



FY 2008

**State Law Enforcement
Terrorism Prevention
Program (SLETPP)**

Program Guidance

NYS Office of Homeland Security

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I. Program Overview

The State Law Enforcement Terrorism Prevention Program (SLETPP) is a new program created by the NYS Office of Homeland Security (OHS) based on the model of the federal Law Enforcement Terrorism Prevention Program (LETPP) grant that was in place from 2004-2007.

The federal Department of Homeland Security (DHS), in accordance with the “Implementing Recommendations of the 9/11 Commission Act of 2007”, dropped the Law Enforcement Terrorism Prevention Program (LETPP) as a separate grant program in 2008. Instead, DHS required that 25% of State Homeland Security Program (SHSP) funds be allocated in support of law enforcement terrorism prevention-oriented planning, organization, training, exercise, and equipment activities.

To avoid confusion in New York State, the NYS Office of Homeland Security (OHS) utilized 25% of the State’s total SHSP award to create a State-LETPP grant (SLETPP) that will be directed towards law enforcement prevention activities. All SLETPP funding must be used in support of law enforcement terrorism prevention-oriented planning, organization, training, exercise, and equipment activities.

Throughout the project period, the NYS Office of Homeland Security will be available to assist counties in enhancing their homeland security programs. For a list of key OHS grant contacts, please consult Appendix E of this document.

II. General Guidance, Requirements, and New Information

Directions for Completing Application (Guidance): To complete this application for FY08 SLETPP funds, grantees should review this Program Guidance document and the E-Grants Tutorial. Second, all budgetary and programmatic information must be entered in the NYS Office of Homeland Security’s electronic E-Grants system (<https://grants.security.state.ny.us/AccessNotice.jsp>).

Deadline (Requirement): Applications are due to OHS in E-Grants **October 30, 2008**.

Application Linkages (Requirement): All allocations and use of funds under the SLETPP must support the NYS Homeland Security Strategy and one or more of the State’s 15 Investment Justifications (Appendix B). Moreover, all allocations under the SLETPP must support the National Preparedness Goal, which includes the 8 National Priorities and the 37 Target Capabilities, and the DHS Workplan Codes (Appendix A). For more information on the National Preparedness Goal, please refer to <http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm>.

SLETPP Focus (Requirement): All SLETPP funding must be used in support of law enforcement terrorism prevention-oriented planning, organization, training, exercise, and equipment activities.

New DHS Funding Baselines (Requirement): In 2008, DHS mandated that 25% of SLETPP funding be allocated in support of¹:

1. Strengthening Improvised Explosive Device (IED) deterrence, prevention, and protection activities and/or
2. Strengthening preparedness planning

Support: OHS has developed an excel-based worksheet for grantees to use to track their progress towards meeting the 25% planning/IED requirement. This worksheet was distributed to grantees along with your award package. As you develop your workplan and budget for 2008 funding, please identify any projects that address planning and/or IEDs. These projects should be entered into the excel worksheet. Once you have allocated 25% of your award in support of planning/IEDs and have satisfied FEMA's requirement, the shaded box in the worksheet will transition from red to green. Note: The excel worksheet is not a required portion of your 2008 application; however, this may be a useful tool as you develop your budget and workplan. Note: If you would like to attach your worksheet to your application in E-Grants, this is allowable.

Priority Projects Listing (Requirement): To assist grantees in developing their applications, the NYS Office of Homeland Security, in conjunction with the inter-agency NYS Homeland Security Strategy Work Group, has created a list of priority projects that grantees should consider using their FY08 HSGP funds to support. These projects were derived from the Investment Justifications that NYS submitted to FEMA in 2008. More detailed information on these priority projects can be found in Section III of the Program Guidance. Your county is expected to spend its FY08 SLETPP award in support of one or more of the priority projects that address law enforcement prevention oriented activities. If your county would like to implement a unique project that is not addressed in the list provided, you must submit a written waiver letter justifying your project to OHS for review. These letters should be sent to:

NYS Office of Homeland Security
Attn. William Bowen
Harriman State Office Campus
1220 Washington Avenue
Building 7A, 6th Floor
Albany, New York 12242

Note: The 2008 Priority Projects Listing has been crosswalked with FEMA's planning and IED requirements. While all of your funding must be spent in support of one or more of the priority projects, 25% of your award must be specifically tied to planning and/or IED projects. Additionally, for your convenience, projects that relate to law enforcement prevention-oriented activities are also highlighted in the priority project matrix.

Period of Performance (New Information): The period of performance for FY08 SLETPP funds is 36 months (9/1/2008-8/31/2011).

¹ In 2008, FEMA also emphasized the importance of "Measuring Progress in achieving the National Preparedness Guidelines"; however, grantees are not required to spend a certain percent of their award on this priority.

E-Grants System (Support): If you have questions about OHS's E-Grants system, please consult the E-Grants Users Tutorial included in your award package. For questions not addressed in the packet, please contact OHS's Grant Hotline at (866) 837-9133.

E-Grants Tip (Guidance): In an effort to ease the application development process for grantees, the NYS Office of Homeland Security is encouraging counties to develop fewer projects under the "work plan" tab in E-Grants. For each project you develop, you will be able to list out the task(s) you will complete in support of that project. By combining related tasks under an overarching project, you will be able to submit a condensed application, thus reducing your workload.

Inter-County Coordination and Leveraged Funding (Requirement): Grantees are asked to describe how they coordinated the development of their FY08 SLETPP within their county (with county emergency management, public health, EMS, etc. at the county and sub-county level). Also, grantees are required to detail what other preparedness funding (UASI, EMPG, Citizen Corps, etc.) they have leveraged in support of the projects included in this year's SLETPP application.

FY08 NIMS Implementation (Requirement): All jurisdictions in NYS are expected to meet the FY08 NIMS implementation requirements imposed by the federal Department of Homeland Security. Please contact NYS's NIMS Information Coordinator, Dan Reardon, if you have questions about NIMS implementation. (Dan Reardon; NYS Office of Homeland Security; (315) 768-5681; nims@security.state.ny.us)

Tribal Nations (Requirement): For recognized Tribal Nations with County boundaries, it is expected that applications will reflect homeland security-related concerns and interests of any recognized Tribal Nation contained in whole or in part within the county.

Drawdown of Funds/Interest (Requirement): Grantees may request an advance of funds. If OHS approves such request, grantees may drawdown funds for up to 120 days prior to expenditure/disbursement. Advanced funds must be placed in an interest bearing account and grantees must account for this interest earned. Local units of government may keep interest earned on Federal grant funds up to \$100 per federal fiscal year. This maximum limit is not per award; it is inclusive of all interest earned as a result of all Federal grant program funds received per year. Interest earned in excess of \$100 must be remitted to the NYS Office of Homeland Security.

Notice of Waiver for FY08 HSGP Funds (Guidance): Jurisdictions may choose from the following options if they do not want to accept their FY08 HSGP award:

1. Jurisdictions may request that the State retain the local unit of government's allocation of grant funds and spend it on their jurisdiction's behalf; or
2. Jurisdictions may refuse an allocation for their jurisdiction with the understanding that the allocation will be expended by the State of New York in direct support of other local homeland security efforts in accordance with FY08 grant guidelines.

If your jurisdiction wishes to exercise either of the above options, please contact the NYS Office of Homeland Security at (866) 837-9133.

III. FY08 Priority Project Listing

As noted above, the NYS Homeland Security Strategy Work Group (HSSWG) has developed a series of priority projects for the 2008 SLETPP. You are required to spend your entire award in support of one or more of these priority projects. Additionally, you must spend 25% of your award on planning and/or IED deterrence, prevention, and protection activities. There are a number of priority projects that directly support planning and IED activities.

The complete list of priority projects was distributed with your award package. The list can also be accessed on the OHS website (<http://www.security.state.ny.us/>)

If you have any questions about the priority projects developed for the FY08 HSGP grants, please contact the appropriate subject-matter expert:

Interoperable Communications: Vincent Stile; NYS Office for Technology; (631) 846-3686; Vincent.Stile@oft.state.ny.us

WMD/HazMat Response and Decontamination: Bernie Kirk; NYS Office of Fire Prevention and Control; (518) 485-8454; bkirk@security.state.ny.us

Radiological/Nuclear Detection: Inspector David McBath; New York State Police; (518) 457-1955; dmc bath@troopers.state.ny.us

Critical Infrastructure Protection:

- Melissa Mahar; NYS Office of Homeland Security; (518) 457-0654; mmahar@security.state.ny.us
- GIS-related projects: Frank Winters; NYS Office of Cyber Security and Critical Infrastructure Coordination; (518) 402-3879; frank.winters@cscic.state.ny.us

Private Sector Outreach: Captain Douglas Keyer, Jr; New York State Intelligence Center; (518) 786-2103; dkeyer@troopers.state.ny.us

Cyber Security: Tina Post; NYS Office of Cyber Security and Critical Infrastructure Coordination; (518) 402-3880; tina.post@cscic.state.ny.us

Transportation Security: Cliff Thomas; NYS Department of Transportation; (518) 457-7475; cthomas@security.state.ny.us

Public Health Preparedness: Jim Murphy; NYS Department of Health; (518) 402-7724; jmm27@health.state.ny.us

Regionalization: Lou Valenti, NYS Office of Homeland Security; (518) 457-8962; lvalenti@security.state.ny.us

Citizen Preparedness:

- Les Radford: NYS Emergency Management Office (SEMO); (518) 292-2391; les.radford@semo.state.ny.us;
- Nora Porter: NYS Emergency Management Office (SEMO); (518) 292-2326; nora.porter@semo.state.ny.us

Intelligence/Information-Sharing and Dissemination: Captain Douglas Keyer, Jr; New York State Intelligence Center; (518) 786-2103; dkeyer@troopers.state.ny.us

Law Enforcement Investigations and Operations: Captain John Kowalewski; New York State Police; (518) 485-2722; jkowalew@troopers.state.ny.us

Training: Cliff Parker, NYS Office of Homeland Security; (518) 408-1676; cparker@security.state.ny.us

Exercises: Catherine Lowenski, NYS Office of Homeland Security; (518) 457-0554; clowenski@security.state.ny.us

NIMS Implementation: Dan Reardon; NYS Office of Homeland Security; (315) 768-5681; nims@security.state.ny.us

Agro-Terrorism:

- Kelly Nilsson; NYS Department of Agriculture and Markets; (518) 457-3502; Kelly.Nilsson@agmkt.state.ny.us
- Melissa Mahar; NYS Office of Homeland Security; (518) 457-0654; mmahar@security.state.ny.us

IV. Authorized Program Expenditures

Planning

Prevention-oriented planning activities are central to the SLETPP.

Allowable planning costs include:

- Developing and planning for information/intelligence sharing groups
- Conducting point vulnerability analyses and assessments
- Soft target security planning (public gatherings)
- Updating and refining threat matrices
- Developing local geospatial data systems
- Costs associated with the adoption, implementation, and adherence to NIMS compliance requirements; including implementing the NIMS credentialing framework.
- Developing border security operations in conjunction with the NYS Police and Customs and Border Patrol (CBP)
- Developing, implementing and reviewing Area Maritime Security plans for ports, waterways, and coastal areas.

For a complete list of allowable planning costs, please refer to Appendix C: Allowable Cost Matrix or

http://www.fema.gov/pdf/government/grant/hsgp/fy08_hsgp_allowplanning.pdf.

Additionally, there are a number of 2008 NYS Priority Projects that address specific planning projects that support the 2008 NYS Investment Justifications.

Reminder: 25% of your SLETPP award must be allocated in support of planning and/or IED projects.

Organizational Costs

The NYS Office of Homeland Security (OHS) is allowing State Law Enforcement Prevention Program (SLETPP) grantees to spend up to 60% of their award on allowable organizational costs. Please note that there are significant changes in the allowable organizational costs compared to 2007:

Intelligence Analysts

- Grantees may hire new staff and or contractor positions to serve as full-time intelligence analysts at the State's designated primary fusion center, which is the New York State Intelligence Center (NYSIC).
- In order to be hired as an intelligence analyst, staff and/or contractor personnel must successfully meet at least one of the following criteria:
 - Successfully complete training to ensure baseline proficiency in "*Intelligence Analysis and Production*" within six months of being hired; and/or
 - Previously served as an intelligence analyst for a minimum of two years either in a Federal intelligence agency, the military, and/or State and/or local law enforcement unit.
- DHS has extended the period of time that federal grant funds can be used to hire and sustain an intelligence analyst from 2 to 3 years. After 3 years, the cost of sustaining the intelligence analyst must be absorbed by the local grantee.
 - Failure to sustain such positions will result in the disqualification of grantees from hiring intelligence analysts with Federal funds in future program years.
 - If your jurisdiction chooses to hire an intelligence analyst(s), OHS, as the SAA, must retain certification on file stating that you will assume responsibility for supporting the costs of the hired analysts following the three-year federal funding period. This certification must accompany your application in E-Grants.
- Funding over the three-year period of performance may not exceed \$412,500 (\$137,500 per year) for each new intelligence analyst position established with 2008 SLETPP funds, and this funding should include all necessary costs including equipment, software, licenses, and training for the individual.
- All intelligence analyst training should be in accordance with federal "Minimum Criminal Intelligence Training Standards for Law Enforcement and other Criminal Justice Agencies in the United States". These standards are available online at: https://it.ojp.gov/documents/min_crim_intel_stand.pdf
 - A certificate of all intelligence analyst training must be kept on file with the NYS Office of Homeland Security (OHS). Please contact your Program Representative in OHS's Contracts Unit to make arrangements for sending in training certificates for your intelligence analysts.

Overtime Associated with Information, Investigative, and Intelligence Sharing Activities

- Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and specifically requested by a Federal agency.
- Allowable costs are limited to overtime associated with Federally requested participation in eligible fusion activities, including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees, DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams.
- If your jurisdiction is considering using 2008 SLETPP funding for information, investigative, and/or intelligence-sharing overtime, please contact your Program Representative in OHS's Contracts Unit. In order for this expense to be allowable, DHS is requiring OHS to submit to DHS a written letter from a Federal agency which explicitly requests local staff participation in an eligible activity or illustrates how the activities support the roles and responsibilities of fusion centers as noted in Appendix 1 of the National Strategy for Information Sharing.
- Grant funding can only be used in proportion to the Federal man-hour estimate, and only after funding for these activities from other Federal sources (i.e. FBI JTTF payments to local agencies) has been exhausted. Under no circumstances can DHS grant funding be used to pay for costs already supported by funding from another Federal source.

Equipment

FY08 SLETPP funds may be used for equipment acquisition from the 18 of the 21 equipment categories listed in the FY 2008 Authorized Equipment List (AEL). The AEL is available in its entirety online through the Responders Knowledge Base (RKB) at <http://www.rkb.us>. To review SLETPP-approved equipment categories, please restrict the AEL to the following grant program: "Law Enforcement Terrorism Prevention Program (LETPP) or 2008 SHSP/UASI 25% Quota".

For more information on allowable equipment categories, please refer to Appendix C: Allowable Cost Matrix.

Training

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

- **FEMA Provided Training.** FEMA funds the direct delivery of a variety of classes that States can request to meet training needs. These classes are listed in the FEMA approved course catalog listed at http://www.firstrespondertraining.gov/odp_webforms.
- **Attending Training Not Provided by FEMA (State or Federal Sponsored Courses).** States, Territories, and Urban Areas are not required to request approval from FEMA for personnel to attend training not provided by FEMA (State or Federal sponsored courses) provided that the training is coordinated with and approved by the SAA or TPOC and falls within the FEMA mission scope and the jurisdiction's EOP and Strategy of preparing State and local personnel or citizens to prevent, protect against, respond to, and recover from acts of terrorism or catastrophic events. These classes are listed in the FEMA State and Federal approved course catalogs listed at http://www.firstrespondertraining.gov/odp_webforms

- **Funds used to develop, deliver, and evaluate training**, including costs related to administering the training, planning, scheduling, facilities, materials, and supplies, reproduction of materials and equipment.
- **Overtime and Backfill costs**, as defined in this guidance, associated with attending or teaching FEMA-sponsored and/or approved training courses and programs are allowed. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from both their unit or agency of government and from an award for a single period of time (eg 1:00pm to 5:00pm), even though such work may benefit both activities. Further, overtime costs associated with employees who participate in training in a teaching role for which they are compensated are not allowed. Fringe benefits on overtime hours are limited to Federal Insurance Contributions Act (FICA) Workers' Compensation and Unemployment Compensation.
- **Travel Costs** (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to approved training.
- **Hiring of Full or Part-Time Staff or Contractors/Consultants** to support training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the State or unit(s) of local government and have approval of the State. Such costs must be included within the funding allowed for program management personnel expenses, which must not exceed 15% of your total SLETPP grant award. In no case is dual compensation allowable (see above).
- **Certification/Recertification of instructors** is an allowable cost. States are encouraged to follow the FEMA Instructor Quality Assurance Program to ensure a minimum level of competency and corresponding levels of evaluation of student learning. This is particularly important for those courses that involve training of trainers.

SLETPP funds can be used for a range of law enforcement prevention-oriented training activities, including:

- DHS approved intelligence analyst training
- Non-FEMA approved intelligence analyst training.
- Information-Sharing Capacities
- Methods of target hardening
- Facility law enforcement security personnel, to include facilities, vessels, and ports
- CBRNE, agriculture, and cyber threats
- History of terrorism and social environments contributing to threats
- Surveillance and counter-surveillance techniques
- Privacy, civil rights, and civil liberties regulations, policies, procedures, and protocols
- Critical Infrastructure Protection training, to include identifying/assessing critical infrastructure assets, vulnerabilities, and threats
- Cyber/agriculture/food security threats recognition and protective measures training

- Cultural awareness training for community engagement activities and undercover operations related to terrorist organizations
- Languages, such as Arabic, Urdu, or Farsi, which are spoken by known terrorists and terrorist organizations
- Joint training with other homeland security entities (e.g., U.S. Secret Service, Customs and Border Patrol)
- Use of interoperable communications equipment
- Collection, analysis, mapping, integration, and dissemination of geospatial data and imagery
- Geospatial data use, design, development, and management training
- Volunteer participation to support law enforcement and community policing activities related to increased citizen awareness of terrorism activities, to include the Volunteers in Police Service and Neighborhood Watch Programs

The NYS Training Point of Contact is Cliff Parker. If you have any questions about training, please contact Cliff at training@security.state.ny.us.

For more information on allowable training costs, please refer to Appendix C: Allowable Cost Matrix.

Exercises

All exercises conducted using HSGP funding must be compliant with the Homeland Security Exercise and Evaluation Program (HSEEP) guidance. HSEEP requirements are summarized below.

Allowable exercise-related costs include:

- **Funds Used to Design, Develop, Conduct, and Evaluate an Exercise:** Includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation
- **Hiring of Full or Part-Time Staff or Contractors/Consultants:** Full or part-time staff may be hired to support exercise-related activities. Such costs must be included within the funding allowed for program management personnel expenses, which must not exceed 15% of your total SLETPP award. Your formal written procurement policy or the Federal Acquisition Regulations (FAR)—whichever is more stringent—must be followed. In no case is dual compensation allowed.
- **Overtime and Backfill:** Overtime and backfill costs associated with the design, development, and conduction of exercises are allowable expenses. These costs are allowed only to the extent that the payment for such services is in accordance with the policies of the local unit of government and has the approval of the State. In no case is dual compensation allowable. Fringe benefits on overtime are limited to FICA, Workers' Compensation and Unemployment Compensation.
- **Travel:** Travel costs are allowable for employees who are on travel status for official business related to the planning and conduct of exercises.

- **Supplies:** Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape).
- **Other Items:** These costs include the rental of space/locations for exercises planning and conduct, rental of equipment (e.g., portable toilets, tents), food, refreshments, gasoline, exercise signs, badges, etc.

For a complete list of allowable costs associated with exercises, please refer to Appendix C: Allowable Cost Matrix.

Unauthorized exercise related costs include:

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

SLETPP funds can be used to design, develop, conduct, and evaluate terrorism prevention-related exercises, including the following:

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

HSEEP general information:

- HSEEP is a capabilities and performance-based exercise program which provides a standardized policy, methodology, and terminology for exercise development, conduct, evaluation and improvement planning. HSEEP policy and guidance is contained in the HSEEP Volumes 1-4, and can be obtained on the HSEEP web site: www.hseep.dhs.gov, along with the HSEEP Exercise development tool kit.
- The HSEEP Mobile Course has been designed to provide students with an understanding of the guidance and principles of HSEEP. This course is scheduled regularly throughout the state and course offerings are listed on the OHS web site: www.security.state.ny.us/training.

A summary of major HSEEP compliance activities follows:

Exercise notification:

- Exercise Notification form: When an exercise is scheduled, it must be reported to OHS on the Scheduled Exercise Notification Form. This form must be submitted to the OHS Training and Exercise Division thirty days prior to the start of each exercise supported with HSGP funds, including any exercise supported by the county through a sub-allocation of its award. This notification form can now be submitted online via the Office of Homeland Security's website: http://www.security.state.ny.us/training/exercise_notification.php
- National Exercise Schedule: HSEEP guidance requires exercises be placed on the National Exercise Schedule (NEXS). The OHS Exercise Branch will place exercise information on the National Exercise Schedule based on information contained on the exercise notification form received from jurisdictions. OHS also maintains a state exercise schedule on the agency web site.

Exercise development: Exercises must be developed according to HSEEP guidance.

Exercise evaluation and after action reporting:

- Evaluation is the cornerstone of exercises. It documents strengths and areas for improvement in a jurisdiction's preparedness. HSEEP requires all exercises to be evaluated and jurisdictions must submit an exercise After Action Report (AAR) and Improvement Plan (IP). Evaluation takes place using pre developed Exercise Evaluation Guides which are available on the HSEEP web site. The After Action Report/ Improvement Plan must summarize exercise events and include corrective actions for improvement. The AAR/ IP must be submitted to the OHS Training and Exercise Division sixty days after completion of the exercise. Format, templates and information regarding AAR and IP may be found in HSEEP Volume IV on the HSEEP web site: www.HSEEP.dhs.gov. The HSEEP Mobile course includes very thorough information on development of After Action Reports and Improvement Plans.

A Scheduled Exercise Notification Form must be submitted to the Training and Exercise Division at the NYS Office of Homeland Security (OHS) thirty days prior to the start of each HSEEP exercise supported with HSGP funds, including any exercise supported by the county through a sub-allocation of its award. This notification form can now be submitted online via the Office of Homeland Security's website: http://www.security.state.ny.us/training/exercise_notification.php

Exercise Assistance: The OHS Exercise Branch is available to provide exercise assistance to jurisdictions. Please contact Catherine Lowenski; OHS Exercise Branch Chief at (518-457-0554) or clowenski@security.state.ny.us if you are interested in conducting an exercise using FY08 HSGP funds, and/or have HSEEP or exercise related questions.

Personnel

Personnel hiring, overtime, and backfill expenses are permitted under this grant in order to perform allowable FY08 HSGP planning, training, exercise, and equipment activities.

- For the SLETPP, up to 15% of your grant award can be used for personnel costs.

- The 15% personnel cap does not apply to contractors and is in addition to allowable Management and Administration (M&A) costs.
- FY08 HSGP funds may not be used to support the hiring of any personnel for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.

Management and Administrative (M&A)

Up to 3% of the award amount may be used to support Management and Administrative costs associated with the implementation of the grant award. Examples of allowable M&A costs include:

- Travel costs
- Meeting related expenses
- Authorized office equipment
- Leasing or renting of space for newly hired personnel during the period of performance for the grant program.

For more information on allowable M&A costs, please refer to Appendix C: Allowable Cost Matrix.

FY08 Construction and Renovation Guidance

Use of HSGP 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 is allowable, as deemed necessary. The following types of projects are considered to constitute construction and renovation, and must be submitted to FEMA for compliance review under Federal environmental planning and historic preservation (EHP) laws and requirements prior to initiation of the project:

- Construction of and renovation to guard facilities
- Renovation of and modifications, including the installation of security and communications equipment, to buildings and structures that are over 50 years old
- Any other construction or renovation efforts that change or expand the footprint of a facility or structure, including security enhancements to improve perimeter security.
- Physical security enhancements, including, but not limited to:
 - Lighting
 - Fencing
 - Closed-circuit television (CCTV) systems
 - Motion Detection Systems
 - Barriers, doors, gates, and related security enhancements.

In addition, the erection of communication towers that are included in a jurisdiction's interoperable communications plans are allowed, subject to all applicable laws,

regulations, and licensing provisions. Communication tower projects must be submitted to FEMA for EHP review.

Construction Approval Process for SHSP, SLETPP, and UASI

In order for grantees to draw down funds for construction and renovation costs under SHSP, SLETPP, and UASI grants, grantees must provide to FEMA:

- A description of the asset or facility, asset location, whether the infrastructure is publicly or privately owned, and the construction or renovation project.
- Certification that a facility vulnerability assessment has been conducted 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.
- Any additional information requested by FEMA to ensure compliance with Federal environmental and historical preservation requirements.

Grantees should refer to FEMA's Information Bullet #271, "Environmental and Planning and Historical Preservation Requirements for Grants", available online at:

<http://www.ojp.usdoj.gov/odp/docs/info271.pdf>

Appendix A: DHS Workplan Codes

01. Establish/enhance a terrorism intelligence/early warning system, center, or task force
02. Establish/enhance a agro-terrorism preparedness capabilities
03. Establish/enhance cyber security program
04. Establish/enhance emergency operations center
05. Establish/enhance regional response teams
06. Establish/enhance sustainable homeland security training program
07. Administer and manage the FY08 Homeland Security Grant
08. Establish/enhance sustainable Homeland Security Planning Program
09. Establish/enhance citizen awareness of emergency preparedness, prevention and response measures
10. Establish/enhance citizen / volunteer initiatives
11. Adopt and implement NIMS to include integration of core concepts into plans and procedures
12. Assess vulnerability of and/or harden/protect critical infrastructure and key assets
13. Build/enhance a pharmaceutical stockpile and/or distribution network
14. Develop/enhance interoperable communications system
15. Enhance capability to support international border and waterway security
16. Establish/enhance a public health surveillance system
17. Establish/enhance Citizen Corps Councils
18. Establish/enhance explosive ordnance disposal units/bomb squads
19. Establish/enhance public-private emergency preparedness program
20. Establish/enhance sustainable homeland security exercise program
21. Manage, update and/or implement the State Homeland Security Strategy
22. Manage, update and/or implement the Urban Area Homeland Security Strategy
23. Develop/enhance plans, procedures, and protocols
24. Develop/enhance homeland security / emergency management organization and structure
25. Enhance integration of metropolitan area public health / medical and emergency management capabilities
26. Establish/enhance mass care shelter and alternative medical facilities operations
27. Establish/enhance emergency plans and procedures to reflect the National Response Plan
28. Develop/enhance state and local geospatial data system/Geographic Information System (GIS)
29. Enhance capabilities to recover from all-hazards events
30. Enhance capabilities to respond to all-hazards events.
31. Enhance capability to perform post-incident structural damage and mitigation assessment.
32. Enhance capability to restore lifelines post incident
33. Enhance capability to support economic and community recovery
34. Establish/enhance fusion center

Appendix B:

FY08 NYS Investment Justifications, 8 National Priorities, and 37 Target Capabilities

I. FY08 NYS Investment Justifications

1. Interoperable Communications
2. WMD/HazMat Response and Decontamination
3. Radiological and Nuclear Detection
4. Critical Infrastructure Protection
5. Private Sector Outreach: Information-Sharing
6. Cyber Security
7. Transportation Security
8. Public Health Preparedness
9. Regional Planning, Training, Exercise, and Equipment
10. Citizen Preparedness
11. Intelligence/Information-Sharing and Dissemination
12. Law Enforcement Investigations and Operations
13. Training, Exercises, and NIMS Implementation
14. Agro-Terrorism
15. Multi-State: Great Lakes Infrastructure Protection

II. 8 National Priorities

1. Implement the National Incident Management System (NIMS) and the National Response Plan (NRP)
2. Expanded Regional Collaboration
3. Implement the Interim National Infrastructure Protection Plan (NIPP)
4. Strengthen Information Sharing and Collaboration Capabilities
5. Strengthen Interoperable Communications Capabilities
6. Strengthen CBRNE Detection, Response, and Decontamination Capabilities
7. Strengthen Medical Surge and Mass Prophylaxis Capabilities
8. Strengthen Planning and Citizen Preparedness Capabilities

III. 37 Target Capabilities

1. Planning
2. Communications
3. Risk Management
4. Community Preparedness and Participation
5. Intelligence and Information Sharing and Dissemination
6. Information Gathering and Recognition of Indicators and Warnings
7. Intelligence Analysis and Production
8. Counter-Terror Investigation and Law Enforcement
9. CBRNE Detection
10. Critical Infrastructure Protection (CIP)
11. Food and Agricultural Safety and Defense

12. Epidemiological Surveillance and Investigation
13. Laboratory Testing
14. Onsite Incident Management
15. Emergency Operations Center Management
16. Critical Resource Logistics and Distribution
17. Volunteer Management and Donations
18. Responder Safety and Health
19. Emergency Public Safety and Security
20. Animal Disease Emergency Support
21. Environmental Health
22. Explosive Device Response Operations
23. Fire Incident Response Support
24. WMD/HazMat Response and Decontamination
25. Citizen Evacuation and Shelter-In-Place
26. Isolation and Quarantine
27. Search and Rescue (Land-Based)
28. Emergency Public Information and Warning
29. Emergency Triage and Pre-Hospital Treatment
30. Medical Surge
31. Medical Supplies Management and Distribution
32. Mass Prophylaxis
33. Mass Care (Sheltering, Feeding, and Related Services)
34. Fatality Management
35. Structural Damage Assessment
36. Restoration of Lifelines
37. Economic and Community Recovery

Appendix C: Allowable Cost Matrix

Allowable Planning Costs	SHSP	SLETPP	UASI	MMRS
Personnel	Y	Y	Y	Y
Improvised Explosive Devices	Y	Y	Y	Y
Public education & outreach	Y	Y	Y	Y
Develop and implement homeland security support programs & adopt ongoing DHS National Initiatives, including State Preparedness Reports	Y	Y	Y	Y
Develop and enhance plans and protocols	Y	Y	Y	Y
Develop and conduct assessments	Y	Y	Y	Y
Establish, enhance, or evaluate Citizen Corps related volunteer programs	Y	Y	Y	Y
Hiring of full or part-time staff or contractors/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)	Y	Y	Y	Y
Conferences to facilitate planning activities	Y	Y	Y	Y
Materials required to conduct planning activities	Y	Y	Y	Y
Travel/per diem related to planning activities	Y	Y	Y	Y
Overtime and backfill costs (IAW operation Cost Guidance)	Y	Y	Y	Y
Other project areas with prior approval from FEMA	Y	Y	Y	Y
Allowable Organizational Activities	SHSP	SLETPP	UASI	MMRS
Overtime for information, investigative, & intelligence sharing activities (up to 25 percent of UASI allocation and/or 60 percent of SLETPP allocation)		Y	Y	
Reimbursement for select operation expenses associated with increased security measures at critical infrastructure sites incurred during periods of FEMA-declared alert (up to 25 percent of the allocation)			Y	
Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis & sharing groups or fusion center activities (up to 25 percent of UASI allocation and/or 60 percent of SLETPP allocation)		Y	Y	
Allowable Equipment Categories	SHSP	SLETPP	UASI	MMRS
Personal Protective Equipment	Y	Y	Y	Y

Explosive Device Mitigation & remediation Equipment	Y	Y	Y	
CBRNE Operational Search & Rescue Equipment	Y	Y	Y	Y
Information Technology	Y	Y	Y	Y
Cyber Security Enhancement Equipment	Y	Y	Y	Y
Interoperable Communications Equipment	Y	Y	Y	Y
Detection Equipment	Y	Y	Y	Y
Decontamination Equipment	Y		Y	Y
Medical Supplies & Limited Pharmaceuticals	Y	Y	Y	Y
Power Equipment	Y	Y	Y	Y
CBRNE Reference Materials	Y	Y	Y	Y
CBRNE Incident Response Vehicles	Y	Y	Y	Y
Terrorism Incident Prevention Equipment	Y	Y	Y	
Physical Security Enhancement Equipment	Y	Y	Y	
Inspection & Screening Systems	Y	Y	Y	
Agriculture Terrorism Prevention, Response, & Mitigation Equipment	Y		Y	Y
CBRNE Response Watercraft	Y	Y	Y	
CBRNE Aviation Equipment	Y		Y	Y
CBRNE Logistical Support Equipment	Y	Y	Y	Y
Intervention Equipment	Y	Y	Y	
Other Authorized Equipment	Y	Y	Y	Y
Allowable Training Costs	SHSP	SLETPP	UASI	MMRS
Personnel	Y	Y	Y	Y
Improvised Explosive Devices	Y	Y	Y	Y
Overtime & backfill for emergency preparedness & response personnel attending FEMA-sponsored & approved training classes & technical assistance programs	Y	Y	Y	Y
Overtime & backfill expenses for part-time & volunteer emergency response personnel participating in FEMA training	Y	Y	Y	Y
Training workshops & conferences	Y	Y	Y	Y
Full- or part-time staff or contractors/consultants	Y	Y	Y	Y
Travel	Y	Y	Y	Y
Supplies	Y	Y	Y	Y
Tuition for higher education	Y	Y	Y	Y
Other items	Y	Y	Y	Y
Allowable Exercise Related Costs	SHSP	SLETPP	UASI	MMRS
Personnel	Y	Y	Y	Y
Improvised Explosive Devices	Y	Y	Y	Y
Design, Develop, Conduct & Evaluate an Exercise	Y	Y	Y	Y

Exercise planning workshop	Y	Y	Y	Y
Full or part-time staff or contractors/consultants	Y	Y	Y	Y
Overtime & backfill costs, including expenses for part-time & volunteer emergency response personnel participating in FEMA exercises	Y	Y	Y	Y
Implementation of HSEEP	Y	Y	Y	Y
Travel	Y	Y	Y	Y
Supplies	Y	Y	Y	Y
Other Items	Y	Y	Y	Y
Allowable Management & Admin. Costs	SHSP	SLETPP	UASI	MMRS
Hiring of full or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, compliance with reporting & data collection requirements	Y	Y	Y	Y
Development of operating plans for information collection & processing necessary to respond to FEMA data calls	Y	Y	Y	Y
Overtime and backfill costs	Y	Y	Y	Y
Travel	Y	Y	Y	Y
Meeting related expenses	Y	Y	Y	Y
Authorized office equipment	Y	Y	Y	Y
Recurring expenses such as those associated with cell phones & faxes during the period of performance of the grant program	Y	Y	Y	Y
Leasing or renting of space for newly hired personnel during the period of performance of the grant program	Y	Y	Y	Y

Appendix D: Target Capability Linkages to HSGP Funding Streams²

	SHSP	SLETPP	UASI	MMRS
Common Target Capabilities				
Planning	Y	Y	Y	Y
Community Preparedness and Participation	Y	Y	Y	Y
Communications	Y	Y	Y	Y
Risk Management	Y	Y	Y	
PREVENT Mission Area Target Capabilities				
Info Gathering & Recognition of Indicators & Warnings	Y	Y	Y	Y
Counter-Terror Investigation and Law Enforcement	Y	Y	Y	
Intelligence Analysis & Production	Y	Y	Y	
CBRNE Detection	Y	Y	Y	Y
Intelligence and Information Sharing & Dissemination	Y	Y	Y	Y
PROTECT Mission Area Target Capabilities				
Critical Infrastructure Protection	Y	Y	Y	
Epidemiological Surveillance & Investigation	Y	Y	Y	Y
Laboratory Testing	Y	Y	Y	Y
Food & Agriculture Safety & Defense	Y	Y	Y	
RESPOND Mission Area Target Capabilities				
Onsite Incident Management	Y		Y	
Citizen Evacuation and Shelter-In-Place	Y		Y	Y
Emergency Operations Center Management	Y		Y	
Isolation & Quarantine	Y		Y	Y
Critical Resource Logistics & Distribution	Y		Y	Y
Volunteer Management & Donations	Y		Y	
Emergency Public Information & Warning	Y		Y	Y
Responder Safety & Health	Y		Y	Y
Emergency Triage & Pre-Hospital Treatment	Y		Y	Y
Emergency Public Safety & Security	Y		Y	Y
Medical Surge	Y		Y	Y
Animal Disease Emergency Support	Y		Y	
Medical Supplies Management & Distribution	Y		Y	Y
Environmental Health	Y		Y	Y
Mass Prophylaxis	Y		Y	Y
Explosive Device Response Operations	Y	Y	Y	
Fire Incident Response Support	Y		Y	Y

² A * denotes a supporting capability, while a “Y” denotes a direct role.

Mass Care (Sheltering, Feeding, Related Services)	Y		Y	Y
Search and Rescue (Land-Based)	Y		Y	Y
Fatality Management	Y		Y	Y
WMD/Hazardous Materials Response & Decontamination	Y		Y	Y
RECOVER Mission Area Target Capabilities				
Structural Damage Assessment	Y		Y	
Economic & Community Recovery	Y		Y	
Restoration of Lifelines	Y		Y	

Appendix E:

NYS Office of Homeland Security: Contacts for Grant-Related Issues

Toll-Free Grant Hotline: 866-837-9133

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