AGREEMENT
between
CUYAHOGA COUNTY
and
City of North Royalton
for
FY07 State Homeland Security Program

THIS AGREEMENT made and entered into this ________ day of _____________ 2012, by and between the County of Cuyahoga, Ohio (the "COUNTY"), and City of North Royalton, a political subdivision of the State of Ohio, with principal offices located at 13834 Ridge Road North Royalton, Ohio 44133 (the "CITY").

WHEREAS, pursuant to Resolution No. 082553 duly adopted on June 5, 2008, by the COUNTY approving the FY07 State Homeland Security Program (hereinafter called "FY07 SHSP"); and

WHEREAS the purpose of this AGREEMENT is to coordinate and identify activities, procurement, and services utilizing grant funds received by the COUNTY as they pertain to the FY07 SHSP; and

WHEREAS the FY07 SHSP grant funds were awarded to the COUNTY, for the COUNTY, and on behalf of the municipalities and other permissible agencies in Cuyahoga County, and the following documents consisting of Attachment I. and Exhibit A, are incorporated herein as part of this AGREEMENT:

• FY07 SHSP Award and Guidance (Attachment I)
• FY07 SHSP Asset Transfer Form (Exhibit A)

WHEREAS, it is necessary that the COUNTY and CITY enter into an AGREEMENT in order to carry out the coordination and responsibilities of the FY07 SHSP Grant awards and description of the programs contained in Attachment I;

NOW, THEREFORE, the parties agree as follows:

I. SCOPE OF SERVICE
The CITY will provide all services and assure adherence to the requirements as set forth in Attachments I during the period from July 1, 2007 through and including March 31, 2010 or as adjusted by approved formal request for a grant period change, program modification or grant extension. Any changes or deviations from the Attachment must be set forth in writing and approved by the COUNTY prior to implementation.

II. ASSET TRANSFER
The COUNTY purchased the equipment on behalf of the CITY under the terms of the program documents and attachments. The COUNTY expended Seven Thousand Nine Hundred Twenty Dollars and Zero Cents ($7920.00). The COUNTY agrees to transfer title and warranties to the CITY with each asset transfer. The parties agree that transfer to title to equipment shall occur following completion of the Asset Transfer Form (Exhibit A) by representatives for the CITY and COUNTY. The COUNTY shall allow the CITY’s representatives, including its auditors, access to COUNTY records concerning this agreement, in order to verify the value of equipment purchased on the CITY’s behalf. All Asset Transfer Forms related to the CITY have been signed by the CITY and the COUNTY.

III. GRANT CONDITIONS
The CITY shall: 1) Comply with all special and standard grant conditions set forth in the Attachment I and made part of this AGREEMENT; 2) Comply with Senate bill 9 (Ohio's homeland security and anti-terrorism
IV. AUDITS
A. Access to records
To the extent permitted by law, the COUNTY and the State of Ohio Emergency Management Agency authorized representatives shall have access during business hours for the purpose of audit and examination of any books, papers, program site, staff clients, and records of the CITY that are pertinent to the subject grant. The COUNTY shall provide the CITY with two (2) days advance written notice of intent to audit.

B. Final Audit
1. Final audit of the CITY shall be made by the Auditor of the State at each level of local government in accordance with standard time schedules. The CITY agrees to cooperate with Federal, State, and local auditing requirements and comply with standards, procedures, and reasonable schedules whether the audit be general, full-scope, financial, compliance, performance, total entity, or other, in accordance with Federal GAO reporting standards, Grant Conditions GA-110-SC-85, JA/JJ 110SC-75-1, and the applicable requirements of Federal OMB circulars A102, A-110, A-128, A-122, A-124, A-133, A-87, A-88, A-21 and A-27. The COUNTY shall provide the CITY with two (2) days advance written notice of intent to audit.
2. In the event of a state and/or federal audit of COUNTY records concerning his grant project, the COUNTY will provide the CITY with a copy of findings for recovery related to the CITY’S expenditures under this AGREEMENT, so that the CITY shall have an opportunity to submit a written response to said findings. The CITY shall be liable to the COUNTY for the return of all unexpended funds or disallowed expenditures as a result of an audit finding. The CITY shall be liable to the COUNTY for findings of recovery made as the result of a state audit.

V. NOTICES
Any reports, notices, invoices or communications required in this AGREEMENT shall be sufficient if sent by the parties via United States Mail, postage paid, to the addresses noted below:

COUNTY: Cuyahoga County
Public Safety Grants
310 Lakeside Avenue, Suite 795-A
Cleveland, Ohio 44113
Attn: Manager

CITY: City of North Royalton
13834 Ridge Road
North Royalton, OH 44133

Or at such other address as the COUNTY may have designated by the written notice to the CITY.

VII. TERMINATION
In the event the U.S. Department of Homeland Security or Ohio Emergency Management Agency disapprove the grant award, or for any reason reduce or discontinue the grant of funds thereby causing, the COUNTY to receive a lesser amount of funds than specified by this AGREEMENT, then the COUNTY reserves the right to reduce or cancel this AGREEMENT.

This AGREEMENT may be terminated for failure to meet the terms of this AGREEMENT or the failure of the CITY to meet its service/grant objectives. The COUNTY will notify the CITY in writing when corrective action is required. The CITY will commence the recommended corrective action(s) within 30 days after notice. Failure to commence corrective action may result in a delay in reimbursement and/or the termination of the AGREEMENT.
VIII. NON-DISCRIMINATION
The CITY agrees to provide the program services without discrimination on account of race, sex, color, religion, national origin, age, occupation, physical or mental disability or veteran status, to the extent required by law. The parties agree that discrimination and affirmative action clauses contained in Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor in Title 41, Part 60 or the Code of Federal Regulations, are incorporated into this AGREEMENT to the extent binding upon the CITY.

IX. COMPLIANCE WITH THE LAW
Performance under this AGREEMENT shall be in compliance with all applicable Federal, State and County laws, regulations, circulars, rules, and ordinances.

X. PROTECTION OF CONFIDENTIAL INFORMATION
This AGREEMENT including the Attachment and Exhibit may contain confidential information that should not be disclosed. Any party reviewing requests for information concerning this AGREEMENT under the Ohio Public Records Law or the Freedom of Information Act must consult with the Cuyahoga County Director of Law before releasing or reproducing confidential information. This section is not meant to encourage non-compliance with the Ohio Public Records Law.

XI. ENTIRE AGREEMENT
This AGREEMENT constitutes the full and complete understanding between the parties concerning the FY09 PSIC. This AGREEMENT shall be not be amended except by a written instrument signed by both parties in accordance with law.

The parties further agree:

By entering into this AGREEMENT, I agree on behalf of the contracting or submitting business entity, its officers, employees, subcontractors, subgrantees, agents or assigns, to conduct this transaction by electronic means by agreeing that all documents requiring COUNTY signatures may be executed by electronic means, and that the electronic signatures affixed by the COUNTY to said documents shall have the same legal effect as if that signature was manually affixed to a paper version of the document. I also agree on behalf of the aforementioned entities and persons, to be bound by the provisions of Chapters 304 and 1306 of the Ohio Revised Code as they pertain to electronic transactions, and to comply with the electronic signature policy of Cuyahoga County.
IN WITNESS WHEREOF, the COUNTY and the CITY have executed and delivered this AGREEMENT as of the date first above written.

County of Cuyahoga, Ohio:

By: __________________________________
    Edward FitzGerald, County Executive

City of North Royalton:

By: __________________________________
ATTACHMENT I

FY07 State Homeland Security Program (SHSP)

Ohio Emergency Management Agency

Ted Strickland, Governor
Henry Guzmán, Director
Nancy J. Dragani, Executive Director

State Homeland Security Program (SHSP)

FY 2007
Local Application Guidance Package

# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Overview</td>
<td>1</td>
</tr>
<tr>
<td>II. Program Summary</td>
<td></td>
</tr>
<tr>
<td>a) Timeline</td>
<td>2</td>
</tr>
<tr>
<td>b) Eligible Applicants</td>
<td>2</td>
</tr>
<tr>
<td>c) Eligible Program Activities</td>
<td>3</td>
</tr>
<tr>
<td>d) National Priorities</td>
<td>4</td>
</tr>
<tr>
<td>III. Program Expenses</td>
<td></td>
</tr>
<tr>
<td>a) Planning</td>
<td>7</td>
</tr>
<tr>
<td>b) Equipment</td>
<td>8</td>
</tr>
<tr>
<td>c) Training</td>
<td>11</td>
</tr>
<tr>
<td>d) Exercises</td>
<td>16</td>
</tr>
<tr>
<td>e) Administration</td>
<td>21</td>
</tr>
<tr>
<td>f) Personnel</td>
<td>21</td>
</tr>
<tr>
<td>g) Unauthorized Expenditures</td>
<td>23</td>
</tr>
<tr>
<td>IV. Grant Application</td>
<td></td>
</tr>
<tr>
<td>a) Overview</td>
<td>23</td>
</tr>
<tr>
<td>b) Priorities</td>
<td>24</td>
</tr>
<tr>
<td>c) Projects</td>
<td>24</td>
</tr>
<tr>
<td>d) Application Forms</td>
<td>25</td>
</tr>
<tr>
<td>e) Submission</td>
<td>26</td>
</tr>
<tr>
<td>f) Performance Period</td>
<td>26</td>
</tr>
<tr>
<td>g) Grant CFDA #</td>
<td>26</td>
</tr>
<tr>
<td>h) Termination</td>
<td>26</td>
</tr>
<tr>
<td>i) Guidance</td>
<td>27</td>
</tr>
<tr>
<td>j) Audits</td>
<td>27</td>
</tr>
<tr>
<td>k) FOIA</td>
<td>27</td>
</tr>
<tr>
<td>V. Points of Contact</td>
<td>29</td>
</tr>
<tr>
<td>VI. References</td>
<td>30</td>
</tr>
<tr>
<td>VII. Attachments</td>
<td>31</td>
</tr>
<tr>
<td>b) Attachment A: State Investment Justification Initiatives and</td>
<td></td>
</tr>
<tr>
<td>supporting Target Capability summaries</td>
<td></td>
</tr>
<tr>
<td>a) Attachment B: Grant Application Forms</td>
<td></td>
</tr>
</tbody>
</table>

This document was prepared under a grant from the U.S. Department of Homeland Security, Federal Emergency Management Agency, National Preparedness Directorate. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the U.S. DHS or NPD.
I. Overview:

The State Homeland Security Program (SHSP) is a core homeland security assistance program that provides funds to build capabilities at the State and local levels through planning, equipment, training, and exercise activities and to implement the goals and objectives included in State Homeland Security Strategies and initiatives in the Program and Capability Enhancement Plan. SHSP funding also supports the four mission areas of homeland security, prevent, protect, respond, and recover, and addresses all of the National Priorities and the 37 Target Capabilities, as they relate to terrorism.

The allowable scope of SHSP activities includes catastrophic events, provided that activities implemented also build capabilities that relate to terrorism. Many of the capabilities included within the TCL are dual-use in nature, in that they can apply to both terrorism preparedness as well as other hazards. Activities implemented under SHSP must support terrorism preparedness and build or enhance capabilities that relate to terrorism in order to be considered eligible, even if the capabilities themselves do not focus exclusively on terrorism. For example, mass evacuation planning supports terrorism preparedness but also other types of catastrophic events. Planning for pandemic influenza and linking that effort to a larger bioterrorism preparedness effort offers another example. Grantees must demonstrate the dual-use nature of any activities implemented under this program that are not explicitly focused on terrorism preparedness.

The federal funding allocation to Ohio was based, in part, on the effectiveness of local jurisdictions to address unmet preparedness and response capabilities over time. Those needs are broadly defined in the State’s comprehensive Enhancement Plan and supporting FY07 HSGP Investment Justification. DHS has built a process that gives DHS, the State of Ohio, and its local jurisdictions a benchmark from which to determine:

- How prepared we are now,
- How prepared we need to be, and
- How we will prioritize each year to fulfill those capability gaps.

As in previous fiscal years, the FY07 HSGP provides funding for Planning, Equipment, Training, Exercise, and Administrative costs that will allow us to enhance our ability to prevent, protect against, respond to, and recover from threats of or suspected terrorist attacks.

The FY07 HSGP integrates the following five federal grant programs into one comprehensive grant program. This includes the following grant programs:

- State Homeland Security Program (SHSP),
- Urban Areas Security Initiative (UASI),
- Law Enforcement Terrorism Prevention Program (LETPP),
- Metropolitan Medical Response System (MMRS) program, and
- Citizen Corps Program (CCP).

This guidance outlines the process by which the FY07 SHSP grant will be administered and how eligible recipients will apply for this funding through the Ohio Emergency Management Agency (OEMA). Guidance for the other grant programs will be provided under separate cover.
II. Program Summary

a) Program Timeline

The FY07 HSGP was released for state applications on January 5, 2007. States were directed to develop and submit their respective grant applications on/before April 5, 2007. That application included the revision of our statewide, multi-year Enhancement Plan and a FY07 HSGP specific Investment Justification. The DHS completed its review of the state applications and announced on July 18, 2007 how much funding each state is to receive under the individual FY07 grant programs.

DHS issued the state’s federal grant award on August 13, 2007. At that time, the state has 60 calendar days to make their awards to its grant recipients. As such, Ohio plans to issue the local letters of intent not later that September 27, 2007.

The County FY07 SHSP grant applications must be received NLT 5:00pm, Friday, November 9, 2007. Applications received after that time/date will not be considered and the associated funds will be reallocated to other eligible applicants. See ‘Grant Application’ section on how to apply.

Once those applications are received the Ohio EMA grants staff will review them and send out grant agreements as they are approved. The final grant agreements will be sent out no later than December 21, 2007. If the application and budget worksheets are not approved at this point the award agreement will be sent out with the special condition that funds can not be encumbered and/or drawn down until the application and accompanying budget worksheets are approved. The last date to meet this special condition is January 18, 2008. At this time, if the application and budget worksheets are not approved your funds will be de-obligated and reallocated.

b) Eligible Applicants

As with past DHS grants, individual agencies or departments will not apply to OEMA for funding via FY07 HSGP. Instead, individual agency or department needs will be forwarded to and coordinated via each county’s respective Terrorism Advisory Team. The Team, via their respective county EMA office, will submit one comprehensive grant application to OEMA. A specific FY07 SHSP allocation has already been determined and set aside for each county.

The Team will gather, share, and consider the terrorism prevention, protection, response, and recovery needs for all disciplines located within the county’s boundaries to include those disciplines sharing a common county boundary. The Team can/should include and consider private as well as public agency needs as they develop their countywide programs. The Team will not include in the local budget any needs of State or Federal agencies that may operate within the county.

The Team must be comprised of at least one member from the following ten disciplines: Fire services, Emergency Medical Services, EMA, Police departments, Sheriff’s Office, Public Works departments, Public Health organizations, Township Trustees, Mayor’s office, and County Commissioners’ office (or Chief Executive for Summit County). No one person on the Team may represent multiple disciplines. The Team may elect to have more than one representative for a given discipline, but the Team will ensure that no one discipline has the majority of representation on the Team. The Team will also appoint its own Chair (or Co-Chairs) to oversee and direct the tasks of the Team.
A current listing of the Team’s membership and Chair(s) must be submitted with the county application in order to be eligible for funding. This information must be maintained throughout the grant period in order to continue to remain eligible for funding.

c) Eligible Program Activities

The FY07 HSGP required the State to submit Investment Justifications. The Investment Justification outlined the Initiatives that will be accomplished and thus funded via the FY07 HSGP. DHS approved those Initiatives on May 31, 2007. As per federal restrictions, no Projects outside of the DHS-approved Initiatives may be funded via the FY07 HSGP.

Ohio’s application included six Initiatives four of which will be funded directly via the SHSP.

The FY07 HSGP guidance additionally requires that each Initiative must directly support, build, and enhance one of the thirty-seven (37) U.S. DHS-defined Target Capabilities. The State’s application identified only a select number of Capabilities that will specifically support the given Initiatives.

Counties will use this grant program to develop Projects that fulfill the local gaps/needs and directly support the achievement of the approved Initiatives and their supporting Target Capabilities.

Below is a summary of those Initiatives, Target Capabilities and National Priorities that are to be addressed with FY07 SHSP funding. (See Attachment B for summary definitions of each Initiative)

- **Expand Ohio’s Statewide Interoperable Communications Network**
  - Strengthen Interoperable Communications
  - Planning

- **Enhance Intelligence Fusion and Information Sharing Capabilities**
  - Information Gathering and Recognition of Indicators and Warning
  - Information Sharing and Dissemination
  - Intelligence Analysis and Production
  - Strengthen Information Sharing and Collaboration Capabilities

- **Conduct Multi-Agency Local, Regional and Statewide Exercises**
  - Communications
  - Information Sharing and Dissemination
  - Information Gathering and Recognition of Indicators and Warning
  - Emergency Operations Center Management
  - Implement the NIMS and NRP
  - Strengthen Interoperable Communications Capabilities
  - CBRNE Detection

- **Ensure Statewide Regional Collaboration Regardless of Jurisdiction or Discipline**
  - Planning
  - CBRNE Detection
  - Intelligence Analysis and Production
  - Information Sharing and Dissemination
  - Expanded Regional Collaboration
  - Implement the NIMS and NRP
  - Strengthen Interoperable Communications Capabilities
d) National Priorities

While local jurisdictions are striving to achieve the state's homeland security strategies, they are also indirectly supporting the national initiatives to prepare for terrorist incidents. These National Priorities must be fulfilled statewide in order to receive future homeland security grant funding. The costs to complete these initiatives may be funded with FY07 SHSP grant funds. The initiatives include:

- Implement the NIMS and NRP (see additional information below)
- Expanded Regional Collaboration (see additional information below)
- Strengthen Interoperable Communications Capabilities
- Strengthen Information Sharing and Collaboration Capabilities
- Emergency Operations Center Management
- Strengthen CBRNE Detection, Response, & Decontamination Capabilities
- Strengthen Planning and Citizen Preparedness Capabilities

**Implement NIMS and NRP:** The NRP establishes a comprehensive all-hazards approach to managing domestic incidents. The NIMS provides a consistent framework for entities at all jurisdictional levels to work together to implement the NRP and manage domestic incidents, regardless of cause, size, or complexity.

State and local agencies are required to certify as part of their FY07 grant applications that they have met the FY05 and FY06 NIMS requirements. State associations are not considered response organizations and thus are not required to meet these requirements, but they are strongly encouraged to know and promote the requirements thru their preparedness efforts with local agencies. Prior to receiving FY07 funds, Urban Area grant recipients must certify their communities have initiated the following FY05 and FY06 NIMS requirements:

- Adopt NIMS at the community level for all government departments and agencies, and promote and encourage NIMS adoption by associations, utilities, non-governmental organizations (NGOs), and private sector incident management and response organizations.
- Manage all emergency incidents and preplanned (recurring/special) events, regardless of size, in accordance with ICS organizational structures, doctrine, and procedures, as defined in NIMS. ICS implementation must include the consistent application of an Incident Action Plan with appropriate ICS documentation.
- Coordinate and support emergency incident and event management through the development and use of integrated multi-agency coordination systems, i.e. – develop and maintain connectivity capability between local Incident Command Posts (ICPs), local 911 Centers, local Emergency Operations Centers (EOCs) and the State EOC.
- Implement processes, procedures, and/or plans to communicate timely, accurate information to the public during an incident through a Joint Information System and Joint Information Center.
- Establish a NIMS baseline against the FFY 2005 and FFY 2006 implementation requirements using the NIMS Capability Assessment Tool (NIMCAST).
- Develop and implement a system to coordinate all federal preparedness funding to implement the NIMS across the community (i.e. Homeland Security Advisory Committee or similar sanctioned organization)
- Revise and update plans and standard operation procedures (SOPs) to incorporate NIMS and National Response Plan (NRP) components, principles and policies, to include planning, training, response, exercises, equipment, evaluation and corrective actions.
- Participate in and promote intrastate and interagency mutual aid agreements, to include agreements with the private sector and non-governmental organizations
- Complete "IS-700 NIMS: An Introduction" training
- Complete "IS-800 NRP: An Introduction" training
- Complete IS-100 (ICS 100) and IS-200 (ICS 200) training
- Participate in an all-hazard exercise program based on NIMS that involves responders from multiple disciplines and multiple jurisdictions.
- Incorporate corrective actions into preparedness and response plans and procedures.
- Inventory community response assets to conform to homeland security resource typing standards.
- To the extent permissible by law, ensure that relevant national standards and guidance to achieve equipment, communication, and data interoperability are incorporated into local acquisition programs.
- Apply standardized and consistent terminology, including the establishment of plain English communications standards across the public safety sector. Incident response communications (during exercises and actual incidents) should feature plain English commands so they will be able to function in a multi-agency and/or multi-jurisdictional environment.

Local jurisdictions can find detailed information on NIMS principles and requirements via OEMA’s homepage at www.ema.ohio.gov/NIMS.

The NRP, using the template established by the NIMS, is an all-discipline, all-hazards plan that provides the structure and mechanisms to coordinate operations for evolving or potential high-impact events that require a coordinated and effective response by an appropriate combination of Federal, State, local, and private sector entities. Counties should be revising and updating their county’s all-hazard Emergency Operations Plan (EOP) to ensure its functionality and compatibility with the NRP as well as the State’s EOP.

Additionally, the FY07 HSGP added an additional priority that emphasizes “Catastrophic” planning. Catastrophic incidents result in sustained national impacts over a prolonged period of time, and almost immediately exceed resources normally available to State and local authorities. As defined by the NRP, a Catastrophic incident is any natural, technical, or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, morale, and/or government functions at the national level. Please note, that a locally-declared disaster and even a Presidential-declared disaster may not constitute a catastrophic incident.

As such, counties should work together to address and determine what, if any, worst-case scenario would create a catastrophic incident in their jurisdiction or region. They should then
evaluate local preparedness for such an event, and take the appropriate steps to plan how to mitigate, prepare for, respond to and recover from such an event.

Local jurisdictions can find additional information on the NRP and catastrophic planning at www.dhs.gov under “Emergencies and Disasters” or at www.llis.dhs.gov.

This National Priority is directly supported in the State’s FY07 grant application as Investment Initiative #7, “Enhancing All-Hazards Prevention, Protection, Response and Recovery.”

**Regional Collaboration:** Successful regional collaboration allows for a multi-jurisdictional and multidisciplinary approach to building capabilities for all four mission areas, spreading costs, and sharing risk across geographic areas.

As federal HS funds become more competitive, counties should be diligently working with their neighboring and regional counties to better coordinate HS expenditures and planning efforts to avoid duplicative or inconsistent investments. It is recognized that every jurisdiction cannot manage every scenario and thus must rely on its partners. To accomplish this, counties must discuss together what levels of response can be realistically developed and sustained over the long-term without continued reliance on federal funding. The intent is to tactically build capabilities and lower the cost of sustaining those capabilities. This is termed “capabilities-based” planning and it addresses the three fundamental questions of the FY07 HSGP:

- **How prepared are we?**
- **How prepared do we need to be? and**
- **How do we prioritize efforts to fulfill the capability gaps?**

To accomplish this, counties should already be using the National Planning Scenarios, Universal Task List, and Target Capabilities List to review their current readiness. Then using these tools as benchmarks, counties can work together to determine for a given response capability what capacity should be sustained at the local level versus what advance capacities should be sustained at the regional level. This collaboration should allow counties to better focus and prioritize how to best use their limited FY07 SHSP funds to meet baseline county needs and still support regional team efforts.

In Ohio, the Ohio Response System is based on this principle. The various Tactical Advisory Committees (TACs) are working to develop baseline benchmarks for local versus regional capabilities. This has been done to date for capabilities such as Search & Rescue, Bomb response, Hazmat response, etc. Counties should work with the respective TACs to know what regional capabilities are being developed in their region and understand how their local efforts directly support those capabilities.

Local jurisdictions can find additional information on the capability base planning to support regional efforts at www.dhs.gov or at www.llis.dhs.gov.

**III. Eligible Program Expenses**

The allowable costs under the FY07 SHSP grant are divided into five program categories: **Planning, Equipment, Training, Exercises,** and **Administration.** Activities implemented under SHSP must support terrorism preparedness and build or enhance capabilities that relate to terrorism in order to be considered eligible.
It is recognized that many capabilities are ‘dual-use’ in nature, in that they can apply to both terrorism preparedness as well as other hazards. For example, a pandemic flu is not a terrorist incident, but the same steps taken to prepare and equip for it are likely to be the same steps needed to prepare for a terrorist release of Small Pox. Thus for any Projects considered to be ‘dual-use’, the county must clearly define this in the respective narrative for the Project(s).

The following outlines the basic allowable costs under the FY07 eligible program categories.

1) **Planning:** FY07 SHSP funds may be used for a range of homeland security planning projects. These include, but are not limited to:

- Developing communications plans and interoperability protocols/SOPs that meet the goals defined in the State Interoperable Communications Plan (26 Oct 05);
- Implementing and adopting FFY 07 and 08 NIMS principles and policies;
- Modifying existing EOPs to be compatible with NIMS and NRP standards;
- Updating Terrorism Annexes, SOPs or protocols;
- Incorporating the NPS, UTL, and TCL into local preparedness programs;
- Evaluating critical infrastructure vulnerabilities and assessing security equipment and/or personnel requirements to protect and secure sites, and developing or enhancing plans associated with those sites;
- Conducting assessments to identify and overcome local response needs based on defined Target Capabilities;
- Developing or enhancing Continuity of Operations (COOP) and Continuity of Government (COG) plans;
- Establishing or enhancing mutual aid agreements;
- Developing or enhancing border security plans;
- Developing or enhancing cyber security or risk mitigation plans;
- Developing or enhancing agriculture/food security plans;
- Developing or updating resource inventory assets;
- Establishing or enhancing state and local geospatial data systems;
- Developing public/private sector partnership and resource sharing plans;
- Enhancing Citizen Corps activities including Neighborhood Watch, VIPS, TAP and other opportunities for citizen participation.

**Allowable Costs:** The following outlines the allowable costs for planning projects.

- Hiring of full or part-time staff to perform planning activities;
- Hiring of contractors/consultants to perform planning activities;
- Personnel overtime and backfill costs incurred in the performance of a specific planning activity;
- Conferences/meetings that specifically facilitate a planning activity;
- Materials *not already on-hand* and specifically required to create, produce, and/or distribute planning products; and
- Travel/per diem related to the direct accomplishment of a planning activity.

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

Upon completion of a given planning project, the county will submit copies of the completed plans and/or planning tasks that were developed, enhanced, or updated using FY07 SHSP funds. These will be submitted to Ohio EMA’s Grant Branch not later than end of the grant performance period and will be used to validate the work was completed as per the budget. Failure to do so may result in forfeiture or repayment of grant funds.

Further, all publications created with FY07 SHSP funding shall prominently contain the following statement: “This document was prepared under a grant from the U.S. Department of Homeland Security (DHS). Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the U.S. DHS.”

2) Equipment: FY07 SHSP funds can be used for the acquisition of specialized response equipment from the eligible 21 equipment categories listed in the FY07 Authorized Equipment List (AEL). The AEL is only available online through the Responder Knowledge Base (RKB) website at www.rkb.mipt.org. NOTE, the AEL is routinely updated and thus must be consulted each time decisions are to be made on what equipment to be purchased. The County Team must consult the AEL in order to develop its Project/Budget application.

[1] Personal Protective Equipment
[3] CBRNE Operational and Search and Rescue Equipment
[4] Information Technology
[6] Interoperable Communications Equipment
[8] Decontamination Equipment
[9] Medical
[10] Power Equipment
[12] CBRNE Incident Response Vehicles
[15] Inspection and Screening Systems
[16] Agricultural Terrorism Prevention, Response and Mitigation Equipment
[17] CBRNE Prevention and Response Watercraft
[18] CBRNE Aviation Equipment
[19] CBRNE Logistical Support Equipment
[20] Intervention Equipment
[21] Other Authorized Equipment
  - Equipment, Citizen Corps
  - Consulting services in support of equipment acquisition
  - Installation
  - Leasing of space for equipment storage
  - Maintenance, HDR
  - Maintenance
• Shipping
• Sales Tax
• Training
• Programming for XML compliance

Within each category, the AEL further subdivides the equipment eventually down to specific lists of items that are allowable. The items may or may not include “Descriptions” that help to clarify what the items are or impose further eligibility requirement. The items may also include “Notes” that impose restrictions on how funds may be used to purchase a given item item. For example,

AEL Item 12VE-00-ABUS] Vehicle, Mass Casualty Transport
Description: Specialized vehicles such as "Ambulance Buses" to transport stretcher-borne patients during a mass-casualty event Includes retrofit kits to convert existing vehicles into mass casualty transports.
Notes: This category includes special-purpose vehicles for the transport of CBRNE terrorism response equipment and personnel to the incident site. Licensing and registration fees are the responsibility of the jurisdiction and are not allowable under this grant. In addition, general-purpose vehicles (patrol cars, executive transportation, etc.), fire apparatus, and non-CBRNE tactical/ armored assault vehicles are not allowable.

Equipment Eligibility: Before any equipment item is added to the county budget, the county must first confirm the item conforms to specific AEL equipment item, to include its respective Description and Notes. If not, the county must consult with OEMA’s Grants Branch to determine eligibility.

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

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

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

Construction and Renovation: Use of FY07 SHSP funds for construction and renovation is generally prohibited except as outlined below. Such construction and renovation shall be strictly limited and allowable only when it is a necessary component of a security system at critical infrastructure facilities.
• Project construction and renovation not exceeding $1,000,000.00 is allowable, as deemed necessary by the Executive Director and the National Preparedness Guidelines. These program funds may be used for construction and renovation projects only when those projects specifically address enhanced security at critical infrastructure facilities. The following actions and improvements are considered to constitute construction or renovation, and must follow the approval process outlined below.
  o Construction and/or renovation to guard facilities.
  o Any other construction or renovation efforts that change or expand the footprint of a facility or structure, including security enhancements to improve perimeter security.

• The following actions and improvements are allowable as non-construction activities under specific federal grant program guidance but must still comply with National Environmental Policy Act (NEPA) and other relevant provisions if required.
  o Improved lighting.
  o Fencing.
  o Closed-circuit television (CCTV) systems.
  o Motion detection systems.
  o Barriers, doors, gates and related security enhancements.

• In addition, the erection of communications towers that are included as a Project under the Interoperable Communications Initiative is allowable, subject to all applicable state, federal and local laws, regulations, and licensing provisions, to include but not limited to NEPA and FCC provisions as applicable.

In order for counties to budget for construction and renovation costs under SHSP, the Project narrative must contain:
  • A description of the asset or facility, its location, whether the infrastructure is publicly or privately owned, and a description of the construction or renovation project.
  • Certification that a facility vulnerability assessment has been conducted for the facility.
  • An outline addressing how the construction or renovation project will address the identified vulnerabilities from the assessment.
  • Consequences of not implementing the construction or renovation project.

Approval of the construction or renovation Project will first be reviewed and evaluated by OEMA’s Grants Division Director. If not acceptable, the Project will be rejected in whole or returned for further clarification. If or once acceptable, the Project will be forwarded by OEMA to DHS for final approval or denial. Written approval will be provided by DHS prior to the use of any funds for construction or renovation. The county will then be responsible to satisfy all DHS restrictions and requirements applicable to the approved construction and renovation Project. Changes will not be made in the Project without prior approval of OEMA and DHS.

3) Training costs: Allowable training-related costs under this program include the establishment, support, conduct, and attendance of DHS-approved training programs. These training programs include, but are not limited to, CBRNE terrorism and catastrophic events, cyber/agriculture/food security, and citizen preparedness. Training conducted must address at
least one of the State’s Investment Initiatives and thus be defined in the respective Project Narrative.

As per federal requirements, any training conducted using SHSP funds must address a performance gap identified through either a local training assessment or an exercise After-After Report/Improvement Plan. That gap must be clearly defined in the respective Project narrative.

The target audience for training courses includes emergency prevention, protection, response, and recovery personnel, emergency managers, and public/elected officials within the following disciplines: Fire service, law enforcement, emergency medical, emergency management, public works, public health, health care, public safety communications, governmental offices. This includes public and private sector disciplines.

The target audience also includes personnel representing functional areas such as critical infrastructure/key resource protection including cyber, agriculture, and food security. Training may also include programs for citizens in preparedness, prevention, response skills, and volunteer activities; however, that training must be coordinated through the local Citizen Corps Council’s program.

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

1. Costs to develop, deliver, and evaluate training, to include costs related to administering the training; planning, scheduling, facilities, materials, and supplies, reproduction of materials, and equipment.
2. Overtime and backfill costs associated with attendance at DHS sponsored and/or approved training courses and programs.
3. Costs associated with the certification and recertification of instructors.
4. Travel costs (e.g. airfare, mileage, per diem, hotel) for personnel attending approved training.
5. Hiring of full or part-time staff or contractors/consultants. Full or part time staff may be hired to support training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the local government.

Allowable Training (Provided via DHS, other Federal, or State Sponsored Courses)

DHS-approved training courses are found in the DHS Training and Exercise Division (TED) “Weapons of Mass Destruction Training Program Course Catalog”, located online at www.ojp.usdoj.gov/odp/docs/coursecatalog.pdf. Additionally, DHS recognizes other federal training programs which are defined in their “Federal Sponsored Course Catalog” which is located online at https://www.firstrespondertraining.gov/webforms_fed/PDFS/Fed_Catalog.pdf.

The State of Ohio has to date three DHS-approved courses: WMD Hazmat Awareness Course, WMD Hazmat Operations Course, and Structural Collapse Operations Course. As additional courses are approved, counties will be promptly notified of those opportunities.

Attendance at training listed in the TED “Weapons of Mass Destruction Training Program Course Catalog and the “Federal Sponsored Course Catalog” or the three approved State courses requires no advance approval and may be attended on an unlimited basis. Contact OEMA’s Training Section for clarification on all available Federal or State approved HS courses.
National Incident Management System (NIMS) and Incident Command System (ICS)

All NIMS training approved by the NIMS Integration Center (NIC) and all ICS training offered through the National Fire Academy (NFA), the Emergency Management Institute (EMI), National Wildfire Coordinating Group (NWCG), Ohio Fire Academy and Ohio EMA are authorized.

Approved NIMS and ICS courses (to include T-I-T courses) currently include:

- IS 100, Introduction to ICS
- IS 200, Basic ICS
- IS 700, National Incident Management System
- IS 800, National Response Plan
- G300, Incident Command System, Intermediate
- G400, Incident Command System, Advanced

Grantees wishing to fund ICS courses not offered through the NFA, EMI, NWCG, OFA or Ohio EMA should contact the Ohio EMA training section prior to conducting the course to determine course eligibility. Grantees wishing to conduct NIMS and ICS training using local instructors must use a curriculum developed or approved by the NFA, EMI, NWCG, OFA or Ohio EMA and adhere to the following guidelines for their instructors:

**IS 100 Introduction to ICS**

- Two instructors, one lead and one unit, recommended to teach IS 100 classes
- Both instructors must have successfully completed IS 100, IS 200, and IS 700
- The lead instructor must have training and experience in adult education and have served as Incident Commander or in a command staff or general staff position

**IS 200 Basic ICS**

- Two instructors, one lead and one unit, recommended to teach IS 200 classes
- The lead instructor must have successfully completed the IS 100 instructor requirements plus IS 200 and ICS 300
- The unit instructor must have successfully completed the IS 100 instructor requirements plus IS 200
- The lead instructor must have training and experience in adult education and have served as Incident Commander or in a command staff or general staff position

**ICS 300 Intermediate ICS**

- At least two instructors are recommended to teach ICS 300 classes
- The lead instructor must have successfully completed the IS 200 instructor requirements plus ICS 300 and ICS 400
- The lead instructor should have served as Incident Commander in a command staff or general staff position in an incident that went beyond one operational period or required a written Incident Action Plan (IAP)
- The unit instructor(s) should have served as Incident Commander in a command staff or general staff position or have specialized knowledge and experience appropriate for the audience (e.g. public health, public works, etc)
- The lead instructor must have training and experience in adult education
ICS 400 Advanced ICS

- At least two instructors are recommended to teach ICS 400 classes
- All instructors must have successfully completed the ICS 300 instructor requirements plus ICS 400 and IS 800, National Response Plan (NRP)
- The lead instructor should have served as Incident Commander or in a command staff or general staff position in an incident that required multi-agency coordination and went beyond one operational period or required a written IAP
- The unit instructor(s) should have served as Incident Commander or in a command staff or general staff position in an incident that went beyond one operational period or required a written IAP or have specialized knowledge and experience for the audience (e.g. public health, public works, etc)

Grantees wishing to conduct NIMS and ICS training with local instructors must attach supporting documentation with their grant application that shows how the instructors meet these guidelines. Acceptable documentation includes:
- Certificates of completion for the required training.
- Short narrative statements explaining how the credential requirements have been met.

Training Provided by Non-DHS Training Providers

Grantees must request prior approval to complete/host or attend any non-DHS or State approved course. Requests for this training must be pre-approved by the OEMA Training Section prior to scheduling, conducting, or attending the course. To request approval for such a course, the county must describe in the project narrative how the course:

- Falls within DHS’s mission scope to prepare State and local personnel to prevent, protect, respond to, and recover from acts of terrorism and catastrophic events;
- Builds additional capabilities that support a specific training need identified by the State, county, or jurisdiction, and/or comports with the State, county, or jurisdictions homeland security strategy;
- Addresses specific capabilities and related tasks articulated in DHS’s Emergency Responder Guidelines and the Homeland Security Guidelines for Prevention and Deterrence;
- Addresses specific capabilities and related tasks articulated in the Target Capabilities List (TCL) and the Universal Task List (UTL);
- Comports with all applicable Federal, State, and local regulations, certifications, guidelines, and policies deemed appropriate for the type and level of training

Additionally, identify in project narrative the following specific information:
- Title of the course
- Course description
- Mission area
- Level of training (e.g. Awareness, Operations/Performance, Technician, Command)
- Training provider
- Date of the course
- Number and associated disciplines of the individuals attending the training
- The sponsoring jurisdiction(s)
Please note that DHS restricts attendance at any course not listed in the TED “Weapons of Mass Destruction Training Program Course Catalog or the “Federal Sponsored Course Catalog” to only three deliveries statewide. Approvals will be made on a first come, first served basis. Once the same non-DHS course is delivered three times, no further deliveries of the course will be authorized or approved until the course is institutionalized and approved by DHS. OEMA’s Training Section will alert counties when any such course has been taught three times and is no longer available to be taught locally. To deliver that course again, DHS must approve the course as outlined below under “Institutionalizing a Course”.

**Institutionalizing a Course**

Counties, State and local agencies, and jurisdictions may, as a Project, submit a course for approval by DHS. If the course is approved it becomes eligible for repeat deliveries using DHS grant funds without prior approval. The course must meet the above listed criteria before it is submitted for approval.

To submit a course for approval, a county, State or local agency, or jurisdiction must submit the following documentation to the OEMA Training and Exercise Office. Once the documentation is received, OEMA will review the submission for completion and work with the submitting entity to address any shortfalls or questions. Once the OEMA determines the submission is complete they will forward it to DHS for review. Required supporting training materials to be included are:

1. **Mission Area**: The submitting entity will identify the mission area(s) of the course and materials submitted. The following mission areas will be used as defined in the Goal and supported by the Tầm: Prevent, Protect, Respond, Recover, and/or common.

2. **Target Audience**: The submitting entity will identify the target audience(s) of the course and materials submitted. The following list of disciplines should be used: fire service, law enforcement, emergency management, emergency medical services, hazardous materials, public works, public health, health care, public safety communications, governmental administrative, cyber security, agriculture security, food security, private security, and citizens.

3. **Level of Training**: The submitting entity for all response area training will identify the level(s) of training of the course and materials submitted. Each submission must be identified as Awareness, Performance-Defensive (OSHA Operations), Performance Offensive (OSHA Technician), OSHA Specialist, Planning/Management (OSHA Command) Levels. More detailed information on these levels can be found at [http://www.ojp.usdoj.gov/odp/training.htm](http://www.ojp.usdoj.gov/odp/training.htm) or [http://www.osha.gov](http://www.osha.gov).

4. **Program of Instruction (POI)/Syllabus**: The POI or syllabus is an outline, or matrix of the course content. It addresses the scope of the training, course learning objectives, duration of the training (broken down by module, session, or lesson), resource requirements, instructor to student ratio, and an evaluation strategy. These items are not all-inclusive, but are the minimum categories that should be addressed.

5. **Training Support Package (TSP)**: The TSP is all of the materials associated with the delivery of the training course. Items that should be in the TSP are:
   a. **Instructor Guide/Instructor Outline/Instructor Lesson Plans**: The published instructor material that contains course text and special instructor notes that provides the information to deliver the material.
b. Participant Manual/Guide/Workbook. The published student material that contains the supporting information in booklet, electronic, or handout form that the participant has available for reference.

c. Audio/Visual Support Materials. Any audio/visual components that are part of any learning module, session, lesson or that supports the overall training being delivered.

d. Special Support Materials. Any descriptions of practical exercises, table-top exercises, hands-on exercises or other material that supports the learning objectives.

6. Module/Session/Lesson Content: Training courses should be designed based on a building block approach. Each sub-component in the course should be titled as a module, session, or lesson. Regardless of the title, each module, session, or lesson, should have a Lesson Administration Page (LAP) that outlines the following:

a. Scope Statement. A brief description of the content of the module, session, or lesson.

b. Terminal Learning Objectives (TLO). An action verb statement that outlines what the student is expected to learn or be capable of performing at the conclusion of the module, session, or lesson. There should be only one TLO per module, session, or lesson.

c. Enabling Learning Objectives (ELO). Enabling learning objectives are the incremental learning objectives that support the TLO. There should be at least one ELO per module, session, or lesson. Each ELO must be a measurable performance statement that enables the student to demonstrate achievement of the TLO.

d. Resource List. A listing of the resources needed to successfully accomplish the module, session, or lesson.

e. Instructor to Student Ratio. The instructor to student requirement for successful presentation of the material (e.g., 1:25).

f. Reference List. A listing of all reference materials used to develop the module, session, or lesson. This information may also be included as a bibliography.

g. Practical Exercise Statement. This describes any exercises associated with the module, session, or lesson.

h. Evaluation Strategy. This defines the strategy used to evaluate the module, session, or lesson (e.g., written and/or performance tests or assessments).

DHS will review the course for approval. DHS may request further details or course materials to be developed before releasing the course for delivery. DHS will advise OEMA once the course is approved. OEMA in turn will notify the submitting agency that the course is approved for delivery, and then will advise all counties that the course is approved for delivery in the State. At that time, funds may be used to deliver, conduct, or attend that training program.

Overall, OEMA's Training and Exercise Office will serve as the central point for answering questions with regards to training using grant funds. Grant recipients should not contact DHS directly in regards to a training initiative unless specifically requested to do so by OEMA.
4) Exercise:

Project Overview

The United States Department of Homeland Security (DHS) Homeland Security Grant Program (HSGP) provides for expenses related to the design, conduct, and evaluation of Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) exercises, as well as natural or technological disaster exercises, as long as the scenario is catastrophic in scope and size, as defined by the National Response Plan (NRP).

The FY 2007 Homeland Security Grant Exercise Program (HSGEP) is a two (2) year program and will continue with the implementation of a progressive exercise program involving exercises of increasing complexity. These exercises will build upon the foundation that was established under previous State Domestic Preparedness and Homeland Security Grant Exercise Programs. This program will consist of a series of regional/multi-county tabletop, functional, and full-scale exercises. Due to a focus on regional collaboration, which is consistent with the State's homeland security strategy and Multi-Year Training and Exercise Plan (TEP), the budgeting of FY 2007 Homeland Security Grant Program (HSGP) funds for exercise expenditures will be limited to those counties participating in the exercises that are awarded under this regional exercise program.

The intent of the FY 2007 HSGEP is to provide funding and limited exercise contractor support, as needed and requested, for a series of either one (1) tabletop exercise and one (1) functional emergency operations center (EOC) exercise; OR one (1) functional EOC exercise and one (1) full-scale exercise; OR one (1) tabletop exercise and one (1) full-scale exercise in each Ohio Emergency Management Agency (OEMA) Field Liaison District. Full-scale exercises will require the opening of an EOC.

Exercise sub-grants ranging from up to $3,000 for tabletop and functional exercises and up to $20,000 for full-scale exercises will be provided as a separate award from the overall county HSGP award. Sub-grants will only be issued to the primary county in which the exercise is being conducted. It is expected that the primary county will utilize the sub-grant that is received to offset not only the exercise expenses in their county, but the exercise expenses for the other participating counties as well. The expenses associated with providing OEMA exercise contractor support will be provided by the State of Ohio at no cost to the county. The primary county will need to indicate the need for OEMA exercise contractor support, including the desired level of support, on the application that is submitted.

Exercises under this program will be awarded based on a competitive application process. Counties that are interested in applying must complete and submit an application and exercise budget along with their overall FY 2007 HSGP grant application that is submitted to the OEMA Grants Branch, which is due no later than November 9, 2007. Applications received after that date will not be considered. The applications will be screened, evaluated and notifications of acceptance provided to those counties accepted into the program on or about December 21, 2007.

The participating jurisdictions, hereafter referred to as the sub-grantee(s), must fully adhere to the program guidelines contained in this guidance package.

The performance period will end on March 31, 2010 and all exercise activities, including after action report/improvement plan (AAR/IP) submissions, that are part of this grant process must be completed by that date.
In lieu of requesting exercise contractor support from OEMA, a county may obtain the services of a qualified contractor/consulting firm, provided the contractors assigned to the exercise have successfully completed the three (3) day Homeland Security Exercise and Evaluation Program (HSEEP) Mobile Training Course. Contractors must provide certificates of completion for the exercise staff assigned to the exercise and/or any associated exercise projects. These certificates must be provided to the Exercise Program Manager at OEMA for review and approval prior to any contract work being assigned or completed. Additionally, for those counties that wish to utilize consultants, the consultant(s) must meet this same criteria and a scope of work detailing their job duties must be provided and approved by the OEMA Exercise Program Manager. Failure to abide with this process will result in the denial of exercise funds.

Counties utilizing contractor/consultant services other than those provided by OEMA exercise contractor support will be required to enter into contracts in accordance with their local procurement and contracting procedures and should contact the OEMA Exercise Program Manager for technical guidance in regards to the scope of work that should be included in the contract. While not entirely inclusive, consulting firms that have completed the HSEEP Mobile Training Course include:

- Applied Marine Technology, Inc. (AMTI)
- Community Research Associates (CRA)
- EG&G
- L-3 Communications

Counties that wish to develop exercises without direct exercise contractor support from OEMA, or without the services of a county hired contractor as outlined above, may do so provided they have exercise planning team members that have completed the Homeland Security Exercise and Evaluation Program (HSEEP) Mobile Training Course. Each jurisdiction developing exercises without contractor support under the FY 2007 HSGEP must have at least two (2) members of their planning team that have completed this course. To assist the counties with this requirement, the HSEEP Mobile Training Course will be offered by OEMA.

The design, conduct, and evaluation of exercises, including the completion of AARs/IPs, will be the responsibility of the planning team for each exercise, unless this is a service being provided by OEMA exercise contractor support. In those instances where the AAR/IP is being provided by OEMA exercise contractor support, the counties must provide assistance in finalizing the AAR and developing corrective actions and completion dates for the IP. Each sub-grantee must have a local exercise planning team that assists in the planning and conduct of the exercise (i.e. selects objectives, provides input to the scenario, serves as controllers and evaluators, etc.).

To participate in the program, the participating sub-grantee must agree to adhere to the following guidelines during the exercise program grant period:

1. All exercise activities funded under the auspices of this sub-grant must comply with the US Department of Homeland Security’s Homeland Security Exercise and Evaluation Program (HSEEP) Volumes I-III and the State of Ohio’s Multi-Hazard Exercise and Evaluation Manual (EEM). HSEEP materials are available via the Internet at https://hseep.dhs.gov Programmatic information requests should be directed to the
OEMA Exercise Program Manager at (614) 799-3660. Requests for the State of Ohio’s Multi-Hazard EEM should be made to this number as well.

2. All sub-grantees and contractors are required to comply with the exercise process as identified in the HSEEP guidelines and the State of Ohio’s Multi-Hazard EEM. Questions should be directed to the OEMA Exercise Section.

3. For exercises that are being combined for joint exercise credit, the exercises must include a specific CBRNE hazard and not cross the boundaries between different hazards (i.e. biological and chemical). They must also be of similar type (i.e. the combining of a tabletop and a functional exercise is not permitted)

4. Exercise planning must begin 2-4 months in advance of the projected exercise date for tabletop exercises (TTXs), 4-8 months in advance of the projected exercise date for functional exercises (FEs) and 8-12 months in advance of the projected exercise date for full-scale exercises (FSEs). It is imperative for a representative from OEMA to be present at the Initial Planning Conference (IPC) for each exercise to ensure uniformity in the exercise design process.

5. All planning conference and exercise dates must be approved by the OEMA Exercise Program Manager.

6. The exercise scenario and objectives must be approved by OEMA Exercise Staff.

7. Each TTX must have a Situation Manual (SITMAN) and a PowerPoint presentation developed in accordance with the applicable HSEEP and State of Ohio format. All materials must be submitted for review to OEMA’s Exercise Section as they are developed. All materials must be submitted for a final review to OEMA’s Exercise Section at least 30 days in advance of the exercise.

8. Each FE and FSE must have, in addition to the scenario, an Exercise Plan (ExPlan), Controller and Evaluator (C/E) Handbook and a complete Master Scenario Events List (MSEL) developed. These documents, as well as the scenario, must be developed according to the HSEEP and State of Ohio format and provided to OEMA for approval as they are developed. All materials must be submitted for a final review according to the following timeline: 1) ExPlan (at least 90 days prior to the exercise), 2) Objectives and scenario (90-120 days prior to the exercise), 3) C/E Handbook (30 days prior to the exercise), and 4) MSEL (30 days prior to the exercise).

9. The State of Ohio Multi-Hazard EEM will be the sole basis for the evaluation of exercises conducted under this sub-grant.

10. Once an exercise is completed, an initial draft of the AAR and IP must be submitted to the OEMA Exercise Program Manager no later than (NLT) 30 days after the completion of the exercise. A final copy must be provided within 60 days after the completion of the exercise. To ensure uniformity, AAR and IP templates will be provided by OEMA.

11. For AARs and IPs being provided by OEMA exercise contractor support, an AAR and IP will be provided to the county within approximately 60 days after the completion of the exercise. It is the responsibility of each county to distribute the AAR/IP to the affected agencies within their jurisdiction.
12. An IP is required for each exercise and will be based on the recommendations contained in the AAR. In addition to developing the IP, the county will be tasked with reviewing the IP recommendations and developing a Corrective Action/Improvement Action for each recommendation, identifying the Responsible Party/Agency for coordinating the implementation of that Corrective Action/Improvement Action, as well as a tentative Completion Date. The IP must be submitted for approval to the OEMA Exercise Program Manager within 60 days after the completion of the exercise.

13. Copies of all final versions of the exercise scenario, SITMANs, PowerPoint presentations, ExPlan, C/E Handbook, the MSEL, evaluation forms, AARs, IPs, sign-in sheets, etc. must be provided to the OEMA Exercise Program Manager and are not proprietary to any county, sub-grantee or contractor(s).

14. As previously mentioned, proposed exercise dates and planning conference dates must be coordinated and approved by the OEMA Exercise Program Manager to avoid scheduling conflicts. This scheduling process will be conducted at the Training and Exercise Planning Workshop (T&EPW) that is tentatively scheduled for January 9-10, 2008. Attendance at the Training and Exercise Planning Workshop is mandatory for each county conducting exercises under this program.

15. All exercises must be entered in the National Exercise Schedule (NEXS). The responsibility for entering the information, including planning conference and exercise dates, contact information, participating agencies, etc., will be the responsibility of the local exercise planning team. A training session on the NEXS will be provided as part of the T&EPW.

**EXERCISE PROGRAM MANAGEMENT AND IMPLEMENTATION REQUIREMENTS:**

**Project Description:**

The FY 2007 HSGEP provides an exercise allocation for expenses related to development, conduct, evaluation, after action report (AAR) development, and improvement planning for exercises and exercise activities in the following categories:

- Funds Used to Design, Develop, Conduct and Evaluate an Exercise
- Hiring of Full or Part-Time Staff or Contractors/Consultants
- Overtime and Backfill Costs
- Travel
- Supplies
- Other Items

**Authorized Exercise Costs**

- **Funds Used to Design, Develop, Conduct and Evaluate an Exercise** – Includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation.

- **Hiring of Full or Part-Time Staff or Contractors/Consultants** - Full or part-time staff or contractors/consultants may be hired to support exercise related activities. Payment of salaries and fringe benefits must be in accordance with established local and/or state
guidelines. Contractors/consultants may only be budgeted for by those counties that are utilizing a contractor, hired through local procurement and contracting procedures, who has completed the HSEEP Mobile Training Course.

- **Overtime and Backfill Costs** – Overtime and backfill costs associated with the design, development, conduct and evaluation of exercises are allowable expenses. Payment of overtime and backfill is for work that is performed over and above a normal workweek and within established state or local guidelines. In no case is dual compensation allowable. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation and Unemployment Compensation.

- **Travel** - For expenses (i.e. airfare, mileage, per diem, hotel, etc) of employees on official business related to the planning and conduct of the exercise project(s).

- **Supplies** - Items that are expended or consumed during the course of the planning or conduct of the exercise project(s) (i.e. copying paper, gloves, tape, moulage kits or supplies, triage tags).

- **Other Items** - Costs would include rental space/locations for exercise planning and conduct, signs, badges, etc.

**Unauthorized Exercise Costs**

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (i.e. construction vehicles) and emergency response apparatus (i.e. fire trucks, ambulances). The only vehicle cost that is reimbursable is fuel/gasoline.

- Equipment that is purchased for permanent installation and/or use beyond the scope of exercise conduct (i.e. electronic messaging signs).

**NOTE:** Exercise funds may not be used for first responder equipment; activities unrelated to exercises; or personnel, travel, supplies, or other items procured prior to the award start date of the grant or otherwise budgeted for with State or local funds. **Questions in regards to allowable expenses should be addressed to the OEMA Exercise Program Manager.**

**Delay or Forfeiture of Grant Funds**

The following may be reasons for funding delays or forfeiture:

- Failing to make satisfactory progress toward completion
- Failure to follow grant guidelines
- Failure to submit required documentation
- Filing false reports or documentation

**Basic Reporting Requirements:**

Bianual Strategy Implementation Reports (BSIR) must be received no later than the published due date.

<table>
<thead>
<tr>
<th>Report Period (Jan 1 – June 30)</th>
<th>Due by July 10th</th>
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<tr>
<td>Report Period (July 1 – Dec. 31)</td>
<td>Due by January 10th</td>
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For program inquiries, contact Darren Price, MEP, Exercise Program Manager at (614) 799-3660 or via e-mail at deprice@dps.state.oh.us

5) Administrative costs: These costs are specifically attributed to managing the FY07 SHSP and are not directly related to a specific planning or training activity. The grant recipient may budget up to, but not to exceed, 3% of its total FY07 SHSP grant award to cover the recipient’s administrative costs. Indirect costs are not considered administrative costs and are not permitted under the FY07 SHSP grant. The allowable costs specifically include the following:

- Hiring of full-time or part-time staff or contractors to include, but not limited to, completing pre-grant application Budget Worksheets and Program Narrative; initiating, documenting, and tracking grant expenditures; inventorying equipment purchases; producing or completing required grant reports such as the Request for Cash, Encumbrance Report, and federally-required ISIP and BSIR;
- Overtime and backfill costs related to accomplishing allowed administrative tasks only to the extent the payment for such services is in accordance with the policies of the local unit(s) of government;
- Applicable Travel expenses to the extent the payment for such services is in accordance with the policies of the local unit(s) of government;
- Meeting related expenses (IAW with OMB Circular A-87 and DHS OGO Financial Guidelines) associated with County’s Terrorism Advisory Team to discuss local homeland strategy implementation and/or grant program management;
- Acquisition of authorized office equipment, including personal computers, laptop computers, printers, LCD projectors, and other equipment or software which is required to support the implementation of the FY07 SHSP and only when no such equipment is currently available to accomplish the task;
- Recurring fees/charges associated with authorized office equipment, such as cell phones, faxes, etc. (this does not pertain to response equipment purchased under the eligible equipment program category); and
- Leasing and/or renting of office space for newly hired personnel who will administer the programs within FY07 SHSP, or for personnel currently being paid with SHSP funds for grant administration and will now be responsible to additionally administer FY07 SHSP funding.

6) Personnel Costs:

a) 15% Federal Cap - The federal grant guidance recognizes that personnel costs are eligible under the Planning, Training, and Administrative program categories. However, it further stipulates that personnel costs for the entire FY07 HSGP must not exceed 15% of the total grant award. This cap does not apply to costs to hire contractors or administrative costs. At this time, OEMA cannot determine if that threshold is or will be met. Some applicants may have little to no personnel costs in their budgets while others may have high personnel budgets.
Therefore, after review of all grant applications, OEMA may find it necessary to cap individual awards and limit personnel staff costs. Counties should be aware of this and budget accordingly. This decision will be communicated to all grant recipients when/should it occur and it will be so reflected on the Grant Notice of Award.

b) **Overtime:** These are expenses incurred by personnel who are performing approved and budgeted FY07 SHSP grant program activities over and above their normal, scheduled work hours or work week. To avoid problems arising from overtime or its related payroll regulations, arrangements to pay these costs must first be coordinated between the Advisory Team and the agencies/departments who expect to incur qualifying overtime costs for their personnel who will incur planning, training, or administrative costs. Budgeting or paying for overtime costs will not result in an increase of full-time employees (FTEs). Overtime payments are allowed only to the extent that:

- The cost was pre-approved by the Advisory Team and is reflected on the Team’s currently approved budget worksheet for planning, training, and/or administration costs;
- The compensation must be reasonable and consistent with that paid for similar work in other activities of local government;
- The payment for such services is in accordance with the policies of the local unit(s) of government; and
- The time and/or services used to accomplish a specific program activity are supported by adequate documentation of the costs.

c) **Backfill:** These are expenses incurred by personnel who are working over and above their normal, scheduled work hours, or work week, in order to perform the duties of those other personnel who are temporarily assigned to complete approved and budgeted FY07 SHSP grant activities. Backfill costs are viewed and treated as Overtime costs (as discussed above) regardless of whether the individual has performed more hours in their normally assigned place of duty or if the overtime accrued as a result of being re-assigned to a different place of duty. Budgeting or paying for backfill costs must not result in an increase of Full or Part-time Employees.

d) **Hiring:** Agencies/departments who will undertake approved and budgeted FY07 SHSP grant program activities may hire new personnel to complete those tasks. This may also include personnel expenses incurred where new personnel are hired to fulfill functions and duties as a result of existing personnel being reassigned full-time to perform approved and budgeted FY07 SHSP grant program activities. In either case, the hiring of personnel will result in an increase of FTEs, but cannot result in an increase in the number of FTE positions performing normal operational duties.

FY07 SHSP grant funds may **not** be used to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities. Grantees are permitted to hire or laterally move existing public safety officers to new positions that support SHSP program activities that are allowable under FY07 SHSP program guidance. In the case of lateral transfers, grant funds may be used to support only those positions that are allowable under FY07 SHSP program guidance; all non-supplanting rules apply.
Positions created and/or funded through FY04 or FY05 SHSP grants may continue to be supported with FY07 SHSP funding provided that the position is dedicated to the same or similar purposes allowable under applicable grant program guidance.

7) Unauthorized Program Expenditures

FY07 SHSP funds may not be used for activities unrelated to the completion and implementation of the grant program. Further, equipment grant funds awarded under this program may not be used to reimburse costs for equipment procured prior to or after the award performance period.

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

a) General use software (for basic word processing, graphics, spreadsheets, etc.);
b) General use computers and related equipment (used for day-to-day office work not associated with homeland security);
c) General use vehicles;
d) Registration, Insurance, Licensing, and other fees (not otherwise specifically allowed in the AEL);
e) Weapons systems and ammunition and
f) Equipment not in accordance with the FY07 SHSP Authorized Equipment List (AEL).

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

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

IV. Grant Application

a) Overview: Counties must complete and submit their grant application to OEMA’s Grants Branch not later than 5:00pm Friday, November 9, 2007. Counties will base their application for FY07 funding on the information presented above and contained in the following Attachments to the guidance:

- Attachment A, State Investment Justification Initiatives and supporting Target Capabilities
- Attachment B, FY07 SHSP Local Grant Application forms

b) Priorities: The county grant application will consist of a series of Projects designed to directly support one or more of the State’s FY07 Investment Justification Initiatives. Counties are not required to complete a Project for each Initiative. Instead, the county may complete multiple Projects for multiple Initiatives, complete a few Projects for only one Initiative, or even just complete one Project within a single Initiative. The bottom line, the county must determine how they can best use their funding to complete Projects that directly support one or more of the Initiatives.
The State of Ohio does have a priority on which Initiatives are most critical for support using FY07 funds. The main priority for use and application of FY07 SHSP funds are Projects that support completion of the Interoperable Communications Initiative and the goals outlined in the State’s Interoperable Communications Plan (SIC). The Plan identifies ten goal/recommendations that are to be addressed and met in both the short and long-term. Counties developing communications projects must ensure their efforts meet one or more of these ten goals/recommendations. The SIC plan has been shared with counties previously, but is also available online in one of two ways:

- Executive Summary at www.ema.ohio.gov/pdfs/Ohio_Interop_Final_Report.pdf or
- Complete plan at www.ema.ohio.gov/pdfs/Ohio_Interop_Appendices.pdf (large file)

Under FY07 SHSP, each county must focus their funding toward achieving interoperable communications UNLESS they can justify their communications needs are fully addressed, OR, another Project/Initiative has a greater priority.

**IF** the county believes their communications needs are met, they must justify how it has been met in accordance with the goals/recommendations of the SIC Plan. This justification will be evaluated by a State committee for accuracy and concurrence. If the State concurs, the county will be allowed to complete their other Projects. If not, the State will indicate valid Projects that should be developed by the county and the county will re-submit its application accordingly. Provide this justification as a separate letter with the overall grant application.

**IF** the county believes they have a Project of higher priority/significance, then they must justify in that Project narrative why it is of greater importance than communications. These Projects must lead to the completion or fulfillment of a specific Target Capability under a given Initiative. A State committee will evaluate that justification. If the State agrees, the county will be allowed to complete those Projects. If not, the State will indicate valid Projects that should be developed by the county and the county will re-submit its application accordingly.

Outside of the communication’s priority, there are no other specific priorities among the five remaining Initiatives. The goal for each Initiative is to identify and fulfill a response gap/need as supported by an evaluation of local capabilities against the Target Capabilities for each Initiative. Projects should be created to specifically fulfill one or more of those gaps/needs. See Attachment B for a summary of the Initiatives and their supporting Target Capabilities.

c) **Projects:** A Project is a specific accomplishment of a task such as the purchase of equipment or completion of training that fulfills a clearly defined capability gap/need at the local or regional level. To complete this, the County will fill out a separate Project for the respective needs that will be fulfilled under this program. One Project may contain the various elements of Planning, Equipment, Training, and Exercise as necessary to complete the Project. In any case, each Project must define the need and how it will be overcome with this funding.

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

d) Application Forms: The county will be required to complete and submit the
following documentation. These forms are contained in Attachment B. Missing forms can result
in an application not be considered for funding.

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

That forms outlines the following elements:

Project Title: A short, concise title that simply identifies what is to be
accomplished by the project (ie. Upgrade six PSAPs with Cross-banding Radios,
or Equip HM Team to Tier: 1 Level).

Project Priority: It is recognized that Project scopes may change as they
are initiated, as such counties should identify which project is most important to
them.

Investment Initiative: Identify which Initiative is supported by the
project. Only one Initiative is to be selected per project, but the county can
submit multiple projects for a single Initiative.

Program Category Funding: Identify the total funding needed by the
Project based on the Planning, Equipment, Training, and Exercise categories. For
any category, identify the total costs not the individual costs (those will be
captured on the Detailed Budget Worksheet)

Project Narrative: Address and summarize the issues posed by each the
seven (7) questions on the form. The focus of the narrative should address how
the project will overcome a defined need based on a target capability. It should
provide a simple summary description of the costs and task necessary to complete
the project. The bullets are fairly self-evident. The goal here is not to submit
volumes of words, but succinct statements of need and achievable
accomplishment.

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

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

v) **NIMS Compliance** - In the federal FY05 HSGP, it was a requirement that subgrantees would be able to certify they met/addressed the initial NIMS requirements released at that time in order to be eligible for FY07 HSGP funding. This form certifies that the county did in fact initiate and/or complete those tasks as intended. This does NOT certify that the FFY07 requirements due September 30, 2006, are met. That certification will take place at a later date, more than likely with the FY07 grant process.

vi) **Budget Detail Worksheets** - With the exception of Cuyahoga, Franklin and Hamilton counties, these are the standard forms used in past SHSP grants to identify and itemize the planned costs. Complete one respective worksheet to identify all projects costs. For the three counties listed above, there is a new budget worksheet. This budget worksheet has a separate budget for each project submitted.

vii) **Exercise Request** - This form is only required to be completed and submitted by those counties that have an exercise Project in their application. This form is similar to one’s used by OEMA’s Exercise Section in past SHSP grants.

viii) **Travel Pre-Approval Form** - This form is used to submit for pre-approval of travel using Planning, Training, Exercise, and Admin funds. This form is required for all travel to be reimbursed for expenses. Note: The approval of the travel does not constitute approval of all costs incurred during the travel.

e) **Submission**: Counties must complete and submit their grant application to OEMA’s Grants Division not later than 5:00pm Friday, November 9, 2007. Applications not postmarked by that date/time will not be accepted and any associated funds will be re-obligated to other eligible grant participants.

All Grant applications must be mailed or hand delivered to Ohio EMA Grants Branch with all signatures. The submission of the application package must be postmarked not later than November 9, 2007.

Grant applications must be sent to:

- Ohio EMA, Grants Branch, 2855 W. Dublin-Granville Rd, Columbus, Ohio, 43235

f) **Performance Period**: The performance period for the FY07 SHSP is July 1, 2007 – March 31, 2010. **All equipment must be received and installed as well as the final cash draw-downs must be submitted by the end of the performance period.** No funds may be spent on activities or costs that occur outside of the defined grant performance period.

Any FY07 SHSP funds not properly spent within the performance will be de-obligated by OEMA for re-obligation to other eligible grant recipients. **There will be no extensions to the grant performance period.**

g) **Grant Fund CFDA** - The CFDA number for the FY07 SHSP is 97 067, as part of the overall FY07 HSGP.

h) **Grant Termination** - Ohio EMA may suspend or terminate funding under this grant, in whole or in part, or other measures may be imposed for any of the following reasons:
• Failing to comply with the requirements or statutory objectives of federal law;
• Failing to make satisfactory progress toward the goals or objectives set forth in this application;
• Failing to follow grant agreement requirements or the respective grant guidance;
• Failing to submit required reports; or
• Filing a false certification in this application or other report or document.

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

i) **Grant Guidance:** The following guidance applies and supports the management of FY07 SHSP funds. These should be consulted and understood by the county prior to submitting its application. Failure to adhere to guidance in these manuals can result in suspended or terminated grant awards as well as the repayment of funds.

   i) In the management of the FY07 SHSP funds, the grant recipient will comply with the guidance outlined here within as well as the federal grant guidance. When state and federal grant guidance conflicts, the state guidance will take precedence unless otherwise stated here within. Clarifications shall be directed to and resolved by the Ohio EMA Grants Branch.

   ii) The county will also comply with the fiscal guidance outlined in the current edition of the DHS Office of Grant Operations’ (OGO) “Financial Management Guide” as amended. This guidance is available via the DHS website at [www.dhs.gov](http://www.dhs.gov). The guidance outlines permissible uses of federal grant funds for administrative uses, equipment inventory and disposal requirements, and audit requirements. For example, the guidance outlines the permissible manner in which meals can and cannot be provided for grant program activities. The County Advisory Team and County EMA must review and understand the requirements found in this guidance as it pertains to the FY07 SHSP grant.

   iii) The county will also comply with the fiscal guidance outlined in the applicable Office of Management & Budget (OMB) fiscal circulars. For local government this includes at a minimum the OMB circulars A-87, A-102, and A-133. The county may also need to comply with OMB circular A-16 if using funds to develop geographic information systems and/or OMB circulars A-21, A-110, and A-122 if sharing grant funds with organizations of Higher Education, Hospitals, and Other Nonprofit Organizations. The County EMA, as the Advisory Team’s administrative agent, is responsible for reviewing and understanding the applicability of these circulars. The OMB Circulars can be found online at [www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars).

j) **Audit Requirements:** The grant recipient is subject to both Programmatic and Fiscal audits in accordance with state laws/procedures, the FY07 state and federal grant guidance, the OGO Financial Management Guidance, and the OMB circulars.

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

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

For General Grant Program needs, contact your respective Grants Coordinator:

- Central Ohio, Todd Barstow,
  614-799-3603 or via tmbarstow@dps.state.oh.us
- Southern Ohio, Kathleen Nelson,
  614-799-3836 or via knelson@dps.state.oh.us,

For Exercise Program needs, contact:

- Darren Price, Exercise Program Manager,
  614-799-3690 or via deprice@dps.state.oh.us.
- Pam Gibson, Exercise Officer,
  614-799-3830 or via pmgibson@dps.state.oh.us,

For Training Program needs, contact:

- Phil Johnson, Training & Exercise Branch Chief,
  614-799-3680 or via prjohnson@dps.state.oh.us
- Cathy Deck, Training Officer,
  614-889-7168 or via cdeck@dps.state.oh.us

For Grant Management inquiries, contact either

- Pete Tesner, Grants Administrator,
  614-799-3690 or via ptesner@dps.state.oh.us, or
- Jack Bossert, Grants Branch Chief,
  614-889-7178 or via jbossert@dps.state.oh.us
- Sima Merick, Grants Division Director,
  614-799-3674 or via smerick@dps.state.oh.us

For State Homeland Security Strategy inquiries, contact

- William Vedra, Preparedness Deputy Director,
  614-387-6173 or wvedra@dps.state.oh.us, or
- Tracy Proud, Strategic Plan Program Manager,
  614-644-3886 or via tproud@dps.state.oh.us.
VI. REFERENCES

This guide incorporates by reference the provisions of the U.S. Office of Management and Budget (OMB) circulars and government-wide common rules applicable to grants and cooperative agreements. These circulars and common rules include the following:

OMB Circulars (codified by 28 CFR Parts 66 and 70), and can be obtained online at: www.whitehouse.gov/omb/circulars/.

- **OMB Circular A-16**, Coordination of Geographic Information and Related Spatial Data Activities,
- **OMB Circular A-21**, “Cost Principles for Educational Institutions ”
- **OMB Circular A-87**, “Cost Principles for State, Local, and Indian Tribal Governments ”
- **OMB Circular A-102**, “Grants and Cooperative Agreements with State and Local Governments ”
- **OMB Circular A-110**, “Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals and Other Non-Profit Organizations.”
- **OMB Circular A-122**, “Cost Principles for Nonprofit Organizations ”
- **OMB Circular A-133**, “Audits of States, Local Governments and Non-Profit Organizations ”

Government-Wide Common Rules, which are defined in the U.S. Code of Federal Regulations (CFR). They can be obtained online at: www.access.gpo.gov/ecfr.

- **28 CFR Part 66**, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.”
- **28 CFR Part 70**, “Administrative Requirements for Grants to Non-Profits.”
- **28 CFR Part 83**, “Government-wide Requirements for Drug-free Workplace (Grants) ”

Federal Grant Program and Fiscal References


Additional Information on homeland security grants can be found at the U.S. Department of Homeland Security’s Office for Domestic Preparedness (ODP) Homepage at:

www.ojp.usdoj.gov/odp/grants_programs.htm
VII. FORMS (see attached for the following)

a) Attachment A: State Investment Justification Initiatives and supporting Target Capability summaries

b) Attachment B: Grant Application forms
   i) Grant Application and Summary of Projects/Costs
   ii) Grant Project Description Form
   iii) County Terrorism Advisory Team Information
   iv) Contact Information
   v) NIMS Compliance Information
   vi) Detailed Budget Worksheets
   vii) Exercise Form
   viii) Travel Pre-Approval Form
## ASSET TRANSFER FORM

**GRANT:** ___07 State Homeland Security Program  

Transfers from County to North Royalton

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**Total $7,920.00**

I acknowledge and concur that **North Royalton** has received the above assets in the correct amounts and in satisfactory condition. I (we) furthermore agree to abide by all requirements of the Homeland Security grants relative to the purchases of this equipment. I (we) authorize payment of the attached invoice(s) for the assets listed above.

Payment of the attached invoice(s) is approved for the assets listed above.

______________________________  ________________________________
Signed Community/Agency Representative  Signed Cuyahoga County

______________________________  ________________________________
Print Name  Print Name

______________________________  ________________________________
Date  Date