



FY 2010

Program Guidance

Metropolitan Medical Response Systems (MMRS)

**NYS Division of Homeland Security and
Emergency Services (DHSES)**

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I. Program Overview

The FY2010 Metropolitan Medical Response System (MMRS) program provides funding to designated localities to assist in maintaining plans, delivering training, purchasing equipment and pharmaceuticals, and conducting exercises. The mission of the MMRS is to enhance local medical incident management's ability to coordinate and respond to a mass casualty event during the crucial first hours, until significant external resources arrive and become operational.

MMRS provides the platform for rapid and efficient integration of State and federal medical resources into the local incident management system. Through its established multi-agency, collaborative planning framework, the MMRS program also promotes effective regional coordination of mutual aid with neighboring localities (MMRS "Operational Area").

The responsibilities of FY2010 MMRS subgrantees include:

- Establish and support designated MMRS Leadership, such as a Steering Committee, to act as the designated POCs for program implementation.
- Integrate local emergency management, health and medical systems with their Federal and State counterparts through a locally established multi-agency, collaborative planning framework.
- Promote regional coordination of mutual aid with neighboring localities.
- Regularly validate the subgrantee's local emergency response capability to a mass casualty incident by means of an exercise or other validation means.

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

Throughout the project period, the NYS Division of Homeland Security and Emergency Services will be available to assist counties in enhancing their homeland security programs. If you have any questions regarding the development of your local application for the FY2010 MMRS grant, please contact DHSES's Grant Hotline at (866) 837-9133 or grants@security.state.ny.us.

II. Highlights

Directions for Completing Application: To complete this application for FY2010 MMRS funds, grantees should review this Program Guidance document and the E-Grants Users Tutorial. Next, all budgetary and programmatic information must be entered in the NYS Division of Homeland Security and Emergency Services' electronic E-Grants system. Lastly, you should attach your completed "Local Application Worksheet" in E-Grants prior to submitting your application to DHSES. Please refer to Section IV of the Program Guidance for additional details regarding this Worksheet.

Deadline: Grantee’s applications are due in E-Grants by December 31, 2010.

Period of Performance: The period of performance for FY2010 MMRS funds is 36 months (8/1/10-7/31/13).

NIMS Implementation: All jurisdictions in NYS are expected to demonstrate they have made sufficient progress towards the FY2010 NIMS implementation requirements imposed by the federal Department of Homeland Security, in order to be considered for Federal preparedness awards in FY2010. Please contact NYS’s NIMS Information Coordinator, Matt Matney, if you have questions about NIMS implementation. (Matt Matney; NYS DHSES; 518-457-9107; nims@security.state.ny.us)

Drawdown of Funds/Interest: This is a reimbursement program, however, if needed, grantees may request an advance of funds. If DHSES 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 NYS DHSES.

Notice of Waiver for FY2010 HSGP Funds: Jurisdictions may choose from the following options if they do not want to accept their FY2010 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 FY2010 grant guidelines.

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

III. E-Grants Guidance

E-Grants Support: Please follow the guidance provided in the E-Grants Users Tutorial document which is included in your award package. For questions not addressed in the packet, please contact DHSES’ Grant Hotline at (866) 837-9133.

E-Grants Tip: In an effort to ease the application development process for grantees, NYS DHSES 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.

IV. FY2010 Programmatic Guidance

Application Linkages: All allocations and use of funds under the MMRS must support the NYS Homeland Security Strategy and the State's FY2010 MMRS Investment Justification (Appendix B). Moreover, all allocations under the MMRS must support the National Preparedness System, which includes the 8 National Priorities and the 37 Target Capabilities (24 MMRS specific capabilities), and the DHS Workplan Codes (Appendix A). For more information on the National Preparedness System, please refer to <http://www.fema.gov/prepared/index.shtm>.

State Homeland Security Strategy: As noted above, all of your FY2010 MMRS grant projects must support the Goals and Objectives in the State Homeland Security Strategy.

- **Accessing the Strategy:** The complete Strategy can be accessed online: (http://www.security.state.ny.us/publications/2009_NYS_Homeland_Security_Strategy.pdf).
- **Using the Strategy in E-Grants:** In E-Grants, grantees will now use the Objectives in the State Homeland Security Strategy as the basis for developing their Workplan. Please refer to the E-Grants Users Guide for complete details. Moreover, in the Funding Allocation Tab in E-Grants, each budget line must be linked back to a Goal in the State Homeland Security Strategy.

Additional Application Questions: In a change from prior years, DHSES has removed the "narrative" questions previously asked in E-Grants and is instead requiring that these questions be answered in a separate Microsoft Word document, the "Local Application Worksheet," that will be attached in E-Grants. The intent is to make it easier for grantees to work on the required application questions and to share them with others as appropriate prior to their submission to DHSES. The 2010 MMRS application questions are outlined below.

- I. **MMRS Responsibilities:** Please provide details to the following questions to demonstrate how your jurisdiction will meet the responsibilities for the MMRS grant program.
 - 1) Describe your structure (e.g. a Steering Committee) for the implementation of this grant. Describe your process for deciding on the allocation of funds.
 - 2) Describe how your jurisdiction has integrated local emergency management, health, and emergency medical systems into a collaborative planning process. Also, please highlight how State and Federal partners have been integrated into this process.
 - 3) How has your jurisdiction promoted regional coordination of mutual aid with neighboring localities?
 - 4) How has your jurisdiction validated your local emergency response capabilities to a mass casualty incident (e.g. exercises)?
- II. **Capability Enhancement:** Describe how you are using homeland security funds to build your capabilities. For each Objective in your Workplan in E-Grants, provide a brief explanation of how this project will enhance your jurisdiction's homeland security capabilities. Consider indicating specific measurable outcomes, if appropriate, to demonstrate the development of capabilities in your jurisdiction.

- III. **Sustainment:** Indicate how much of your funding is used to sustain capabilities developed from previous grant cycles.
- IV. **Exercises:** Exercises are an important tool that can be used to test your jurisdiction's capabilities and to highlight areas for improvement. Provide a brief description of each exercise you intend to fund as part of your application. Include the jurisdictions and disciplines to be involved, what capabilities will be tested, and a general timeframe for the completion of the exercise.

V. Authorized Program Expenditures

Planning

- Planning activities are central to the Metropolitan Medical Response System (MMRS). For a complete list on allowable planning costs, please refer to Appendix C: Allowable Cost Matrix.

Organizational Costs

- Organizational Costs are not allowed under the Metropolitan Medical Response System (MMRS) grant program.

Equipment

- FY2010 MMRS funds may be used for equipment acquisition from the 21 equipment categories listed in the FY2010 Authorized Equipment List (AEL). The AEL is available in its entirety online through the Responders Knowledge Base (RKB) at <https://www.rkb.us/>. 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: OT/Backfill costs; travel costs; hiring of FT/PT staff or contractors to support training activities. Training conducted using MMRS funds should address a performance gap identified through an After Action Report/Improvement Plan (AAR/IP) or contribute to building a capability that will be evaluated through an exercise. Exercises should be used to provide the opportunity to demonstrate and validate skills learned in training, as well as to identify training gaps. Any training or training gaps should be identified in the AAR/IP and addressed in the State or Urban Area training cycle. All training and exercises conducted with MMRS funds should support the development and testing of the jurisdiction's Emergency Operations Plan (EOP) or specific annexes, where applicable.

For more information on allowable training please reference Appendix C: Allowable Cost Matrix.

- **Point of Contact:** 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 or by phone at 518-408-1676.

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

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 toolkit.
- 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 DHSES Office of Counter-Terrorism (OCT) 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 DHSES OCT on the Scheduled Exercise Notification Form. This form must be submitted to the DHSES OCT Training and Exercise Division sixty 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 DHSES OCT 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 DHSES OCT Exercise Branch will place exercise information on the National Exercise Schedule based on information contained on the exercise notification form received from jurisdictions. DHSES 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 summarizes

exercise events and includes corrective actions for improvement. The AAR/ IP must be submitted to the DHSES 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.

Exercise Assistance: The DHSES OCT Exercise Branch is available to provide exercise assistance to jurisdictions. Please contact Al DePaz at exercises@security.state.ny.us or by phone at 518-457-9781 if you are interested in conducting an exercise using FY2010 HSGP funds, and/or have HSEEP or exercise related questions.

Management and Administrative (M&A)

Up to 5% 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:

- Hire of Full or Part Time Staff to administer grants
- 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.

FY2010 Construction and Renovation Guidance

FY2010 MMRS funds may not be used for any type of construction or renovation.

Unallowable Costs

Local jurisdictions may not charge for indirect costs under this grant program.

Appendix A:

Grants and Training (G&T) 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 FY10 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: FY2010 NYS MMRS Investment Justification and Milestone Summaries, 8 National Priorities, and 24 MMRS-Specific Target Capabilities

I. FY2010 NYS MMRS Investment Justification and Milestone Summaries

All MMRS funding must be in support of the FY2010 NYS MMRS Investment Justification. All eligible jurisdictions participated in the development of the FY2010 MMRS Investment Justification with the NYS Department of Health. Below is a list of milestones highlighted in the MMRS Investment Justification based on this participation.

MMRS Jurisdiction	Milestone Summary
Buffalo	The Buffalo area will utilize 2010 MMRS funds to purchase a Mobile Command Vehicle to enhance their onsite incident management capabilities during an incident. This new resource will provide a mobile platform for the Buffalo-Erie-Niagara UASI to have a multiagency, multi-jurisdictional communications capacity for first responders operating in the City of Buffalo, Erie County and Niagara County. Additionally, this vehicle will provide a greatly enhanced on-site capacity to manage all incidents within their community and to disseminate accurate and timely information to and from the scene. During the performance period, the Buffalo area will: 1. Develop specifications for the vehicle. 2. Conduct a competitive bidding process and award a contract to the selected vendor. 3. Take Delivery of the Vehicle. 4. Integrate it into their Response System.
New York City	1. NYC will develop and exercise their Medical Coordination Center (MCC) protocol. The Medical Coordination Center will enhance the abilities of current city and regional assets to locate surge capacity and coordinate patient movement. 2. NYC will develop a 10 week training curriculum Hospital Community Emergency Response Team (HCERT) program. They will develop a participant database for H-CERT program and pilot it in local hospitals. The H-CERT program is designed to enhance public health by strengthening community involvement through a hospital based volunteer initiative. Focusing on non-life saving functions in the hospital, H-CERT volunteers will augment duties necessary for ongoing hospital operations. 3. Through quarterly meetings and other planning functions, NYC will integrate their MMRS activities with planning functions being conducted by the NYC-NJ-CT Regional Catastrophic Planning Team (RCPT).
Rochester	Through an integrated regional approach, the Rochester area will implement a multi-faceted program using 2010 MMRS funds: 1. A patient tracking system will be implemented. 2. A multi-agency medical surge drill will be planned, conducted, and evaluated. 3. The Rochester area will expand their Community Emergency Response Team (CERT) training efforts to provide an additional layer of support to first responders during emergencies. The partners of the Rochester region MMRS office are the Monroe County Health Department, local hospitals, Medical Reserve Corps, local law enforcement agencies, city and county HazMat teams and special operations units, Rochester city school district and the county emergency management office. These multi-disciplinary partners will work together to ensure that the aforementioned projects are implemented successfully.

Syracuse	Syracuse will build capabilities under the 2010 MMRS through the following program plan: 1. Complete revision and full scale exercising of mass clinics (POD) plan. They will assist regional partners to develop POD supplies caches and provide short term uninterruptable power supply to operate core PODs during outages. 2. They will achieve recruitment, base training, and exercising goals for the Central New York Medical Reserve Corps. 3. They will purchase, equip, and exercise a regional partner’s Emergency Medical Services MCI trailer for CBRNE response. 4. Syracuse will continue to maintain an up-to date emergency pharmaceuticals cache. 5. The region will exercise its special needs shelter plan and implement a corrective action plan. 6. They will enhance outreach to vulnerable populations directly and through community based organizations. 7. They will continue to equip Onondaga County Medical Examiner’s Office for emergency operations during power outage.
Yonkers	1. Yonkers will continue their efforts to replace all Mark 1 kits w/Duodote Kits. 75% of Mark 1 kits have been replaced and funding will be utilized to continue efforts to reach a replacement rate of 100%. 2. They will establish a surge capacity by utilizing military style shelters and support systems to handle upwards of 100 patients in a temporary Alternative Care Facility (ACF) setting. 3. Yonkers has created a Mass Casualty response plan that includes deployment of equipment to deliver both Advanced Life Support (ALS) and Basic Life Support (BLS) equipment to an emergency scene. They will continue to supply training and equipment to the local EMS agency and local hospitals to support their efforts in decon and PPE for first responders. 4. Yonkers will continue to expand the capabilities of their HazMat Team to respond to incidents. This effort takes place not only within Yonkers, but regionally through coordination with Westchester County and the FDNY.

III. 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

IV. 24 MMRS-Specific Target Capabilities¹

1. Planning
2. Communications
3. Community Preparedness and Participation
4. Information Gathering and Recognition of Indicators and Warnings
5. CBRNE Detection
6. Epidemiological Surveillance and Investigation
7. Laboratory Testing
8. Critical Resource Logistics and Distribution
9. Responder Safety and Health
10. Public Safety and Security Response

¹ The full Target Capabilities List currently contains 37 capabilities; however, only 24 of these 37 are applicable to the MMRS grant.

11. Environmental Health
12. Fire Incident Response Support
13. WMD/HazMat Response and Decontamination
14. Citizen Evacuation and Shelter-in-Place
15. Isolation and Quarantine
16. Search and Rescue (Land-Based)
17. Emergency Public Information and Warning
18. Emergency Triage and Pre-Hospital Treatment
19. Emergency Public Safety and Security Response
20. Medical Surge
21. Medical Supplies Management and Distribution
22. Mass Prophylaxis
23. Mass Care (Sheltering, Feeding, Related Services)
24. Fatality Management

Appendix C: Allowable Cost Matrix

Allowable Planning Costs	SHSP	SLETPP	UASI	MMRS
Developing hazard/threat specific annexes that incorporate the range of prevention, protection, response, and recovery activities	Y	Y	Y	Y
Developing and implementing homeland security support programs & adopt ongoing DHS National Initiatives	Y	Y	Y	Y
Developing related terrorism prevention activities	Y	Y	Y	Y
Developing and enhancing plans and protocols	Y	Y	Y	Y
Developing and conducting assessments	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 (in accordance with operation Cost Guidance)	Y	Y	Y	Y
Other project areas with prior approval from FEMA	Y	Y	Y	Y
Issuance of WHTI-compliant tribal identification cards	Y			
Allowable Organizational Activities	SHSP	SLETPP	UASI	MMRS
Overtime for information, investigative, & intelligence sharing activities (0 percent of the MMRS allocation)		Y	Y	
Reimbursement for select operation expenses associated with increased security measures at critical infrastructure sites incurred (0 percent of the MMRS allocation)		Y	Y	
Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis & sharing groups or fusion center activities (0 percent of the MMRS 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	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	Y
Agriculture Terrorism Prevention, Response, & Mitigation Equipment	Y		Y	Y
CBRNE Prevention and Response Watercraft	Y	Y	Y	
CBRNE Aviation Equipment	Y	Y	Y	Y
CBRNE Logistical Support Equipment	Y	Y	Y	Y
Intervention Equipment	Y	Y	Y	
Other Authorized Equipment	Y	Y	Y	Y
Warranties, maintenance contracts, and calibration	Y	Y	Y	Y
Repair and replacement costs	Y	Y	Y	Y

Upgrades to previously purchased HSGP equipment	Y	Y	Y	Y
Service fees for cellular and satellite-enabled equipment and related communications service	Y	Y	Y	Y
Other maintenance considerations	Y	Y	Y	Y
Allowable Training Costs				
<ul style="list-style-type: none"> • 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 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 (e.g. 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. 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. 				
	SHSP	SLETPP	UASI	MMRS
Overtime & backfill for emergency preparedness & response personnel attending FEMA-sponsored & approved training classes	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				
<ul style="list-style-type: none"> • 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. 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, and 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.

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).

	SHSP	SLETPP	UASI	MMRS
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
OT/ 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 Streams

	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	Y
Intelligence and Information Sharing & Dissemination	Y	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
PROTECT Mission Area Target Capabilities				
Critical Infrastructure Protection	Y	Y	Y	
Epidemiological Surveillance & Investigation	Y		Y	Y
Laboratory Testing	Y		Y	Y
Food & Agriculture Safety & Defense	Y		Y	
RESPOND Mission Area Target Capabilities				
Onsite Incident Management	Y	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 Response	Y	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
Mass Care (Sheltering, Feeding, Related Services)	Y		Y	Y
Search and Rescue (Land-Based)	Y	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	