



Emergency Management Division Informational Letter

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www.michigan.gov/emd



Volume: 04-01

January 26, 2004

TO: Local and District Emergency Management Coordinators
SUBJECT: Announcement of 2003 State Homeland Security Grant Program (SHSGP)
Part II Training Grant

Announcement: We are pleased to invite eligible local jurisdictions to participate in the 2003 State Homeland Security Grant Program (SHSGP) Part II Training Grant. Now that data is available for the training solution area for local jurisdictions that participated in the recently completed State Homeland Security Assessment and Strategy (SHSAS) initiative, the state is allocating training funds under the 2003 SHSGP, Part II Training Grant.

Consistent with the Statewide Homeland Security Three Year Strategy and the Office for Domestic Preparedness (ODP) Emergency Responder Guidelines, funding will be used for Awareness Level Terrorism and Weapons of Mass Destruction (WMD) training, Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) Defensive Operations training, Unified Incident Command System training, and the 2004 Michigan Homeland Security Training Conference.

Target Audience: The target audience for training supported through the 2003 SHSGP, Part II Training Grant must be emergency responders (fulltime, part-time, volunteer, reserve, and contractual), emergency managers, and public/elected officials within the following disciplines identified by the Department of Homeland Security (DHS):

- Emergency Management Agency
- Emergency Medical Services
- Fire Service
- Governmental Administrative
- Hazardous Materials
- Health Care
- Law Enforcement
- Private Security
- Public Health
- Public Safety Communications
- Public Works

Training Allocations: There is a total of \$9,400,000 available for training under the 2003 SHSGP, Part II Training Grant. The training monies are being distributed to jurisdictions based on the SHSAS. It will be the responsibility of the local jurisdiction to prioritize the allocation of training monies within their jurisdiction. Jurisdictions are encouraged to distribute monies among all 11 first responder disciplines. Jurisdictions may consider giving priority to Law Enforcement, Fire Service, and Emergency Medical Services. Near the end of the grant period unexpended allocations will be redistributed to insure full use of available grant monies. Please refer to the attached document for allocations by local jurisdiction.

Application Deadline: The application deadline to apply for the 2003 SHSGP, Part II Training Grant is February 29, 2004. All signed documents must be received or postmarked on or before this date. The grant application packet for local jurisdictions is being distributed with this Informational Letter.

Performance Period: The performance period for the 2003 SHSGP, Part II Training Grant is March 1, 2004 to February 28, 2005. To be eligible for reimbursement, all training must be completed within the performance period.

Quarterly Reporting Requirements: Quarterly reporting and reimbursement requests for the 2003 SHSGP, Part II Training Grant are to be received by June 18, 2004, September 17, 2004, December 17, 2004, and March 18, 2005.

Training Needs Identified: The recently completed SHSAS indicates that, across the 11 first responder disciplines, the greatest training need exists in the area of terrorism awareness level training.

Approved Training: To qualify for reimbursement, courses must be DHS approved. To meet the identified training needs for first responders, the following training has been approved:

DHS Approved Training:

- Emergency Response to Terrorism: Basic Concepts – 16 hours *(Applies to all disciplines)*
- Law Enforcement Response to Weapons of Mass Destruction: Awareness – 16 hours *(L.E. Specific)*
- Incident Response to Terrorist Bombings: Awareness – 4 hours *(Applies to all disciplines)*
- Managing Civil Actions in Threat Incidents: Basic Course – 40 hours *(L.E. Specific)*
- WMD Radiological/Nuclear Awareness – 16 hours *(Applies to all disciplines)*
- WMD Crime Scene Management for Emergency Responders – 8 hours *(Applies to all disciplines)*
- CBRNE Defensive Operations – 12 hours * *(Applies to all disciplines)*
- Unified Incident Command System – 16 hours * *(Applies to all disciplines)*
- May 5-7, 2004 Michigan Homeland Security Training Conference – 16 hours *(Applies to all disciplines)*

* To attend the CBRNE Defensive Operations course and the Unified Incident Command System course, individuals must verify completion of the Terrorism Awareness course by providing a copy of their certificate.

DHS Approved “On-Line” Training:

- Terrorism Awareness for Emergency Responders – 4 hours *(Applies to all disciplines)*
- Emergency Medical Services: Basic Concepts for WMD Incidents – 4 hours *(EMS & Health Professionals)*
- Public Works: Basic Concepts for WMD Incidents – 4 hours *(Public Works Specific)*

There is no charge for the above on-line courses which are available at <http://www.teexwmdcampus.com>.

Please review the Emergency Management Division (EMD) website at www.michigan.gov/emd for additional training as approved and information on the 2004 Michigan Homeland Security Training Conference.

Reimbursable Training Costs: Reimbursement for student training costs will only be made for actual, documented expenditures made by the local agency for:

- Student over-time *
- Student Back-fill *
- Lodging for courses of more than one day in duration **
- Mileage in excess of 50 miles round trip (most direct route of travel) **
- Meals **
- Institutional Costs: Participating training institutions will be required to establish a per student fee for each course. The fee may include reasonable and customary charges for the following: Instructor fees; classroom use fees; breaks; lunches; and expendable materials used in the conduct of training, e.g., paper, pencils, flip charts, name badges, equipment rental, etc.

* Reimbursement for student overtime or backfill will only be paid if the student successfully completed the course for which reimbursement is being requested. A copy of the student’s certificate must be submitted with the completed reimbursement documents to verify successful completion of each course.

* Reimbursement for “on-line” training costs will be made for actual, documented expenditures made by agencies for student overtime or backfill costs needed to successfully complete an “on-line” course. (Not to exceed 4 hours per student, per on-line course.) A copy of the student’s certificate must be submitted with the completed reimbursement documents to verify successful completion of each “on-line” course.

** Reimbursement for lodging, mileage, and meals will be paid in accordance with the local agency guidelines as long as the cost does not exceed the State’s travel policy. If no local reimbursement guidelines exist then state guidelines may be applied. State rates may be located at the following website:

http://www.michigan.gov/documents/TravelRates_Oct03_77242_7.pdf

Billing and Reimbursement Procedures:

1. The training institution or instructor will bill the student’s agency for the cost of attendance.
2. Each participating agency must maintain documentation of actual expenses for purposes of reimbursement.
3. The Agency Reimbursement Form will be available on the EMD web site at www.michigan.gov/emd.
4. Each calendar quarter, participating agencies must complete and submit the reimbursement form, along with supporting documentation, to their respective Emergency Management Program for approval and tracking of expenditures.
5. After review and approval, the local program will forward the agency reimbursement request and supporting documentation to EMD. Upon final approval, payment will be made directly to the participating agency.



Training Delivery System:

Instructors - Michigan currently has many individuals who have attended Train the Trainers (T-T-T) for one or more of the courses listed in the menu above. These individuals may be utilized to teach these courses within their own agencies or agree to contract with others. Emergency Management Division has requested a list of these individuals from DHS and upon receipt they will be posted on the EMD web site at www.michigan.gov/emd.

Train the Trainers – Only experienced instructors sponsored by a Police/Fire Regional Training Center, College or University; or agency sponsored member instructors from among the 11 eligible disciplines will be considered.

1. Eligible agencies may contact their local emergency management program to apply for a T-T-T.
2. Note: The numbers of available T-T-T slots that may be allocated to agencies are limited. The local emergency management program may recommend only the necessary number of qualified T-T-T candidates needed to meet the overall training needs of the jurisdiction.
3. The local program will need to contact Sgt. Michael Johnson or other staff member at the EMD, Hazardous Materials Training Center (HMTTC) to register candidates for T-T-T courses; JohnsonMW@michigan.gov or by phone at (517) 322-1708.
4. The HMTTC will send confirmation of T-T-T course acceptance or denial directly to the individual applicants.
5. Upon successful completion of the T-T-T, the new instructor's name will be posted on the EMD web site.

Dates for T-T-T's will be posted on the EMD web site at www.michigan.gov/emd. Note: In order to attend the T-T-T's for CBRNE Defensive Operations or Unified Incident Command System, applicants must verify completion of either Hazardous Materials Operations or a CBRNE Operations level course by providing a copy of their certificate.

Training Institutions - Police/Fire Regional Training Centers, Colleges, and Universities are welcome to participate in this initiative for the training of local first responders. A letter of invitation is being sent to these institutions and contact information for local emergency management programs will be provided to them.

Instructor and Training Institution Procedures – The following procedures apply to class scheduling, administrative paperwork and issuance of certificates.

1. The training institution or instructor, in cooperation with the local emergency management program, is responsible to notify eligible agencies of classes scheduled.
2. Instructor Training Packets containing a list of allowable training costs, class rosters, certificates, and related paperwork will be provided by contacting Sgt. Michael Johnson or other staff member at the HMTTC; JohnsonMW@michigan.gov or (517) 322-1708.
3. The training institution or instructor will issue a certificate to students upon successful completion of each course.

Notification to First Responder Disciplines: An announcement of this initiative is being sent to agencies and organizations representing the 11 first responder disciplines. They will be provided with a general overview of the 2003 SHSGP, Part II Training Grant and how to go about scheduling training. These agencies will also receive directions to the EMD web site for a listing of participating training institutions and local emergency management programs.

Reimbursement and Grant Administration Questions: Questions regarding reimbursement and grant administration should be directed to your respective MSP-EMD, District Coordinator or Training and Exercise Coordinator.

Sincerely,



JOHN ORT, CAPTAIN

Deputy State Director of Homeland Security
and Emergency Management

JO:T&E:dw

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Attachments:

- Training allocations list
- Train-the-Trainer dates



State of Michigan Fiscal Year 2003 State Homeland Security Grant Program Part II (FY03 SHSGP - Part II)
Local Jurisdiction Training Allocations - Alphabetical Listing

Jurisdiction	Training Allocation
Alcona County	\$18,835.13
Alger County	\$18,359.91
Allegan County	\$105,689.71
Alpena County	\$37,231.61
Ann Arbor City	\$78,958.78
Antrim County	\$30,532.51
Arenac County	\$22,265.09
Baraga County	\$18,302.20
Barry County	\$64,569.29
Battle Creek City	\$48,463.45
Bay County	\$99,152.53
Benzie County	\$23,006.92
Berrien County	\$174,705.91
Birmingham City	\$17,984.18
Bloomfield Township	\$29,338.97
Branch County	\$44,276.46
Calhoun County	\$100,087.33
Canton Township	\$46,650.09
Cass County	\$49,811.90
Charlevoix County	\$33,821.52
Cheboygan County	\$34,796.49
Chippewa County	\$55,152.22
Clare County	\$30,622.48
Clinton County	\$77,415.10
Clinton Twp.	\$67,449.93
Crawford County	\$20,647.03
Dearborn	\$68,553.49
Delta County	\$44,264.51
Delta Township	\$18,466.16
Detroit	\$814,173.21
Dickinson County	\$37,273.63
Eaton County	\$71,981.96
Emmet County	\$38,699.73
Farmington Hills City	\$53,797.87
Fraser City	\$12,738.60
Genesee County	\$379,180.35
Gladwin County	\$25,061.52
Gogebic County	\$27,146.99
Grand Traverse County	\$79,688.19
Gratiot County	\$39,129.24
Hillsdale County	\$58,524.54
Houghton County	\$59,462.91
Huron County	\$48,750.15
Ingham County	\$163,824.39
Ionia City	\$13,390.07
Ionia County	\$47,992.94
Iosco County	\$27,765.14
Iron County	\$19,640.37
Isabella County	\$58,892.69
Jackson County	\$124,928.40
Kalamazoo County	\$198,023.10
Kalkaska County	\$21,196.49

Jurisdiction	Training Allocation
Kent County	\$412,027.91
Keweenaw County	\$8,204.95
Lake County	\$18,451.19
Lansing	\$92,248.99
Lapeer County	\$90,909.44
Leelanau County	\$30,531.05
Lenawee County	\$98,390.62
Livingston County	\$118,727.29
Livonia City	\$67,146.94
Luce County	\$9,833.91
Mackinac County	\$12,159.81
Macomb County	\$339,081.69
Manistee County	\$31,806.79
Marquette County	\$86,892.84
Mason County	\$39,016.94
Mecosta County	\$40,458.79
Menominee County	\$39,032.97
Midland County	\$76,382.29
Missaukee County	\$16,984.07
Monroe County	\$110,971.85
Montcalm County	\$70,596.45
Montmorency County	\$10,718.62
Muskegon County	\$124,253.41
Newaygo County	\$43,853.32
Oakland County	\$960,810.79
Oceana County	\$28,887.62
Ogemaw County	\$26,214.18
Ontonagon County	\$15,647.76
Osceola County	\$21,711.04
Oscoda County	\$13,450.10
Otsego County	\$19,813.13
Ottawa County	\$200,572.09
Owosso City	\$11,928.19
Port Huron City	\$27,950.13
Presque Isle County	\$16,213.84
Romulus City	\$18,183.77
Roscommon County	\$28,626.60
Saginaw County	\$193,245.20
Sanilac County	\$49,598.54
Schoolcraft County	\$18,107.88
Shiawassee County	\$68,967.01
Southfield City	\$59,245.20
St. Clair County	\$110,200.88
St. Joseph County	\$60,199.08
Sterling Heights City	\$78,374.56
Trenton City	\$15,034.24
Tuscola County	\$57,898.25
Van Buren County	\$95,949.98
Warren City	\$97,126.50
Washtenaw County	\$228,076.19
Wayne County	\$956,069.57
Wexford County	\$32,542.13
Totals	\$9,400,000.00

**State of Michigan Fiscal Year 2003 State Homeland Security Grant Program Part II (FY03 SHSGP - Part II)
Local Jurisdiction Training Allocations - Amount Listing**

Jurisdiction	Training Allocation
Oakland County	\$960,810.79
Wayne County	\$956,069.57
Detroit	\$814,173.21
Kent County	\$412,027.91
Genesee County	\$379,180.35
Macomb County	\$339,081.69
Washtenaw County	\$228,076.19
Ottawa County	\$200,572.09
Kalamazoo County	\$198,023.10
Saginaw County	\$193,245.20
Berrien County	\$174,705.91
Ingham County	\$163,824.39
Jackson County	\$124,928.40
Muskegon County	\$124,253.41
Livingston County	\$118,727.29
Monroe County	\$110,971.85
St. Clair County	\$110,200.88
Allegan County	\$105,689.71
Calhoun County	\$100,087.33
Bay County	\$99,152.53
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Lapeer County	\$90,909.44
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Missaukee County	\$16,984.07
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Luce County	\$9,833.91
Keweenaw County	\$8,204.95
Totals	\$9,400,000.00

**Michigan State Police - Emergency Management Division
FY 03 State Homeland Security Grant Program Part II**

Train the Trainer Course Schedule

Below is a list of scheduled Train-the-Trainer courses for those individuals who wish to become qualified instructors, and are interested in instructing first responders from across the State through the 2003 SHSGP, Part II Training Grant. This list can also be accessed at www.michigan.gov/emd.

Note: In order to attend the T-T-T's for the CBRNE Defensive Operations course or the Unified Incident Command System course; applicants must verify completion of either Hazardous Materials Operations or a CBRNE Operations level course by providing a copy of their certificate

Attendance at one of these courses will make that individual's name available to local Emergency Management Coordinators who may contact them as a possible instructor for that course.

Train the Trainer Courses:	Training Dates:
Law Enforcement Response to WMD: Awareness <i>(L.E. Specific)</i>	February 18-19, 2004
Managing Civil Actions in Threat Incidents: Basic Course <i>(L.E. Specific)</i>	March 1-5, 2004
Emergency Response to Terrorism: Basic Concepts <i>(Applies to all Disciplines)</i>	March 10-12, 2004
WMD Radiological/Nuclear Awareness <i>(Applies to all Disciplines)</i>	TBD
WMD Crime Scene Management for Emergency Responders <i>(LE, Fire, HazMat Entry Specific)</i>	TBD
CBRNE Defensive Operations <i>(Applies to all Disciplines)</i>	April 26-27, 2004
CBRNE Defensive Operations <i>(Applies to all Disciplines)</i>	May 24-25, 2004
CBRNE Defensive Operations <i>(Applies to all Disciplines)</i>	July 8-9, 2004
Unified Incident Command System <i>(Applies to all Disciplines)</i>	February 17-19, 2004
Unified Incident Command System <i>(Applies to all Disciplines)</i>	May 10-12, 2004
Unified Incident Command System <i>(Applies to all Disciplines)</i>	June 1-3, 2004

If you are interested in attending one of these Train-the-Trainer courses and would like more information, please contact Sgt. Michael Johnson by e-mail at JohnsonMW@michigan.gov or by phone at (517) 322-1708.