

Fiscal Year 2005 Homeland Security Grant Program Training Guidance

Summary of changes in FY05 Office of State and Local Government Coordination and Preparedness (SLGCP), Office for Domestic Preparedness (ODP) grant guidance regarding different types of training opportunities.

Reporting Process for Attending Non-SLGCP Courses

States are no longer required to submit requests for personnel to attend non-SLGCP courses that fall within the SLGCP mission scope of preparing State and local personnel to prevent, respond to, and recover from acts of terrorism involving CBRNE weapons. States and Urban Areas will be required to submit information on all non-SLGCP courses that are supported by SLGCP funds. Non-SLGCP courses are those courses developed for and or delivered by institutions or organizations other than Federal entities or SLGCP.

Complete form on ODP training website for reporting on each course. **Attachment A**

Reporting Process for Attending Federal Courses

States are no longer required to submit requests for personnel to attend eligible Federal courses that fall within the SLGCP mission scope. States and Urban Areas will be required to submit information on all Federal training that is supported by SLGCP funds. Federal courses are those courses developed for and or delivered by institutions funded by Federal entities other than SLGCP. An updated list of eligible federal courses is available on the ODP training website.

Complete form on ODP training website for reporting on each course. **Attachment B**

Development and/or Institutionalization of Non-SLGCP Courses

States and Urban Areas intending to either: 1) develop a new non-SLGCP course or 2) institutionalize an existing non-SLGCP course must notify SLGCP of their intent to do so. *SLGCP approval for developing and/or institutionalizing non-SLGCP WMD training courses is a pre-requisite for using funds under the HSGP.*

Submission through approval is a “five-phase” process designed to provide for a consistent and timely review of the course materials:

- Phase I - Reporting the development and/or institutionalization of Non-SLGCP Courses (submit form on ODP training website – **Attachment C**)
- Phase II - Requesting Course Approval (send course materials and approval request form –**Attachment D**; this initiates review process)
- Phase III - Initial Review (completeness and course redundancy check by ODP training division)
- Phase IV - Independent Third Party Review (SME determines accuracy and appropriateness of course content)
- Phase V - Notification of Results (State or Urban Area are notified of results)

More information on training guidance can be found at

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