U.S. Department of Justice
Office of Justice Programs
Office for State and Local Domestic Preparedness Support

Office for
State and Local
Domestic Preparedness
Support

Fiscal Year 2001 Nunn-Lugar-Domenici Domestic Preparedness Equipment Program

Program Guidelines
and
Application Kit

Cities 69 - 105

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Foreword

The Office of the Assistant Attorney General, Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) is providing funds for the purchase of specialized training equipment for fire, emergency medical, hazardous materials response services, and law enforcement agencies as part of the Nunn-Lugar-Domenici (NLD) Domestic Preparedness Program (DPP). These funds represent the equipment component of a broader initiative designed to enhance the response capability of designated cities to respond to acts of terrorism involving the use of weapons of mass destruction (WMD).

The Nunn-Lugar-Domenici Domestic Preparedness Program was created under Title XIV of the National Defense Authorization Act of 1996 (Public Law 104-201, September 23, 1996), which authorized funding for the Department of Defense (DoD) to develop a domestic preparedness training and equipment program. The law directed that the Secretary of Defense act as the interagency lead to develop this program. However, under Sec. 1412(a)(2) and 1415(d)(1) of the legislation, the President was given authority to designate the head of another agency to assume responsibility for carrying out the program on or after October 1, 1999. On April 6, 2000, the President designated the Attorney General to assume programmatic and funding responsibilities for several elements of the Nunn-Lugar-Domenici Domestic Preparedness Program as of October 1, 2000. Funding was subsequently appropriated for this purpose under the Fiscal Year 2001 Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriations Act (Public Law 106-553).

As part of this transfer, direct equipment grant awards are being provided for the procurement of personal protection, detection, and decontamination training equipment. These grants are provided in lieu of the equipment “loans” that were formerly provided by DoD under the Nunn-Lugar-Domenici Domestic Preparedness Program. As noted, OJP, under the auspices of the Office for State and Local Domestic Preparedness Support (OSLDPS), will administer these grants. Specialized training to assist cities with submission of their grant applications will be provided by OSLDPS at the upcoming NLD DPP Information and Technical Assistance Meeting.

I look forward to building on the positive relationships that currently exist between OJP and the state and local emergency response community in the implementation of this program.

Sincerely,

Mary Lou Leary
Acting Assistant Attorney General
Office of Justice Programs

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I. Background

The Office of the Assistant Attorney General, Office of Justice Programs (OJP) is providing funds to cities participating in the Nunn-Lugar-Domenici (NLD) Domestic Preparedness Program (DPP) for the purchase of specialized training equipment for fire, emergency medical, hazardous materials response services, and law enforcement agencies. These funds represent the equipment component of the NLD DPP, and will be used to build the training capacity of these cities, and by extension, their capability to respond to acts of terrorism involving chemical and biological agents, as well as radiological, nuclear, and explosive devices.

II. The Fiscal Year 2001 Nunn-Lugar-Domenici Domestic Preparedness Equipment Program

A. Authorized Program Purpose

Public Law 104-201, the National Defense Authorization Act of 1996, authorized funding for the Department of Defense to develop a domestic preparedness program to enhance the capability of federal, state and local emergency responders in incidents involving nuclear, biological and chemical terrorism. The law directed that the Secretary of Defense act as the interagency lead to develop this program; however, under Sec. 1412(a)(2) and 1415(d)(1) of the legislation, the President may designate the head of an agency other than the Department of Defense, to assume responsibility for carrying out the program on or after October 1, 1999. On April 6, 2000, the President designated the Attorney General to assume programmatic and funding responsibilities for several elements of the NLD DPP as of October 1, 2000. Funding was appropriated under the Fiscal Year 2001 Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriations Act (Public Law 106-553) to the Office of Justice Programs to administer the NLD DPP.

As part of the NLD DPP's transfer to the Department of Justice, direct grant awards will be provided by the Department of Justice for the procurement of personal protection, detection, and decontamination training equipment. These grant awards are provided in lieu of the equipment "loans" formerly provided to cities participating in the program by the Department of Defense. As noted, the Office of Justice Programs, as part of its overall administration of the NLD DPP, will administer these grants. This equipment will enable these cities to build their training capacity, and by extension, to enhance their first response capabilities in the areas of fire, emergency medical, hazardous materials response services, and law enforcement at the state and local levels of government.

Concurrently with the NLD DPP, OSLDPS is administering the State Domestic Preparedness Equipment Program. Coordination of this program is being carried out by a state administrative agency (SAA) designated by the governor of each state (See Appendix F). As part of this effort, each SAA is tasked with coordinating a statewide assessment that will support the development of a state

strategic plan for first responder training, exercises, and equipment purchases. Because the NLD DPP and the OSLDPS State Domestic Preparedness Equipment Program address similar equipment needs, it is important that recipients of NLD DPP funding coordinate with the SAA when developing their equipment requests. It is likely that NLD DPP grant recipients will be asked by SAAs to participate in the statewide assessment process associated with the OSLDPS State Domestic Preparedness Equipment Program. If an NLD DPP applicant has already identified equipment needs through this statewide assessment process, equipment requests in this application should be consistent with the needs identified in their portion of the statewide assessment. To assist states in developing and implementing their strategic plans, OSLDPS will provide each NLD DPP applicant's approved equipment budget to their state's SSA.

Participation in the NLD DPP does not preclude applicants from simultaneously receiving equipment funds through the OSLDPS State Domestic Preparedness Equipment Program.

B. Unauthorized Program Expenditures

Expenditures for equipment such as vehicles and trailers, communications equipment, general-use laptop computers, computer monitors and printers, and video-monitoring equipment, as well as arms and ammunition, are not allowable under this grant.

Funds for this program may be used to enhance the capabilities of state and local first responders through the acquisition of personal protective, chemical, biological, and radiological detection, and decontamination training equipment in accordance with the Fiscal Year 2001 Authorized Equipment Purchase List (See Appendix E). These funds are available only for first responder basic defensive training equipment.

III. Funding Availability and Eligible Applicants

Eligible applicants are the chief executive officers (CEOs) in the cities listed below. However, if the municipal government is not responsible for the fire services, emergency medical services, hazardous materials response units, and/or law enforcement agencies in its jurisdiction, then the appropriate state or local agency that provides that service must be consulted in the development of the application.

All eligible applicants may receive awards of $280,000 each for the procurement of first responder basic defensive training equipment.

Fiscal Year 2001 Nunn-Lugar-Domenici
Domestic Preparedness Equipment Program
Eligible Applicants

(Cities 69 - 105)

Akron, Ohio
Arlington, Virginia
Aurora, Colorado
Bakersfield, California
Baton Rouge, Louisiana
Columbus, Georgia
Corpus Christi, Texas
Dayton, Ohio
Des Moines, Iowa
Fort Wayne, Indiana
Fremont, California
Garland, Texas
Glendale, California
Grand Rapids, Michigan
Greensboro, North Carolina
Hialeah, Florida
Huntington Beach, California
Jackson, Mississippi
Jersey City, New Jersey
Las Vegas, Nevada
Lexington, Kentucky
Lincoln, Nebraska
Little Rock, Arkansas
Lubbock, Texas
Madison, Wisconsin
Mobile, Alabama
Montgomery, Alabama
Richmond, Virginia
Riverside, California
Rochester, New York
Shreveport, Louisiana
Spokane, Washington
St. Petersburg, Florida
Stockton, California
Syracuse, New York
Tacoma, Washington
Yonkers, New York

IV. Application Guidance

Applications need to be prepared according to the directions contained in Section V and Section VI of this booklet.

The Office of Justice Programs now only accepts applications electronically through the Grant Management System (GMS) located on the OJP Web site. Instructions regarding electronic submissions through GMS are provided in Appendix A and on the OJP Web site at www.ojp.usdoj.gov/fundopps.htm. Assistance with GMS may also be obtained by using the following toll-free telephone number: 1-888-549-9901.

Notice of the availability of funds under the Fiscal Year 2001 Nunn-Lugar-Domenici Domestic Preparedness Equipment Program will be published in the *Federal Register*. This program is eligible for coverage under Executive Order 12372, Intergovernmental Review of Federal Programs. Additional application guidelines and forms are available by contacting the National Criminal Justice Reference Service (NCJRS) at 1-800-851-3420 or the DOJ Response Center at 1-800-421-6770.

Questions regarding the application process, equipment procurement issues, and programmatic questions involving application submission requirements, application content requirements, and other administrative inquiries relating to the Fiscal Year 2001 Nunn-Lugar-Domenici Domestic Preparedness Equipment Program can be directed to the Office of Justice Programs, Office for State and Local Domestic Preparedness Support at 202-305-9887.

Additional information on this program and related weapons of mass destruction initiatives may be obtained from the Office of Justice Programs, Office for State and Local Domestic Preparedness Support at 202-305-9887, or the National Domestic Preparedness Office at 202-324-8186. Additional information regarding this program or related weapons of mass destruction initiatives, can also be obtained from your local Federal Bureau of Investigation (FBI) Field Office Weapons of Mass Destruction (WMD) coordinator (See Appendix G).

V. Application Requirements

A. On-Line Application: The on-line application (See Appendix A) must be completed and submitted by the applicant using the OJP GMS system described above. This on-line application replaces the following previously required paper forms:

- Standard Form 424, Application for Federal Assistance
- Standard Form LLL, Disclosure of Lobbying Activities
- OJP Form 4000/3, Assurances
- OJP Form 4061/6, Certifications
- Equipment Coordination Certification
- Non-Supplanting Certification

When completing the on-line application, applicants should identify their submissions as new, nonconstruction applications. These grants are offered by the U.S. Department of Justice, Office of Justice Programs. The program title listed in the Catalog of Federal Domestic Assistance (CFDA) is "Office of Justice Programs Fiscal Year 2001 Nunn-Lugar-Domenici Domestic Preparedness Equipment Program." When referring to this title, please use the following CFDA number: 16.006. The project period will be for a period not to exceed 36 months.

B. Supplemental Documents: The following documents must be completed and attached to the on-line application as file attachments:

- **Program Narrative:** Applicants must provide a Program Narrative. The Program Narrative should contain a brief discussion of the information outlined in Section VI of this booklet. Information that may adversely impact the jurisdiction's response plans should be clearly identified and marked "Sensitive Information." This document should be attached under "Program Narrative".

- **Equipment Purchase Budget Detail Worksheet:** Applicants must provide an Equipment Purchase Budget Detail Worksheet. This worksheet should detail both the equipment to be purchased and the disciplines that will use it (See Appendix B). This document should be attached under "Budget Detail Worksheet".

- **Emergency Response Enhancement Report:** Applicants must provide an Emergency Response Enhancement Report (See Appendix C). This information is required to assist OJP with program planning. This document should be attached under "Other Program Attachments."

VI. Program Narrative

The program narrative should be no longer than 2 pages. Applications must include a description of how they were developed in consultation with representatives from fire, emergency medical, hazardous materials response services, and law enforcement agencies, including all jurisdictions with which mutual aid agreements are in place.

In addition, program narratives must include the following:

1. Overview of Impact: The applicant must provide a short description of how resources received through the Fiscal Year 2001 Nunn-Lugar-Domenici Domestic Preparedness Equipment Program will enhance the municipality's capability to respond to a terrorist incident.

2. Fiscal Year 2001 Equipment Procurement Plan: Jurisdictions receiving funding must demonstrate a need for training equipment in the following categories: personal protective equipment, chemical and biological detection, and decontamination equipment. The request for training equipment to be purchased should be based on a review of the equipment already on hand. The equipment assessment should reflect the needs of the fire, emergency medical,

hazardous materials response services, and law enforcement disciplines. These funds are available only for first responder basic defensive training equipment.

3. Project Management Structure: The applicant should describe how the project will be structured, organized, and managed within the recipient organization. The applicant must provide an organizational chart of the agency and describe how the project fits into the organizational structure.

VII. Reporting Requirements

The following reports are required of all program participants:

- **Financial Status Reports (Standard Form 269A):** Financial Status Reports are due within 45 days of the end of each calendar quarter. A report must be submitted for every quarter the award is active (including partial calendar quarters, as well as for periods where no grant activity occurs). The OJP Office of the Comptroller will provide a copy of this form in the initial award package. Future awards and fund drawdowns may be withheld if these reports are delinquent. The final financial report is due 120 days after the end date of the award period.

- **Categorical Assistance Progress Reports (OJP Form 4587/1):** Categorical Assistance Progress Reports are due within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. The OJP Office of the Comptroller will provide a copy of this form in the initial award package. Future awards and fund drawdowns may be withheld if these reports are delinquent. The final programmatic progress report is due 120 days after the end date of the award period.

VIII. Administrative Requirements

A. General Requirements

1. Single Point of Contact (SPOC) Review: Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state SPOC, if one exists and if this program has been selected for review by the state. Applicants must contact their state SPOC to determine if the program has been selected for state review. The date that the application was sent to the SPOC or the reason such submission is not required should be provided.

2. Civil Rights: All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. All applicants

should consult the assurances to review the applicable legal and administrative requirements of the statute that governs OJP-funded programs or activities. Section 809(c)(1), Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789(d) of the Act provides that "no person in any state shall on the grounds of race, color, religion, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under or denied employment in connection with any programs or activity" in which federal law enforcement assistance is provided under this chapter. Recipients of assistance under the OJP Office for State and Local Domestic Preparedness Support are subject to the provisions of Section 809(c) of the Act; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the U.S. Department of Justice Non-Discrimination Regulations, 28 CFR part 42, subparts C, D, E, and G.

If any court or administrative agency makes a finding of discrimination on the grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the OJP Office of Civil Rights. If the applicant is applying for a grant of $500,000 or more, U.S. Department of Justice regulations (28 CFR 42.301) require an Equal Employment Opportunity Plan. The plan should be included with the application submission if it is not already on file.

3. Administrative Provisions: For the purposes of the Fiscal Year 2001 Nunn-Lugar-Domenici Domestic Preparedness Equipment Program, the limitations cited in this section and all other administrative provisions authorized under sections 801–809 of the of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (hereafter referred to as the Act), shall apply.

a. Land acquisition. No funds shall be used for land acquisition.

b. Civil justice. No funds or other assistance shall be used with respect to civil justice matters except to the extent that such civil justice matters bear directly and substantially on criminal justice matters or are inextricably intertwined with criminal justice matters.

c. Federal law enforcement personnel. Nothing in the enabling legislation authorizes the use of federal law enforcement personnel to investigate violations of criminal law other than violations with respect to which investigation is authorized by other provisions of the law.

d. Direction, supervision, and control. Nothing in the enabling legislation shall be construed to authorize the Attorney General or the federal law enforcement community to exercise any direction, supervision, or control over any police force or other criminal justice agency of an applicant for federal law enforcement assistance.

B. Financial Requirements

1. Non-Supplanting Certification: This certification, which is a required component of the on-line application, affirms that federal funds will be used to supplement existing funds for equipment purchases and will not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be addressed in the application review as well as in the preaward review, postaward monitoring, and the audit. Applicants or grantees may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

2. Match Requirement: None

3. Audit Requirement: Jurisdictions must comply with the organizational audit requirements of OMB Circular A–128, which states that a recipient that receives more than $25,000 in federal funds during its fiscal year is required to submit an audit report to its cognizant federal agency. Recipients that receive less than $25,000 in federal funds are exempt from audit requirements. The Attorney General and the Comptroller General of the United States shall have access, for audit and examination, to any books, documents, and records of recipients of the Fiscal Year 2001 Nunn-Lugar-Domenici Domestic Preparedness Equipment Program assistance provided under this subdivision that, in the opinion of the Attorney General or the Comptroller General, are related to the receipt or use of such assistance. The grantee will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

4. Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirement: This certification, which is a required component of the on-line application, commits the applicant to compliance with the certification requirements under 28 CFR part 69, New Restrictions on Lobbying, and 28 CFR part 67, Governmentwide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact upon which reliance will be placed by the U.S. Department of Justice in awarding grants.

5. Suspension or Termination of Funding: The Office of Justice Programs may suspend or terminate funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to comply substantially with the requirements or statutory objectives of the Violent Crime Control and Law Enforcement Act of 1994, program guidelines issued thereunder, or other provisions of federal law.

- Failing to make satisfactory progress toward the goals or strategies set forth in this application.

- Failing to follow grant agreement requirements or standard or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- Filing a false certification in this application or other report or document.

Before taking action, OJP will provide the grantee reasonable notice of intent to impose measures and will make efforts to resolve the problem informally. Hearing and appeal procedures must comport with U.S. Department of Justice regulations in 28 CFR part 18.

Appendix A

On-Line Application Instructions and Job Aid

GMS – Applicant Procedures

Applicant - OJP Grants Management System Welcome Page (AP-1)

Description	Screen
Welcome to the "**Applicant Procedures (AP)**" for the **"OJP Grants Management System."** These Job Aids will guide you through the procedures for using the on-line grant system. If you have additional questions, please contact the Help Desk at 1-888-549-9901 or send an email to: ojp@ojp.usdoj.gov OJP Welcome Page 1) Click on **"New Applicants click here first"** to view instructions to better assist you in navigating through the system. 2) Click on **"GMS Sign-In"** to go to the **"Applicant Sign In"** page of the GMS, if you already have an account on the **"Grants Management System."** 3) Click on **"New User? Register Here"** to go to the **"Registration Information"** page. On this page you will create a user profile and open an account in the system. You can also reach the **"Registration Information"** page by clicking on the **"First Time User"** link on the **"Applicant Sign In"** page. See Job Aid AP-3 for help on the **"Registration Information"** page. 4) Click on **"LLEBG Sign-In"** to sign in for the Local Law Enforcement Block Grants Program. 5) Click on **"Home"** to load the OJP main home page.	

GMS – Applicant Procedures

Applicant - Sign In Screen (AP-2)

Description	Screen
Applicant Sign In page: use this screen to sign in to GMS if you are a returning user or use this screen to begin the process of applying for access to the system. 1) Enter your **"User ID."** The **"User ID"** is case sensitive. 2) Enter your **"Password."** The **"Password"** is case sensitive. 3) Click on **"Sign In"** after entering your **"User ID"** and **"Password."** 4) Click on the **"First Time User"** link if you are a first time user. This link will help you create an account for the GMS system. You will also create a **"User ID"** and **"Password."** 5) Click on **"Forgotten your password"** to retrieve a lost password. Or, call the GMS Hotline at 1-888-549-9901 option 4 to create a new password. See Job Aid AP-20 for additional information.	

GMS – Applicant Procedures

Applicant - First Time User Registration Information (AP-3)

Description	Screen
First Time User Registration Information: use this page to create a user profile and open an account in the Grants Management System. 1) Enter the applicant's **"Employer ID Number (EIN)."** Each employer received an **"EIN"** from the Internal Revenue Service. Your organization should provide you with the **"EIN."** Generally, this number can be obtained from your organization's accountant or comptroller. 2) Enter the **"Legal Name"** of your organization. The **"Legal Name"** is the name of the parent organization. For example, if you work for the City of Seattle in the Human Services Division, your **"Legal Name"** would be the City of Seattle. This will be the name used to generate an award document. 3) Enter the **"Organizational Unit."** The **"Organizational Unit"** is a subset of the **"Legal Name."** For example, if you work for the City of Seattle in the Human Services Division, your **"Organizational Unit"** is the Human Services Division. 4) Enter the **"Address"** to where official correspondence and notification should be sent. This will be the address of record. This address should be the business address of the authorized signing authority for your grant. Then enter the **"City"** and use the drop down list to select the **"State."** 5) Enter the **"Zip Code."** You must enter the full 9 digit zip code. Enter the normal 5 digit zip code in the first field and the last 4 digits in the second field. If you do not know your full 9 digit zip code click on the link **"Need help for Zip+4?"** 6) Use the drop down list and select the **"Type of Applicant."** If the drop down list does not have an adequate description of your organization, select "**Other.**" (Note: If you select other you will be required to enter a description for type of other.) 7) Use the drop down list to select the **"Prefix"** to be used before your name (i.e., Dr., Mrs., etc.). If the appropriate **"Prefix"** is not listed, select **"Other."** If **"Other"** is selected, type in your preferred prefix in the **"Prefix: (Other)"** field. If you did not choose **"Other"** skip the **"Prefix: (Other)"** field.	

First Time User Registration Information continued: use this page to create a user profile and open an account in the Grants Management System.

8) Enter your first name. Then enter your last name in the next field. Then, enter your job title in the **"Title"** field.

9) Enter your **"Phone Number"** phone number, beginning with your area code. Enter your phone extension if appropriate. If you have a fax number, then please enter it in the next field. Next, enter the **"User E-Mail Address."**

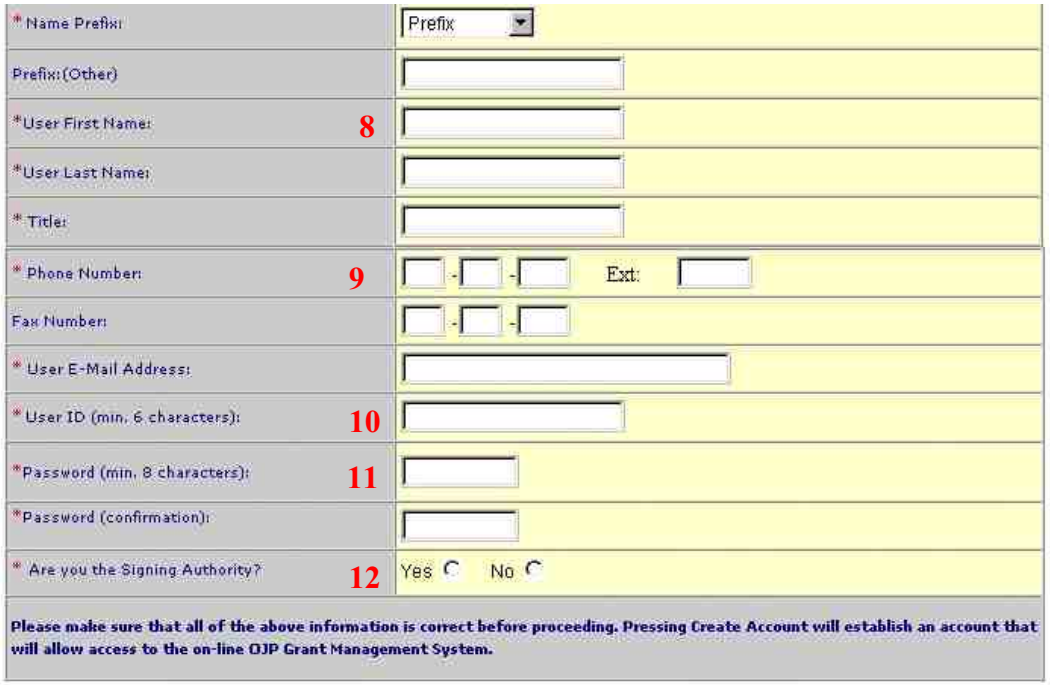
10) Create and enter a **"User ID."** This ID must be a minimum of 6 characters and must not begin with a number. You will use this ID to access the system. The **"User ID"** is case sensitive.

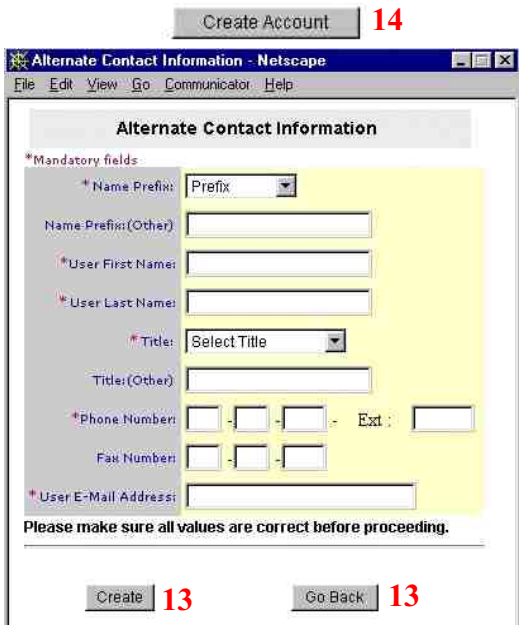
11) Create and enter a **"Password."** The password must be a minimum of 8 characters and must not begin with a number. To confirm your password, type the password again in the **"Password (confirmation)"** field. Keep records of your **"User ID"** and **"Password"** and remember that they are case sensitive.

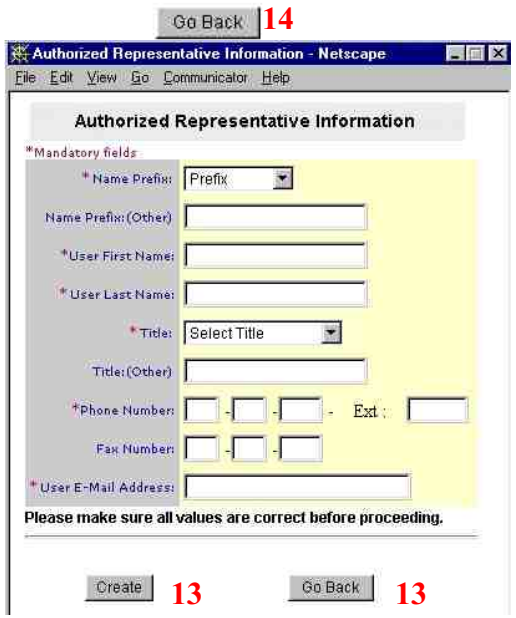
12) Check **"Yes"** if you are the Signing Authority. The Signing Authority is the Authorized Representative of your organization who is empowered to receive funds on behalf of the organization. In addition, the Authorized Representative must be legally authorized to enter into agreements on the organization's behalf. Check **"No"** if you are not the Signing Authority. If you check **"No,"** a new window will appear titled **"Authorized Representative Information."** Enter the name and contact information for the Authorized Representative in this window. If you check **"Yes,"** a new window titled **"Alternate Contact Information"** will appear asking you for contact information for a person to contact if you are not available. This person will be the alternate point of contact for the application.

13) Click **"Create"** once you have filled in the contact information. After clicking **"Create,"** a new window will appear stating that **"Your information has been saved."** If you want to check or change this information, click **"Go Back."** Otherwise, click **"Close Window"** and you will return to the original **"Registration Information"** page.

14) Click **"Create Account"** if you are satisfied with the information you have entered and wish to continue. Click **"Go Back"** if you wish to delete all of the information you have entered and return to the original **"Registration Information"** page without saving your work from this window.

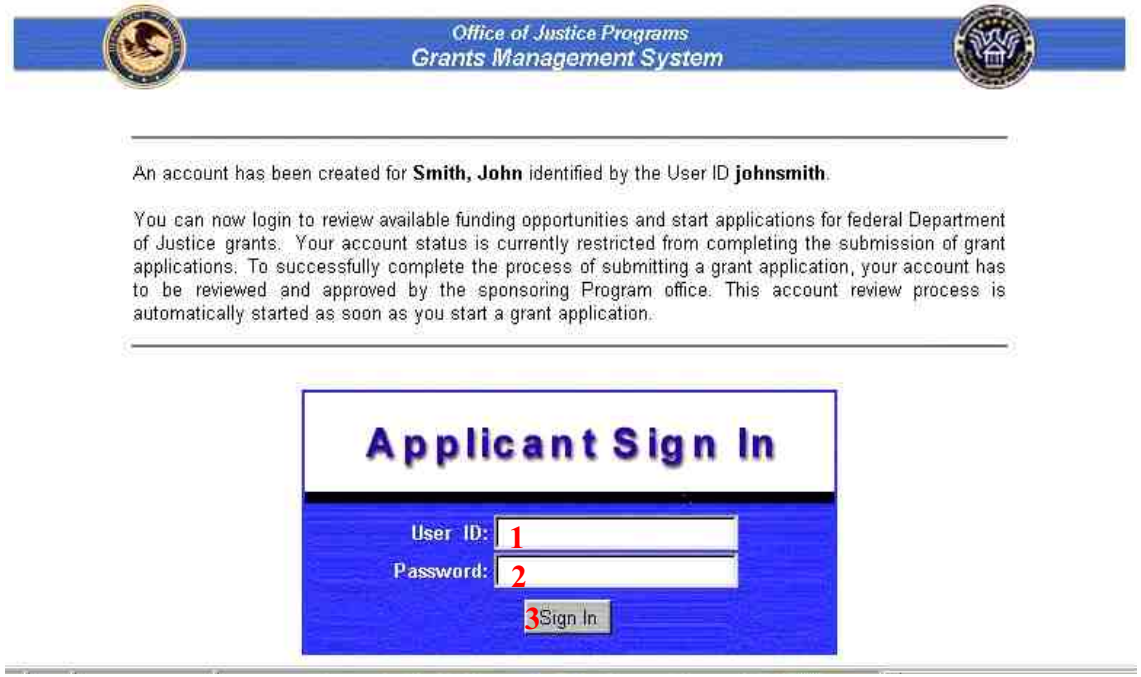






GMS – Applicant Procedures

Applicant - First Time Applicant Sign In (AP-4)

Description	Screen
Applicant Sign In: use this page to sign in after you have entered the registration information. 1) Enter your **"User ID"** in the field marked **"User ID."** In this example, the **"User ID"** is **"johnsmith."** Remember that the **"User ID"** is case sensitive. For example, if you type in **"JOHNSMITH"** you will receive an error message. In this example, the proper **"User ID"** is **"johnsmith"** in all lower case letters. 2) Enter your **"Password"** in the field marked **"Password."** This is the same **"Password"** you selected earlier, as referenced in Job Aid AP-3. Remember that the **"Password"** is case sensitive. 3) Click **"Sign In"** to access your account. You can now begin the process of applying for an OJP grant. Your **"User ID"** and **"Password"** are immediately active on the system. You can fill out your application completely; <u>however</u>, you may not submit your application to the Program Office until the Program Office has approved your **"User ID"** and **"Password"** for use in the system.	

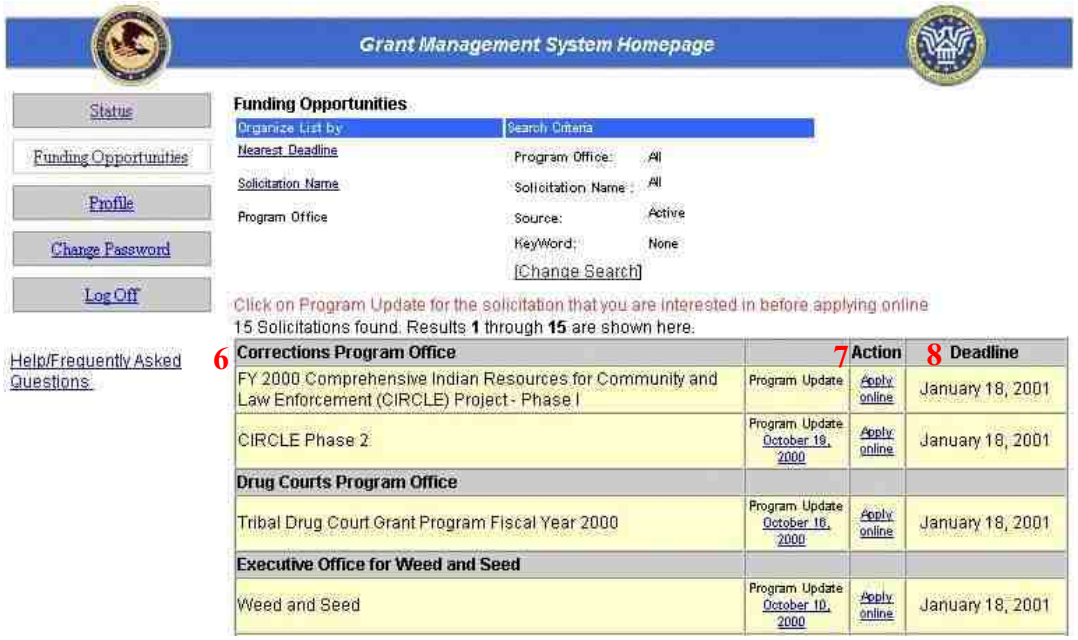
GMS – Applicant Procedures

Applicant - First Time Applicant Sign In - Main Applicant Screen (AP-5)

Description	Screen
Main Applicant Screen: after your **"User Id"** and **"Password"** have been successfully entered, you are logged into the system and will be taken to the **"Grants Management System Homepage."** 1) Click on **"Status"** to view the status of any pending applications that you have submitted. If you have pending applications that were submitted under the **"User Id"** and **"Password"** that you entered at **"Sign In,"** each application will be listed for you. If you have no applications pending, you will see the message **"Currently, there are no applications in GMS for you."** If you do have applications pending, see Job Aid AP-17. 2) Click on "**Funding Opportunities"** to view any available funding opportunities. Use this link to review available funding. See Job Aid AP-6. 3) Click on **"Profile"** to view or update an existing registration information. See Job Aid AP-18. 4) Click on **"Change Password"** to change the password associated with the **"User Id"** you used at sign in. See Job Aid AP-19. 5) Click on **"Log Off"** to log out of the **"Grants Management System"** and exit the program.	

GMS – Applicant Procedures

Applicant - Funding Opportunities (AP-6)

Description	Screen
Funding Opportunities: utilize the following screens to search for funding opportunities for which you may be eligible to apply for. Click on **"Funding Opportunities"** at the upper left of the screen to begin. 1) Select the OJP **"Program Office"** whose funding opportunities you wish to review. The system defaults to search all program offices. 2) Select the **"Program Name"** that you want to search. The system defaults to search all program names. 3) Choose the **"Source"** of the solicitation you wish to review. The system will default to review "**Active**" solicitations (those solicitations for which the OJP is currently accepting applications). 4) Click on the **"Search"** button to begin the search according to the options you selected above. 5) Searches can be done utilizing key words. Enter the keyword in the field entitled "**Keyword Search**" and click the **"Search"** button. 6) The results for this search ("**All Program Offices, All Program Names, Active Solicitations**") are displayed. 7) Click on the **"Apply on line"** link next to the solicitation that you wish to apply for to begin an application. 8) Notice the **"Deadline"** date for submitting applications for each solicitation.	 

Funding Opportunities continued: utilize the following screens to search for funding opportunities for which you may be eligible to apply for.

9) Select the name of the **"Program Office"** whose funding solicitations you wish to review. To select multiple program offices, press and hold the CTRL key on the keyboard while clicking on the names of the **"Program Offices."**

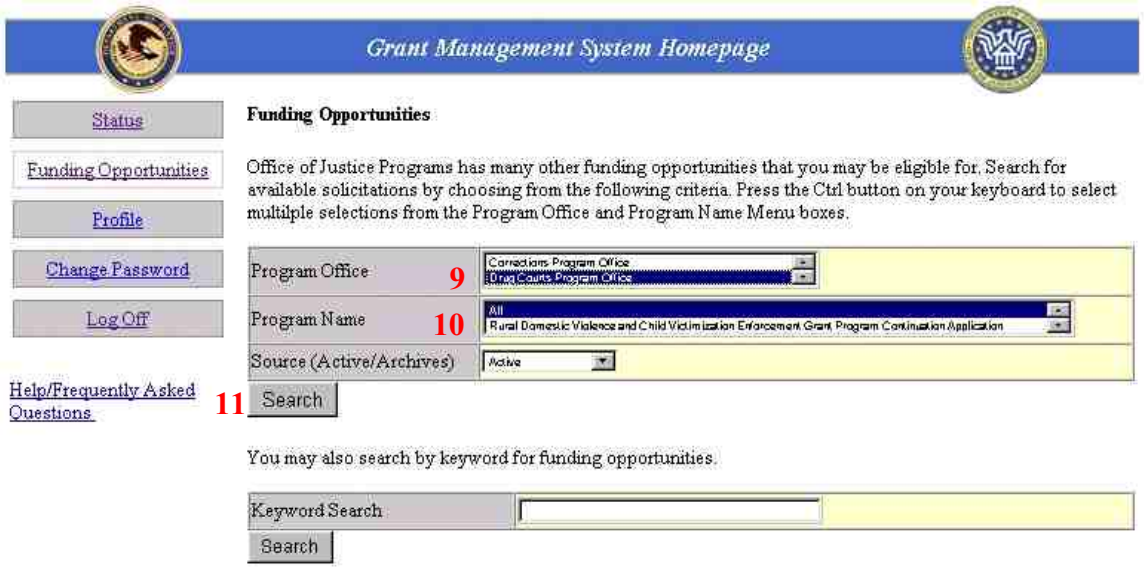
10) Select the **"Program Name"** of the solicitation you wish to review. To select multiple program names, press and hold the CTRL key on the keyboard while clicking on the **"Program Names"** you wish to review.

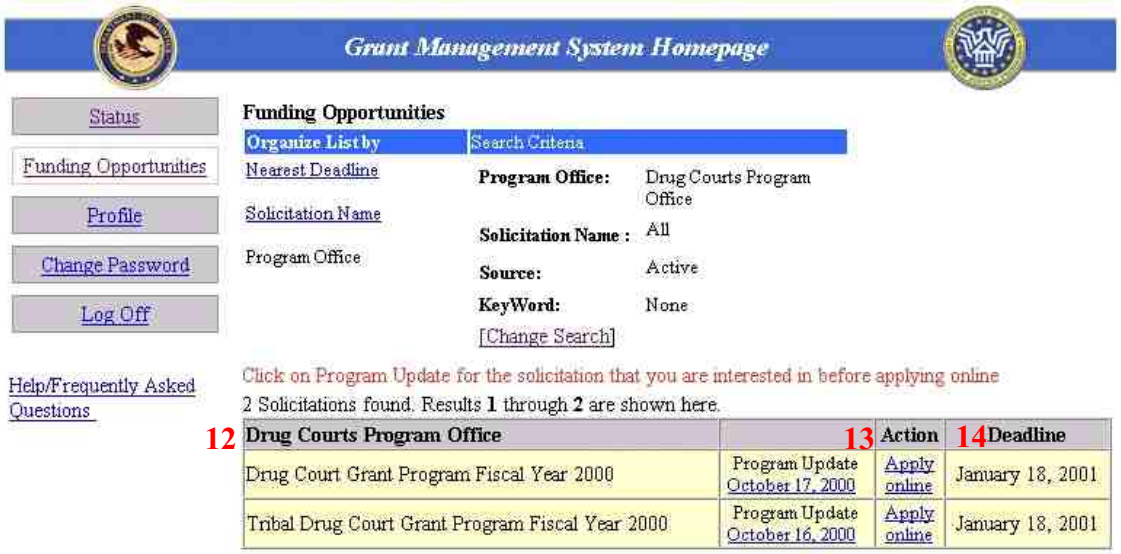
11) Click the **"Search"** button to begin the search according to the criteria you selected above.

12) Read the displayed results for the search. In this situation, we selected to view only the solicitations for proposal from the **"Drug Courts Program Office."**

13) Click on the **"Apply online"** link next to the solicitation that you wish to apply for to begin an application.

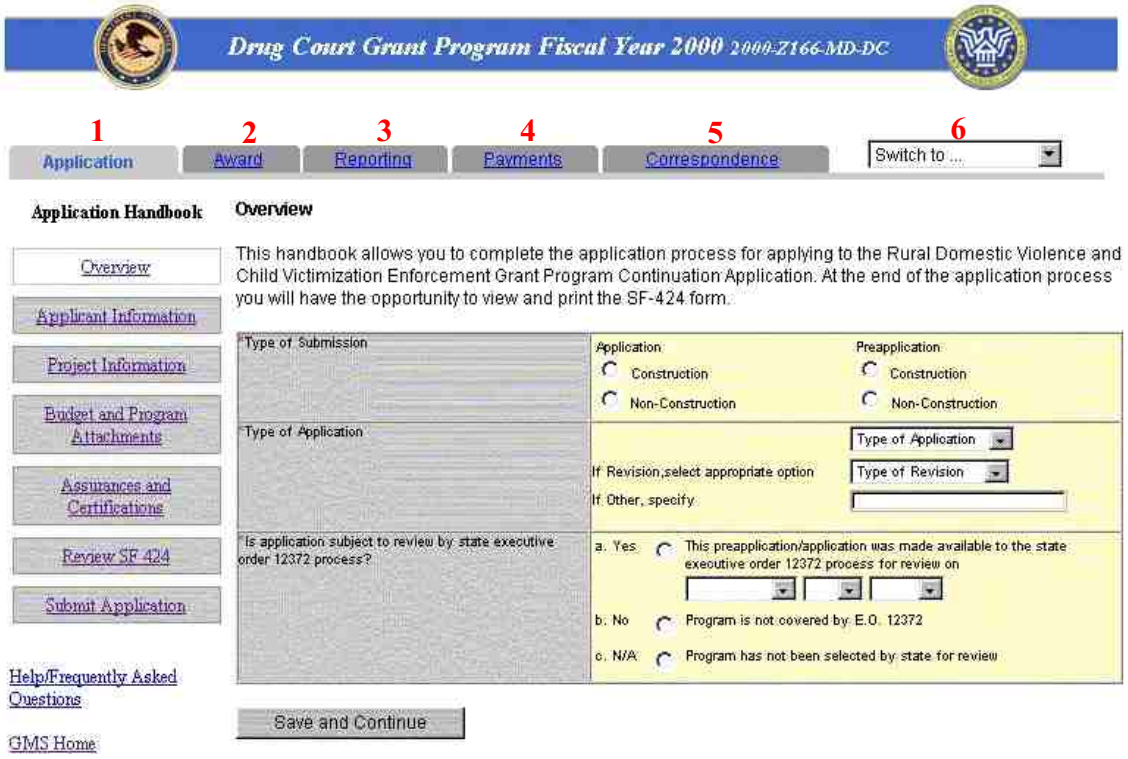
14) Notice the **"Deadline"** date for submitting applications for each solicitation.





GMS – Applicant Procedures

Applicant - Applicant Handbook Main Screen Introduction (AP-7)

Description	Screen
Main Screen Introduction: use the tabs across the top of the screen will allow you to access information about the status of your application(s). 1) Click on the **"Application"** tab to access the **"Applicant Handbook"** to input all applicant information and to submit the application. 2) This tab is not currently active. However in the future, once your application has been approved for funding by OJP, the **"Award"** screen will step you through the process of accepting your award. 3) This tab is not currently active. 4) This tab is not currently active. 5) Click here to send and receive email with the Program Office. All email sent or received can also be viewed. 6) Use the pull down menu to select and then access other applications that you have submitted or are currently working on.	

Main Screen Introduction continued: use the tabs across the top of the screen will allow you to access information about the status of your application(s).

7) Click **"Overview"** to begin the **"Application Handbook."** Initial information about your application will be gathered. See Job Aid AP-09.

8) Click **"Applicant Information"** to review or modify the contact information for your organization. See Job Aid AP-09.

9) Click **"Project Information"** to input the project information (descriptive title of project, geographic areas affected by the project, project dates, all affected congressional districts & estimated funding amounts). See Job Aid AP-10.

10) Click **"Budget and Program Attachment"** to attach the **"Budget Narrative"**, the **"Budget Details,"** and the **"Program Narrative."** See Job Aid AP-11.

11) Click **"Assurances & Certifications"** to review the contact information for the Authorized Representative and to read and accept the assurances and certifications. See Job Aid AP-12.

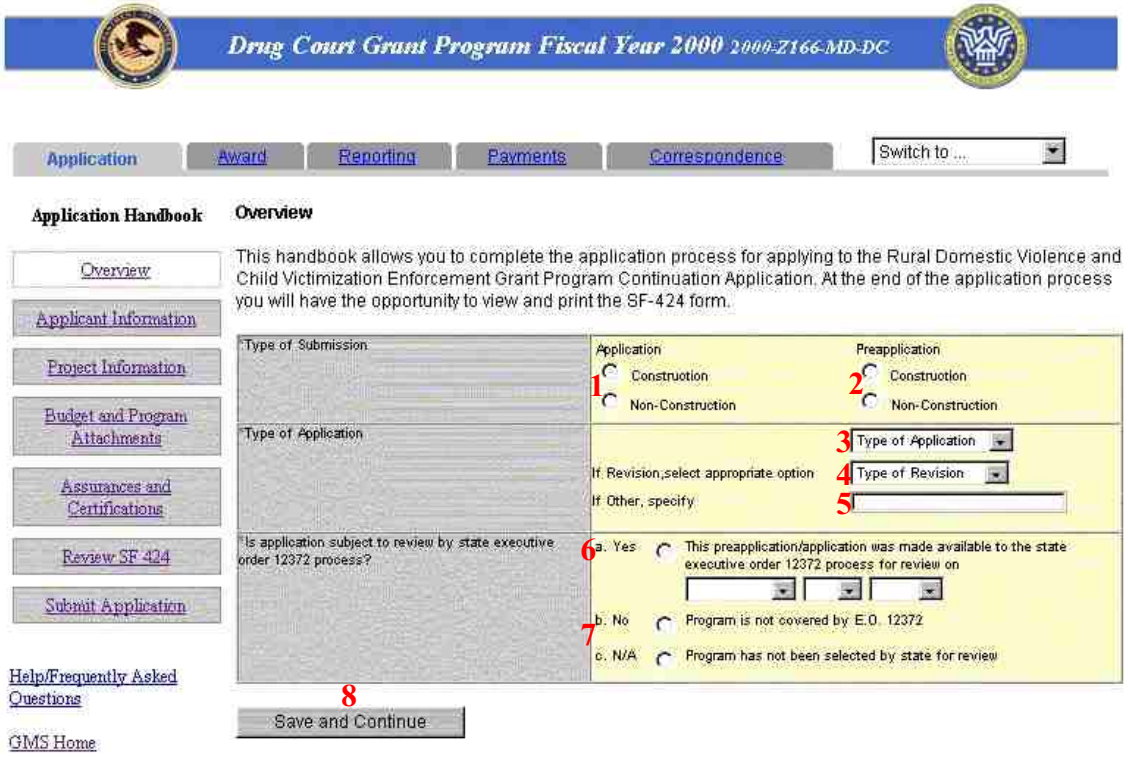
12) Click **"Review SF 424"** to review the entire application package. See Job Aid AP-13.

13) Click **"Submit Application"** to review the status of the application and/or to submit the application. See Job Aid AP-14.

14) Click here for additional help and to view Job Aids for the Grants Management System.

GMS – Applicant Procedures

Applicant - Application Handbook Overview (AP-8)

Description	Screen
Application Handbook Overview: use this screen to enter initial information about your application. 1) Check **"Construction"** if this application requests funding to be used entirely or partially for a **"Construction"** project. If not, check **"Non-Construction."** 2) Check **"Construction"** if this pre-application will request funding to be used entirely or partially for a **"Construction"** project. If this is another type of pre-application check **"Non-Construction."** 3) Use the drop down list to select the application type. 4) Skip this field unless the **"Type of Application"** is a **"Revision"** grant. If the application is for a **"Revision"** grant use the drop down list to select the type of revision. If the revision is not for an award amount or a project duration change, select **"Other"** from the list. 5) Skip this field unless **"Other"** is selected from the **"Type of Revision"** drop down menu. If **"Other"** is selected, enter the type of revision. 6) Check **"Yes"** if the applicant is subject to review by the **"State Executive Order 12372"**. If you are subject to review, check **"Yes"** and use the drop down menu to select the date on which the application was made available to the state for review. 7) Check **"No"** if the program is not covered by the **"executive order 12372."** Check **"N/A"** if the program has not been selected for review. 8) Click **"Save and Continue"** when finished.	

GMS – Applicant Procedures

Applicant - Application Handbook Applicant Information (AP-9)

Description	Screen
Applicant Information Screen: use this screen to enter information about the applicant. 1) Check **"Yes"** if the applicant is delinquent on any federal debt. Categories of debt include delinquent audit allowances, loans, and taxes. Otherwise, check **"No."** 2) Review the following fields and make revisions if required: **"Employer Identification Number, Type of Applicant, Type of Applicant (other) Organizational Unit, Legal Name, Address 1, Address 2, City, County/Parish, State, and ZIP."** See Job Aid AP-3 for descriptions of each field. 3) Review the following fields. These fields should list the name and phone number of the person to be contacted on matters involving this application. The information will automatically transfer from the registration information you previously entered. If the information is incorrect, click on the **"GMS Home"**, followed by the **"Profile"** button. See Job Aid AP-18. 4) Click **"Save and Continue"** when you have completed this screen.	

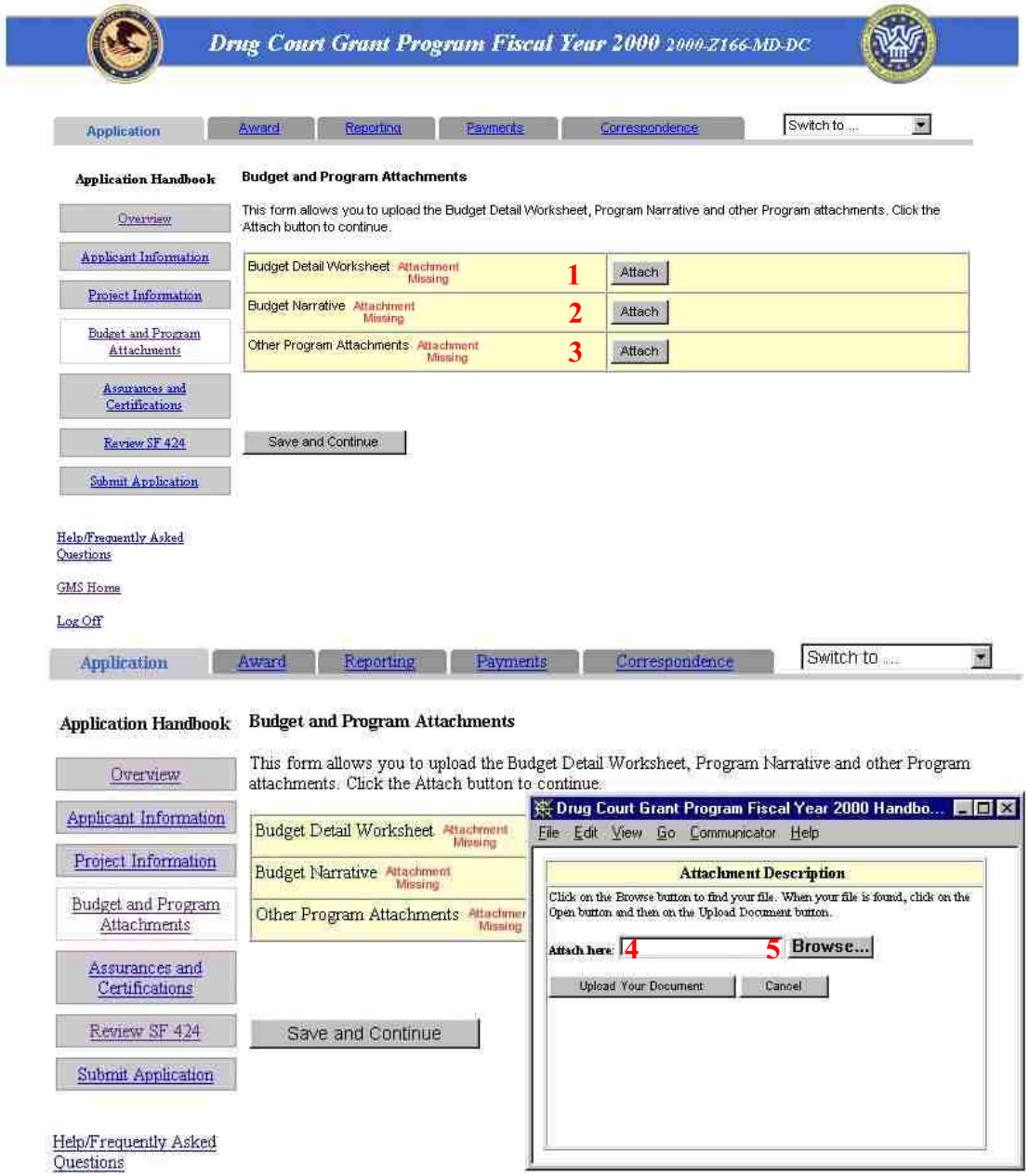
GMS – Applicant Procedures

Applicant - Application Handbook Project Information (AP-10)

Description	Screen
Project Information Screen: use this screen to enter information about the proposed project. 1) Enter the **"Descriptive Title of Applicant's Project."** The title describes the project, it should include: the title of the program as it appears in the solicitation, the name of the Federal agency responsible for the grant, your organization's fiscal year, i.e. twelve month audit period. 2) Enter the **"Areas Affected by Project."** These include the geographic area(s) that will be impacted by the project. Indicated **"Statewide"** or **"National"** if applicable. 3) Use the drop down lists to select the **"Start Date"** of the project. Use the drop down lists to select the **"End Date"** of the project. 4) Use the drop down list to select the **"Congressional District(s)"** where the project will be located as well as the **"Congressional Districts"** that will be impacted by the project. To select multiple Districts hold down the control key on your keyboard while clicking on the Districts. 5) Enter the amount of **"Federal"** funding you are requesting, the amount of **"Applicant"** Funding being supplied (if any), the amount of **"State"** Funding being received (if any), the amount of **"Local"** Funding being received (if any), the amount of funding from **"Other"** sources being received (if any), as well as any anticipated income from the program (if any) in the blocks provided. 6) Click on **"Save and Continue"** when finished.	

GMS – Applicant Procedures

Applicant - Application Handbook Budget and Program Attachments (AP-11)

Description	Screen
Budget and Program Attachments Screen: use this screen to attach the **"Budget Detail Worksheet,"** the **"Budget Narrative"** and the **"Other Program Attachments"** to the application. 1) Attach the **"Budget Detail Worksheet"** by clicking **"Attach."** Proceed to Step 4. 2) Attach the **"Budget Narrative"** by clicking **"Attach."** Proceed to Step 4. 3) Attach the **"Other Program Attachments"** by clicking **"Attach."** ***You must complete these steps for all three requested attachments to fully complete the application process. After you have completed attaching one file, you must return to the above steps until "Budget Detail Worksheet," "Budget Narrative," and "Other Program Attachments" have ALL been attached to your application. Refer to solicitation for specific guidance.*** 4) Type in the directory path for the file you wish to attach; or proceed to step five below. 5) Click on **"Browse."** A new window will open which will allow you to search for the file.	

Budget and Program Attachments Screen continued: use this screen to attach the **"Budget Detail Worksheet,"** the **"Budget Narrative"** and the **"Other Program Attachments"** to the application.

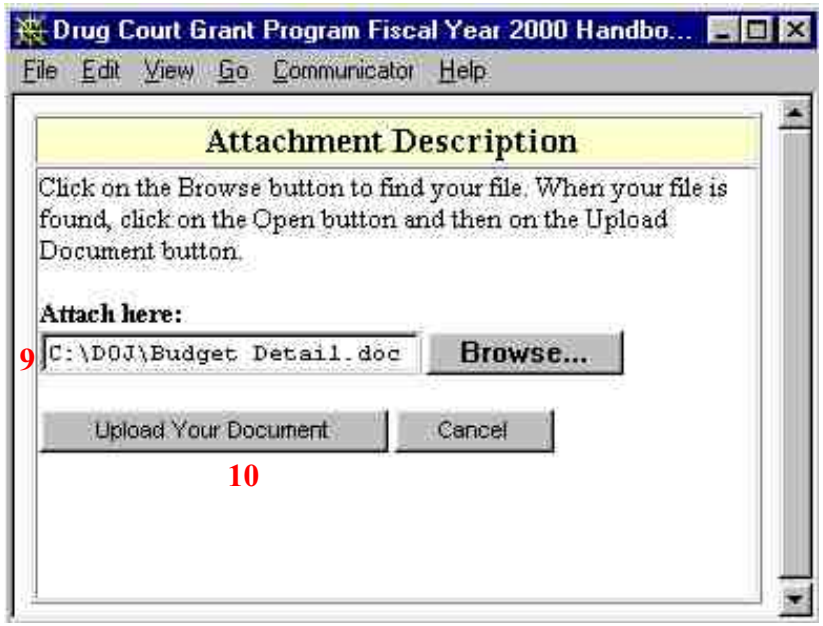
6) Locate the directory where you store the **"Budget Detail Worksheet,"** the **"Budget Narrative"** and the **"Other Program Attachments"** files.

7) Remember to sort in the drop down list marked **"File Type"** by **"All Files."**

8) Select the appropriate file and click on **"Open."** The file selection window will close.

9) Notice that the attachment window will appear with the directory path to the selected file visible in the window marked **"Attach here."**

10) Click on **"Upload Your Document"** to transmit your attachment to the OJP.

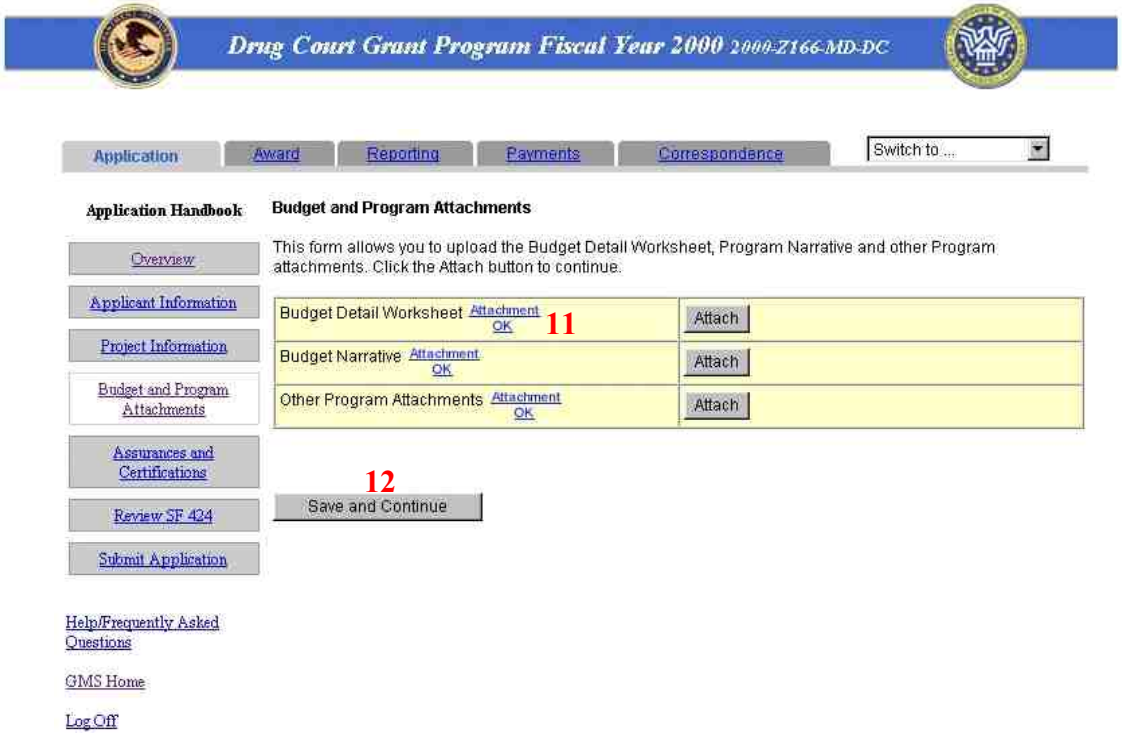


Budget and Program Attachments Screen continued: use this screen to attach the **"Budget Detail Worksheet,"** the **"Budget Narrative"** and the **"Other Program Attachments"** to the application.

11) To view the attached file, click the link marked **"Attachment OK."** The file will open.

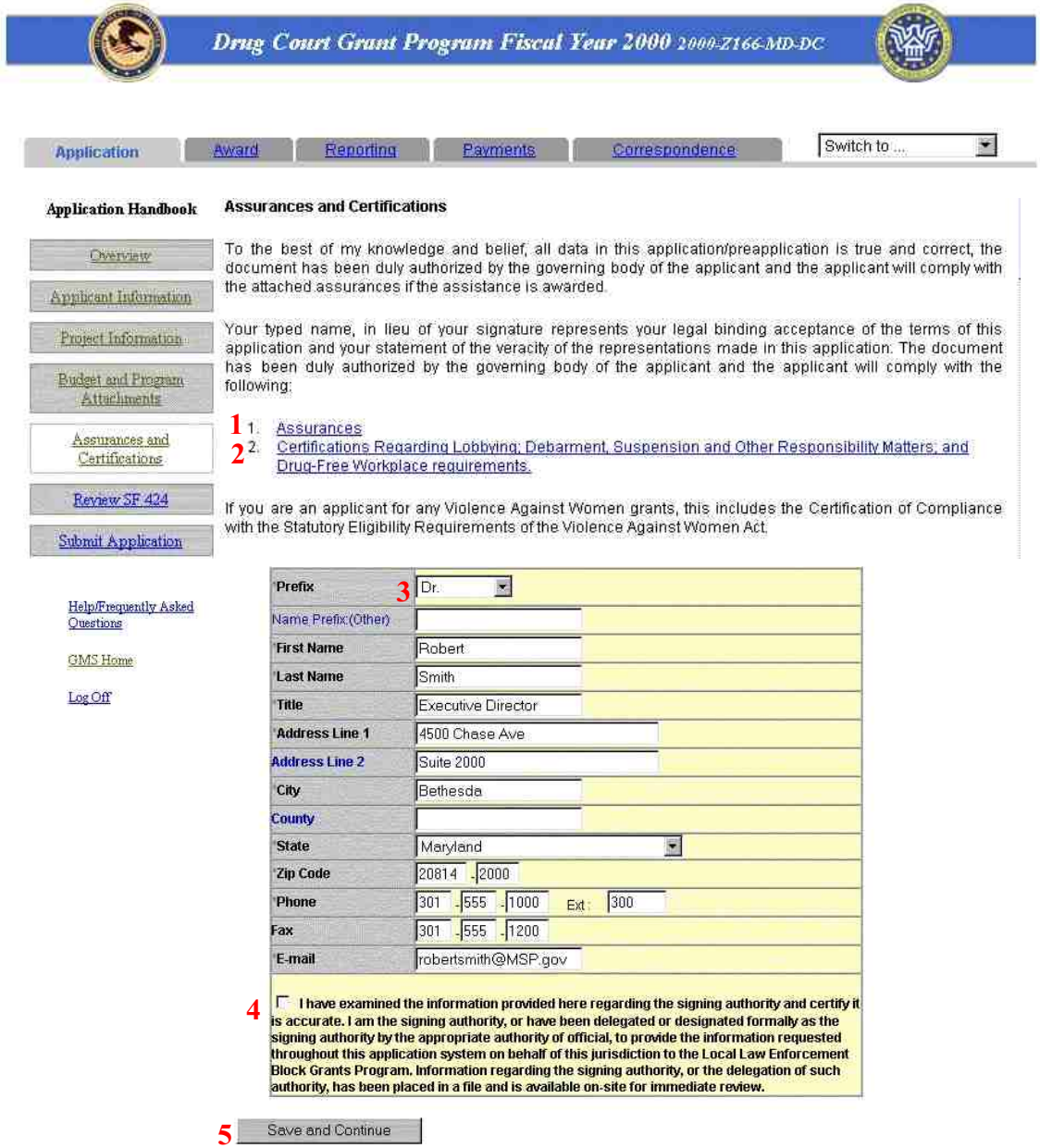
12) Remember to click on **"Save and Continue"** to save your files as part of the application.

You must complete these steps for all three requested attachments to fully complete the application process. After you have completed attaching one file, you must return to the above steps until "Budget Detail Worksheet," "Budget Narrative," and "Other Program Attachments" have ALL been attached to your application. Refer to solicitation for specific guidance.



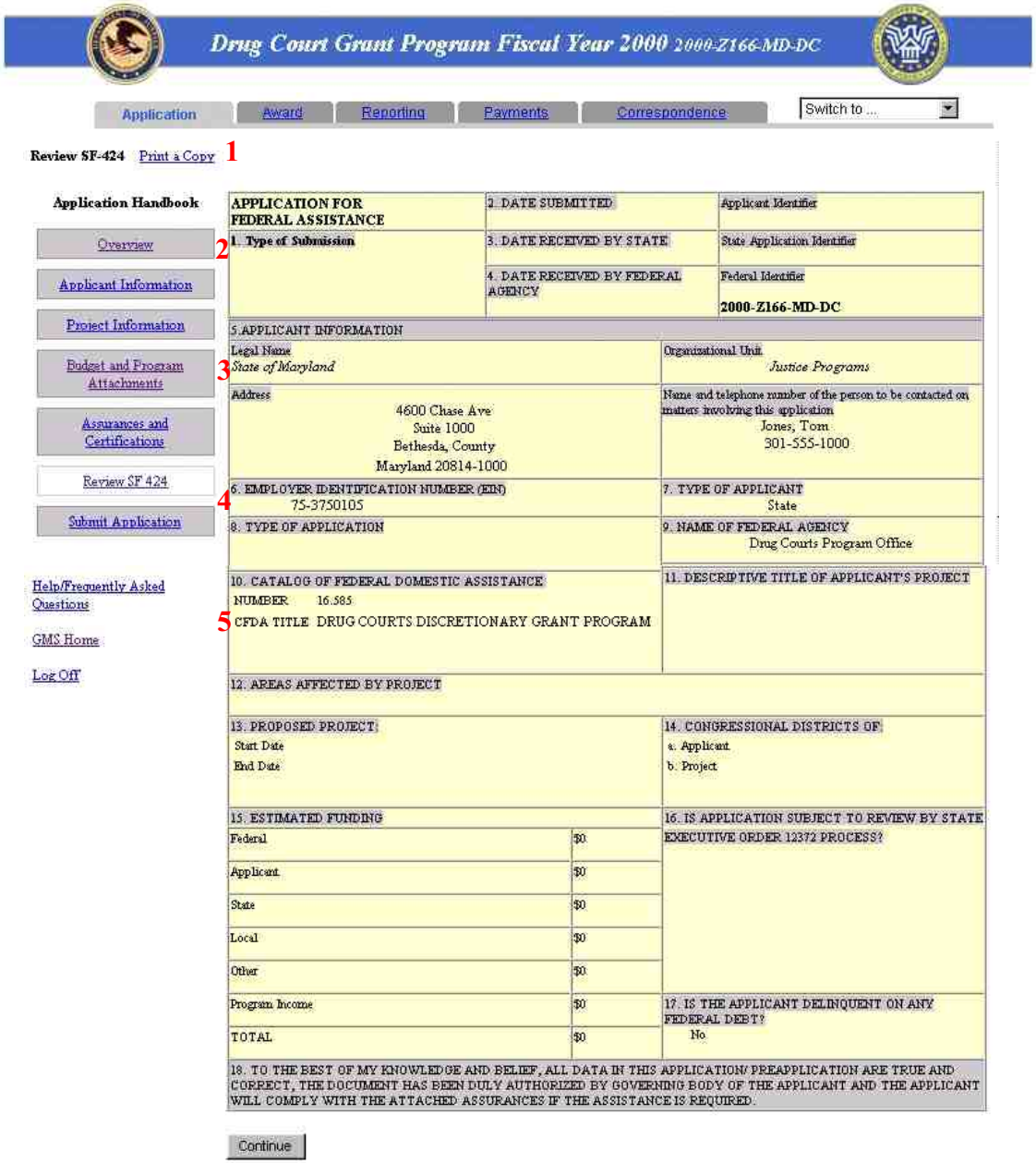
GMS – Applicant Procedures

Applicant - Application Handbook Assurances and Certifications (AP-12)

Description	Screen
Assurances and Certifications: use this screen to complete the required "**Assurances and Certifications**" for this application. 1) Click on the **"Assurances"** link and a window with the assurance statement will appear. Read the document and Click **"Accept"** at the bottom of the window in order to confirm compliance of the project with Federal statutes, regulations and requirements. You must be authorized by your organization in order to click **"Accept."** 2) Click on the **"Certifications Regarding Lobbying..."** link and a window with the certifications will appear. Read the document and Click **"Accept"** at the bottom of the window in order to comply with the stated certifications. You must be authorized by your organization in order to click **"Accept."** 3) Read the following contact information for the organization's Authorized Representative. The Authorized Representative is the person legally authorized to enter into agreements on behalf of your agency. Review the information in the following fields and change if necessary. 4) Read the statement and check the box if the statement is correct. The individual checking this box must be the Authorized Representative or an individual delegated the authority by the organization. 5) Click **"Save and Continue"** when you have reviewed the **"Assurances and Certifications"** and completed this screen.	

GMS – Applicant Procedures

Applicant - Application Handbook SF-424 Review (AP-13)

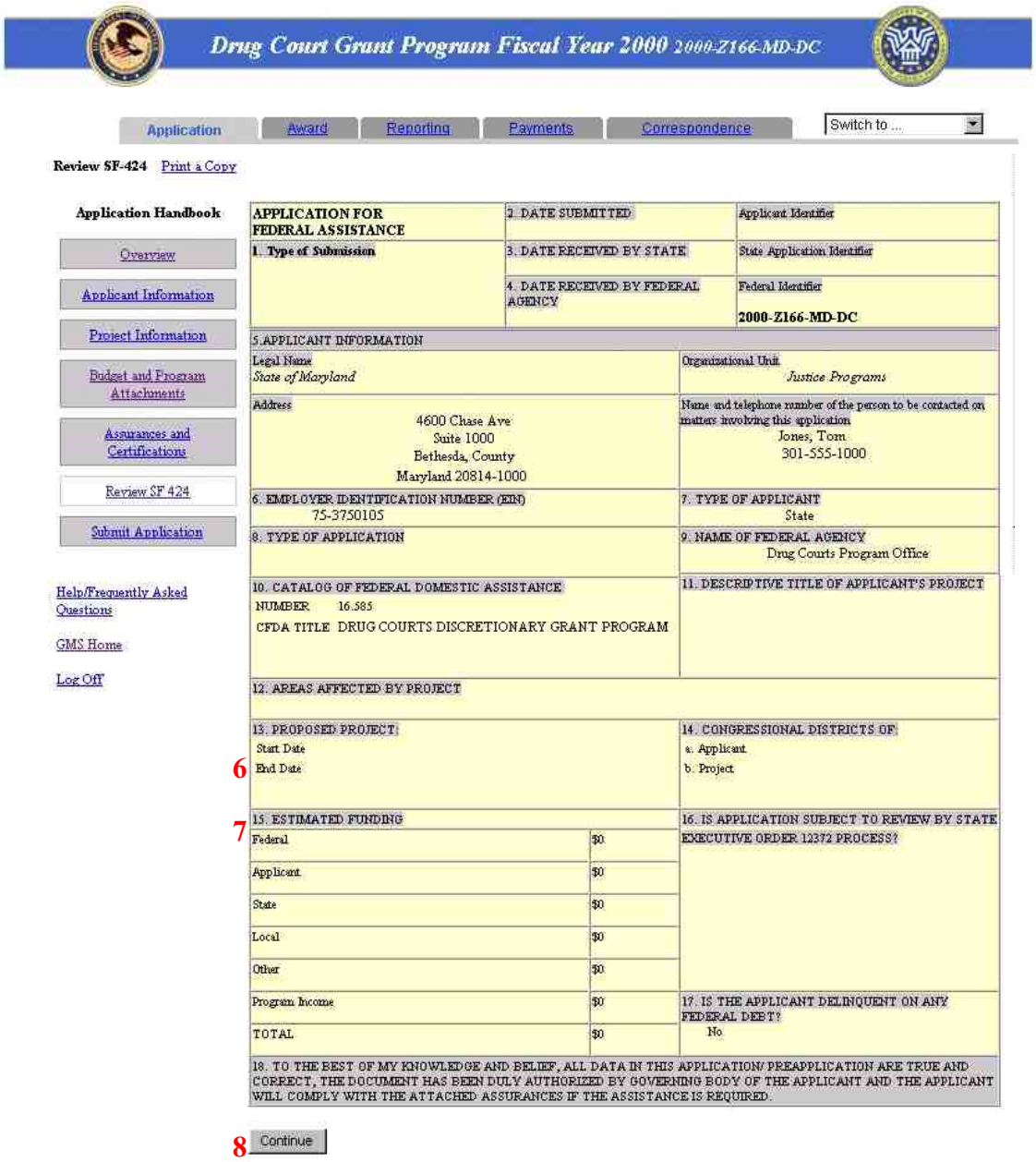
Description	Screen
SF 424 Review Screen: use this screen to review the information you have supplied for the **"SF-424"** form. If there are areas that need correction or need to be updated, click the appropriate button on the left side of the screen. 1) Click on the **"Print a Copy"** link to print a copy of the SF-424 for your records. 2) Click on **"Overview"** link on the left side of the screen to correct inaccuracies about the "Type of Submission." 3) Click on **"Applicant Information"**to correct inaccuracies on your "Legal name, Organizational Unit, Address, and point-of-contact information." The point-of-contact may be different from the authorizing official, and indicates the person with whom contact will be maintained. 4) Click on **"Project Information"** to correct inaccuracies on your "Employer Identification Number, Type of Applicant, Type of Applications" and the "Name of Federal Agency" that you are applying for an award from. 5) Click on **"Project Information"** to correct inaccuracies in the "Descriptive Title" for your project and the areas affected by the project.	

First Time User Registration Information continued: use this page to create a user profile and open an account in the Grants Management System.

6) Click on **"Project Information"** to modify the proposed project Start Date and End Date.

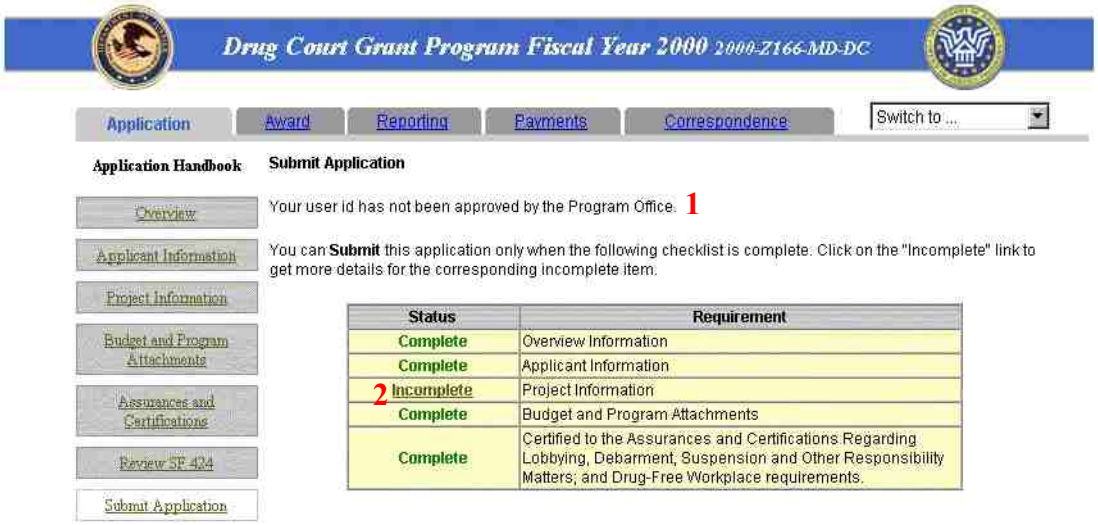
7) Click on **"Project Information"** to modify your funding request, and the answers to the questions: **"Is application subject to review by State Executive Order 12372 Process?"** and **"Is the applicant delinquent on any federal debt?"**

8) Click on **"Continue"** to save your work and to move forward in the process.



GMS – Applicant Procedures

Applicant - Application Handbook Submit Application (AP-14)

Description	Screen
Submit Application Screen: use this screen to submit your application. (NOTE: All information must be fully complete and your **"User Id"** must be approved by the Program Office before the application can be submitted.) 1) Review this field that comments on the completion of your application. In this example, the Program Manager at the Program Office has not approved your access to the system. Your application will be saved but cannot be submitted until you are approved to access the system. You will be notified via email when your user id has been approved. 2) Notice that in this example that the Project Information is incomplete. You must then complete all of required fields in the Project Information section. Click on the **"Incomplete"** link to return to the corresponding incomplete section. The system will provide you with more detailed information about the items that are incomplete. 4) Submit your application when your "User Id" has been approved and the status of each requirement is complete. 4) Assure that the status of each requirement is complete. 5) Click **"Submit Application"** to send the complete application to the Program Office at OJP.	

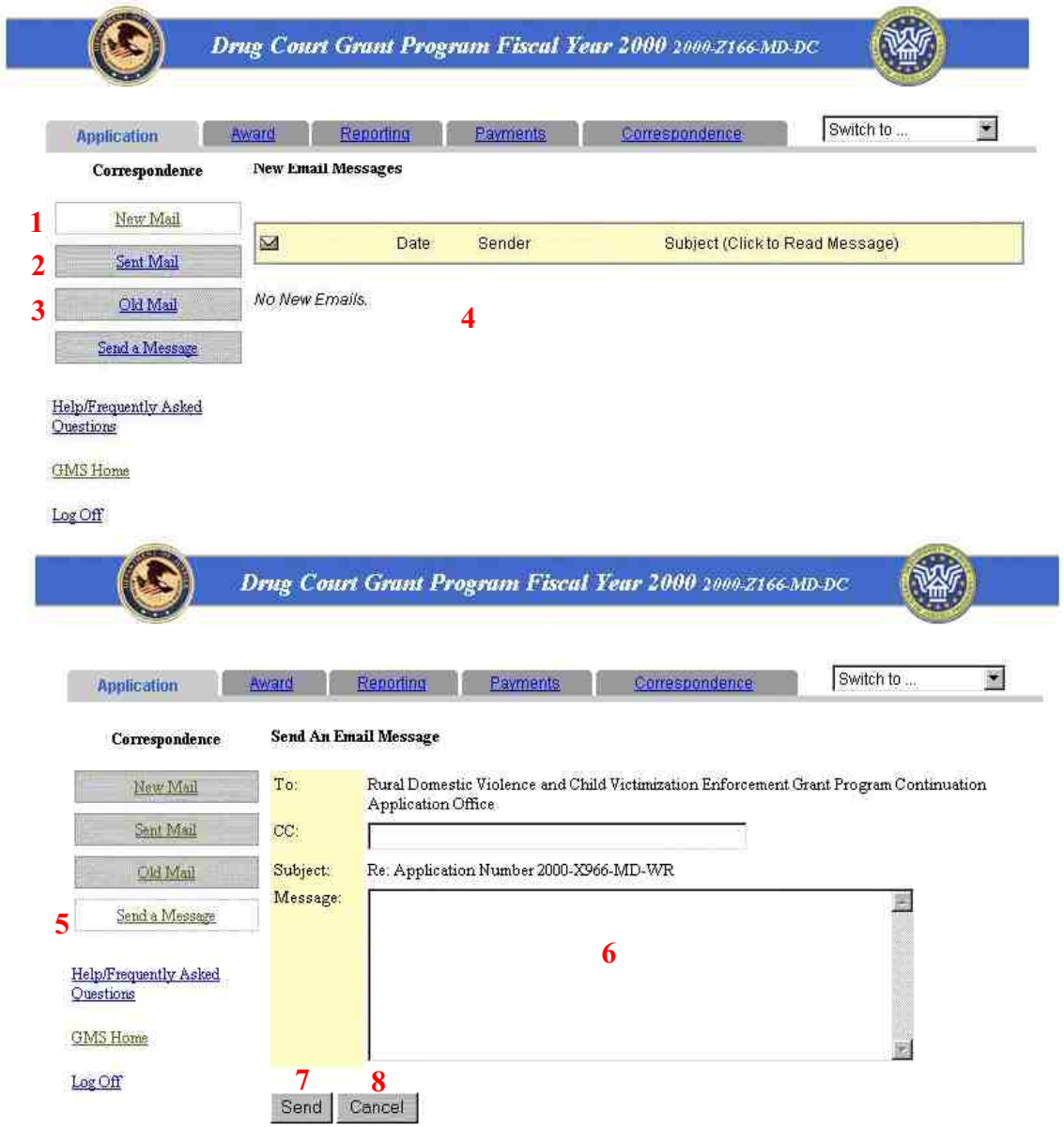
GMS – Applicant Procedures

Applicant - Application Handbook Application Submission Confirmation (AP-15)

Description	Screen
Submission Confirmation Screen: this screen will confirm that your application has been successfully submitted to OJP. (NOTE: After the application has been submitted no changes or edits can be made to the application.) 1) Click on the "**Return to GMS Home"** link to return to the **"Grant Management System Homepage."** The Homepage is the page you saw when you first entered the system. 2) Click on the **"Log Out"** link to log off of the **"Grants Management System."**	

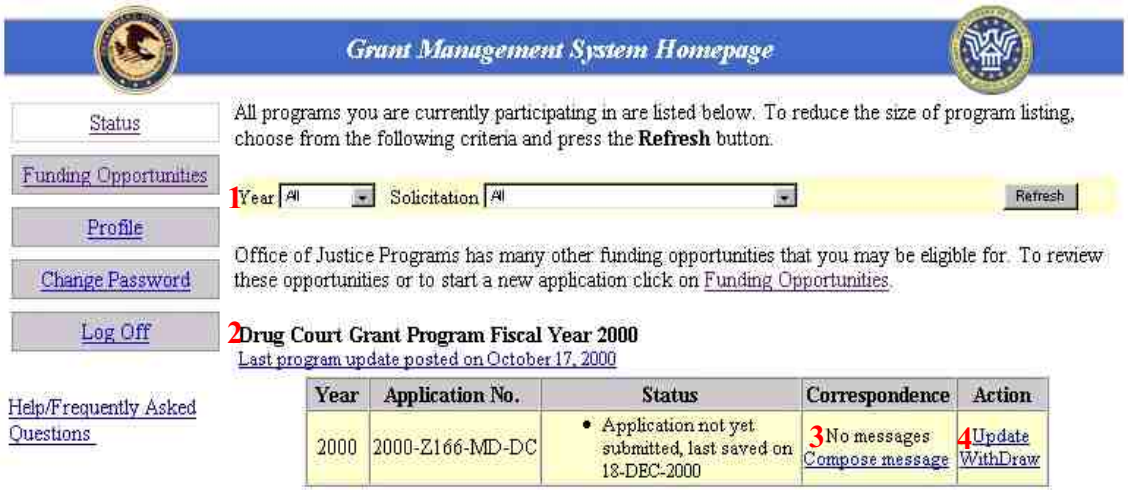
GMS – Applicant Procedures

Applicant - Application Handbook Correspondence (AP-16)

Description	Screen
Correspondence Screen: use this screen to send and receive email to and from the Program Office. Any email sent or received becomes part of the official grant file for this application. 1) View the new correspondence from the Program Office by clicking **"New Mail."** This is also the default opening screen. 2) View correspondence you have previously sent to the Program Office by clicking **"Sent Mail."** 3) View old correspondence between the Program Office and yourself by clicking **"Old Mail."** 4) View **"Mail, Date, Sender,"** and **"Subject"** in this field. 5) Send a message to your point of contact at the Program Office by clicking **"Send a Message."** This will open a new frame to the right of the button. The addressee is already filled in for you. You may fill in anyone you wish to **"cc:"** in the line below it. 6) Place the text of your original message in the field marked **"Message."** 7) Press **"Send"** to send the mail. 8) Press **"Cancel"** to cancel the process. The mail will not be sent, you will return to the original screen, and your mail message will not be saved.	

GMS – Applicant Procedures

Applicant - Main Screen Status Return User (AP-17)

Description	Screen
Return User Status Screen: use this screen to review the status of the programs you are currently participating in. Click on the **"Status"** link to begin. 1) Select the fiscal **"Year"** and the **"Solicitation"** that you want to review by using the pull down list. The system will default to **"All"** fiscal **"Years"** and **"All" "Solicitations."** Click the **"Refresh"** button. 2) The system will display all programs that match the criteria you selected above. 3) Click "**Compose message"** on the specific application to send email to the Program Office. See Job Aid AP-16 for more information on sending email to the Program Office. 4) Click on **"Update"** or **"Withdraw"** to modify or delete an application that has not been submitted. Click **"Update"** to review and make changes to this application. Click **"Withdraw"** to completely remove this specific application from the system. If an application has previously been submitted you will see a **"View"** link. Click **"View"** to review these applications.	

GMS – Applicant Procedures

Applicant - Main Screen Applicant Profile (AP-18)

Description	Screen
Applicant Profile Screen: use this screen to review the information you entered about the applicant. 1) Review the applicant's Federal **"Employer Identification Number (EIN)."** If it is necessary to make changes click **"Update Profile"** at the bottom of the screen to make changes. 2) Review the **"Legal Name"** of the applicant. If it is necessary to make changes click **"Update Profile"** at the bottom of the screen. See item #7 on the following page. 3) Review the address information for the applicant. If it is necessary to make changes click **"Update Profile"** at the bottom of the screen. 4) Review the **"User Name"** for the person using the Grants Management System to submit this application. If it is necessary to make changes click **"Update Profile"** at the bottom of the screen. 5) Review the Authorized Representative's information starting with **"User Prefix."** If it is necessary to make changes click **"Update Profile"** at the bottom of the screen.	 *Grant Management System Homepage* Status Funding Opportunities Profile Change Password Log Off Help/Frequently Asked Questions **Profile Information** **Organization Information** * Employer ID Number (EIN): 1 — 22-3344555 *Legal Name: 2 — State of Maryland * Organizational Unit: — Maryland State Police * Address Line 1: 3 — 4500 Chase Ave Address Line 2: — Suite 2000 * City: — Bethesda County: — * State: — Maryland * Zip Code: — 20814-2000 * Type of Applicant: — State Type of Applicant (other): — * Applicant Congressional District: — Congressional District 03, MD * User Name: 4 — johnturner **Authorized Representative:** * User Prefix: 5 — Dr. prefix (other): — * User First Name: — Robert * User Last Name: — Smith * Title: — Executive Director * Phone Number: — 3015551000 Ext.: 300 Fax Number: — 3015551200 * User E-mail Address: — robertsmith@MSP.gov

Applicant Profile Screen continued: use this screen to review the information you entered about the applicant.

6) Review the Alternate Contact's information starting with **"User Prefix."** If it is necessary to make changes click **"Update Profile"** at the bottom of the screen.

7) Click **"Update Profile"** to update any information in the applicant profile. You will be taken to a screen where modifications can be made. After the modifications are complete click **"Update Profile"** at the bottom of the screen.

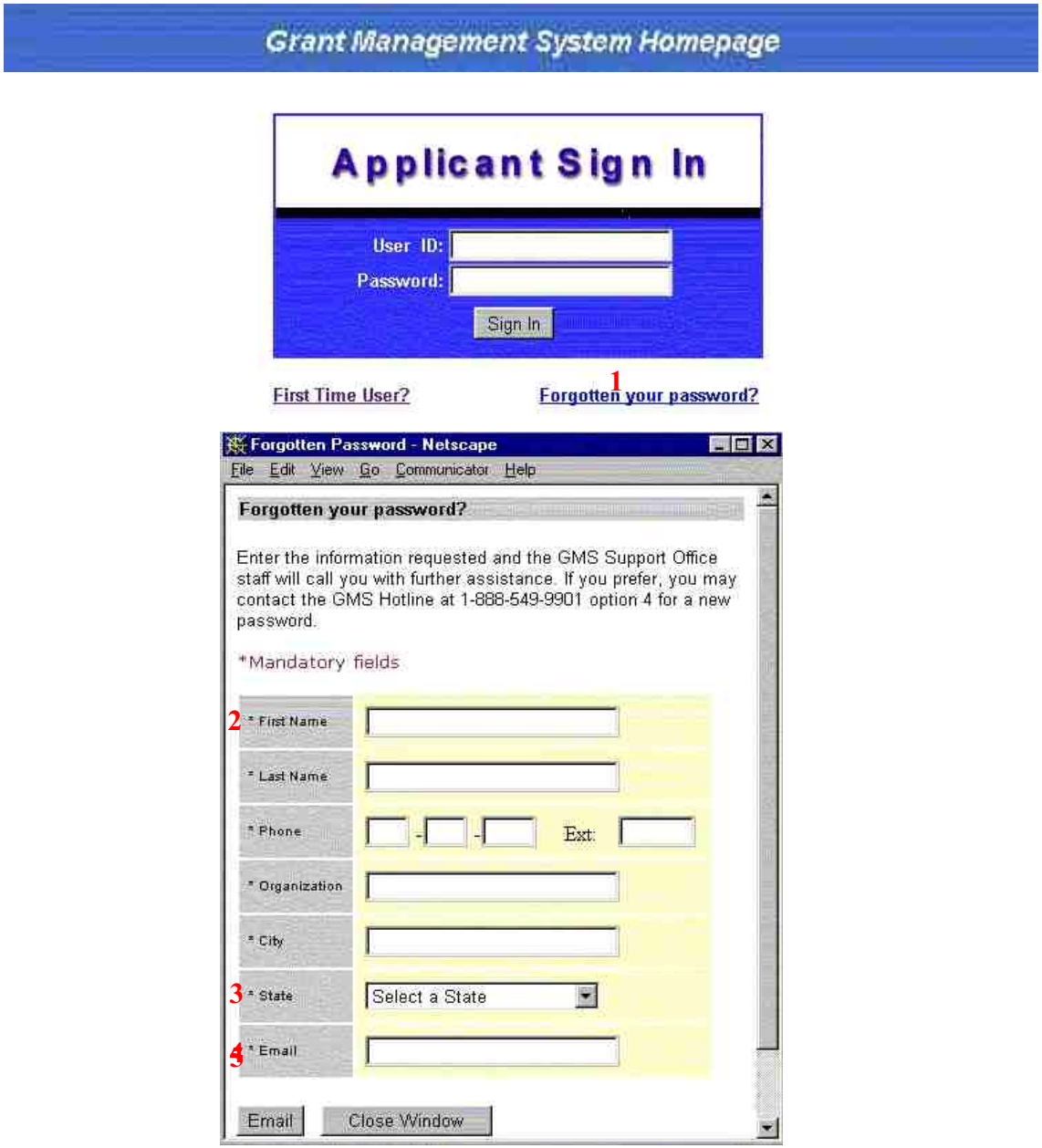
GMS – Applicant Procedures

Applicant - Main Screen Change Password (AP-19)

Description	Screen
Change Password Screen: use this screen to change your password. Remember that the passwords are all case sensitive. 1) Click on "**Change Password"** at the left of the screen. 2) Enter your **"Old Password."** (NOTE: the Password characters will appear on the screen as *s) 3) Enter your **"New Password."**(NOTE: the Password characters will appear on the screen as *s) 4) Confirm your **"New Password"** by re-entering the Password. (NOTE: the Password characters will appear on the screen as *s) 5) Click on **"Change Password"** to complete the process.	

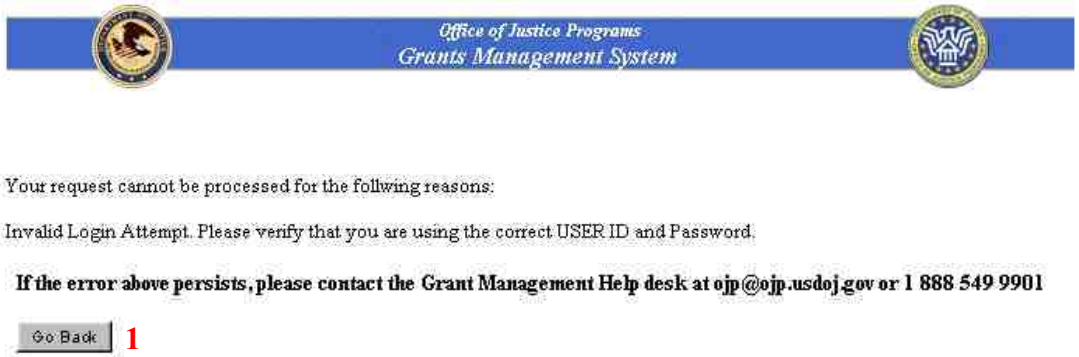
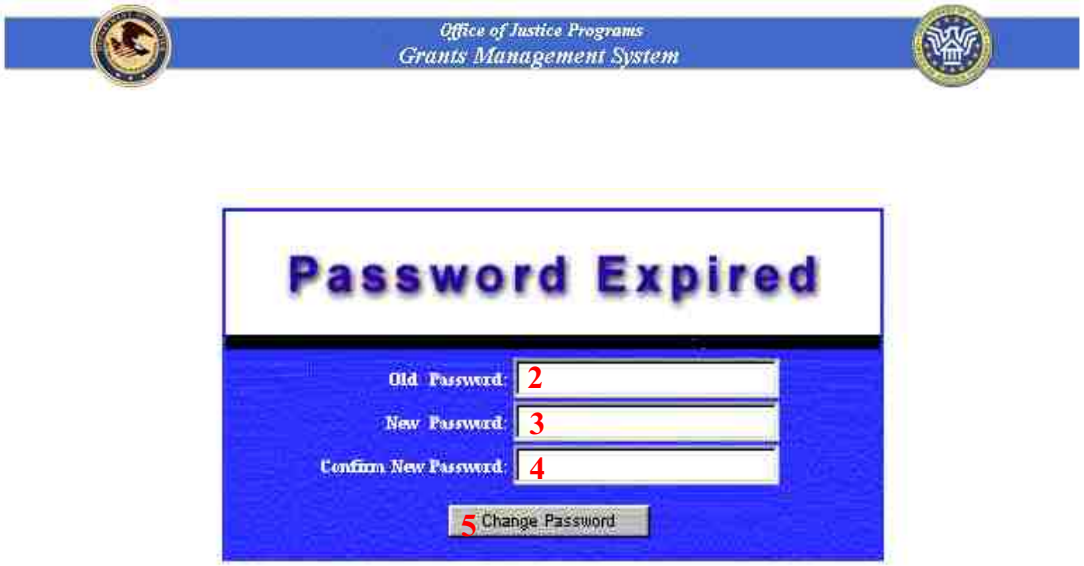
GMS – Applicant Procedures

Applicant - SF-424 Forgotten Password (AP-20)

Description	Screen
Forgotten Password Screen: use this screen to assist you if you have forgotten or misplaced your password. 1) Click on the **"Forgotten your password?"** link at the bottom of the **"Applicant Sign In"** page. A new window will appear on the screen. 2) Fill in the mandatory fields on the screen and the GMS Support Office will call you with further assistance. Or if you prefer, you may call the GMS Hotline at 1-888-549-9901. 3) Select your State from the pull down menu. 4) Enter your email address as it appeared on your user registration. 5) Click the **"Email"** button to send the information to GMS and the click **"Close Window"** to close the window. Wait for GMS to contact you via telephone with your password	

GMS – Applicant Procedures

Applicant - Sign In Error Messages (AP-21)

Description	Screen
Sign In Error Message Screen: use this screen to correct errors received at login. 1) Read the error statement that appears due to an Invalid Login Attempt. Click **"Go Back"** to return to the **"Applicant Sign In"** page and then enter the correct **"User ID"** and **"Password."** Remember that the **"User ID"** and **"Password"** are case sensitive. You can verify your password by clicking on the **"Forgotten your password?"** link on the **"Applicant Sign In"** page. If the error still persists after entering the correct **"User ID"** and **"Password,"** please contact the Help Desk at 1-888-549-9901 or send an email to ojp@ojp.usdoj.gov. 2) Enter your current **"Password."** To help ensure a secure system, your **"Password"** will expire every 60 days and you will be prompted to create a new **"Password."** 3) Enter a new **"Password"** that is different from your current **"Password."** Remember, the **"Password"** must be a minimum of 8 characters long and must not begin with a number. 4) Confirm the new **"Password"** by reentering it in the field. Reenter exactly the same **"Password"** as you entered in the **"New Password"** field. 5) Click on **"Change Password"** to submit the new **"Password"** and to log on to the system. *** Remember to record your new password for your records. Also remember that the password is case sensitive.**	 

6) If you receive the error message pictured here, you have selected a **"User Id"** that has already been assigned in the system. 7) Click the **"Go Back"** button to return to your registration information screen and select a different **"User Id."**	Office of Justice Programs Grants Management System Your request cannot be processed for the following reasons: The User Id you have chosen is already in use. Please select a new User Id. **6** **If the error above persists, please contact the Grant Management Help desk at ojp@ojp.usdoj.gov or 1 888 549 9901** Go Back **7**

Appendix B

Sample Equipment Purchase Budget Detail Worksheet

Fiscal Year 2001 Nunn-Lugar-Domenici Domestic Preparedness Equipment Program

Equipment Purchase Budget Detail Worksheet

City: _____ **Date:**_____

Equipment Purchase Total: _____

Instructions:

- Indicate the Equipment Category, Item, Unit Cost, Quantity, Total Cost, and Discipline for which the equipment will be bought. Use additional pages as needed.
- Add equipment requests for all jurisdictions as appropriate, and place that total at the top of this page.

Jurisdiction of _____

Equipment Category	Item	Unit Cost	Quantity	Total Cost	Discipline
PPE					
Detection					
Decontamination					
Total Jurisdictional Request:					

Fiscal Year 2001 Nunn-Lugar-Domenici Domestic Preparedness Equipment Program

Equipment Purchase Budget Detail Worksheet (Cont.)

Jurisdiction of _____

Equipment Category	Item	Unit Cost	Quantity	Total Cost	Discipline
PPE					
Detection					
Decontamination					
Total Jurisdictional Request:					

Appendix C

Sample Emergency Response Enhancement Report

Fiscal Year 2001 Nunn-Lugar-Domenici Domestic Preparedness Equipment Program

Emergency Response Enhancement Report

The following information is required to assist OJP with program planning and budget forecasting.

1. Agency

A. Number of local HAZMAT Teams_____
B. Number of State HAZMAT Teams_____
C. Number of Tactical Units (SWAT, bomb squad, etc.)_____
D. Number of Emergency Medical Services_____
E. Number of Law Enforcement Agencies_____
F. Number of Fire Service Agencies_____
G. Other (list all other agencies that will be enhanced by this equipment)
_____
_____
_____
_____
_____

2. Personnel

A. Number of local HAZMAT personnel _____
B. Number of State HAZMAT personnel _____
C. Number of Tactical Unit personnel _____
D. Number of Emergency Medical personnel _____
E. Number of Law Enforcement personnel _____
F. Number of Fire Service personnel_____
G. Other (list all other agencies that will be enhanced by this equipment)
_____
_____
_____
_____
_____

Appendix D

Application Checklist

Application Checklist

- **G** On-Line Application
- **G** File Attachments:

  1. Program Narrative
  2. Equipment Purchase Budget Detail Worksheet
  3. Emergency Response Enhancement Report

Appendix E

Fiscal Year 2001 Authorized Equipment Purchase List

Fiscal Year 2001 Nunn-Lugar-Domenici Domestic Preparedness Program Authorized Training Equipment Purchase List

The Fiscal Year 2001 Nunn-Lugar-Domenici Domestic Preparedness Equipment Program authorized training equipment purchase list was derived in part from the Standardized Equipment List (SEL) developed by the Interagency Board (IAB) for Equipment Standardization and Interoperability, and from an assortment of associated training equipment already in use by NLD DPP participants who received their equipment packages or loans through the Department of Defense.

The IAB compiled the SEL to delineate the types of equipment necessary for terrorist incident response. Because the SEL also contains lists of general use and support equipment, a more narrow list was derived from the SEL to identify the specific types of training equipment authorized for purchase under the Fiscal Year 2001 Nunn-Lugar-Domenici Domestic Preparedness Equipment Program. This training equipment falls into three distinct categories: 1) personal protective equipment (PPE); 2) chemical/biological detection equipment; and, 3) decontamination equipment. A cross-section of officials representing the Public Health Service (PHS), the Federal Emergency Management Agency (FEMA), the U.S. Department of Energy (DOE), the U.S. Department of Justice (OJP and FBI), and State and local hazardous materials experts assisted in the development of this authorized equipment purchase list and in identifying unallowable items.

When using this list, Fiscal Year 2001 Nunn-Lugar-Domenici Domestic Preparedness Equipment Program participants are advised to focus on types of training equipment similar to those they would employ in responding to an actual WMD incident. Since training is an important aspect of this program, equipment purchased through this grant should be viewed as a key component of each city's WMD incident training methodology and preparations.

Authorized equipment purchases may be made in the following categories:

1. Personal Protective Equipment (PPE)
2. Chemical, Biological, or Radiological Detection Equipment
3. Decontamination Equipment

1. Personal Protective Equipment. Equipment that is worn to protect the individual from hazardous materials and contamination. Protection may vary and is divided into four levels based on the degree of protection afforded.

Level A. Selected when the greatest level of skin, respiratory, and eye protection is required. The following items constitute Level A equipment for consideration:

- Reusable or limited-use fully encapsulated chemical resistant suit ensemble
- Butyl hoods and gloves
- Reusable fully encapsulated training suits
- Testing equipment for fully encapsulated suits
- Closed circuit rebreather* or open circuit self contained breathing apparatus (SCBA) or, when appropriate, Supplied Air Breathing Apparatus (SABA)
- Spare cylinders for rebreathers or SCBA and service/repair kits
- Chemical resistant gloves, including thermal, as appropriate to hazard
- Personal Cooling System; vest or full suit with support equipment
- Chemical Resistant Boots, steel or fiberglass toe and shank
- Personnel Accountability System (specific to SCBA use only)

- HAZMAT gear bag

*Due to cost and utility of closed circuit rebreathers a full and complete justification must be provided to obtain approval to purchase the equipment.

Level B. Should be used when the highest level of respiratory protection is necessary but a lesser level of skin protection is required. The following constitute Level B equipment and should be considered for use:

- Hooded Chemical Resistant Clothing or Full Coverage Level B Suits
- Butyl hoods and gloves
- Closed circuit rebreather* or open circuit SCBA or, when appropriate, SABA
- Spare cylinders for rebreathers, SCBA, or SABA, and service/repair kits
- Chemical resistant gloves, including thermal, as appropriate to hazard
- Personal Cooling System; vest or full suit with support equipment
- Chemical Resistant Boots, steel or fiberglass toe and shank
- HAZMAT gear bag

* Due to cost and utility of closed circuit rebreathers, a full and complete justification must be provided to obtain approval to purchase the equipment.

Level C. Should be used when the concentration(s) and type(s) of airborne substances are known and the criteria for using air-purifying respirators are met. The following constitute Level C equipment and should be considered for use:

- Hooded Chemical Resistant Clothing
- Butyl hood and gloves
- Full Face Air Purifying Respirators with appropriate cartridges or positive pressure units (Powered Air Purifying-PAPR)
- Personal Cooling System; vest or full suit with support equipment
- Chemical Resistant Boots, steel or fiberglass toe and shank
- HAZMAT gear bag
- Emergency Escape Breathing Apparatus (EEBA) 10 minutes or longer

Level D. Selected when no respiratory protection and minimal skin protection is required, and the atmosphere contains no known hazard and work functions preclude splashes, immersion, or the potential for unexpected inhalation of, or contact with, hazardous levels of any chemicals.

- Escape mask for self-rescue

2. Chemical, Biological, or Radiological Detection Equipment. Equipment to monitor, sample, identify, and observe chemical, biological, or radiological contamination throughout area or at specific points, and those items to support detection activities.

Chemical and Radiological

- M–8 Detection Paper for Chemical Agent (weapons grade) detection
- M–9 Detection Paper (roll) for Chemical Agent (weapons grade) detection
- M–256 Detection Kit for Chemical Agent (weapons grade—blister: CX/HD/L; blood: AC/CK; and nerve: GB/VX) detection
- M–256 training kit
- Hazard Categorizing (HAZCAT) Kit
- Point Chemical Agent Detector and Alarm
- Stand-Off Chemical Detector, FTIR (infrared)

- Handheld Chemical Agent Monitor with training set
- Container Sample Transfer/Small Infectious Substance
- Air and Liquid Detector Tube System
- Colormetric tube/chip kit with additional tubes/chips
- Multigas meter
- Combustible gas indicator
- Photoionization Detector (PID)
- Flame Ionization Detector (FID)
- Radiation monitoring equipment (pancake probes and gigometer tubes)
- Electronic Radiation Detection
- Radiological dosage meter such as self-reading dosimeters, chargers, and film badges
- Pesticide screening kit

Biological

- Specific Bioimmunoassay Test Kit
- Biological Sampling Kit with Aerosol Collector

3. Decontamination Equipment. Equipment and material used to clean, remediate, remove, or mitigate chemical or biological contamination. DOE possesses geographically dispersed capabilities to handle nuclear or radiological contamination.

Chemical

- M–295 individual decontamination kit for chemical warfare agents
- Decontamination system for individual and mass application:
  —Decontamination system supplies
  —Water Bladder, Decontamination Shower Waste Collection
  —Trailer, Multiwater Source, and Prime Mover (must be appropriate for tier level response of Tier Three level or Tier Four level only)*
  —Emergency Decontamination Shelters
- Reusable Decontamination litters/roller systems
- Reusable Extraction Litters, rollable
- Colored/nonviewable cadaver bags (CDC standard/Non-permeable and NBC Compatible)
- Transportation and shipping containers for contaminated clothing and equipment (requires justification for tier level use)

Appendix F

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Powers, David	Miami	305-787-6312
Formico, Michele	Milwaukee	414-291-4280
Moriwaki, Morris	Milwaukee	414-291-4335
Felske, Jack (Alt.)	Milwaukee	414-276-4684
Brookman, Phillip T.	Minneapolis	612-376-3372
Dalziel, John A.	Minneapolis (Fargo, ND)	701-232-7241
Kouns, James “Doug”	Minneapolis (Sioux Falls, SD)	605-321-1156
McRoden, Michael	Minneapolis (Rapid City, SD)	605-343-9632
English, Charles	Mobile	334-415-3242
Richardson, Eli	Newark	973-792-7418
Kuhlmeier, Ted	New Haven	203-503-5195
Garrett, Jeff	New Orleans	504-816-3099
McGee, James	New Orleans	504-816-3007
Zinnikas, William	New York	212-384-8525
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FBI WMD Coordinator Contacts (continued)

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Scott, Elizabeth E.	Oklahoma City	405-290-3764
Slagter, Arlyn J.	Omaha	402-492-3763
Rigopoulos, Christopher	Philadelphia	215-418-4097
LeGore, Gary	Philadelphia	717-232-8689 x-117
Gay, Christopher	Phoenix	602-650-3082
Thorlin, Philip S.	Phoenix	602-650-3089
George, Jim	Phoenix	602-650-3010
Toft, Daniel	Pittsburgh	412-456-9271
Smith, Phil	Pittsburgh	412–471–2000
Kouchi, Gerald	Portland	503-552-5223
Durham, Thomas	Portland	503-552-5346
Steiler, Thomas D.	Richmond	804-261-8024
Born, Robert	Sacramento	916-977-2222
Sheehan, Joseph (Alt.)	Sacramento	916-977-2259
Parker, Ronald W.	St. Louis	314-589-2561
Spencer, Chip	Salt Lake City	801-579-4626
Rose, Robert	San Antonio	210-978-5363
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FBI WMD Coordinator Contacts (continued)

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Jennings, Greg	Seattle	206-262-2380
Brown, Robert	Springfield (Peoria/Central)	309-676-1922
Killham, K.	Springfield (North)	217-352-0411
Skora, Larry M.	Springfield (South)	618-624-6248
Myers, Kerry	Tampa	813-272-8069
Miller, Steve	Tampa	813-272-8039
Borchert, Christopher	Washington, D.C.	202-278-4730
Combs, Christopher	Washington, D.C.	202-278-4474