



OFFICE OF HOMELAND SECURITY

FY03 Urban Area Security Initiative Part II

Supplemental Information and Application Package

Grant Guide for Local Governments - Supplement

Arnold Schwarzenegger, Governor
State of California

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Part One – Grant Overview

Purpose of the Supplement Guide

The United States Department of Homeland Security (DHS), through the Office for Domestic Preparedness (ODP), provided supplemental financial assistance under the Fiscal Year 2003 Urban Areas Security Initiative (FY03 UASI II), for five urban areas within California. These funds may be used for:

- Assessments and security strategies
- Unique equipment, training, planning, exercise and operational needs
- The building of an enhanced and sustainable capacity to prevent, respond to, and recover from threats or acts of terrorism

This grant guide is meant to be a supplement to the Office of Homeland Security (OHS) FY03 UASI II grant guide for local governments. ***Any processes or requirements not specifically addressed in this supplemental guide are addressed in the original FY03 UASI II Grant Guide for Local Governments, and are applicable to all activities described in this guide.***

Additional Eligible Activities and Clarification of CTO Eligibility

Subsequent to the publication of the original *FY03 UASI II Grant Guide for Local Governments*, the US DHS clarified the eligibility of Compensating Time Off (CTO), and added the following eligible activities:

- Critical Infrastructure Protection (CIP) Training
 - Critical Infrastructure terrorism prevention
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Eligibility of Compensating Time Off

Some grant recipients "pay" employee overtime costs by providing Compensating Time Off (CTO), that is, subsequent time off in lieu of monetary payment.

The US DHS has determined that CTO costs are eligible under this grant *IF* the cost of the CTO is incurred before the end of the grant period, December 31, 2004. Grant recipients must be able to document that employee CTO has been "cashed out", or the time off has been taken, before the end of the grant period. Failure to maintain this documentation could result in a reduction of eligible costs.

Continued on next page

Part One – Grant Overview, Continued

Critical Infrastructure Protection Training

In addition to First Responder Training as described in the *FY03 UASI II Grant Guide for Local Governments*, grant recipients may now use FY03 UASI Part II grant funds to develop CIP training courses. These training courses must be designed to enhance the capabilities to protect and secure critical infrastructures. This program may be institutionalized within existing training academies, at the CIP site or at another appropriate location.

Target audiences for the training include:

- Facility managers
- Emergency managers
- Facility personnel
- Emergency responders

and Public/Elected officials within the following disciplines:

- Firefighters
- Emergency management
- Hazardous materials
- Public health
- Public safety communications
- Law enforcement
- Emergency medical services
- Public works
- Health care
- Governmental administrative

Training programs should be appropriate for both the level (Awareness, Performance, Planning/Management) and discipline (Fire, Law Enforcement, Emergency Management, Public Health, Healthcare, etc) of the participant, and must be consistent with current State and local guidelines.

Continued on next page

Part One – Grant Overview, Continued

Critical Infrastructure Protection Training, continued

Where applicable, training should also follow ODP training doctrine to include Emergency Responder Guidelines providing an integrated compilation of responder skills, knowledge, and capabilities which fosters interoperability and an understanding of how all of the elements of a response fit together.

Examples of allowable training include:

- Indicators of terrorist activity in the vicinity of critical infrastructure (Indications and Warnings).
- Terrorism Prevention training tailored to the operational environment.
- Chemical, Biological, Radiological, Nuclear and Explosives (CBRNE) Awareness Training for personnel employed at critical infrastructure sites.
- Training on the roles/responsibilities of Law Enforcement, National Guard or other security personnel that may be deployed to critical infrastructure sites.
- Site specific training (for familiarization of sites) for personnel that currently provide security or may be deployed to the critical infrastructure sites.

Continued on next page

Part One – Grant Overview, Continued

Critical Infrastructure Terrorism Prevention

Eligible CIP terrorism prevention activities include:

- Planning for enhancing security during heightened alerts, during terrorist incidents, and/or during mitigation and recovery.
 - Public information/education such as printed and electronic materials, public service announcements, seminars/town hall meetings, and web postings.
 - Neighborhood watch activities in communities surrounding CIP sites.
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Contact Information

To assist grant recipients throughout the application and grant performance process, the Governor's Office of Emergency Services (OES) has established a centralized technical assistance help line at (916) 845-8110, and a centralized e-mail box at Grant.Management@oes.ca.gov.

Application Due Date

The complete FY03 UASI II application is due to OES ***no later than December 22, 2003***. Applications received before this date will be processed when they are received to ensure a timely grant award process. Submit applications to:

Governor's Office of Emergency Services
Grant Management Section
Post Office Box 419023
Rancho Cordova, CA 95741-9023

Part Two - Application Requirements and Process

Application Components

The application package must include the following documents:

- Application for Assistance
- Grant Program Narrative
- Budget Detail Worksheet

OES recognizes that grant recipients submitted partial grant usage information with their July 23, 2003, applications. Now that the urban area assessments and strategies have been completed, the FY03 UASI II application must reflect the grant recipient's intended use of the funds, in accordance with the assessments and strategies. Urban areas must submit a application that identifies how **all** FY03 UASI II grant funds will be used.

The forms can be found in Appendix A.

Appendix A - Application Forms

Forms

This appendix contains the following forms:

- Application for Assistance
- Grant Program Narrative
- Budget Detail Worksheet

To obtain a copy of the Governing Body Resolution or the Grant Assurances forms, see page 57-65 of the FY03 UASI II *Grant Guide for Local Government*.

To obtain a copy of the Reimbursement Request instruction form, see page 66 of the FY03 UASI II *Grant Guide for Local Government*.

**Office of Homeland Security - 03 Urban Areas Security Initiative II Grant Program
Application Cover Sheet**

Core City: _____

Core City Authorized Agent Contact and Mailing Information

Authorized Agent Mailing Address	Printed Name/Title
City, State, Zip Code	Area Code/Office Telephone Number
	E-Mail Address

Category	Amount Requested
Planning	\$ _____
Equipment	_____
Training	_____
Exercise	_____
Management and Administration	_____
Operational Activities	_____
Total	\$ _____

Certification and Signature of Core City Authorized Agent and Core County Point of Contact

I hereby certify that the attached application represents the FY03 Urban Area Security Initiative II grant needs for the defined urban area of the core city named above.

Signature of Core City Authorized Agent	Printed Name
Title	Date
Signature of Core County Point of Contact	Printed Name
Title	Date

For OHS use ONLY

Application reviewed/Grant award approved by: _____
Name Date

Grant Performance Period: _____

OES ID # _____ Catalog of Federal Domestic Assistance #16.011 Award # _____

Office of Homeland Security – Urban Area Security Initiative II Grant Program
“Urban Area” Definition and Contact List

Name of Core City: _____
(the core city is the eligible jurisdiction as defined in the FY03 UASI II *Grant Guide for Local Governments*)

Name of Core County: _____
(the core county is the county within which the core city is geographically located)

“Urban Area” Definition

Attach a narrative which includes the following information:

- Definition of the “urban area” including identification of the geographical borders which constitute the “urban area”.
- Description of the methodology used to define the “urban area”
- Identification of all jurisdictions within the defined border, including any possible contiguous jurisdictions and mutual aid partners.

NOTE: The definition of the urban area is limited to inclusion of jurisdictions contiguous to the core city and core county, or with which the core city or core county have established formal mutual aid agreements.

Points of Contact

Provide the following information for the Points of Contact (POC) for the core city, core county, and all jurisdictions included in the “urban area”:

- POC’s name
- POC’s title
- POC’s e-mail address
- POC’s work phone number and area code
- POC’s fax number and area code
- Name of jurisdiction represented by the POC

NOTE: All POCs are voting members of the Urban Area Working Group (UAWG). If there are other members of the UAWG, please include the above information and note that they are “non-voting” members of the UAWG.

Approval Authority Body

If an “urban area” Approval Authority Body is established, describe how membership was determined, and provide the following information for each member of the Body:

- name
- title
- e-mail address
- work phone number and area code
- fax number and area code
- name of jurisdiction that the member represents
- discipline that the member represents

Office of Homeland Security – 03 Urban Area Security Initiative II Grant Program Grant Program Narrative

Use the Grant Program Narrative to fully describe the complete scope of work for these activities.

Planning

If the core city is requesting planning funds on the Application Cover Sheet, please write a brief narrative that identifies what planning activities will be accomplished with these funds.

Equipment

If the core city is requesting equipment funds on the Application Cover Sheet, please complete an Equipment Budget Detail Worksheet and return it with the application.

Training

If the core city is requesting training funds on the Application Cover Sheet, please write a brief narrative that identifies the following information, and return it with the application:

- Describe which training classes will be developed.
- Identify the training institutions which will assist with the development of the identified classes.
- Identify which ODP sponsored training classes will be attended.

Exercise

If the core city is requesting exercise funds on the Application Cover Sheet, please write a brief narrative that identifies the following information, and return it with the application:

- What type of exercise(s) will be conducted
- How many exercise(s) will be conducted
- How often the exercises be conducted
- How many jurisdictions and disciplines are expected to participate in each exercise

Operational Activities

If the core city is requesting operational activities funds on the Application Cover Sheet, please identify total funds requested for each of the following ORANGE alert periods:

- beginning on February 7, 2003 and ending on February 27, 2003
- beginning on March 17, 2003 and ending on April 16, 2003
- beginning on May 20, 2003 and ending on May 30, 2003

**Office of Homeland Security – 03 Urban Area Security Initiative II Grant Program
Budget Detail Worksheet**

Core City: _____

Purchasing Jurisdiction	Receiving Jurisdiction	Discipline	M=Maintenance/Repair P=Equipment Purchase	Item #	Category	Equipment Description	Item Cost							Total Cost to be Charged to Grant	OPTIONAL Total Cost to be Paid by Local
							Unit Cost	Qty	Unit Cost Total*	Tax	Shipping, Handling	Item Total Cost			
							Totals - This Page								
							Grand Totals (complete on final page of Worksheet)								

*Unit Cost x Qty

**Office of Homeland Security – 03 Urban Area Security Initiative II Grant Program
Instruction Sheet for Equipment Budget Detail Worksheet**

Item Number, Category and Equipment Description For the item to be purchased, enter the Item Number, Category and Equipment Description from Appendix A of the FY03 UASI II *Grant Guide for Local Governments*.

Discipline Use ONLY the following abbreviations to identify the discipline for which the equipment will be used:

LE - Law Enforcement	PW - Public Works
EMS - Emergency Medical Services	PH - Public Health
EMA - Emergency Management	GA - Governmental Administrative
FS - Fire Services	PSC - Public Safety Communications
HZ - HAZMAT	HC - Health Care

Maintenance, Repair or Purchase Use the following abbreviations to identify:

- M = maintenance contract, equipment warranty, repair, or replacement parts for equipment purchased under any ODP equipment grant
 - P = purchase of approved equipment
 - T = training costs associated with purchased equipment
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Item Cost For each item to be purchased with grant funds, please identify the following:

- Unit Cost - **do not** include taxes, shipping or handling in the unit cost column
- Quantity
- Unit Cost Total - Unit cost x Quantity
- Taxes
- Shipping/Handling
- Item Total Cost - Unit Cost Total + Taxes + Shipping/Handling
- Total cost to be charged to grant