POINT OF CONTACT (POC)
URBAN AREA SECURITY INITIATIVE(UASI)

The following person is designated to represent your organization as the POC and is hereby duly authorized to fulfill the terms of the Cooperative Agreement during the performance period of the grant on behalf of the *Subgrantee.*

Name: Thomas A. Dunavant (POC) Title: EMA Director

Organization Name: Covington-Tipton County Executive (Mayor) Emergency Management

Mailing Address: P.O. Box 306 0686

City: Covington, Tennessee Zip Code 38019

Telephone Number: (901) 476-0222 Fax Number: (901) 476-0222

Cellular Number: (901) 490-1833 Pager Number: ( ) N/A

Email Address: tdunavant@tiptonco.com

Signed: Thomas A. Dunavant Date 1-21-09

Couldn't contact anyone to verify to use Mayors address. Used it anyway.

security-training program. Allowable training-related costs include: 1) establishment of CBRNE and cyber security training programs within existing training academies, universities or junior colleges; and 2) **overtime and backfill costs** associated with attendance at ODP-sponsored and approved CBRNE and cyber security training courses.

The target audience for training courses funded must be emergency preparedness, prevention and response personnel, emergency managers and public/elected officials within the following disciplines: firefighters, 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. Awareness training for citizen preparedness is also allowable. Grantees using these funds to develop their own courses should address the critical training areas and gaps identified in the State Homeland Security Strategy and the Urban Area Homeland Security Strategy must adhere to the ODP Emergency Responder Guidelines and ODP prevention and deterrence guidelines. These guidelines and ODP Training Doctrine may be found at:
http://www.ojp.usdoj.gov/odp/whatsnew/whats_new.htm.

Grantees who wish to use grant funds to support attendance at and/or development of non-ODP sponsored training, must receive approval from ODP prior to using funds for this purpose. Please see Appendix D for the ODP Training Approval Process. Grantees and sub-grantees using funds to develop courses or to attend non-ODP courses will be required to report the number of individuals trained, by discipline and course level, in their BSIRs (see
Appendix C).

To facilitate the development of training consistent with the ODP Emergency Responder Guidelines and Prevention and Deterrence Guidelines, States are encouraged to adopt the current ODP awareness and performance level courses noted below:
· Campus Law Enforcement Awareness Training on WMD
· AWR-100 Emergency Response to Terrorism: Basic Concepts
· AWR-101 Emergency Response to Terrorism: Basic Concepts (Train-the-Trainer)
· AWR-102 Emergency Response to Terrorism: Basic Concepts (Self-Study)
· AWR 103 WMD Crime Scene Management for Emergency Responders
· AWR-110 Terrorism Awareness for Emergency Responders (Internet)
A-18
· AWR-111 Emergency Medical Services (EMS): Basic Concepts for WMD Incidents (Internet)
· AWR-112 Public Works: Basic Concepts for WMD Incidents (Internet)
· AWR-120 Law Enforcement Response to WMD – Awareness
· AWR-121 Law Enforcement Response to WMD – Awareness (Train-the-Trainer)
· AWR-130 Incident Response to Terrorist Bombings – Awareness
· AWR-140 WMD Radiological/Nuclear Awareness
· AWR-141 WMD Radiological/Nuclear Awareness (Train-the-Trainer)
· PER-200 Managing Civil Actions in Threat Incidents (MCATI): Basic

Course (Train-the-Trainer)
· PER-225 Law Enforcement Response to WMD – Operations Level (Trainthe-Trainer)
· PER-251 Emergency Response to Terrorism: Operations Course (Train-the-Trainer)

Note: In order to deliver these courses, State and local instructors must have been certified to deliver the course by successfully completing ODP's Train-the-Trainer course delivery.

For a detailed description of each of these courses, please refer to the ODP WMD Training Course Catalog located at http://www.ojp.usdoj.gov/odp/. Programs of instruction for these courses will be made available upon request for incorporation in State and local training programs. States and local jurisdictions may also use funds to develop further advanced-level training for incorporation into their training delivery systems. To assist with these activities, ODP will make programs of instruction for its advanced, technical level courses available upon request. Please note, grantees developing advanced level courses will still need to submit final curricula to ODP for approval in order to support development or delivery with ODP funds. The ODP name or logo may not be used in conjunction with courses that have not been developed by ODP.

In addition, allowable training-related costs include:

1. **Overtime and backfill funding for emergency preparedness and response personnel attending ODP-sponsored and approved training classes** - Payment of overtime expenses will be for work performed by award (SAA) or sub-award (urban area) employees in excess of the established work week (usually 40 hours). Further, overtime payments 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 FICA, Workers' Compensation, and Unemployment Compensation.
2. **Training Workshops and Conferences** - Grant funds may be used to plan and conduct training workshops or conferences to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and training plan development.
3. **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.
4. **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 either the federal or an organizationally approved travel policy.

5. **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).
6. **Other Items** - These costs include the rental of space/locations for planning and conducting training, badges, etc.

IV. Allowable Exercise Costs

Funds may be used to plan for, design, develop, conduct, and evaluate exercises that train homeland security preparedness, prevention and response personnel, evaluate prevention and response plans, policy, procedures and protocols, and assess the readiness of jurisdictions to prevent and respond to a terrorist attack. Exercises must be threat and performance-based, in accordance with ODP's Homeland Security Exercise and Evaluation Program (HSEEP) manuals. These manuals provide explicit direction on the design, conduct, and evaluation of terrorism exercises. Exercises conducted with ODP support (grant funds or direct support) must be managed and executed in accordance with HSEEP.

(See www.ojp.usdoj.gov/odp/exercises/State.htm) After Action Reports (AAR) must be provided to ODP within 60 days following completion of each exercise. ODP Exercise Managers will be assisting their assigned States throughout A-20 development and implementation of exercise programs. States and local units of government should consider their ODP Exercise Managers as their point of contact for questions and concerns regarding implementation of the HSEEP. Grantees that wish to expend funds on models, games, or simulations must consult with "Review of Models, Simulations, and Games for Domestic Preparedness Training and Exercising, Volume I," which provides an overview and analysis of existing models, games and simulations. ***This report is available at www.ojp.usdoj.gov/odp/exercises/State.htm***

Allowable exercise-related costs include:

1. **Exercise Planning Workshop** - Grant funds may be used to plan and conduct an Exercise Planning Workshop to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and exercise plan development.
2. **Full or Part-Time Staff or Contractors/Consultants** - Full or part-time staff may be hired to support exercise-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the State or unit(s) of local government and have the approval of the State or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of CBRNE exercises. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.
3. **Overtime and backfill costs** – Overtime and backfill costs associated with the design, development and conduct of CBRNE exercises are allowable expenses. Payment of overtime expenses will be for work performed by award (SAA) or sub-award (urban area) employees in excess of the established workweek (usually 40 hours) related to the planning and conduct

of the exercise project(s). Further, overtime payments 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 FICA, Workers' Compensation, and Unemployment Compensation.

4. **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 exercise project(s. These costs must be in accordance with either the Federal or an organizationally approved travel policy.
5. **Supplies** - Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).
6. **Implementation of HSEEP** - Costs related to setting up and maintaining a system to track the completion and submission of AARs and the implementation of corrective actions from exercises, which may include costs associated with meeting with local units of government to define procedures. (*Note: ODP is developing a national information system for the scheduling of exercises and the tracking of AAR/CAPs to reduce the burden on the States and to facilitate national assessments of preparedness.*)
7. **Other Items** - These costs include the rental of space/locations for exercise planning and conduct, exercise signs, badges, etc.

V. Equipment

Allowable equipment categories for FY 2007 HSGP are listed on the web-based AEL on the Responder Knowledge Base (RKB), which is sponsored by G&T and the National Memorial Institute for the Prevention of Terrorism (MIPT) at http://www.rkb.mipt.org. The FY 2007 HSGP AEL is housed on the RKB along with separate listings for the FY 2006 AEL and the Fall 2006 Standardized Equipment List (SEL). In some cases, items on the SEL are not allowable under FY 2007 HSGP or will not be eligible for purchase unless specific conditions are met. In addition, some new items that are eligible under FY 2007 HSGP are not available for purchase with FY 2007 funds. During the course of FY 2007, G&T will highlight significant updates to the AEL in real time on the RKB. These updates will be noted in a change log posted on the main page of the AEL within the RKB. In addition, the RKB will also be posting a new section on the website that links AEL items to the 37 capabilities included in the TCL.

VI. Planning

Planning activities are central to SHSP, UASI, LETPP, MMRS, and CCP. Accordingly, States and Urban Areas may use FY 2006 HSGP funds for planning efforts that enable States and Urban Areas to prioritize needs, build capabilities, update preparedness strategies, allocate resources, and deliver preparedness programs across disciplines (e.g., law enforcement, fire, EMS, public health, behavioral health, public works, agriculture, information technology, and citizen

preparedness) and levels of government. The planning process should address emergency operations plans and protocols for addressing major events and program planning for the successful implementation and management of each State's homeland security program. Examples of allowable planning costs are addressed in each program's individual section.

Unauthorized Program Expenditures

Unauthorized program expenditures include: 1) expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc), general-use computers (other than for allowable M&A activities, or otherwise associated preparedness or response functions) and related equipment, general-use vehicles, licensing fees, weapons systems and ammunition; 2) activities unrelated to the completion and implementation of the UASI Program; 3) other
items not in accordance with the Authorized Equipment List or previously listed as allowable costs; and, 4) construction or renovation of facilities.

Exhibit B

Fiscal Year 2007 Equipment Detail Worksheet and Impact Table

Jurisdiction: _____

Award Amount: $ _____

Category	AEL Paragraph & Line # (www.rkb.mipt.org/mel.cfm?subtypeid=549)	Item	QTY	Total Cost	Items to Each Discipline	Allocation to each Discipline(s) **
Personal Protective Equipment (PPE)						
Explosive Device Mitigation and Remediation Equipment (EDMRE)						
CBRNE Search & Rescue Equipment (SRE)						
Interoperable Communication Equipment (ICE)						
Detection Equipment (DET)						
Decontamination Equipment (DEC)						
Physical Security Enhancement Equipment (PSEE)						
Terrorism Incident Prevention Equipment (TIPE)						
CBRNE Logistical Support Equipment (LSE)						
CBRNE Incident Response Vehicle (IRV)						
Medical Supplies and Limited Types of Pharmaceuticals (MSLTP)						
CBRNE Reference Materials (REF)						

Agricultural Terrorism Prevention, Response and Mitigation Equipment(AG)						
CBRNE Response Watercraft (WATER)						
CBRNE Aviation Equipment (AIR)						
Cyber Security Enhancement Equipment (CSEE)						
Intervention Equipment (INTEQP)						
Other Authorized Equipment (OTHER)						
Allocation Totals – Must equal Award amount						
		TOTAL		**$0.00**		

Fiscal Year 2007 Planning Budget Detail Worksheet

Jurisdiction: _____

Planning Total: _____

Planning Budget Category	AEL Paragraph & Line # (www.rkb.mipt.org/mel.cfm?subtypeid=549)	**Item**	**Amount**
Personnel (Full, Part-time)			
Sub-Total:			
Contractors/Consultants			
Sub-Total:			
Travel			
Sub-Total			
Overtime/Backfill			
Sub-Total:			
Meeting Expenses			
Sub-Total:			
Office Equipment			
Sub-Total:			
Supplies			
Sub-Total:			
		Totals	**$0.00**
Total Allocation:			

Jurisdiction: _____

Training Total: _____

Training Budget Category	AEL Paragraph & Line # (www.rkb.mipt.org/mel.cfm?subtypeid=549)	Item	Amount
Personnel (Full, Part-Time)			
Sub-Total:			
Contractors/Consultants			
Sub-Total:			
Overtime/Backfill			
Sub-Total:			
Travel			
Sub-Total:			
Supplies			
Sub-Total:			
Other Items			
Sub-Total:			
		Totals	$0
Total Allocation:			

Fiscal Year 2007 Exercise Budget Detail Worksheet

Jurisdiction _____

Exercise Total: _____

Exercise Budget Category	AEL Paragraph & Line # (www.rkb.mipt.org/mel.cfm?subtypeid=549)	Item	Amount
Personnel (Full, Part-Time)			
Sub-Total:			
Contractors/Consultants			
Sub-Total:			
Overtime/Backfill			
Sub-Total:			
Travel			
Sub-Total:			
Supplies			
Sub-Total:			
Other Items			
Sub-Total:			
		Total	$0.0(
Total Allocation:			

Jurisdiction: _____

Administrative Total: _____

Exercise Budget Category	AEL Paragraph & Line # (www.rkb.mipt.org/mel.cfm?subtypeid=549)	**Item**	**Amount**
Personnel (Full, Part-Time)			
Sub-Total:			
Contractors/Consultants			
Sub-Total:			
Overtime/Backfill			
Sub-Total:			
Travel			
Sub-Total:			
Supplies			
Sub-Total:			
Other Items			
Sub-Total:			
		Total	$0.00
Total Allocation:			

List of Suggested Abbreviations

LE - Law Enforcement
EMS - Emergency Medical Services (Fire Based)
EMS - Emergency Medical Services (Non-fire Based)
EMA - Emergency Management
FS - Fire Service
HZ - HAZMAT
PW - Public Works
PH - Public Health
GA - Governmental Administrative
PSC - Public Safety Communications
HC - Health Care
NfP - Not for profit/Non profit
CS - Cyber Security
Ag - Agriculture