

2008 SHSP/LETP/CI/CC STATE HOMELAND SECURITY GRANT
PROGRAM SPECIAL CONDITIONS

DATE

Instructions

- 1) For each Special Condition that has (N/A) by the number, N/A goes in the table at the bottom of the Special Conditions page because we do not have to “sign off” on these.
- 2) All other Special Conditions will have your initials in the table at the bottom of the page.
- 3) Those Special Conditions with (Contact) by the number are to have your contact information (hs01 – hs05) added on to the end of the Special Condition.



hs01 (TQ)

Please contact Tina Quick, Program Coordinator, at (XXX) XXX-XXXX for further clarification.

hs02 (ZZ)

Please contact Miss Friendly, Senior Accountant, at (XXX) XXX-XXXX for further clarification.

hs03 (YY)

Please contact Miss Personality, Accounting Technician, at (XXX) XXX-XXXX for further clarification.



hs5 (N/A)

All grant-funded personnel must work the percentage of their time as listed in the approved grant application. Please submit a position description for each position which is being funded by the grant in advance of hiring personnel.

hs6 (ZZ)

Any changes to grant funded personnel must be submitted to the SAA AGENCY NAME within 30 days from the date the change occurs. Please submit a position description for each position which is being funded by the grant in advance of hiring personnel.

hs7 (ZZ)

Revise and submit page 1 to include U.S. Congressional District. If additional assistance is needed, call (XXX) XXX-XXXX for clarification.

hs8 (XX)

All public awareness/education materials developed as a part of the State Homeland Security Grant Program are to be submitted in draft to SAA AGENCY NAME for written approval prior to final production and/or distribution. Equipment, supplies and other grant funded materials, as well as promotional items and presentations to include print and electronic media, will not display the names of elected, appointed or other public officials. The federal grant number is 2005-XX-XX-XXXX.

hs9 (XX)

Prior to the obligation or expenditure of any funds awarded through this grant, the Sub-grantee (implementing agency designated by the County Needs Assessment Committee) must become a legal signatory of the Statewide Mutual Agreement, maintained by the STATE EMERGENCY MGT. AGENCY. Furthermore, the County Needs Assessment Committee must ensure and certify to the SAA (SAA AGENCY NAME) that the County Government of record remains a legally recognized signatory of the Statewide Mutual Aid Agreement and that any and all political subdivisions below the county level (city, town, other municipal government, or special purpose district) receiving direct or indirect benefit or support (excluding emergency response) from this Grant are also legal signatories of the Statewide Mutual Aid Agreement. The Sub-grantee and County Needs Assessment Committee agree and understand that by allowing any agency to receive direct or indirect support from these grant funds without becoming a legal signatory to the said agreement is a direct violation of the terms and conditions of this grant award.

INFO. TECHNOLOGY

hs10 (XX)

All computer hardware and software, including video projectors, must be linked with integrated software packages designed specifically for Crisis Management; Chemical and/or Biological Agent Detection; and Communication Purposes. Prior to obligation or expenditure of funds for Automated Data Processing (ADP) Equipment (i.e., computer hardware and/or software), prior written approval must be obtained from SAA AGENCY NAME as outlined in the State Homeland Security Grant Program Procurement Procedures. The ADP Approval Form is available on the SAA AGENCY NAME website.

BUDGET PAGES

hs11 (ZZ)

The Budget Worksheet and/or Budget Narrative pages for this grant need to be revised before obligation of any grant funds. Please contact Miss Friendly, Senior Accountant, at (XXX) XXX-XXXX for further clarification.

hs12 (ZZ)

Please provide original signatures on pages 14 and 15. Please contact Miss Friendly, Senior Accountant, at (XXX) XXX-XXXX for further clarification.

hs13 (XX)

Explosive Device Mitigation and Remediation Equipment purchased through this grant *must be assigned to a local law enforcement agency* and used exclusively by that agency's Explosive Ordnance Disposal (EOD) Team in support of EOD missions within the agency's jurisdictional authority or in support of a legally constituted law enforcement mutual aid agreement, regardless of COBRA Team affiliation. All EOD support to COBRA Team deployments outside the agency's jurisdiction, as a state response asset, must be approved by SAA AGENCY NAME, pursuant to the authority and responsibility set forth in the STATE XX Code of Laws Section ZZ-Q-FF, (A), (1), pertaining to emergency event management pertaining to explosive devices. The Law Enforcement Agency Head with responsibility for the EOD Team must provide written concurrence for this special condition to SAA AGENCY NAME's Homeland Security Grants Administration Office.

hs14 (XX)

Exercise 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, and be executed in accordance with HSEEP (see [Office of Justice Programs website](#)). After Action Reports (AAR) based on the ODP Exercise and Evaluation Guidance must be provided to SAA AGENCY NAME within 30 days following completion of each exercise. Please contact Mr. Nice Guy, at (XXX) XXX-XXXX, for further information.

hs15 (XX)

All vehicles and trailers purchased with grant funding must be made available for immediate emergency response. As a result, when not in use, this equipment must reside at the appropriate emergency responder location and may not be used as a permanently assigned (take-home) vehicle.

hs16 (YY)

All COBRA Teams must submit their Training Tracking Form(s) and COBRA Response Team Application Form(s) to the STATE EMERGENCY MGT. AGENCY (STATE EMERGENCY MGT. AGENCY) to the attention of Mr. STATE EXERCISE/TRAINING COORDINATOR'S NAME, (XXX) XXX-XXXX. No grant funds will be reimbursed until such time as this requirement has been satisfied between the COBRA Team and STATE EMERGENCY MGT. AGENCY.

hs17 (ZZ)

Submit a resume of each consultant.

hs18 (ZZ)

Submit a copy of each consultant contract to be entered into for review and approval **prior** to execution. A copy of a contractual services form is available on the SAA AGENCY NAME website.

hs19 (ZZ)

Submit a copy of each executed consultant contract.

hs20 (XX)

All Level D Personal Protective Equipment purchased through this grant must be certified as compliant with the National Fire Protection Association (NFPA) standard 1951, NFPA standard 1991, NFPA standard 1994, or NFPA standard 1999 (whichever is applicable). For more information regarding these standards, please refer to the 2004 Homeland Security Grant Application Guidelines and the National Fire Protection Association web site. <http://www.nfpa.org/>.

hs21 (XX)

Recurring costs/fees are not allowable for funding under the 2004 SHSP and LETP Grant Program. Internet service fees, radio service fees, cellular phone fees, satellite phone fees, etc. paid for with grant funds are for 12 months during the year of equipment purchase only.

hs22 (XX)

Allowable training costs for SHSP grants include the following: 1) Establishment of CBRNE, CIP, agricultural/food security, cyber security, and geospatial 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. **Subrecipients who wish to use grant funds (including overtime and backfill) to support attendance at and/or development of non-ODP sponsored training must receive approval from SAA AGENCY NAME prior to using funds for this purpose. Please see the Homeland**

Security Grants section of the SAA AGENCY NAME website for the ODP Training Approval Process.

hs23 (XX)

LETPP funds may be used for a range of law enforcement terrorism prevention related training activities to enhance the capabilities of state and local personnel, including the following: building information sharing capacities, target hardening, facility security, CBRNE threats, NIMS, weaponization of CBRNE agents, surveillance and counter-surveillance techniques, CIP, intelligence analysis, cyber security, multi-cultural undercover operations, language training, joint training with other homeland security entities, interoperable communications, Geospatial Information Systems, agricultural/food security, and citizen/volunteer awareness and participation in support of law enforcement activities. **Subrecipients who wish to use grant funds (including overtime and backfill) 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 the Homeland Security Grants section of the SAA AGENCY NAME website for the ODP Training Approval Process.**

hs24 (XX)

The Sub-grantee agrees that all specialized law enforcement tactical entry equipment, including ballistic body armor, helmets, eye protection, and related protective equipment acquired through this grant for use in and support of the statewide counter-terrorism initiative, will be assigned and used according to the following requirements:

1. Physically assigned to and controlled by a legally constituted law enforcement agency to be used by certified and adequately trained law enforcement personnel;
2. Utilized by a containment team in an effort to contain an incident STATE scene in a safe and controlled manner until a full service tactical team arrives to conduct complex tactical operations;
3. Law Enforcement agencies within the legal jurisdiction of a county must agree to work in a mutually supportive manner in support of a containment team and it is understood that only one team will be supported in each requesting county by this funding source;
4. All required weapons, ammunition, and related operational costs are the responsibility of the responsibility of the receiving law enforcement agency; and,
5. After the Law Enforcement Agency Head with responsibility for the containment team provides a letter agreeing to these conditions to include a statement describing the team's mission, structure, team composition, plan for training, and present equipment inventory.

hs25 (XX)

All-terrain Vehicles (ATV's) purchased with homeland security grant funds must be used in support of specialized CBRNE response teams (i.e. COBRA, Hazmat, EOD, SWAT). **The primary purpose is the transport of CBRNE terrorism response personnel and equipment** to and from the CBRNE incident site.

hs26 (XX)

All subrecipients must comply with the National Incident Management System (NIMS) minimum requirements as specified in the Fiscal Year 2005 Homeland Security Grant Program Guidelines and Application Kit, page 47-48. By September 30, 2006, all jurisdictions must be fully NIMS compliant. FY06 and FY07 Homeland Security grant funds are contingent on NIMS compliance.

hs27 (XX)

All subrecipients must comply and be familiar with Homeland Security Presidential Directive-8, with regards to the IED scenario, as mandated by the Office of Domestic Preparedness.

hs28 (XX)

All subrecipients are required to modify their existing incident management and emergency operations plans in accordance with the National Response Plan's coordinating structures, processes, and protocols.

hs29 (XX)

All SHSP subrecipients must fully engage citizens by expanding plans and task force memberships to address citizen participation; awareness and outreach to inform and engage the public; include citizens in training and exercise; and develop or expand programs that integrate citizen/volunteer support for the emergency responder disciplines.

hs30 (XX)

The FCC has chosen the Project 25 suite of standards for voice and low-moderate speed data interoperability. In an effort to realize improved interoperability, all radios purchased under this grant should be APCO 25 compliant.

hs31 (XX)

All subrecipients are required by the Office of Domestic Preparedness to use the Global Justice Data Model specifications and guidelines regarding the use of XML for all HSGP awards.