



Ohio Emergency Management Agency

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Metropolitan Medical Response System Program (MMRS)



FY 2009 Local Grant Guidance Package

FY09 Metropolitan Medical Response System (MMRS) Program Grant

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I. Overview

The FY 2009 MMRS program provides funding to designated localities to assist in maintaining plans, delivering training, purchasing equipment and pharmaceuticals, and conducting exercises to develop and sustain the capabilities necessary to respond to a mass casualty event, whether caused by a CBRNE terrorist act, epidemic disease outbreak, natural disaster, or HAZMAT accident, during the crucial first hours of a response until significant external assistance can arrive and become operational.

The MMRS program establishes linkages among emergency responders, medical treatment resources, public health departments, emergency management offices, volunteer organizations, and other local elements working together to reduce the mortality and morbidity that would result from a catastrophic incident. The FY 2009 MMRS Program will support the MMRS jurisdictions in: Achieving preparedness in MMRS Capability Focus Areas and the corresponding Target Capabilities, which supports efforts to implement the National Preparedness Goal; Ensuring that the MMRS jurisdictions' strategic goals, objectives, operational capabilities, resource requirements, and preparedness status are adequately incorporated in State Homeland Security Strategy documents; Revising the MMRS operational area plans to reflect State and Urban Area Homeland Security Assessments and Strategies; Implementing program guidance incorporating increased collaboration with the U.S. Department of Health and Human Services, specifically the HRSA National Bioterrorism Hospital Preparedness Program (NBHPP) and the CDC Public Health Emergency Preparedness Program (PHEP); Continuing the distinct capability enhancements required for Pandemic Influenza preparedness; and Emphasizing enhanced mutual aid with neighboring localities as well as State and Federal agencies; Ensuring the maintenance of MMRS capabilities established through the completion of deliverables and other requirements promulgated in previous Federal funding guidance documents and related directives.

Ohio's federal allocation was based, in part, on the effectiveness of local jurisdictions to address unmet preparedness and response capabilities over time. Those needs are broadly defined in Ohio's State Preparedness Report (SPR) and supporting FY09 HSGP Investment Justification. DHS intends that the MMRS jurisdiction will use this grant program to address and determine: How prepared are we now, How prepared do we need to be (what are our target capabilities), and How will we prioritize each year to fulfill our target capability gaps/needs.

As in previous fiscal years, the FY09 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 FY09 HSGP integrates the following four 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 FY09 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 FY09 HSGP was released by DHS for state applications in November 2008. States were directed to develop and submit their respective grant applications on/before March 20, 2009. The application included a FY09 HSGP Investment Justification with reference to Ohio's State Preparedness Report and State Homeland Security Strategy. DHS completed its review of the state applications and announced on June 16, 2009 how much funding each state will receive under the individual FY09 grant programs.

DHS issued the state's federal grant award on August 21, 2009. At that time, the state had 45 calendar days to obligate and report to DHS our FY09 MMRS funding allocations to local units of government. As such, on October 5, 2009, Ohio EMA reported its FY09 MMRS local funding allocations by submitting an Initial Strategy Implementation Plan (ISIP) on the federal Grants Reporting Tool (GRT).

b) Eligible Applicants

DHS has defined the six MMRS jurisdictions in Ohio to receive funding. Ohio will evenly distribute \$1,927,326 between the MMRS jurisdictions of Akron, Cincinnati, Cleveland, Columbus, Dayton, and Toledo. Each jurisdiction will be awarded \$321,221 under the FY09 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 provides the platform for rapid and efficient integration of State and Federal medical resources into the local incident management system. Through its established multi-agency, collaborative planning framework, the MMRS program also promotes effective regional coordination of mutual aid with neighboring localities (MMRS "Operational Area"). Additional information is provided at <http://www.fema.gov/mmrs>.

The FY 2009 MMRS Program will support the MMRS jurisdictions in:

- Achieving preparedness in MMRS-related Target Capabilities/Capability Focus Areas, in accordance with the National Preparedness Guidelines
- Ensuring that MMRS strategic goals, objectives, operational capabilities, resource requirements, and operational plans correlate with State and Urban Area Homeland Security Assessments and Strategies
- Increasing collaboration with the U.S. Department of Health and Human Services, specifically the Assistant Secretary for Preparedness and Response (ASPR) Hospital Preparedness Program and the Healthcare Facilities Partnership Program
- Continuing the distinct capability enhancements required for pandemic influenza preparedness
- Maintaining the MMRS capabilities established through the completion of deliverables and other requirements promulgated in previous federal funding guidance documents and related directives

The Target Capabilities List (TCL) identifies and defines 37 specific capabilities that the Nation may need to achieve and sustain, depending on relevant risks and threats, in order to be prepared. MMRS jurisdictions are uniquely suited to plan, organize, staff, equip, train and exercise to achieve many of the

desired outcomes for one distinct capability: Emergency Triage and Pre-Hospital Treatment. Therefore, jurisdictions must give priority attention to improving Emergency Triage and Pre-Hospital Treatment capability within their operational area. Jurisdictions should give additional consideration to the remaining 10 supporting capabilities.

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.

b) MMRS Priority Target Capabilities/Capability Focus Areas (TC/CFA)

The listing below constitutes the primary MMRS Target Capabilities/Capability Focus Areas (TCs/CFAs) for FY 2009. In addition to the primary focus of Emergency Triage and Pre-Hospital Treatment, MMRS jurisdictions are expected to select from the TCs/CFAs below as their FY 2009 work effort. Jurisdictions also have the option of using grant funds to improve any of the other Target Capabilities listed in the FY 2009 HSGP Supplemental Resource (Attachment A): MMRS Target Capabilities/ Capability Focus Areas and Community Preparedness, provided they are reflected in the relevant State and/or Urban Area strategies, State Preparedness Report, and Investment Justifications. MMRS jurisdictions must also sustain capabilities achieved through the implementation of prior years' program guidance, deliverables, and funding.

1. Medical Surge
2. Mass Prophylaxis
3. WMD/Hazardous Materials Response and Decontamination
4. Emergency Triage and Pre-Hospital Treatment
5. Medical Supplies Management and Distribution
6. Emergency Public Information and Warning
7. Interoperable Communications
8. Information Sharing and Collaboration
9. Regional Collaboration
10. Fatality Management
11. Isolation and Quarantine

c) Pandemic influenza preparedness

An overarching requirement for MMRS jurisdictions is the revision and updating of Continuity of Operations/Continuity of Government (COOP/COG) plans for medical, mental health, and public health functions, and their supporting infrastructure, throughout the MMRS Operational Area.

Key aspects of this activity include:

- Updating COOP/COG plans to include clear lines of succession for key management positions; protection of essential records, facilities, equipment, and personnel; operation of alternate facilities; and interoperable emergency communications
- Reviewing mutual aid agreements to ensure they address the sharing of resources, and related provisions for managing critical infrastructure and key assets, including facilities, personnel, equipment and supplies
- Stockpiling and priority dispensing of influenza vaccines and anti-viral medications

d) Medical Reserve Corps

The Medical Reserve Corps (MRC) program is administered by the HHS Office of the Surgeon General. Medical Reserve Corps 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

e) EMS medical oversight

To the extent that MMRS program funds are used to support the activities of EMS agencies and activities, those funds may only be used to support EMS in systems which are operating under local or regional medical oversight consistent with state and local requirements and with the concurrence and approval of that local or regional medical oversight entity.

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 2009 HSGP application (Attachment B).

a) Planning

MMRS jurisdictions must ensure their strategic goals, objectives, operational capabilities, and resource requirements adequately reflect the State and Urban Area Homeland Security Strategies. MMRS jurisdictions must also update/modify their operational plans and training and exercise activities as necessary to achieve conformance with the National Preparedness Goal and the NRP, to include coordinating structures, processes, and protocols.

****25 percent of your total FY09 MMRS award must be allocated toward preparedness activities which include planning, training and exercise.**

Plans, procedures, or supporting materials developed purchased must address a local gap/need. The gap/need must be identified through either a formal preparedness assessment or an exercise After-After Report/Improvement Plan. The MMRS jurisdiction will clearly define their planning gaps/needs and how those are to be overcome in their submitted projects' narrative. All planning projects will directly support a Capability Focus Area or National Priority or the sustainment of past MMRS planning activities. Each project will clearly define which Capability Focus Area, National Priority, or Sustainment need is being addressed.

Upon completion of a given planning project, the MMRS jurisdiction will submit copies or evidence of completed plans, procedures, and/or planning tools that were developed, enhanced, or updated using FY09 MMRS funds. These will be submitted to Ohio EMA's Preparedness Grants Branch not later than end of the grant performance period unless otherwise specified and will be used to validate the work was completed as per the budget. Failure to do so may result in forfeiture or repayment of grant funds.

Further, all publications created with FY09 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.

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 FY09 MMRS Federal guidance states that FY09 MMRS funds may be utilized for sustaining costs of equipment purchased with previous fiscal years' MMRS funds through the performance period of the FY 09 MMRS grant.

FY09 MMRS funds can be used for the acquisition of specialized response equipment from only 16 the defined 21 equipment 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.

- ⊕ [\[01\] Personal Protective Equipment](#)
- ⊕ [\[03\] CBRNE Operational and Search and Rescue Equipment](#)
- ⊕ [\[04\] Information Technology](#)
- ⊕ [\[05\] Cyber Security Enhancement Equipment](#)

- + [\[06\] Interoperable Communications Equipment](#)
- + [\[07\] Detection](#)
- + [\[08\] Decontamination](#)
- + [\[09\] Medical](#)
- + [\[10\] Power](#)
- + [\[11\] CBRNE Reference Materials](#)
- + [\[12\] CBRNE Incident Response Vehicles](#)
- + [\[15\] Inspection and Screening Systems](#)
- + [\[16\] Agricultural Terrorism Prevention, Response, and Mitigation Equipment](#)
- + [\[18\] CBRNE Aviation Equipment](#)
- + [\[19\] CBRNE Logistical Support Equipment](#)
- + [\[21\] Other Authorized Equipment](#)

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.

Equipment Needs: Any equipment purchased must address a local gap/need in fulfillment of one or more of the DHS-defined 37 target capabilities. The gap/need must be identified through either a formal capability assessment or an exercise After-After Report/Improvement Plan. The MMRS jurisdiction will clearly define their target capability gaps/needs and how those are to be overcome in their submitted projects’ narrative. All equipment purchases will directly support a Capability Focus Area or National Priority or the sustainment of past MMRS equipment purchases. Each project will clearly define which Capability Focus Area, National Priority, or Sustainment need is being addressed.

Construction and Renovation: Use of FY09 MMRS funds for construction and renovation related to equipment purchases is prohibited.

d) 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 FY09 State Investment Justification. All training activities supported by FY09 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 FY09 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.)

e) Exercises

The primary focus of FY09 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 FY09 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 2009 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 FY09 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).

All exercise activities supported by FY09 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

f) Administrative costs

These costs are specifically attributed to managing the FY09 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, 3% of its total FY09 MMRS grant award to cover the their administrative costs. Indirect costs are not considered administrative costs and are not permitted under the FY09 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 FY09 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 FY09 MMRS, or for personnel currently being paid with MMRS funds for grant administration and will now be responsible to additionally administer FY08 MMRS funding.

g) Personnel Costs

Personnel hiring, overtime, and backfill expenses are permitted under this grant in order to perform allowable FY 2009 HSGP planning, training, exercise, and equipment activities. The FY09 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.

i) **Overtime:** These are expenses incurred by personnel who are performing approved and budgeted FY09 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 FY09 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 FY09 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.

FY09 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 FY09 MMRS program guidance. In the case of lateral transfers, grant funds may be used to support only those positions that are allowable under FY09 MMRS program guidance; **all non-supplanting rules apply.**

Positions created and/or funded through FY04-FY08 MMRS grants may continue to be supported with FY09 MMRS funding provided that the position is dedicated to the same or similar purposes allowable under applicable grant program guidance.

h) Unauthorized Program Expenditures

FY09 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 FY09 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 2009 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 April 2, 2010. 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, April 2, 2010.

Applicants will base their application for FY09 funding on the information presented in this guidance and contained in the following Attachments to the guidance:

- Attachment A, Investment Milestones Reference Guide
- FY09 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	Upload to EGMS
9) Exercise Pre-Approval Form – as applicable	Upload to EGMS

B) Application Forms

1) Summary of Projects/Costs

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

2) EGMS User Information Form

This form allows a sub-grantee to permit additional accounts within EGMS. In addition to the Signatory Official, one additional contact can be permitted to upload information and/or documentation. Also, accounts can be added for the sole purpose of *working* on the grant application and/or cash requests –not permitted to submit.

3) MMRS Committee Membership

This form identifies the current membership of the jurisdiction’s MMRS Committee. If the membership is maintained in a separate format, that may be submitted in lieu of this form as long as it clearly identifies each individual, their respective office/agency they represent, and their contact information. This information must be maintained throughout the grant program period; any changes to the MMRS Committee must be submitted in a prompt manner to Ohio EMA Grants Branch.

4) Contact Information

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

5) NIMS Compliance

To be eligible to receive FY 2009 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 and FY08 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. Therefore, the County EMA Director must review and certify below that these FY05, FY06, FY07 and FY08 NIMS requirements have in fact been implemented to the "good faith effort" standard within the County by all disciplines receiving direct benefit as a result of FY05, FY06, FY07 and FY08 SHSP expenditures and likely to receive direct benefit as a result of FY09 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.

6) EHP Review Form (as applicable)

Please see section 8.c. of this local grant guidance to determine if one or more of your projects require an EHP Review Form. If you have questions regarding the determination please contact your respective Grants Coordinator (see POC's at the end of this application package).

7) Travel Pre-Approval Form (as applicable)

This form is used to submit for pre-approval of travel using Planning, Training and Admin funds. This form is required for all travel to be reimbursed for expenses. Note: The approval of the travel does not constitute approval of all costs incurred during the travel. Travelers must obtain signed approval from Ohio EMA to ensure costs are eligible for reimbursement.

8) Training Pre-Approval Form (as applicable)

Allowable training-related costs under this program include the establishment, support, conduct, and attendance of DHS-approved training programs. All training activities supported by FY09 SHSP must be pre-approved by the Ohio EMA and applicant must obtain signed approval from Ohio EMA to ensure costs are eligible for reimbursement.

9) Exercise Pre-Approval Form (if applicable)

This form is only required to be completed and submitted by those counties that have an exercise Project in their application.

VII. Grant Performance Period

The performance period for the FY09 MMRS is 8/1/2009 – July 30, 2012. **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. 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.

IX. Federal Grant Guidance and Financial Requirements

Federal FY09 HSGP grant guidance applies and supports the management of FY09 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 FY09 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 FY09 MMRS is 97.067, as part of the overall FY09 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.

X. 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:

- Dayton, Columbus, Cleveland and Akron - Todd Barstow, 614-799-3603 or via tbarstow@dps.state.oh.us
- Cincinnati, Toledo, - Joe Haller, 614-799-3690 or via jdhaller@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
- Lisa Jones, Training Officer, 614-799-3824 or via LJones@dps.state.oh.us

For **Grant Management** inquiries, contact either

- Kathleen Nelson, Grants Administrator 614-799-3836 or via knelson@dps.state.oh.us
- Andrew Elder, Grants Branch Chief, 614-889-7178 or via adelder@dps.state.oh.us
- Sima Merick, Grants Division Director, 614-799-3674 or via smerick@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

Attachment A

Investment Milestones Reference Guide

Investment Area #9

Metropolitan Medical Response System

Investment Description: This investment will reduce the risk of terrorism & increase statewide preparedness through enhanced CBRNE/WMD (Chemical, Biological, Radiological, Nuclear, Explosive/Weapons of Mass Destruction) detection, response & decontamination capabilities & increased public awareness. The Metropolitan Medical Response System (MMRS) program assists six highly populated jurisdictions in Ohio to develop plans, conduct training & exercises, & acquire pharmaceuticals, PPE, and other equipment, to achieve the enhanced capability necessary to respond to a mass casualty event caused by a WMD terrorist act, as well as other natural or manmade disasters. Supports activities to increase their response capabilities during the first hours crucial to lifesaving & population protection, with their own resources, until significant external assistance can arrive

Strategy - State Preparedness Report

This investment supports and is aligned with the State Preparedness Report “National Priority: Enhanced Regional Collaboration”, located on pages 20 – 26 of the Ohio FY07 State Preparedness Report & the FY08 Update.

Ohio has significantly strengthened its medical response capabilities with the assistance of Metropolitan Medical Response System funding. Through MMRS, Ohio has been able to locate medical capabilities strategically in order to maximize coverage of our population, critical infrastructure and key assets. MMRS has also had a significant positive impact on mutual aid partnerships and has improved regional coordination and communications through planning, training, and exercises (SPR FY07 Lines 521-530).

Through MMRS, Ohio will continue to develop medical response plans, acquire pharmaceuticals and personal protective equipment to enhance regional response capability to medical emergencies like mass casualty incidents and pandemic flu (SPR FY07 Lines 697-700).

Strategy - Homeland Security Strategy goals and objectives

This investment is aligned with & supports the building of capabilities outlined in Goal 5.0 of the 2009 Ohio State Homeland Security Strategy:

GOAL 5.0: Ensure preparedness for a natural or man-made biological incident by strengthening mass prophylaxis, medical and laboratory surge, and related capabilities. Objective 5.1: Develop a system for the effective planning, activation, implementation, and management of mass prophylaxis/vaccination sites. Step 5.3.9: Metropolitan Medical Response System (MMRS) programs in Ohio will coordinate with local, state, and federal partners to develop plans and acquire resources to enhance regional and statewide response capabilities.

GOAL 2.0: Reduce the risk of terrorism & increase statewide preparedness by strengthening CBRNE/WMD (Chemical, Biological, Radiological, Nuclear, Explosive/Weapons of Mass Destruction) detection, response & decontamination capabilities & increasing public awareness. Objective 2.1: Build a system (plans, procedures, training & equipment) that ensures appropriate risk-based CBRNE/WMD detection & prevention capabilities. Objective 2.6: Develop consistent CBRNE/WMD response plans, procedures, & training & acquire equipment to fill preparedness gaps. Objective 2.7: Develop consistent CBRNE/WMD decontamination plans, procedures, & training & acquire equipment to fill preparedness gaps.

Aligning National Priorities: Expand Regional Collaboration, Strengthen CBRNE Detection, Response, & Decontamination Capabilities, Strengthen Medical Surge and Mass Prophylaxis Capabilities, Strengthen Planning and Citizen Preparedness Capabilities

Aligning Target Capabilities: Planning, CBRNE Detection, Emergency Triage and Pre-Hospital Treatment, Medical Surge, WMD and Hazardous Materials Response and Decontamination

Per these five FY09 SHSP investment areas, local project applications *must* directly align with one or more of the investment areas as outlined in the table below. Per the Project Description Form (Form 2), applicants *must* describe how a project relates to one or more investment areas and specifically what milestone the project will participate in and help achieve.

FY 2009 Metropolitan Medical Response System (MMRS)

Application Deadline, uploaded/post-marked by April 2, 2010

Application Checklist, completed:

- 1. *This form.* FY 2009 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.

FY09 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 2009

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

FY09 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 <small>(can include private/public fire departments)</small>	
Names/Titles/Depts	
Emergency Medical Service <small>(can include private/public EMS departments)</small>	
Names/Titles/Depts	
Police Departments <small>(can include private/public police departments)</small>	
Names/Titles/Depts	
County Sheriff's Office	
Names/Titles/Depts	
Emergency Management Agency	
Names/Titles/Depts	
Public Works <small>(ie. Water, Gas, Electric, Transportation, etc, and can include private/public departments)</small>	

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:

--

County:	
Tax ID#:	

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 2009 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 and FY08 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 must review and certify below that these FY05, FY06, FY07 and FY08 NIMS requirements have in fact been implemented to the “good faith effort” standard within the Agency by all disciplines receiving direct benefit as a result of FY05, FY06, FY07 and FY08 MMRS expenditures and likely to receive direct benefit as a result of FY09 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 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 (*see explanation of specific requirements, below*) for personnel who will potentially represent the Applicant during incidents in the State Emergency Operations Center (SEOC). The Applicant also has established the necessary policies and procedures to execute any responsibilities assigned in the State Emergency Operations Plan.

The Applicant hereby certifies that the tasks necessary to address implementation of NIMS requirements in accordance with FY08 NIMS guidance have been accomplished, and as such the Applicant has satisfied the NIMS compliance conditions that are a prerequisite to receipt of FY09 grant funds.

Grant Signatory (signature)

Date

The NIMS/ICS training guidelines in the Ohio NIMS Implementation Guidance (available at <http://ema.ohio.gov/NimsGuidance.aspx>) require that State Emergency Operations Center (SEOC) staff complete the following courses for NIMS compliance:

- IS-700 NIMS: An Introduction**
- IS-800 National Response Plan (NRP): An Introduction**
- IS-100 Introduction to the Incident Command System (ICS)** or equivalent
- IS-200 Basic ICS** or equivalent; and
- ICS 300 Intermediate ICS** (not available as independent study, classroom only)

In cases where these same personnel also fill ICS Command or General Staff positions for their own agency, **ICS 400 Advanced ICS** is a requirement. Otherwise, **ICS 400** is simply recommended for anyone with essential incident management and coordination roles.

Two additional optional online courses pertinent to staffing an EOC include:

**IS-701 Multi-Agency Coordination Systems (MACS); and
IS-703 NIMS Resource Management**

Although these two courses are not required for NIMS compliance, they provide a useful overview of both multi-agency coordination and resource management principles in the NIMS context. They are available through the FEMA Independent Study online system.

Finally, any EOC participants are encouraged to take advantage of **OpsCenter** training provided by the Readiness and Response Branch of Ohio EMA. **OpsCenter** is the current EOC software used to manage situational information and resource tracking for incidents and exercises.

Due to inevitable employee turnover, and the potential need for multiple shifts in a long-term response, each lead and support agency/organization should consider training the number of personnel necessary to support the EOC in a large-scale incident, including a pandemic.

NIMS and ICS independent study courses can be accessed online at <http://training.fema.gov/IS/crslst.asp>. Information about availability of Intermediate and Advanced ICS courses can be directed to the Ohio EMA Training Section at (614) 799-3680. Requests for OpsCenter training can be directed to the Ohio EMA Readiness and Response Branch at (614) 799-3692.

Additional guidance available at <http://ema.ohio.gov/NimsGuidance.aspx> and <http://www.fema.gov/emergency/nims/index.shtm>.

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			
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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
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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 2009 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 2009 State Homeland Security Program (SHSP) grant application. Anticipated training expenses must be included on the budget detail worksheet (Form #6).

Office Use Only

Date _____
Received _____
Approved _____

Date _____
Reviewed _____
Disapproved _____

Date _____
Notified _____

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 _____

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"/> State Patrol	<input type="checkbox"/> _____
<input type="checkbox"/> County Offices	<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 _____