

Scope of Work

Funding is provided to perform eligible activities as identified in the Office for Domestic Preparedness Fiscal Year 2005 State Homeland Security Grant Program (SHSGP), consistent with the Department of Homeland Security State Strategy. Eligible activities are outlined in the Scope of Work for each category below.

I. Categories and Other Eligible Activities

A. Categories

Planning

FY 2006 SHSP funds may be used for a range of homeland security planning activities, such as: Developing and implementing homeland security support programs and adopting DHS national initiatives; Developing related terrorism prevention activities; developing and enhancing plans and protocols; and developing or conducting assessments. These are outlined in the in FY 2006 Homeland Security Grant Program Guidance.

Equipment Acquisition

Any equipment purchased must be in accordance with the Authorized Equipment List (AEL), located at <http://www1.rkb.mipt.org>.

Training

Allowable training-related costs include: 1) establishment of CBRNE terrorism and cyber security training programs within existing training academies, universities or junior colleges; and 2) overtime and backfill costs associated with attendance at OGT-sponsored and OGT approved CBRNE and cyber security training courses. The target audience for training courses include emergency preparedness, prevention and response personnel, emergency managers and public/elected officials within the following disciplines: fire service, law enforcement, emergency management, emergency medical services, hazardous materials, public works, public health, health care, public safety communications, governmental administrative, cyber security, and private security providers. In order to deliver these courses, state and local instructors must be certified to deliver the course by successfully completing OGT train-the-trainer course delivery. Detailed descriptions of OGT courses are included in the *OGT CBRNE Training Course Catalog* at <http://www.ojp.usdoj.gov/ODP/docs/coursecatalog.pdf>.

01. **Sustainment Funds for USAR and Regional Hazardous Materials Response Teams**

This project will fund the sustainment effort of the 30 Regional HazMat Teams and seven (7) USAR Task Forces in accordance with Objective 2.9 of the State Strategy. These funds will be used to maintain equipment previously purchased with ODP funds. The additional funds are needed to provide warranties, calibration, consumables, and maintenance items to assure the operational readiness. This will provide funding for general maintenance and long term sustainment of previously funded equipment and for replacement of items that have exceeded their useful lifespan. This will assure continued mission readiness for these specialized teams.

07. **Sustainment Funds for USAR and Regional Hazardous Materials Response Teams**

USAR Task Forces and Hazardous Materials Teams: Complete required Operations, Specialist and Technician training for USAR and HazMat personnel. Includes overtime, backfill for training, exercises, and on scene record system for incumbent and replacement personnel and for current and new teams.

15. **Annual Maintenance Contract for Mutual Aide Radio Cache (MARC) Unit**

This request maintains and sustains the Mutual Aid Radio Communications (MARC) Systems in direct support of the National Priority of strengthening interoperable communications capabilities. Eight MARC units are strategically placed throughout Florida, operated by local jurisdictions. The primary elements contained in the MARC units include caches of UHF, VHF, and 700/800 MHz portable radios, VHF, UHF, 700 MHz repeaters, and a 100' collapsible radio tower. MARC units provide a distribution mechanism for portable radios programmed in common to allow first responders the ability to have interoperable communications and communicate directly at the scene of an incident or event. The repeaters and tower system can also provide single channel communications systems where an existing system is rendered inoperable, or where radio coverage problems exist. MARC units are considered mission critical resources which are integral to achieving interoperable communications for public safety responders handling large scale events or mutual aid incidents. Funding a statewide maintenance/sustainment system for the eight MARC units will provide a consistent process to ensure the resources remain in an operationally ready condition. This request also contains the addition of emergency tower lighting systems to each MARC unit.

16. **Urban Search and Rescue / Hazardous Materials Planning**

This project includes a two 2 1/2 day sessions and two 1 day sessions and Field Operations Guide (FOG) and other operational plans and manual updates.

USAR Task Forces and Hazardous Materials Teams: Complete required Operations, Specialist and Technician training for USAR and HazMat personnel. Includes overtime, backfill for training, exercises, and on scene record system for incumbent and replacement personnel and for current and new teams.

19. Basic Search and Rescue Training – First Responders

Provide all fire rescue first responders basic overview and skill sets to provide light search and rescue to the citizens of Florida. The intent is to further expand Florida's capability by providing an increased level of training and competency to approximately 32,000 fire rescue responders. These firefighters are the first to respond to incidents in their locales to catastrophic events and begin the initial assessment and search for victims. Increased training and awareness will improve the effectiveness of Florida's fire rescue response as well as augment more specialized resources. This is a continuation of the FY03 Florida Strategy.

23. Critical Needs for USAR and HazMat/WMD

The funding provided by this item will address critical equipment shortfalls (gap) in Statewide USAR and Haz Mat/WMD capability. Funding is needed to complete equipment purchases created by funding deficiencies. This equipment provides necessary capabilities to the current teams to ensure mission critical functions are met. The USAR needs were further justified by the hurricane responses of 2004 & 2005. The justification for the Haz Mat/WMD equipment is based on meeting the State strategy requirement defined for Type II Haz Mat/WMD Teams.

24. Enhance Self-Sufficiency of Speciality Teams for a Multi Day Deployment

The items funded by this project, along with equipment funded with 2005 SHSGP and TBUASI funds, will provide basic logistical support for three Bases of Operations (BoO) at incidents that involve multiple disciplines. Currently, teams are expected to sustain themselves for a maximum of 72 hours with minimal outside logistical support. The likelihood of outside logistical support being received within a reasonable time frame is unlikely. Resources must be committed to expand the self sufficiency of these multi-discipline teams for multi-day missions. The equipment funded in this project will assure the ability to conduct simultaneous operations at three separate sites. The need for this item is strongly indicated by experience in responding to the hurricanes of 2004 & 2005. This equipment can be used by all disciplines for long duration operations.

B. Other Eligible Activities

Other Authorized Equipment Related Costs

- ✚ Sales tax
- ✚ Shipping
- ✚ Leasing of space for equipment storage
- ✚ Installation
- ✚ Maintenance
- ✚ Training
- ✚ Consulting services in support of equipment acquisition
- ✚ Programming for Global Justice XML Data Model compliance

Other Authorized Training Related Costs

- ✚ **Cost to develop, deliver, and evaluate training** – This includes cost related to administering the training; planning, scheduling, facilities, materials and supplies, reproduction of materials and equipment.
- ✚ **Overtime and backfill funding for emergency preparedness and response personnel attending OGT-sponsored and approved training classes** - Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours). Further, overtime payments and backfill costs associated with sending personnel to training are allowable, provided that it is G&T sponsored training. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to Federal Insurance Contributions Act (FICA), Workers' Compensation and Unemployment Compensation.
- ✚ **Costs associated with the certification and re-certification of instructors**

- ✚ **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 state or local unit(s) of government and have the approval of the state or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured by the state in the design, development, conduct, and evaluation of CBRNE training. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.
- ✚ **Travel** - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the training project(s) or for attending ODP-sponsored courses. These costs must be in accordance with state law as highlighted in the *OJP Financial Guide*. States must also follow state regulations regarding travel. If a state or territory does not have a travel policy they must follow federal guidelines and rates, as explained in the *OJP Financial Guide*. For further information on federal law pertaining to travel costs please refer to <http://www.ojp.usdoj.gov/FinGuide>.
- ✚ **Supplies** - Supplies are items that are expended or consumed during the course of the planning and conduct of the training project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).
- ✚ **Other Items** - These costs include the rental of space/locations for planning and conducting training, badges, etc.

C. Unauthorized Expenditure

Unauthorized program expenditures are applicable to each category; they include:

- ✚ Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc.)
- ✚ General-use computers and related equipment (other than allowable M&A activities, or otherwise associated preparedness or response functions)
- ✚ General-use vehicles
- ✚ Licensing fees
- ✚ Weapons systems and ammunition
- ✚ Construction and renovation (see page 6 for guidance and exceptions)
- ✚ Hiring of public safety personnel for the purposes of fulfilling traditional public safety duties
- ✚ Activities unrelated to the completion and implementation of the FY06 SHSGP
- ✚ Other items not in accordance with the Authorized Equipment List or previously listed allowable costs

Note: All FY 2006 Homeland Security Grant Program Grant Guidance can be found at <http://www.ojp.usdoj.gov/odp/docs/fy2006hsgp.pdf>