



Mike DeWine, Governor  
Thomas J. Stickrath, Director

Sima S. Merick, Executive Director

# STATE HOMELAND SECURITY PROGRAM LAW ENFORCEMENT FY2020 INVESTMENT JUSTIFICATION GUIDANCE



Investment Justification Applications  
Due by February 28, 2020

OHIO EMERGENCY MANAGEMENT AGENCY  
2855 West Dublin-Granville Road, Columbus, Ohio 43235

## Contents

<b>Investment Justification Process</b> .....	2
Introduction .....	2
Anticipated FY2020 HSGP Grant Timeline .....	2
Key Notes/Changes .....	2
FY2020 SHSP-LE Regional Allocations (Provisional - Pending Final Allocation from FEMA) .....	3
<b>Investment Areas and Funding Priorities</b> .....	4
Information Sharing and Intelligence Fusion .....	4
Regional Terrorism Information Program .....	4
Early Identification Technology .....	5
Project Planning, Training, Communications & Sustainability .....	5
Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Equipment .....	5
Countering Violent Extremism .....	5
Physical Protection Measures .....	5
<b>Funding Guidelines</b> .....	7
Planning .....	7
Organizational .....	8
Equipment .....	11
Training .....	12
Exercise .....	12
Unallowable Expenses .....	13
<b>Points of Contact</b> .....	14

## Investment Justification Process

---

### Introduction

Ohio EMA has been notified by FEMA to expect FY2020 Homeland Security Grant Program NOFO (Notice of Funding Opportunity) to be released sometime mid-February 2020. Given the accelerated timeline from previous funding cycles, Ohio EMA has streamlined the process for development of projects as they relate to the State of Ohio's Investment Justification Application to FEMA.

### Anticipated FY2020 HSGP Grant Timeline

All dates listed below are tentative except the ones marked in **bold**:

01/13/2020	Fiscal Agents emailed Investment Justification Application Packet
02/14/2020	FEMA releases Federal HSGP NOFO
<b>02/28/2020</b>	<b>Deadline for Regional Fiscal Agents to submit Investment Justification Application Packets to Ohio EMA</b>
03/30/2020	Deadline for Ohio EMA to submit FY2020 HSGP Application to FEMA
04/15/2020	Final Allocations provided to Regional Fiscal Agents to finalize project budgets
06/15/2020	Final approval of Regional Projects by subrecipients and Ohio EMA
08/01/2020	FEMA officially awards FY2020 funding to Ohio
09/01/2020	FY2020 SHSP Performance Period begins

### Key Notes/Changes

- FY2020 Funding Priorities will remain the same as they were in FY2019.
- Final allocations will not be known until the NOFO is officially released; therefore, subrecipients should use their FY2019 allocation as a planning guide in developing their projects.
- Investment Justification Project Template and Investment Justification Project Summary sheets have been developed to assist project development during this accelerated process. If you need assistance with these tools, please reach out to your assigned Ohio EMA Grants Specialist.
- **Completed Application Packets (Excel format only) must be submitted via email to your assigned Grants Specialists by 5:00 pm on February 28, 2020.**
- At this time, no signatures are required for the Investment Justification Project Template and Investment Justification Project Summary sheets. Regional sign-off will be required during the final project approval process later this year.

## FY2020 SHSP-LE Regional Allocations (Provisional - Pending Final Allocation from FEMA)

As outlined below, the FY2020 SHSP-LE allocations are set aside for each region. These award allocations were determined by a methodology based on population and critical infrastructure vulnerability and include a base award amount.



Region	Fiscal Agent	Award Amount
Region 1	Allen County Sheriff's Office	\$202,106
Region 2	Cuyahoga County Public Safety and Justice Services	\$280,005
Region 3	Montgomery County Emergency Management	\$172,454
Region 4	Franklin County Emergency Management & Homeland Security	\$277,510
Region 5	Summit County Emergency Management Agency	\$287,182
Region 6	Hamilton County Sheriff's Office	\$246,004
Region 7	Jackson County Emergency Management Agency	\$110,801
Region 8	Muskingum County Sheriff's Office	\$103,938

## Investment Areas and Funding Priorities

Ohio's FY2020 Investment Justification outlined the initiatives that will be accomplished and thus funded via the FY2020 SHSP-LE. As per federal restrictions, no LE SHSP-LE applications written outside of the scope identified in the State Investment Justification will be funded.

To be eligible for Ohio's FY2020 SHSP-LE funding, regional project applications must directly align with the following seven (7) state terrorism prevention priorities outlined below. Please ensure that your region is aware of grant obligations, ongoing costs such as maintenance agreements and, as well as grant performance periods of each fiscal year.

- Information Sharing and Intelligence Fusion
- Regional Terrorism Information Program (this priority includes the Intelligence Liaison Officers & Regional Information Coordinators)
- Early Identification Technology
- Project Planning, Training, Communications & Sustainability
- Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Equipment
- Countering Violent Extremism
- Physical Protection Measures

### Information Sharing and Intelligence Fusion

Strengthen information sharing, collection, fusion, and analysis statewide by integrating existing electronic information sharing systems and providing for real-time submission of suspicious activity reports to regional terrorism early warning groups, regional fusion centers, and the Statewide Terrorism Analysis and Crime Center (STACC).

- Complete the strategy leveraging the existing plans of stakeholders.
- Complete or expand a NIEM-compliant electronic Suspicious Activity Reporting (SAR) system aligned with the national SAR effort, to include a statewide solution to report suspicious LE field contacts (FI contacts).
- Manage and Support a criminal intelligence database to integrate intelligence from agencies across Ohio in one location for statewide queries.
- Implement cyber and physical solutions to integrate existing information/intelligence systems.
- Purchase new (or expand existing) electronic platforms and equipment to expand state and local fusion centers.
- Integrate GIS, video and acoustic sensor platforms, including public and private surveillance systems, into fusion centers and EOCs within bounds of privacy policies.
- Fusion Center Personnel (planning, outreach and training) and Equipment Sustainment.

### Regional Terrorism Information Program

Develop a multi-disciplined regional terrorism information program to share information and intelligence horizontally and vertically.

- Provide continuing education for regional terrorism information programs to inform and deploy multi-disciplinary intelligence liaisons in every county.

- Terrorism information programs can include planning conferences and workshops, public outreach, and specific courses to incorporate terrorism awareness and SAR reporting.

### Early Identification Technology

Develop statewide early identification capabilities that enable law enforcement officers and other criminal justice stakeholders to detect threats at the earliest possible stage.

- Deploy early identification equipment (biometric identification equipment, UAVs, robot surveillance equipment, license plate readers, etc.) and mobile data equipment to LE agencies and other criminal justice entities.

### Project Planning, Training, Communications & Sustainability

Conduct project planning and training for coordination of programs, communications, and sustainability of projects.

- Regional Law Enforcement Advisory Groups will hold planning summits to ensure the continued development, **tactical interoperable communications**, & sustainability of programs.

### Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Equipment

Build statewide risk-based CBRNE capabilities.

- Under FEMA guidelines, deploy CBRNE equipment for regional response teams.
- Complete CBRNE gap analysis and implement plan to coordinate/build-out the regional CBRNE capability.
- **Please note that all equipment purchased under this priority must follow FEMA guidelines and must demonstrate a nexus to intelligence and information sharing (e.g. requesting agency participation in the ILO program, etc.)**

### Countering Violent Extremism

Provide training to law enforcement personnel on countering violent extremism.

- Develop and promote terrorism awareness training, workshops, and conferences for law enforcement personnel, including dispatchers, on potential behaviors and indicators of violent extremism and how to appropriately analyze and report them; officer engagement and partnership with diverse communities; and intervention strategies.

### Physical Protection Measures

Strengthen the capability to protect public and private entities to include the 16 Infrastructure Protection sectors, Key Resources, and target groups.

- Deploy physical protection equipment (e.g. - barriers, fences, jersey walls, access control systems, etc.), to include transportation of allowable equipment (i.e. trailer).
- Planning, training, support (to include operational overtime), and risk assessments.
- **Physical protective measures should be mobile and include plans for regional caches.**

All SHSP-LE projects must be pre-approved by Ohio EMA and be aligned with the following plans, assessments, and/or guidance:

- Ohio's FY2020 Investment Justification
- Ohio's Threat and Hazard Identification and Risk Assessment (THIRA)
- Ohio's Stakeholder Preparedness Review (SPR)
- State of Ohio Homeland Security Strategic Plan
- National Preparedness System Core Capabilities
- National Incident Management System (NIMS)
- National Response Framework (NRF)

Recipients investing in emergency communications projects must describe how activities align to the Ohio Statewide Communications Interoperability Plan (SCIP). Recipients must coordinate with the Statewide Interoperability Coordinator (SWIC) and/or Statewide Interoperability Governing Body (SIGB) when developing an emergency communications investment prior to submission to ensure the project supports the statewide strategy to improve emergency communications and is compatible and interoperable with surrounding systems.

## Funding Guidelines

---

The allowable costs under the FY2020 SHSP-LE grant are divided into five program categories: Planning, Organization, Equipment, Training, and Exercises. Activities implemented under the FY2020 SHSP-LE must support terrorism preparedness by building or enhancing capabilities that relate to the prevention of and protection against terrorism in order to be considered eligible.

### Multiple Purpose or Dual-Use of Funds

Many activities that support the achievement of core capabilities related to terrorism preparedness may simultaneously support enhanced preparedness for other hazards unrelated to acts of terrorism. However, all SHSP-funded projects must assist recipients and subrecipients in achieving core capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism.

The following outlines the basic allowable costs under the FY2020 SHSP-LE eligible program categories:

### Planning

FY2020 SHSP-LE funds may be used for a range of law enforcement terrorism prevention planning activities to include: information sharing and analysis, threat recognition, and terrorist interdiction.

#### *Planning Activities*

There are five broad categories of allowable planning costs.

- Developing scenario plans that incorporate law enforcement prevention activities in the scenario
- Developing and implementing homeland security support programs and adopting DHS national initiatives
- Developing related terrorism prevention activities
- Developing and enhancing plans and protocols
- Developing or conducting assessments

#### *Additional SHSP-LE Allowable Planning Costs*

- Hiring of full- or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)
- Conferences to facilitate planning activities
- Materials required to conduct planning activities (applicants must be specific about actual material being purchased, how they are going to be utilized, and how it ties to an investment milestone)
- Travel/per diem related to planning activities
- Overtime and backfill costs (in accordance with operational Cost Guidance)

Planning funds cannot be used for the purpose of hiring public safety (fire, EMS, law enforcement) personnel who will also fulfill traditional public safety duties. These funds cannot supplant existing budgets for these planning activities. In no case is dual compensation allowable. No more than 35% of the region's total SHSP-LE award can be allocated toward personnel costs. These costs include employees, contractors, overtime, and backfill.



You will be required during a monitoring visit 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 FY2020 SHSP-LE 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."

## Organizational

FY2020 SHSP-LE funds may be used only for the following organizational activities.

### *Organizational activities include:*

- Structures and mechanisms for information sharing between the public and private sector
- Implementing models, programs, and workforce enhancement initiatives to address ideologically-inspired radicalization to violence in the homeland
- Tools, resources and activities that facilitate shared situational awareness between the public and private sectors
- Operational Support
- Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event
- Paying salaries and benefits for personnel to serve as qualified intelligence analysts

Intelligence analysts - Per the Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act (Public Law 110-412), SHSP-LE funds may be used to hire new staff and/or contractor positions to serve as intelligence analysts to enable information/intelligence sharing capabilities, as well as support existing intelligence analysts previously covered by SHSP-LE or Urban Area Security Initiative (UASI) funding. In order to be hired as an intelligence analyst, staff and/or contractor personnel must meet at least one of the following criteria:

- Successfully complete training to ensure baseline proficiency in intelligence analysis and production within six months of being hired; and/or,
- Previously served as an intelligence analyst for a minimum of two years either in a Federal intelligence agency, the military, or State and/or local law enforcement intelligence unit

As identified in the Maturation and Enhancement of State and Major Urban Area Fusion Centers priority, all fusion centers analytic personnel must demonstrate qualifications that meet or exceed competencies identified in the Common Competencies for State, Local, and Tribal Intelligence Analysts, which outlines the minimum categories of training needed for intelligence analysts. A certificate of completion of such training must be on file with the SAA and must be made available to FEMA Program Analysts upon request. In addition to these training requirements, fusion centers should also continue to mature their analytic capabilities by addressing shortfalls in analytic capability identified during the fusion center's annual assessment.

### *Overtime Costs*

Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and specifically requested by a Federal agency. Allowable costs are limited to overtime associated with federally requested participation in eligible fusion activities including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), DHS Border Enforcement

Security Task Forces, and Integrated Border Enforcement Teams. Grant funding can only be used in proportion to the Federal man-hour estimate, and only after funding for these activities from other Federal sources (i.e., FBI JTTF payments to State and local agencies) has been exhausted. Under no circumstances should DHS/FEMA grant funding be used to pay for costs already supported by funding from another Federal source. These costs must be pre-approved through Ohio EMA and FEMA.

### *Operational Overtime Costs*

In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism, operational overtime costs are allowable for increased security measures at critical infrastructure sites. FY2020 SHSP-LE funds for organizational costs may be used to support select operational expenses associated with increased security measures at critical infrastructure sites in the following authorized categories:

- Increased border security activities in coordination with Customs and Border Patrol
- Backfill and overtime expenses for staffing State or Major Urban Area fusion centers

FY2020 SHSP-LE funds may only be spent for operational overtime costs upon prior approval provided in writing (email or memorandum) from the Ohio EMA.

### *Personnel Costs*

In order for Ohio to meet the requirements of the Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act (Public Law 110-412), all regional personnel and personnel-related costs are allowed up to 35% of FY2020 SHSP-LE without time limitation placed on the period of time that such personnel can serve under the grant. These guidelines are not retroactive to previous fiscal years of HSGP funding.

In general, the use of SHSP-LE grant funding to pay for staff and/or contractor regular time or overtime/backfill is considered a personnel cost. Activities that are considered “personnel” and “personnel-related”, and therefore count against the personnel cap of 35% include, but are not limited to:

- Operational overtime
- Overtime/backfill to participate in approved training or exercise deliveries
- Overtime to participate in intelligence sharing activities
- Salaries and personnel costs of planners, equipment managers, exercise coordinators, and/or training coordinators
- Salaries and personnel costs under the M&A category
- Contractor costs associated with performing the above activities
- These activities are also subject to the funding and eligibility requirements detailed under the allowable cost categories. For further details, applicants should contact their Ohio EMA grants coordinator.

### *Hiring*

Agencies/departments who will undertake approved and budgeted FY2020 SHSP-LE 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 FY2020 SHSP-LE grant program activities.

This does not include new personnel who are hired to fulfill any non-approved and locally budgeted SHSP-LE program activities under any circumstances. In either case, the hiring of personnel will result in an increase of Full-Time Equivalent (FTE) positions, but cannot result in an increase in the number of FTE positions performing normal operational duties.

### *Overtime*

These are expenses incurred by personnel who are performing approved and budgeted FY2020 SHSP-LE grant program activities over and above their normal, scheduled work hours or work week as a direct result of their performance of approved activities specified in this guidance. Overtime associated with any other activity is not eligible. To avoid problems arising from overtime or its related payroll regulations, arrangements to pay these costs must first be coordinated between the Regional Law Enforcement Advisory Group 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 Group and is reflected on the region'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.

### *Backfill*

Backfill-related overtime. 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. Neither overtime nor backfill expenses are the result of an increase of FTE employees.

### *Supplanting*

Grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or grantees may be required to supply documentation certifying that a reduction in non-Federal or State resources occurred for reasons other than the receipt or expected receipt of SHSP-LE funds.

Supplanting is defined as replacing a current State and/or locally budgeted position with one or more full-time employees or contractors supported in whole or in part with Federal funds and is prohibited.

FY2020 SHSP-LE 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.

Positions created and/or funded through FY2004-FY2007 LETPP and FY2008-FY2018 SHSP-LE grants may continue to be supported with FY2020 SHSP-LE funding provided that the position is dedicated to the same or similar purposes allowable under applicable grant program guidance and has not been paid with local funds in the past.

## Equipment

FY2020 SHSP-LE funds can be used for the acquisition of equipment from the eligible equipment categories listed in the FY2020 Authorized Equipment List (AEL) as they pertain to the State priorities. The AEL is only available online through the FEMA website at <https://www.fema.gov/authorized-equipment-list>. Please note that the AEL is routinely updated and thus must be consulted each time decisions are to be made on what equipment to be purchased. The Regional Law Enforcement Advisory Committee must consult the AEL in order to develop its Project/Budget application.

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable, as described in FEMA Policy FP 205-402-125-1 (<http://www.fema.gov/media-library/assets/documents/32474>) under all active and future grant awards, unless otherwise noted. With the exception of basic maintenance plans purchased incidental to the original purchase of the equipment, the period covered by a maintenance or warranty plan, or any activities and expenditures must not exceed the period of performance of the specific grant to which the expenditure is charged. All costs that are incurred before or after the award's period of performance ends are not chargeable to the award and will be disallowed per 2 CFR 200.309 Period of Performance. Contracts, agreements, and extended warranty shall not be prepaid or prorated.

All equipment and services must be received, completed, and the request for reimbursement submitted by end of the grant performance period as listed on the sub-recipient's grant agreement.

Before any equipment item is added to the regional budget, the applicant must first confirm the item conforms to a specific AEL equipment item. Some items that regions wish to purchase may not exactly match a specific item in the AEL. In those cases, the region must consult with the Ohio EMA Grants Branch to determine 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. The region must receive approval for the item in writing (email or memorandum) from Ohio EMA's Grants Branch. This clarification must take place prior to any encumbrance or expenditure of funds for the item in question. EGMS is the official approval of expenditures.

The region will not consult DHS independently of Ohio EMA on an item's eligibility, which must be coordinated thru Ohio EMA's Grants Branch. Equipment item decisions made by Ohio EMA and DHS are not subject to appeal.

### *CBRNE Detection Equipment*

Any CBRNE detection equipment purchases must be made in direct support of a law enforcement agency and must demonstrate a nexus to intelligence and information sharing (e.g. Bomb Squad members being trained as ILOs, etc.). Ohio Homeland Security (OHS) will submit all regional CBRNE equipment requests to the appropriate statewide Technical Advisory Committee (TAC) (or comparable subject matter experts) for review and approval. This will help to support coordination with other regions and avoid duplication of efforts within the region. It is only after this process that equipment will be approved for purchase. The region must receive approval for the item in writing (email or memorandum) from Ohio EMA's Grants Branch. This approval must take place prior to any encumbrance or expenditure of funds for the item in question. The SHSP-LE grant is designed to build capabilities to prevent terrorism by sharing information

and intelligence. It is focused on detecting terrorism before an act can be carried out. A limited amount of CBRNE response equipment may be allowed on a case-by-case basis and must be accompanied by a written justification that includes why the equipment cannot be purchased with another funding source.

### *Requirements for Small Unmanned Aircraft System and Watercraft*

All manned and unmanned aircraft/watercraft require an approved waiver from FEMA. All requests to purchase Small Unmanned Aircraft Systems (SUAS) with FEMA grant funding must comply with [IB 426](#) and [IB 438](#) and also include a description of the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to or otherwise use the SUAS equipment.

Ohio EMA has developed a formal process for requesting a waiver from FEMA. Please utilize the Waiver Form (available via [https://ema.ohio.gov/PreparednessGrants\\_Toolkit.aspx](https://ema.ohio.gov/PreparednessGrants_Toolkit.aspx)) and work with Ohio EMA Grants Branch staff to navigate the FEMA approval process. It is imperative that the subrecipient begin this process as early as possible to ensure completion within the performance period.

### *Training*

Allowable training-related costs under this program include the establishment, support, conduct, and attendance of training courses pertinent to the capabilities outlined in the priorities.

Training conducted must also be in accordance with the FY2020 State Investment Justification. If you have questions regarding eligibility during the developmental stages of your training project proposal, please contact Ohio EMA Training staff (Lisa Jones, Training Officer, at 614-799-3824, David Nunley, Training & Exercise Supervisor, at 614-799-3677).

Allowable FY2020 SHSP-LE 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.)

### *Exercise*

All exercise activities supported by FY2020 SHSP-LE must be US DHS Homeland Security Exercise and Evaluation Program (HSEEP) compliant and PRE-APPROVED by the Ohio EMA. Applicants must obtain approval in writing (email or memorandum) prior to encumbering any expenses. If you have questions regarding eligibility during the developmental stages of your exercise project proposal, please contact David Nunley, Training and Exercise Supervisor, at 614-799-3677 or via e-mail at [Dbnunley@dps.ohio.gov](mailto:Dbnunley@dps.ohio.gov).

### *Allowable Exercise Costs*

- 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 35 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 Training & Exercise Supervisor 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, and 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).
- Other items - Costs would include rental space/locations for exercise planning and conduct, rental of equipment, etc.

### Unallowable Expenses

- Unauthorized Exercise Costs
- Unauthorized exercise-related costs include:
  - Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances).
  - Equipment that is purchased for permanent installation and/or use beyond the scope of exercise conduct (e.g., electronic messaging signs).
  - Per FEMA policy, the purchase of weapons and weapons accessories, including ammunition, is not allowed with SHSP funds.
  - Grant funds may not be used for the purchase of equipment not approved by DHS/FEMA. Grant funds must comply with [IB 426](#) and may not be used for the purchase of the following equipment: firearms; ammunition; grenade launchers; bayonets; or weaponized aircraft, vessels, or vehicles of any kind with weapons installed.

## Points of Contact

---

For Grant Fiscal and Administrative needs, please contact:

### Ohio EMA Grants Branch

Grant Administrators:

Geoffrey Martin, Grants Branch Chief	(614) 799-3836	<a href="mailto:gsmartin@dps.ohio.gov">gsmartin@dps.ohio.gov</a>
Margo Schramm, Grants Supervisor	(614) 799-3843	<a href="mailto:mlschramm@dps.ohio.gov">mlschramm@dps.ohio.gov</a>

Grant Management Specialists:

Rudi Blaser (Regions 3 & 8)	(614) 799-3825	<a href="mailto:rblaser@dps.ohio.gov">rblaser@dps.ohio.gov</a>
Colin Campbell (Regions 5 & 6)	(614) 799-3828	<a href="mailto:cecampbell@dps.ohio.gov">cecampbell@dps.ohio.gov</a>
Jocelyn Fykes (Region 1)	(614) 799-3832	<a href="mailto:jbfykes@dps.ohio.gov">jbfykes@dps.ohio.gov</a>
Dan Green (Region 2)	(614) 799-3820	<a href="mailto:dgreen@dps.ohio.gov">dgreen@dps.ohio.gov</a>
Tim Manns (Regions 4 & 7)	(614) 799-3682	<a href="mailto:trmanns@dps.ohio.gov">trmanns@dps.ohio.gov</a>

Grant Monitoring Specialists:

Cathy Deck	(614) 799-3684	<a href="mailto:cdeck@dps.ohio.gov">cdeck@dps.ohio.gov</a>
Seth McDonald	(614) 799-3819	<a href="mailto:smcdonald@dps.ohio.gov">smcdonald@dps.ohio.gov</a>

For SHSP-LE Project Development assistance, please contact:

### Ohio Homeland Security

Mary Tyler, SHSP-LE Coordinator	(614) 644-3895	<a href="mailto:mptyler@dps.ohio.gov">mptyler@dps.ohio.gov</a>
Janille Stearmer, Planning & Policy Manager	(614) 728-9669	<a href="mailto:jsstearmer@dps.ohio.gov">jsstearmer@dps.ohio.gov</a>