



**OHIO DEPARTMENT
OF PUBLIC SAFETY**
EDUCATION • SERVICE • PROTECTION

Ohio Emergency Management Agency

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Metropolitan Medical Response System Program (MMRS)



FY 2010
Local Grant Guidance Package

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I. Overview

The Fiscal Year (FY) 2010 Homeland Security Grant Program (HSGP) is comprised of five interconnected grant programs:

- State Homeland Security Program (SHSP)
- Urban Areas Security Initiative (UASI)
- Operation Stonegarden (OPSG)
- **Metropolitan Medical Response System (MMRS)**
- Citizen Corps Program (CCP)

The HSGP is one tool among a comprehensive set of measures authorized by Congress and implemented by the Administration to help strengthen the Nation against risks associated with potential terrorist attacks.

The purpose of this package is to provide: (1) an overview of the HSGP; (2) the formal grant guidance and application materials needed to apply for funding under the program (3) outlines DHS management requirements for implementation of a successful application; (4) reflects changes called for in the *Implementing Recommendations of the 9/11 Commission Act of 2007* (Public Law 110-53) (hereafter “9/11 Act”) and the *Department of Homeland Security Appropriations Act, 2010* (Public Law 111- 83).

The FY 2010 MMRS program supports the integration of emergency management, health, and medical systems into a coordinated response to mass casualty incidents caused by any hazard. Successful MMRS grantees reduce the consequences of a mass casualty incident during the initial period of a response by having augmented existing local operational response systems before an incident occurs.

As in previous fiscal years, the FY2010 HSGP provides funding for Planning, Equipment, Training, Exercise, and Administrative costs that will allow us to systematically address our target capabilities to prevent, protect against, respond to, and recover from threats of or suspected terrorist attacks.

Overall, the FY2010 HSGP integrates the following five federal grant programs into one comprehensive grant program. This includes the following grant programs:

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

This guidance outlines the process by which the FY2010 MMRS grant will be administered and how eligible recipients will apply for this funding through the Ohio Emergency Management Agency (Ohio EMA). The Ohio EMA serves as the State Administering Agency (SAA) and will coordinate all issues related to the application and subsequent use of MMRS grant funds to include all fiscal, programmatic, and monitoring issues.

II. Program Summary

a) Timeline

The FY2010 HSGP was released by DHS for state applications in December 2009. States were directed to develop and submit their respective grant applications on/before April 19, 2010. The application included a FY2010 HSGP Investment Justification with reference to Ohio's State Preparedness Report and State Homeland Security Strategy.

DHS issued the state's federal grant award on September 17, 2010. At that time, the state had 45 calendar days to obligate and report to DHS our FY2010 HSGP funding allocations to local units of government. Ohio EMA has reported its FY2010 HSGP local funding allocations by submitting an Initial Strategy Implementation Plan (ISIP) on the federal Grants Reporting Tool (GRT) well in advance of the December 2, 2010 deadline.

b) Eligible Applicants

DHS has defined the six MMRS jurisdictions in Ohio to receive funding. Ohio will evenly distribute \$1,904,514 between the MMRS jurisdictions of Akron, Cincinnati, Cleveland, Columbus, Dayton, and Toledo. Each jurisdiction will be awarded **\$317,419** under the FY2010 grant program.

The MMRS in each jurisdiction will designate a single agency to serve as the Single Point of Contact between Ohio EMA and the MMRS jurisdiction, and will serve as grant administrator. This agency will sign for and accept the grant on behalf of the MMRS jurisdiction, coordinate all grant activities to include fiscal and programmatic requirements, and direct all grant questions or concerns thru Ohio EMA for resolution.

c) Eligible Program Activities

MMRS sub-grantees are encouraged to collaborate with local, regional, and State health and medical partners, such as Medical Reserve Corps Units and Citizen Corps Councils, as well as leverage other Federal programs, such as the U.S. Department of Health and Human Services Assistant Secretary for Preparedness and Response (HHS-ASPR) Hospital Preparedness Program and Emergency Systems for Advance Registration of Volunteer Health Professionals (ESAR-VHP), CDC Cities Readiness Initiative (CRI), Public Health and Emergency Preparedness (PHEP) and Strategic National Stockpile (SNS) Programs. The intent of collaboration should be to coordinate and support plans, processes, and strategies related to, but limited to: Continuity of Government; Continuity of Operations; Equipment and Supplies Procurement; Emergency Triage and Pre-Hospital Treatment/Emergency Medical Services; 9-1-1/Medical Dispatch; Fatality Management; Forward Movement of Patients; Hospital Evacuation; Interoperable Communications; Patient Tracking; Pharmaceutical and Medical Supply Management and Distribution; Public Education; Outreach and Information; Recruiting Volunteers; and Training. Plans, processes, and strategies should specifically address disability accessibility and functional needs and pediatric capabilities except where infants and children are not a specific concern, such as interoperable communications (which may be a concern for workers with hearing and vision disabilities).

The Medical Reserve Corps (MRC) program is administered by the HHS Office of the Surgeon General. MRC units are organized locally to meet the health and safety needs of their community. MRC members are identified, credentialed, trained, and prepared in advance of an emergency, and may be utilized throughout the year to improve the public health system. MMRS jurisdictions are encouraged to actively collaborate with MRC unit representatives. MMRS funds may be used to support local MRC units if endorsed by the local MMRS Steering Committee. Local MRC units must submit proposals to the MMRS Steering Committee outlining the amount of funds requested, the purpose of the funds, and the specific goals that will be addressed by the MRC unit as outlined in the proposal. The MMRS Steering Committee shall ensure that the proposed MRC activities will support and complement the objectives of the MMRS program prior to approval of the MRC funds request. The following are examples of the types of allowable expenses that MMRS jurisdictions may consider when supporting/establishing MRC units:

- Implementing mechanisms to assure appropriate integration and coordination with existing local emergency response and health assets and capabilities (including provision of legal protections for volunteers)
- Developing plans to organize and mobilize the MRC unit in response not only to urgent needs, but also to address other public health needs in the community
- Recruiting volunteers for the MRC unit
- Tracking volunteer information
- Screening and verifying credentials
- Training
- Providing equipment and supplies for the MRC unit

III. Program Requirements.

a) Allocation of funds

States must obligate 100 percent of MMRS grant funds. SAAs, in coordination with other relevant State government elements, such as public health, are expected to ensure that local MMRS representation exists within the Senior Advisory Committee body, and MMRS jurisdictions are able to seek information from, and provide information to, that body.

IV. Program Expenses

The MMRS jurisdiction, thru its participation in this grant program, agrees that all allocations and use of funds under this grant will directly support the goals and objectives included in the State Homeland Security Strategy. Additionally, allocations and use of grant funding will also directly support the Investment Justifications which were submitted as part of the FY 2010 HSGP application (Attachment B).

a) Planning Activities

Sub-grantees may use FY 2010 HSGP funds for planning efforts that enable them to prioritize needs, build capabilities, update preparedness strategies, allocate resources, and deliver preparedness programs across disciplines (e.g., tribal governments, law enforcement, fire, EMS, health care systems, public health, behavioral health, public works, rural water associations,

agriculture, and information technology) and levels of government. States and Urban Areas are further encouraged to include disciplines responsible for the health, safety, education, and care of infants and children and those responsible for integrating the accessibility and functional needs of children and adults with disabilities. Planning activities should focus on the four homeland security mission areas of prevention, protection, response, and recovery. HSGP funds should also be leveraged to integrate specialized programs, such as the Regional Catastrophic Preparedness Grant Program, into the overall framework at the State and Urban Area level. All jurisdictions are encouraged to work through Citizen Corps Councils, nongovernmental entities, and the general public in planning activities. Grantees are encouraged to use the *Comprehensive Preparedness Guide 101, Producing Emergency Plans: A Guide for All-Hazard Operations Planning for State, Territorial, Local and Tribal Governments* in order to develop robust and effective plans.

The MMRS Leadership shall ensure that local strategic goals, objectives, operational capabilities, and resource requirements align with State and Urban Area Homeland Security Strategies. Critical factors in planning are to ensure that MMRS jurisdictions have:

- Applicable and up to date plans for responding to mass casualty incidents caused by any hazards
- Applicable procedures and operational guides to implement the response actions within the local plan including patient tracking that addresses identifying and tracking children and keeping families intact where possible
- Identified resources for medical supplies necessary to support children during an emergency, including pharmaceuticals and pediatric-sized equipment on which first responders and medical providers are trained

Further, all publications created with FY2010 MMRS funding shall prominently contain the following statement: “This document was prepared under a grant from the U.S. Department of Homeland Security (DHS). Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the U.S. DHS.”

Allowable Planning costs include the following:

- Hiring of full or part-time staff to perform planning activities;
- Hiring of or contractors/consultants to perform planning activities;
- Personnel overtime and backfill costs incurred in the performance of a specific planning activity;
- Conferences/meetings that specifically facilitate a planning activity;
- Materials not already on-hand and specifically required to create, produce, and/or distribute planning products; and
- Travel/per diem related to the direct accomplishment of a planning activity.
- Other allowable planning activities as outlined in DHS-FEMA’s FY2010 Guidance.

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

b) Organization

Organization costs are not allowed under the MMRS program.

c) Equipment

For the FY2010 MMRS Federal guidance states that FY2010 MMRS funds may be utilized for sustaining costs of equipment purchased with previous fiscal years' MMRS funds through the performance period of the FY 2010 MMRS grant. **Further detail on this eligibility can be obtained through FEMA's Information Bulletin #336 (November, 2009).**

MMRS funds may be used for equipment acquisition from the MMRS equipment categories listed in the AEL. MMRS grant funds are intended to ensure an appropriate supply of pharmaceuticals and equipment, personal protective equipment, as well as detection equipment for chemical, biological, radiological, nuclear, and explosive incidents for the first crucial hours of a response to a mass casualty incident.

MMRS grant funds cannot be used to duplicate supplies already available through local and State sources, including local/regional public health offices and hospital associations, or other Federal programs. Procurements should have a sound threat based justification with an aim to reduce the consequences of mass casualty incidents during the first crucial hours of a response.

Prior to procuring pharmaceuticals and equipment with MMRS grant funds, grantees must have in place an inventory management plan. The inventory management plan should avoid large periodic variations in supplies due to coinciding purchase and expiration dates. MMRS grantees are strongly encouraged to enter into rotational procurement agreements with vendors and distributors.

Purchases of pharmaceuticals have to include a budget for the disposal of expired drugs within the period of performance of the FY 2010 HSGP. The cost of disposal cannot be carried over to another FEMA grant or grant period.

The 21 allowable prevention, protection, response, and recovery equipment categories and equipment standards for FY 2010 HSGP are listed on the web-based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), at <https://www.rkb.us>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment. Sub-grantees that are using FY 2010 HSGP funds to purchase Interoperable Communications Equipment (Category 6) must consult SAFECOM's coordinated grant guidance, which outlines standards and equipment information to enhance interoperable communications. This guidance can be found at <http://www.safecomprogram.gov>. Additionally, grantees are required to coordinate with other State and local partners in integrating their interoperable communications plans and projects as outlined in each State's Statewide Communication Interoperability Plan.

FY2010 MMRS funds can be used for the acquisition of specialized response equipment from only the categories listed in the DHS Authorized Equipment List (AEL). The AEL is only available online through the Responder Knowledge Base (RKB) website at www.rkb.us. NOTE, the AEL is routinely updated and thus must be consulted each time decisions are to be made on what equipment to be purchased. The MMRS jurisdiction must consult the AEL in order to develop its projects and corresponding budget.

Equipment Eligibility: Before any equipment item is added to the MMRS budget, the MMRS jurisdiction must first confirm the item conforms to specific AEL equipment item. Note, the AEL often contains additional restrictions and requirements for any given equipment item. The MMRS jurisdiction must review and adhere to the language found in “Description” and “Notes” sections of the AEL.

It is recognized that the AEL is not an all-inclusive list. Some items that wish to be purchased may not exactly match a specific equipment item found in the AEL. In those cases, the MMRS jurisdiction must consult Ohio EMA’s Grants Branch to determine on whether or not the item meets the intent and restrictions of a given AEL equipment category/item. If Ohio EMA cannot concur or determine the eligibility of the item, they will consult with DHS to confirm eligibility of the item. Equipment item decisions made by DHS are not subject to appeal. The MMRS jurisdiction must receive approval for the item in writing from Ohio EMA’s Grants Branch prior to any encumbrance or expenditure of funds for the item in question.

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

d) Construction and Renovation

Use of FY2010 MMRS funds for construction and renovation related to is prohibited.

e) Training

Allowable training-related costs under this program include the establishment, support, conduct, and attendance of DHS-approved training programs. A listing of DHS-approved course can be found at <https://www.firstrespondertraining.gov/TEI/tei.do;jsessionid=47A707031E0936EF8C478E45708B7B54?a=home>

Training conducted must also be in accordance with the FY2010 State Investment Justification. All training activities supported by FY2010 MMRS must be pre-approved by the Ohio EMA and applicant must obtain approval in writing (email or memorandum). All training project proposals must be submitted on the Training Pre-Approval Form enclosed in this guidance.

Non-DHS approved training courses may be considered and approved for a maximum of three deliveries. Applicants proposing a non-DHS approved course must be specific on the Training Pre-Approval Form on how the course will address both DHS’s mission-scope and support the State Investment Justification. If you have questions regarding eligibility during the developmental stages of your training project proposal, please contact Cathy Deck, WMD Training Officer, at 614-889-7168, Phil Johnson, Training Supervisor, at 614-799-3680 or Lisa Jones, Training Officer, at 614-799-3824.

Allowable FY2010 MMRS training activities as they pertain to the State Investment Justification include:

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

f) Exercises

The primary focus of FY2010 MMRS exercise funds is to provide for exercise expenses related to the design, development, conduct, and evaluation of exercises that support terrorism preparedness by building or enhancing capabilities that relate to the prevention of, protection from, response to, or recovery from terrorism. However, many capabilities that support terrorism preparedness simultaneously support preparedness for other hazards.

Acceptable scenarios for MMRS exercises include chemical, biological, radiological, nuclear, explosive (CBRNE), cyber, agricultural, and natural or technological disasters. Exercise scenarios must be catastrophic in scope and size, as defined by the National Response Framework (NRF), with a national impact significant enough to implement the Catastrophic Incident Annex. Exercises must be progressive in nature and conducted via the building block approach.

If applicants are interested in conducting a local exercise utilizing their local FY2010 MMRS funding, which is separate from the Regional HSGEP, the Exercise Pre-Approval Form, enclosed in this application package should be completed. This form should only be used if the jurisdiction does NOT intend to apply for the competitive, Regional HSGEP. To be eligible, all exercise activities must be compliant with the Homeland Security Exercise and Evaluation Program (HSEEP).

Exercise contractor support will not be available for exercises budgeted for with local funds. However, exercises conducted under the Regional HSGEP will have exercise contractor support available. Jurisdictions developing exercises without exercise contractor support must have at least two (2) members on their jurisdiction's exercise planning team that have completed the FEMA Exercise Design and Evaluation Course and the HSEEP Training Course. All consultants/contractors, including their support staff (e.g., exercise planners, controllers, facilitators) that are utilized to develop, conduct, or evaluate exercises must have completed the FEMA Exercise Design and Evaluation Course and the HSEEP Training Course, as well as have a strong working knowledge of the National Exercise Schedule (NEXS) and Corrective Action

Program (CAP) systems. A scope of work and contract detailing the job duties and deliverables for all consultants/contractors must be provided and approved by the Ohio EMA Exercise Program Manager prior to finalizing any consultant/contractor agreements or contracts. Failure to abide with this process may result in the denial of exercise funds.

To budget local MMRS funds for exercise activities, the applicant must agree to adhere to the following guidelines during the grant period:

1. All exercise activities funded under the auspices of this sub-grant must comply with the US Department of Homeland Security's Homeland Security Exercise and Evaluation Program (HSEEP) and the State of Ohio's Terrorism/Multi-Hazard Exercise and Evaluation Manual (EEM). HSEEP materials are available via the Internet at <https://hseep.dhs.gov>. Programmatic information requests should be directed to the Ohio EMA Exercise Program Manager at (614) 799-3660. Requests for the State of Ohio's Terrorism/Multi-Hazard EEM should be made to this number as well. Questions should be directed to the Ohio EMA Exercise Staff.
2. For exercises that are being combined for joint exercise credit, the exercises must include a specific CBRNE hazard and not cross the boundaries between different hazards (i.e. biological and chemical). They must also be of similar type (i.e. the combining of a tabletop and a functional exercise is not permitted).
3. Per the FY 2010 Investment Justification that was submitted to the US Department of Homeland Security (DHS), the primary scope of the Regional HSGEP will be functional exercises taking place in the jurisdiction's emergency operations center (EOC). These functional exercises will subsequently be followed by tabletop exercises that will validate changes and plan revisions as a result of the functional EOC exercises. Applicants allocating local exercise funds are encouraged to follow this same process but are not required to do so. However, any exercises that are conducted must follow a building block approach.
4. Exercise planning must begin 2-4 months in advance of the projected exercise date for tabletop exercises (TTXs), 4-8 months in advance of the projected exercise date for functional exercises (FEs) and 8-12 months in advance of the projected exercise date for full-scale exercises (FSEs). It is imperative for a representative from Ohio EMA to be present at the Initial Planning Conference (IPC) for each exercise to ensure uniformity in the exercise design process.
5. The Ohio EMA Exercise Program Manager must approve all planning conference and exercise dates.
6. Ohio EMA Exercise Staff must approve the exercise scenario and objectives.
7. Each TTX must have a Situation Manual (SitMan) and a PowerPoint presentation developed in accordance with the applicable HSEEP and State of Ohio format. All materials must be submitted to Ohio EMA's Exercise Section at least 30 days in advance of the exercise.

8. Each FE and FSE must have, in addition to the scenario, an Exercise Plan (ExPlan), Controller and Evaluator (C/E) Handbook and a complete Master Scenario Events List (MSEL) developed. These documents, as well as the scenario, must be developed according to the HSEEP and State of Ohio formats and provided to Ohio EMA no later than 30 days in advance of the exercise.
9. The State of Ohio Terrorism/Multi-Hazard EEM will be the sole basis for the evaluation of exercises conducted under this sub-grant.
10. Once an exercise is completed, an initial draft of the After Action Report/Improvement Plan (AAR/IP) must be submitted to the Ohio EMA Exercise Program Manager no later than (NLT) 30 days after the conduct of the exercise. A final copy must be provided to the Ohio EMA Exercise Program Manager within 60 days after the conduct of the exercise. To ensure uniformity, AAR/IP templates will be provided by Ohio EMA.
11. As part of the improvement planning process, the applicant will be tasked with reviewing the AAR/IP recommendations and developing a Corrective Action/Improvement Action for each recommendation, identifying the Responsible Party/Agency for coordinating the implementation of that Corrective Action/Improvement Action, as well as a tentative Completion Date. This task is accomplished at the After Action Conference (AAC), which should be conducted 6-7 weeks after the exercise. Once the AAC is conducted, the final AAR/IP must be submitted for final approval to the Ohio EMA Exercise Program Manager. This AAR/IP process must be completed within 60 days after the conduct of the exercise.
12. Copies of all final versions of the exercise scenario, SitMans, PowerPoint presentations, ExPlan, C/E Handbook, the MSEL, evaluation forms, AARs/IPs, sign-in sheets, etc. must be provided to the Ohio EMA Exercise Program Manager and are not proprietary to any applicant, jurisdiction, sub-grantee or contractor(s).
13. As previously mentioned, proposed exercise dates must be coordinated and approved by the Ohio EMA Exercise Program Manager to avoid scheduling conflicts. This scheduling process will be conducted at the Training and Exercise Planning Workshop (TEPW) that will take place in the March-April 2010 time frame. Attendance at the TEPW is mandatory. No exercise funds may be encumbered or spent, nor exercise planning started, prior to attending the TEPW.
14. To be eligible for funding, all exercises and projected exercises must be listed in the State of Ohio's Multi-Year Training and Exercise Plan (TEP).
15. All exercises must be entered in the National Exercise Schedule (NEXS). The responsibility for entering the information, including planning conference and exercise dates, contact information, participating agencies, etc. will be the responsibility of the local exercise planning team. A training session on the NEXS will be provided as part of the TEPW.
16. The IP from all exercises must be entered into the Corrective Action Program (CAP) System within 10 business days after the submission of the final AAR/IP to Ohio EMA.

It is the responsibility of the local exercise planning team to enter their respective IPs into the CAP System. A training session on the CAP System will be provided as part of the TEPW.

17. A final drawdown for exercise expenses will not be processed until the county submits the final AAR/IP to Ohio EMA, finalizes the exercise information in the NEXS and enters the IP for the exercise into the CAP System.
18. For exercises conducted utilizing local MMRS allocations, the applicant will be solely responsible for ensuring HSEEP compliance and must maintain documentation for State and Federal programmatic audit purposes (e.g., copies of document reviews, proof of AAR/IP submittals, maintenance of NEXS and CAP System information). The applicant must identify a single point of contact that will coordinate all activities with the Ohio EMA Exercise Program Manager. For exercises conducted through the Regional HSGEP, Ohio EMA will continue to ensure HSEEP compliance by directly monitoring all exercise activities.
19. Should the applicant choose to sub-grant exercise funds (e.g., MMRS, EMPG, UASI, CCP), the applicant sub-granting the funding will be solely responsible for oversight, administration, and auditing to ensure HSEEP compliance. This includes attending all exercise meetings and exercises, as well as reviewing and approving all exercise documentation.

Allowable FY2010 MMRS exercise costs as they pertain to the State Investment Justification:

- **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 percent of the total allocation. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) – whichever is more stringent – must be followed. In no case is dual compensation allowable. As previously noted, all consultants/contractors, including their support staff (e.g., exercise planners, controllers, facilitators) that are utilized to develop, conduct, or evaluate exercises must have completed the FEMA Exercise Design and Evaluation Course and the HSEEP Training Course, as well as have a strong working knowledge of the National Exercise Schedule (NEXS) and Corrective Action Program (CAP) systems. A scope of work and contract detailing the job duties and deliverables for all consultants/contractors must be provided and approved by the Ohio EMA Exercise Program Manager prior to finalizing any consultant/contractor agreements or contracts.
- **Overtime and Backfill Costs** – Overtime and backfill costs associated with the design, development, and conduct of exercises are allowable expenses. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable.

- **Travel** - For expenses (e.g., airfare, mileage, per diem, lodging) of employees on official business related to the planning and conduct of the exercise project(s).
- **Supplies** - Items that are expended or consumed during the course of the planning or conduct of the exercise project(s) (e.g., copying paper, gloves, tape, moulage kits or supplies, triage tags).
- **Other Items** - Costs would include rental space/locations for exercise planning and conduct, rental of equipment (e.g., portable toilets, tents, PA systems), food, gasoline, exercise signs, badges, etc.

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle cost that is reimbursable is fuel/gasoline (receipts must be provided).
- Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).

The scenarios used in MMRS exercises should focus on incidents that would be catastrophic to the grant implementer's community and/or have national impact caused by any hazard. Grantees are encouraged to use scenarios with a focus on medical issues related to preparedness and response. Scenarios should test appropriate Target Capabilities that support the MMRS mission. Citizen participation in exercises is strongly encouraged and should be coordinated with the local Medical Reserve Corps and Citizen Corps Council. Volunteer roles and responsibilities include, but are not limited to, backfilling non-professional tasks for first responders deployed on exercise planning and implementation, providing simulated victims, media, and members of the public, supporting surge capacity functions, and participating in the after-action review. MMRS jurisdictions, in coordination with regional, Urban Area, and State exercises, and public health officials (e.g., EMS), are expected to schedule, design, conduct, and evaluate mass casualty exercises that are in compliance with both FEMA and CDC Public Health Emergency preparedness Cooperative Agreement Exercise requirements and guidance.

All exercise activities supported by FY2010 MMRS must be pre-approved by the Ohio EMA. As a reminder, the applicant must attend a mandatory Training and Exercise Plan Workshop (TEPW) to coordinate and schedule their exercise activities and obtain approval in writing (email or memorandum) prior to encumbering any exercise related expenses or beginning any exercise planning activities. If you have questions regarding eligibility during the developmental stages of your exercise project proposal, please contact Darren Price, Exercise Program Manager, at 614-799-3660 or via e-mail deprice@dps.state.oh.us

g) Administrative costs

These costs are specifically attributed to managing the FY2010 MMRS and are not directly related to a specific planning, equipment, training or exercise activity. The MMRS jurisdiction may budget up to, but not to exceed, 5% of its total FY2010 MMRS grant award to cover the

their administrative costs. Indirect costs are not considered administrative costs and are not permitted under the FY2010 MMRS grant.

Allowable administrative costs include the following:

- Hiring of full-time or part-time staff or contractors to include, but not limited to, completing pre-grant application Budget Worksheets and Program Narrative; initiating, documenting, and tracking grant expenditures; inventorying equipment purchases; producing or completing required grant reports such as the Request for Cash, Encumbrance Report, and federally-required BSIR.
- Overtime and backfill costs related to accomplishing allowed administrative tasks only to the extent the payment for such services is in accordance with the policies of the local agency.
- Travel expenses (i.e. airfare, mileage, per diem, hotel, etc.) of employees on official business directly related to grant administrative tasks to the extent the payment for such services is in accordance with the policies of the local agency.
- Meeting related expenses directly associated with grant administration,
- Acquisition of authorized office equipment, including personal computers, laptop computers, printers, LCD projectors, and other equipment or software which is required to support the implementation of the FY2010 MMRS and only when no such equipment is currently available to accomplish the task;
- Recurring fees/charges associated with authorized office equipment, such as cell phones, faxes, etc. (this does not pertain to response equipment purchased under the eligible equipment program category); and
- Leasing and/or renting of office space for newly hired personnel who will administer the programs within FY2010 MMRS, or for personnel currently being paid with MMRS funds for grant administration and will now be responsible to additionally administer FY08 MMRS funding.

h) Personnel Costs

Personnel hiring, overtime, and backfill expenses are permitted under this grant in order to perform allowable FY 2010 HSGP planning, training, exercise, and equipment activities. The FY2010 MMRS does not have a personnel cap (like the 50% personnel cap on SHSP and UASI).

For MMRS, hiring, overtime, backfill and professional development expenses are allowable only for dedicated MMRS Leadership personnel to perform programmatic activities and that are deemed allowable under existing guidance. Supplanting, however, is not allowed.

Activities that are considered “personnel” and “personnel-related,” include, but are not limited to:

- Overtime/backfill to participate in approved training or exercise deliveries
- Salaries and personnel costs of intelligence analysts
- Salaries and personnel costs of planners, equipment managers, exercise coordinators, and/or training coordinators
- Salaries and personnel costs under the M&A category
- Contractor costs associated with performing the above activities

1. When contracting for personnel services, a copy of the contract must be provided to Ohio EMA for review in advance of entering into the contract. Additionally, a signed contract must be provided for audit purposes.

i) **Overtime:** These are expenses incurred by personnel who are performing approved and budgeted FY2010 MMRS grant program activities over and above their normal, scheduled work hours or work week. To avoid problems arising from overtime or its related payroll regulations, arrangements to pay these costs must first be coordinated between the Advisory Team and the agencies/departments who expect to incur qualifying overtime costs for their personnel who will incur planning, training, or administrative costs. Budgeting or paying for overtime costs will not result in an increase of full-time employees (FTEs). Overtime payments are allowed only to the extent that:

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

ii) **Backfill:** Also called "Overtime as Backfill," these expenses are limited to overtime costs which result from personnel who are working overtime (as identified above) to perform the duties of other personnel who are temporarily assigned to FEMA-approved activities outside their core responsibilities. Backfill-related overtime only includes the difference between the overtime rate paid and what would have otherwise been paid to the backfilling employee for regular time. Under no circumstances should the entire amount of backfill overtime expense be charged to an award. Neither overtime nor backfill expenses are the result of an increase of Full-Time Equivalent (FTE) employees.

iii) **Hiring:** Agencies/departments who will undertake approved and budgeted FY2010 MMRS grant program activities may hire new personnel to complete those tasks. This may also include personnel expenses incurred where new personnel are hired to fulfill functions and duties as a result of existing personnel being reassigned full-time to perform approved and budgeted FY2010 MMRS grant program activities. In either case, the hiring of personnel will result in an increase of FTEs, but cannot result in an increase in the number of FTE positions performing normal operational duties.

Supplanting – Replacing a currently State and/or locally budgeted position with one or more full-time employees or contractors supported in whole or in part with Federal funds is prohibited.

FY2010 MMRS grant funds may not be used to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities. Grantees are permitted to hire or laterally move existing public safety officers to new positions that support MMRS program activities that are allowable under FY2010 MMRS program guidance. In the case of lateral transfers, grant funds may be

used to support only those positions that are allowable under FY2010 MMRS program guidance; **all non-supplanting rules apply.**

Positions created and/or funded through FY04-FY08 MMRS grants may continue to be supported with FY2010 MMRS funding provided that the position is dedicated to the same or similar purposes allowable under applicable grant program guidance.

i) Unauthorized Program Expenditures

FY2010 MMRS funds may not be used for activities unrelated to the completion and implementation of the grant program. Further, equipment grant funds awarded under this program may not be used to reimburse costs for equipment procured prior to or after the award performance period.

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

- General use software (for basic word processing, graphics, spreadsheets, etc.)
- General use computers and related equipment (used for day-to-day office work not associated with homeland security)
- General use vehicles
- Registration, Insurance, Licensing, and other fees (not otherwise specifically allowed in the AEL)
- Weapons systems and ammunition
- Equipment not in accordance with the FY2010 MMRS Authorized Equipment List (AEL).

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

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

V. NEPA Requirements

This section provides general guidance to applicants on environmental planning and historic preservation (EHP) requirements for grant funded projects involving communication towers, physical security enhancements, new construction, renovation, and modifications to buildings and structures that are 50 years old or older. This applies to all such projects (regardless of Fiscal Year award) funded by the Homeland Security Grant Program (HSGP), the Infrastructure Protection Program (IPP), and the Emergency Management Performance Grants Program (EMPG). These projects have the potential to affect environmental resources and historic properties through ground disturbance, impact to wetlands, floodplains, coastal zones, and other water resources, alteration of historically-significant properties, and impact to threatened and endangered species and migratory birds. Consequently, FEMA engages in a compliance review

process to ensure proposed projects comply with applicable federal EHP laws, regulations, and Executive Orders.

As many projects qualify for EHP review, the enclosed EHP Form and its required attachments should be included and submitted with the final application package.

Inadequate project descriptions and/or documentation of the presence of environmental resources and historic properties in a project area may cause significant delays in the timeliness of the review and affect the project's implementation. Failure of the grantee to meet all Federal, State and local EHP requirements, comply with project conditions established during FEMA's EHP review, and/or obtain applicable permits and approvals may result in project delays or the denial of funding.

VI. Grant Application

For FY 2010 MMRS, all grant application and management beyond the Grant Agreement and Assurances will be conducted using Ohio's Electronic Grant Management System (EGMS). Sub-grantees may access the system and user guide by using the following web link <http://ema.state.oh.us/oemagrants>

A) Application Submission

Grant Agreements and Assurances with original signature must be mailed to Ohio EMA and must be postmarked by February 2, 2011. Grant Agreements/Assurances not postmarked by that date/time will not be guaranteed timely review, approval and/or funding. Grant Agreements/Assurances *must be mailed or hand delivered* to the Ohio EMA Preparedness Grants Branch, 2855 W. Dublin-Granville Rd, Columbus, Ohio, 43235.

Documents other than the Grant Agreement and Assurances must be uploaded into the Electronic Grants Management System (EGMS) not later than 11:59PM, February 2, 2011.

Applicants will base their application for FY2010 funding on the information presented in this guidance and contained in the following Attachments to the guidance:

- Attachment A, Investment Milestones Reference Guide
- FY2010 MMRS Local Grant Application forms 1-9

<u>Form</u>	<u>Method of Submittal</u>
1) Summary of Projects/Costs	Upload to EGMS
2) EGMS User Information Form	Upload to EGMS
3) County Terrorism Advisory Team Information	Upload to EGMS
4) Contact Information	Upload to EGMS
5) NIMS Compliance Information	Upload to EGMS
6) EHP Review Form	Upload to EGMS
7) Travel Pre-Approval Form - as applicable	Upload to EGMS

- 8) Training Pre-Approval Form – as applicable
- 9) Exercise Pre-Approval Form – as applicable

Upload to EGMS
Upload to EGMS

VII. Grant Performance Period

The performance period for the FY2010 MMRS is August 1, 2010 – July 31, 2013. **All equipment must be received and installed as well as the final cash draw-downs must be submitted by the end of the performance period.** No funds may be spent on activities or costs that occur outside of the defined grant performance period.

VIII. Post Award Grant Administration

A) Cash Request Process

The cash request process for the FY2010 MMRS requires that services have been completed (contract, personnel, etc.) and/or that equipment has been received and invoiced. To be reimbursed, costs must be eligible and proper back-up documentation must be submitted through the Electronic Grants Management System. Cash requests will be reviewed by a Program Specialist to ensure completeness when received by Ohio EMA.

1. Program Specialist review

The first step of the reimbursement process is an initial review for cash request completeness. This review is conducted by your Preparedness Grants Program Specialist and focuses on making sure forms are filled out properly, costs are reflected in the budget and complete documentation accompanies the request.

If a cash request is not complete, which includes but is not limited to the following items: lacking proper signature, cash request not completely filled out, lack of proper documentation, the request will be rejected to the sub-grantee for revision. Sub-grantees are encouraged to utilize their Program Specialist for technical assistance, as needed, in filling out the cash request and compiling documentation to support the cash request.

a) Proper documentation

Cash requests submitted for reimbursement from the FY2010 MMRS must be accompanied by proper documentation of each cost. Proper documentation requires “Proof of Cost” (time **and** effort records, invoices, bills, etc.). If proper documentation is not provided, the cost may be un-allowed for reimbursement.

Food costs associated with grant funded actions (meetings, trainings, etc.) must be documented by proof of cost, purpose of event (agenda, invitation, etc) and a roster or sign in sheet of persons attending. Food costs submitted for reimbursement without all listed documentation will be un-allowed.

2. Eligibility review; processing

The second step of the reimbursement process is a determination of eligibility, data entry of the cash request for tracking/monitoring purposes and preparation for payment. The Ohio EMA Preparedness Grants Branch conducts this step.

3. Payment processing and notification

The final step of reimbursement is approval of cash request by Ohio EMA fiscal and payment through an electronic funds transfer (EFT).

4. Tracking and Close-Out

Upon completing full reimbursement of your allocation or end of the program period of the grant, Ohio EMA will send a close-out notification to the local jurisdiction advising of the closure of the sub-grant and the final disposition of any un-spent funds.

3. Financial Management

Local governments receiving federal preparedness funds shall establish and maintain financial management systems in conformity with FY2010 grant guidelines, federal regulations and applicable OMB Circular(s).

IX. Grant Termination

Ohio EMA may suspend or terminate funding under this grant, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to comply with the requirements or statutory objectives of federal law
- Failing to make satisfactory progress toward the goals or objectives set forth in this application
- Failing to follow grant agreement requirements or the respective grant guidance
- Failing to submit required reports
- Filing a false certification in this application or other report or document.

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

X. Federal Grant Guidance and Financial Requirements

Federal FY2010 HSGP grant guidance applies and supports the management of FY2010 MMRS funds and can be found at www.fema.gov/grants. Applicable sections of federal guidance should be consulted and understood by the county prior to submitting its application. Failure to adhere to guidance and its general conditions can result in suspended or terminated grant awards as well as the repayment of funds.

In the management of the FY2010 MMRS funds, the grant recipient will comply with the guidance outlined here within as well as the federal grant guidance. When state and federal grant guidance conflicts, the state guidance will take precedence unless otherwise stated here within. Clarifications shall be directed to and resolved by the Ohio EMA Preparedness Grants Branch.

Applicants shall comply with all applicable laws, regulations and program guidance. A nonexclusive list of regulations commonly applicable to DHS grants are listed below, including the guidance:

a) Administrative Requirements

1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)

b) Cost Principles

1. 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
3. 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122)
4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

c) Audit Requirements

1. OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

OMB Circulars can be found at www.whitehouse.gov/omb/circulars.

d) Grant Fund CFDA

The CFDA number for the FY2010 MMRS is 97.067, as part of the overall FY2010 HSGP.

e) Freedom of Information

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

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

f) Property Management

Property accountability is required and includes adherence to established purchasing procedures, periodic inventory checks, and retention of appropriate supporting documentation. Procedures for managing equipment (including replacement), whether acquired in whole or in part with federal preparedness funds, will, at a minimum, meet the following requirements:

1. Property records must be maintained which include:
 - Description of the property
 - Serial number or other identification number
 - Source of the property
 - Identification of title holder
 - Acquisition date
 - Cost of the property
 - Percentage of Federal participation in the cost of the property
 - Location of the property
 - Use and condition of the property; and
 - Disposition data, including the date of disposal and sale price.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must exist to ensure adequate safeguards to prevent:
 - Loss
 - Damage; or
 - Theft of the property.Any loss, damage, or theft shall be investigated by the county, as appropriate.
4. Adequate maintenance procedures must exist to keep the property in good condition.
5. If the county is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.
 - No sale of grant funded equipment may take place without first obtaining approval from Ohio EMA as the SAA.
6. A copy of the local equipment inventory will be reviewed during program monitoring visits and available upon request.
7. Property management should satisfy standards prescribed in applicable federal regulations and/or OMB Circular(s).

g). Availability of Public Records

Ohio's public records law generally requires disclosure of information. Ohio Revised Code Section 149.43 sets forth the requirements, along with the exceptions for disclosure. Specifically, Section 149.433 allows some security information to be exempt from disclosure.

Applicants are encouraged to consult state and local laws and regulations and discuss these requirements with their legal counsel. Grantees should be familiar with the regulations governing protected critical infrastructure information (6 C.F.R. Part 29) and sensitive security information (49 C.F.R. Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

h. Record Retention

Counties are required to retain all grant-related documentation for three years after the close of the federal grant program. Ohio EMA will provide notification of grant closure date when it occurs.

i. Audits

The sub-grantee is accountable for the use of federal preparedness funds. The sub-grantee must maintain records that adequately identify the sources and application of funds provided for financially assisted activities. Actual expenditures or outlays will be compared with budgeted amounts and cash requests to determine if the expenditures qualify as eligible under the grant program. This documentation is subject to review at any given time by state or federal auditors as well as EMA officials.

Jurisdictions receiving \$500,000 (all inclusive jurisdiction wide) or more in a year in federal awards shall complete a Single Audit. This requirement is addressed in OMB Circular A-133. The sub-grantee needs to consult with the Auditor/Treasurer to understand how they comply with this requirement. The sub-grantee should also ensure the most recent Single Audit is submitted to Ohio EMA. Sub-grantees may be audited by the State Auditor's Office or a private firm acceptable to the State Auditor's Office, as well as the Office of Inspector General (OIG) or a private firm acceptable to their standards. Counties will comply with audit requirements and resolve any audit findings.

XI. Reporting Requirements

Upon official award, applicants acknowledge they will have to agree to complete quarterly reports to the Ohio EMA; and also agree to update the Bi-annual Strategy Implementation Report (BSIR) on the federal Grants Reporting Tool (GRT), due NLT January 10 and July 10 each year until the grant concludes, and then to complete one final BSIR within 120 days of the federal grant closure date. Further information on quarterly and bi-annual reporting will be provided with issuance of the official grant agreement.

POINTS OF CONTACT

For **Grant Fiscal and Administrative** needs, contact:

- Kathleen Nelson, Grants Administrator
614-799-3836 or via knelson@dps.state.oh.us
- David O'Reilly,
614-799-3604 or via dtoreilly@dps.state.oh.us
- Joe Haller,
614-799-3690, 330-837-3078 or via jdhall@dp.state.oh.us
- Carl Sofranko,
614-799-3605 or via cdsofranko@dps.state.oh.us

For **State Homeland Security Strategy** inquiries, contact

- Tracy Proud, Senior Strategic Planner,
614-644-3886 or via tproud@dps.state.oh.us

For **Exercise Program** needs, contact:

- Darren Price, Exercise Program Manager,
614-799-3660 or via deprice@dps.state.oh.us

For **Training Program** needs, contact:

- Phil Johnson, Training Supervisor,
614-799-3680 or via prjohnson@dps.state.oh.us
- Leslie Bricker, WMD Training Officer,
614-889-7168 or via ljbriker@dps.state.oh.us
- Lisa Jones, Training Officer,
614-799-3824 or via LJones@dps.state.oh.us

For **Grant Management** inquiries, contact

- Andrew Elder, Grants Branch Chief,
614-889-7178 or via adelder@dps.state.oh.us

ATTACHMENTS & APPLICATION FORMS

A: FY08 Investment Justification Summary

B: Grant Packet Forms

- 1) Summary of Projects/Costs
- 2) Contact Information
- 3) MMRS Committee Membership
- 4) NIMS Compliance Information
- 5) Detailed Budget Worksheets
- 6) EHP Review Form
- 7) Travel Pre-Approval Form
- 8) Training Pre-Approval Form
- 9) Exercise Pre-Approval Form

Investment Milestones Reference Guide

Investment Area #9

Metropolitan Medical Response System

The MMRS assists highly populated jurisdictions to increase local jurisdiction response capabilities during the first hours crucial to lifesaving & population protection, with their own resources, until significant external assistance can arrive. It supports integration of emergency management, health, & medical systems into a coordinated response during the initial period of a response by augmenting local response systems before the incident occurs. This investment assists 6 jurisdictions (Cleveland, Akron, Columbus, Toledo, Dayton, & Cincinnati) with preparedness activities including planning, training, exercises & acquisition of pharmaceuticals and equipment (PPE, detection, decontamination, communications, etc.) designed to increase response capabilities. The MMRS also enhances protection for areas surrounding the core cities, as the MMRS deliverables require “umbrella coverage” around the core city. The MMRS promotes regional coordination of mutual aid with neighboring localities & encourages collaboration with local, regional, & state health & medical partners, such as the Medical Reserve Corps Units & Citizen Corps Councils, as well as leveraging other Federal programs. Considerable work has been completed since inception in 2000, including: (1) development of medical response plans, (2) training, (3) exercises, & (4) purchasing of equipment & pharmaceuticals. With support of MMRS, state homeland security, & local funds MMRS regions have built the following capabilities: (1) pharmaceutical caches, (2) hospital/field decontamination, (3) hazmat/WMD, (4) mass medication dispensing, (5) patient tracking, (6) improved responder public communications & response/preparedness equipment. FY2010 funds will address gaps in medical response planning, equipment, training, & exercises, including, but not limited to, mass casualty/fatality management, triage & treatment systems, medical surge, decon, responder safety/health, mass prophylaxis, security, CBRNE detection, pharmaceutical cache sustainment, mass evacuation, incident management support, patient tracking, cyber security/terrorism & PPE training. This investment is aligned with & supports the building of capabilities outlined in Goals 2.0 and 5.0 of the 2010 Ohio State Homeland Security Strategy: Goal 2.0; objectives: 2.1,2.6,2.7 (p.14-19) and Goal 5.0;Obj. 5.1 (Pg. 40), Obj. 5.2 (Pg. 41), Obj.5.3.8 (Pg. 42) Goal 6; obj 6.2 (p. 45)

Aligning Target Capabilities:

Target Capability 1: CBRNE Detection

Target Capability 2: Citizen Evacuation and Shelter-in-Place

Target Capability 3: Communications

Target Capability 4: Critical Resource Logistics and Distribution

Target Capability 5: Emergency Public Information and Warning

Target Capability 6: Emergency Public Safety and Security

Target Capability 7: Emergency Triage and Pre-Hospital Treatment

Target Capability 8: Explosive Device Response Operations

Target Capability 9: Fatality Management

Target Capability 10: Mass Prophylaxis

Target Capability 11: Medical Supplies Management and Distribution

Target Capability 12: Medical Surge

Target Capability 13: On-Site Incident Management

Target Capability 14: Planning

Target Capability 15: Responder Safety and Health

Target Capability 16: Volunteer Management and Donations

Target Capability 17: WMD and Hazardous Materials Response and Decontamination

FY 2010 Metropolitan Medical Response System (MMRS)

Application Deadline, uploaded/post-marked by February 2, 2011

Application Checklist, completed:

- 1. *This form.* FY 2010 Metropolitan Medical Response System (MMRS) Summary of Projects/Costs
- 2. EGMS User Information Sheet
- 3. Contact Information Sheet
- 4. County Terrorism Advisory Team membership
- 5. NIMS Compliance Information
- 6. EHP Review Form (as applicable)
- 7. Travel Pre-Approval Form (if applicable)
- 8. Training Pre-Approval Form (if applicable)
- 9. Exercise Pre-Approval Form (if applicable)

Reminder: Eligible Projects must directly support specific State Investment Justification Milestones.

FY2010 MMRS Summary of Projects/Costs

County:		
Award Amount:	\$	
Project Title(s) (shown in order of priority, Admin does <i>not</i> require a priority #)	Funding Budget	
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
--.	Grant Administration (limited to 3% of grant award)	\$
Total Funding (must equal Award Amount):		\$

With my signature below, I hereby certify that the County's Terrorism Advisory Team did on _____ (insert date) review and concur on the projects, narrative, and budget costs contained within this grant application.

Grant Signatory Official (signature)

Date

Ohio Emergency Management Agency
Electronic Grants Management System
User Information Form

Sub-Grantee Name: _____

Grant Fiscal Year: FY 2010_____

Grant Name: Metropolitan Medical Response System (MMRS)_____

Signatory Officials Name: _____

Other than the Signatory Official, the following person is permitted to submit documentation in the Electronic Grants Management System:

Name: _____

Title: _____

The following people are permitted to register for an account and work within the Electronic Grants Management System:

Name: _____

Title: _____

Name: _____

Title: _____

Name: _____

Title: _____

Name: _____

Title: _____

Name: _____

Title: _____

Grant Signatory Official's Signature

Date

FY2010 MMRS Committee Membership

Date:

--

MMRS Jurisdiction:	
<p><i>Identify the MMRS Committee representatives by Discipline. The MMRS jurisdiction will update and resubmit this roster to Ohio EMA in a timely manner as changes occur.</i></p> <p><i>The Committee should develop its own operational procedures by which it conducts business.</i></p> <p><i>The Committee should appoint its own Chairperson(s).</i></p>	
Fire Service <i>(can include private/public fire departments)</i>	
Names/Titles/Depts	
Emergency Medical Service <i>(can include private/public EMS departments)</i>	
Names/Titles/Depts	
Police Departments <i>(can include private/public police departments)</i>	
Names/Titles/Depts	
County Sheriff's Office	
Names/Titles/Depts	
Emergency Management Agency	
Names/Titles/Depts	
Public Works <i>(ie. Water, Gas, Electric, Transportation, etc, and can include private/public departments)</i>	

Names/Titles/Depts	
Public Health (<i>ie. Health Depts, Hospitals, Emergency Care Facilities, etc, and can include private/public organizations</i>)	
Names/Titles/Depts	
Township Trustee(s)	
Names/Titles/Twps	
Mayor's Office(s)	
Names/Titles/Cities	
County Commissioners' Office	
Names/Titles	
Others (<i>list others and their supporting organizations if not already defined above</i>)	
Names/Titles/Depts	
MMRS Chairperson (s) (<i>Identify the Committees duly appointed Chairperson(s)</i>)	
Name/Title/Dept	
Name/Title/Dept	

Contact Information

Date:

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County:	
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Tax ID#:	
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Point of Contact Information
Identify the Grant Project Manager, Jurisdiction's Financial Officer, and Signatory Official.

Grant Project Manager *(Individual who will operationally manage and answer questions on the day-to-day project accomplishments.)*

Name/Title	
Department	
Address (Street, City, Zip)	
Telephone	
Fax	
Email	

Jurisdiction Financial Officer *(Individual from Auditor/Treasurer's office authorized to provide/share information on financial records.)*

Name/Title	
Department	
Address (Street, City, Zip)	
Telephone	
Fax	
Email	

Signatory Official *(Individual authorized to sign the Notice of Award)*

Name/Title	
Department	
Address (Street, City, Zip)	
Telephone	
Fax	
Email	

If during the grant period any changes are made to the above information, a revised Contact Information form MUST be provided to the Ohio EMA within 5 business days of the change. If change is for the Signatory official, an official letter from the Jurisdiction announcing the change must accompany the form

NIMS Compliance Information

Applicant:	
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To be eligible to receive FY 2010 Federal preparedness funding assistance, applicants must meet NIMS compliance requirements. State, Territory, Tribal, and local governments are considered to be in full NIMS compliance if they have adopted and/or implemented the FY05, FY06, FY07, FY08 and FY09 compliance activities. Adoption and/or implementation has been self-certified each year by the Governor's office for each State and Territory, which includes Tribal and local governments. Ohio Revised Code 5502.28(c) designates NIMS and its incident response management component, the Incident Command System (ICS), as the primary response/recovery framework for all jurisdictions in the state.

Therefore, the Applicant's Director, Chief Executive, or designee must review and certify below that these FY05, FY06, FY07, FY08 and FY09 NIMS requirements have in fact been implemented to the "good faith effort" standard within the agency or jurisdiction by all disciplines receiving direct benefit as a result of FY05, FY06, FY07, FY08 and FY09 expenditures and likely to receive direct benefit as a result of FY2010 SHSP expenditures. Evidence of compliance with these requirements must be made available, upon request, to Ohio EMA. Failure to do so may result in suspended or terminated funding.

Please check one:

- The Applicant is one of the 17 state agencies, commissions, divisions, or departments, or is a jurisdiction over 5,000 population (based on the 2000 U.S. Census) required to complete a National Incident Management System Compliance Assistance Support Tool (NIMSCAST). The Applicant's NIMSCAST is complete and any open corrective action plans are being addressed.
- The Applicant is not required to complete a National Incident Management System Compliance Assistance Support Tool (NIMSCAST). The Applicant has established a training program that ensures the requisite NIMS/ICS training for personnel with a role in emergency response or incident management. The Applicant also has established the necessary policies and procedures to execute any responsibilities assigned in a state or local emergency operations plan.

The Applicant hereby certifies that the tasks necessary to address implementation of NIMS requirements in accordance with FY09 NIMS guidance have been accomplished, and as such the Applicant has satisfied the NIMS compliance conditions that are a prerequisite to receipt of FY2010 grant funds.

Grant Signatory (signature)

Date

Please refer to the Ohio NIMS Implementation Guidance is available at <http://ema.ohio.gov/NimsGuidance.aspx> for additional detail regarding NIMS compliance requirements.

ENVIRONMENTAL and HISTORIC PRESERVATION SCREENING MEMO (EHPSM)

This memo should be attached to all project information sent to the Grant Programs Directorate (GPD) for an environmental and historic preservation (EHP) regulatory compliance review. Please complete sections A – D of this memo, as applicable. When questions are not applicable to the project, please leave the field blank. This memo is intended to be completed electronically. Please contact GPD-EHP for a version of this memo that is suitable for printing and completing by hand.

A. PROJECT INFORMATION

Grant Program Name: _____ Grant Award Number: _____

Project Type (*Check all that apply*): Physical security enhancements (i.e., installation of fencing, cameras, TWIC readers, bollards, motion detection systems, x-ray machines, lighting, etc.)

- New installation/construction/renovation (i.e., emergency operations centers, docks, piers, security guard buildings, etc.)
- Renovations/upgrades/modifications to structures 50 years old or older
- Communication towers, related equipment, and equipment shelters
- Other ground disturbing activities (i.e., trenching, excavation, etc.)
- Training and exercises
- Purchase of equipment (specify) _____
- Other (specify) _____

Grantee Name: _____

State: _____ County: _____ Agency: _____ Subgrantee: _____

Project Title: _____

Fiscal Year: _____

B. PROJECT DESCRIPTION/LOCATION (*The following information will be required in order to complete a review for each project type. If multiple “project types” describe the same project, [i.e., physical security enhancements AND renovations of structures 50 years old or older AND other ground disturbing activities], it is not necessary to repeat information; please make a note to refer back to the previous entry.*)

Project Type: **Physical security enhancements (i.e., installation of fencing, cameras, TWIC readers, bollards, motion detection systems, x-ray machines, lighting, etc.)**

Project Location (*physical project address or latitude/longitude of project location*): _____

Color site photos and other visual documentation (i.e., maps, technical drawings) attached? Yes No

Will ground disturbance be required? Yes No

If yes, please give total extent (*depth, length, and width*) _____

Has the ground been previously disturbed? Yes No

Please describe previous ground disturbing activities (e.g., parking lot, farming, commercial development, etc.):

Will any equipment or structures need to be installed? Yes No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): _____

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: _____

Project Type: **New installation/construction/renovation (i.e., emergency operations centers, docks, piers, security guard buildings, etc.)**

Project Location (*physical project address or latitude/longitude of project location*): _____

Color site photos and other visual documentation (i.e., maps, technical drawings) attached? Yes No

Will ground disturbance be required? Yes No

If yes, please give total extent (*depth and length*): _____

Has the ground been previously disturbed? Yes No

Please describe previous ground disturbing activities (e.g., parking lot, farming, commercial development, etc.):

Will any equipment or structures need to be installed? Yes No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): _____

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: _____

Project Type: **Renovations/upgrades/modifications to structures 50 years old or older**

Project Location (*physical project address or latitude/longitude of project location*): _____

Color site photos and other visual documentation (i.e., maps, technical drawings) attached? Yes No

Will ground disturbance be required? Yes No

If yes, please give total extent (*depth and length*): _____

Has the ground been previously disturbed? Yes No

Please describe previous ground disturbing activities (e.g., parking lot, farming, commercial development, etc.):

Will any equipment or structures need to be installed? Yes No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): _____

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: _____

Project Type: **Communication towers, related equipment, and equipment shelters**

Project Location (*physical project address or latitude/longitude of project location*): _____

Color site photos and other visual documentation (i.e., maps, technical drawings) attached? Yes No

Please state the total height (in ft.) of the tower or structure, including any antennae to be mounted: _____

If the proposed tower height is greater than 199 feet above ground level, please state why this is needed to meet the requirements of the project: _____

Will the tower be free-standing or require guy wires? Free standing Guy wires

If guy wires are required, please state how many: _____

Please state why a guyed tower is needed to meet the requirements of this project: _____

Has an FCC license been obtained for this tower? Yes No License #: _____

If yes, please attach all relevant environmental documentation submitted as part of the licensing process, including use of the Tower Construction Notification System (TCNS), if applicable.

Will ground disturbance be required? Yes No

If yes, please give total extent (*depth and length*): _____

Has the ground been previously disturbed? Yes No

Please describe previous ground disturbing activities (e.g., parking lot, farming, commercial development, etc.): _____

Will any equipment or structures need to be installed? Yes No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): _____

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: _____

Project Type: **Other ground disturbing activities (i.e., trenching, excavation, etc.)**

Project Location (*physical project address or latitude/longitude of project location*): _____

Color site photos and other visual documentation (i.e., maps, technical drawings) attached? Yes No

What type of ground disturbance is needed and why (*i.e., utility trenching, etc.*)? _____

Please give the total extent of ground disturbance required (*depth and length*): _____

Has the ground been previously disturbed? Yes No

Please describe previous ground disturbing activities (e.g., parking lot, farming, commercial development, etc.): _____

Will any equipment or structures need to be installed? Yes No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): _____

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: _____

Project Type: **Training and exercises**

Project Location (*physical project address or latitude/longitude of project location*): _____

Is the training field-based or classroom-based? Field-based Classroom-based

Will field-based training take place at an approved facility (i.e. existing facilities, with established and approved procedures, and that conform with existing land use designations)? Yes No

If training is classroom-based or taking place at an approved facility, no further information is required. If field-based and not at a previously approved facility, please provide the following:

Color site photos and other visual documentation (i.e., maps, technical drawings) attached? Yes No

Will ground disturbance be required to prepare the training site? Yes No

If yes, please give total extent (*depth and length*): _____

Has the ground been previously disturbed? Yes No

Please describe previous ground disturbing activities (e.g., parking lot, farming, commercial development, etc.):

Will any equipment or structures need to be installed to facilitate training? Yes No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): _____

Please describe the scope of the proposed training (purpose, frequency, facilities/location needed, materials and equipment needed, number of participants, and type of activities required) (*Attach additional pages, if needed*):

Does the training exercise differ in any way (frequency, amount of facilities/land used, materials or equipment used, number of participants, type of activities, etc.) from previously approved, permitted training exercises and training practices? Yes No

If yes, please explain any differences, and the reason for them, in detail (*Attach additional pages, if needed*): _____

Project Type: **Purchase of equipment (specify)** _____

Will any equipment need to be installed? Yes No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): _____

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: _____

Project Type: **Other (specify)** _____

Please provide a detailed project description, including where the project is proposed to take place, what steps it will consist of, and how its goals are proposed to be accomplished (*Attach additional pages, if needed*): _____

C. CONSIDERATION OF RESOURCE IMPACTS

The EHP review process will be greatly facilitated by comprehensive and detailed answers in this section. When completing this section, please state a specific reason [i.e., "there will be no impacts to geology and soils because this project will not involve any ground disturbance"] and cite a source [i.e., local master plan, previous environmental assessment, correspondence with US Fish and Wildlife Service, correspondence with

State Historic Preservation Office, FEMA Floodplain Insurance Rate Map (FIRM), etc.] to support a response of “no impact” or “potential to impact.”

Identify potential impacts to the following resources	No Impact	Potential to Impact	Reason/ Data Source/Agency
Noise			
Air quality			
Water resources, including surface water, groundwater, wetlands, coastal areas, and floodplains			
Geology and soil resources, including prime and unique farmlands and hydric soils			
Biological resources, including general vegetation, wildlife, wildlife habitat, migratory birds, and wetland habitat			
Threatened and endangered species and critical habitat			
Cultural resources, including architectural resources, archaeological resources, and Traditional Cultural Properties			
Buildings or structures 50 years old or older			
Socioeconomic resources, including economic development, demographics, and demand for housing and public services			
Environmental justice			
Aesthetics and visual resources			

Human health and safety			
Infrastructure, utilities, transportation and waste mgt.			
Land use planning and zoning			
Hazardous waste/contamination			
Community facilities and services			

D. OTHER INFORMATION *(Please answer the following questions/provide requested information.)*

Are personnel preparing this form familiar with the site? Yes No

Did personnel visit site? Yes No

Is the project part of an approved plan such as a Master Plan or an Implementation Plan or any larger action with an accompanying National Environmental Policy Act (NEPA) document? Yes No *(If yes, give the plan name, and please include a copy of the NEPA document)*

Is the project still consistent with the approved plan? Yes No

(If no, additional EHP compliance requirements may apply.)

Is the environmental document accurate and up-to-date? Yes No

(If no, additional EHP compliance requirements may apply.)

What was the decision of the NEPA document? *(Check one, and please attach):*

Finding of No Significant Impact (FONSI) OR

Record of Decision (ROD)

Date approved _____

REQUEST FOR TRAVEL

Pre-Approval Form

Event:	
Location:	
Dates:	
# of Attendees	
Disciplines	

Agenda Must be Attached for Approval

Grant to be Charged:	
----------------------	--

Category to be Charged:

Planning Training Exercise Admin

ESTIMATED TRAVEL EXPENSES	QTY	Unit Price	TOTAL
Registration Fees:			
Per Diem:			
Air or Other Commercial Carrier:			
Rental Car/Personal Vehicle (circle one)			
Lodging:			
Other Expenses:			
TOTAL			\$ -

Are the attendees staying at the hotel where the event is hosted? YES or NO

Ohio Emergency Management Agency Approval: YES or NO

Approved by and Date: _____

Please attach any additional documentation (i.e. agenda, registration form, etc.) that supports this pre-approval request.

The pre-approval of this travel does not constitute that all costs incurred during the trip are allowable. Please refer to any/all applicable Local, State and Federal grant guidance as well as other regulations that may apply such as OMB circular A-87

IF YOU HAVE ANY QUESTIONS PLEASE CALL YOUR RESPECTIVE GRANTS COORDINATOR

**State of Ohio FY 2010 Homeland Security Grant
Training Pre-Approval Form**

Primary County: _____

Training Coordinator: _____ (_____) _____
(Name) (Title) (Telephone number)

Participating counties in addition to primary: _____

1). Is this a DHS Approved Course: yes _____ no _____

If yes, please list course number _____

2.) Course Description (If a draft agenda exists, please attach)

3.) Who will be instructing the training? _____

4.) Requested training dates and location: _____

5.) Number of estimated training participants and discipline:

Submission of Forms: If training costs are being budgeted, this form must be completed and submitted with the county's 2010 MMRS grant application. Anticipated training expenses must be included on the budget detail worksheet (Form #6).

Office Use Only

Date _____	Date _____	Date _____
Received _____	Reviewed _____	Notified _____
Approved _____	Disapproved _____	

Form 9 – Exercise Pre-Approval

Primary County: _____

Date: _____

Exercise Coordinator: _____ (Name) _____ (Title) (____)____ (Telephone number)

1). Previous Exercise Program Participation by the County/Jurisdiction:

- FY 2002 State Domestic Preparedness Exercise Program _____
- FY 2003 State Homeland Security Grant Exercise Program _____
- FY 2005 Homeland Security Grant Exercise Program _____
- FY 2006 Homeland Security Grant Exercise Program _____
- FY 2007 Homeland Security Grant Exercise Program _____
- FY 2008 Homeland Security Grant Exercise Program _____
- FY 2009 Homeland Security Grant Exercise Program _____

2). Scope of Exercise: Multi-County/List participating counties by name

____ TTX **OR** ____ FE **OR** ____ FSE

3). Requested Exercise Hazard:

- _____
- Chemical _____
- Biological _____
- Radiological _____
- Nuclear _____
- Explosive _____
- Natural* _____

4). Requested exercise dates: _____

5). Anticipated Exercise Participants: (Check each category to be represented in the exercise and, where appropriate, provide the organization’s name)

Others: _____

<input type="checkbox"/> Elected Officials	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Hospital(s)
<input type="checkbox"/> Commissioners	<input type="checkbox"/> Sheriff	<input type="checkbox"/> _____
<input type="checkbox"/> City/Village	<input type="checkbox"/> Local Police	<input type="checkbox"/> _____
<input type="checkbox"/> County Offices	<input type="checkbox"/> State Patrol	<input type="checkbox"/> _____
	<input type="checkbox"/> FBI	<input type="checkbox"/> _____
<input type="checkbox"/> Engineer	<input type="checkbox"/> Fire Department(s)	
<input type="checkbox"/> Health Dept	<input type="checkbox"/> _____	<input type="checkbox"/> EMS Units
<input type="checkbox"/> Human Svc	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> Coroner	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> EMA Office	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> State Agencies	<input type="checkbox"/> Search and Rescue	<input type="checkbox"/> Federal Agencies
<input type="checkbox"/> OH EPA	<input type="checkbox"/> _____	<input type="checkbox"/> FEMA
<input type="checkbox"/> OH EMA	<input type="checkbox"/> _____	<input type="checkbox"/> Centers for Disease Control (CDC)
<input type="checkbox"/> ODH	<input type="checkbox"/> _____	<input type="checkbox"/> US Coast Guard
<input type="checkbox"/> ODNR		
<input type="checkbox"/> Adj. General	<input type="checkbox"/> Amateur Radio	<input type="checkbox"/> Civil Air Patrol
<input type="checkbox"/> OH Dept of Ag		<input type="checkbox"/> American Red Cross
<input type="checkbox"/> ODOT		<input type="checkbox"/> Salvation Army
<input type="checkbox"/> Mental Health		<input type="checkbox"/> Media

6. Have at least two (2) members of the local exercise planning team completed the Homeland Security Exercise and Evaluation Program (HSEEP) Training Course?

Yes _____ No _____

7. Have at least two (2) members of the local exercise planning team completed the FEMA Exercise Design Course?

Yes _____ No _____

8). Level of exercise support requested:

_____ Direct exercise contractor support (Provided by OEMA Exercise Support Team)

_____ County funded/provided exercise contractor (Must be HSEEP trained)

_____ County developed without contractor support (Must have planning team members trained in accordance with the application guidance packet).

9). National Incident Management System (NIMS) compliance:

Is the grant recipient (sub-grantee) compliant with National Management System (NIMS) requirements?

Yes_____ No_____

Has the grant recipient (sub-grantee) incorporated NIMS concepts and principles into the local training and exercise program?

Yes_____ No_____

Does the grant recipient (sub-grantee) routinely evaluate NIMS components (e.g., preparedness, communication and information management, resource management, command and management,

mutual aid, interoperability, participation of non-governmental organizations and private sector) through its exercise program?

Yes_____ No_____

* Natural disaster scenarios must be catastrophic in nature as defined by the National Response Framework (NRF).

Office Use Only

Date _____
Received _____
Approved _____

Date _____
Reviewed _____
Disapproved _____

Date _____
Notified _____