



Homeland Security Program Guidance For Local Health Department Funding

I. Program Overview

Due to the H1N1 outbreak and the critical role that the LHDs play in health emergency preparedness the NYS Office of Homeland Security (OHS) and NYS Department of Health (DOH) have been collaborating on a project to provide your jurisdictions with funds to support your health preparedness planning efforts. Federal FY09 State Homeland Security Program (SHSP) funds have been identified to support the LHDs.

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 and to implement the goals and objectives included in the State Homeland Security Strategy and the initiatives in New York's State Preparedness Report (SPR).

Activities implemented under the SHSP 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 this dual-use quality for any activities implemented under the program that are not explicitly focused on terrorism preparedness.

Throughout the project period OHS and DOH will be available to assist counties in implementing their homeland security and health preparedness programs.

II. General Guidance and Requirements

State Homeland Security Grant Program: The following sections provide an overview of this program. More detailed information may be found in the Federal Homeland Security Grant Program (HSGP) Guidance document located at:
<http://www.fema.gov/government/grant/hsgp/index.shtm>.

E-Grants System: Grant applications **MUST** be submitted to the NYS Office of Homeland Security via the automated OHS E-Grants System operated by the State of New York Office of Homeland Security (OHS). The system allows an agency to

complete an application electronically and submit it over the Internet using a secure portal. If your agency has not previously been registered to use the OHS E-Grants system, your agency will need to register and be assigned a user name and password. The Registration Request Form can be found at the following Internet address: http://www.security.state.ny.us/Grant-Guidance/grantee_forms.html. A detailed tutorial on how to use the E-Grants system can also be found at that address. It will guide you step by step through the E-Grants application submission. For questions not addressed in the tutorial, please contact OHS's Grant Hotline at (866) 837-9133.

Deadline (Requirement): Applications are due to OHS in E-Grants by October 15, 2009.

Application Linkages (Requirement): All allocations and use of funds under the LHD program must support the NYS Homeland Security Strategy, the State's Investment Justification Package, the National Preparedness Goal, which includes Target Capabilities and National Priorities. Due to the targeted nature of the LHD program, all funds should be used in support of the specific guidelines outlined below:

- **NYS Homeland Security Strategy:** LHD funds must be used in support of the Goal 9 of the State Strategy, **Support Health Emergency Preparedness**. There are 8 related objectives under this goal which provide a framework for your activities under the LHD program. The complete Homeland Security Strategy can be accessed online at: http://www.security.state.ny.us/publications/2009_NYS_Homeland_Security_Strategy.pdf
- **Investment Justifications:** In order to apply for federal State Homeland Security Program (SHSP) funding, the federal Department of Homeland Security (DHS) requires that states develop detailed project proposals, called Investment Justifications. LHD funds must be used in support of New York State's 2009 **Health Emergency Preparedness** Investment Justification, which was developed by the State's Department of Health (DOH).
 - **Health Emergency Preparedness Investment Projects:** Maintenance of Strategic National Stockpile (SNS) plans; Mass Prophylaxis Capability Assessments; Influenza Point of Distribution (POD) exercises in metropolitan areas; and/or the Development of Health Emergency Radiological Response Plan Annexes.
- **Target Capabilities:** DHS has developed a Target Capabilities List (TCL) as part of the National Preparedness Goal. LHD funds must be used to sustain or advance your county's **Medical Surge, Mass Prophylaxis, and/or Planning** capabilities. To review these capabilities in greater detail, please access the TCL online at: <http://www.fema.gov/pdf/government/training/tcl.pdf>
- **National Priorities:** In addition to the TCL, DHS identified 8 National Priorities in the National Preparedness Goal. LHD funds must be used to support the National Priority to **Strengthen Medical Surge and Mass Prophylaxis Capabilities**.

Period of Performance: The period of performance for this grant is 8/10/09-8/09/10.

FY09 NIMS Implementation (Requirement): All jurisdictions in NYS are expected to meet the FY09 NIMS implementation requirements imposed by the federal Department of Homeland Security. Reporting of NIMS will be through your county NIMS Point of Contact. Please contact your county representative or the NYS 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)

Drawdown of Funds/Interest (Requirement): All contracts are generally reimbursement based contracts. However, if needed, Grantees may request an advance of funds. Decisions to approve advances are made on a case-by-case basis and at the discretion of OHS. 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.

III. Authorized Program Expenditures

Personnel

Up to 50% of your award may be spent on allowable personnel-related costs where allowed in categories below. This includes hiring of staff, overtime for training and exercises, management and administrative personnel and certain consultant costs. OHS staff will work with you to answer any questions related to what constitutes the 50% cap. Supplanting of existing LHD staff is not allowed.

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:

- Personnel to manage and administer grant programs
- 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.

Planning

Planning activities are central to the State Homeland Security Program (SHSP) and a priority in funding being designated for LHDs.

Allowable planning costs include:

- Developing scenario plans that incorporate the range of prevention, protection, response, and recovery activities for a scenario
- Developing and implementing homeland security support programs and adopting ongoing DHS national initiatives
- Developing related terrorism prevention activities
- Developing and enhancing plans and protocols
- Developing or conducting assessments
- Hiring of full- or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)
- Conferences to facilitate planning activities
- Materials required to conduct planning activities
- Travel/per diem related to planning activities
- Overtime costs

Equipment

Funds may be used to purchase equipment that is on the FY 2009 Authorized Equipment List (AEL). The AEL is available in its entirety online through the Responders Knowledge Base (RKB) at <http://www.rkb.us>. The following categories of the AEL are identified for this program:

- Section 9 of the AEL:
 - (09ME) Medical Equipment
 - (09MO) Mortuary Operations
 - (09MS) Medical Supplies
 - (09PH) Pharmaceuticals
 - (09TR) Training

The NYS OHS Equipment Point of Contact is Earl Knowles. If you have any questions about equipment, please contact Earl at eknowles@security.state.ny.us.

Training

Training must be DHS approved training and allowable costs include:

- Overtime for emergency preparedness and response personnel attending FEMA-sponsored and approved training classes.
- Overtime expenses for part-time and volunteer emergency response personnel participating in FEMA training.
- Training workshops and conferences.
- Full- or part-time staff or contractors/consultants.
- Travel
- Supplies

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

Exercises

All exercises conducted using HSGP funding must be compliant with the Homeland Security Exercise and Evaluation Program (HSEEP) guidance. Additional details can be found in the FY09 Grant Guidance, Part VIII.

Allowable exercise-related costs include:

- Design, Develop, Conduct and Evaluate an Exercise
- Exercise planning workshop
- Full- or part-time staff or contractors/consultants
- Overtime costs,.
- Travel
- Supplies

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 FY09 SHSP funds, and/or have HSEEP or exercise related questions.

IV. Unallowable Costs

- Construction Cost
- Organizational Expenses
- General Use Vehicles
- General use computers and related equipment (other than for allowable M&A activities)
- Licensing Fees
- Weapons, weapons systems and accessories and ammunition are prohibited

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).

VI. Reporting Requirements

Grantees will be required to submit quarterly fiscal and programmatic reports. Vouchers are generally submitted quarterly with fiscal reports. Program reports are required to be submitted electronically through the E-Grants system. Additional information will be provided upon contract execution.

Appendix A: Sample Workplan Information

Planning

Objective: To enhance sustainable homeland security planning program

Task: Submit an updated LHD Public Health Emergency Preparedness and Response Plan with the cross walked Standard Table of Contents consistent with State Planning guidance tools.

Performance Measure: Planning activities conducted and updated Public Health Emergency Preparedness and Response Plan submitted. Provide brief narrative reporting planning activities completed and describe how the project enhances the county's response capabilities.

Task: Update and submit the County Strategic National Stockpile Plan. The base plan must be submitted along with a self review using the Local Technical Assistance Review Tool (LTAR Version April 2009 or latest version as posted on the HIN). All sections receiving a LTAR of less than 79 must be updated and submitted. All attachments or reference documents that have been updated or changed must be submitted.

Performance Measure: Planning activities conducted and updated County Strategic National Stockpile Plan submitted along with a self review using the Local Technical Assistance Review Tool and any necessary attachments or reference documents. Provide brief narrative reporting planning activities completed and describe how the project enhances the county's response capabilities.

Task: Using local experience and information provided in radio net training during 2008-2009 grant year, LHDs who have or are planning on establishing a local radio net in their Emergency Operations Center (EOC) will develop a plan for establishing a local radio net with their EOCs, and at least one other partner in emergency response, e.g., NYSDOH regional or central office, hospitals, local law enforcement, fire.

Performance Measure: Planning activities conducted related to establishing a local radio net in the Emergency Operations Center (EOC). Provide brief narrative reporting planning activities completed and describe how the project enhances the county's response capabilities.

Risk Management

Objective: To enhance citizen awareness of emergency preparedness, prevention and response measures

Task: Conduct a community engagement activity to solicit public input on planned health emergency preparedness strategies.

Performance Measure: Planning activities conducted and public input gathered on planned health emergency preparedness strategies. Provide brief narrative reporting planning activities completed and describe how the project enhances the county's response capabilities.

Training

Objective: Enhance sustainable homeland security training program

Task: Attend one (1) regional training on Medical Counter Measure Distribution and Dispensing focusing on H1N1.

Performance Measure: Training conducted. Provide brief narrative and report number of personnel trained; roster of attendees maintained on file; describe how the project enhances the county's response capabilities.

Task: Attend one (1) regional training on School-based Points of Distribution (POD) vaccination strategies focusing on the possibility of a Fall 2009 Novel H1N1 Influenza School Vaccination Campaign.

Performance Measure: Training conducted. Provide brief narrative and report number of personnel trained; roster of attendees maintained on file; describe how the project enhances the county's response capabilities.

Task: Ensure that appropriate staff completes ICS 400.

Performance Measure: Training conducted. Provide brief narrative and report number of personnel trained; roster of attendees maintained on file; describe how the project enhances the county's response capabilities.

Exercises

Objective: To enhance sustainable homeland security exercise program

Task: Attend one (1) regional tabletop exercise on Recovery and Administration/Mass Fatalities, as related to Raising the Bar 3 exercise. Develop After Action Report.

Performance Measure: Exercise conducted. Provide brief narrative and report number of personnel involved; describe how the project enhances the county's response or recovery capabilities; After Action Report submitted to OHS.

Task: Participate in a series notification system drills designed to demonstrate complete contact information is available in the Commerce communications directory for a set of key roles in the Communications Directory. Develop After Action Report.

Performance Measure: Exercise conducted. Provide brief narrative and report number of personnel involved; describe how the project enhances the county's response capabilities; After Action Report submitted to OHS.

Task: Conduct an Influenza Point of Dispensing (POD) exercise that includes mass distribution of vaccine, alerting of volunteers and use of Clinic Data Management

System (CDMS). If a Mass Vaccination Campaign is conducted in response to Novel H1N1 Influenza, LHDs will submit required doses administered data for all H1N1 vaccinations as required through system designated by NYSDOH (weekly). Data points and submission requirements will be available prior to vaccination campaigns. Develop After Action Report.

Performance Measure: Exercise conducted and doses administered data submitted, if applicable. Provide brief narrative and report number of personnel involved; describe how the project enhances the county's response capabilities; After Action Report submitted to OHS.