



# The Commonwealth of Massachusetts Executive Office of Public Safety

**Mitt Romney**  
Governor

Homeland Security Division  
Ten Park Plaza, Suite 3720  
Boston, Massachusetts 02116  
Tel: (617) 725-3301  
Fax: (617) 725-0260  
[www.mass.gov/eops](http://www.mass.gov/eops)

**Robert C. Haas**  
Secretary

**Kerry Healey**  
Lieutenant Governor

## **FFY 2006 Homeland Security Grant Program (HSGP)** **Guidance for Regional Homeland Security Planning Councils**

### **I. Purpose:**

In order to receive Federal Fiscal Year (FFY) 2006 Homeland Security Grant Program (HSGP) funding from the Executive Office of Public Safety (EOPS), each of the Massachusetts Homeland Security Planning Regions (Region) is required to update their regional homeland security plan. Plans must continue to be consistent with the goals and objectives outlined in the current Massachusetts State Homeland Security Strategy and address the eight (8) priority homeland security investments described herein.

### **II. Process:**

In accordance with the Department of Homeland Security's (DHS) FFY06 application and award process, the Commonwealth of Massachusetts selected priority investments to be addressed with FFY06 HSGP funding. As a result of peer reviewer feedback and state-sponsored assessments, the FFY06 HSGP will address the eight (8) priority investments at the funding levels listed below. Each Region will receive a set amount of funding for all investments and must adhere to these pre-determined funding levels for the duration of the grant cycle. Each Region must address each of the investments in its regional homeland security plan and submit to EOPS an updated plan and budget by **November 10, 2006**. The budget must not exceed the amount eligible to each Region and investment. The funding to the Regions fulfills the federal requirement that at least 80% of the State HSGP funding is allocated to local jurisdictions.

Upon approval of a Region's plan, EOPS will award the FFY06 funds to the Region to implement the approved investment activities. The statewide budget breakdown of the FFY06 HSGP funds to local municipalities is as follows:

<b>Investments</b>	<b>LETPP<sup>1</sup></b>	<b>SHSP<sup>2</sup></b>	<b>TOTAL</b>
CBRNE Detection Response and Decontamination	\$1,555,300	\$441,000	\$1,996,300
Enhancement of State and Regional Information Sharing Capacity	\$1,280,000		\$1,280,000
Statewide Database Development		\$1,026,000	\$1,026,000
NIMS Compliance		\$3,440,000	\$3,440,000
Enhancement of Regional and State Interoperable Communications	\$2,578,800	\$2,096,595	\$4,675,395
Exercising Operational Plans	\$1,289,400	\$838,638	\$2,128,038
Enhancement of Regional and State Preparedness Programs	\$1,289,400	\$708,811	\$1,998,211
Enhancement of Preparedness and Response to Pandemic Influenza		\$549,146	\$549,146
Management and Administration (M&A)	\$199,100	\$267,810	\$466,910
<b>TOTAL</b>	<b>\$8,192,000</b>	<b>\$9,368,000</b>	<b>\$17,560,000<sup>3</sup></b>

### **III. EOPS Prescribed Investments:**

#### **1. Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Detection Response & Decontamination**

This year, each Region's total funding allotment includes a set aside amount from both LETPP and SHSP to be directed towards hazardous materials response. Each Region will assign a pre-determined amount of FFY06 funding to the Commonwealth of Massachusetts' Department of Fire Services (DFS), via Memorandum of Understanding (MOU), for the purpose of procuring the equipment and training necessary to upgrade the state's six (6) regional hazmat response teams. M&A may not be charged to this investment. Funds will cover the following:

1. Personal Protective Equipment and Chemical Protective Clothing for hazmat team members.
2. Two (2) hazmat rapid response units with detection equipment for use in high population areas that are underserved by the current availability of CBRNE detection capabilities.
3. CBRNE team training, trainers, and training materials.
4. Team member communications equipment.
5. Entry cameras for use within a hazardous materials "hot spot." Hazmat teams will have real-time visual assistance to and provide visualization of the internal aspect of a hazardous materials incident.

<sup>1</sup> Law Enforcement Terrorism Prevention Program (LETPP) - The LETPP seeks to provide law enforcement communities with enhanced capabilities for detecting, deterring, disrupting, and preventing acts of terrorism.

<sup>2</sup> State Homeland Security Program (SHSP) - The SHSP provides funds to enhance the capability of State and local units of government to prevent, deter, respond to, and recover from incidents of terrorism involving the use of chemical, biological, radiological, nuclear or explosive (CBRNE) weapons, cyber attacks, and catastrophic events.

<sup>3</sup> Additionally, EOPS is funding the Urban Areas Security Initiative (\$18,210,000), the Metropolitan Medical Response System (a total of \$696,990 to three cities), and the Citizens Corps Program (\$389,251) under HSGP.

## **2. Enhancement of State and Regional Information Sharing Capacity**

This year, each Region will receive \$320,000 for intelligence- and information-sharing activities that support the agencies and systems that comprise the Commonwealth's information sharing environment. This investment specifically addresses the goal of creating greater state and regional collaboration through the establishment of regional information/intelligence nodes. These nodes will be established, following processes consistent with state and federal procurement and grant guidelines, at the discretion of the Regions. The Commonwealth's homeland security efforts are guided by the understanding that efforts to detect, prevent, respond to, and manage the consequences of acts of terrorism and other critical incidents are built upon a solid foundation of multi-disciplinary, multi-jurisdictional information sharing. The inclusion of regional analysts will provide this foundation while leveraging existing public safety processes. These analysts will enhance the capability of law enforcement across the Commonwealth to detect, investigate and conduct operations related to homeland security as well as facilitate the distribution of relevant, actionable, and timely information to the consumers that need it. Each region will receive \$160,000 per year for a two-year period. The funds must support the following:

1. 2 Analysts @ \$55,000 each (recommended salary) per year = \$110,000
2. Supplies, equipment (laptop, docking station at a minimum), Training per year = \$50,000

## **3. Statewide Database Development**

This year, each region will receive a pre-determined amount of funds, derived from the number of communities within each region and the risk-based formula, to complete data collection and compilation of information for the Massachusetts Resource Directory Database System (RDDS). The RDDS will be a web-based system that contains the resource information for local, regional, state and on-governmental (private and voluntary) agencies to be used during times of emergency. Each region may determine the data collection methodology. All hardware and software will be financed with a portion of the 20% of HSGP funds set aside for use by state agencies. The database will be centrally located and maintained by the Massachusetts Emergency Management Agency (MEMA). Funds to the regions must support:

1. Consultant/contractor to survey localities within the region to determine existing resources
2. Consultant/contractor performs data entry to the resource database

## **4. National Incident Management System (NIMS) Compliance**

This year, each region will receive \$10,000 per community, in lieu of direct Local Preparedness Grants, for the ten first responder disciplines within each municipality to achieve compliance with the necessary NIMS training. The federal deadline for NIMS compliance is September 30, 2007. It will be the responsibility of each Homeland Security region to manage this funding and reimburse each community up to \$10,000 for NIMS-related training expenses. Funding may be utilized for **backfill and overtime** to support the following ten first responder disciplines, as defined by DHS:

1. Emergency Management
2. Emergency Medical Services
3. Fire Service
4. Hazardous Materials
5. Governmental Administrative
6. Health Care
7. Law Enforcement
8. Public Health
9. Public Safety Communications
10. Public Works

Funding may be utilized for **backfill and overtime** for first responders to attend the following NIMS training courses:

1. IS-700 Introduction to the National Incident Management System\*
2. IS-800 Introduction to the National Response Plan\*
3. ICS-100 Introduction to the Incident Command System (ICS)\*
4. ICS-200 Basic ICS\*
5. ICS-300 Intermediate ICS\*
6. ICS-400 Advanced ICS\*
7. ICS-402 ICS for Executives\*\*
8. NIMS Multi-agency Coordination Systems\*\*
9. NIMS Public Information Systems\*\*
10. NIMS Resource Management\*\*
11. NIMS Resource Typing\*\*
12. NIMS Mutual Aid\*\*
13. NIMS Preparedness\*\*
14. NIMS Communication and Information Management\*\*
15. ICS-100 for Schools\*\*
16. ICS-100 for Hospitals\*\*
17. ICS-200 for Hospitals\*\*
18. NIMS ICS All Hazards Position Specific Training\*\*
19. Incident Management Team Training
20. Any future NIMS training deemed necessary by DHS

\*Required Training

\*\*Recommended training only

The above mentioned courses may be found at either the State training academies or online at the Emergency Management Institute of the Federal Emergency Management Agency (FEMA). The various training academies of the Commonwealth [MEMA, DFS, and the Municipal Police Training Committee (MPTC)] have the resources to provide training free of cost to municipalities when requested. If a municipality is interested in obtaining such training, please contact the Training Department in the respective agencies as follows:

**MEMA: 508-820-2000**

**DFS: 978-567-3220**

**MPTC: 508-821-2644 x2115**

Municipalities intending to conduct their own in-house training must seek prior approval from EOPS.

A municipality will not be eligible for reimbursement under this investment until its NIMS adoption certification and formal backup documentation are submitted to EOPS. Once a municipality achieves full compliance with NIMS, the municipalities Chief Executive Officer (CEO) must certify to the Region that all ten disciplines within the community are NIMS compliant. Each Region must track the status of NIMS compliance for each community within the region and will provide EOPS with a monthly progress report of each municipality's compliance and reimbursement status.

#### **IV. Regional Prioritized Investments:**

This year, each Region worked with the Center for Technology Commercialization (CTC) to prioritize the remaining investments:

1. Enhancement of Regional and State Interoperable Communications - Must relate and support the state interoperability study
2. Exercising Operational Plans – Improvised Explosive Device (IED)-based scenario; regionally-based exercise
3. Enhancement of Preparedness and Response to Pandemic Influenza - Develop regional planning capacity in coordination with state and federal planning
4. Enhancement of Regional and State Preparedness Programs - Evacuation, sheltering, mass care focus

The Risk-Based Allocation to each Region for the regional prioritized investments was derived from a combination of threat and vulnerability assessments provided by each Region as well as data assembled by the Commonwealth Fusion Center. For each funding stream, LETPP and SHSP, each Region is permitted to expend a certain percentage of funds for each priority investment (see below).

SHSP	
Priority #1	50%
Priority #2	20%
Priority #3	20%
Priority #4	10%

LETPP (excludes pandemic flu)	
Priority #1	50%
Priority #2	25%
Priority #3	25%

All regionally prioritized projects are managed by the Regions and funds may be utilized for allowable expenditures that fall within the following categories: Planning, Equipment, Training, Exercises, and M&A under SHSP; and Planning, Organizational Activities, Equipment, Training, Exercises, and M&A under LETPP.

#### **V. Management & Administration (M&A)**

The Regions may retain and use up to 3 percent of their award (less the CBRNE/DFS direct allotment) from the state for local M&A costs.

#### **VI. Background**

The FFY06 HSGP Guidance and Application Kit demonstrated a shift in the way HSGP funds would be awarded by DHS. States were required to formally request FFY06 HSGP funding via Investment

Justifications. Through the Investment Justification, states were able to describe specific funding and implementation approaches that would help address priority initiatives that were identified as a result of the required Program and Capability Review.

The Program and Capability Review afforded the Commonwealth of Massachusetts the opportunity to bring skilled, knowledgeable individuals from various disciplines together to review and evaluate the current capability of the Commonwealth to prevent, prepare for, respond to, and recover from a major incident. Further, EOPS conducted a planning meeting with Massachusetts's five Regional Homeland Security Councils to review, assess and validate the findings. This process enabled the Commonwealth of Massachusetts to thoroughly review and evaluate its current capability, identify its strengths and weaknesses, and develop an overall plan to enhance the state's capability. This program and capability review was conducted over a six month period and included key participants on both state and regional levels representing expertise from multiple jurisdictions and disciplines across the state thus enabling the Commonwealth of Massachusetts to conduct a comprehensive and in depth review and analysis of its current capabilities.

As a result, nine (9) over-arching state initiatives were identified and the Investment Justifications link directly to those initiatives. Moreover, the detailed analysis can be directly tied to the five (5) goals of the State Homeland Security Strategy. In support of the State Homeland Security Strategy, the program and capability review implementation team embraced the following nine initiatives.

Information Sharing	Interoperable Communications
Cyber Security	NIMS Implementation
Regional Collaboration	Statewide Pandemic Preparedness
Disaster Recovery	Improvised Explosive Device (IED) Preparedness
CBRNE Preparedness	

The initiatives identified will enhance current state capabilities to prevent, protect, respond to and recover from incidents of major consequence thereby affording the citizens of the Commonwealth and its visitor's safer communities.

## **VII. Plan Format**

Each Region must submit to EOPS an updated Regional Homeland Security Plan that describes how the FFY06 funding will continue to support activities consistent with the State Homeland Security Strategy, including the development and implementation of programs that support the 8 priority investments. Each updated Regional Plan should not exceed ten (10) pages in length. All plans must be submitted in accordance with the format described below. Additional specific instructions may be provided at a later date.

Please prepare a 3-ring binder (along with an accompanying CD) that includes:

- 1. Table of Contents**
- 2. Executive Summary**
- 3. Narrative** – A separate section for each of the five goals of the State Homeland Security Strategy should be included, detailing:
  - a. Background/problem definition
  - b. Purpose

- c. Strategy/approach
- d. The investment activities associated with each goal and objective
- e. Amount of funds associated with each investment activity, the funding stream<sup>4</sup> to be used and the disciplines<sup>5</sup> involved

#### **4. Budget**

- a. All proposed expenditures must be derived from DHS authorized lists
- b. Proposed expenditures must represent the appropriate funding streams and prescribed amounts
- c. Must use template provided by EOPS
- d. Funds will be available through 6/30/08

#### **5. Include all documentation and data that justify the plan**

### **VIII. Submission Instructions**

Revised Homeland Security Plans and budgets will be accepted by EOPS through **November 10, 2006**. Plans in hard copy and CD format must be submitted to the attention of the Region's EOPS Homeland Security Division Advisor/Liaison at the address below:

Executive Office of Public Safety  
Homeland Security Division  
10 Park Plaza  
Suite 3720  
Boston, MA 02116

---

<sup>4</sup> State Homeland Security Program (SHSP) or Law Enforcement Terrorism Prevention Program (LETPP).

<sup>5</sup> Law Enforcement, Emergency Medical Services, Fire Services, Public Health, Hazmat, Public Works, Emergency Management, etc.