Office for Domestic Preparedness
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Homeland Security

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TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact

FROM: Matt A. Mayer
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SUBJECT: Updates to the Department of Homeland Security (DHS) Fiscal Year 2005 Transit Security Grant Program Guidelines and Application Kit

The Fiscal Year 2005 Transit Security Grant Program (TSGP) application kit was released on April 5, 2005. This information bulletin provides several important clarifications and updates to that guidance.

Allowable training-related costs under SLGCP grant programs include: 1) establishment of chemical, biological, radiological, nuclear, and explosives (CBRNE) terrorism and cyber security training programs through existing training academies, universities or junior colleges; and 2) overtime and backfill costs associated with attendance at ODP-sponsored and approved CBRNE and cyber security training courses.

TSGP funds may be used for the following training activities:

Overtime and backfill funding for emergency preparedness and response personnel attending ODP-sponsored and approved training – Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours). Further, overtime payments and backfill costs associated with sending personnel to training are allowable, provided that it is ODP-sponsored training. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the grantee or sub-grantee. Dual compensation is not allowed. An employee may not receive compensation from their unit or agency AND from a grant for the same period of time (e.g., 1:00 pm to 5:00 pm). Fringe benefits on overtime hours are limited to Federal Insurance Contributions Act (FICA), Workers' Compensation and Unemployment Compensation.

For more information on ODP-sponsored training, please visit the following web page:

http://www.ojp.usdoj.gov/odp/training.htm .

If you have any question about the FY 05 TSGP, please email tsgp@dhs.gov or call the ODP Centralized Scheduling & Information Desk at 1-800-368-6498.

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