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# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

August 12, 2013

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

### Requested Action

1. Pursuant to RSA 21-P:43, authorize the Department of Safety, Division of Homeland Security and Emergency Management, to enter into a Memorandum of Agreement (MOA) with the Department of Safety, Division of State Police (VC#177878-B001) for a total amount of \$54,558.00 for the purpose of reimbursing the cost for advanced cyber security and incident response training and Risk Assessment & Security Operations Center equipment. Effective upon Governor and Council approval through May 31, 2014. Funding Source: 100% Federal Funds.

Funding is available in an account titled "100% EMPG Local Match" as follows:

02-23-23-236010-80920000 -072-500576 SFY 2014  
Activity Code: 23EM128092 \$54,558.00

2. Authorize the Department of Safety, Division of State Police, upon approval of requested action #1, to accept and expend \$54,558.00 of federal funds from the NH Department of Safety, Division of Homeland Security and Emergency Management for the purpose of reimbursing the cost for advanced cyber security and incident response training and incident response training and Risk Assessment & Security Operations Center equipment. Effective upon Governor and Council approval through May 31, 2014. Funding source: 100% Agency Income.

Funds are to be budgeted as follows:

02-23-23-234010-3321000 Dept. of Safety Division of State Police Cyber Security Enhancement Training  
RSRC: 403283  
Amount: \$54,558.00

Class	Description	Current Adjusted Authorized	Requested Action	Revised Appropriation
009	Agency Income	\$ (7,741.99)	\$ (54,558.00)	\$ (62,299.99)
020-500803	Current Expense	\$ 2,900.00	\$ -	\$ 2,900.00
030-500311	Equipment	\$ -	\$ 26,410.00	\$ 26,410.00
066-500555	Employee Training	\$ -	\$ 23,148.00	\$ 23,148.00
080-500710	Out-of State Travel	\$ 4,841.99	\$ 5,000.00	\$ 9,841.99
	Total	\$ 7,741.99	\$ 54,558.00	\$ 62,299.99

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**Explanation**

The New Hampshire Division of State Police highly trained personnel are required to design and manage secure networks and information systems. Technical security training requires personnel with specific skill sets; therefore this project will provide the funding for IT security personnel to attend advanced information security training, workshops and seminars. Personnel training will, in turn, return and provide training to other Safety and DoIT personnel utilizing a “train the trainer” concept.

Funds are to be budgeted as follows:

Class 030 funds, Equipment – These funds will be used to purchase Risk Assessment & Security Operations Center equipment.

Class 066 funds, Employee Training – These funds will be used to purchase “on demand” training for the IT personnel.

Class 080 funds, Out-of-State Travel – These funds will be used to send IT personnel to attend advanced information security workshops and seminars.

In the event that Agency Income funds become no longer available, General Funds and/or Highway Funds will not be requested to support this program.

The Memorandum of Agreement listed above is funded from the FFY '12 Emergency Management Performance Grant, which was awarded to the Department of Safety, Division of Homeland Security and Emergency Management (HSEM) from the Federal Emergency Management Agency (FEMA). The grant funds may be used to measurably improve all-hazard planning and preparedness capabilities/activities, to include mitigation, preparedness, response, and recovery initiatives at the State and local levels. Applications are submitted to the HSEM office, which are reviewed and approved by the HSEM Planning Chief, Assistant Planning Chief, and Field Representatives. The criteria for approval are based on grant eligibility in accordance with the FFY '12 grant guidance and the documented needs of the State or local jurisdiction; a copy of this guidance is attached.

The Emergency Management Performance Grant is 50% federally funded by FEMA with a 50% match requirement supplied by the Division of State Police. The Division of State Police acknowledges their match obligation in section IV of the Memorandum of Agreement.

In the event that Federal Funds become no longer available, General Funds and/or Highway Funds will not be requested to support this program.

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety

**Department of Safety  
Cyber Security Enhancement Training  
Fiscal Situation**

Federal Funds Awarded:	
FFY 2011 - Cyber Sec Enhancement Training Grant - 6/6/2012 - 9/30/2013	\$38,588.00
FFY 2012 - Cyber Sec Enhancement Training Grant - Upon G&C - 5/31/2014	\$54,558.00
<b>Total Grant Funds Awarded</b>	<b>\$93,146.00</b>
Less SFY 2013 expenses on FFY 2011 Grants	<b>(\$30,846.01)</b>
<b>Total</b>	<b>(\$30,846.01)</b>
<b>Net Grant Funds Remaining as of July 1, 2013 (SFY 2014)</b>	<b>\$62,299.99</b>
Less SFY 2014 Appropriation including prior year encumbrances 02-23-23-234010-33210000	<b>(\$7,741.99)</b>
<b>Excess grant funds available to appropriate</b>	<b>\$54,558.00</b>
<b>This Request</b>	<b>\$54,558.00</b>

**MEMORANDUM OF AGREEMENT  
BETWEEN  
NEW HAMPSHIRE HOMELAND SECURITY & EMERGENCY MANAGEMENT  
AND  
THE NEW HAMPSHIRE STATE POLICE**

FFY '12 Emergency Management Performance Grant – Cyber Terrorism / Cyber Security Enhancement Training program.

**I. PURPOSE**

The purpose of this Memorandum of Agreement (MOA) is to provide funding in the amount of \$54,558.00 from the New Hampshire Department of Safety, Division of Homeland Security and Emergency Management to the New Hampshire Department of Safety, Division of State Police to further advance their Computer Security and Incident Response Capabilities.

**II. PARTIES**

The parties to this agreement are the New Hampshire Department of Safety, Division of Homeland Security (hereinafter referred to as “HSEM”) and the New Hampshire Department of Safety, Division of State Police (hereinafter referred to as “NHSP”).

**III. AUTHORITY**

The Emergency Management Performance Grant (EMPG) awarded by HSEM supports activities associated with all-hazard mitigation training and equipment. Personnel responsible for preventing and responding to a cyber attack on Department of Safety and other State information technology resources will receive advanced cyber security training. Equipment purchased in this project will be deployed to maximize both incident detection capabilities AND prevention capabilities. The purchase of training and equipment qualify for project funding under the EMPG program.

**IV. SCOPE OF WORK**

The purpose of this project is further expand cyber security capabilities developed in the 2011 EMPG “Cyber Terrorism/Cyber Security Enhancement Training” project by enhancing the information security posture of critical Dept. of Safety and other State information technology information assets. The New Hampshire State Police will work collaboratively with the Department of Information Technology (hereinafter referred to as “DoIT”) and other agencies to identify personnel who are responsible for protecting critical cyber assets. Personnel with these responsibilities will receive advanced training in areas of cyber security such as: system hardening, perimeter defense, penetration testing, and incident response. Additionally, equipment purchased in this project will be used by computer security and incident response personnel to: (1) Proactively conduct scans of critical systems to identify vulnerabilities; and (2) enhance incident detection capabilities and response via a centralized security operations center.

HSEM agrees to provide \$54,558.00 in financial assistance to NHSP in support of the task listed above and in accordance with Paragraph V. The financial assistance to be provided by HSEM under this MOA requires a 50% match contribution of the total project cost from NHSP, DoIT, and other agency personnel. The match requirement will be met through salary and benefit cost analysis of agency personnel attending the training and utilizing the equipment.

NHSP agrees to maintain financial records, supporting documents, and all other pertinent records for a period of seven (7) years. In these records, NHSP shall maintain documentation of the 50% cost share required by this MOA and agreed upon by NHSP.

**V. FUNDING**

HSEM will provide funding for this project totaling \$54,558.00. Funding will provide for both advanced cyber security training and equipment to enhance proactive and reactive cyber security capabilities. Funding will be transferred to an account maintained for this project by NHSP. NHSP agrees to document \$54,558.00 in matching expenditures.

**VI. TERMINATION**

This MOA may be terminated upon thirty (30) days written notice by either party. The funds (or pro-rated funds) must be returned if the MOA is terminated prior to the completion of the project.

**VII. DURATION**

This MOA shall continue in effect from the date of Governor and Council approval through September 30, 2014, unless terminated earlier by either party.

**VIII. AGREEMENT**

In WITNESS THEREOF, the parties hereto have executed this Agreement, which shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve the agreement.

**NH Department of Safety, NHSP**

  
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Colonel Robert Quinn  
Director

8/13/13  
Date

**NH Department of Safety, HSEM**

  
\_\_\_\_\_

Perry E. Plummer  
Director

8/13/2013  
Date

**NH Department of Safety**

  
\_\_\_\_\_

John J. Barthelme  
Commissioner

\_\_\_\_\_  
Date

Approved by the Attorney General this 26th day of August, 2013, as to form, substance and execution.

OFFICE OF THE ATTORNEY GENERAL

  
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**New Hampshire Homeland Security and Emergency Management (NHHSEM)  
Emergency Management Performance Grant (EMPG) Guidance  
FFY 2012**

*(Grant Performance Period: October 1, 2011 through September 30, 2014)*

The purpose of the FY 2012 Emergency Management Performance Grant (EMPG) Program is to assist State and Local Governments and other eligible agencies in preparing for all hazards. EMPG focuses on Planning, Organization/Administrative, Equipment, Training, Exercises, Mitigation and Maintenance/Sustainment to enhance and sustain all-hazards emergency management capabilities.

As part of the FY 2012 EMPG Program, DHS-FEMA identified an overarching **priority**:

**Advancing “Whole Community” Security and Emergency Management:** *“Whole Community” fosters a national emergency management approach and considers all aspects of a community to effectively prepare for, protect against, respond to, recover from, and mitigate against any terrorist attack or natural disaster. As the country experiences threats of terrorist attacks (foreign and domestic) and natural disasters, communities are challenged to develop collective, local abilities to withstand the potential impacts of these events, respond quickly, and recover in a way that sustains or improves the community’s overall well-being. Achieving this collective capacity calls for innovative approaches across the community, including emergency management to build up existing practices, institutions, and organizations that help make local communities successful, and that can leverage this infrastructure if and when an incident occurs.*

**Effectiveness Measures – Quarterly Progress Reporting:** As part of the EMPG Program administration, grantees are **required** to provide quarterly reports that provide sufficient detail for NH HSEM to measure progress of the funded project(s). The EMPG Quarterly Report form is available on NH HSEM’s website at: <http://www.nh.gov/safety/divisions/hsem/grants/documents/empg-quarterly-form.doc>

**Cost Match:** The EMPG Program has a 50 percent (50%) Federal and 50 percent (50%) Local cost match (cash or in-kind) requirement. Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds. To meet matching requirements, the grantee contributions must be *reasonable, allowable, allocable, and necessary* under the grant program and must comply with all Federal requirements and regulations.

**Allowable Costs:** EMPG funding is available for projects that fall into the categories of – ***Planning, Organization/Administrative, Equipment, Training, Exercises, Mitigation and Maintenance & Sustainment.*** The following list of possible projects and activities is meant to guide you in selecting projects for an EMPG grant submission. This list of suggested projects is not intended to be all-inclusive. Local communities or agencies may have other specific projects and activities that reflect specific local needs based on local capability assessments and local hazards.

***Planning***

FY 2012 EMPG Program funds may be used for a range of emergency management planning activities. Planning provides a methodical way to engage the whole community in thinking through the life cycle of potential crises, determining required capabilities, and establishing a framework for roles and responsibilities. Planning must include participation from all stakeholders in the community who are able to contribute critical perspectives and may have a role in executing the plan. Planning should be flexible enough to address incidents of varying types and magnitudes.

**Planning activities may include, but are not limited to, the following:**

- **Create/update your Local Emergency Operations Plan (LEOP)** \*\* consistent with the Comprehensive Preparedness Guide (CPG) 101 v.2 November 2010 which serves as the foundation for State and local emergency planning. CPG 101 can be found at:  
[http://www.fema.gov/pdf/about/divisions/npd/CPG\\_101\\_V2.pdf](http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf).
- **Develop/Enhance an All-Hazards Mitigation Plan\*\*** for your community, approvable by the Federal Emergency Management Agency (FEMA).
- Community-based planning to advance “whole community” security and emergency management.
- Modify existing incident management and emergency operations plans.
- Develop/enhance comprehensive emergency management plans.
- Develop/enhance large-scale and catastrophic event incident plans.
- Develop/enhance logistics and resource management plans.
- Develop/enhance local evacuation plans, including alerts/warning, crisis communications, sheltering, and re-entry.
- Develop/enhance volunteer and/or donations management plans.
- Prepare a hazard mitigation project proposal for submission to NH HSEM.
- Develop/enhance dam emergency action plans.
- Develop/enhance a Continuity of Operations Plan (COOP)/Continuity of Government Plan (COG), following the DHS program guidance.
- Develop a local debris management plan.
- Develop/enhance a local shelter plan.
- Develop/enhance emergency management and operations plans to integrate citizen/volunteer and other non-governmental organization resources and participation.
- Develop/enhance other response and recovery plans, following the DHS program guidance.

\*\* A community must have the following two plans in place before NH HSEM will consider funding other projects: an updated LEOP and a FEMA approvable All-Hazards Mitigation Plan. Applicants may apply for funding for these plans in conjunction with other items.

***Organization/Administrative***

EMPG Program funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management. Proposed staffing activities should be linked to accomplishing emergency management-related projects and activities. This grant is project-driven.

**Organization/Administrative projects & activities may include, but are not limited to, the following:**

- Maintain/upgrade an Emergency Operations Center and/or alternate EOC capable of accommodating staff to respond to local emergencies.
- Establish and maintain a call-down list for EOC staff.
- Establish and maintain emergency response/recovery resource lists.
- Develop or update Emergency Management mutual aid agreements with a focus on damage assessment, debris removal, etc.
- Logistics and Resource Management, following the DHS program guidance.
- Develop and maintain written duties and responsibilities for Emergency Operations Center (EOC) staff positions and agency representatives (Checklist/Job Action Sheets).
- Develop and maintain Public-Private sector partnerships.
- Conduct a hazard analysis and risk assessment.
- Supply preparation.
- Develop public education and awareness information (i.e., brochures & pamphlets).
- Develop and maintain a list of private non-profit organizations within your local jurisdiction to ensure that these organizations are included in requests for public assistance funds.
- Develop/enhance financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program.
- Develop or update procedures for tracking of disaster-related expenses by local agencies.
- Program evaluations.
- Develop/enhance systems to monitor training programs.

**Equipment**

Allowable equipment categories for the FY 2012 EMPG Program are listed on the web-based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), which is sponsored by FEMA at <http://www.rkb.us>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

The **select allowable equipment** includes equipment from the following AEL Categories:

- [04] Information Technology
- [05] Cyber Security Enhancement Equipment
- [06] Interoperable Communications Equipment (see note below)
- [07] Detection Equipment
- [10] Power Equipment (i.e., generators)
- [11] CBRNE Reference Materials
- [12] CBRNE Incident Response Vehicles \*\*
- [14] Physical Security Enhancement Equipment
- [19] CBRNE Logistical Support Equipment
- [21] Other Authorized Equipment (i.e., equipment to support an EOC)

\*\* Incident Response Vehicles – Even though this equipment is eligible under the FEMA Authorized Equipment List (AEL), NH HSEM has a policy in place to provide criteria on how emergency response vehicles will be funded under the Emergency Management Performance Grant. All applications for this type of activity will be kept on file. Funding will be considered at the end of the grant performance period, and after all non-vehicle related Emergency Management project requests have been funded.

If you have questions concerning the eligibility of equipment not specifically addressed in the AEL, please contact the State EMPG Program Manager for clarification.

**NOTE:** Grantees that are using FY 2012 EMPG Program funds to support emergency communications activities should comply with the *FY 2012 SAFECOM Guidance on Emergency Communication Grants*. The guidance provides recommendations to grantees seeking funding for interoperable emergency communications projects, including allowable costs, items to consider when funding emergency communications projects, grants management best practices for emergency communications grants, and information on standards that ensure greater interoperability. The guidance is intended to ensure that Federally-funded investments are compatible and support national goals and objectives for improving interoperability nationwide. SAFECOM guidance can be found at <http://www.safecomprogram.gov/library/lists/library/DispForm.aspx?ID=334>.

The recipient shall also ensure projects support the Statewide Communication Interoperability Plan (SCIP).

***Training***

FY 2012 EMPG Program funds may be used for a range of emergency management-related training activities to enhance the capabilities of State and local emergency management personnel through the establishment, support, conduct, and attendance of training. Training should foster the development of a community oriented approach to emergency management that emphasizes engagement at the community level, strengthens best practices, and provides a path toward building sustainable resilience.

**Training Activities may include, but are not limited to, the following:**

- Attending training courses at the Emergency Management Institute.
- Attending a “field delivered” training course conducted by NH Fire Academy.
- Attending other local, state, or nationally sponsored training event that provides skills or knowledge relevant to emergency management.
- Completing FEMA Independent Study (IS) Courses.
- Identify and train a pre-identified local damage assessment team.
- Participation in NIMS/ICS Training
- Attending other FEMA-approved emergency management training
- Participation mass evacuation training at local and State levels.

**Allowable training-related costs include the following:**

**Funds Used to Develop, Deliver, and Evaluate Training** - Includes costs related to administering the training: planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment.

- **Overtime and Backfill** - The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of attendance at FEMA and/or approved training courses and programs are allowable. 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. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.
- **Travel** - Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to approved training.

### ***Exercises***

Exercises implemented with grant funds should evaluate performance of the capabilities required to respond to the exercise scenario. Exercise activities should follow HSEEP Guidance which can be found at <https://hseep.dhs.gov>. Grantees are encouraged to develop exercises that test their Local EOPs. *Before applying for EMPG funds for an exercise, please contact the State's Exercise/Training Officer on availability for HSEEP funding which is 100% compared to 50% under EMPG.*

### **Allowable exercise-related costs include:**

- Conduct multi-agency EOC exercise (tabletop or functional) and forward report to include after action reports to NH HSEM (external evaluation of exercise is strongly encouraged). Exercises might involve any of the following scenarios:
  - Hurricane Exercise
  - Terrorism Exercise
  - Severe Storm Exercise
- Conduct a communications exercise.
- Participate in a multi-state or multi-jurisdictional exercise.
- Observe or evaluate a State or local exercise outside your local jurisdiction.
- Assist local agencies and commercial enterprises (nursing homes, dams, prisons, schools, etc.) in developing, executing and evaluating their exercise.
- Assist local hospitals in developing, executing and evaluating mass care, hazmat, terrorism, and special events exercises.
- 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. Grantees are encouraged to use free public space/locations/facilities, whenever available, prior to the rental of space/locations/facilities.
- Hiring of Contractors/Consultants – Contractors/consultants may be hired to support direct exercise activities. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of exercises.
- Overtime and Backfill - The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of time spent on 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. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.
- Supplies - Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise projects (e.g., copying paper, gloves, tape, non-sterile masks, and disposable protective equipment).
- Other Items - These costs are limited to items consumed in direct support of exercise activities such as the rental of space/locations for planning and conducting an exercise, rental of equipment (e.g., portable toilets, tents), and the procurement of gasoline, exercise signs, badges, and other essential nondurable goods. Grantees are encouraged to use free public space/locations, whenever available, prior to the rental of space/locations.

*Exercises (cont.)*

**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). The only vehicle costs that are reimbursable are fuel/gasoline or mileage.
- Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).
- Durable and non-durable goods purchased for installation and/or use beyond the scope of exercise conduct.

***Mitigation***

Prior to applying for EMPG funds to do a Mitigation Project, it is recommended to first inquire on Hazard Mitigation-type Grants through the State Hazard Mitigation Officer, Lance Harbour. He can be reached at 603-223-3633.

**Mitigation Activities** may include:

- Brick and mortar projects, such as, installing drainage ditches, enlarging culverts, or installing riprap. No annual maintenance activities allowed, such as brush removal, or drainage clearing.
- Communications activities, such as communications studies, compatibility studies, and/or purchasing of communications equipment for interoperability.

***Maintenance and Sustainment***

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active and future grant awards, unless otherwise noted. Grantees are reminded that **supplanting is not permitted under the EMPG Program**. Maintenance contracts and warranties, repair and replacement costs, upgrades, and/or user fees for equipment that was not originally purchased with preparedness grant funding may not be subsequently paid for with preparedness grant funding.

**Maintenance and Sustainment** may include:

- Maintenance Contracts and Warranties - To increase the useful life of the equipment, FEMA has determined that maintenance contracts and warranties may be purchased using grant funding from one FY to cover equipment purchased with funding from a different FY. The use of grant funding for the purchase of maintenance contracts and warranties must meet the following conditions:
  - Maintenance contracts and warranties may only be purchased for equipment that has been purchased using FEMA preparedness grant funding
  - To avoid supplementing Congressional appropriations for specific programs, maintenance contracts and warranties must be purchased using funds from the same grant program used to purchase the original equipment
  - The term of the maintenance contract or warranty shall not exceed the period of performance of the grant to which the contract is being charged.

***Maintenance and Sustainment***

**Maintenance and Sustainment may include (cont.):**

- Repair and Replacement Costs - The cost of repair and replacement parts for equipment purchased using FEMA preparedness grant funding is an allowable expense
  - Repair and replacement parts may only be purchased for equipment that has been purchased using FEMA preparedness grant funding
  - To avoid supplementing Congressional appropriations for specific programs, repair and replacement parts must be purchased using the same grant program used to purchase the original equipment
- Upgrades - FEMA preparedness grant funding may be used to upgrade previously purchased allowable equipment. For example, if the grantee purchased risk management software with EMPG Program funds in FY 2005 and would like to use FY 2012 grant funding to upgrade the software, this is allowable.
  - Upgrades may only be purchased for equipment that has been purchased using FEMA preparedness grant funding.
  - To avoid supplementing Congressional appropriations for specific programs, upgrades must be purchased using the same grant program used to purchase the original equipment.
- User fees - User fees are viewed as costs for specific services required to maintain and provide continued operation of equipment or systems. An example would be the recurring service fees associated with handheld radios or mobile data computers
  - User fees may only be paid for equipment that has been purchased using FEMA preparedness grant funding
  - To avoid supplementing congressional appropriations for specific programs, user fees must be paid for using the same grant program used to purchase the original equipment.
  - The service time purchased shall not exceed the period of performance of the grant to which the user fee is being charged.

***Metropolitan Medical Response System (MMRS) & Emergency Operations Center (EOC) Grant Programs***

**MMRS & EOC Grant Programs:**

Although no longer funded as discrete grant programs, all activities and costs allowed under the FY 2011 Emergency Operations Center (EOC) Grant Program, and FY 2011 Metropolitan Medical Response System (MMRS) grant program are allowable costs under the FY 2012 EMPG Program. Before applying, please contact the EMPG Program Manager to discuss project eligibility and availability of funds.

**Unallowable Costs/Items Not Funded**

- General administrative projects. Administrative expenses must be directly connected to a specific Emergency Management-related project.
- The same/similar project will not be funded year after year.
- Expenditures for weapons systems and ammunition.
- Costs 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.
- Activities unrelated to the completion and implementation of the EMPG Program.
- Other items not in accordance with the portions of the AEL and allowable costs listed above.