate damage from blasts, shocks, or impacts, such as column and surface wraps, breakage/shatter resistant glass, window wraps, and deflection shields.
14SW-01-ALRM	Systems/Sensors, Alarm	Systems and standalone sensors designed to detect access violations or intrusions using sensors such as door/window switches, motion sensors, acoustic sensors, seismic, and thermal sensors. May also include temperature sensors for critical areas.
14SW-01-DOOR	Doors and Gates, Impact Resistant	Reinforced doors and gates with increased resistance to external impact for increased physical security.
14SW-01-EXTM	System, Fire Extinguisher Monitoring	System for monitoring the presence and inflation pressure of fixed-location fire extinguishers to ensure that they are usable and are not stolen for possible misuse.
14SW-01-LITE	Lighting, Area, Fixed	Fixed high-intensity lighting systems for improved visibility in areas such as building perimeters and surveillance zones.
14SW-01-LRHW	Long Range Hailing and Warning Device	Long range hailing and warning device capable of producing highly directional sound beams, allowing users to project warning tones and intelligible voice commands at great distances. LRHW may be interconnected to other surveillance, warning, access or intrusion control devices into an integrated system.
14SW-01-PACS	System, Physical Access Control	Locking devices and entry systems for control of physical access to facilities.
14SW-01-SIDP	Systems, Personnel Identification	Systems for positive identification of personnel as a prerequisite for entering restricted areas or accessing information systems.
14SW-01-SNSR	Sensors/Alarms, System and Infrastructure Monitoring, Standalone	Standalone sensors/alarms for use on critical systems or infrastructure items (security systems, power supplies, etc.) to provide warning when these systems fail or are near failure.

14SW-01-VIDA	Systems, Video Assessment, Security	Camera-based security systems utilizing standard, low light, or infrared technology.
14SW-01-WALL	Barriers: Fences; Jersey Walls	Obstacles designed to channel or halt pedestrian or vehicle-borne traffic in order to protect a physical asset or facility.
15SC-00-PPSS	Systems, Personnel/Package Screening	Hand-held or fixed systems such as walk-through magnetometers and conveyor-belt x-ray systems used to screen personnel and packages for hazardous materials/devices.
19GN-00-FUEL	Container, Fuel Storage	Portable and transportable containers for various fuels, including gasoline, diesel, etc.
21GN-00-CCEQ	Equipment, Citizen Corps	Equipment not covered elsewhere that relates to specific training or volunteer assignments for CERT, Neighborhood Watch, VIPS, MRC, and Fire Corps.
21GN-00-CNST	Consulting Services in Support of Equipment Acquisition	Use of consultants in the design of customized versions of allowable equipment, or to supervise construction/installation of allowable equipment.
21GN-00-INST	Installation	Installation costs for authorized equipment purchased through FEMA grants.
21GN-00-MAIN	Maintenance	Vehicle and equipment maintenance packages.
21GN-00-SHIP	Shipping	Shipping costs for equipment purchased with grant funding.
21GN-00-STAX	Sales Tax	Sales tax on equipment purchased with grant funding.
21GN-00-TRNG	Training	Training on CBRNE and cyber security equipment by vendors or local entities.

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 such as children and individuals with disabilities or access and functional needs, should be identified in the AAR/IP. All training and exercises conducted with SHSP funds should support the development and testing of the school'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 and fall within the FEMA mission scope to prepare 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.

- *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/occ/>.
- *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.

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;
- *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.

Examples of Allowable Training Activities for SHSP

Examples of training activities include:

- E/L 361: Multi-Hazard Emergency Planning for Schools
- E/L 362: Multi-Hazard Emergency Planning for Schools Train the Trainer
- IS 360 Preparing for Mass Casualty Incidents: A guide for Schools, Higher Education, and Houses of Worship
- IS 362.a: Multi-Hazard Emergency Planning for Schools

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

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 lregorrah@nd.gov or blvossler@nd.gov within 30 days following the exercise.

Exercise Requirements

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>.

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. Sub-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.

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).

Maintenance and Sustainment (SHSP)

The use of FEMA preparedness grant funds for maintenance contracts, warranties, upgrades, and user fees for equipment purchased with SHSP funds are allowable, 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.