TO: All State Administrative Agency Heads
    All State Administrative Agency Points of Contact

FROM: C. Suzanne Mencer
      Director

SUBJECT: Fiscal Year 2004 Urban Areas Security Initiative Grant Program -
         Allowable Training Costs for Transit System Personnel

The purpose of this Bulletin is to expand the allowable training-related costs for transit
system personnel under the FY 2004 Urban Areas Security Initiative (UASI) Grant
Program. Allowable training-related costs include: 1) development and/or establishment
of CBRNE training courses, which should be institutionalized within existing training
academies, universities or junior colleges. These courses must be consistent with ODP
and Federal Transit Administration (FTA) prevention and response training guidelines
and reviewed and approved by ODP; 2) overtime and backfill costs to replace personnel
who are attending ODP-approved courses, to include those offered by the Transportation
Safety Institute (TSI) and the National Training Institute (NTI) that are applicable to the
purposes for which these grant funds were made available.

The target audience for training courses funded under the FY 2004 UASI Program
includes transit system personnel with responsibilities for emergency preparedness and
response, such as transit security officers, transit police, emergency managers,
firefighters, emergency medical services personnel, transit system operators, maintenance
workers, and managers.

Questions related to this information bulletin may be directed to your ODP Preparedness
Officer at (800) 368-6498. Thank you for your continued efforts and cooperation.