



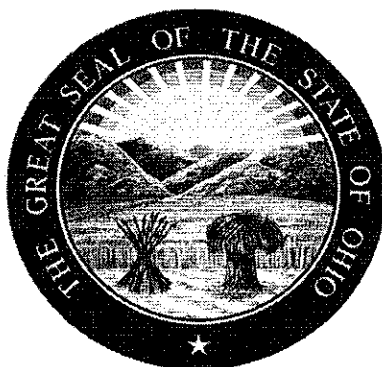
## **Ohio Emergency Management Agency**

**Ted Strickland, Governor**  
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# **Law Enforcement State Homeland Security Program (LE SHSP)**

**(Formerly the Law Enforcement Terrorism Prevention Program, LETPP)**



## **FY 2010 Regional Program Guidance and Application Package**

**December 2010**

## TABLE of CONTENTS

<b>Introduction</b>	page 1
<b>Significant Changes and Items in Regional Guidance for FY2010</b>	page 2
<b>Program Summary</b>	page 3
I. HSGP Program Timeline	page 3
II. State Investment Strategy and Funding Priorities	page 3
III. Eligible Applicants	page 4
• Regional Law Enforcement Advisory Groups	page 4
IV. Regional Award Allocations	page 5
V. NIMS Compliance	page 6
VI. Investment Areas and Eligible Program Activities	page 6
• State Priorities	page 6
• Alignment with Plans and Guidance	page 8
• Allowable Program Costs	page 8
• Personnel Costs	page 13
• Unauthorized Program Expenditures	page 15
• Potential Future Cash Match Requirements	page 15
<b>Grant Application Information</b>	page 16
VII. Priorities and Projects	page 16
VIII. Application Form Summary	page 16
• Application Submission and Deadlines	page 16
IX. Grant Application Processing	page 18
X. Grant Performance Period	page 18
XI. Grant Termination	page 18
XII. Federal Grant Guidance and Financial Requirements	page 19
• Administrative Requirements	page 19
• Cost Principles	page 19
• Audit Requirements	page 19
• Grant Fund CFDA	page 19
• Technology Requirements	page 19
• Freedom of Information	page 20
• Compliance with Federal Laws and Regulations	page 21
XIII. Reporting Requirements	page 19
<b>Points of Contact</b>	page 22
<b>Forms for Application</b>	page 23

## INTRODUCTION

The Homeland Security Grant Program (HSGP) is comprised of five interconnected grant programs: **State Homeland Security Program (SHSP)**; Urban Areas Security Initiative (UASI); Metropolitan Medical Response System (MMRS); Citizen Corps Program (CCP); Operation Stonegarden (OPSG).

The State Homeland Security Program (SHSP) is a core homeland security assistance program that provides funds to build capabilities at the state and local levels through planning, equipment, training, and exercise activities and to implement the goals and objectives included in the State Investment Justification and the State Homeland Security Strategy. Funding continues to support the four mission areas of homeland security to prevent, protect, respond, and recover, and align with the U.S. Department of Homeland Security's (DHS) National Priorities, National Preparedness Guidelines and the Target Capabilities, as they relate to terrorism prevention in Ohio. Amongst these preparedness tools, DHS has built a process that gives DHS, the State of Ohio, and its local jurisdictions a benchmark from which to determine:

*How prepared we are now?*

*How prepared we need to be?*

*How we will prioritize each year to fulfill those capability gaps?*

The federal fiscal year (FY) 2010 Law Enforcement SHSP (LE SHSP) grant consists of 30% of the FY2010 overall Ohio SHSP award and provides funding for Planning, Equipment, Training, Exercises and limited Organizational (see page 9) costs focusing on providing resources to law enforcement and public safety communities (working with their private partners) to support critical terrorism prevention activities. Federal funding allocations are based, in part, on the effectiveness of state and local agencies to address unmet preparedness capabilities over time. Those needs are addressed in the State's Homeland Security Strategy, State Preparedness Report, and the FY2010 HSGP Investment Justification.

The purpose of this package is to provide an overview of the FY2010 LE SHSP as well as the grant guidance and application materials needed to apply for funding under the program. The package outlines both federal and state requirements for the application. The Ohio Emergency Management Agency (Ohio EMA) serves as the State Administering Agency (SAA) and is responsible for subsequent use of LE SHSP grant funds, but will continue to coordinate with Ohio Homeland Security (OHS) regarding program implementation.

## **SIGNIFICANT CHANGES to REGIONAL GUIDANCE for FY2010**

- FY2010 LE SHSP grant funds may **not** be used to support fusion center-related initiatives unless the fusion center is able to certify that privacy and civil rights/civil liberties (CR/CL) protections are in place that are determined to be at least as comprehensive as the *ISE Privacy Guidelines* by the ISE Privacy Guidelines Committee (PGC) *within 6 months of the award date on this FY2010 award*. If these protections have not been submitted for review and on file with the ISE PGC, LE SHSP grants funds may only be leveraged to support the development and/or completion of the fusion center's privacy protections requirements. (see pages 3 and 4)
- A fifth statewide priority for CBRNE Detection was added to the LE SHSP. (see page 10)

## **SIGNIFICANT CONTINUING ITEMS in REGIONAL GUIDANCE**

- **Ohio EMA's Electronic Grants Management System will continue to be the sole mechanism for application, management and payment of the FY2010 LE SHSP**
- 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), PRICE Act statewide, the state has elected to continue the adjustment of the personnel cap from 50% to 35% for LE SHSP sub-grantees. The cap is as follows:
  - No more than 35% of the region's total LE SHSP award can be allocated toward personnel costs. These costs include employees, contractors, overtime, and backfill.
- For FY 2010 LE SHSP the 25% Planning requirement continues to be removed.
- Applicants will have 60 calendar days to submit completed FY2010 applications.
- Application project submissions must align with the State LE SHSP Priorities and the FY2010 Investment Justification milestones (as submitted in Ohio's application to U.S. DHS).
- If applying for training and exercise activities, Training and Exercise Pre-Approval forms must be submitted.
- Environmental and Historical Preservation (EHP) Review forms have been updated and must be completed and submitted with projects (as applicable per this guidance).
- Quarterly reporting will be conducted for all FY2010 LE SHSP sub-grants.
- FY2010 LE SHSP funds may be utilized for sustaining costs of equipment purchased with previous fiscal years' LE SHSP funds through the performance period of the FY2010 LE SHSP grant. *Further detail on this eligibility can be obtained through FEMA's Information Bulletin #336 (November, 2009).*

## **PROGRAM SUMMARY**

### **I. HSGP Program Timeline**

The FY2010 HSGP was released by DHS for state applications in December 2009. States were directed to develop and submit their respective grant applications on or before April 19, 2010. The application included an FY2010 HSGP Investment Justification with reference to Ohio's State Homeland Security Strategy. DHS completed its review of the state applications and announced on July 15, 2010 the confirmed funding amount each state would receive under the FY2010 grant.

DHS issued the state's federal grant award on September 17, 2010. At that time, the state had 45 calendar days to obligate and report to DHS our FY2010 SHSP funding allocations to local units of government. As such, by the December 2, 2010 deadline, Ohio EMA reported its FY2010 SHSP local funding allocations by submitting an Initial Strategy Implementation Plan (ISIP) on the federal Grants Reporting Tool (GRT).

### **II. State Investment Strategy and Funding Priorities**

The LE SHSP is an important part of Ohio's larger, coordinated effort to strengthen homeland security preparedness and terrorism prevention. The LE SHSP will implement objectives addressed in Ohio's FY010 Investment Justification. As the State Administering Agency, the Ohio EMA expects our State, local and private partners to be familiar with the state preparedness architecture and to incorporate elements of this architecture into their counter-terrorism planning, operations and capability-building efforts.

Successful regional collaboration allows for a multi-jurisdictional and multidisciplinary approach to building capabilities, spreading costs, and mitigating risk across geographic areas. As federal homeland security funds become more competitive, agencies should be diligently working with their neighboring and regional jurisdictions to better coordinate homeland security expenditures and planning efforts to avoid duplicative or inconsistent investments. Thus, agencies must determine what levels of preparedness they can realistically develop and sustain over the long-term without continued reliance on federal funding.

To accomplish this, agencies should already be using the National Planning Scenarios, Universal Task List, and Target Capabilities List to review their current readiness. In Ohio, the State Homeland Security Strategy (SHSS) identifies the goals and objectives needed to address and meet Ohio's priorities.

Based upon ongoing intelligence analysis, capability review and assessment, Ohio will continue to focus available grant funding on investments to build risk-based capabilities. Ohio's FY2010 regional LE SHSP terrorism prevention investment area is as follows:

#### *Enhance Intelligence Fusion and Information Sharing Capabilities*

One of the US Department of Homeland Security's (US DHS) most important initiatives in FY2010 is support for the maturation of the Information Sharing Environment (ISE), and specifically, the continued enhancement of State and Major Urban Area fusion centers to include support for implementation of the Nationwide Suspicious Activity Reporting (SAR) Initiative (NSI). These centers provide an important linkage between local, State, tribal, regional, and Federal partners, as

well as private industry, and as part of a national information sharing capability must establish and maintain the capacity to receive threat-related information, understand its implications locally and further disseminate it to other local, State, tribal, and private sector entities. At the same time State and Major Urban Area fusion centers need to be able to aggregate, blend, and analyze information gathered from local law enforcement and share that information with Federal authorities. Allowable expenditures of funding include support for equipment and consultation necessary to enable connection to information sharing systems such as the National Data Exchange (NDex), the Nationwide SAR Initiative, and supporting program areas.

In support of these efforts, Ohio EMA and Homeland Security (OHS) are encouraging the Major Urban Area fusion centers to prioritize the allocation of LE SHSP grant funding to meet and maintain identified levels baseline capabilities, as outlined in the Global Justice Information Sharing Initiative's (Global) *Baseline Capabilities for State and Major Urban Area Fusion Centers*.

Additionally, fusion centers should assess their achievement of the baseline capabilities, so they may identify any resulting gaps. Requested LE SHP grants funds should then be prioritized to target and address these gaps, and the results of this gap analysis should be included in grant applications for any fusion center funding. All efforts should be made to address gaps that are identified by taking advantage of the service deliveries made available through the joint US DHS and Department of Justice Fusion (DOJ) Process Technical Assistance Program. In 2010 all fusion center employees are expected to complete the online 28 CFR Part 23 certification training made available through this program.

**FY2010 LE SHSP grant funds may not be used to support fusion center-related initiatives unless the fusion center is able to certify that privacy and civil rights/civil liberties (CR/CL) protections are in place that are determined to be at least as comprehensive as the ISE Privacy Guidelines by the ISE Privacy Guidelines Committee (PGC) within 6 months of the award date on this FY2010 award. If these protections have not been submitted for review and on file with the ISE PGC, LE SHSP grants funds may only be leveraged to support the development and/or completion of the fusion center's privacy protections requirements.**

State and local LE SHSP applications must align with terrorism prevention investment area of "Enhancing Intelligence Fusion and Information Sharing Capabilities" to be eligible for funding.

### **III. Eligible Applicants**

**Only applicants who are designated representatives of a homeland security Regional Law Enforcement Advisory Group or the Northern Border Executive Committee are eligible to apply for FY2010 LE SHSP funding.**

The FY2010 LE SHSP funds will be distributed for projects that are regionally-based and developed by Regional Law Enforcement Advisory Groups or the Northern Border Executive Committee. These groups are essential to the funding process, as they allow for collaborative planning and resource distribution throughout the state. The Advisory Groups are based in the eight (8) Homeland Security Planning Regions.

Membership for the Regional Law Enforcement Advisory Groups include, at minimum:

- Three (3) police chiefs -- from within the largest and smallest counties and one mid-sized

- county
- Three (3) county sheriffs – representing the largest and smallest counties and one mid-sized county
- One (1) university law enforcement representative (where applicable)
- One (1) representative from a criminal justice services agency (where applicable)
- One (1) representative from a terrorism early warning group or fusion center (where applicable)

The Regional Law Enforcement Advisory Group will come to a consensus on the projects for which the region will be applying and will submit detailed descriptions of each project in EGMS. Included in the project description will be the objective of the project and a statement of how the anticipated outputs will contribute toward achieving the priority's milestones.

**The Northern Border Executive Committee will act as the Advisory Group for the Northern Border Initiative funding which is limited to equipment purchases and funding for marine patrols that support northern border initiative activities as they are outlined in the current approved Northern Border Initiative Operational Order.**

All regional applicants must have a single organization, or sub-grantee, that will serve as the fiscal agent and assume overall responsibility for the grant. Eligible sub-grantees are units of local government or council of governments as defined below:

- A unit of local government has legislative autonomy, jurisdiction, and authority to act in certain circumstances. Units of government include a city, county, township, or village. If two or more jointly apply, they must designate one body to take the lead role and identify that agency's fiscal officer.

Regional proposals will be accepted on behalf of each Homeland Security region. All law enforcement agencies within a region receiving funds or other benefits through the LE SHSP must be in compliance with crime statistics reporting, using either the Ohio Incident-Based Reporting System or Uniform Crime Reporting, per Ohio Revised Code Section §5502.62(C)(6).

Furthermore, agencies receiving funding should designate an individual to serve as the agency's point of contact to maintain a Contact Information Management System (CIMS) account and check it regularly in order to relay timely information to appropriate partners.

**A current listing of the Regional Law Enforcement Advisory Group's membership, programmatic agent, and fiscal agent must be submitted with the application in order to be eligible for funding. This information must be maintained with Ohio EMA throughout the grant period in order to continue to remain eligible for funding.**

#### **IV. Regional Award Allocations**

As outlined in the table below, the FY2010 LE SHSP allocation has already been determined and set aside for each region and the NBI. These award allocations were determined by a methodology based on population, critical infrastructure vulnerability, and include a base award amount.

<b>LE SHSP Local 80% Allocation</b>	
Region One	\$573,989.00

Region Two	\$762,319.00
Region Three	\$496,485.00
Region Four	\$750,381.00
Region Five	\$818,069.00
Region Six	\$678,505.00
Region Seven	\$304,884.00
Region Eight	\$287,386.00
Northern Border	\$500,000.00
<b>TOTAL</b>	<b>\$5,172,018.00</b>

## V. NIMS Compliance

To be eligible to receive FY 2010 Federal preparedness funding assistance, **all entities receiving funds must meet NIMS compliance requirements as will be outlined in the application package.** State, Territory, Tribal and local governments are considered to be in full NIMS compliance if they have adopted and/or implemented the FY05, FY06, FY07, FY08, and FY09 compliance activities. Adoption and/or implementation has been self-certified each year by the Governor's office for each State and Territory, which includes Tribal and local governments.

Therefore, the responsible signatory authority must review and certify that these FY05, FY06, FY07, FY08, and FY09 NIMS requirements have in fact been implemented to the "good faith effort" standard within the region by all agencies receiving direct benefit as a result of FY05, FY06 and FY07 LETPP, and FY08 and FY09 LE SHSP expenditures and likely to receive direct benefit as a result of FY2010 LE SHSP expenditures. Additional information on achieving compliance is available through the FEMA National Integration Center (NIC) at <http://www.fema.gov/emergency/nims/>. Evidence of compliance with these requirements must be made available, upon request, to Ohio EMA. Failure to do so may result in suspended or terminated funding.

## VI. Investment Areas and Eligible Program Activities

As mentioned in section II, the FY2010 HSGP required Ohio to submit a State Investment Justification. The Investment Justification outlined the initiatives that will be accomplished and thus funded via the FY2010 SHSP. **As per federal restrictions, no LE SHSP applications written outside of the scope identified in the State Investment Justification will be funded.**

### State Priorities:

To be eligible for Ohio's FY2010 LE SHSP funding, **regional project applications must directly align with the following five (5) state terrorism prevention priorities outlined below.**

- **One:** Information Sharing and Intelligence Fusion
- **Two:** Regional Terrorism Information Program (this priority includes the Terrorism Liaison Officers and Regional Information Coordinators)
- **Three:** Early Identification Technology



- Four: Grant Project Planning & Sustainability
- Five: Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Detection

Priority Five is new in the FY2010 LE SHSP grant. No more than 30% of the total regional award (excluding NBI funds) may be used toward the CBRNE detection priority.

Applicants must describe how their project relates to one or more priorities and **directly aligns with an investment milestone** summarized in the table below.

LE SHSP Priority	Priority Goal	Corresponding Investment Milestones
<u>One</u> : 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 Strategic Analysis Information Center (SAIC)	<ol style="list-style-type: none"> <li>1. Establish a committee to make recommendations for development and implementation of a statewide electronic information sharing strategic plan.</li> <li>2. Complete the strategy leveraging the existing plans of stakeholders.</li> <li>3. Complete a NIEM-compliant electronic Suspicious Activity Reporting (SAR) system aligned with the national SAR effort.</li> <li>4. Develop/identify a criminal intelligence database to integrate intelligence from agencies across Ohio in one location for statewide queries.</li> <li>5. Implement cyber and physical solutions to integrate existing information/intelligence systems.</li> <li>6. Purchase new (or expand existing) electronic platforms and equipment to expand state and local fusion centers and terrorism early warning groups.</li> <li>7. Integrate GIS, video and acoustic sensor platforms, including public and private surveillance systems, into fusion centers and EOCs within bounds of privacy policies.</li> </ol>
<u>Two</u> : Regional Terrorism Information Program (this priority includes the Terrorism Liaisons & Regional Information Coordinators)	Develop a multi-disciplined Statewide Terrorism Liaison Officer (TLO) Program to share information and intelligence horizontally and vertically.	<ol style="list-style-type: none"> <li>1. Provide continuing education for TLOs and train and deploy multi-disciplinary TLOs in every county.</li> </ol>
<u>Three</u> : 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.	<ol style="list-style-type: none"> <li>1. Deploy early identification equipment (biometric identification equipment, license plate readers, etc.) and mobile data equipment to LE agencies and other criminal justice entities.</li> </ol>
<u>Four</u> : Project Planning, Training & Sustainability	Conduct project planning and training for coordination of programs and sustainability of projects.	<ol style="list-style-type: none"> <li>1. Regional Law Enforcement Advisory Groups will hold planning summits to ensure the continued development, interoperability, &amp; sustainability of programs.</li> </ol>

Five: CBRNE Detection	Build statewide risk-based CBRNE detection capabilities	<ol style="list-style-type: none"> <li>1. Under the guidance of statewide Technical Advisory Committees (TACs), deploy CBRNE detection equipment for regional response teams.</li> <li>2. Complete CBRNE detection gap analysis and implement plan to coordinate/build-out the regional CBRNE detection capability.</li> </ol> <p><b><u>Please note that all equipment purchased under this priority must receive prior approval from the appropriate TAC and must demonstrate a nexus to intelligence and information sharing (e.g. Bomb Squad members being trained as TLOs, etc.)</u></b></p>
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#### **Alignment with Plans and Guidance:**

All LE SHSP projects will be aligned with the following plans/guidance:

- Ohio's FY2010 Investment Justification
- Ohio Homeland Security Strategic Plan Version 3.1
- National Preparedness Guidance Target Capabilities (TCL)
- National Incident Management System (NIMS)
- National Response Framework (NRF)

#### **Allowable Program Costs:**

The allowable costs under the FY2010 LE SHSP grant are divided into five program categories: Planning, Equipment, Training, Exercises, Administration, and limited Organizational. Activities implemented under the FY2010 LE SHSP 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. However, many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Sub-grantees must demonstrate this dual-use quality for any activities implemented under this program that are not explicitly focused on terrorism preparedness.

*The following outlines the basic allowable costs under the FY2010 LE SHSP eligible program categories.*

##### PLANNING:

FY2010 LE SHSP 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 LE SHSP 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 (IAW 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.**

Upon completion of a given planning project, the sub-grantee will submit copies of the completed plans and/or planning tasks that were developed, enhanced, or updated using FY2010 LE SHSP funds. These will be submitted to Ohio EMA's Grant Branch no later than the end of the grant performance period and will be used 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 FY2010 LE SHSP 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: FY2010 LE SHSP funds may be used only for the following organizational activities **directly supporting the Northern Border Initiative (NBI) project.**

#### **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. FY2010 LE SHSP 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 CBP, as outlined in Information Bulletin #135

**FY 2010 LE SHSP funds may only be spent for operational overtime costs upon prior approval provided in writing (email or memorandum) from the OH EMA NBI Grants Coordinator.**

EQUIPMENT: FY2010 LE SHSP funds can be used for the acquisition of equipment from the eligible equipment categories listed in the FY2010 Authorized Equipment List (AEL) **as they pertain to the State priorities.** The AEL is only available online through the Responder Knowledge Base (RKB) website at [www.rkb.us](http://www.rkb.us). 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.

**FY2010 LE SHSP funds may be utilized for sustaining costs of equipment purchased with previous fiscal years' LE SHSP funds through the performance period of the FY2010 LE SHSP grant. Further detail on this eligibility can be obtained through FEMA's Information Bulletin #336 (November, 2009).**

Before any equipment item is added to the regional budget, the applicant must first confirm the item conforms to a specific AEL equipment item. It is recognized that the AEL is not an all-inclusive list. Some items that regions wish to purchase may not exactly match a specific item in the AEL. In those cases, the region must consult Ohio EMA's Preparedness 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.**

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

**Any equipment purchased with grant funding shall, when practical, be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."** It is recognized that not every individual item can be labeled as such. If the purchased equipment is maintained in bulk storage (e.g. in a packing container) the grant recipient may label the applicable container(s) with the above statement as opposed to labeling each and every item. Labeling should not be intrusive to the piece of equipment and **must not include the DHS logo.**

#### **CBRNE Detection Equipment:**

For the FY2010 LE SHSP, no more than 30% of the total regional award (excluding NBI funds) may be used toward the CBRNE detection priority. 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 trained as TLOs, etc.) OHS will submit all regional CBRNE equipment requests to the appropriate statewide Technical Advisory Committee (TAC) 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 Ohio LE SHSP 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.

**TRAINING:** Allowable training-related costs under this program include the establishment, support, conduct, and attendance of DHS-approved training programs. A listing of DHS-approved courses can be found at the following web address:

Training conducted must also be in accordance with the FY2010 State Investment Justification.

**All training activities supported by FY2010 LE SHSP must be submitted in advance (as early as possible) to Ohio EMA for pre-approval. This approval must be obtained in writing (email or memorandum). All training project proposals must be submitted on the Training Pre-Approval Form enclosed in the guidance on page 35.**

Non-DHS approved training courses may be considered and approved for a maximum of three deliveries. Applicants proposing a non-DHS approved course must be specific on the Training Pre-Approval Form on how the course will address both DHS's mission-scope and support the State Investment Justification. If you have questions regarding eligibility during the developmental stages of your training project proposal, please contact Cathy Deck, WMD Training Officer, at 614-889-7168, Phil Johnson, Training Supervisor, at 614-799-3680 or Lisa Jones, Training Officer, at 614-799-3824.

Allowable FY2010 SHSP 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 FY2010 LE SHSP must be 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 Darren Price, Exercise Program Manager, at 614-799-3660 or via e-mail at [deprice@dps.state.oh.us](mailto:deprice@dps.state.oh.us)

Allowable FY2010 SHSP exercise costs as they pertain to the State Investment Justification:

- Funds Used to Design, Develop, Conduct and Evaluate an Exercise. This 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 Exercise Program Manager prior to finalizing any consultant/contractor agreements or contracts.

- 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 expenses (e.g., airfare, mileage, per diem, lodging) of employees on official business related to the planning and conduct of the exercise project(s).
- Supplies that are expended or consumed during the course of the planning or conduct of the exercise project(s).
- Other Items – Costs include rental space/locations for exercise planning and conduct, rental of equipment, etc.

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) 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).

**The applicant must attend a mandatory Training and Exercise Plan Workshop (TEPW) to coordinate and schedule their exercise activities and obtain approval in writing (email or memorandum) prior to encumbering any exercise related expenses or beginning any exercise planning activities.** If you have questions regarding eligibility during the developmental stages of your exercise project proposal, please contact Darren Price, Exercise Program Manager, at 614-799-3660 or via e-mail [deprice@dps.state.oh.us](mailto:deprice@dps.state.oh.us)

**ADMINISTRATION:** These costs are specifically attributed to the management and administration of the FY2010 award. **The grant recipient may budget up to, but not to exceed, 5% of its total FY2010 LE SHSP grant award to cover the recipient's administrative costs.** Indirect costs are NOT considered administrative costs and are not permitted under the FY2010 SHSP grant. The allowable costs specifically include the following:

- Hiring of full-time or part-time staff or contractors to include, but not limited to, completing pre-grant application Budget Worksheets and Program Narrative; initiating, documenting, and tracking grant expenditures; inventorying equipment purchases; producing or completing required grant reports such as the Request for Cash, Encumbrance Report, and federally-required ISIP and BSIR;

- Overtime and backfill costs related to accomplishing allowed administrative tasks only to the extent the payment for such services is in accordance with the policies of the local unit(s) of government;
- Applicable Travel expenses to the extent the payment for such services is in accordance with the policies of the local unit(s) of government;
- Meeting related expenses (IAW with OMB Circular A-87 and 44 CFR) associated with Regional Law Enforcement Advisory Group to discuss local homeland strategy implementation and/or grant program management;
- Acquisition of authorized office equipment, including personal computers, laptop computers, printers, LCD projectors, and other equipment or software which is required to support the implementation of the FY2010 LE SHSP and *only when* no such equipment is currently available to accomplish the task;
- Recurring fees/charges associated with *authorized office equipment*, such as cell phones, faxes, etc. (this does *not* pertain to *response equipment* purchased under the eligible equipment program category); and
- Leasing and/or renting of office space for *newly hired personnel* who will administer the programs within FY2010 LE SHSP, or for personnel currently being paid with LETPP funds for grant administration and will now be responsible to additionally administer FY2010 LE SHSP funding.

#### **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 percent of FY2010 LE SHSP 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 (see Part IV.E.4 for additional information).

In general, the use of LE SHSP 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 percent 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 FY2010 LE SHSP 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 FY2010 LE SHSP grant program activities. This does not include new personnel who are hired to fulfill any non-approved and locally budgeted LE SHSP 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 FY2010 LE SHSP 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:** 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.

Backfill-related overtime only includes the difference between the overtime rate paid and what would have otherwise been paid to the backfilling employee for regular time. Under no circumstances should the entire amount of backfill overtime expense be charged to an award. 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 LE SHSP funds.

**Supplanting is defined as replacing a currently 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.**

**FY2010 LE SHSP 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.** Grantees are permitted to hire or laterally move



existing public safety officers to new positions that support LE SHSP program activities that are allowable under FY2010 LE SHSP program guidance. In the case of lateral transfers, grant funds may be used to support only those positions that are allowable under FY2010 LE SHSP program guidance; all non-supplanting rules apply.

Positions created and/or funded through FY04-FY07 LETPP and FY08-FY09 LE SHSP grants may continue to be supported with FY2010 LE SHSP funding provided that the position is dedicated to the same or similar purposes allowable under applicable grant program guidance.

#### **Unauthorized Program Expenditures:**

FY2010 LE SHSP funds may not be used for activities unrelated to the completion and implementation of the grant program. Further, equipment grant funds awarded under this program may not be used to reimburse costs for equipment procured prior to or after the award performance period.

For equipment or office equipment-related costs, grant funds may not be used for:

- General use software (for basic word processing, graphics, spreadsheets, etc.)
- General use computers and related equipment (used for day-to-day office work not associated with homeland security)
- General use vehicles
- Registration, Insurance, Licensing, and other fees (not otherwise specifically allowed in the AEL)
- Weapons systems and ammunition
- Equipment not in accordance with the FY2010 SHSP Authorized Equipment List (AEL).

Grant funds may not supplant previously budgeted funds meant to accomplish the same tasks, activities, purchases, and/or expenses. Also, grant funds will not be used to pay for Indirect Costs.

Grant funds may not be used as a source of matching funds for other state or federal grant programs. Additionally, LE SHSP grant funds may not be transferred to cover costs within the other HSGP grant programs (non-LE SHSP, CCP, LETPP, UASI, Operation Stonegarden or MMRS) or another separate state or federal grant program.

#### **Potential Future Cash-Match Requirements:**

Grantees are not required to engage in cash or in-kind match for FY2010 HSGP funds. However, there is the potential for future grant programs to be impacted by cash match requirements. Accordingly, grantees should anticipate and plan for future homeland security programs to potentially require cash or in-kind matches at cost-share levels comparable to other FEMA-administered grant programs.

## GRANT APPLICATION INFORMATION

### VII. Priorities and Projects

Grant applications will consist of a series of Projects designed to directly support each of the LE SHSP priorities and the State's FY2010 Investment Justification Initiative for Enhancing Intelligence Fusion and Information Sharing Capabilities.

A project is a specific accomplishment of a task such as the purchase of equipment or completion of training that fulfills a clearly defined capability gap/need. **The applicant must complete a minimum of one separate project per priority that explains how the project will help to achieve the applicable milestones for that priority (milestones can be found on page 9 of this guidance).** One project may contain the various elements of Planning, Equipment, Training, and Exercise as necessary to complete the project.

### VIII. Application Form Summary

#### Application Submission and Deadlines:

**Grant Agreements and Assurances with original signature must be mailed to Ohio EMA and must be postmarked by February 2, 2010.** Grant Agreements/Assurances not postmarked by that date/time will not be guaranteed timely review, approval and/or funding. Grant Agreements/Assurances *must be mailed or hand delivered* to the Ohio EMA Preparedness Grants Branch, 2855 W. Dublin-Granville Rd, Columbus, Ohio, 43235.

**For FY 2010 SHSP, all grant application and management beyond the Grant Agreement and Assurances will be conducted using Ohio's Electronic Grant Management System (EGMS). Sub-grantees may access the system and user guide by using the following web link <http://ema.state.oh.us/oemagrants>**

**Applicants must complete and upload the following documents into EGMS. Uploads are to be submitted by 11:59 PM on February 2, 2010:**

- 1) Summary of Projects/Costs
- 2) EGMS User Information Form
- 3) Contact Information
- 4) Regional Law Enforcement Advisory Group Information
- 5) NIMS Compliance Information
- 6) EHP Review Form
- 7) Travel Pre-Approval Form
- 8) Training Pre-Approval Form
- 9) Exercise Pre-Approval Form

Applicants will base their application for FY2010 funding on the information presented in this guidance and contained in the following Attachments to the guidance:

- FY2010 SHSP Local Grant Application forms 1-9

### **Application Format:**

Each applicant will be required to complete and submit the following documentation.

- Summary of Projects/Costs - The regional grant application will consist of one or more Projects designed to directly support the State's FY2010 Homeland Security Strategy and LE SHSP priorities. This form acts first as a checklist to ensure all forms are complete and attached. It next lists all Projects being submitted for funding and their respective Total Costs. Finally, the region's authorized representative will sign and verify the Regional Law Enforcement Advisory Group did concur on the submission of the application
- EGMS User Information Form - This form allows a sub-grantee to permit additional accounts within EGMS. In addition to the Signatory Official, one additional contact can be permitted to upload information and/or documentation. Also, accounts can be added for the sole purpose of *working* on the grant application and/or cash requests - not permitted to submit.
- Regional Law Enforcement Advisory Group - This form identifies the current membership of Group and must be maintained throughout the grant program period.
- Contact Information - For Ohio EMA to complete the official Grant Agreement, the region must identify the 3 individuals who will manage and address any state/federal questions on the status of projects or funding. The Programmatic Agent (or Project Manager) should be the person who has the day-to-day status of all project tasks and accomplishments. The Fiscal Agent (or Fiscal Officer) should be the representative who will receive the transfer of funds and can address the pay-in/out of funds transferred to the county. The Signatory Official is the person who signs the Grant Agreement on behalf of the county.
- NIMS Compliance - In order to receive FY 2010 SHSP funding, the County is required to certify as part of their grant application that they are addressing and/or have met the FY09 NIMS requirements. Please refer to the NIMS Certification form, which is included in the application packet for a listing of the Fiscal Year 2009 NIMS compliance requirements that should have been met. Evidence of compliance with these requirements must be made available, upon request, to Ohio EMA. Failure to do so may result in suspended or terminated funding. Additional information about NIMS compliance and resources for achieving compliance can be found at *Ohio EMA NIMS* website <http://www.ema.ohio.gov/NimsGuidance.aspx> or the *NIMS Integration Center* web page, <http://www.fema.gov/emergency/nims>
- EHP Review Form (as applicable) - Please contact your respective Grants Coordinator to determine if one of more of your projects require an EHP Review Form. (see *Points of Contact* on page 20 of this package).
- Travel Pre-Approval Form (as applicable) - This form is used to submit for pre-approval of travel using Planning, Training and Admin funds. **This form is required for all travel to be reimbursed for expenses. It is on page 35 of this application package and should be submitted as early in the process as possible to ensure prompt approval and reimbursement.**

**Note: The approval of the travel does not constitute approval of all costs incurred during the travel. Travelers must obtain signed approval from Ohio EMA to ensure costs are eligible for reimbursement.**

- Training Pre-Approval Form (as applicable) - Allowable training-related costs under this program include the establishment, support, conduct, and attendance of DHS-approved training programs. **All training activities supported by FY10 LE SHSP must be pre-approved by the Ohio EMA and applicant must obtain signed approval from Ohio EMA to ensure costs are eligible for reimbursement. The required form is on page 35 of this application package. It should be submitted as early in the process as possible to ensure prompt approval and reimbursement.**
- Exercise Pre-Approval Form (as applicable) - This form is only required to be completed and submitted by those regions that have an exercise Project in their application. **All exercise activities supported by FY10 LE SHSP must be pre-approved by the Ohio EMA and applicant must obtain signed approval from Ohio EMA to ensure costs are eligible for reimbursement. The required form is on page 36 of this application package. It should be submitted as early in the process as possible to ensure prompt approval and reimbursement.**

## **IX. Grant Application Processing**

Ohio EMA will issue signed/completed grant agreements within 30 calendar days of receiving local grant applications and/or having final budgets approved and on file with Ohio EMA.

## **X. Grant Performance Period**

The performance period for they FY2010 LE SHSP is **August 1, 2010 – April 30, 2012**. **All equipment must be received and installed as well as the final cash draw-downs must be submitted by the end of the performance period.** No funds may be spent on activities or costs that occur outside of the defined grant performance period.

Any FY2010 LE SHSP funds not properly spent within the performance will be de-obligated by Ohio EMA for re-obligation to other eligible grant recipients. **There will be no extensions to the grant performance period.**

## **XI. Grant Termination**

Ohio EMA may suspend or terminate funding under this grant, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to comply with the requirements or statutory objectives of federal law
- Failing to make satisfactory progress toward the goals or objectives set forth in this application
- Failing to follow grant agreement requirements or the respective grant guidance
- Failing to submit required reports
- Filing a false certification in this application or other report or document

Before suspending or terminating funding, Ohio EMA will provide the Advisory Group reasonable notice of its intent to impose any measure and will make efforts to resolve the problem informally.

## **XII. Federal Grant Guidance and Financial Requirements**

Federal FY2010 HSGP grant guidance applies and supports the management of FY2010 LE SHSP funds and can be found at [www.fema.gov/grants](http://www.fema.gov/grants). Applicable sections of federal guidance should be consulted and understood by the region prior to submitting its application. Failure to adhere to guidance and its general conditions can result in suspended or terminated grant awards as well as the repayment of funds.

In the management of the FY2010 LE SHSP funds, the grant recipient will comply with the guidance outlined here within as well as the federal grant guidance. When state and federal grant guidance conflicts, the state guidance will take precedence unless otherwise stated here within. Clarifications shall be directed to and resolved by the Ohio EMA Preparedness Grants Branch.

Applicants shall comply with all applicable laws, regulations and program guidance. A nonexclusive list of regulations commonly applicable to DHS grants are listed below, including the guidance:

### **Administrative Requirements:**

- 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)

### **Cost Principles:**

- 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
- 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
- 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122)
- Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

### **Audit Requirements:**

- OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

OMB Circulars can be found at [www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars)

### **Grant Fund CFDA:**

The CFDA number for the FY2010 LE SHSP is 97.067, as part of the overall FY2010 HSGP.

### **Technology Requirements:**

National Information Exchange Model (NIEM)

All grantees are required to use the latest NIEM specifications and guidelines regarding the use of Extensible Markup Language (XML) for all grant awards. Further information about the required use of NIEM specifications and guidelines is available at <http://www.niem.gov>.

#### Geospatial

Geospatial technologies capture, store, analyze, transmit, and/or display location-based information (i.e., information that can be linked to a latitude and longitude). Grantees are encouraged to align any geospatial activities with the guidance available on the FEMA website at <http://www.fema.gov/grants>.

#### 28 CFR Part 23

Any information technology system funded or supported by these funds is required to comply with 28 CFR Part 23, Criminal Intelligence Systems Operating Policies, if this regulation is determined to be applicable.

#### **Freedom of Information:**

DHS recognizes that much of the information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information is subject to requests made pursuant to the Freedom of Information Act, 5 U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis and may likely fall within one or more of the available exemptions under the Act.

Information provided under the Project Descriptions is considered to be a security record and thus is not public record as per Ohio Revised Code §149.43. The other application forms and information submitted with this grant application is not and is considered public record. The region should consult their respective legal offices for more information on the applicability of ORC §149.43.

#### Protected Critical Infrastructure Information (PCII)

The PCII Program, established pursuant to the *Critical Infrastructure Information Act of 2002* (Public Law 107-296) (CII Act), created a new framework, which enables State and local jurisdictions and members of the private sector to voluntarily submit sensitive information regarding critical infrastructure to DHS. The Act also provides statutory protection for voluntarily shared CII from public disclosure and civil litigation. If validated as PCII, these documents can only be shared with authorized users who agree to safeguard the information. OHS encourages all grantees to participate in the PCII program. For more information please contact David Winn at (614) 644-3894 or [dawinn@dps.state.oh.us](mailto:dawinn@dps.state.oh.us).

#### **Compliance with Federal Laws and Regulations:**

##### Civil Rights

Grantees are required to comply with Federal civil rights laws and regulations as a condition for receipt of Federal funds. Specifically the grantee is required to comply with the following:

- *Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000 et. seq.*
- *Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794*

- *Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et. seq.*
- *The Age Discrimination Act of 1975, as amended, 20 U.S.C. 6101 et. seq.*

#### Energy Conservation

None of the funds made available shall be used in contravention of the Federal buildings performance and reporting requirements of Executive Order 13123, part 3 of title V of the National Energy Conservation Policy Act (42 USC 8251 et. Seq.), or subtitle A of title I of the Energy Policy Act of 2005 (including the amendments made thereby). None of the funds made available shall be used in contravention of section 303 of the Energy Policy Act of 1992 (42 USC13212).

#### Environmental and Historic Preservation (EHP) Compliance

LE-SHSP funded activities must comply with various Federal laws including: National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (11988), Wetlands (11990) and Environmental Justice (12898). The grantee shall provide any information requested by Ohio EMA to ensure compliance with applicable Federal EHP requirements. Any project with the potential to impact EHP resources cannot be initiated until a Federal review has been completed.

### **XIII. Reporting Requirements**

Upon official award, applicants acknowledge they will have to agree to complete quarterly reports to the Ohio EMA and OHS; and also agree to update the Bi-annual Strategy Implementation Report (BSIR) on the federal Grants Reporting Tool (GRT, due no later than January 10 and July 10 each year until the grant concludes, and then to complete one final BSIR within 120 days of the federal grant closure date. Further information on quarterly and bi-annual reporting will be provided with issuance of the official grant agreement.

## POINTS of CONTACT

For **Grant Fiscal and Administrative** needs, contact:

- Regions 4, 7, and 8: Vacant  
(Please contact Joe Haller below until position is filled)
- Regions 2, 5 and NBI: Joe Haller  
614-799-3690 or via [jdhaller@dps.state.oh.us](mailto:jdhaller@dps.state.oh.us)
- Region 1: David O'Reilly,  
614-799-3604 or via [dtoreilly@dps.state.oh.us](mailto:dtoreilly@dps.state.oh.us)
- Regions 3 and 6: Carl Sofranko  
614-799-3605 or via [cdsofranko@dps.state.oh.us](mailto:cdsofranko@dps.state.oh.us)
- State Agencies: Kathleen Nelson  
614-799-3836 or via [knelson@dps.state.oh.us](mailto:knelson@dps.state.oh.us)

For **Grant Programmatic** needs, contact:

- Jim Burton, Grants and Agreements Administrator,  
614-466-0332 or via [jtburton@dps.state.oh.us](mailto:jtburton@dps.state.oh.us)
- Andrew Stefanik, LE SHSP Coordinator,  
614-752-5560 or via [ajstefanik@dps.state.oh.us](mailto:ajstefanik@dps.state.oh.us)

For **State Homeland Security Strategy and Other Planning** inquiries, contact

- Tracy Proud, Senior Strategic Planner,  
614-644-3886 or via [tproud@dps.state.oh.us](mailto:tproud@dps.state.oh.us)
- Melinda Craig, Strategic Planner,  
614-644-7940 or via [mscraig@dps.state.oh.us](mailto:mscraig@dps.state.oh.us)

For **Exercise Program** needs, contact:

- Darren Price, Exercise Program Manager,  
614-799-3690 or via [deprice@dps.state.oh.us](mailto:deprice@dps.state.oh.us)

For **Training Program** needs, contact:

- Phil Johnson, Training & Exercise Branch Chief,  
614-799-3680 or via [prjohnson@dps.state.oh.us](mailto:prjohnson@dps.state.oh.us)
- Cathy Deck, WMD Training Officer,  
614-889-7168 or via [cdeck@dps.state.oh.us](mailto:cdeck@dps.state.oh.us)
- Lisa Jones, Training Officer,  
614-799-3824 or via [ljones@dps.state.oh.us](mailto:ljones@dps.state.oh.us)

For **Grant Management** inquiries, contact:

- Andrew Elder, Grants Branch Chief,  
614-889-7178 or via [aelder@dps.state.oh.us](mailto:aelder@dps.state.oh.us)



## FORMS for APPLICATION

Form 1 - Summary of Projects/Costs

### FY 2010 Law Enforcement State Homeland Security Program

**Application Deadline, uploaded/post-marked by  
February 2, 2010**

**Application Checklist, completed:**

- ☐ 1. *This form.* FY2010 Law Enforcement State Homeland Security Program (LE SHSP) Summary of Projects/Costs
- ☐ 2. EGMS User Information Sheet
- ☐ 3. Contact Information Sheet
- ☐ 4. Regional Law Enforcement Advisory Group membership
- ☐ 5. NIMS Compliance Information
- ☐ 6. EHP Review Form (if applicable)
- ☐ 7. Travel Pre-Approval Form (if applicable)
- ☐ 8. Training Pre-Approval Form (if applicable)
- ☐ 9. Exercise Pre-Approval Form (if applicable)

**Reminder:** Eligible Projects must directly support specific State Priority Milestones.

FY2010 LE SHSP Summary of Projects/Costs	
<b>Region:</b>	
<b>Award Amount:</b>	\$
Project Title(s) (shown in order of priority, Admin does <i>not</i> require a priority #)	Funding Budget
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
--- Grant Administration (limited to 3% of grant award)	\$
<b>Total Funding (must equal Award Amount):</b>	
\$	

*With my signature below, I hereby certify that the Region's Law Enforcement Advisory Group did on \_\_\_\_\_ (insert date) review and concur on the projects, narrative, and budget costs contained within this grant application.*

Grant Signatory Official (signature)

Date

# Ohio Emergency Management Agency Electronic Grants Management System User Information Form

Sub-Grantee Name: \_\_\_\_\_

Grant Fiscal Year: FY 2010

Grant Name: Law Enforcement State Homeland Security Program (LE SHSP)

Signatory Official's Name: \_\_\_\_\_

Other than the Signatory Official, the following person is permitted to submit documentation in the Electronic Grants Management System:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

The following people are permitted to register for an account and work within the Electronic Grants Management System:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Grant Signatory Official's Signature

\_\_\_\_\_  
Date

# FY2010 LE SHSP Contact Information Form

Date:

<b>Region/County:</b>	
<b>Tax ID#:</b>	
<b>Region Point of Contact Information</b> <i>Identify the Grant Project Manager, Jurisdiction's Financial Officer, and Signatory Official.</i>	
<b>Grant Project Manager</b> <i>(Individual who will operationally manage &amp; answer questions on day-to-day project accomplishments on behalf of the region.)</i>	
<b>Name/Title</b>	
<b>Department</b>	
<b>Address (Street, City, Zip)</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email</b>	
<b>Jurisdiction Financial Officer</b> <i>(Individual from Auditor/Treasurer's office authorized to provide/share information on financial records on behalf of the region.)</i>	
<b>Name/Title</b>	
<b>Department</b>	
<b>Address (Street, City, Zip)</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email</b>	
<b>Signatory Official</b> <i>(Individual authorized to sign the FY10 LE SHSP Notice of Award on behalf of the region)</i>	
<b>Name/Title</b>	
<b>Department</b>	
<b>Address (Street, City, Zip)</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email</b>	
<p><i>If during the grant period any changes are made to the above information, a revised Contact Information form MUST be provided to OH EMA within 5 business days of the change. If change is for the Signatory official, an official letter from the Jurisdiction announcing the change must accompany the form</i></p>	

# Regional Law Enforcement Advisory Group Information

Date: Region: 

*Please identify the appointed representatives of your region's Law Enforcement Advisory Group.*

**Police Chiefs****NAME****TITLE****DEPT.****County Sheriffs****University Law Enforcement Representative****Criminal Justice Services Agency Representative****Terrorism Early Warning Group Representative**

## NIMS Compliance Information

<b>Applicant:</b>	
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To be eligible to receive FY 2010 Federal preparedness funding assistance, applicants must meet NIMS compliance requirements. State, Territory, Tribal, and local governments are considered to be in full NIMS compliance if they have adopted and/or implemented the FY09 compliance activities. Adoption and/or implementation has been self-certified each year by the Governor's office for each State and Territory, which includes Tribal and local governments. Ohio Revised Code 5502.28(c) designates NIMS and its incident response management component, the Incident Command System (ICS), as the primary response/recovery framework for all jurisdictions in the state.

Therefore, the Applicant's Director, Chief Executive, or designee must review and certify below that the FY09 NIMS requirements have in fact been implemented to the "good faith effort" standard within the agency or jurisdiction by all disciplines receiving direct benefit as a result of FY05 – FY 09 Federal preparedness expenditures and likely to receive direct benefit as a result of FY2010 Federal preparedness expenditures. Evidence of compliance with these requirements must be made available, upon request, to Ohio EMA. Failure to do so may result in suspended or terminated funding.

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Please check one:

- ☐ The Applicant is one of the 17 state agencies, commissions, divisions, or departments, or is a jurisdiction over 5,000 population (based on the 2000 U.S. Census) required to complete a National Incident Management System Compliance Assistance Support Tool (NIMSCAST). The Applicant's NIMSCAST is complete and any open corrective action plans are being addressed.
- ☐ The Applicant is not required to complete a National Incident Management System Compliance Assistance Support Tool (NIMSCAST). The Applicant has established a training program that ensures the requisite NIMS/ICS training for personnel with a role in emergency response or incident management. The Applicant also has established the necessary policies and procedures to execute any responsibilities assigned in a state or local emergency operations plan.

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**The Applicant hereby certifies that the tasks necessary to address implementation of NIMS requirements in accordance with FY09 NIMS guidance have been accomplished, and as such the Applicant has satisfied the NIMS compliance conditions that are a prerequisite to receipt of FY2010 grant funds.**

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Grant Signatory (signature)

---

Date

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Please refer to the Ohio NIMS Implementation Guidance is available at <http://ema.ohio.gov/NimsGuidance.aspx> for additional detail regarding NIMS compliance requirements.

**ENVIRONMENTAL and HISTORIC PRESERVATION SCREENING MEMO (EHPSM)**

*This memo should be attached to all project information sent to the Grant Programs Directorate (GPD) for an environmental and historic preservation (EHP) regulatory compliance review. Please complete sections A – D of this memo, as applicable. When questions are not applicable to the project, please leave the field blank. This memo is intended to be completed electronically. Please contact GPD-EHP for a version of this memo that is suitable for printing and completing by hand.*

**A. PROJECT INFORMATION**

Grant Program Name: \_\_\_\_\_ Grant Award Number: \_\_\_\_\_

- Project Type (Check all that apply): ☐ Physical security enhancements (i.e., installation of fencing, cameras, TWIC readers, bollards, motion detection systems, x-ray machines, lighting, etc.)
- ☐ New installation/construction/renovation (i.e., emergency operations centers, docks, piers, security guard buildings, etc.)
- ☐ Renovations/upgrades/modifications to structures 50 years old or older
- ☐ Communication towers, related equipment, and equipment shelters
- ☐ Other ground disturbing activities (i.e., trenching, excavation, etc.)
- ☐ Training and exercises
- ☐ Purchase of equipment (specify) \_\_\_\_\_
- ☐ Other (specify) \_\_\_\_\_

Grantee Name: \_\_\_\_\_

State: \_\_\_\_\_ County: \_\_\_\_\_ Agency: \_\_\_\_\_ Subgrantee: \_\_\_\_\_

Project Title: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

**B. PROJECT DESCRIPTION/LOCATION** *(The following information will be required in order to complete a review for each project type. If multiple "project types" describe the same project, [i.e., physical security enhancements AND renovations of structures 50 years old or older AND other ground disturbing activities], it is not necessary to repeat information; please make a note to refer back to the previous entry.)*

**Project Type:** ☐ **Physical security enhancements (i.e., installation of fencing, cameras, TWIC readers, bollards, motion detection systems, x-ray machines, lighting, etc.)**

Project Location (physical project address or latitude/longitude of project location): \_\_\_\_\_

Color site photos and other visual documentation (i.e., maps, technical drawings) attached? ☐ Yes ☐ NoWill ground disturbance be required? ☐ Yes ☐ No

If yes, please give total extent (depth, length, and width) \_\_\_\_\_

Has the ground been previously disturbed? ☐ Yes ☐ No

Please describe previous ground disturbing activities (e.g., parking lot, farming, commercial development, etc.): \_\_\_\_\_

Will any equipment or structures need to be installed? ☐ Yes ☐ No

If yes, please explain how and where this is proposed to be done (please include site-specific photographs, and attach additional pages, if needed): \_\_\_\_\_

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: \_\_\_\_\_

**Project Type:** ☐ **New installation/construction/renovation (i.e., emergency operations centers, docks, piers, security guard buildings, etc.)**

Project Location (*physical project address or latitude/longitude of project location*): \_\_\_\_\_

Color site photos and other visual documentation (i.e., maps, technical drawings) attached? ☐ Yes ☐ No

Will ground disturbance be required? ☐ Yes ☐ No

If yes, please give total extent (*depth and length*): \_\_\_\_\_

Has the ground been previously disturbed? ☐ Yes ☐ No

Please describe previous ground disturbing activities (e.g., parking lot, farming, commercial development, etc.): \_\_\_\_\_

Will any equipment or structures need to be installed? ☐ Yes ☐ No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): \_\_\_\_\_

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: \_\_\_\_\_

**Project Type:** ☐ **Renovations/upgrades/modifications to structures 50 years old or older**

Project Location (*physical project address or latitude/longitude of project location*): \_\_\_\_\_

Color site photos and other visual documentation (i.e., maps, technical drawings) attached? ☐ Yes ☐ No

Will ground disturbance be required? ☐ Yes ☐ No

If yes, please give total extent (*depth and length*): \_\_\_\_\_

Has the ground been previously disturbed? ☐ Yes ☐ No

Please describe previous ground disturbing activities (e.g., parking lot, farming, commercial development, etc.): \_\_\_\_\_

Will any equipment or structures need to be installed? ☐ Yes ☐ No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): \_\_\_\_\_

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: \_\_\_\_\_

**Project Type:** ☐ **Communication towers, related equipment, and equipment shelters**

Project Location (*physical project address or latitude/longitude of project location*): \_\_\_\_\_

Color site photos and other visual documentation (i.e., maps, technical drawings) attached? ☐ Yes ☐ No

Please state the total height ( in ft.) of the tower or structure, including any antennae to be mounted: \_\_\_\_\_

If the proposed tower height is greater than 199 feet above ground level, please state why this is needed to meet the requirements of the project: \_\_\_\_\_

Will the tower be free-standing or require guy wires? ☐ Free standing ☐ Guy wires

If guy wires are required, please state how many: \_\_\_\_\_

Please state why a guyed tower is needed to meet the requirements of this project: \_\_\_\_\_

Has an FCC license been obtained for this tower? ☐ Yes ☐ No License #: \_\_\_\_\_

If yes, please attach all relevant environmental documentation submitted as part of the licensing process, including use of the Tower Construction Notification System (TCNS), if applicable.

Will ground disturbance be required? ☐ Yes ☐ No

If yes, please give total extent (*depth and length*): \_\_\_\_\_

Has the ground been previously disturbed? ☐ Yes ☐ No

Please describe previous ground disturbing activities (e.g., parking lot, farming, commercial development, etc.): \_\_\_\_\_

Will any equipment or structures need to be installed? ☐ Yes ☐ No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): \_\_\_\_\_

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: \_\_\_\_\_

**Project Type:** ☐ **Other ground disturbing activities (i.e., trenching, excavation, etc.)**

Project Location (*physical project address or latitude/longitude of project location*): \_\_\_\_\_

Color site photos and other visual documentation (i.e., maps, technical drawings) attached? ☐ Yes ☐ No

What type of ground disturbance is needed and why (*i.e., utility trenching, etc.*)? \_\_\_\_\_

Please give the total extent of ground disturbance required (*depth and length*): \_\_\_\_\_

Has the ground been previously disturbed? ☐ Yes ☐ No

Please describe previous ground disturbing activities (e.g., parking lot, farming, commercial development, etc.): \_\_\_\_\_

Will any equipment or structures need to be installed? ☐ Yes ☐ No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): \_\_\_\_\_

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: \_\_\_\_\_

**Project Type:** ☐ **Training and exercises**

Project Location (*physical project address or latitude/longitude of project location*): \_\_\_\_\_

Is the training field-based or classroom-based? ☐ Field-based ☐ Classroom-based

Will field-based training take place at an approved facility (i.e. existing facilities, with established and approved procedures, and that conform to existing land use designations)? ☐ Yes ☐ No

*If training is classroom-based or taking place at an approved facility, no further information is required. If field-based and not at a previously approved facility, please provide the following:*

Color site photos and other visual documentation (i.e., maps, technical drawings) attached? ☐ Yes ☐ No

Will ground disturbance be required to prepare the training site? ☐ Yes ☐ No

If yes, please give total extent (*depth and length*): \_\_\_\_\_

Has the ground been previously disturbed? ☐ Yes ☐ No

Please describe previous ground disturbing activities (e.g., parking lot, farming, commercial development, etc.): \_\_\_\_\_

Will any equipment or structures need to be installed to facilitate training? ☐ Yes ☐ No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): \_\_\_\_\_



Please describe the scope of the proposed training (purpose, frequency, facilities/location needed, materials and equipment needed, number of participants, and type of activities required) (*Attach additional pages, if needed*):  
\_\_\_\_\_

Does the training exercise differ in any way (frequency, amount of facilities/land used, materials or equipment used, number of participants, type of activities, etc.) from previously approved, permitted training exercises and training practices? ☐ Yes ☐ No

If yes, please explain any differences, and the reason for them, in detail (*Attach additional pages, if needed*): \_\_\_\_\_

**Project Type:** ☐ **Purchase of equipment (specify)** \_\_\_\_\_

Will any equipment need to be installed? ☐ Yes ☐ No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): \_\_\_\_\_

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: \_\_\_\_\_

**Project Type:** ☐ **Other (specify)** \_\_\_\_\_

Please provide a detailed project description, including where the project is proposed to take place, what steps it will consist of, and how its goals are proposed to be accomplished (*Attach additional pages, if needed*):  
\_\_\_\_\_

### C. CONSIDERATION OF RESOURCE IMPACTS

*The EHP review process will be greatly facilitated by comprehensive and detailed answers in this section. When completing this section, please state a specific reason [i.e., "there will be no impacts to geology and soils because this project will not involve any ground disturbance"] and cite a source [i.e., local master plan, previous environmental assessment, correspondence with US Fish and Wildlife Service, correspondence with State Historic Preservation Office, FEMA Floodplain Insurance Rate Map (FIRM), etc.] to support a response of "no impact" or "potential to impact."*

Identify potential impacts to the following resources	No Impact	Potential to Impact	Reason/ Data Source/Agency
Noise			
Air quality			
Water resources, including surface water, groundwater, wetlands, coastal areas, and floodplains			
Geology and soil resources, including prime and unique farmlands and hydric soils			
Biological resources, including general vegetation, wildlife, wildlife habitat, migratory birds, and wetland habitat			
Threatened and endangered species and critical habitat			
Cultural resources, including architectural resources,			

archaeological resources, and Traditional Cultural Properties			
Buildings or structures 50 years old or older			
Socioeconomic resources, including economic development, demographics, and demand for housing and public services			
Environmental justice			
Aesthetics and visual resources			
Human health and safety			
Infrastructure, utilities, transportation and waste mgt.			
Land use planning and zoning			
Hazardous waste/ contamination			
Community facilities and services			

**D. OTHER INFORMATION** *(Please answer the following questions/provide requested information.)*

Are personnel preparing this form familiar with the site? ☐ Yes ☐ No

Did personnel visit site? ☐ Yes ☐ No

Is the project part of an approved plan such as a Master Plan or an Implementation Plan or any larger action with an accompanying National Environmental Policy Act (NEPA) document? ☐ Yes ☐ No *(If yes, give the plan name, and please include a copy of the NEPA document)*

Is the project still consistent with the approved plan? ☐ Yes ☐ No

*(If no, additional EHP compliance requirements may apply.)*

Is the environmental document accurate and up-to-date? ☐ Yes ☐ No

*(If no, additional EHP compliance requirements may apply.)*

What was the decision of the NEPA document? *(Check one, and please attach):*

☐ Finding of No Significant Impact (FONSI) OR

☐ Record of Decision (ROD)

Date approved \_\_\_\_\_

# REQUEST FOR TRAVEL

## Pre-Approval Form

Event:	
Location:	
Dates:	
# of Attendees	
Disciplines	

### Agenda Must be Attached for Approval

Grant to be Charged:	
----------------------	--

Category to be Charged:

Planning ☐

Training ☐

Exercise ☐

Administration ☐

ESTIMATED TRAVEL EXPENSES	QTY	Unit Price	TOTAL
Registration Fees:			\$
Per Diem:			\$
Air or Other Commercial Carrier:			\$
Rental Car/Personal Vehicle (circle one)			\$
Lodging:			\$
Other Expenses:			\$
TOTAL			\$

Are the attendees staying at the hotel where the event is hosted?

YES ☐

or

NO ☐

Ohio Emergency Management Agency Approval:

YES ☐

or

NO ☐

Approved by and Date: \_\_\_\_\_

Please attach any additional documentation (i.e. agenda, registration form, etc.) that supports this pre-approval request.

The pre-approval of this travel does not constitute that all costs incurred during the trip are allowable. Please refer to any/all applicable Local, State and Federal grant guidance as well as other regulations that may apply such as OMB circular A-87

IF YOU HAVE ANY QUESTIONS PLEASE CALL YOUR RESPECTIVE GRANTS COORDINATOR

**State of Ohio FY 2010 Homeland Security Grant  
Training Pre-Approval Form**

**Primary Jurisdiction:** \_\_\_\_\_

**Training Coordinator:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

**Participating jurisdictions in addition to primary:** \_\_\_\_\_

**1.) Is this a DHS Approved Course:**      yes ☐      no ☐

If yes, please list course number: \_\_\_\_\_

**2.) Course Description (If a draft agenda exists, please attach)**

\_\_\_\_\_

**3.) Who will be instructing the training?**

\_\_\_\_\_

**4.) Requested training dates and location:**

\_\_\_\_\_

**5.) Number of estimated training participants and discipline:**

\_\_\_\_\_

**Submission of Forms:** If training costs are being budgeted, this form must be completed and submitted with the county's 2010 State Homeland Security Program (SHSP) grant application. Anticipated training expenses must be included on the budget detail worksheet (Form #6).

**Office Use Only**

Date Received \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Date Notified \_\_\_\_\_

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Form 9 – Exercise Pre-Approval

Primary Region: Select Region

Date: \_\_\_\_\_

Exercise Coordinator:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

1.) Previous Exercise Program Participation by the Region:

FY2003 Homeland Security Grant Exercise Program ☐

FY2004 Homeland Security Grant Exercise Program ☐

FY2005 Homeland Security Grant Exercise Program ☐

FY2006 Homeland Security Grant Exercise Program ☐

FY2007 Homeland Security Grant Exercise Program ☐

FY2008 Homeland Security Grant Exercise Program ☐

FY2009 Homeland Security Grant Exercise Program ☐

2.) Scope of Exercise: (List participating counties by name)

\_\_\_\_\_

TTX ☐ or FE ☐ or FSE ☐

3.) Requested Exercise Hazard:

Chemical ☐

Biological ☐

Radiological ☐

Nuclear ☐

Explosive ☐

4.) Requested Exercise Dates: \_\_\_\_\_

5.) Anticipated Exercise Participants: (Check each category to be represented in the exercise and, where appropriate, provide organization's name)

*Elected Officials* ☐

Commissioners ☐

City/Village/Twp ☐

*County Offices* ☐

Engineer ☐

Health Dept ☐

Human Services ☐

Coroner ☐

EMA ☐

*Law Enforcement* ☐

Sheriff ☐

City/Village/Twp ☐

FBI ☐

*Fire Department(s)* ☐

\_\_\_\_\_ ☐

\_\_\_\_\_ ☐

\_\_\_\_\_ ☐

\_\_\_\_\_ ☐

*Hospitals* ☐

\_\_\_\_\_ ☐

\_\_\_\_\_ ☐

\_\_\_\_\_ ☐

\_\_\_\_\_ ☐

*EMS Units* ☐

\_\_\_\_\_ ☐

\_\_\_\_\_ ☐

\_\_\_\_\_ ☐

*State Agencies* ☐  
 OH EPA ☐  
 OH EMA ☐  
 OHS ☐  
 ODH ☐  
 ODNR ☐  
 Adjutant General ☐  
 Dept of Aging ☐  
 ODOT ☐  
 Mental Health ☐

*Search and Rescue* ☐  
 \_\_\_\_\_ ☐  
 \_\_\_\_\_ ☐  
 \_\_\_\_\_ ☐  
*Other* ☐  
 Amateur Radio ☐  
 Civil Air Patrol ☐  
 American Red Cross ☐  
 Salvation Army ☐  
 Media ☐

*Federal Agencies* ☐  
 FEMA ☐  
 CDC ☐  
 US Coast Guard ☐  
 US Border Patrol ☐

Others not listed:  
 \_\_\_\_\_

**6.) Have at least two (2) members of the local exercise planning team completed the Homeland Security Exercise and Evaluation Program (HSEEP) Training Course?**

Yes ☐ No ☐

**7.) Have at least two (2) members of the local exercise planning team completed the FEMA Exercise Design Course?**

Yes ☐ No ☐

**8.) Level of Exercise Support Requested:**

- ☐ Direct exercise contractor support (provided by OH EMA Exercise Support Team)  
☐ County-funded/provided exercise contractor (must be HSEEP trained)  
☐ County developed without contractor support (must planning team members trained in accordance with the application guidance packet)

**9.) National Incident Management System (NIMS) Compliance:**

Is the grant recipient (sub-grantee) compliant with NIMS requirements?

Yes ☐ No ☐

Has the grant recipient (sub-grantee) incorporated NIMS concepts and principles into the local training and exercise program?

Yes ☐ No ☐

Does the grant recipient (sub-grantee) routinely evaluate NIMS components (e.g., preparedness, communication and information management, resource management, command and management, mutual aid, interoperability, participation of non-governmental organizations and private sector) through its exercise program?

Yes ☐ No ☐

**Office Use Only**

Date Received  
 Approved

Date Reviewed  
 Disapproved

Date Notified

Sub-Grantee	Year	Grant Type	Item	Quantity	Unit Cost
Region 4 LE - Franklin County Justice and HS	2008	SHSP-Regional	Equipment, Law Enforcement Surveillance	41	\$17,235.37
Region 8 LE - Muskingum County Sheriff	2008	SHSP-Regional	Equipment, Law Enforcement Surveillance	15	\$16,060.77
Region 7 LE - Jackson County EMA	2008	SHSP-Regional	Equipment, Law Enforcement Surveillance	14	\$17,503.57
Region 3 LE - Montgomery County EMA	2008	SHSP-Regional	Equipment, Law Enforcement Surveillance	1	\$16,950.00
Hamilton County UASI	2008	UASI	Equipment, Law Enforcement Surveillance	8	\$13,312.25
Hamilton County UASI	2008	UASI	Equipment, Law Enforcement Surveillance	3	\$14,445.00
Region 6 LE - Hamilton County EMA	2008	SHSP-Regional	Equipment, Law Enforcement Surveillance	1	\$14,112.00
Region 1 LE - Lucas County Sheriff	2008	SHSP-Regional	Equipment, Law Enforcement Surveillance	33	\$17,000.00
Region 5 LE - Summit County EMA	2008	SHSP-Regional	Equipment, Law Enforcement Surveillance	35	\$15,650.00
Sub-grantee	Year	Grant Type		Quantity	Unit Cost
Region 4 LE - Franklin County Justice and HS	2009	SHSP-Regional	Equipment, Law Enforcement Surveillance	28	\$ 17,246.43
Region 4 LE - Franklin County Justice and HS	2009	SHSP-Regional	Equipment, Law Enforcement Surveillance	6	\$ 16,774.33
Franklin County UASI	2009	UASI	Equipment, Law Enforcement Surveillance	1	\$ 15,975.00
Region 8 LE - Muskingum County Sheriff	2009	SHSP-Regional	Equipment, Law Enforcement Surveillance	7	\$ 17,296.43
Region 7 LE - Jackson County EMA	2009	SHSP-Regional	Equipment, Law Enforcement Surveillance	7	\$ 11,925.00
Region 1 LE - Lucas County Sheriff	2009	SHSP-Regional	Equipment, Law Enforcement Surveillance	32	\$ 15,332.81
Region 5 LE - Summit County EMA	2009	SHSP-Regional	Equipment, Law Enforcement Surveillance	21	\$ 15,650.00
Region 3 LE - Montgomery County EMA	2009	SHSP-Regional	Equipment, Law Enforcement Surveillance	5	\$ 17,445.00
Region 3 LE - Montgomery County EMA	2009	SHSP-Regional	Equipment, Law Enforcement Surveillance	3	\$ 20,805.00
Region 2 LE - Cuyahoga County Justice Affairs	2009	SHSP-Regional	Equipment, Law Enforcement Surveillance	4	\$ 14,207.91
Region 2 LE - Cuyahoga County Justice Affairs	2009	SHSP-Regional	Equipment, Law Enforcement Surveillance	13	\$ 16,706.05
Hamilton County UASI	2009	UASI	Equipment, Law Enforcement Surveillance	25	\$ 13,240.00
Hamilton County UASI	2009	UASI	Equipment, Law Enforcement Surveillance	8	\$ 12,000.00
Region 6 LE - Hamilton County EMA	2009	SHSP-Regional	Equipment, Law Enforcement Surveillance	20	\$ 13,240.00
Region 6 LE - Hamilton County EMA	2009	SHSP-Regional	Equipment, Law Enforcement Surveillance	1	\$ 10,942.00
Sub-grantee	Year	Program	Item	Quantity	Unit Cost
Region 4 LE - Franklin County Justice and HS	2010	SHSP-Regional	Equipment, Law Enforcement Surveillance	13	\$11,961.66
Region 4 LE - Franklin County Justice and HS	2010	SHSP-Regional	Equipment, Law Enforcement Surveillance	15	\$11,333.33
Hamilton County UASI	2010	UASI	Equipment, Law Enforcement Surveillance	30	\$11,656.03

Hamilton County UASI	2010	UASI	Equipment, Law Enforcement Surveillance	1	\$12,176.00
Hamilton County UASI	2010	UASI	Equipment, Law Enforcement Surveillance	1	\$10,700.00
Hamilton County UASI	2010	UASI	Equipment, Law Enforcement Surveillance	1	\$8,900.00
Region 1 LE - Lucas County Sheriff	2010	SHSP-Regional	Equipment, Law Enforcement Surveillance	15	\$14,630.32
Cuyahoga County UASI	2010	UASI	Equipment, Law Enforcement Surveillance	1	\$19,610.00
Region 7 LE - Jackson County EMA	2010	SHSP-Regional	Equipment, Law Enforcement Surveillance	5	\$9,865.45
Region 6 LE - Hamilton County EMA	2010	SHSP-Regional	Equipment, Law Enforcement Surveillance	4	\$38,185.04
Sub-grantee	Year	Program	Item	Quantity	Unit Cost
Region 4 LE - Franklin County Justice and HS	2011	SHSP-Regional	Equipment, Law Enforcement Surveillance	9	\$18,552.91
Region 7 LE - Jackson County EMA	2011	SHSP-Regional	Equipment, Law Enforcement Surveillance	6	\$11,297.60
Cuyahoga County UASI	2011	UASI	Equipment, Law Enforcement Surveillance	30	\$11,100.00
Region 6 LE - Hamilton County EMA	2011	SHSP-Regional	Equipment, Law Enforcement Surveillance	4	\$17,868.23
Hamilton County UASI	2011	UASI	Equipment, Law Enforcement Surveillance	4	\$12,309.00



#1

X

X

X

Last Receipt date:

DPS01  
DPS Dept. of Public Safety  
Columbus, OH, 43223

Important: It is hereby certified that this document represents billing or payment for goods or services as specified under R.C. 131.34 and of the Office of Budget and Management



[illegible]

Date of Request: 11/3/11

Date Submitted: 11/3/11

Prepared By: <u>Wick DML</u>	Date: <u>11/3/11</u>	<table><tr><th colspan="2">Total Reimbursement</th></tr><tr><td>\$</td><td>138,600.00</td></tr></table>	Total Reimbursement		\$	138,600.00
Total Reimbursement						
\$	138,600.00					
Approved By: <u>Jim Benton</u>	Date: <u>11/3/11</u>					

Approved By: Chris Denton Date: 11/3/11

\$ 138,600.00

11/3/11 - submitted GRF to KN.  
11/3/11 - submitted GRF to SP to PD.

#3





State of Ohio Emergency Management Agency...



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## REIMBURSEMENT REQUEST

Return to Reimbursement Page

Ohio State, Dept of Homeland Security: FY08 State Homeland Security Grant Program  
SHSP-State

STATUS: Open

## General request comments:

Submit Comment

Submitted By	Date/Time Submitted	Comment
Kathleen Nelson	11/03/2011 10:55 AM	Please upload ISIV.

Item ID	Discipline	Function	Category	Item	Quantity		Unit Cost	Total	Reimbursed	Balance	Item Status
					Total	Left					
C1	Government Agency	Equipment	CBRNE Operational and Search and Rescue Equipment	Binoculars/Scopes	4	3	\$18.72	\$74.00	\$74.00	\$0.00	Fully reimbursed
D1	Government Agency	Equipment	Interoperable Communications Equipment	Radio, Portable	0	0	\$0.00	\$0.00	\$0.00	\$0.00	Fully reimbursed
D2	Government Agency	Equipment	Interoperable Communications Equipment	Teleconferencing, Video	0	0	\$0.00	\$0.00	\$0.00	\$0.00	Fully reimbursed
D3	Government Agency	Equipment	Interoperable Communications Equipment	Bridge, Video Teleconferencing	7	7	\$23.00	\$161.00	\$161.00	\$0.00	Fully reimbursed
D4	Government Agency	Equipment	Interoperable Communications Equipment	Bridge, Video Teleconferencing	0	0	\$0.00	\$0.00	\$0.00	\$0.00	Fully reimbursed
D5	Government Agency	Equipment	Interoperable Communications Equipment	Bridge, Video Teleconferencing	1	0	\$460.80	\$460.80	\$460.80	\$0.00	Fully reimbursed
D6	Government Agency	Equipment	Interoperable Communications Equipment	Radio, Mobile	1	0	\$4,404.00	\$4,404.00	\$4,404.00	\$0.00	Fully reimbursed
D7	Government Agency	Equipment	Interoperable Communications Equipment	Bridge, Video Teleconferencing	30	0	\$1.67	\$50.00	\$50.00	\$0.00	Fully reimbursed
D8	Government Agency	Equipment	Interoperable Communications Equipment	Radio, Mobile	0	6	\$5,200.00	\$31,240.00	\$0.00	\$31,240.00	Add to request

Please upload PDF copies of invoices for this reimbursement request.

Upload Invoice

Notes for file being uploaded:



## Upload History for ID 3644

Date	Uploaded By	Attachment	Notes	Delete
03-Nov-11	Jim Burton	3644_169_ALPRs.11.3.11.pdf		X

Alternatively, you may send paper copies of invoices to the following address:

Ohio EMA Grants Branch  
 2855 West Dublin-Granville Road  
 Columbus Ohio, 43235



# OHS OAKS Voucher Expenditure Report

Grant/Project ID	Fund Code	ation Line Item	Program Code	her Orig	Journal Template	Invoice ID	Invoice Date	Voucher Date	Accounting Date	Posting Date	Fiscal Year	co un	Voucher ID	Name	Vendor ID	che r	Distribution Line Merchandise Amount	AR Item ID	Problem (Y or N)	Explanation or Subtotal
DPSFA025	8310	769631	4180B	A76	PAYMENT	15705S	10/03/11	09/28/11	10/13/11	10/31/11	2012	4	472238	ELSAG NORTH AMERICA LLC	84872	R	\$ 130,800.00	3	N	11/3/11 - JIM
DPSFA025	8310	769631	4180B	A76	PAYMENT	15705S	10/03/11	09/28/11	10/13/11	10/31/11	2012	4	472238	ELSAG NORTH AMERICA LLC	84872	R	\$ 7,800.00	3	N	11/3/11 - JIM
																	<u>\$ 138,600.00</u>			









A025

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
---------	---------------------	----------	--------------------	---------------

Business Unit: DPS01  
 Voucher ID: 00472238  
 Voucher Style: Regular

Invoice Number: 15705S ✓  
 Invoice Date: 10/03/2011 ✓  
 Origin Code: A76

Vendor: 0000084872  
 Name: ELSAG NORT-001  
 Location: CHK ✓  
 Address: 1



Last Receipt Date: 09/28/2011 ✓   Non Merchandise Summary  
 Misc. Amount:  Withholding  
 Freight Amount: 

ELSAG NORTH AMERICA LLC  
 205-H CREEK RIDGE RD  
 GREENSBORO, NC 27406

Total: 138,600.00 ✓  
 Balance: 0.00

Comments

Advanced Vendor Search

Pay Terms: Net 30  Basis Dt Type: Invoice Date Action: Budget Checking   
 Accounting Date: 10/13/2011  
 Control Group: Currency: USD

## Copy from a Source Document

PO Unit: Purchase Order:  Copy PO Worksheet Copy Option: None

## Invoice Lines

Fir

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity		MOBILE LICENSE PLATE	8.0000	EA	16,350.00000	130,800.00
	Ship To	SpeedChart	READERS T				
		P003704	<input type="checkbox"/> Use One Asset ID				
			<input type="checkbox"/> Force Price				

☐ Redistribute by percentage





Received Date

Term Contract ID 800067

MBE Flag N

View PO/Receiver Associate Receiver(s)



## Distribution Lines

Customize | Find | View All | First  1 of 1  LastGL ChartFields 1 


Amount	GL Unit	Fund	Account	ALI	Department	Program	Grant/Prj	Serv Loc	Report
1 130,800.00	STATE	8310	539402	769631	DPS800001	4180B	DPSFA025		


Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
2	Quantity		MOBILE LICENSE PLATE	8.0000	EA	975.00000	7,800.00
	Ship To	SpeedChart	READERS T				
		P003704	<input type="checkbox"/> Use One Asset ID				
			<input type="checkbox"/> Force Price				






  Redistribute by percentage Received Date

Term Contract ID 800067 MBE Flag N View PO/Receiver Associate Receiver(s)

▼ Distribution Lines Customize | Find | View All |  First  1 of 1  Last

GL ChartFields 1 

Amount	GL Unit	Fund	Account	ALI	Department	Program	Grant/Prj	Serv Loc	Report
1	7,800.00	STATE	8310	539402	769631	DPS800001	4180B	DPSFA025	

 Save  Nolly  Refresh

Summary | Invoice Information | Payments | Voucher Attributes | Error Summary



**ELSAG North America**205-H Creek Ridge Road  
Greensboro, NC 27406

Voice: 336-379-7136

Fax: 336-379-7164

FULL QUANTITY AS INVOICED HEREON HAS BEEN  
RECEIVED FOR THE SOLE USE OF THE STATE OF  
OHIO AND COMPLIES WITH SPECIFICATIONS AS TO  
QUALITY. CERTIFIED BY 20

DEPARTMENT OF PUBLIC SAFETY

*Jim Burton* 10/6/11  
A025**INVOICE**

Invoice Number: 15705S

Invoice Date: Sep 28, 2011

Page: 1

Duplicate

<b>Bill to:</b>
Ohio Dept of Public Safety Purchasing 5th Floor PO Box 182081 Columbus, OH 43218-2081 USA

<b>Ship to:</b>
State of Ohio DPS Receiving - Shipley Building 1970 West Broad St Columbus, OH 43223 United States

Customer ID	Customer PO	Payment Terms	
OHIO PUBLIC SAFETY	DPS01-0000033635	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
MAXWELL	Ground	9/28/11	10/28/11

Quantity	Item	Description	Unit Price	Amount
8.00	110082	MPH-900 ADM3 ST2 16/25 10ft	15,000.00	120,000.00
8.00	210002	Installation Support	1,350.00	✓ 10,800.00
16.00	420069-S	Hedley Trunk Mt Assembly-AD3S		
8.00	410322	Operation Center License	975.00	✓ 7,800.00
8.00	520001	Service Plan Year 1		
<div>RECEIVED FISCAL OFFICE 2011 OCT -7 AM 7:51 OHIO PUBLIC SAFETY</div> <div>FULL QUANTITY AS INVOICED HEREON HAS BEEN RECEIVED FOR THE SOLE USE OF THE STATE OF OHIO AND COMPLIES WITH SPECIFICATIONS AS TO QUALITY. CERTIFIED BY 20 DEPARTMENT OF PUBLIC SAFETY</div> <div>RECEIVED FISCAL OFFICE 2011 OCT -5 AM 8:07 OHIO PUBLIC SAFETY</div>				
Subtotal				138,600.00
Sales Tax				
Total Invoice Amount				138,600.00
Payment/Credit Applied				
TOTAL				138,600.00

Check/Credit Memo No:



Burton, James

---

From: grants@oema.ohio.gov  
Sent: Wednesday, November 09, 2011 9:07 AM  
To: Burton, James  
Cc: Haller, Joseph; O'Reilly, David; Sofranko, Carl; Yuzwa, Jessica  
Subject: - Ohio EMA EGMS Online Reimbursement Request Approval

The following reimbursement request has been approved by Ohio EMA:

Reimbursement Request ID: 3644

Your EFT Should Reference Request ID: EGMS-3644

Grant Name: Ohio State, Dept of Homeland Security: FY08 State Homeland Security Grant Program Grant Year: 2008  
Grant Type: SHSP-State

Submission Date/Time: 11/09/2011 09:06 AM

-----  
This is an automated email  
(SEMA\_Approve\_Request)





#2

#2

#2

#2

Last Receipt date:

DPS01  
DPS Dept.of Public Safety  
Columbus, OH. 43223

Important: It is hereby certified that this document represents billing or payment for goods or services as specified under R.C 131.34 and of the Office of Budget and Management



# Ohio Homeland Security Grant Reimbursement Form

AR Item ID: \_\_\_\_\_

**OHS Grant #:** DPSFA025

**Date of Request:**

**Grant Program: FY08 SHSP (493)**

**Date Submitted:**

2/28/12

[illegible]**Prepared By:**

Date:

**Total Reimbursement**

**Approved By:**

**Date:**

9

**168,943.00**

2/28/12 - submitted GRF to KN.

#





State of Ohio Emergency Management Agency...



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[Site Map](#)  
[Ohio Strategic Plan](#)  
[Online Application](#)  
[Grantee USIR](#)  
[Grantline Budget](#)  
[Documents](#)  
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OHIO STATE, DEPT OF HOMELAND SECURITY

[Home](#) > [Reimbursements](#) > [Reimbursement Requests](#) > [Reimbursement Request](#)
**REIMBURSEMENT REQUEST**

Return to Reimbursement Page

Ohio State, Dept of Homeland Security: FY08 State Homeland Security Grant Program  
SHSP-State

STATUS: Open

General request comments:

[Submit Comment](#)

Submitted By	Date/Time Submitted	Comment
Kathleen Nelson	02/28/2012 01:31 PM	Please upload ISIV. Thanks

Item ID	Discipline	Function	Category	Item	Quantity		Unit Cost	Total	Reimbursed	Balance	Item Status
					Total	Left					
C1	Government Agency	Equipment	CBRNE Operational and Search and Rescue Equipment	Binoculars/Scopes	4	3	\$18.72	\$74.88	\$74.88	\$0.00	Fully reimbursed
D1	Government Agency	Equipment	Interoperable Communications Equipment	Radio, Portable	0	0	\$0.00	\$0.00	\$0.00	\$0.00	Fully reimbursed
D2	Government Agency	Equipment	Interoperable Communications Equipment	Teleconferencing, Video	0	0	\$0.00	\$0.00	\$0.00	\$0.00	Fully reimbursed
D3	Government Agency	Equipment	Interoperable Communications Equipment	Bridge, Video Teleconferencing	7	7	\$23.00	\$161.00	\$161.00	\$0.00	Fully reimbursed
D4	Government Agency	Equipment	Interoperable Communications Equipment	Bridge, Video Teleconferencing	0	0	\$0.00	\$0.00	\$0.00	\$0.00	Fully reimbursed
D5	Government Agency	Equipment	Interoperable Communications Equipment	Bridge, Video Teleconferencing	1	0	\$466.80	\$466.80	\$466.80	\$0.00	Fully reimbursed
D6	Government Agency	Equipment	Interoperable Communications Equipment	Radio, Mobile	1	0	\$4,404.00	\$4,404.00	\$4,404.00	\$0.00	Fully reimbursed
D7	Government Agency	Equipment	Interoperable Communications Equipment	Bridge, Video Teleconferencing	30	0	\$1.67	\$50.00	\$50.00	\$0.00	Fully reimbursed
D8	Government Agency	Equipment	Interoperable Communications Equipment	Radio, Mobile	6	0	\$5,111.00	\$30,666.00	\$30,666.00	\$0.00	Fully reimbursed

Please upload PDF copies of invoices for this reimbursement request.

Upload Invoice

 [Browse...](#)

Notes for file being uploaded:

 [Attach](#)

Upload History for ID 4698

Date	Uploaded By	Attachment	Notes	Delete
28-Feb-12	Jim Burton	4698_169_MARCS radios for OSHSP 2.20.12.pdf		X

Alternatively, you may send paper copies of invoices to the following address:

Ohio EMA Grants Branch  
 2885 West Dublin-Granville Road  
 Columbus Ohio, 43236



## OHS OAKS Voucher Expenditure Report




Grant/Project ID	Fund Code	action Line	Program Code	Account ID	Journal Template	Invoice ID	Invoice Date	Voucher Date	Accounting Date	Posting Date	Fiscal Year	co un	Voucher ID	Name	Vendor ID	uch er	Distribution Line Merchandise Amount	AR Item ID	Problem (Y or N)	Explanation or Subtotal
DPSFA025	8510	769631	4180B	539402	PAYMENT	16391S	01/27/12	01/23/12	01/31/12	02/22/12	2012	8	501379	ELSAG NORTH AMERICA LLC	84872	R	\$ 149,415.00	I	N	02/27/12 - JIM
DPSFA025	8510	769631	4180B	534501	PAYMENT	13878646	01/26/12	01/18/12	01/30/12	02/22/12	2012	8	501021	MOTOROLA SOLUTIONS INC	84156	R	\$ 19,528.00	I	N	02/27/12 - JIM
																	\$ 168,943.00			







A025

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
---------	---------------------	----------	--------------------	---------------

Business Unit: DPS01      Invoice Number: 16391S ✓  
 Voucher ID: 00501379      Invoice Date: 01/27/2012 ✓  
 Voucher Style: Regular      Origin Code: A76  
  
 Vendor: 0000084872      Last Receipt Date: 01/23/2012 ✓  Non Merchandise Summary  
 Name: ELSAG NORT-001      Misc. Amount:  Withholding  
 Location: CHK      Freight Amount:   
 Address: 1 ✓  
  
 ELSAG NORTH AMERICA LLC  
 205-H CREEK RIDGE RD  
 GREENSBORO, NC 27406  
  
 Total: 149,415.00 ✓  
 Balance: 0.00

Comments

Advanced Vendor Search

Pay Terms: Net 30       Basis Dt Type: Invoice Date      Action: Budget Checking   
 Accounting Date: 01/31/2012  
 Control Group:      Currency: USD

## Copy from a Source Document

PO Unit:      Purchase Order:      Copy PO       Worksheet Copy Option: None

## Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		(11) license plate readers	1.0000	AMT	149,415.00000	149,415.00
	Ship	SpeedChart	(LP				
	To	P003948	Use One Asset ID				

Redistribute by percentage



Received Date

Term Contract ID 800067

MBE Flag N

View PO/Receiver Associate Receiver(s)

## Distribution Lines

Customize | Find | View All | First  1 of 1  LastGL ChartFields 1 

Amount	GL Unit	Fund	Account	ALI	Department	Program	Grant/Prj	Serv Loc	Report
1 149,415.00	STATE	8310	539402	769631	DPS800001	4180B	DPSFA025		

 Save     Notify     Refresh

Summary | Invoice Information | Payments | Voucher Attributes | Error Summary



**ELSAG North America**  
205-H Creek Ridge Road  
Greensboro, NC 27406

Voice: 336-379-7135  
Fax: 336-379-7164

# INVOICE

Invoice Number: 16391S  
Invoice Date: Jan 23, 2012  
Page: 1

Sales Order: 100005263

*Jim Boston*  
*1/27/12*  
*#A025*

**Customer:**  
Ohio Dept of Public Safety  
Purchasing 5th Floor  
PO Box 182081  
Columbus, OH 43218-2081  
USA

**Ship To:**  
DPS Homeland Security  
USA

Customer ID	Customer PO	Payment Terms	
OHIO PUBLIC SAFETY	DPS01-0000035608	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Drop Date
MAXWELL	Handcarry	1/23/12	2/22/12

Quantity	Item	Description	Unit Price	Amount
6.00	421589	Hi Res Fixed Cam 16/25mm 740	8,950.00	53,700.00
4.00		FCU Box Asm 1-4 Camera System	6,110.00	24,440.00
10.00	210002	Installation Support	1,250.00	12,600.00
11.00	410322	Operation Center License	1,275.00	14,025.00
4.00	410395-100	Cable 100ft FG Pigtail 2-70' 2-80'		
1.00	410395-150	Cable 150ft FG Pigtail 1-105'		
4.00	410389	Power Spl 12v Lambda Inverter		
5.00	421554	Hi Res Fixed Cam 25/35mm 740	8,950.00	44,750.00
6.00	421399	ASM POLE MOUNT 1 CAMERA		
4.00	410395-60	Cable 60ft FG Pigtail		
2.00	410395-25	Cable 25ft FG Pigtail		
2.00	410993	5 Port GB Ethernet Switch		
12.00	410932	STRAP HOSE CLAMP 40 IN L		
4.00	410423	Power Inverter Plate		
15				
Subtotal				149,415.00
Sales Tax				
Total Invoice Amount				149,415.00
Payment/Credit Applied				
TOTAL				149,415.00



Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
---------	---------------------	----------	--------------------	---------------

Business Unit: DPS01  
 Voucher ID: 00501021  
 Voucher Style: Regular

Invoice Number: 13878646 ✓  
 Invoice Date: 01/26/2012 ✓  
 Origin Code: A76

Vendor: 0000084156  
 Name: MOTOROLA S-001  
 Location: CHK  
 Address: 5 ✓

Last Receipt Date 01/18/2012 ✓  
 Misc. Amount:  
 Freight Amount:

☒ Non Merchandise Summary  
☒ Withholding

MOTOROLA SOLUTIONS INC  
 13108 COLLECTIONS CENTER DR  
 CHICAGO, IL 60693

Total: 24,300.00 ✓  
 Balance: 0.00

Comments

## Advanced Vendor Search

Pay Terms: Net 30 

Basis Dt Type: Invoice Date

Action: Budget Checking 

Accounting Date: 01/30/2012

Control Group:

Currency: USD

## Copy from a Source Document

PO Unit:

Purchase Order:

Copy PO 

Worksheet Copy Option: None

## Invoice Lines

FI

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity		MOTOROLA ENCRYPTED	5.0000	EA	3,905.60000	19,528.00
	Ship	SpeedChart	MARCS RADIO				
	To		Use One Asset ID				
		P003926	Force Price				



Redistribute by percentage


Received Date

Term Contract ID 573077-0-1

MBE Flag N

View PO/Receiver Associate Receiver(s)



## Distribution Lines

Customize | Find | View All | First ☒ 1 of 1 ☐ LastGL ChartFields 1 




Amount	GL Unit	Fund	Account	ALI	Department	Program	Grant/Prj	Serv Loc	Report
19,528.00	STATE	8310	534501	769631	DPS800001	4180B	DPSFA025		


Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
2	Quantity		2 YR REPAIR SRV	5.0000	EA	954.40000	4,772.00
	Ship	SpeedChart	ADVANTAGE, Har				
	To		Use One Asset ID				
		P003926	Force Price				






  Redistribute by percentage Received Date

Term Contract ID 573077-0-1 MBE Flag N View PO/Receiver Associate Receiver(s)

▼ Distribution Lines Customize | Find | View All |  First  1 of 1  Last

GL ChartFields 1 

<u>Amount</u>	<u>GL Unit</u>	<u>Fund</u>	<u>Account</u>	<u>ALI</u>	<u>Department</u>	<u>Program</u>	<u>Grant/Pri</u>	<u>Serv Loc</u>	<u>Reportin</u>
1 4,772.00	STATE	7036	526602	764321	DPS285000	4140B			

 Save  Notify  Refresh

[Summary](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)





**MOTOROLA**

**MOTOROLA SOLUTIONS, INC.**  
1301 E. Algonquin Road  
Schaumburg, IL 60196

Visit our website at: [www.motorola.com](http://www.motorola.com)

**INVOICE**

Page 1 of 2

<b>TOTAL INVOICE AMOUNT:</b>	<b>\$24,300.00</b>
<b>MOTOROLA INVOICE NUMBER:</b>	13878646
<b>INVOICE DATE:</b>	01/18/2012
<b>PAYMENT DUE:</b>	02/17/2012
<b>CUSTOMER ACCOUNT NUMBER:</b>	1036374479 0002
<b>PURCHASE ORDER DATE:</b>	01/10/2012
<b>YOUR P.O.#:</b>	DPS01-0000036028

568

BILL TO OHIO PUBLIC SAFETY, DEPT OF

P O BOX 182081  
COLUMBUS, OH 43218

**FEDERAL**

SHIP TO OHIO PUBLIC SAFETY, DEPT OF  
JIM BURTON/DISTB SVCS 20761809  
1583 ALUM CREEK DR  
COLUMBUS, OH 43209

For questions concerning this invoice please contact  
Motorola at: 1-888-567-7347

00031-00019-00016

Payment Terms: NET 30 DAYS FROM INVOICE DATE

Motorola Solutions, Inc. Federal Tax Id: 36-1115800

Sales Order Number: 3313050170001

Ultimate Destination: OHIO PUBLIC SAFETY, DEPT OF, 1583 ALUM CREEK DR, COLUMBUS, OH 43209

**Invoice Detail**

Item	Model Number	Qty	Description	Unit Price	Amount
1	H18UCH9PW7 N	5	PORTABLE ASTRO DIGITAL XTS5000 764-870MHZ 1-3W 100 SERIAL NUMBERS 721CNB0064 through 721CNB0068	1,979.80	9,899.00
1a	Q806	5	ADD: SOFTWARE ASTRO DIGITAL CAI OPE	412.00	2,060.00
1b	H38	5	ADD: SMARTZONE SYSTEM SOFTWARE	1,200.00	6,000.00
1c	Q361	5	ENH: PROJECT 25 9600 BAUD TRUNKING	240.00	1,200.00
1d	H14	5	ENH: ENHANCED PTT ID DISPLAY	60.00	300.00
1e	Q44	5	ADD: RF ANTENNA SWITCH (NTN8327)	8.00	40.00
1f	Q768	5	ADD: ALTERNATE DISPLAY LABEL	0.00	0.00
1g	Q58	5	ENH: 2 YEAR ENCRYPTED REPAIR SERVICE ADVANTAGE	97.00	485.00
1h	Q159	5	ADD: XTS5000 UCM HARDWARE ENCRYPTION	120.00	600.00
1i	Q625	5	ADD: DES, DES-XL, DES-OFB ENCRYPTION	479.20	2,396.00
1j	H869	5	ADD: MULTIKEY	264.00	1,320.00

\* OHS will be paying for \$19,528.00  
of this invoice. The remaining \$4,772.00  
is for maintenance that can't be paid for  
by Grant # A025.

DEPARTMENT OF PUBLIC SAFETY

*Jim Burton* 1/26/12

(Continued on Next Page)

Detach here and return bottom portion with your payment.

IM1A\_1

INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE
13878646	1036374479 0002	02/17/2012

Please put your Invoice Number and your Customer Account Number  
on your check for prompt processing.

OHIO PUBLIC SAFETY, DEPT OF

P O BOX 182081  
COLUMBUS, OH 43218

**Payment Coupon**

Invoice Total	Amount Paid
\$24,300.00	

Send Payment To:

**MOTOROLA**

**MOTOROLA SOLUTIONS, INC.**  
13108 COLLECTIONS CENTER DRIVE  
CHICAGO, IL 60693

0103080708060406 1036374479 0002 0000 011812 0002430000 03





**MOTOROLA**

MOTOROLA SOLUTIONS, INC.  
1301 E. Algonquin Road  
Schaumburg, IL 60196

Visit our website at: [www.motorola.com](http://www.motorola.com)

# INVOICE

Page 2 of 2

TOTAL INVOICE AMOUNT:	\$24,300.00
MOTOROLA INVOICE NUMBER:	13878646
INVOICE DATE:	01/18/2012
PAYMENT DUE:	02/17/2012
CUSTOMER ACCOUNT NUMBER:	1036374479 0002
PURCHASE ORDER DATE:	01/10/2012
YOUR P.O.#:	DPS01-0000036028

BILL TO OHIO PUBLIC SAFETY, DEPT OF

P O BOX 182081  
COLUMBUS, OH 43218

**FEDERAL**

TO OHIO PUBLIC SAFETY, DEPT OF  
JIM BURTON/DISTB SVCS 20761809  
1583 ALUM CREEK DR  
COLUMBUS, OH 43209

For questions concerning this invoice please contact  
Motorola at: 1-888-567-7347

00032-00019-00016

Payment Terms: NET 30 DAYS FROM INVOICE DATE

Motorola Solutions, Inc. Federal Tax Id: 36-1115800

Sales Order Number: 9913050170001

Ultimate Destination: OHIO PUBLIC SAFETY, DEPT OF, 1583 ALUM CREEK DR, COLUMBUS, OH 43209

## Invoice Detail (Continued)

Item	Model Number	Qty	Description	Unit Price	Amount
			SUBTOTAL		24,300.00
			Carrier: FEDERAL EXPRESS GROUND		
			PLEASE PAY THIS AMOUNT (PAYMENT DUE: 02/17/2012)		24,300.00



Burton, James

---

From: grants@oema.ohio.gov  
Sent: Thursday, March 01, 2012 1:04 PM  
To: Burton, James  
Cc: Haller, Joseph; O'Reilly, David; Sofranko, Carl; Yuzwa, Jessica  
Subject: - Ohio EMA EGMS Online Reimbursement Request Approval

The following reimbursement request has been approved by Ohio EMA:

Reimbursement Request ID: 4698

Your EFT Should Reference Request ID: EGMS-4698

Grant Name: Ohio State, Dept of Homeland Security: FY08 State Homeland Security Grant Program Grant Year: 2008  
Grant Type: SHSP-State

Submission Date/Time: 03/01/2012 01:04 PM

---

This is an automated email  
(SEMA\_Approve\_Request)



## 1. Purpose

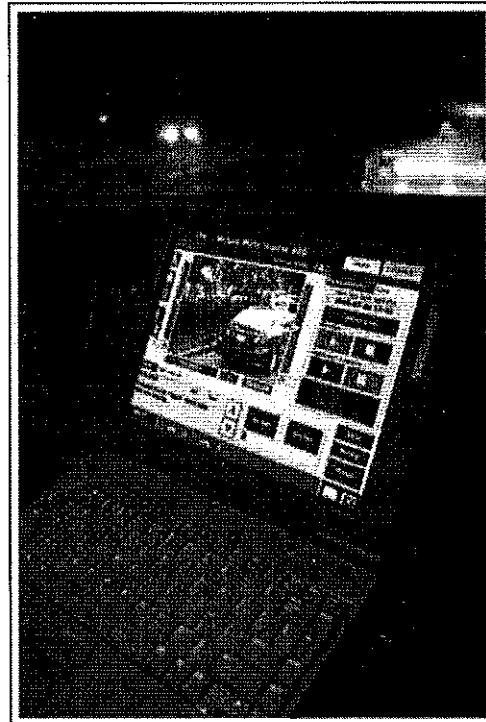
Eight license plate reader systems will be installed on select vehicles throughout the state. One has been completed in the Columbus area for the benefit of gathering information for the greater good. OSHP Operational policy related to a license plate reader is beyond the scope of this document.

## 2. Product

ELSAG NA's Automatic License Plate Reader (ALPR) system, the Mobile Plate Hunter-900 (MPH-900) can be mounted to patrol cars capturing license plate numbers during entire shifts. If a suspect license plate number is read, audible and visual alarms alert the officer within milliseconds of license plate capture.

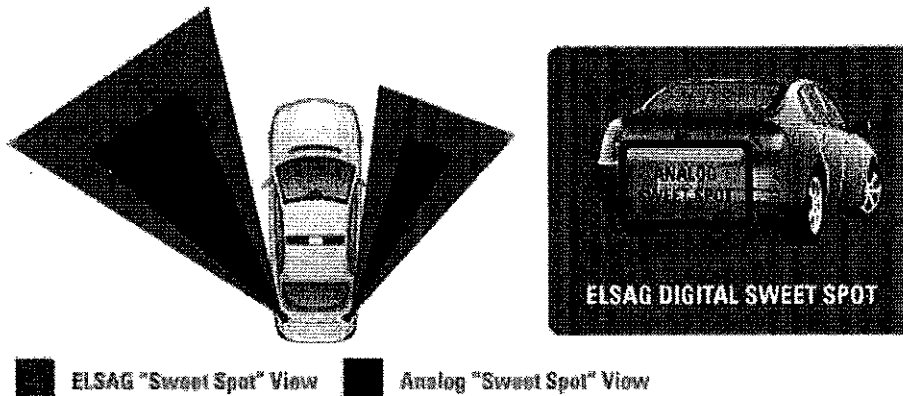
Cameras, a processing unit and proprietary software, allow officers to capture images of license plates and instantaneously compare them with millions of Hot List records to identify vehicles of interest. This highly advanced Automatic License Plate Reader system reads plates day or night, from all 50 States and most foreign countries including Arabic characters. It can also read other alphanumeric identification systems—even from 1500 feet in the air. The MPH-900 ALPR system minimizes the guesswork and safety risks that challenge officers every day.

The MPH-900 has unique capabilities, many of which are much more advanced than features of other mobile ALPR systems.



### **Digital Camera Technology.**

The MPH-900 ALPR's digital cameras see more than analog cameras do. Compared to the analog cameras used by all other ALPR systems, images taken by the MPH-900's digital cameras capture nearly twice the physical area—the sweet spot—and that means more information for law enforcement. While images taken with analog cameras show little more than the license plate, MPH-900 ALPR cameras show the plate, a significant portion of the car and part of the car's surroundings—day or night and in any weather. This visual information can greatly aid investigations.



## Safety

The Mobile Plate Hunter-900 operates behind the scenes on the in-car computer allowing officers to keep their hands on the wheel and eyes on the scene.

When the MPH-900 reads a license plate number that matches a 'Hot List' file, officers are alerted immediately. The alert communicates the nature of the crime or infraction associated with the plate so officers understand the risks associated with the situation before ever getting out of the car and can prepare for safe interdiction.

## Real Time Technology of the Mobile Plate Hunter-900 ALPR System

Real time technology of the MPH-900 greatly increases the odds of resolving issues and in severe situations, can be the difference between life and death. Our advanced License Plate Reader system:

- Captures up to 1,800 license plate reads per minute, day or night, accurately recognizing plates from all 50 states, Canada, Mexico and many Arabic characters
- Processes parked and moving vehicles across up to 4 lanes of traffic, day or night, in any weather
- Transit speed up to 150mph (241kph) can be easily managed by our License Plate Reader system. It exceeds the normal speed of vehicles through the pathway (due to pathway infrastructure limitations)
- Allows officers to update "Hot Lists" manually at any time and also query them for new tags that may match a recently captured vehicle
- Alerts officers within milliseconds if a vehicle is suspect
- The ALPR translates a digital image into data, checks the information against an onboard hot list, and returns an alarm back to the operator in milliseconds for appropriate interdiction
- Hot Lists can be updated manually or wirelessly
- Officers can search ALPR system for previous reads at any time in reaction to notification of a suspect vehicle

## Criminal Intelligence Capabilities of the MPH-900 ALPR System



The MPH-900 captures thousands of license plates during a shift. Data recorded for each includes date and time stamp, photo of the vehicle and its immediate area, and GPS coordinates. After –action analysis of this data from relevant periods of time can lead to:

- Witness identification
- Watch List development
- Placing suspect at a scene
- Terrorist interdiction
- Pattern recognition

Other features of the MPH-900 License Plate Reader System:

- Processor unit is the size of a small box for easy storage in trunk of a vehicle.
- The MPH-900 License Plate Reader requires less than 60W of 12V DC to function.
- The MPH-900 communicates with an agency's operations center (Command Center) for alarm notification and throughout the day for database update.

### 3. What's In The Package

The mobile license plate reader system is packaged in a Pelican Storm Case and includes the following items.

- Model AD3-S/PB/2 Processing unit (A.K.A. trunk box)
- Model AD3-S/25/74 camera assembly with 25mm lens
- Model AD3-S/16/74 camera assembly with 16mm lens
- 411308 AD3 Split transportable 10 foot camera cable (times 2)
- 412151 Single channel TB power supply (DC-DC converter) with output cable
- 412165 Opus power supply cable and network cable
- MPH Software (software installation and operation manual are on CDs)
  - Cartography East 2.3
  - Car System 5.6.0
- Garmin model GPS18xUSB GPS antenna via USB

## 4. Installation Hardware Considerations

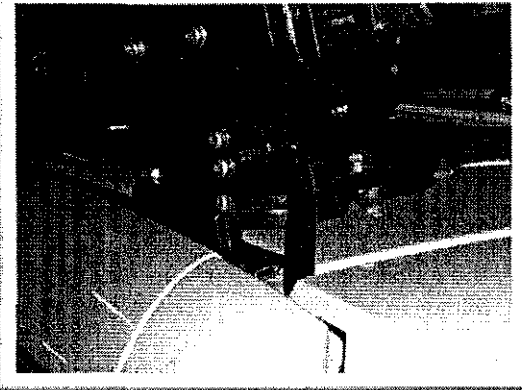
Based on input from the manufacturer, the current installation is both cameras on the roof towards the rear of the Tahoe facing forward. 25mm Lens on the left, 16mm lens on the right.

### Cameras

The manufacturer suggests using the magnetic assembly to attach the cameras to the roof. This requires removing the supplied Crown Vic hook from between the (three) magnets and the camera adjustment bracket. Considering the contour of the Tahoe roof, we observed less than 100% magnet-to-roof contact when placing the cameras towards the outside edges of the roof.

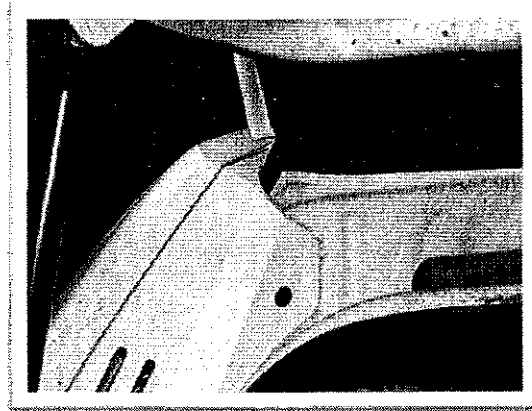
We opted to explore utilizing the Crown Vic hook and secure it to the Tahoe rain gutter using galvanized metal screws (minimum #10).

- Nylon spacers were added inside the hook channel to avoid compression of the metal (or possibly stainless steel nuts)
- Channel was pre-drilled to a diameter larger than the screw threads
- Tahoe rain gutter was pre-drilled to a diameter slightly smaller than screw shaft



This resulted in less contact area for the magnets, but left the assembly feeling more secure. The location chosen was approximately 2 inches forward the rear of the vehicle. Mark your own location by attaching cable to camera assembly and raising rear hatch. Position camera assembly as such that the cable is not impacted by hatch and magnet(s) are not resting on roof strengthening ribs.

The extra length of camera cable seen under the camera was initially intended for adjustments to camera configuration (view front or rear), but also served as a mechanism to position cable through the hatch gap and provide a comfortable sweep up to camera connector.



### Camera Cables

The 10 foot cables enter a cavity created by the body cover. We drilled a hole at the edge of the cover that measured slightly larger in diameter than the cable. From there, we entered the "D" pillar by means of an air intake. Enter low on intake and cut away one divider to accept diameter of connector. Training the cable to stay behind the rain gutter will avoid pinching from the hatch.

## Processor Location

The location for our processor was really determined by the length of the camera cables supplied (10 foot). For both cables to reach (the processor), that left high up on the dog cage. No bracket is supplied and case is protected by "warranty" tape.

One mounting option may be to use supplied Velcro strips under trunk box and then attach L-brackets on forward side to deter forward movement. The following supplies would be needed.

- Two 4" x 4" solid L-brackets
- Two #6-32 x 5/16" screws with washers (back of T.A. bar or Smart Siren control head)
- Four ¼-20 x ¾" pan-head bolts with smooth head positioned inside cage (also four respective nuts, washers and four fender washers for cage mesh)



Our handler was kind enough to provide us a couple of reminders.

- No materials may hang inside the cage
- No equipment should be installed such that it may become a hazard in a collision
- Metal shavings and debris should be swept from cage following service

To reach the processor, the camera cables penetrate the headliner with the shotgun bracket arms and are the nylon-tied along the length. No loose cables should be left to impede the operation of the gun lock or removal of the shotgun.

## Auxiliary Hardware

The DC to DC converter comes with hard-copy installation instructions. Please see "Installing the Opus Power Conditioner and Cabling". The supplied output cable is less than 3 feet in length and so we attached converter directly to trunk box using supplied Velcro. Attaching to the rear-most side of the ELSAG trunk box would impede forward movement. Also please remember to nylon-tie loose cable so it doesn't hang inside cage.

The DC to DC converter power supply cable is 18 feet in length and has a convenience plug on the end of it. I would recommend adding a cable with a convenience jack on one end and terminating the other end into a minimum 20A fused console-switched source (user will need the computer powered as well to operate system).

The network cable is 25 feet in length to extend between the ELSAG trunk box and the MCT. We routed ours under the dog cage, lashed with cables running up Ledco post and left a serviceable length for the Infrastructure Specialist to land.

The USB cable for the GPS antenna is simply, short (6 feet). Some creative thinking or an extension cable will be necessary to give the antenna a clear view of any number of satellites. We also left a serviceable length here for the Infrastructure Specialist to land.

### 5. Installation Software Considerations

Please coordinate software installation with anticipated completion of the hardware install. They will need several items available at the MCT. Documentation they'll need can be found on the 2 software CDs. Please provide CDs in advance so they may print out manuals and prepare. Software installation may require several hours.

- USB Connection from GPS antenna
- Network cable from processing unit
- 2 Software CDs supplied by manufacturer with the MPH-900 Quick Reference Guide

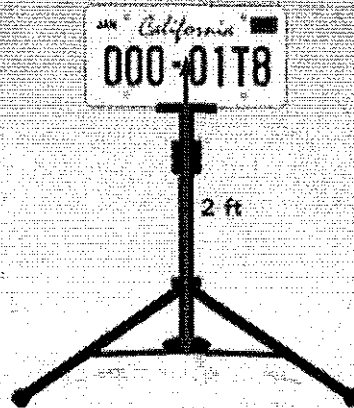
### 6. Aiming cameras

Manufacturer has provided instructions for aiming cameras. Please see the ELSAG ALPR Camera Quick Reference Guide. Aiming cameras per manufacturer instructions may require one hour.

## ELSAG ALPR CAMERA QUICK REFERENCE GUIDE



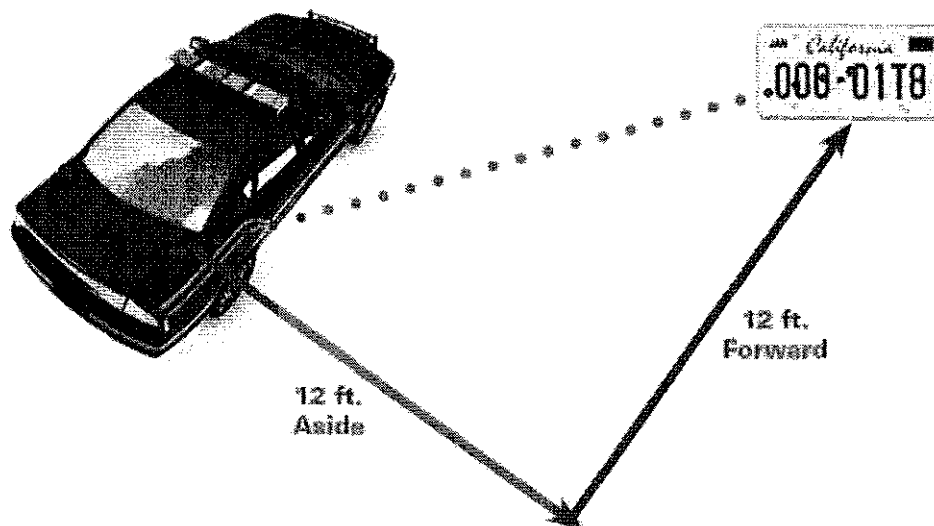
Camera Aiming (ft)		
Lens Size	Aside	Forward
16mm (right)	12	12
25mm (right)	12	24*
35mm	14	25
50mm	24	41
12mm	9	9



The optimal height of the plate is 2 ft from the ground to the center of the plate. When aiming, the plate target should be in the center of the live screen.

\*Measure 21 ft. forward for city streets only

Example of how to set up a 16mm right camera so it aims directly at the plate:



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## 7. Operational Considerations For Hardware

No manual is supplied from manufacturer to describe what to expect from the hardware. I did have a very helpful representative to answer some anticipated questions.

**What's the estimated operational range for a target that's on axis during daylight hours (considering 25mm lens and unknown strobe)? Then at dark?**

"A general rule of thumb is that the focal length roughly parallels the aperture, so a 25mm camera focuses at 25 ft, a 16mm at 16ft, etc. However, there is a fairly wide range of distances within which the system will capture plates. As you move toward the extremes of that range, error increases, but there are, unfortunately, too many variables in the real world to allow a precise range to be defined--angle of elevation, off-axis angle, skew, plate/lens condition, falling precipitation, plate type/lettering style/color, rate of relative vehicle travel, sun/snow glare, etc. Simply put, trial and error is in order."

**I've read there may be options related to strobe intensity. Would these effect range? If so, is there a comparison chart based up lens/strobe combinations?**

"Are you referring to strobe wavelength options, or electrical current settings? Strobe current is preset at the factory for its maximum level. The standard 740nm strobe is the most effective of the bunch, while other options using longer wavelengths are intended to be more covert, but with the trade-off that some amount of effectiveness is sacrificed, particularly when plates are covered with salt spray."

**Considering range, should I expect this product (25mm with unknown infrared strobe) to perform across divided highway? What if I adjust camera aim?**

"Possibly, depending on the width of the divide, but given the relative speed of the vehicles travelling in opposite directions, reading will not be as reliable as it will be when reading adjacent lanes in the same direction. "

**Are there any special care instructions reference the camera housing? Cleaning cover? Car washes?**

"Clean the camera housing with water or mild soap. Windex is fine for the lens, and you can apply RainX if you want. Avoid the connector area if the cable is unplugged, because the water-tight connection keeps liquid in just as well as it keeps it out, so once water gets in there, it tends to stay. If you sent the unit through a car wash by accident, it should be ok unless the cameras are physically dislodged, but we do not recommend it."

"I do not have a "hardware care" guide to send you, unfortunately, but if you have any other concerns, let me know."

8. Effected Units

**Central Region (District6)**

Trooper Matthew Ruth 946/CP/D6 SP-1524 (Tahoe) G12000017 1/15/2012

**Northwest Region (Districts 1 & 2)**

Trooper Ryan Stewart 957/CP/D1 SP-1440 (Tahoe) G12000011 2/16/2012

Trooper Shane Morrow 325/CP/D2 SP-1971 (Tahoe) G12000014 3/20/2012

**Southeast Region (Districts 7 & 9)**

Trooper Bruce MacLaine 825/CP/D7 SP-1362 (Tahoe) G12000012 3/20/2012

Trooper SP0883 (Tahoe installed at C.I.) G12000018 5/16/2012

**Southwest Region (District 8)**

Trooper Scott Foxx 1235/CP/D8 SP-759 (Tahoe) G12000013 3/20/2012

**Northeast Region (Districts 3, 4, & 10)**

Sergeant Terry Helton 999/CP/DHQ3 SP-684 (CVPI-due to mileage (126k) of the vehicle, we would prefer to have the LPR installed on his Tahoe-when released by Fleet Manager, Zwayer)

D3 New SP0906 (Tahoe) G12000016 4/09/2012

Sergeant Timothy Timberlake 140/CP/DHQ4 SP-1644 (Tahoe) G12000015 3/20/2012





**From:** Frient, Heather  
**Sent:** Wednesday, July 25, 2012 12:30 PM  
**To:** Proud, Tracy; Baron, Richard  
**Subject:** RE: ALPR Data

Ok, thanks.

Heather R. Frient  
Assistant Chief Legal Counsel  
Ohio Department of Public Safety  
1970 W. Broad Street, Suite 531  
Columbus, Ohio 43223  
(614) 466-7014, ext. 2

**From:** Proud, Tracy  
**Sent:** Wednesday, July 25, 2012 11:49 AM  
**To:** Frient, Heather; Baron, Richard  
**Subject:** RE: ALPR Data

Hi Heather:

Yes it is on hold.

Thanks,  
Tracy

---

**From:** Frient, Heather  
**Sent:** Wednesday, July 25, 2012 11:46 AM  
**To:** Baron, Richard; Proud, Tracy  
**Subject:** RE: ALPR Data

Hello,  
When you get a chance, can you please let me know if we are pursuing this? Last I had heard, the LPR project was put on hold. Wondering if the status has changed.

Thanks,  
Heather

Heather R. Frient  
Assistant Chief Legal Counsel  
Ohio Department of Public Safety  
1970 W. Broad Street, Suite 531  
Columbus, Ohio 43223  
(614) 466-7014, ext. 2

**From:** Stefanik, Andrew  
**Sent:** Tuesday, June 26, 2012 4:31 PM  
**To:** Frient, Heather; Baron, Richard; Proud, Tracy

**Cc:** Root, Timothy A  
**Subject:** ALPR Data

Good Afternoon –

Per our discussion about accessing the Region 4 ALPR and Region 6 ALPR information servers, I have attached a response document I received from Region 6 (Heather Whitton – Cincinnati PD) who confirmed there would be no cost to access the server.

Region 4 (Tom Welch Franklin County SO IT) stated that they would also like to grant a SAIC POC as it would assist in their RFI's. It should be noted that Region 4 also serves parts of regions 7 and 8 – those that have MOUs with FCSO in place. We would potentially access their server remotely as well.

To clarify, this information will be in the following format when an ALPR "reads" a plate:  
Color photo of the vehicle, Infrared photo of the vehicle, GPS coordinates, date and time stamp.

I believe this could be very beneficial as we have had RFIs in the past from other states looking to track suspects that go through or hide out in Ohio. As it stands now, the SAIC would have to make secondary contacts with Regions 4, 6, 2, 1, 3, and a variety of other sources to run the entire state. With this proposal, I believe that we could be a step closer to having a true state system. It should also be noted that we could still pursue using ALPR data on OHLEG as part of a search (Steve Raubenolt was my POC).

Thank you for any consideration.

Andrew Stefanik  
MAS1 Regional Coordination Unit Supervisor  
Ohio Homeland Security Strategic Analysis and Information Center (SAIC)  
1970 West Broad Street  
Columbus, Ohio 43223  
Office: 614-752-5560  
**Blackberry: 614-425-5900**  
Fax: 614-644-8377

**From:** Stefanik, Andrew  
**Sent:** Wednesday, April 04, 2012 1:03 PM  
**To:** Proud, Tracy  
**Subject:** RE: Grant Question

Hi Tracy –

Ashtabula City – Rec'd over a dozen MDTs for their cruisers previously not outfitted with any PC capability at all

Guernsey County SO – Utilized a Cogent Mobile IDENT II Rapid ID to identify a corpse that had no PII on his person

Cincinnati Police/Region 6 – Has over 22 million ALPR Records on file now that users can search and use to arrest offenders. One notable success story was how the officers had no leads on a homicide, so they ran the victims plate through the database and identified a vehicle that was following the victim.

Region 5 – iLincs program linking multiple LE Agencies together through not only instant messaging communication but may also search databases of wanted persons

Hope this helps!

By the way I attended the CJIS Meeting and they demoed facial recognition and are looking to use photos from the BMV, ODRC, and eSORN. Testing is ongoing.

Thanks!

Andrew Stefanik LE SHSP Coordinator  
Ohio Homeland Security  
1970 West Broad Street  
Columbus, Ohio 43223  
614-752-5560 (Office)  
440-227-8047 (Cell)  
[ajstefanik@dps.state.oh.us](mailto:ajstefanik@dps.state.oh.us)

**From:** Proud, Tracy  
**Sent:** Wednesday, April 04, 2012 10:07 AM  
**To:** Stefanik, Andrew  
**Subject:** Grant Question

Hi Andrew:

We've had an inquiry from the National Governor's Association about the grants. Could you please send me a couple of Ohio's best success stories related to the grant funding?

Thanks,  
Tracy

Tracy Proud

Chief of Staff  
Ohio Homeland Security  
1970 West Broad Street #422  
Columbus, OH 43223  
(614) 644-3886

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**From:** Proud, Tracy  
**Sent:** Thursday, February 23, 2012 2:41 PM  
**To:** Frient, Heather; Burton, James; Zupanc, Rudolph  
**Subject:** RE: Access to Region 6 LPR database

Hi Heather:

Jim Burton should be included as well Rudy (or whomever he would like to attend) in order to provide you with the details on specifically what the SAIC will be doing with the ALPR info. I will try to be there as well.

Thanks,  
Tracy

Tracy Proud  
Chief of Staff  
Ohio Homeland Security  
1970 West Broad Street #422  
Columbus, OH 43223  
(614) 644-3886

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**From:** Frient, Heather  
**Sent:** Thursday, February 23, 2012 2:09 PM  
**To:** Burton, James; Proud, Tracy; Zupanc, Rudolph  
**Subject:** RE: Access to Region 6 LPR database

Hello,  
I have taken a few OHS MOUs off Hogan's plate (he's inundated right now with other MOUs, general DPS contracts, and HR matters). This is one of the MOUs I said I would review.

I have several questions regarding the terms, plus a couple of comments (e.g., we can't indemnify or release anyone, per Ohio constitution). Which one of you should I sit down with to go over my questions? I also wanted a general overview of the purpose of this MOU, including how and why the SAIC will be getting access to the region 6 database.

...Which leads to my bigger question of where OHS is in regards to LPRs (last I heard, Rick was going to meet with BCI about them being a repository, but I don't know what transpired). So, that will be something to discuss, as well.

Please let me know with whom I should meet and then we can narrow down a time/date.

Thanks,  
Heather

Heather R. Frient  
Assistant Chief Legal Counsel  
Ohio Department of Public Safety  
1970 W. Broad Street, Suite 531  
Columbus, Ohio 43223  
(614) 466-7014, ext. 2

**From:** Burton, James  
**Sent:** Tuesday, February 14, 2012 8:53 AM  
**To:** Hogan, James  
**Subject:** FW: Access to Region 6 LPR database

Hi Jim – this is a participation MOU that OHS is looking to enter into with SOSINK (Southwestern Ohio – Southeastern Indiana – Northern Kentucky Region). Go to [www.sosink.org](http://www.sosink.org) for more information on this initiative and let me know when you can discuss!

Thanks,  
Jim

**From:** Proud, Tracy  
**Sent:** Monday, February 13, 2012 2:31 PM  
**To:** Burton, James  
**Cc:** Zupanc, Rudolph; Baron, Richard  
**Subject:** FW: Access to Region 6 LPR database

Hi Jim:

Could you please review the attached MOU and forward to Heather for her review. The SAIC is interested in accessing this system.

Thanks,  
Tracy

**From:** Zupanc, Rudolph  
**Sent:** Friday, February 10, 2012 2:47 PM  
**To:** Proud, Tracy  
**Subject:** FW: Access to Region 6 LPR database

Can you get an MOU through so we can use this system?  
Can go patrol or SAIC.

Thanks.  
Rudy

---

**From:** Whitton, Heather [Heather.Whitton@cincinnati-oh.gov]  
**Sent:** Friday, February 10, 2012 2:43 PM  
**To:** Zupanc, Rudolph  
**Subject:** Access to Region 6 LPR database

Lt Zupanc,

It was good to see you again at the meeting on Wednesday. Please let me know what we need to do in order to get the SAIC connected into the Region 6 LPR database for querying and information sharing.

I have a VPN template I can send to your technical folks to start the process to get a VPN built. Also I have attached an access agreement that your unit will need to sign and we can keep on file. The last step would be loading the client (should not require install/admin rights, it is a web based client) and your agency PAC can create user accounts.

Thanks

## **Heather Whitton**

Cincinnati Police Department

[Heather.Whitton@cincinnati-oh.gov](mailto:Heather.Whitton@cincinnati-oh.gov)

513-549-1LPR (1577) Office/Mobile

513-263-8144 Fax

\*\*\* Please note my new business contact number\*\*\*

**From:** Zupanc, Rudolph  
**Sent:** Friday, February 03, 2012 11:11 AM  
**To:** Schambs, Timothy; Root, Timothy A; Proud, Tracy  
**Cc:** Stefanik, Andrew  
**Subject:** Re: ALPR & LEADS Hot Lists

You need to contacts LEADS. How long have they had?  
Lt. Rudy Zupanc  
Commander, Criminal Intelligence Unit  
2855 W. Dublin-Granville Road  
Columbus, Ohio 43235

Desk: 614-799-3595 or  
[rzupanc@dps.state.oh.us](mailto:rzupanc@dps.state.oh.us)

CIU Office: 614-799-6525 or  
[OSPIntel@dps.state.oh.us](mailto:OSPIntel@dps.state.oh.us)

24/7 Support via CICC: 614-799-6633 or  
[CICC@dps.state.oh.us](mailto:CICC@dps.state.oh.us)

Fax: 614-799-6519

For an archive of our products please visit the OHS Contact Information Management System (CIMS)

<https://www.dps.state.oh.us/CIMS> , or LEO

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**From:** Schambs, Timothy  
**Sent:** Friday, February 03, 2012 11:01 AM  
**To:** Zupanc, Rudolph; Root, Timothy A; Proud, Tracy  
**Cc:** Stefanik, Andrew  
**Subject:** ALPR & LEADS Hot Lists

LEADS has sent out a TT that states the shared LPRFTP will be deactivated permanently as of 2/6/2012 IF they have not completed the updated MOU and FTP Account Access Form.

Agencies have only until Monday?

Deputy Tim M. Schambs  
Buckeye State Sheriff's Association Liaison to the SAIC  
614-387-0656



tmschambs@dps.state.oh.us

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**From:** Schambs, Timothy  
**Sent:** Friday, January 27, 2012 12:06 PM  
**To:** Root, Timothy A; Zupanc, Rudolph; Proud, Tracy  
**Cc:** Stefanik, Andrew  
**Subject:** ALPRT Progress

Thank you for assisting in this very important process to create an effective operational ALPRT Network for the State of Ohio. This is truly a team effort and involves many partnerships. We are moving forward and are getting down to the brass tacks if you will. We are bringing the decision makers together which includes the BMV, LEADS, & the 8 OHS Regions along with the Attorney General's office. They continue to look to the SAIC, OHS, & DPS for direction, and assistance to coordinate and facilitate these meetings. We continue to emphasize the outline we have been given to follow when asked questions about ALPRT and allow them to make their own decisions. I would like to share the following with you and get your feedback if possible:

Ms. Whitton approached me on Monday at the ALPRT meeting and she advised that she was still not aware if the SAIC wanted access to the data the tri-state region is collecting. I know her original request was emailed up the chain and apparently she has not received any response as of then. It would be best if someone of authority would respond to her request in some fashion. I know that OSP and possibly several other agencies at the meeting were interested in having such a connection with them.

Also I was wondering as to the status or procedure for the obtaining and distribution for the ALPRT Test Plate (AAA 0000) License plate. The last I knew Executive Director Baron was going to meet with the BMV to address the cost and numbers question. We estimated that a min. number needed for the first year would be 300 sets but, as more agencies take advantage of this system we may be at 500 sets needed by the end of 2013.

How the Calibration process for the Test Plate may be distributed, with the Test plate?

We are currently waiting to meet again with the Attorney General's Office so the AG's Office can provide a cost and operational plan to the agencies through the regional representatives.

Thanks for your time and efforts to bring this very important project closer to an effective operational system serving all of Ohio.

Deputy Tim M. Schambs  
Buckeye State Sheriff's Association Liaison to the SAIC  
614-387-0656  
[tmschambs@dps.state.oh.us](mailto:tmschambs@dps.state.oh.us)

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## INTER-OFFICE COMMUNICATION

Date November 3, 2011



File No. 1-COM

To ITM2 Jeremy Hansford Attention Capt. Rob Jackson  
From NSS Mauro Pereira - Office of Technology & Communication Services  
Subject Turnpike License Plate Recognition System Replacement

---

The Division currently has eleven fixed License Plate Recognition (LPR) cameras installed at four different Turnpike gate entrances. Six fixed infrared cameras are located at each Ohio Turnpike gate (lanes 2, 3 and 4) to scan license plates entering and leaving the Turnpike. Gates 64 and 218 have five additional cameras scanning license plates entering the Turnpike in these two locations. The East and West gates fixed camera systems were installed in 2004, with gates 64 and 218 added in 2006.

During the initial LPR evaluation period (August 1, 2004 to November 30, 2004), there were a total of 18 cases of stolen vehicle recoveries on the Ohio Turnpike. This represented 50% of the total number of auto theft recoveries on the Turnpike for 2004 and a 50% increase over the number of vehicle recoveries during the same time period in 2003. During the four-month evaluation, fixed LPR cameras on gates were responsible for 39% of auto theft recoveries on the Turnpike. Since 2004, LPR systems have become an integral tool for criminal apprehensions and stolen vehicle recoveries on the Turnpike.

The eleven cameras currently installed on the Turnpike are out of date and end of life. System failures and downtime continue to increase, with gate 64 currently experiencing a camera failure. Technological advancements and product maturity have provided many enhancements and solutions to problems that exist with the older systems in operation on the Turnpike. Enhancements to new LPR systems include:

- Color overlay with infrared
- High definition cameras
- Longer distance plate reads
- Durable cameras
- Better reporting tools for researching plates scanned

Replacement cameras, software, and computers are needed at all gates to realize the full potential of LPR systems in the OSHP's efforts to increase criminal apprehensions and stolen vehicle recoveries on the Turnpike. Total cost to replace computer hardware (\$9,500.00) and the LPR cameras and software (\$173,905.00) is \$183,405. It is recommended that this request be funded by the remaining \$180,000 balance on the State Homeland Security Program grant.

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to save lives, investigate crime and enforce the law with compassion and unbiased professionalism.*





**Ohio State Highway Patrol**  
**Policy Number : OSP-103.29**

**MOBILE AND STATIONARY AUTOMATIC PLATE RECOGNITION (APR)**

Date of Revision : **12/23/2008**

Priority Review : **All Dispatchers ; All Electronic Technicians ; All Sworn Officers ; Other Affected Employees**

Distribution : **All OSP Offices and Facilities**

**Summary of Revisions**

Policy has been revised to add procedures for - Storage for all "non-hit" APR captures. Revisions are in bold and italicized.

**Purpose**

To provide guidelines for the implementation, installation, and use of mobile and stationary Automatic Plate Reader (APR) technology and equipment at selected locations to scan, detect, and identify license plate numbers appearing on selected "Hot Lists".

**Policy**

**A. STATEMENT OF POLICY** - The Ohio State Highway Patrol will utilize APR technology in patrol cars and at stationary locations to accurately identify license plates entered in a static "Hot List" created from NCIC/LEADS data.

1. **Installation** - Stationary and mobile scanners will be installed at selected locations and on selected marked and unmarked vehicles.

2. **Training** - Dispatchers, sworn officers, electronic technicians, and network administrators shall receive appropriate training from qualified OSP staff or vendor representatives prior to using or maintaining the APR equipment.

**B. USER MANUALS** - Attached are the manufacturer's user manuals which provide operational procedures for both the Mobile Auto-Detector User and Operations Center Personnel.

**C. RESPONSIBILITIES**

**1. Officer / Dispatcher**

a. Verify that the Automatic Plate Reader (APR) "hit" on the plate matches the image and then follow established procedures to check LEADS/NCIC.

b. Ensure equipment is functioning properly.

c. **Notification** - After receiving a valid "hit" through NCIC, the dispatcher will dispatch the closest available officer to intercept the vehicle. The officer will be notified of the reason for the "hit", that the dispatch is a result of the APR (e.g., radio signal such as "Possible APR Sig 75" or "Confirmed APR Sig 75") and that the "hit" has been verified through NCIC.

d. **Verification of Hit** - If, for any reason, the APR "hit" cannot be verified

through NCIC, the vehicle is not to be stopped based solely on the APR. If the dispatcher cannot read the digital image sufficiently to verify the license plate number and state, an officer may be dispatched to intercept the vehicle, however the intercepting officer must first verify the "hit" through NCIC prior to stopping the vehicle.

e. **Traffic Stop** - The officer intercepts and stops the vehicle.

f. **Turnpike Gate and Parking Facility Personnel** - If an officer is unavailable to immediately intercept a valid "hit", the dispatcher may notify additional personnel to be on the look out for the suspect vehicle. Ability to identify the vehicle, reason for the "hit", and known direction of travel are circumstances that should be used to determine whether additional personnel should be notified. If the vehicle is observed, they should be instructed to notify the dispatch facility of the route and direction of travel.

g. Officers and dispatchers should use their discretion based on hazards, proximity of assisting officers, type of "hit", etc.

## 2. District 10 Communications Center - Berea / Capitol Square Parking Facility

a. The APR system will be checked by the dispatcher at the beginning of the shift and the information will be logged on the typed log, Web-based HP-53.

b. The Statistical Analysis function will determine if the APR is functioning correctly. The system should indicate a number of plates that have been checked. If there are no plates indicated, the system is not functioning. If the system shows that plates are being scanned, the system is working correctly.

c. The Statistical Analysis section is found in section 6 of the User's Guide.

## 3. Technology and Communications Services

- Equipment deployment and installation.
- Coordinating maintenance and repair.
- Employee training.
- Coordinating the establishment of parameters for download of NCIC and LEADS data, pickup radius restrictions, misdemeanor and/or felony warrants.

## 4. Strategic Services

- All media contacts will be coordinated through DPS Communications, which shall be consulted prior to releasing any information to the news media.
- The Statistical Analysis Unit will have electronic retrieval capability to APR data for management reports and/or evaluation.

## D. FUNCTIONALITY AND OPERATION

1. **Probable Cause** - An Automatic Plate Reader (APR) "hit" shall not be used as probable cause for a traffic stop or enforcement contact. Contact with the vehicle and

occupants shall only be made after the "hit" is confirmed through LEADS/NCIC.

**2. Manual Entry by User into "Hit List" Database** - At any time an officer or dispatcher may manually enter a vehicle registration into the database for storage. See Operations Center User Manual for entry procedures.

**3. 'O' vs. Zero** - Because of standardized NCIC formats, a letter "O" and a zero in a license plate number are synonymous in NCIC records. Therefore, the "Hot List", NCIC, and the Automatic Plate Reader (APR) reads the letter "O" as a zero. Any plate entry, including any manually entered by an officer or a dispatcher with an "O", is automatically converted to a zero.

**4. Fixed Point and APR Notifications** - When a license plate entered in the "Hot List" is detected, a notification is automatically sent by the APR system to an OSP dispatch facility equipped to receive the notification. When mobile APR detects a "Hot List" entry, the officer receives audible and visual notification on the in-car MCT.

**5. Case Documentation** - A printed record for the incident report / case investigation of the APR "hit" shall be included in the case. Data is downloadable for a 31-day period before being automatically dumped and un-retrievable.

**6. Storage** - *All "non-hit" APR captures shall be deleted immediately. APR captures shall not be collected, stored, or shared with the intent of data mining.*

#### Standard References

None

#### Policy References

<u><a href="#">OSP-101.06</a></u>	ELECTRONIC VEHICLE THEFT INTERVENTION / TRACKING EQUIPMENT
<u><a href="#">OSP-200.09</a></u>	RECOVERED / SEIZED / IMMOBILIZED / STOLEN MOTOR VEHICLES
<u><a href="#">OSP-203.03</a></u>	POWERS / DUTIES, AUTHORITY / CODE OF ETHICS / OATH / RULES AND REGULATIONS

#### Attachment(s)

[OSP-103.29 Communications Center - User Manual.pdf](#)

[OSP-103.29 Mobile - User Manual.pdf](#)

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