



**Project Proposal Guidance  
for Fiscal Year 2015**

**(Interim)**

September 14, 2014

Approved by the Bay Area UASI Approval Authority on September 11, 2014

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## APPENDIX A - PROJECT PROPOSAL TEMPLATE

**This guidance provides an overview of the process and requirements for applying for funds through the Bay Area UASI for the FY 2015 grant year. Please note that this guidance remains interim until the FY 2015 Federal DHS funding allocation and grant guidance is released. This guidance does not include the updated rules governing allowable expenses under the UASI grant for FY 2015.**

## **1. UASI Grant Program Overview**

Since its inception in FY 2003, the intent of the UASI program has been to enhance regional terrorism preparedness in major metropolitan areas by developing integrated systems for terrorism prevention, protection, response, and recovery. The FY 2015 UASI program will likely provide financial assistance to address the unique regional, multi-discipline terrorism preparedness planning, organization, equipment, training, and exercise needs of high-threat, high-density urban areas. However, many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards, including natural disasters and other major incidents. UASI funds may be used for other preparedness activities as long as the dual use quality and nexus to terrorism is clearly demonstrated. UASI funds are intended for regional approaches to overall preparedness and should adopt regional response structures whenever appropriate.

## **2. 2015 Federal Budget**

It is expected that Congress will pass the Department of Homeland Security (DHS) FY 2015 budget by the end of calendar year 2014 or early in 2015, and DHS will issue a Funding Opportunity Announcement (FOA) for the Homeland Security Grant Program by the spring of 2015. Earlier passage of the DHS budget is possible and therefore the region must be prepared to initiate its selection of proposals under an earlier and shortened time frame. Details on addressing this contingency will be put forward by the Management Team.

## **3. Bay Area Risk and Gap Analysis**

The Bay Area Urban Area Security Initiative (UASI) regularly conducts a region-wide risk validation analysis and capabilities assessment across the region's twelve counties and three major cities. Each year, the Bay Area UASI updates its Risk and Gap Analysis, which shows where gaps are greatest and risk level the highest by core capability. This analysis results in priority capability objectives, which are used to guide proposal submission. The priority capability objectives for the FY15 proposal process and are included in Section 10 of this guidance.

The Risk and Gap Analysis is also the basis for the Threat and Hazard Identification and Risk Assessment (THIRA) prepared on an annual basis by the Bay Area UASI, as required by DHS. The Bay Area UASI THIRA is closely aligned with the THIRA prepared by the State of California as well as the Bay Area UASI Homeland Security Strategy.

## 4. Proposal Submission and Review Process

**FY 2015 UASI proposals may be submitted to the Management Team from October 1 –31, 2014.** All proposals must be submitted by 5pm on Friday October 31<sup>st</sup>, and late proposals will be considered ineligible. Please note that all proposals – including those using core city and regional (aka “sustainment” or “off the top”) allocations – must be submitted by the October 31<sup>st</sup> deadline.

The proposal template can be found in Appendix A of this guidance but is included for reference only. The actual template will be distributed electronically to stakeholders and posted on the UASI website on October 1<sup>st</sup>. Proposals must be submitted electronically using the “submit” button at the bottom of the proposal form by the October 31<sup>st</sup> deadline.

Upon receipt of the proposals, the Management Team will review them for compliance with the proposal criteria and share them with the appropriate Approval Authority members for review from mid-November to mid-December. Following Approval Authority review, the Management Team will share proposals with the appropriate hubs for review and decision-making in January 2015. Please see the sections below for more details on the hub and Advisory Group review process as well as Section 11 for the summary timeline.

Many Bay Area UASI jurisdictions undergo an internal vetting process of their own to identify which proposals should be submitted for UASI funding. Such processes are the responsibility of each jurisdiction. UASI jurisdictions that wish to undertake internal vetting processes are encouraged to do so before the online application period in October.

## 5. Proposal Criteria

All proposals must meet the following criteria:

- Have a clear “nexus to terrorism,” meaning that the proposal must specify how the activities will support terrorism preparedness
- Enhance the region’s priority capability objectives (see Section 10)
- Directly benefit at least two operational areas

In addition, all proposals must: include only allowable expenses under UASI grant guidelines (See Section 12); be submitted by a government agency within the twelve county Bay Area UASI footprint; be submitted by the person who will be primarily responsible for project implementation; and have the approval of the relevant department head.

Note that community-based and nonprofit groups are welcome to submit proposals but must do so through a government sponsor/partner. Submitters are strongly encouraged to integrate Federal, State and local grant and general funds when developing FY 2015 projects.

## 6. Role of the Work Groups

The Bay Area UASI encourages regional subject matter experts to discuss possible projects through the venue of the Bay Area UASI work groups. Work group meetings are open to all who would like to participate within the twelve county footprint. Bay Area UASI Approval Authority and Advisory Group members should attempt to ensure their jurisdiction is represented in all work groups for optimum inclusion in UASI project discussions. Work group meetings are chaired by project managers from the UASI Management Team.

Each work group is assigned a goal or set of goals from the *Bay Area Homeland Security Strategy*. The work groups and their areas of responsibility concerning projects for FY 2015 are:

Goal #	Bay Area Homeland Security Strategy Goal	Work group Title
1	Planning and risk management	Risk Management and Information Sharing (includes cyber and automated license plate reader (ALPR) focus groups)
2	Intelligence, information sharing and infrastructure protection	
3	Interoperable communications	Interoperable Communications
4	Chemical, Biologic, Radiologic, Nuclear and Explosive (CBRNE)	Regional Training & Exercise and CBRNE
8	Training and exercise	
5	Medical and public health	Medical Public Health
6	Emergency planning and citizen preparedness	Regional Catastrophic Planning Team and Whole Communities
7	Recovery	

Please note that all training and exercise proposals will be referred to the Bay Area UASI Training and Exercise Program/Work Group, as in prior years. Training and exercise requests are vetted by stakeholders and funded annually from a regional allocation. However, exercise requests that exceed \$50,000 and that benefit the entire Bay Area region will be referred to the Advisory Group to consider as a regional project. Exercise requests above the \$50,000 threshold that do not benefit the entire Bay Area region will be referred to the Bay Area UASI General Manager to determine an appropriate review process.

## **7. Role of the Hubs**

In FY15, the Bay Area is again utilizing hub groups to prioritize proposed projects.

### *Hub composition:*

As in prior years, the hubs will be based on the geographical location of the agencies based on the North, East, South and West bay areas. Each Approval Authority Member will be asked to assign three to five people to represent his or her operational area/core city in the hub project proposal decision-making process. (Please note that Approval Authority Members may make other arrangements for representation at hub meetings, provided that this is the consensus of the Approval Authority Members representing those operational areas/core cities of the hub in question.) These hub representatives are referred to as hub voting members. Approval Authority Members are urged to appoint representatives that reflect the diversity of the Bay Area Homeland Security Strategy goals.

### *Preparations for hub project proposal prioritization:*

By December 1, 2014, the Management Team will provide hub voting members with all submitted proposals for their hubs that meet the specified criteria on page 3 of this guidance and that have been confirmed for prioritization by the relevant Approval Authority Member. The Management Team is happy to assist hub voting members with any questions or concerns, including arranging information from regional subject matter experts in advance of the hub deliberations.

### *Project prioritization process:*

Hubs will convene in January 2015 to decide on their final prioritized list of projects for recommendation to the Advisory Group. Each hub will develop a list of prioritized projects based on regional need and local capabilities. Hubs may also designate other criteria as mutually agreed (e.g., provide scalable solutions, leverage other funding sources, and benefit the most operational areas.) Ideally prioritization will be done by consensus, but voting may occur as needed.

The Management Team will provide hubs with a planning amount based on what was provided to the hub from last year's (FY14) allocation (see Section 9 Allocation of Funding). The hubs' prioritized lists of projects should include projects in order of importance to be funded by the forthcoming FY15 allocation. The hub voting members will prioritize projects proposals and funding amounts to match the planned hub funding allocation as "above the line" projects. Each hub should also carefully develop a prioritized list of "below the line" projects for if/when additional funds become available in the future. This should include short time frame projects.

*Modifications to proposals:*

Hub voting members may make modifications to proposals during their deliberations with the agreement of the original project proposers as long as these modifications are consistent with the original goals of the project. Recognizing that the discussion of regional needs at the hub level may generate new ideas and opportunities for cooperation, hubs may also propose new projects in special circumstances and with the approval of the General Manager. Such projects must meet all of the funding criteria presented on page 3 above.

*Participation at hub meetings:*

The Bay Area UASI Management Team encourages “open” hub selection meetings, whereby proposers and subject matter experts such as work group participants are invited to listen and participate in the project prioritization process. However, it will be at the discretion of the hub voting members to determine whether proposers and other subject matter experts such as work group participants are invited to their deliberation meetings and the nature of participation at such meetings.

*Facilitation of hub-decision making:*

Hub decision-making meetings will be coordinated and facilitated by UASI Management Team staff members. At the direction of the relevant Approval Authority members, however, hubs may opt to forgo the Management Team-facilitated decision-making meeting and instead convene on their own. For those hubs that opt to forgo the Management Team-facilitated meeting, the Management Team must receive a complete above and below the line list of prioritized projects using the template provided no later than Friday January 23, 2015. By this date the Management Team must also receive email certification from each hub voting member that they agree with the prioritization as presented. If required documentation is still outstanding after January 23, the Management Team will seek guidance on prioritization of projects from the relevant Approval Authority members.

## **8. Role of the Advisory Group**

At the direction of the General Manager, the Bay Area UASI Advisory Group plays two critical roles in the project proposal prioritization process – (1) prioritizing regional projects for Approval Authority approval, and (2) reviewing hub- selected projects for recommendation to the Approval Authority for approval.

### *Prioritize regional projects:*

The Advisory Group will review and prioritize proposals that are regional in nature, “sustainment,” or “off the top,” and then submit them to the General Manager for subsequent approval by the Approval Authority. Similar to the process conducted by hub voting members at the hub level, the Advisory Group will develop a list of prioritized projects based on regional need and local capabilities. Ideally prioritization will be done by consensus, but voting may occur as needed. The Management Team will provide the Advisory Group with a planning amount based on what was provided for regional projects from last year’s (FY14) allocation. The prioritized list of projects should include projects in order of importance to be funded by the forthcoming FY15 allocation. This list should also include “below the line” projects for if/when additional funds become available in the future. This should include short time frame projects.

The Advisory Group will meet on January 22, 2015 to conduct this regional project prioritization process. In advance of this meeting, the Management Team will provide Advisory Group participants with submitted regional proposals. These read-ahead materials will also include a review by the Management Team as to whether proposals meet the criteria laid on page 3 of this guidance. However, to be “regional” and considered by the Advisory Group, the project must benefit at least three hubs. Management Team staff will solicit any questions Advisory Group members may have for regional subject matter experts in advance of the meeting.

The Management Team encourages “open” selection meetings, whereby proposers and subject matter experts are invited to listen and participate in the prioritization process. However, it will be at the discretion of the Advisory Group members to determine whether proposers and other subject matter experts are invited to their deliberation meeting and the nature of such participation. The Management Team will be responsible for organizing the meeting given the direction provided to them by the Advisory Group members.

### *Review proposed projects prioritized by the hubs.*

The other key responsibility of the Advisory Group is to provide a review of hub-selected projects to reduce duplication of effort and confirm prioritization of projects based on attainable mitigation of regional risk. This meeting will take place in February 26, 2015, and the deliverable will be recommendations to the Approval Authority for the March Approval Authority meeting.



## 9. Allocation of Funding

In the next Approval Authority meeting following the announcement of the FY 2015 grant award, the Approval Authority will approve specific allocation amounts among the categories of core city allocations, regional projects, and hub projects. Projects within those categories will then be funded in order of priority, as specified by hubs/Advisory Group, and as approved by the Approval Authority.

Until the FY 2015 grant award is announced, for planning purposes, the Bay Area will operate under the assumption that the FY 2015 funding will be approximately equal to the amount allocated in FY 2014 – \$27,400,000. For reference, below please find the FY14 hub, regional, and other allocations. These will be used in the FY15 cycle for planning purposes:

### FY 14 UASI Allocations

East Hub	\$1,370,874
North Hub	\$406,868
South Hub	\$1,397,999
West Hub	\$2,249,166
Regional	\$10,941,093
Core City	\$3,000,000
Management Team	\$3,376,000
State Holdback	\$4,658,000
<b>TOTAL</b>	<b>\$27,400,000</b>

## 10. Priority Capability Objectives

Priority capability objectives are derived each year from the region’s risk analysis process which identifies the highest risk and gap areas based on asset risk, threat information, and subject matter expert capability assessments. **In order to be eligible for FY15 funding, all proposed projects must fulfill at least one of these priority capability objectives.**

<b>Goal 1 Strengthen the Regional Risk Management and Planning Program</b>
Objective 1.1 Enhance Planning, Threat and Hazard Identification, and Risk Management Capabilities
<b>Goal 2 Enhance Information Analysis and Infrastructure Protection Capabilities</b>
Objective 2.1 Enhance Intelligence Collection, Analysis and Sharing
Objective 2.2 Strengthen Terrorism Attribution, Interdiction and Disruption Capabilities
Objective 2.3 Increase Critical Infrastructure Protection
Objective 2.4 Enhance Cyber Security
<b>Goal 3 Strengthen Communications Capabilities</b>
Objective 3.1 Enhance Operational Communications Capabilities
<b>Goal 4 Strengthen CBRNE Detection, Response, and Decontamination Capabilities</b>
Objective 4.2 Strengthen Mass Search and Rescue Capabilities
Objective 4.3 Enhance Screening Search and Detection Capabilities
Objective 4.4 Strengthen On-Scene Security and Protection through Explosive Device Response Operations
Objective 4.7 Enhance On-Scene Security and Protection through Emergency Public Safety and Security Response
<b>Goal 5 Enhance Medical and Public Health Preparedness</b>
Objective 5.1 Enhance Emergency Triage and Pre-Hospital Treatment
Objective 5.8 Enhance Fatality Management:
<b>Goal 6 Strengthen Emergency Planning and Citizen Preparedness Capabilities</b>
Objective 6.1 Strengthen Emergency Public Information and Warning Capabilities
Objective 6.2 Strengthen Operational Coordination Capabilities
Objective 6.5 Increase Community Resiliency
<b>Goal 7 Enhance Recovery Capabilities</b>
Objective 7.1 Strengthen Infrastructure Systems
<b>Goal 8 Enhance Homeland Security Exercise, Evaluation and Training Programs</b>
Objective 8.1 Strengthen the Regional Exercise and Evaluation Program
Objective 8.2 Enhance the Regional Training Program

Detailed descriptions of the priority capability objectives are as follows:

<b>Goal 1 Strengthen the Regional Risk Management and Planning Program</b>
<b>Objective 1.1 Enhance Planning, Threat and Hazard Identification, and Risk Management Capabilities:</b> The Bay Area is able to identify and assess the threats and hazards that pose the greatest risk to the whole community. The region can prioritize and select appropriate capability-based planning investments and solutions for prevention, protection, mitigation, response, and recovery concerning those risks; monitor the outcomes of allocation decisions; and undertake corrective and sustainment actions.
<b>Goal 2 Enhance Information Analysis and Infrastructure Protection Capabilities</b>
<b>Objective 2.1 Enhance Intelligence Collection, Analysis and Sharing:</b> The Bay Area has systems and procedures to effectively collect, analyze and timely share information and intelligence across federal, state, local, tribal, territorial, regional, and private sector entities to achieve coordinated awareness of, prevention of, protection against, mitigation of, and response to a threatened or actual terrorist attack, major disaster, or other emergency. This involves sustaining and building upon the region's intelligence fusion center to include the ability to identify and systematically report suspicious activities associated with potential terrorist or criminal pre-operational planning and logistics.
<b>Objective 2.2 Strengthen Terrorism Attribution, Interdiction and Disruption Capabilities:</b> The Bay Area's law enforcement community (federal, state and local) and other public safety agencies can conduct forensic analysis and attribute terrorist threats and acts to help ensure that suspects involved in terrorist and criminal activities related to homeland security are successfully identified, deterred, detected, disrupted, investigated, and apprehended.
<b>Objective 2.3 Increase Critical Infrastructure Protection:</b> The Bay Area can assess the risk to the region's physical and cyber critical infrastructure and key resources from acts of terrorism, crime, and natural hazards and deploy a suite of actions to enhance protection and reduce the risk to the region's critical infrastructure and key resources from all hazards. This includes a risk-assessment process and tools for identifying, assessing, cataloging, and prioritizing physical and cyber assets from across the region.
<b>Objective 2.4 Enhance Cyber Security:</b> Cyber security programs at the County and major city level meet the Federal Information Processing Standards 200 - Minimum Security Requirements for Federal Information and Information Systems. The region and its jurisdictions can detect malicious cyber activity, conduct technical counter-measures against existing and emerging cyber-based threats, and quickly recover from cyber-attacks in order to ensure the security, reliability, integrity, and availability of its electronic systems and services.

### Goal 3 Strengthen Communications Capabilities

**Objective 3.1 Enhance Operational Communications Capabilities:** The emergency response community in the Bay Area has the ability to provide a continuous flow of mission critical voice, data and imagery/video information among multi-jurisdictional and multidisciplinary emergency responders, command posts, agencies, and Bay Area governmental officials for the duration of an emergency response operation. The Bay Area can also re-establish sufficient communications infrastructure within the affected areas of an incident, whatever the cause, to support ongoing life-sustaining activities, provide basic human needs, and transition to recovery.

### Goal 4 Strengthen CBRNE Detection, Response, and Decontamination Capabilities

**Objective 4.2 Strengthen Mass Search and Rescue Capabilities:** Public safety personnel in the Bay Area are able to conduct search and rescue operations to locate and rescue persons in distress and initiate community-based search and rescue support-operations across a geographically dispersed area. The region is able to synchronize the deployment of local, regional, national, and international teams to support search and rescue efforts and transition to recovery.

**Objective 4.3 Enhance Screening Search and Detection Capabilities:** The Bay Area has systems and procedures to rapidly detect, locate and identify CBRNE materials at ports of entry, critical infrastructure locations, public events, and incidents, and can communicate CBRNE detection, identification and warning information to appropriate entities and authorities across the state and at the federal level.

**Objective 4.4 Strengthen On-Scene Security and Protection through Explosive Device Response Operations:** Public safety bomb squads in the Bay Area are able to conduct threat assessments; render safe explosives and/or hazardous devices; and clear an area of explosive hazards in a safe, timely, and effective manner. This involves the following steps in priority order: ensure public safety; safeguard the officers on the scene (including the bomb technician); collect and preserve evidence; protect and preserve public and private property; and restore public services.

**Objective 4.7 Enhance On-Scene Security and Protection through Emergency Public Safety and Security Response:** Public safety agencies within the Bay Area are able to keep the public and critical infrastructure safe by securing a particular incident scene and maintaining law and order following an incident or emergency to include managing the criminal justice prisoner population.

**Goal 5 Enhance Medical and Public Health Preparedness**

**Objective 5.1 Enhance Emergency Triage and Pre-Hospital Treatment:**

Emergency medical services (EMS) resources across the Bay Area can effectively and appropriately be dispatched (including with law enforcement tactical teams) to provide pre-hospital triage, treatment, transport, tracking of patients, and documentation of care appropriate for the incident, while maintaining the capabilities of the EMS system for continued operations up to and including for mass casualty incidents.

**Objective 5.8 Enhance Fatality Management:** Bay Area agencies, e.g., law enforcement, public health, healthcare, emergency management, and medical examiner/coroner) are able to coordinate (to ensure the proper recovery, handling, identification, transportation, tracking, storage, and disposal of human remains and personal effects; certify cause of death; and facilitate access to mental/ behavioral health services to the family members, responders, and survivors of an incident.

**Goal 6 Strengthen Emergency Planning and Citizen Preparedness Capabilities**

**Objective 6.1 Strengthen Emergency Public Information and Warning**

**Capabilities:** The Bay Area has an interoperable and standards-based system of multiple emergency public information and warning systems that allows Bay Area leaders and public health and safety personnel to disseminate prompt, clear, specific, accurate, and actionable emergency public information and warnings to all affected members of the community in order to save lives and property concerning known threats or hazards.

**Objective 6.2 Strengthen Operational Coordination Capabilities:** The Bay Area has a fully integrated response system through a common framework of the Standardized Emergency Management System, Incident Command System and Unified Command including the use of emergency operations centers (EOCs), incident command posts, emergency plans and standard operating procedures, incident action plans and the tracking of on-site resources in order to manage major incidents safely, effectively and efficiently. EOCs in the Bay Area can effectively plan, direct and coordinate information and activities internally within EOC functions, and externally with other multi-agency coordination entities, command posts and other agencies to effectively coordinate disaster response operations.

**Objective 6.5 Increase Community Resiliency:** The Bay Area has a formal structure and process for ongoing collaboration between government and nongovernmental resources at all levels to prevent, protect/mitigate, prepare for, respond to and recover from all known threats and hazards.

## **Goal 7 Enhance Recovery Capabilities**

**Objective 7.1 Strengthen Infrastructure Systems:** The Bay Area can provide accurate situation needs and damage assessments by utilizing the full range of engineering, building inspection, and code enforcement services in a way that maximizes the use of resources, aids emergency response, implements recovery operations, and restores the affected area to pre-incident conditions as quickly as possible. The Bay Area can coordinate activities between critical lifeline operations and government operations to include a process for getting the appropriate personnel and equipment to the disaster scene so that lifelines can be restored as quickly and as safely as possible to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery

## **Goal 8 Enhance Homeland Security Exercise, Evaluation and Training Programs**

**8.1 Strengthen the Regional Exercise and Evaluation Program:** The Bay Area exercise program tests and evaluates the region's enhancement and/or sustainment of the right level of capability based on the risks faced by the region with an evaluation process that feeds identified capability gaps and strengths directly into the region's risk management and planning process for remediation or sustainment.

**8.2 Enhance the Regional Training Program:** The Bay Area has a multi-discipline, multi-jurisdictional risk and capabilities based training program that enhances and sustains priority capabilities in order to mitigate the region's most pressing risks.

## 11. Summary Timeline

WHO	WHAT	WHEN	DETAILS
UASI Management Team	Outreach	September 2014	Management Team sends the FY15 project proposal guidance to UASI stakeholders as well notice of the webinar kick off
UASI Work Groups	Informal project discussions	September 2014	Work groups discuss projects ideas as well as regional gaps and priorities.
UASI Management Team	Kick off and grants management workshop and webinar	Wednesday September 24, 2014	Meeting and webinar for those interested to submit proposals as well as to provide information on grants management.
UASI Stakeholders	Proposal submissions	October 1 – October 31, 2014	UASI stakeholders submit proposals electronically.
Approval Authority	Approval Authority electronic review	November 24 – December 19, 2014	Management Team provides compliance review and sends all proposals for each OA/core city to the relevant Approval Authority member for review on November 24. Members have until December 19 <sup>th</sup> to communicate changes.
UASI Management Team	Hub electronic review	December 22, 2014	Management Team sends all relevant proposals to hub voting members for review.
Hubs	Prioritize	January 2015	Hubs meet on specific days in January and list projects in order of importance to be funded, including “above” and “below” the line, based on the estimated funding available
Advisory Group	Prioritize regional projects	January 22, 2015	The Advisory Group lists regional projects in order of importance to be funded including “above” and “below” the line, based on the estimated funding available
Advisory Group	Recommend	February 26, 2015	The Advisory Group reviews hub-selected projects and makes recommendations to the General Manager
Approval Authority	Approve	March 2015	Approval Authority approves hub and regional project submissions.

## 12. Allowable Spending Guidelines

*Please note that DHS has yet to issue guidelines for FY15. In the absence of this information, below please find the allowable spending information for FY14. The Management Team will update these guidelines when FY15 information becomes available.*

The following is a summary of allowable spending areas under the UASI program as it pertains to the Bay Area UASI. Please contact the Bay Area UASI Management Team for clarification should you have questions regarding allowable cost items.

The spending areas are broken out under planning, organization, equipment, training and exercises (POETE) spending areas. This matches the Bay Area Homeland Security Strategy, which divides recommended spending areas under POETE for each objective in the Strategy, as well as the DHS mandated budget sections for Investment Justifications that the Bay Area must submit in order to receive DHS funding.

The spending areas below outline what is allowable. They are not a list of what the region should or must purchase. The following are definitions for the terms as used in this interim guidance:

**Hiring** – Jurisdictions may use grant funding to cover the salary of newly hired personnel who are exclusively undertaking allowable DHS/FEMA program activities as specified in this guidance. This may not include new personnel who are hired to fulfill any non-FEMA program activities under any circumstances. Hiring will always result in a net increase of Full Time Equivalent (FTE) employees.

**Overtime** – These expenses are limited to the additional costs which result from personnel working over and above 40 hours of weekly work time as a direct result of their performance of FEMA-approved activities specified in this guidance. Overtime associated with any other activity is not eligible.

**Backfill-related Overtime** – Also called “Overtime as Backfill,” these expenses are limited to overtime costs which result from personnel who are working overtime (as identified above) to perform the duties of other personnel who are temporarily assigned to FEMA-approved activities outside their core responsibilities. Neither overtime nor backfill expenses are the result of an increase of FTE employees.

**Supplanting** – Grant funds will be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. 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.



## 12.1 Planning

FY 2014 funds may be used for a range of emergency preparedness and management planning activities and that support Performance Objectives such as Threat and Hazard Identification and Risk Assessment (THIRA) and Planning, by placing an emphasis on updating and maintaining a current EOP that conforms to the guidelines outlined in CPG 101 v.2 as well as development and maintenance of a THIRA. Planning must include participation from all stakeholders in the community who are able to contribute critical perspectives and may have a role in executing the plan. Planning should be flexible enough to address incidents of varying types and magnitudes. Grantees must use the *CPG 101: Developing and Maintaining Emergency Operations Plans* in order to develop robust and effective plans. For additional information, please see

[http://www.fema.gov/pdf/about/divisions/npd/CPG\\_101\\_V2.pdf](http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf).

Examples of planning activities include:

- Developing hazard/threat-specific annexes that incorporate the range of prevention, protection, mitigation, response, and recovery activities
- Developing and implementing homeland security support programs and adopting
- DHS national initiatives including but not limited to the following:
  - Implementing the NPG and the Whole Community Approach to Security and Emergency Management
  - Pre-event recovery planning
  - Implementing the National Infrastructure Protection Plan (NIPP) and associated Sector Specific Plans
  - Enhancing and implementing Statewide Communication Interoperable Plan (SCIP) and Tactical Interoperable Communications Plans (TICP) that align with the goals, objectives, and initiatives of the *National Emergency Communications Plan* (NECP)
  - Costs associated with the adoption, implementation, and adherence to NIMS compliance requirements, including implementing the NIMS National Credentialing Framework
  - Modifying existing incident management and EOPs to ensure proper alignment with the National Response Framework (NRF) coordinating structures, processes, and protocols
  - Establishing or enhancing mutual aid agreements
  - Developing communications and interoperability protocols and solutions
  - Conducting local, regional, and tribal program implementation meetings
  - Developing or updating resource inventory assets in accordance to typed resource definitions issued by the NIC
  - Designing State and local geospatial data systems
  - Developing and conducting public education and outreach campaigns, including promoting individual, family, and organizational emergency preparedness; alerts and warnings education; promoting training, exercise, and volunteer opportunities; informing the public about emergency plans, evacuation routes, shelter locations; and evacuation plans as well as CBRNE prevention awareness

- Designing programs to address targeting at-risk populations and engaging them in emergency management planning efforts
- Activities, materials, services, tools and equipment to achieve planning, protection, mitigation, response and recovery that is inclusive of people with disabilities (physical, programmatic and communications access for people with physical, sensory, mental health, intellectual and cognitive disabilities)
- Preparing materials for State Preparedness Reports (SPRs)
- Developing related terrorism prevention activities including:
  - Developing THIRA that reflects a representative make up and composition of the jurisdiction
  - Developing initiatives that directly support local efforts to understand, recognize, prepare for, prevent, mitigate, and respond to pre-operational activity and other crimes that are precursors or indicators of terrorist activity, in accordance with civil rights/civil liberties protections
  - Developing law enforcement prevention activities, to include establishing and/or enhancing a fusion center
  - Hiring an IT specialist to plan, develop, and implement the IT applications necessary for a fusion center
  - Developing and planning for information/intelligence sharing groups
- Integrating and coordinating the fire service, emergency management, public health care, public safety, and health security data-gathering (threats to human and animal health) within fusion centers to achieve early warning, monitoring, and mitigation of threats:
  - Integrating and coordinating private sector participation with fusion center activities
  - Developing and implementing preventive radiological/nuclear detection activities
  - Acquiring systems allowing connectivity to State, local, tribal, territorial, and Federal data networks, such as the National Crime Information Center (NCIC) and Integrated Automated Fingerprint Identification System (IAFIS), as appropriate
  - Planning to enhance security during heightened alerts, terrorist incidents, and/or during mitigation and recovery
  - Multi-discipline preparation across first responder community, including EMS for response to catastrophic events and acts of terrorism
  - Accessible public information/education: printed and electronic materials, public service announcements, seminars/town hall meetings, and web postings coordinated through local Citizen Corps Councils or their equivalent
  - Volunteer programs and other activities to strengthen citizen participation
  - Conducting public education campaigns including promoting suspicious activity reporting and preparedness; individual, family, and organizational emergency preparedness; promoting the *Ready* campaign; and/or creating State, regional, or local emergency preparedness efforts that build upon the *Ready* campaign
  - Evaluating Critical Infrastructure Protection (CIP) security equipment and/or personnel requirements to protect and secure sites
  - CIP cost assessments, including resources (e.g., financial, personnel) required for security enhancements/deployments
  - Multi-Jurisdiction Bombing Prevention Plans (MJBPP)

- Underwater Terrorist Protection Plans
- Developing and enhancing plans and protocols, including but not limited to:
  - Community-based planning to advance “whole community” security and emergency management
  - Incorporating government/non-governmental collaboration, citizen preparedness, and volunteer participation into State and local government homeland security strategies, policies, guidance, plans, and evaluations
  - Developing, enhancing, maintaining a current EOP that conforms to the guidelines outlined in the CPG 101 v.2
  - Developing or enhancing local, regional, or Statewide strategic or tactical interoperable emergency communications plans
  - Activities associated with a conversion from wideband to narrowband voice channels to support interoperability
  - Implementing SCIP and TICPs that align with the goals, objectives, and initiatives of the NECP
  - Developing protocols or standard operating procedures for specialized teams to incorporate the use of equipment acquired through this grant program
  - Developing terrorism prevention/protection plans
  - Developing plans, procedures, and requirements for the management of infrastructure and resources related to HSGP and implementation of State or Urban Area Homeland Security Strategies
  - Developing plans for mass evacuation and pre-positioning equipment
  - Developing or enhancing plans for responding to mass casualty incidents caused by any hazards
  - Developing or enhancing applicable procedures and operational guides to implement the response actions within the local plan including patient tracking that addresses identifying and tracking children, access and functional needs population, and the elderly and keeping families intact where possible
  - Developing or enhancing border security plans
  - Developing or enhancing cyber security and risk mitigation plans
  - Developing or enhancing secondary health screening protocols at major points of entry (e.g., air, rail, port)
  - Developing or enhancing agriculture/food security risk mitigation, response, and recovery plans
  - Developing public/private sector partnership emergency response, assessment, and resource sharing plans
  - Developing or enhancing plans to engage and interface with, and to increase the capacity of, private sector/non-governmental entities working to meet the human service response and recovery needs of survivors
  - Developing or updating local or regional communications plans
  - Developing plans to support and assist jurisdictions, such as port authorities and rail and mass transit agencies
  - Developing or enhancing continuity of operations and continuity of government plans
  - Developing or enhancing existing catastrophic incident response and recovery plans to include and integrate Federal assets provided under the NRF

- Developing plans and response procedures for adjudicating, validating and responding to an alarm from a chemical or biological detector (response procedures should include emergency response procedures integrating local first responders)
- Developing or enhancing evacuation plans
- Developing mechanisms for utilizing the National Emergency Family Registry and Locator System (NEFRLS)
- Developing or enhancing plans to prepare for surge capacity of volunteers
- Developing or enhancing the State emergency medical services systems
- Developing or enhancing plans for donations and volunteer management and the engagement/integration of private sector/non-governmental entities in preparedness, mitigation, response, and recovery activities
- Developing or enhancing Bombing Prevention Plans
- Developing school preparedness plans
- Developing preparedness plans for child congregate care facilities, including group residential facilities, juvenile detention facilities, and public/private child care facilities
- Developing plans to educate youth on disaster preparedness
- Ensuring EOPs adequately address warnings, emergency public information, evacuation, sheltering, mass care, resource management from non-governmental sources, unaffiliated volunteer and donations management, and volunteer resource integration to support each Emergency Support Function, to include appropriate considerations for integrating activities, materials, services, tools and equipment to achieve planning inclusive of people with disabilities (physical, programmatic and communications access for people with physical, sensory, mental health, intellectual and cognitive disabilities). Developing and implementing civil rights, civil liberties, and privacy policies, procedures, and protocols
- Designing and developing State, local, tribal, and territorial geospatial data systems
- Developing and implementing statewide electronic patient care reporting systems compliant with the National Emergency Medical Services
- Information System (NEMESIS)
  - Costs associated with inclusive practices and the provision of reasonable accommodations and modifications to provide full access for children and adults with disabilities
- Developing or conducting assessments, including but not limited to:
  - Conducting point vulnerability assessments at critical infrastructure sites/key assets and develop remediation/security plans
  - Conducting or updating interoperable emergency communications capabilities assessments at the local, regional, or Statewide level
  - Developing border security operations plans in coordination with CBP
  - Developing, implementing, and reviewing Area Maritime Security Plans for ports, waterways, and coastal areas
  - Updating and refining threat matrices
  - Conducting cyber risk and vulnerability assessments

- Conducting assessments and exercising existing catastrophic incident response and recovery plans and capabilities to identify critical gaps that cannot be met by existing local, regional, and State resources
- Conducting Bombing Prevention Capability Analysis
- Activities that directly support the identification of specific catastrophic incident priority response and recovery projected needs across disciplines (e.g., law enforcement, fire, EMS, public health, behavioral health, public works, agriculture, information technology, and citizen preparedness)
- Activities that directly support the identification of pre-designated temporary housing sites
- Activities that support the identification and development of alternate care sites
- Conducting community assessments, surveys, and research of vulnerabilities and resource needs to determine how to meet needs and build effective and tailored strategies for educating individuals conducting assessments of the extent to which compliance with the integration mandate of disability laws is being achieved
- Soft target security planning (e.g., public gatherings)
- Identifying resources for medical supplies necessary to support children during an emergency, including pharmaceuticals and pediatric-sized equipment on which first responders and medical providers are trained
- Ensuring subject matter experts, durable medical equipment, consumable medical supplies and other resources required to assist children and adults with disabilities to maintain health, safety and usual levels of independence in general population environments
- Developing and implementing a community preparedness strategy for the State/local jurisdiction
- Establishing, expanding, and maintaining volunteer programs and volunteer recruitment efforts that support disaster preparedness and/or response
  - Citizen support for emergency responders is critical through year-round volunteer programs and as surge capacity in disaster response, including but not limited to: Citizen Corps Affiliate Programs and Organizations, Community Emergency Response Teams (CERT), Fire Corps, Medical Reserve Corps (MRC), Neighborhood Watch/USAonWatch, Volunteers in Police Service (VIPS), and jurisdiction specific volunteer efforts
- Establishing and sustaining Citizen Corps Councils or their equivalent
- Working with youth-serving organizations to develop and sustain a youth preparedness program

## 12.2 Organization

Organizational activities include:

- Program management;
- Development of whole community partnerships;
- Structures and mechanisms for information sharing between the public and private sector;
- Tools, resources and activities that facilitate shared situational awareness between the public and private sectors;

- Operational Support;
- As identified in priority one utilization of standardized resource management concepts such as typing, inventorying, organizing, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident;
- Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event; and
- Paying salaries and benefits for personnel to serve as qualified intelligence analysts.
- Proposed expenditures of funds to support organization activities within the project submission must use historical data or other analysis.
- Up to 50 percent (50%) of FY 2014 funding may be used for personnel costs.

**Intelligence analysts.** Per the *Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act* (Public Law 110-412), funds may be used to hire new staff and/or contractor positions to serve as intelligence analysts to enable information/intelligence sharing capabilities, as well as support existing intelligence analysts previously covered by UASI funding. In order to be hired as an intelligence analyst, staff and/or contractor personnel must meet at least one of the following criteria:

- Successfully complete training to ensure baseline proficiency in intelligence analysis and production within six months of being hired; and/or,
- Previously served as an intelligence analyst for a minimum of two years either in a Federal intelligence agency, the military, or State and/or local law enforcement intelligence unit

As identified in the *Maturation and Enhancement of State and Major Urban Area Fusion Centers* priority, all fusion centers analytic personnel must demonstrate qualifications that meet or exceed competencies identified in the *Common Competencies for State, Local, and Tribal Intelligence Analysts*, which outlines the minimum categories of training needed for intelligence analysts. These include subject-matter expertise, analytic methodologies, customer-service ethics, information handling and processing skills, critical thinking skills, computer literacy, and objectivity and intellectual honesty. A certificate of completion of such training must be on file with the SAA and must be made available to FEMA Program Analysts upon request. In addition to these training requirements, fusion centers should also continue to mature their analytic capabilities by addressing gaps in analytic capability identified during the fusion center's BCA.

**Overtime costs.** Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and specifically requested by a Federal agency. Allowable costs are limited to overtime associated with federally requested participation in eligible fusion activities including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the *Maritime Transportation Security Act of 2002*), DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams. Grant funding can only be used in proportion to the Federal man-hour estimate, and only after funding for these activities from other Federal sources (i.e. FBI JTTF payments to State and local agencies) has been exhausted. Under no

circumstances should DHS grant funding be used to pay for costs already supported by funding from another Federal source.

**Operational overtime costs.** In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism, operational overtime costs are allowable for increased security measures at critical infrastructure sites. FY 2014 UASI funds for organizational costs may be used to support select operational expenses associated with increased security measures at critical infrastructure sites in the following authorized categories:

The following organization activities in support of public-private partnerships are allowable expenses:

- Program management:
  - Salary for a dedicated liaison who acts as the primary point of contact, coordinates the public-private partnership and ensures proper implementation of the strategic plan
  - Facilities, including meeting space and work space for private sector liaisons. Grantees are encouraged to use free space/locations/facilities, whenever possible, prior to the rental of space/locations/facilities
  - Supplies needed to support regular communications
- Utilization of standardized resource management concepts such as typing, inventorying, organizing, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident
- Sustain partnership efforts to include:
  - Support for in-person meetings, events, and conferences that bring the public and private sectors together. Grantees are encouraged to use free space/locations/facilities, whenever possible, prior to the rental of space/locations/facilities
  - Web-based and social media tactics (webinars, emails, newsletters, alerts, databases, online collaboration tools, website development and maintenance, etc)
  - Innovative approaches for reaching the Whole Community to include translated material for individuals who are blind and or have low vision capability and those with English as a second language and coalitions among citizens.
  - Leverage already existing structures and mechanisms, such as Citizen Corps, for sharing information and engaging members of the Whole Community to include: for-profit and not-for-profit entities, faith based and community organizations, youth-serving and youth advocates, those that support socio-economic and diverse cultures
- Structures and mechanisms for information sharing between the public and private sector:
  - Tools, software, programs, and other mechanisms that support two-way information sharing during normal and emergency operations
  - Means to receive input or feedback from the private sector, and encourage participation from civic leaders from all sectors
  - Regular and timely communications on subjects relating to all phases of emergency management, such as newsletters, emails, and alerts

- Tools, resources and activities that facilitate shared situational awareness between the public and private sectors
  - Web-based and new media platforms that allow real-time information exchange
  - Asset mapping, such as participation in FEMA’s Total Asset Visibility and LogViz initiatives
  - A seat(s) in the emergency operation center, or virtual EOC Operational Support:
  - Tools for identifying and tracking available paid and unpaid disaster response resources
  - Dedicated space and equipment for private sector representation within a State, county, or city emergency operation center
  - A dedicated business emergency operations center that works with the State, county or city EOC (not construction)
  - Tools for real time information sharing between the public and private sector
  - Licensing, screening, or other requirements for access to real EOC or virtual EOC
  
- Backfill and overtime expenses for staffing fusion centers;
  - Hiring of contracted security for critical infrastructure sites;
  - Public safety overtime (as defined in this FOA);
  - Title 32 or State Active Duty National Guard deployments to protect critical infrastructure sites, including all resources that are part of the standard National Guard deployment package (Note: Consumable costs, such as fuel expenses, are not allowed except as part of the standard National Guard deployment package); and
  - Increased border security activities in coordination with CBP, as outlined in Information Bulletin 135.

The following organization activities in support of **public-private** partnerships are allowable expenses:

- Program management:
  - Salary for a dedicated liaison who acts as the primary point of contact, coordinates the public-private partnership and ensures proper implementation of the strategic plan
  - Facilities, including meeting space and work space for private sector liaisons. Sub-recipients are encouraged to use free space/locations/facilities, whenever possible, prior to the rental of space/locations/facilities
  - Supplies needed to support regular communications
- Utilization of standardized resource management concepts such as typing, inventorying, organizing, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident
- Sustain partnership efforts to include:
  - Support for in-person meetings, events, and conferences that bring the public and private sectors together. Grantees are encouraged to use free space/locations/facilities, whenever possible, prior to the rental of space/locations/facilities



- Web-based and social media tactics (webinars, emails, newsletters, alerts, databases, online collaboration tools, website development and maintenance, etc)
- Innovative approaches for reaching the Whole Community to include translated material for individuals who are blind and or have low vision capability and those with English as a second language and coalitions among citizens.
- Leverage already existing structures and mechanisms, such as Citizen Corps, for sharing information and engaging members of the Whole Community to include: for-profit and not-for-profit entities, faith based and community organizations, youth-serving and youth advocates, those that support socio-economic and diverse cultures
- Structures and mechanisms for information sharing between the public and private sector:
  - Tools, software, programs, and other mechanisms that support two-way information sharing during normal and emergency operations
  - Means to receive input or feedback from the private sector, and encourage participation from civic leaders from all sectors
  - Regular and timely communications on subjects relating to all phases of emergency management, such as newsletters, emails, and alerts
- Tools, resources and activities that facilitate shared situational awareness between the public and private sectors
  - Web-based and new media platforms that allow real-time information exchange
  - Asset mapping, such as participation in FEMA's Total Asset Visibility and LogViz initiatives
  - A seat(s) in the emergency operation center, or virtual EOC Operational Support:
  - Tools for identifying and tracking available paid and unpaid disaster response resources
  - Dedicated space and equipment for private sector representation within a county or city emergency operation center
  - A dedicated business emergency operations center that works with the county or city EOC (not construction)
  - Tools for real time information sharing between the public and private sector
  - Licensing, screening, or other requirements for access to real EOC or virtual EOC

### 12.3 Equipment

The 21 allowable prevention, protection, mitigation, response, and recovery equipment categories and equipment standards for FY 2014 HSGP are listed on the web-based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), at <http://llis.gov/>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

FY 2014 HSGP funds used to support emergency communications activities should comply with the *FY 2013 SAFECOM Guidance for Emergency Communication Grants*, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of Interoperable Communications Equipment

and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission Waiver Order. SAFECOM guidance can be found at <http://www.safecomprogram.gov>. Grant funds may be used for the procurement of medical countermeasures. Procurement of medical countermeasures must be conducted in collaboration with State/city/local health department who administer Federal funds from the Department of Health and Human Services for this purpose. Procurement must have a sound threat based justification with an aim to reduce the consequences of mass casualty incidents during the first crucial hours of a response. Prior to procuring pharmaceuticals, grantees must have in place an inventory management plan to avoid large periodic variations in supplies due to coinciding purchase and expiration dates. Hubs are encouraged to enter into rotational procurement agreements with vendors and distributors. Purchases of pharmaceuticals must include a budget for the disposal of expired drugs within the period of performance of the FY 2014 HSGP. The cost of disposal cannot be carried over to another FEMA grant or grant period.

#### **12.4 Training**

The Regional Exercise and Training Program will be responsible for reviewing and approving all training requests. Allowable training-related costs under UASI include the establishment, support, conduct, and attendance of training specifically identified under the UASI grant program and/or in conjunction with emergency preparedness training by other Federal agencies (e.g., HHS, DOT).

Allowable training activities include, but are not limited to:

- Overtime and backfill for public safety, emergency preparedness and response personnel attending FEMA-sponsored and approved training classes
- Overtime and backfill for public safety, emergency preparedness and response personnel attending FEMA-sponsored and approved training classes
- Overtime and backfill expenses for part-time and volunteer public safety and emergency response personnel participating in FEMA training
- Training workshops and conferences
- Full-time or part-time staff or contractors/consultants
- Travel
- Supplies
- Tuition for higher education
- Training conducted using UASI funds should seek to address a gap identified in the Strategy, or through the Bay area's several specific training plans, an After Action Report/Improvement Plan (AAR/IP) or contribute to building a capability that will be evaluated through an exercise.

#### **12.5 Exercise**

The Regional Exercise and Training Program will be responsible for reviewing and approving Exercise requests. Exercises should be used to provide the opportunity to demonstrate and validate skills learned in training, as well as to identify training gaps. Any training or training

gaps should be identified in the Strategy, AAR/IP and/or addressed in the Bay Area training plans and cycle. Exercises must be managed and executed in accordance with the Bay Area's Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP Guidance for exercise design, development, conduct, evaluation, and improvement planning is located at <https://www.llis.dhs.gov/hseep>. The HSEEP Library provides sample exercise materials and templates. Allowable exercise activities include, but are not limited to:

- Design, develop, conduct, and evaluate an exercise
- Exercise planning workshop
- Full-time or part-time staff or contractors/consultants
- Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in FEMA exercises
- Implementation of HSEEP
- Travel
- Supplies

All exercises using UASI funding must be NIMS/SEMS compliant. More information is available online at the NIMS Integration Center, <http://www.fema.gov/emergency/nims/index.shtm>.

## **Maintenance and Sustainment**

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active and future grant awards, unless otherwise noted.

FY 2014 grant funds are intended to support projects that build and sustain the core capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation. In order to meet this objective, the policy set forth in GPD's IB 379 (Guidance to State Administrative Agencies to Expedite the Expenditure of Certain DHS/FEMA Grant Funding) allows for the expansion of eligible maintenance and sustainment costs which must be in 1) direct support of existing capabilities; (2) must be an otherwise allowable expenditure under the applicable grant program; (3) be tied to one of the core capabilities in the five mission areas contained within the Goal, and (4) shareable through the Emergency Management Assistance Compact. Additionally, eligible costs must also be in support of equipment, training, and critical resources that have previously been purchased with either Federal grant or any other source of funding other than DHS/FEMA preparedness grant program dollars.

### **12.6 Law Enforcement Terrorism Prevention Allowable Costs**

The following activities are eligible for use of LETPA focused funds:

- Maturation and enhancement of fusion centers, including information sharing and analysis, target hardening, threat recognition, and terrorist interdiction, and training/hiring of intelligence analysts;

- Implementation and maintenance of the Nationwide SAR Initiative (NSI), including training for front line personnel on identifying and reporting suspicious activities;
- Implementation of the “If You See Something, Say Something™” campaign to raise public awareness of indicators of terrorism and violent crime and associated efforts to increase the sharing of information with public and private sector partners, including nonprofit organizations;
- Training for countering violent extremism; development, implementation, and/or expansion of programs to engage communities that may be targeted by violent extremist radicalization; and the development and implementation of projects to partner with local communities to prevent radicalization to violence, in accordance with the Strategic Implementation Plan (SIP) to the National Strategy on Empowering Local Partners to Prevent Violent Extremism in the United States; and
- Increase physical security, via law enforcement personnel and other protective measures by implementing preventive and protective measures related to at-risk nonprofit organizations.

### **12.7 Critical Emergency Supplies**

In furtherance of DHS’s mission, critical emergency supplies, such as shelf stable food products, water, and basic medical supplies are an allowable expense under UASI. Prior to allocating grant funding for stockpiling purposes, Proposers must have FEMA’s approval of a five-year viable inventory management plan which should include a distribution strategy and related sustainment costs if planned grant expenditure is over \$100,000.

The inventory management plan and distribution strategy, to include sustainment costs, will be developed and monitored by FEMA GPD with the assistance of the FEMA Logistics Management Directorate (LMD). GPD will coordinate with LMD and the respective FEMA Region to provide program oversight and technical assistance as it relates to the purchase of critical emergency supplies under UASI. GPD and LMD will establish guidelines and requirements for the purchase of these supplies under UASI and monitor development and status of the State’s inventory management plan and distribution strategy.

### **12.8 Construction and Renovation**

Project construction using UASI funds may not exceed the greater of \$1,000,000 or 15% of the grant award. For the purposes of the limitations on funding levels, communications towers are not considered construction.

Written approval must be provided by FEMA prior to the use of any HSGP funds for construction or renovation. When applying for construction funds, including communications towers, at the time of application, Proposers are highly encouraged to submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits and documents, and to have completed as many steps as possible for a successful EHP review in support of their proposal for funding (e.g., completing the FCC’s Section 106 review process for tower construction projects; coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects). FEMA is

legally required to consider the potential impacts of all projects on environmental resources and historic properties. Proposers must comply with all applicable environmental planning and historic preservation (EHP) laws, regulations, and Executive Orders (EOs) in order to draw down their FY 2014 HSGP grant funds. To avoid unnecessary delays in starting a project, proposers are encouraged to pay close attention to the reporting requirements for an EHP review. For more information on FEMA's EHP requirements, please refer to Information Bulletins 329 and 345 (<http://www.fema.gov/government/grant/bulletins/index.shtm>).

FY 2014 HSGP Proposers wishing to use funds for construction projects must comply with the *Davis-Bacon Act* (40 U.S.C. 3141 *et seq.*). Recipients must ensure that their contractors or subcontractors for construction projects pay workers employed directly at the work-site no less than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor wage determinations, is available from the following website: <http://www.dol.gov/compliance/laws/comp-dbra.htm>.

## **12.9 Personnel**

Personnel hiring, overtime, and backfill expenses are permitted under this grant in order to perform allowable FY 2014 HSGP planning, training, exercise, and equipment activities. A personnel cost cap of up to 50 percent (50%) of total grant program funds may be used for personnel and personnel-related activities as directed by the *Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act* (Public Law 110-412).

In general, the use of grant funds to pay for staff and/or contractor regular time or overtime/backfill is considered a personnel cost. FY 2014 grant funds may not be used to support the hiring of any personnel for the purposes of fulfilling traditional public health and safety duties or to supplant traditional public health and safety positions and responsibilities.

## **12.10 Operational Packages**

Proposers may elect to pursue operational package (OPack) funding, such as Canine Teams, Mobile Explosive Screening Teams, and Anti Terrorism Teams, for new capabilities as well as sustain existing OPacks. Proposers must commit to minimum training standards to be set by the Department for all federally funded security positions. Proposers must also ensure that the capabilities are able to be deployable, through EMAC, outside of their community to support regional and national efforts. When requesting OPacks-related projects, Proposers must demonstrate the need for developing a new capability at the expense of sustaining existing core capability.

Proposers are reminded that personnel-related activities associated with OPacks will be subject to the PRICE Act requirements in which up to 50 percent (50%) of FY 2014 funding may be used for personnel costs.

### **12.11 Unallowable Costs**

Per FEMA policy, the purchase of weapons and weapons accessories is not allowed with HSGP funds.

Per the Anti-Deficiency Act, federal government personnel, or representatives thereof, are prohibited from participation in projects awarded to sub grantees. This includes the solicitation, selection and monitoring of sub grantees.



# FY2015 UASI PROJECT PROPOSAL FORM

draft

**SAMPLE FORM ONLY! DO NOT USE**

## 1. OVERVIEW

HUB, Core City or Regional	<input type="text"/>	Operational Area	<input type="text"/>
Agency	<input type="text"/>		
Project Name	<input type="text"/>		
Total Project Cost	<input type="text"/>		
Allocation Requested	<input type="text"/>		
Minimum Allocation Request	<input type="text"/>		

## PROJECT LEAD CONTACT INFORMATION

Name	<input type="text"/>	Title	<input type="text"/>
Business Phone	<input type="text"/>	E-mail	<input type="text"/>
Cell	<input type="text"/>	Fax	<input type="text"/>

## DEPARTMENT HEAD CONTACT INFORMATION

Name	<input type="text"/>	Title	<input type="text"/>
Phone	<input type="text"/>	E-mail	<input type="text"/>
Department Head Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No		

## 2. PROJECT DESCRIPTION

**Provide a description of this project, including the planning, organization, equipment, training, and/or exercises that will be involved**

### PROJECT SUMMARY

*Provide a brief description of your project.*

*A maximum of 375 character limit is allowed for this response*

### PROJECT DESCRIPTION

*Describe the individual elements of your project using the POETE model (Planning, Organization, Equipment, training and Exercise). Be specific in your description.*

*A maximum of 1200 character limit is allowed for this response.*

### PROJECT ACCOMPLISHMENT SUMMARY

*Provide a brief specific description of the results to be achieved by this investment.*

*A maximum of 375 character limit is allowed for this response.*



**3. CORE CAPABILITIES** For more information [CLICK HERE](#) to go to the FEMA Core Capabilities web page

Primary Core Capability

**4. COMPLIANCE REQUIREMENTS**

Check Corresponding Box *Check all that apply*

- This project will require a Request For Proposal
- This project will require a Performance Bond
- This project will require a Sole Source
- This project will require an Environmental & Historic Preservation
- This project will require an Emergency Operation Center Request Form
- This project will require a Watercraft Request Form
- This project will require an Aviation Request Form
- This project will require grant funded personnel (no supplanting)

Forms Hyper Links: [SOLE SOURCE](#) [EHP](#) [EOC](#) [WATERCRAFT](#) [AVIATION](#)

**5. POETE SOLUTION AREA**

Provide the proposed funding amount to be obligated from this investment towards the primary Planning, Organization, Equipment, Training, and Exercises (POETE) Solution Area. (Please provide amounts for all that apply)

Planning	<input type="text"/>
Organization	<input type="text"/>
Equipment	<input type="text"/>
Training	<input type="text"/>
Exercises	<input type="text"/>
Total	<input type="text"/>
LETPA Amount	<input type="text"/>

THE ORGANIZATION FIELD IS FOR FUSION CENTER USE ONLY

(Law Enforcement Terrorism Prevention Activities)

For more information [CLICK HERE](#) to go to the FEMA Preparedness Grants Authorized Equipment List (RKB)

AEL#		QTY	<input type="text"/>	Amount	<input type="text"/>
AEL#		QTY	<input type="text"/>	Amount	<input type="text"/>
AEL#		QTY	<input type="text"/>	Amount	<input type="text"/>
AEL#		QTY	<input type="text"/>	Amount	<input type="text"/>
AEL#		QTY	<input type="text"/>	Amount	<input type="text"/>
<b>AEL#</b>	<b>21GN-00-STAX Sales Tax</b>			<b>Sales Tax</b>	<input type="text"/>
<b>AEL#</b>	<b>21GN-00-SHIP Shipping</b>			<b>Shipping</b>	<input type="text"/>
<b>AEL#</b>	<b>21GN-00-INST Installation</b>			<b>Installation</b>	<input type="text"/>
<b>PERFORMANCE BOND ESTIMATION (1-4% OF EQUIPMENT COST)</b>				<b>Performance Bond</b>	<input type="text"/>
				<b>EQUIPMENT TOTAL</b>	<input type="text"/>

## 6. ALIGNMENT WITH THE 2015 PRIORITY CAPABILITY OBJECTIVES AND BAY AREA HOMELAND SECURITY STRATEGY

For more information [CLICK HERE](#) to go to the 2014 Bay Area Homeland Security Strategy Goals and Objectives

**SELECT ONLY ONE GOAL** and up to two Objectives within that goal for this project

Project Goal

### Goal 1. Strengthen the Regional Risk Management and Planning Program

Objective

---

### Goal 2. Enhance Information Analysis and Infrastructure Protection Capabilities

Objective

---

### Goal 3. Strengthen Communications Capabilities

Objective

---

### Goal 4. Strengthen CBRNE Detection, Response, and Decontamination Capabilities

Objective

Objective

---

### Goal 5. Enhance Medical and Public Health Preparedness

Objective

---

### Goal 6. Strengthen Emergency Planning and Citizen Preparedness Capabilities

Objective

Objective

---

### Goal 7. Enhance Recovery Capabilities

Objective

---

### Goal 8. Enhance Homeland Security Exercise, Evaluation and Training Programs

Objective

## 7. PROJECT MILESTONES

Identify up to ten milestones to be achieved before the end of the twelve month period of performance under the FY 2015 UASI grant. Exact start and end dates of the period of performance are highly subject to change, due to currently unknown state and federal guidance. Our current best guess of the time frame is December 1, 2015 to December 31, 2016. Some Milestones can be achieved prior to the allocation of funding. No purchases can be made prior to completing the execution of your MOU. **For dates use (mm-dd-yyyy). Project Time is the number of months, round up**

Project Start

Project End

Project Time

### Milestone #1

# of days **from** the Project Start Date to complete this Milestone:

### Milestone #2

# of days **from** the Project Start Date to complete this Milestone:

### Milestone #3

# of days **from** the Project Start Date to complete this Milestone:

### Milestone #4

# of days **from** the Project Start Date to complete this Milestone:

### Milestone #5

# of days **from** the Project Start Date to complete this Milestone:

### Milestone #6

# of days **from** the Project Start Date to complete this Milestone:

### Milestone #7

# of days **from** the Project Start Date to complete this Milestone:

### Milestone #8

# of days **from** the Project Start Date to complete this Milestone:

### Milestone #9

# of days **from** the Project Start Date to complete this Milestone:

### Milestone #10

# of days **from** the Project Start Date to complete this Milestone:

## 8. RESOURCE TYPING

Complete this section for Equipment and Training Projects only

Instructions:

1. Choose from the drop-down menu to select whether the project is equipment or training, the NIMS Typed Discipline, NIMS Typed Resource and NIMS Type #, as published by FEMA's National Integration Center (NIC) that the equipment supports, if NIMS Typed.
  - 1a. If equipment or training is not NIMS Typed, choose "State/Local Other" in drop-down menu and provide State/Local typing or Community of Interest information in the Comments.
2. Choose whether the piece of equipment or training is to "Sustain Current" existing capabilities or will increase or "Add New" capability .
3. Choose the Primary Core Capability that the Typed Resource supports.
4. Enter the cost of the equipment or training.
5. Enter additional information in the Comments, including a brief description of whether the training or equipment purchased sustains existing capabilities; adds or improves an existing capability; or builds a new capability from scratch.

For more information [CLICK HERE](#) to go to the FEMA Resource Typing web site

<b>Equipment or Training</b>	<input type="text"/>
<b>NIMS Typed Disciplines</b>	<input type="text"/>
<b>NIMS Typed Resource Supported</b>	<input type="text"/>
<b>NIMS Type #</b>	<input type="text"/>
<b>State/Local Typed Resource Supported (if applicable)</b>	<input type="text"/>
<b>Typed Equipment to be Purchased</b>	<input type="text"/>
<b># of Personnel Trained for Typed Teams</b>	<input type="text"/>
<b># of Typed Teams Trained</b>	<input type="text"/>
<b>Sustain Current Capability or Add New Capability</b>	<input type="text"/>
<b>Primary Core Capability Supported</b>	<input type="text"/>
<b>Cost of Typed Equipment or Training</b>	<input type="text"/>
<b>Comments</b> <i>A maximum of 300 character limit is allowed for this response</i>	<input type="text"/>

**BEFORE YOU SUBMIT YOUR PROJECT PROPOSAL, PLEASE SAVE THE FILE AND EMAIL IT TO: [david.frazer@sonoma-county.org](mailto:david.frazer@sonoma-county.org) Report any problems to David Frazer 707-565-1108.**