



**Project Proposal Guidance  
for Fiscal Year 2021**

Approved by the Approval Authority on XXXXXX

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**This guidance provides an overview of the process and requirements for applying for funds through the Bay Area UASI for the FY21 grant year. Please note that this guidance remains interim until the Department of Homeland Security (DHS) releases the FY21 Notice Of Funding Opportunity (NOFO). This guidance does not include the updated rules governing allowable expenses under the UASI grant for FY21.**

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

The Bay Area UASI Program provides funding through a grant award by the Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA) and is designed to assist high-threat, high-density Urban Areas in efforts to build, sustain, and deliver the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from acts of terrorism.

## **Section 2. Grant Planning efforts**

Each year, planning efforts for the Bay Area grant program begin before the release of grant funds. Therefore, eligible application amounts are based on the preceding year's award (e.g. this year, FY 20 award amounts are being used for the FY 21 process). The Bay Area UASI conducts a project proposal process and agencies are required to submit applications into the online WebGrants system. After a review process by the UASI Management Team, Hubs conduct their selection process. Lastly, the region's Approval Authority is presented with all the selected projects for their approval. Final funding amounts depend on the actual grant award and the deduction by the state of their eligible retention funds.

## **Section 3. Proposal Criteria**

All proposals must meet the following criteria:

- Have a clear “nexus to terrorism,” – i.e., the proposal must specify how the activities will support preparedness for terrorist incidents
- Directly benefit at least two operational areas
- Support at least one of the region's homeland security goals (see Section 9)
- Include only allowable expenses under UASI grant guidelines (See Appendix C)
- Describe how the proposed investment supports closing gaps or sustaining capacity in one or more of the 32 core capabilities.

In addition, proposals may only be submitted by a government agency within the twelve-county Bay Area UASI footprint and must have approval of the relevant department head. Community-based and nonprofit groups must submit proposals through a government sponsor/partner.

The person submitting the form must be the person who will be primarily responsible for implementation of the project (“Project Lead.”) This same person is also required to be a member of one the Bay Area UASI work groups, and must either attend the proposal kick off meeting on Thursday September 17 or listen to the webinar version on the UASI website ([www.bayareauasi.org](http://www.bayareauasi.org)) prior to submitting the proposal.

## Section 4. Core City Funding

Annually, the Bay Area UASI funds the three cities of Oakland, San Francisco, and San Jose with “core city” funds. Each city receives \$1,000,000. All projects using core city funds must follow the same requirements as hub funds (i.e. they must benefit two (2) operational areas and support closing gaps or sustaining capacity in one or more of the 32 core capabilities.

## Section 5. Potential Hub Funding Amounts

The Bay Area has been divided into four (4) hubs by geographic area. Most applications will be submitted through your local Hub. As stated above, until the FY21 grant award is announced, the Bay Area will operate under the assumption that the FY21 funding will be equal to the amount allocated in FY20. Because of the required 20% national priority project allocation, only 80% of funding will be available to the hubs. (See Section 8, National Priority Projects). For reference, below please find the FY20 hub amounts, less 20%. These amounts will be used in the FY21 cycle for planning purposes:

### FY 20 UASI Hub Allocations

East Hub	\$ 1,519,361
North Hub	\$ 559,970
South Hub	\$ 1,604,014
West Hub	\$ 2,710,136

- Any project designated by the work group and/or determined by the Management Team as “regional”, “National Priority” or “core city” may not be submitted through the hub process.

## Section 6. Sustainment Projects

Each year, the Bay Area UASI continues funding certain projects “off the top” with approval from the Approval Authority. There are three (3) sustainment projects currently funded by the UASI:

- Northern California Regional Intelligence Center (NCRIC)
- Training and Exercise
- Public Safety Information Sharing

The FY 20 funding amount of these sustainment projects was \$11,143,413. This funding amount is subject to change based on the FY 21 grant award.

## **Section 7. Regional Projects**

A regional project is defined as one that benefits at least three hubs in an equitable manner. A proposer wishing to submit a new regional project request must do so through the appropriate work group for review and approval. The list of work groups is provided below in Section 10 “Role of the Work Group”.

Any equipment request for purchase by a single jurisdiction and made available to neighboring hubs on an ad-hoc or mutual aid basis does not qualify as a regional project because it does not meet the threshold of benefiting other hubs in an equitable manner.

Note: The amount of available funding for regional projects is based on unspent funds from the past grant year. Therefore, the amount of available regional funds varies from year to year. In FY 20, \$551,126 was allocated to 6 projects.

### ***Applying for a regional project:***

In order to ensure a fair and consistent approach to funding throughout the region, all potential regional projects must be presented to the appropriate work group for vetting and approval.

- The UASI Management Team will send notices to all their work group members, notifying them that regional project proposals must be vetted by the work group and determined to be regional before they can be submitted during the WebGrants process.
- Any proposal designated by the work group and/or Management Team as “hub” , “core city”, or “NP” may not be submitted as regional.
- Proposers of projects designated as regional must confirm the name of the work group that approved their request, the name of the UASI project manager, and the date of the approval in their WebGrant application.
- All work group- approved regional projects will be sent to all Approval Authority members for their review.

Note: It is the responsibility of the proposer to vet their proposal idea with a work group in a timely manner before the October 9 submission deadline. Please see Section 10 below for more information about Bay Area UASI work groups.

## **Section 8. National Priority Projects**

In the FY 2020 Notice of Funding Opportunity (NOFO), DHS/FEMA made a significant change in the application process when it identified priority areas for which HSGP funds were to be allocated and a range of target allocation funding – minimum to maximum – to be awarded to each urban area.

Each of the four identified National Priority areas required a 5% allocation of funds for a total minimum allocation amount of 20% of the total application.

In FY 20, the four priority area investments included:

- Enhancing cybersecurity (including election security) – 5 percent;
- Enhancing the protection of soft targets/crowded places (including election security) – 5 percent;
- Enhancing information and intelligence sharing and cooperation with federal agencies, including DHS – 5 percent;
- Addressing emergent threats (e.g., unmanned aerial systems [UASs], etc.) – 5 percent.

At least one project in each of the four priority areas was required and subject to review by DHS/FEMA for risk and effectiveness. Projects deemed ineffective will receive reduced awards. Therefore, applicants were advised to apply for funding that is at least 15% over the high end of the target allocation range. The initial range for the Bay Area in the NOFO was \$30,000,000 – 37,500,000. Subrecipients were allowed to utilize the remaining 80 percent for local projects to close identified gaps in regional/local Threat and Hazard Identification and Risk Assessments (THIRA) and Stakeholder Preparedness Review (SPR) processes.

Due to the Covid19 pandemic, DHS/FEMA later advised all applicants that a competitive process would not be conducted and that the high end of the initial range would be awarded to every applicant (subject to review and revision by DHS/FEMA). The Bay Area UASI's portion of this award is \$37,500,000.

For the purposes of the FY 21 application process, it is expected that national priority projects will again be required and that a competitive process will be conducted. These projects, meeting one of the four national priorities, will be regional in nature (i.e. benefiting all 12 counties) and should be developed within the appropriate work group for review and approval. The list of work groups is provided below in Section 10 "Role of the Work Group".

Note: In FY 20, the 5% allocation for each of the national priority projects was \$1,550, 625.

***Applying for a national priority project:***

All potential national priority projects must be presented to the appropriate work group for vetting and approval.

- The UASI Management Team will send notices to all their work group members, notifying them that national priority project proposals must be vetted by the work group and determined to be a national priority project before they can be submitted for review by the Approval Authority.
- Approval Authority members will review and approve those projects submitted as National Priority projects.
- Projects that are approved by the Approval Authority and meet the FY 2021 NOFO guidance will be drafted in conjunction with the project lead.

Note: National Priority projects will be reviewed by FEMA for effectiveness. The review process is competitive, See Appendix A describing the required criteria.

## **Section 9. Developing and Submitting Proposals**

FY 21 UASI proposals must be submitted to the Management Team between Friday, September 18 and Friday, October 9, 2020. All proposals must be submitted by 5pm on Friday, October 9. Late proposals will be ineligible.

### ***Kick off Meeting:***

All persons submitting FY 21 proposals are required to either attend the FY 21 proposal kick off workshop/webinar on Thursday, September 17, 2020 or review the webinar prior to submitting a proposal (available at [www.bayareauasi.org](http://www.bayareauasi.org)). Please note the Management Team will notify our primary stakeholders of the kick off meeting. However, ultimately, county and core city leadership will be responsible for distributing notification emails regarding UASI project proposal information to a wider audience their cities and agencies.

### ***Drafting your proposal:***

All proposers must determine which Goal and Core Capability best fits their project. Attached as Appendix B, is a guide to the drafting of proposals (investment justification). Table 1 in the document indicates the possible proposal number (investment), the Bay Area UASI Goal, and the proper UASI Core Capability. The document also provides further descriptions and projects that may fit into the investment.

### ***WebGrants System:***

All proposals must be submitted through WebGrants. A sample proposal can be found in Appendix D of this guidance. The online proposal form will be available as of September 17 upon logging into WebGrants. The Management Team will offer training on using the system for submitting proposals at the Thursday September 17 proposal kick off workshop/webinar.

## **Additional information:**

### ***Local Jurisdiction Internal Vetting:***

Many Bay Area UASI jurisdictions undergo their own internal vetting process to identify which proposals should be submitted for UASI funding. Counties sometimes conduct UASI vetting along with their State Homeland Security Program (SHSP) decision-making. Such processes are the responsibility of each jurisdiction. However, the Management Team is available upon request to assist jurisdictions in planning their internal vetting processes.

***Management Team Support:***

Management Team staff is available to answer questions and provide support on compliance, proposal criteria, as well as using the WebGrants system. All proposers are urged to access Management Team staff assistance in order to submit timely and compliant proposals.

***Proposals for Positions:***

Funding requests for any staff position must be submitted individually as its own project with its own proposal. Multiple positions may not be bundled within one proposal nor can positions be combined with other funding uses (e.g., equipment, training) within one proposal. Please also note that all staff positions are limited to a maximum duration of 14 months.

***Support of THIRA and SPR process:***

The Federal Emergency Management Agency (FEMA) requires that the region submit a Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) on an annual basis. The SPR is a self-assessment of the region’s current capability levels against the targets identified in the THIRA.

All projects (i.e. core city, hub, or regional) shall describe how the proposed investment supports closing capability gaps or sustaining capabilities identified in the THIRA/SPR process. More detail is provided in Appendix B- “Bay Area UASI FY 2021 Guidance for Writing Your Grant Application”.

**Section 10. Role of the Work Groups**

The Bay Area UASI encourages subject matter experts to discuss possible projects through the Bay Area UASI work groups. Work group meetings are open to all governmental agencies within the twelve county footprint of the Bay Area UASI. They meet on a monthly or quarterly basis and are chaired by project managers from the UASI Management Team. Approval Authority members should ensure their jurisdictions are represented in work groups for optimum inclusion in UASI project discussions. Each work group aligns with Bay Area UASI Goals which align to California’s Investment Justification process.

The work groups and their areas of responsibility for FY 21 are:



<b>Investment</b>	<b>Bay Area UASI Work Group</b>	<b>Bay Area UASI Goal</b>	<b>State Homeland Security Goal</b>
1	NCRIC only	<b>National Priority:</b> Enhance Info & Intelligence Sharing	<b>National Priority:</b> Enhance Info & Intelligence Sharing
2	CBRNE Public Information and Warning Training and Exercise	<b>National Priority:</b> Enhance the protection of soft targets	Enhance the protection of soft targets
3	Cyber Resilience Training and Exercise	<b>National Priority:</b> Enhance Cybersecurity	<b>National Priority:</b> Enhance Cybersecurity
4	CBRNE Public Information and Warning Training and Exercise	<b>National Priority:</b> Address Emergent Threats	<b>National Priority:</b> Address Emergent Threats
5	Medical and Public Health Training and Exercise	Enhance Medical and Public Health Preparedness	Enhance Medical and Public Health Preparedness
6	Public Information and Warning BayRICS Radio Operators Advisory Group Training and Exercise	Strengthen Emergency Communications Capabilities	Strengthen Emergency Communications Capabilities
7	Emergency Management Training and Exercise	Enhance Community Resilience	Enhance Community Resilience
8	Public Safety Information Sharing Training and Exercise	Strengthen Information Sharing and Collaboration	Strengthen Information Sharing and Collaboration
9	Emergency Management Training and Exercise	Enhance Multi-Jurisdictional/Inter-Jurisdictional All-Hazards Incident Planning, Response & Recovery Capabilities	Enhance All Hazard Incident Planning, Response, & Recovery
10	CBRNE Training and Exercise	Protect Critical Infrastructure and Key Resources	Protect Critical Infrastructure and Key Resources

Bay Area UASI work groups have a special role in vetting regional and NP project proposals. Regional proposals need to be vetted and approved by a Bay Area UASI work group prior to the October 8, 2020 proposal submission deadline.

Please contact Janell Myhre, Bay Area UASI Regional Program Manager, at (415) 353-5244 or Janell.Myhre@sfgov.org for information on work groups and their meeting schedules.

## **Section 11. Proposal Review Process**

On October 8, the Management Team will begin reviewing all submitted proposals for compliance with the proposal criteria (see Section 3). Proposals that do not meet the criteria will be ineligible and will be removed from further consideration for funding.

The Management Team will also undertake a financial and programmatic review of all proposals. Proposers may be contacted to correct errors and resubmit proposals, and/or the Management Team may make such corrections and notify the proposers. Proposals that are not resubmitted by the designated date will not proceed further in the review process.

The Management Team will share proposals with Approval Authority members for review in November and then with hub voting members in December 2020. See sections below for more details on the hub and other review processes, as well as Section 13 for the summary timeline.

## **Section 12. Role of Hub Voting Members**

The Bay Area UASI utilizes hub groups to prioritize proposed projects submitted by local government jurisdictions. Hubs are based on the geographical location of agencies grouped by county in four sectors of the Bay Area - North, East, South and West (see map on page 11).

### ***Hub Composition:***

In the fall, the Management Team will ask each Approval Authority member to assign one (1) to three (3) people to represent his or her county/core city in the hub proposal prioritization process. Please note that the Approval Authority members may make other arrangements for representation at hub meetings, provided that this is the agreement of all the Approval Authority members representing those counties/core cities of the hub in question. Hub representatives are referred to as “hub voting members.” Approval Authority members are urged to appoint representatives to serve as hub voting members that reflect the diversity of the Bay Area Homeland Security Goals.

### ***Preparations for Hub Prioritization:***

On December 11, 2020, the Management Team will provide hub voting members with all submitted proposals for their hubs that meet the specified criteria on page 2 of this guidance and that have been confirmed by the corresponding jurisdiction’s Approval Authority member. Hub voting members should become familiar with all hub proposed projects prior to the hub meeting and come to the hub meeting prepared to discuss project submissions with other hub voting members. The Management Team is available to assist hub voting members with any questions or

concerns, including arranging information from regional subject matter experts in advance of the hub deliberations.

***Proposal Prioritization Process:***

The Management Team will convene hub prioritization meetings in January 2021. The goal of each hub meeting is to create a list of projects in order of priority. The amount of available funding for each individual hub is based on the previous year's awarded allocation (see Section 5 for these amounts).

Each hub will develop a list of these prioritized projects based on regional need and local capabilities. Hubs may also designate other criteria as mutually agreed upon (e.g., provides scalable solutions, leverages other funding sources, and benefits the most operational areas.) Ideally, these projects will be prioritized by agreement of all the members. However, if necessary, a vote may be taken.

Projects will be listed as "above the line" or "below the line". The "line" is defined as the expected grant funding to be awarded to the hub based on the previous year's amount. So, a project that is placed "above the line" falls within the expected allocation amount. Alternatively, a project that is placed "below the line" falls outside of the expected allocation amount. Each hub should carefully develop their list of "below the line" projects.

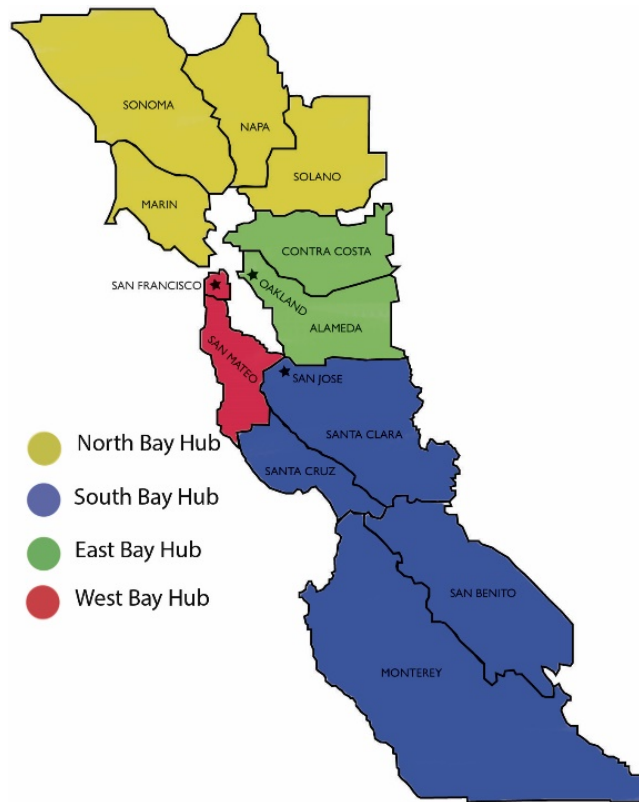
Please note: If additional funds become available for any reason, the Management Team will utilize the currently approved prioritized list to appropriate funding to "below the line" projects.

***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 needs at the hub level may generate new ideas and opportunities for cooperation, in special circumstances hubs may also propose new projects with the approval of the Bay Area UASI General Manager and the relevant Approval Authority members. Such projects must meet all of the funding criteria presented on page 3.

***Facilitation of Hub Meetings:***

All four hubs will have decision-making meetings coordinated, facilitated, and led by UASI Management Team staff members during January 2021.



### Section 13. Role of the Approval Authority

The following is a summary of key actions, responsibilities, and decision-points for Approval Authority members in the FY21 proposal process :

- **Work Groups:** Approval Authority members should ensure that their jurisdictions are represented on Bay Area UASI work groups (see Section 10, Role of the Work Groups).
- **Hub Voting Members:** Approval Authority members should designate 1-3 hub voting members to participate in hub meetings. The Management Team will solicit this information from members in the fall of 2020. (See Section 12, Role of Hub Voting members).
- **Proposal Compliance:** Approval Authority members should ensure that those submitting FY 21 proposals attend the proposal kick off meeting on Thursday, September 17 or review the webinar online at [www.bayareauasi.org](http://www.bayareauasi.org). All proposers are required to attend/view the presentation. (See Section 3, Proposal Criteria and Section 9, Developing and Submitting Proposals, for more information).

- **Proposal Review:** Approval Authority members will have the opportunity to review their jurisdictions' proposals and all regional projects from November 11 – 30, 2020. The member may remove a hub project from consideration by notification to the Management Team and the proposer.
- **Approve Regional Projects:** Approval Authority members will approve the list of all regional proposals. This will occur at the January 14, 2021 Approval Authority meeting.
- **Approve National Priority projects:** Approval Authority members will approve the list of all NP project proposals. This will occur at the March 11, 2021 Approval Authority meeting or as soon as possible following FEMA's issuance of the Homeland Security Grant Program Notice of Funding Opportunity (NOFO).
- **Approve All Other Projects:** Approval Authority members will review/approve all hub projects recommended by hub voting members. This will take place at the March 11, 2021 Approval Authority meeting or as soon as possible following FEMA's issuance of the Homeland Security Grant Program Notice of Funding Opportunity (NOFO).
- **Approve Grant Allocations:** Approval Authority members will approve allocation amounts among the categories of core city allocations, regional projects, and hub projects. This action will take place at the next Approval Authority meeting following FEMA's issuance of the NOFO, estimated to be the March 11, 2021 Approval Authority meeting.

## Section 14. Summary Timeline

WHO	WHAT	WHEN	DESCRIPTION
Management Team	Outreach	July 2020	Management Team sends the FY21 project proposal guidance to UASI stakeholders
UASI Work Groups	Proposal discussions	July - September 2020	Work groups discuss regional gaps and priorities and review potential regional and national priority proposals
Management Team	Kick off workshop and webinar	September 17, 2020	This meeting/webinar is required for all those submitting proposals.
UASI Stakeholders	Proposal submissions	September 18 – October 9, 2020	UASI stakeholders submit proposals through the WebGrants system.
Management Team	Compliance review	October 12 – November 6, 2020	Management Team reviews proposals and checks for compliance.
Approval Authority	Proposal review	November 9 – 27, 2020	Review period for Approval Authority members.
Hubs	Proposal review	December 11, 2020	Management Team sends proposals to hub voting members for review.
Hubs	Prioritize	January 2021	Hubs meet on specific days in January 2021 and list projects in order of importance.
Approval Authority	Approve existing regional projects	January 14, 2021	Existing regional project proposals presented to the Approval Authority.
Approval Authority	Approve	March 11, 2021 (estimate)	Approval Authority approves hub, new regional and national priority projects as well as FY21 allocations

# **APPENDIX A**

## **Bay Area UASI FY 2021**

### **National Priority Projects**

#### **Guidance**



## **Introduction**

In FY 2020, DHS identified four priority areas of the most concern and determined that these four priorities should be addressed by allocating specific percentages of HSGP funds to each of these four areas, for a total of 20 percent. DHS/FEMA initially planned to create a competitive submission and review process with an allocation range to award UASI funds based on risk and the anticipated effectiveness of the proposed use of grant funds. Applicants were strongly encouraged to apply for funding at least 15% over the high end of their target allocation range because applications deemed to be ineffective would not be funded. However, due to the Covid-19 pandemic, all urban areas were awarded the high end of the targeted range. In the case of the Bay Area UASI, this amounted to \$37,500,000. It is anticipated that the process of awarding additional grant funds for these National Priority projects will continue in FY 21.

## **Application process**

In each FY 21 application, a separate investment for each of the four national priority areas identified in the Notice of Funding Opportunity (NOFO) is required. In FY 20, these projects included: Enhancing cybersecurity (including election security); Enhancing the protection of soft targets/crowded places (including election security); Enhancing information and intelligence sharing and cooperation with federal agencies, including DHS; and Addressing emergent threats (e.g., unmanned aerial systems [UASs]). Each of the four investments must total 5% for a total percentage amount of 20% of all available allocated funds. These projects will be further defined in the FY 21 NOFO, but work groups should plan to develop general large scale projects that could be tailored to meet FY 21 national priority projects.

## **Review and Evaluation Process**

The review process includes a risk methodology and effectiveness review to determine the relative risk of terrorism faced by the Bay Area with consideration of the potential risk of terrorism to people, critical infrastructure, and economic security. The analysis includes, but is not limited to, threats from violent domestic extremists, international terrorist groups, and individuals inspired by terrorists abroad. The second part of the review determines whether the proposed project is clear, logical, and reasonable and whether it contributes to national preparedness. Consideration will be given to how well the project is described and how well it addresses the objectives and strategies. Risk and effectiveness will be given equal consideration in determining final award amounts.

FEMA will evaluate the applications for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments, utilizing the following criteria:

- Meets the national priority required spend percentages.
- Aligns with at least one core capability identified in the Goal;
- Demonstrates how investments support closing capability gaps or sustaining capabilities identified in the THIRA/SPR process; and
- Supports a NIMS-typed resource and whether those assets are deployable/shareable to support emergency or disaster operations per existing EMAC agreements.



Factors such as the objectives and strategies proposed to address the national priority area, how the objectives and strategies overcome legal, political, or practical obstacles to reduce overall risk, the process and criteria to select additional relevant projects, and the approach to monitor awards to satisfy the funding percentage allocations. Effectiveness will be evaluated prior to award and may impact the final overall award amount. To that end, IJs should include:

- How the proposed investment addresses the national priority;
- An explanation of how the proposed projects were selected and will achieve objectives and strategies to build or sustain the core capability gaps identified in the SPR, including expected long-term impact where applicable;
- A summary of laws, policies and practices that can be enhanced, eliminated, or otherwise changed in order to achieve the goals of the project and foster a culture of national preparedness;
- A summary of the collaboration efforts to prevent, prepare for, protect against, and respond to acts of terrorism as well as anticipated outcomes of the project.

## **Project Scoring**

Five factors will be used in scoring the competitive projects:

1. **Investment Strategy (30%):** Proposals will be evaluated based on the quality and extent to which applicants describe an effective strategy that demonstrates that proposed projects support the program objective of preventing, preparing for, protecting against, and responding to acts of terrorism, to meet its target capabilities, and otherwise reduce the overall risk to the high-risk urban area, the State, or the Nation.
2. **Budget (10%):** Proposals will be evaluated based on the extent to which applicants describe a budget plan for each investment demonstrating how the applicant will maximize cost effectiveness of grant expenditures.
3. **Impact/Outcomes (30%):** Proposals will be evaluated on how this investment helps the jurisdiction close capability gaps identified in its Stakeholder Preparedness Review and addresses national priorities outlined in the FY 21 NOFO. Further, proposals will be evaluated on their identification and estimated improvement of core capability(ies), the associated standardized target(s) that align with their proposed investment, and the ways in which the applicant will measure and/or evaluate improvement.
4. **Collaboration (30%):** Proposals will be evaluated based on the degree to which the proposal adequately details how the recipient will use investments and other means to overcome existing logistical, technological, legal, policy, and other impediments to collaborating, networking, sharing information, cooperating, and fostering a culture of national preparedness with federal, state, tribal, and local governments, as well as other regional and nonprofit partners in efforts to prevent, prepare for, protect against, and respond to acts of terrorism, to meet its target capabilities, support the national security mission of DHS and other federal agencies, and to otherwise reduce the overall risk to the high-risk urban area, the State, or the Nation. In evaluating applicants under this factor

FEMA will consider the information provided by the applicant and may also consider relevant information from other sources.

5. Past Performance (additional consideration): Proposals will be evaluated based on the applicants demonstrated capability to execute the proposed investments. In evaluating applicants under this factor FEMA will consider the information provided by the applicant and may also consider relevant information from other sources.

## **Review and Selection Process**

All applications will undergo a Federal review conducted by DHS and FEMA. Results of the effectiveness analysis may result in a reduced grant award.

All national priority investments will be reviewed by DHS/FEMA, CISA, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria found in the NOFO.

Fusion center projects will be reviewed by DHS/FEMA for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. If a fusion center investment does not meet the requirements, a Fusion Center Addendum must be completed and submitted for review and approval prior to expending funds allocated to fusion center activities.

All other proposed investments not associated with a required investment justification will undergo a Federal review by DHS/FEMA to verify compliance with all administrative and eligibility criteria identified in the NOFO.

# **APPENDIX B**

## **Bay Area UASI FY 2021**

### **Guidance for Writing Your Grant Application**



## **INTRODUCTION**

The purpose of this guidance is to assist in developing and writing project proposals (investment justifications), and aligning them with the correct investment areas, core capability, and capability target. Following changes first introduced in the federal FY 20 Notice of Funding Opportunity (NOFO), this FY 2021 document includes new requirements, as noted below.

### **Define and Develop Your Project**

The budget elements of a project must include one of the following POETE categories:

- Planning/Plans/Personnel
- Organization/People/Teams
- Equipment
- Training
- Exercises

### **Project Development Principles**

When developing a project, the following principles should apply:

- **Give the project a SHORT, clear title.** Directly link the title to the project description and provide a clear indication of the focus of the project. For example, “public information officer (PIO) Training”, “HazMat Team Equipment”, or “Cybersecurity Assessment of City’s Networks” are all valid project names. Project names such as “Exercises” or “Data Sharing” are too vague.
- **Be descriptive, but brief.** A project description should be no more than two to three sentences. Do not include unnecessary information that doesn’t describe what the project is truly about.
- **Be sure your project aligns to the THIRA and SPR.** New for 2021, your description should identify the threat your project is addressing, and how this threat will be reduced if funding is provided.

Remember, all projects must have a nexus to terrorism preparedness, even if it will also address natural hazards preparedness.

### **Describe the Project**

Please include the following information when developing and describing a project:

- **Who** the project is for, e.g., your city/county’s HazMat team, bomb squad, or emergency operations center (EOC), etc.?
- **What** the project entails, e.g., develop plans, purchase equipment, conduct training, etc.?
- **When** will you be working on this project?
- **Where** is your jurisdiction?

## **Bay Area UASI Guidance for Writing Homeland Security Grant Application**

- Describe **why** the project is necessary, or the intended benefit/outcome.

The following is an example of an effective project description:

- *Install fencing, lighting, and gates, at the Water Treatment Plant, in Alameda County, in 2021, to protect the plant from unauthorized intrusion.*

Using the “why” element of these projects is the best way to help determine which is the most appropriate Core Capability as well as how it reduces the threat to your community. If your project describes improving emergency communications capabilities, then you will use “Operational Communications” as your Core Capability.

The following are examples of insufficient project descriptions.

- Incident Command System (ICS) 300 and 400 training
- Encryption Hardware/Software
- HazMat response team training, CERT training, PIO training

None of the above projects provides enough detail to understand what the projects entail. In the third example, multiple types of training are grouped together but each has a different Core Capability.

## **SIX STEPS TO DEVELOPING YOUR PROJECT:**

### **STEP ONE\***

Determine the appropriate IJ number. Below is the list of Investment Justifications (IJs) or projects with a brief description. Please review them to assist in determining which description is the best fit. Each IJ has a few sample examples to guide you in your selection.

**\*New for 2021:** IJs 1-4 are for National Priority Projects only and will be reviewed on a competitive basis for additional funding after submission to DHS. These projects are each worth 5% and make up 20% of the total grant award. In FY 20, in addition to any other project, DHS required a project pertaining to election security in both IJ 2 (Protection of Soft Targets) and IJ 3 (Cybersecurity). It is unknown what, if any, special project types may be imposed in FY 21. Working groups identified in the description of these IJs will be asked to develop projects that **MAY** be used in the FY 21 grant application.

### **IJ 1: National Priority – Enhance Information and Intelligence Sharing/Fusion Center**

**New for 2021:** DHS/FEMA no longer requires that each UASI submit a separate “fusion center IJ”. However, in addition to any National Priority projects, this IJ is required to include the NCRIC project. Other sample projects include:

- Information sharing with all DHS components, fusion centers, and other entities designated by DHS

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- Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition and analysis
- Joint training and planning with DHS officials and other entities designated by DHS

### **IJ 2: National Priority – Enhance the Protection of Soft Targets**

**New for 2021:** IJ 2 covers the National Priority of protecting soft targets. The CBRNE/PRND work group would develop national priority projects for this IJ. In FY 20, DHS required that one project in this IJ must support enhancing election security. IJ 2 projects **may** include examples such as:

- Physical security enhancements such as: Cameras, lighting, gates, bollards, fencing, etc., at critical infrastructure sites
- **Non-fusion center** operational overtime costs
- Risk management planning projects
- Operational Coordination projects

### **IJ 3: National Priority - Enhance Cybersecurity**

**New for 2021:** IJ 3 covers National Priority cybersecurity activities. In addition to these projects, any regional cybersecurity projects will also be included here. In FY 20, DHS required that one project in this IJ must support enhancing election security. The UASI's cyber resiliency work group covers this type of project. Examples of projects that **may** fit under IJ 3 include: one project for each of those two investments must be to support enhancing election security. A

- Information security systems
- Software upgrades for information system and network security
- Cybersecurity related training
- Cybersecurity analysts

### **IJ 4: National Priority – Address Emergent Threats**

**New for 2021:** IJ 4 covers the National Priority of emergent threats related to safety and security. The UASI's CBRNE work group, in consultation with the NCRIC will develop projects in this IJ. Projects may include:

- Sharing and leveraging intelligence and information
- Enhancing weapons of mass destruction (WMD) and/or improvised explosive device (IED) prevention, detection, response and recovery capabilities
- Chemical Biological Radiological Nuclear and Explosive (CBRNE) detection, prevention, response, and recovery equipment
- Sharing and leveraging intelligence and information
- UAS detection technologies

### **IJ 5: Enhance Medical and Public Health Preparedness**

IJ 5 covers public health, hospital, and emergency medical based projects. The Health and Medical work group covers these types of projects. Sample projects that **may** fall under IJ 5 include:

- Public health laboratory equipment
- Medical supplies
- Isolation and quarantine planning
- Emergency Medical Services (EMS) equipment and training

### **IJ 6: Strengthen Emergency Communications Capabilities**

IJ 6 covers two broad categories – emergency responder communications, and public information and warning. Two work groups- Public Information and Warning and BayRICS cover these projects. Projects that **may** fall under IJ 6 include these examples:

- Radio purchases
- 911 dispatch systems
- Public alert and warning systems
- Joint information center exercises

### **IJ 7: Enhance Community Resilience**

IJ 7 is the project designed for community programs to assist residents prepare for a disaster or emergency. The Emergency Management work group covers these types of projects. Projects that **may** fit under IJ 7 include these examples:

- Community Emergency Response Team (CERT) programs
- Volunteer or donations management planning
- Ready campaigns, such as public service announcements, websites, brochures, etc.

### **IJ 8: Strengthen Information Sharing & Collaboration**

This is the UASI's non-fusion center information sharing investment project. The Public Information and Sharing and CBRNE work groups cover these types of projects. Sample project areas covered here may include projects such as:

- ALPR equipment
- Specialized equipment to track suspects

## **IJ 9: Enhance Multi-Jurisdictional/Inter-Jurisdictional All Hazards Incident Planning, Response & Recovery Capabilities**

IJ 9 is the investment with the largest number of total projects, as it covers the broadest scope of potential projects in both the response and recovery areas. In short, IJ 9 may be the default home for projects that have no other clear IJ under which they fit. This investment area also covers training and exercise **infrastructure**, and not specific trainings and exercises which should be identified in the IJ in which those trainings or exercises apply. This approach treats training and exercise activities as supporting capability building that falls within any one of the other IJ areas and is consistent with the purpose of training and exercises. The Training and Exercise work group will assist with determining the submission of classes as well as which IJ they may fall under.

- WebEOC projects
- Fire incident response equipment
- Mass evacuation plans
- HazMat team training
- Mass care plans
- Search and rescue team equipment
- Bomb squad equipment
- Special Weapons and Tactics (SWAT) team training
- Recovery planning
- Training and exercise program staff
- Equipment for multi-purpose training and exercise facilities
- Multi-year training and exercise plan updates and/or conferences

## **IJ 10: Protect Critical Infrastructure and Key Resources**

This project is for the protection of critical infrastructure. Projects that may fall under this IJ include:

- Emergency Response planning for critical infrastructure
- Active Shooter kits
- On-scene security equipment

### **STEP TWO:**

Once you select the appropriate goal for your project, please review the Core Capabilities associated with them. These Core Capabilities will be in the form of a drop down menu on the application in WebGrants.

### **STEP THREE\*:**



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Once you have selected the Investment Justification number and the correct Core Capability, please select the appropriate Capability Target (listed in the table below). Capability targets indicate a measurement of success- either describing the impact of the project or the measureable outcome of the project and are reflective of the information in the SPR. These Capability Targets will also appear in the form of a drop down menu on the application in WebGrants.

**\*New for 2021:** Similar to the drop down menu for the Capability Targets described above, applicants will be required to link their project to both the THIRA and SPR to indicate the gap and how it will be closed.

### **STEP FOUR:**

Next, select the nexus to terrorism using the drop down menu and then briefly describe this nexus. To complete this section, please describe your project using the criteria described on page 2 of this guidance.

### **STEP FIVE:**

Fill out the timeline and milestone sections. The **timeline** begins on 11/1/21 and ends on 12/31/22. In filling out the **milestone** section, select appropriate milestones from the drop down menu. Remember to keep the milestone dates within the grant performance period. Finally, everything takes longer than you think, so **BE REALISTIC!**

### **STEP SIX:**

Answer the compliance questions and complete the budget using the POETE categories described on page 2. Once you have completed this section, your application is ready to submit!

## Aligning Proposals to the Bay Area UASI’s Goal Area, Core Capabilities, and Capability Target

Once you have determined which Investment Justification you plan to use for your project, you must align it with the most appropriate core capability and capability target.

The Table below indicates the Investment Justification Number, the UASI Goal Name, the Core Capability(ies) associated with the Goal Area, and the Capability Targets associated with each investment. Please use this guide to complete your application.

**Table 1: IJ Goals, Core Capabilities, and Capability Target Alignment**

IJ #	National Priority/UASI Goal Name	UASI Core Capability	Capability Target
1	National Priority: Enhance Info & Intelligence Sharing /fusion center	Intelligence and Information Sharing	Review ability to effectively execute intelligence cycle: identify/analyze local context of the threat/facilitate the sharing of threat information with priority intelligence stakeholder agencies/entities.
		Threat and Hazard Identification	Assess realistic threats and hazards that would significantly impact your communities
2	National Priority: Enhance the Protection of Soft Targets	Operational Coordination	Establish and maintain a unified and coordinated operational structure & process across with partner organizations involved in incident management.
		Public Information and Warning	Upon notice of an incident, deliver reliable and actionable information to people affected, including people with access and functional needs and people with limited English proficiency.
		Intelligence and Information Sharing	Review ability to effectively execute intelligence cycle: identify/analyze local context of the threat/facilitate the sharing of threat information with priority intelligence stakeholder agencies/entities.
		Interdiction and Disruption	Upon identification or notification of a credible threat, conduct outreach to the fusion center and Joint Terrorism Task Force (JTTF) in the community; identify personnel assigned to support follow up interdiction & disruption activities that may be undertaken against identified suspects and/or contraband.
		Screening, Search, and Detection	Conduct screening, search, and detection operations for people requiring screening.
		Access Control & Identity Verification	Be prepared to accept credentials from partner organizations involved in incident management.

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		Physical Protective Measures	Review & update physical security plans covering publicly managed and/or regulated critical infrastructure facilities.
		Risk Management for Protection Programs & Activities	Conduct review of relevant physical and cyber threats & hazards, vulnerabilities, & strategies for risk management covering publicly managed and/or regulated critical infrastructure facilities.
3	National Priority: Enhance Cybersecurity	Cybersecurity	Review & update cyber incident plans/annexes based on evolving threats covering publicly managed and/or regulated critical infrastructure facilities.
		Intelligence and Information Sharing	Review ability to effectively execute intelligence cycle: identify/analyze local context of the threat/facilitate the sharing of threat information with priority intelligence stakeholder agencies/entities.
4	National Priority: Addressing Emergent Threats	Interdiction and Disruption	Upon identification or notification of a credible threat, conduct outreach to the fusion center and Joint Terrorism Task Force (JTTF) in the community; identify personnel assigned to support follow up interdiction & disruption activities that may be undertaken against identified suspects and/or contraband.
		Planning	Update all emergency operations plans; define roles and responsibilities of partner organizations involved in incident management; define sequence & scope of tasks needed to prevent, protect, mitigate, respond to, and recover from events.
		Public Information and Warning	Upon notice of an incident, deliver reliable and actionable information to people affected, including people with access and functional needs and people with limited English proficiency.
		Operational Coordination	Establish and maintain a unified and coordinated operational structure & process across with partner organizations involved in incident management.
5	Enhance Medical and Public Health Preparedness	Public Health, Healthcare, and Emergency Medical Services	For people requiring medical care, complete triage, begin definitive medical treatment, and transfer to an appropriate facility.
		Fatality Management	For fatalities, complete the recovery, identification, and mortuary services, including temporary storage services.
		Environmental Response/Health Safety	Assess, contain, & begin cleaning up hazardous material releases from hazmat release sites. Complete decontamination procedures for exposed individuals due to a hazmat-related incident.
6	Strengthen Emergency Communications Capabilities	Operational Communications	Establish & maintain interoperable communications with partner organizations involved in incident management.

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		Public Information and Warning	Upon notice of an incident, deliver reliable and actionable information to people affected, including people with access and functional needs and people with limited English proficiency.
7	Enhance Community Resilience	Community Resilience	Encourage households to acquire risk-appropriate insurance coverage, including homeowners, flood, windstorm, and seismic.
8	Strengthen Information Sharing and Collaboration	Intelligence and Information Sharing	Review ability to effectively execute intelligence cycle: identify/analyze local context of the threat/facilitate the sharing of threat information with priority intelligence stakeholder agencies/entities.
		Risk and Disaster Resiliency Assessment	Identify threats and hazards of concern and model the impacts of threat and hazard scenarios to incorporate into planning efforts.
		Threats and Hazards Identification	Assess the threats and hazards that are realistic and would significantly impact your communities.
		Risk Management for Protection Programs & Activities	Conduct review of relevant physical and cyber threats & hazards, vulnerabilities, & strategies for risk management covering publicly managed and/or regulated critical infrastructure facilities
9	Enhance Multi-Jurisdictional /Inter-Jurisdictional All-Hazards Incident Planning, Response & Recovery Capabilities	Infrastructure Systems	Restoration of service to customers without water/wastewater service/service/power service.
		Operational Coordination	Restoration of service to customers without communication service.
		Planning	Restoration of service to customers without power service.
		Forensics and Attribution	After a terrorist attack, conduct outreach to fusion center & Joint Terrorism Task Force (JTTF); identify personnel assigned to support follow up information sharing, intelligence analysis, and/or investigative actions (i.e. the collection, examination, and analysis of evidence, & identification of perpetrators).
		Screening, Search, and Detection	Conduct screening, search, and detection operations for people requiring screening.
		Interdiction and Disruption	Upon identification or notification of a credible threat, conduct outreach to the fusion center and Joint Terrorism Task Force (JTTF) in the community; identify personnel assigned to support follow up interdiction & disruption activities that may be undertaken against identified suspects and/or contraband.
		Supply Chain Security and Integrity	Promote awareness of threats, dependencies, vulnerabilities, and strategies to support restoration of private sector supply chains.

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		Environmental Response/Health & Safety	Assess, contain, & begin cleaning up hazardous material releases from hazmat release sites.
			Complete decontamination procedures for exposed individuals due to a hazmat-related incident.
		Mass Care Services	Provide emergency sheltering, food, and water for people and animals.
			Move people requiring temporary, non-congregate housing, including people with access and functional needs from congregate care to temporary housing.
		Mass Search and Rescue Operations	Conduct search and rescue operations for people requiring rescue.
		Logistics & Supply Chain Management	Identify, mobilize, and maintain life-sustaining commodities, resources, and services to people requiring shelter and people requiring food and water.
		On-scene Security Protection/Law Enforcement	Provide security and law enforcement services to protect emergency responders and people affected.
		Fire Management and Suppression	Conduct fire-fighting operations to suppress and extinguish structure fires.
		Natural and Cultural Resources	Restore damaged natural and cultural resources and historic properties registered in the jurisdiction.
		Health and Social Services	Restore functions at affected healthcare facilities and social service organizations.
		Critical Transportation	Complete the evacuation of people requiring evacuation.
			Clear roads affected, to enable access for public, private, and non-profit emergency responders.
		Economic Recovery	Reopen businesses closed due to the incident.
		Housing	Assist people requiring long-term housing, including people with access and functional needs, find and secure long-term housing.
Planning	Update all emergency operations plans; define roles and responsibilities of partner organizations involved in incident management; define sequence & scope of tasks needed to prevent, protect, mitigate, respond to, and recover from events.		
<b>10</b>	Protect Critical Infrastructure and Key Resources	Physical Protective Measures	Review & update physical security plans covering publicly managed and/or regulated critical infrastructure facilities.

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		Access Control & Identity Verification	Be prepared to accept credentials from partner organizations involved in incident management.
		Long-term Vulnerability Reduction	Review building codes, enact /update risk-appropriate, disaster resilient building codes.

# APPENDIX C

## Allowable Expenses



*Please note that DHS has yet to issue guidelines for FY21. In the absence of this information, below please find the allowable spending information for FY20. At this time, the Management Team does not anticipate changes in the allowable spending guidelines in the FY21 Notice of Funding Opportunity. The Management Team will update stakeholders on any such changes in a timely manner.*

## **Bay Area UASI Guidance for Allowable Expenses**

### **Introduction**

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 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 and are not lists of what the region should or must purchase.

Recipients must comply with all the requirements in 2 C.F.R. Part 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*).

### **Planning**

Funds may be used for a range of emergency preparedness and management planning activities such as those associated with the development, review and revision of the THIRA, SPR, continuity of operations plans and other planning activities that support the National Preparedness Goal, placing an emphasis on updating and maintaining a current EOP that conforms to the guidelines outlined in CPG 101 v 2.0. 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).

### **Organization**

Organizational activities include:

- Program management;
- Development of whole community partnerships;
- Structures and mechanisms for information sharing between the public and private sector;
- Implementing models, programs, and workforce enhancement initiatives to address ideologically-inspired radicalization to violence in the homeland;
- Tools, resources and activities that facilitate shared situational awareness between the public and private sectors;
- Operational Support;
- 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.

States and Urban Areas must justify proposed expenditures of UASI funds to support organization



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activities within their Investment Justification (IJ) submission. All State Administrative Agencies (SAAs) are allowed to utilize up to 50 percent (50%) of their SHSP funding and all Urban Areas are allowed up to 50 percent (50%) of their UASI funding for personnel costs. Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant. Personnel expenses may include but are not limited to: training and exercise coordinators, program managers and planners, intelligence analysts, and statewide interoperability coordinators (SWIC).

At the request of a recipient of a grant, the FEMA Administrator may grant a waiver of the 50 percent (50%) limitation noted above. Requests for waivers to the personnel cap must be submitted by the authorized representative of the SAA (or recipient agency) to Grants Program Directorate (GPD) in writing on official letterhead, with the following information:

- Documentation explaining why the cap should be waived;
- Conditions under which the request is being submitted; and
- A budget and method of calculation of personnel costs both in percentages of the grant award and in total dollar amount. To avoid supplanting issues, the request must also include a three-year staffing history for the requesting entity.

Organizational activities under UASI include:

**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:

- 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

All fusion center 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. A certificate of completion of such training must be on file with the SAA and must be made available to the recipient's respective FEMA HQ Program Analyst upon request.

**Operational Overtime Costs.** In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism and other catastrophic events, operational overtime costs are allowable for increased protective security measures at critical infrastructure sites or other high-risk locations and to enhance public safety during mass gatherings and high-profile events. In that regard, HSGP recipients are urged to consider using grant funding to support soft target preparedness activities. UASI funds may be used to support select operational expenses associated with increased security measures in the authorized categories cited in the table below, but this table is not exhaustive. DHS/FEMA retains the discretion to approve other types of requests that do not fit within one of the

categories of the table.

**Table 1: Authorized Operational Overtime Categories**

	<b>Category</b>	<b>Description</b>
1	<b>National Terrorism Advisory System (NTAS)</b>	Security measures in response to an increase in the threat level under the NTAS to an “elevated” or “imminent” alert status. GPD Information Bulletin No. 367, <i>Impact of National Terrorism Advisory System on Homeland Security Grant Programs</i> , remains applicable; therefore, advance authorization from FEMA is not required. Refer to <a href="https://www.dhs.gov/topic/ntas">https://www.dhs.gov/topic/ntas</a> for additional information on the NTAS.
2	<b>National Security Special Event (NSSE)</b>	Security measures for a designated NSSE. NSSEs are events of national or international significance deemed by DHS to be a potential target for terrorism or other criminal activity.
3	<b>Special Event Assessment Rating (SEAR) Level 1 through Level 4 Events</b>	<p>Security measures required for SEAR Level 1 through Level 4 events as designated by the Department of Homeland Security (DHS) and included in the DHS National Special Events List, as defined below:</p> <ul style="list-style-type: none"> <li>• SEAR 1: A significant event with national and/or international importance that may require extensive Federal interagency support;</li> <li>• SEAR 2: A significant event with national and/or international importance that may require some level of Federal interagency support.</li> <li>• SEAR 3: An event of national and/or international importance that requires only limited Federal support.</li> <li>• SEAR 4: An event with limited national importance that is managed at state and local level.</li> </ul> <p>NOTE: In cases where a threat of terrorism can be associated with a SEAR Level 5 event, the event planners should coordinate with their state or territory Homeland Security Advisor to seek re-adjudication of</p>

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		the SEAR rating. Operational overtime for security measures associated with such events will be considered for approval by FEMA if re-adjudication results in a SEAR 1 through 4 rating.
4	<b>States of Emergency</b>	Declarations of states of emergency by the Governor associated with a terrorism-related threat or incident. This excludes Presidentially-declared major disasters or emergencies where federal funding support for the proposed grant-funded activity is made available through the FEMA Public Assistance program or other Federal disaster grants.
5	<b>National Critical Infrastructure Prioritization Program (NCIPP)</b>	Protection of Level 1 and Level 2 facilities identified through the Department of Homeland Security's NCIPP based on a terrorism-related threat to critical infrastructure.
6	<b>Directed Transit Patrols</b>	Targeted security patrols in airports and major transit hubs based on a terrorism-related threat to transportation systems.
7	<b>Other Related Personnel Overtime Costs</b>	Overtime costs may be authorized for personnel assigned to directly support any of the security activities relating to the categories above. Examples include firefighters and emergency medical services personnel; public works employees who may be responsible for installing protective barriers and fencing; public safety personnel assigned to assist with event access and crowd control; emergency communications specialists; fusion center analysts; National Guard; contract security services; etc.
8	<b>Operational Support to a Federal Agency</b>	Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities related to homeland security/terrorism preparedness and specifically requested by a federal agency. Allowable costs are limited to overtime associated with federally requested participation in eligible activities, including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the Maritime

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		<p>Transportation Security Act of 2002), DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams. In addition, reimbursement for operational overtime law enforcement activities related to combating transnational crime organizations in support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism is an allowable expense under SHSP and UASI on a case by case basis. 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.</p>
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All allowable operational overtime costs are also subject to the administration requirements outlined in the following subsection.

*Administration of Operational Overtime Requests*

- With the exception of an elevated NTAS alert, SHSP or UASI funds may only be spent for operational overtime costs upon prior written approval by FEMA. The SAA must submit operational overtime requests in writing, to its assigned FEMA Grant Programs Directorate (GPD) Program Analyst (PA). FEMA GPD will consider requests for special event activities up to one year in advance. However such requests must be within the award’s current period of performance and not result in the need for a request to extend the period of performance.
- All operational overtime requests must clearly explain how the request meets the criteria of one or more of the categories listed in the table above. Requests must address the threat environment as it relates to the event or activity requiring operational overtime support and explains how the overtime activity is responsive to the threat. Request letters sent to FEMA GPD must be UNCLASSIFIED but may be labeled “For Official Use Only.” If explaining the threat will require the sharing of classified information, the letter should state as such. FEMA GPD will then make arrangements for the sharing of classified information through official channels.
- Post-event operational overtime requests will only be considered on a case-by-case basis, where it is demonstrated that exigent circumstances prevented submission of a request in advance of the event or activity.
- Under no circumstances may DHS/FEMA grant funding be used to pay for costs already supported by funding from another federal source.

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- States with UASI jurisdictions can use funds retained at the state level to reimburse eligible operational overtime expenses incurred by the state (per the above guidance limitations). Any UASI funds retained by the state must be used in direct support of the Urban Area. States must provide documentation to the UAWG and DHS/FEMA upon request demonstrating how any UASI funds retained by the state would directly support the Urban Area.
- FEMA will consult and coordinate with appropriate DHS components as necessary to verify information used to support operational overtime requests. For example, the review of operational overtime requests for the protection of critical infrastructure will be coordinated with DHS Office of Cyber and Infrastructure Analysis to verify the Level I or Level II NCIPP designation. Also, DHS Office of Intelligence and Analysis will be consulted to validate reported threat information associated with the event or activity.

## **Equipment**

The 21 allowable prevention, protection, mitigation, response, and recovery equipment categories and equipment standards for HSGP are listed on the Authorized Equipment List (AEL). The AEL is available at <http://www.fema.gov/authorized-equipment-list>. Some equipment items require prior approval before the obligation or purchase of the items. Please reference the grant notes for each equipment item to ensure prior approval is not required.

Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS/FEMA-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.

Investments in emergency communications systems and equipment must meet applicable SAFECOM Guidance. Such investments must be coordinated with the SWIC and the State Interoperability Governing Body (SIGB) to ensure interoperability and long-term compatibility.

Grant funds may be used for the procurement of medical countermeasures. Procurement of medical countermeasures must be conducted in collaboration with state, city, or local health departments that administer Federal funds from HHS for this purpose and with existing MMRS committees where available, in order to sustain their long term planning for appropriate, rapid, and local medical countermeasures, including antibiotics and antidotes for nerve agents, cyanide, and other toxins. 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, recipients submit a written inventory management plan to the UASI for approval by CalOES to avoid large periodic variations in supplies due to coinciding purchase and expiration dates. Recipients 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 each fiscal year's PoP for HSGP. The cost of disposal cannot be carried over to another DHS/FEMA grant or grant period.

EMS electronic patient care data systems should comply with the most current data standard of the National Emergency Medical Services Information System ([www.NEMESIS.org](http://www.NEMESIS.org)).

## **Training**

The Regional Training and Exercise Program (RTEP) 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). Training conducted using HSGP funds should address a performance gap identified through an AAR/IP or other assessments (e.g., National Emergency Communications Plan NECP Goal Assessments) and contribute to building a capability that will be evaluated through a formal exercise. Any training or training gaps, including those for children, older adults, pregnant women, and individuals with disabilities and others who also have or access and functional needs, should be identified in the AAR/IP and addressed in the state or Urban Area training cycle. Recipients are encouraged to use existing training rather than developing new courses. When developing new courses, recipients are encouraged to apply the Analysis, Design, Development, Implementation and Evaluation model of instructional design using the *Course Development Tool*.

## **Exercise**

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 AAR/IP and/or addressed in the Bay Area training plans and cycle. Exercises conducted with grant funding should be managed and conducted consistent with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning is located at <https://www.fema.gov/exercise>.

In addition, the NOFO encourages the completion of a progressive exercise series and encourages inviting representatives/planners involved with other Federally-mandated or private exercise activities. The Bay Area UASI is further encouraged to share, at a minimum, the multiyear training and exercise schedule with those departments, agencies, and organizations included in the plan.

- *Validating Capabilities.* Exercises examine and validate capabilities-based planning across the Prevention, Protection, Mitigation, Response, and Recovery mission areas. The extensive engagement of the whole community, including ,but not limited to, examining the needs and requirements for individuals with disabilities, individuals with limited English proficiency and others with access and functional needs, is essential to the development of an effective and comprehensive exercise program. Exercises are designed to be progressive – increasing in scope and complexity and drawing upon results and outcomes from prior exercises and real-world events – to challenge participating communities. Consistent with Homeland Security Exercise and Evaluation Program guidance and tools, the National Exercise Program (NEP) serves as the principal exercise mechanism for examining national preparedness and measuring readiness. Exercises should align with priorities and capabilities identified in a multi-year TEP.
- *Special Event Planning.* If a state or Urban Area will be hosting a special event (e.g., Super Bowl, G-8 Summit), the special event planning should be considered as a training

## **Bay Area UASI Guidance for Allowable Expenses**

or exercise activity for the purpose of the multi-year TEP. States must include all confirmed or planned special events in the Multi-year TEP. The state or Urban Area may plan to use SHSP or UASI funding to finance training and exercise activities in preparation for those events. States and Urban Areas should also consider exercises at major venues (e.g., arenas, convention centers) that focus on evacuations, communications, and command and control.

- *Regional Exercises.* States should also anticipate participating in at least one regional exercise annually.
- *Role of Non-Governmental Entities in Exercises.* Non-governmental participation in all levels of exercises is strongly encouraged. Leaders from non-governmental entities should be included in the planning, design, and evaluation of an exercise. State, local, tribal, and territorial jurisdictions are encouraged to develop exercises that test the integration and use of resources provided by non-governmental entities, defined as the private sector and private non-profit, faith-based, and community organizations. Participation in exercises should be coordinated with local Citizen Corps Whole Community Council(s) or their equivalents and other partner agencies.

## **Maintenance and Sustainment**

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable as described in FEMA Policy [FP 205-402-125-1](#) under all active and future grant awards, unless otherwise noted. With the exception of maintenance plans purchased incidental to the original purchase of the equipment, the period covered by maintenance or warranty plan must not exceed the period of performance of the specific grant funds used to purchase the plan or warranty.

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 (EMAC). 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.

**Law Enforcement Terrorism Prevention Allowable Costs**

Activities eligible for the use of LETPA focused funds include but are not limited to:

- Maturation and enhancement of designated state and major Urban Area fusion centers, including information sharing and analysis, threat recognition, terrorist interdiction, and training/ hiring of intelligence analysts;
- Coordination between fusion centers and other analytical and investigative efforts including, but not limited to Joint Terrorism Task Forces (JTTFs), Field Intelligence Groups (FIGs), High Intensity Drug Trafficking Areas (HIDTAs), Regional Information Sharing Systems (RISS) Centers, criminal intelligence units, and real-time crime analysis centers;
- Implementation and maintenance of the Nationwide Suspicious Activity Reporting (SAR) Initiative, 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 terrorism-related crime and associated efforts to increase the sharing of information with public and private sector partners, including nonprofit organizations. Note: DHS/FEMA requires that the Office of Public Affairs be given the opportunity to review and approve any public awareness materials (e.g., videos, posters, tri-folds, etc.) developed using HSGP grant funds for the “If You See Something, Say Something™” campaign to ensure these materials are consistent with the Department’s messaging and strategy for the campaign and the initiative’s trademark;
- Increase physical security, through law enforcement personnel and other protective measures by implementing preventive and protective measures at critical infrastructure site or at-risk nonprofit organizations; and
- Building and sustaining preventive radiological and nuclear detection capabilities, including those developed through the Securing the Cities initiative.

**Requirements for Small Unmanned Aircraft System**

All requests to purchase Small Unmanned Aircraft Systems (SUAS) with FEMA grant funding must comply with IB 426 and also include a description of the policies and procedures in place to safeguard individuals’ privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to or otherwise use the SUAS equipment.



## **Critical Emergency Supplies**

In order to further DHS/FEMA's mission, critical emergency supplies, such as shelf stable products, water, and basic medical supplies are an allowable expense under UASI. Prior to the allocation of grant funds for stockpiling purposes, each state must have DHS/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.

If grant expenditures exceed the minimum threshold, the five-year inventory management plan will be developed by the recipient and monitored by FEMA GPD with the assistance of the FEMA Logistics Management Directorate (LMD). FEMA 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. FEMA 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.

States (through their Emergency Management Office) are strongly encouraged to consult with their respective FEMA Regional Logistics Chief regarding disaster logistics- related issues.

States are further encouraged to share their DHS/FEMA approved plan with local jurisdictions and Tribes

## **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 DHS/FEMA prior to the use of any HSGP funds for construction or renovation. When applying for construction funds, recipients must submit evidence of approved zoning ordinances, architectural plans, and any other locally required planning permits. Additionally, recipients are required to submit a SF-424C Budget and Budget detail citing the project costs.

Recipients using 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 no less than the prevailing wages for laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the state in which the work is to be performed. Additional information regarding compliance with the Davis-Bacon Act, including Department of Labor (DOL) wage determinations, is available from the following website <https://www.dol.gov/whd/govcontracts/dbra.htm>.

Communications Towers. When applying for funds to construct communication towers, recipients and sub-recipients must submit evidence that the FCC's Section 106 review process has been completed and submit all documentation resulting from that review to GPD using the guidelines in EHP Supplement prior to submitting materials for EHP review. Completed EHP review materials for construction and communication tower projects must be submitted as soon as possible to get

## **Bay Area UASI Guidance for Allowable Expenses**

approved by the end of the PoP. EHP review materials should be sent to [gpdehpinfo@fema.gov](mailto:gpdehpinfo@fema.gov).

### **Personnel**

Personnel hiring, overtime, and backfill expenses are permitted under this grant in order to perform allowable HSGP planning, training, exercise, and equipment activities. Personnel may include but are not limited to: training and exercise coordinators, program managers for activities directly associated with SHSP and UASI funded activities, intelligence analysts, and statewide interoperability coordinators (SWIC).

In general, the use of grant funds to pay for staff and/or contractor regular time or overtime/backfill is considered a personnel cost. 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.

For further details, SAAs should refer to FP 207-093-1, Clarification on the Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008 (Public Law 110-412 – the PRICE Act), or contact their FEMA HQ Program Analyst.

HSGP funds may not be used to support the hiring of any personnel to fulfil traditional public health and safety duties or to supplant traditional public health and safety positions and responsibilities.

The following are definitions as they relate to personnel costs:

- *Hiring.* State and local entities 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-DHS/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 DHS/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 DHS/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 will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or recipients 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.

## ***Bay Area UASI Guidance for Allowable Expenses***

### **Unallowable Costs**

- Per FEMA policy, the purchase of weapons and weapons accessories, including ammunition, is not allowed with HSGP funds.
- Grant funds may not be used for the purchase of equipment not approved by DHS/FEMA. Grant funds must comply with IB 426 and may not be used for the purchase of the following equipment: firearms; ammunition; grenade launchers; bayonets; or weaponized aircraft, vessels, or vehicles of any kind with weapons installed.

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances).
- Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (e.g., electronic messaging sign).

**Bay Area UASI Guidance for Allowable Expenses**

**Allowable Cost Matrix**

The following matrix provides allowable cost activities that fall under each of the cost categories. Recipients and subrecipients must follow all applicable requirements in 2 C.F.R. Part 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*). Funds under HSGP may be used to cover the costs for evaluating the impact of these grants on the state or urban area’s core capabilities and capability gaps. This list is not exhaustive, therefore, if there are any questions regarding allowable costs, please contact the appropriate HQ GPD Program Analyst. For additional information on allowable costs, see the [Preparedness Grants Manual](#).

Allowable Program Activities	UASI
<b>Allowable Planning Costs</b>	
Developing hazard/threat-specific annexes	Y
Developing and implementing homeland security support programs and adopting ongoing DHS/FEMA national initiatives	Y
Developing related terrorism and other catastrophic event prevention activities	Y
Developing and enhancing plans and protocols	Y
Developing or conducting assessments	Y
Hiring of full- or part-time staff or contract/consultants to assist with planning activities	Y
Materials required to conduct planning activities	Y
Travel/per diem related to planning activities	Y
Overtime and backfill costs (in accordance with operational Cost Guidance)	Y
Issuance of WHTI-compliant Tribal identification cards	N
Activities to achieve planning inclusive of people with disabilities and others with access and functional needs and limited English proficiency.	Y
Coordination with Citizen Corps Councils for public information/education and development of volunteer programs	Y
Update governance structures and processes and plans for emergency communications	Y
Development, and review and revision of continuity of operations plans	Y
Development, and review and revision of the THIRA/SPR continuity of operations plans	Y
<b>Allowable Organizational Activities</b>	
<b>Note:</b> Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant.	
Program management	Y
Development of whole community partnerships	Y
Structures and mechanisms for information sharing between the public and private sector	Y
Implementing models, programs, and workforce enhancement initiatives	Y
Tools, resources, and activities that facilitate shared situational awareness between the public and private sectors	Y
Operational support	Y
Utilization of standardized resource management concepts	Y
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	Y

**Bay Area UASI Guidance for Allowable Expenses**

Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred (up to 50 percent of the allocation)	Y
Overtime for information, investigative, and intelligence sharing activities (up to 50 percent of the allocation)	Y
Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (up to 50 percent of the allocation).	Y
<b>Allowable Equipment Categories</b>	
Personal Protective Equipment	Y
<b>Allowable Equipment Categories</b>	
Explosive Device Mitigation and Remediation Equipment	Y
CBRNE Operational Search and Rescue Equipment	Y
Information Technology	Y
Cybersecurity Enhancement Equipment	Y
Interoperable Communications Equipment	Y
Detection	Y
Decontamination	Y
Medical countermeasures	Y
Power (e.g., generators, batteries, power cells)	Y
CBRNE Reference Materials	Y
CBRNE Incident Response Vehicles	Y
Terrorism Incident Prevention Equipment	Y
Physical Security Enhancement Equipment	Y
Inspection and Screening Systems	Y
Animal Care and Foreign Animal Disease	Y
CBRNE Prevention and Response Watercraft	Y
CBRNE Prevention and Response Unmanned Aircraft	Y
CBRNE Aviation Equipment	Y
CBRNE Logistical Support Equipment	Y
Intervention Equipment (e.g., tactical entry, crime scene processing)	Y
Critical emergency supplies	Y
Vehicle acquisition, lease, and rental	N
Other Authorized Equipment	Y
<b>Allowable Training Costs</b>	
Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes	Y
Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training	Y
Training workshops and conferences	Y
Activities to achieve training inclusive of people with disabilities and others with access and functional needs and limited English proficiency	Y
Full- or part-time staff or contractors/consultants	Y
Travel	Y
Supplies	Y
Instructor certification/re-certification	Y
Coordination with Citizen Corps Councils in conducting training exercises	Y
Interoperable communications training	Y
Activities to achieve planning inclusive of people with limited English proficiency	Y
Immigration enforcement training	Y
<b>Allowable Exercise Related Costs</b>	
Design, Develop, Conduct, and Evaluate an Exercise	Y

**Bay Area UASI Guidance for Allowable Expenses**

Full- or part-time staff or contractors/consultants	Y
Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA exercises	Y
Implementation of HSEEP	Y
Activities to achieve exercises inclusive of people with disabilities and others with access and functional needs	Y
Travel	Y
Supplies	Y
Interoperable communications exercises	Y
<b>Allowable Exercise Related Costs</b>	
Activities to achieve planning inclusive of people with limited English proficiency	Y
<b>Allowable Management &amp; Administrative Costs</b>	
Hiring of full- or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, and compliance with reporting and data collection requirements	Y
Development of operating plans for information collection and processing necessary to respond to DHS/FEMA data calls	Y
Overtime and backfill costs	Y
Travel	Y
Meeting related expenses	Y
Authorized office equipment	Y
Recurring expenses such as those associated with cell phones and faxes during the PoP of the grant program	Y
Leasing or renting of space for newly hired personnel during the PoP of the grant Program	Y
<b>Law Enforcement Terrorism Prevention Activities (LETPA) Costs</b>	
Integration and interoperability of systems and data, such as CAD and RMS, to facilitate the collection,	Y
Maturation and enhancement of designated state and major Urban Area fusion centers	Y
Coordination between fusion centers and other analytical and investigative efforts	Y
Implementation and maintenance of the Nationwide SAR Initiative	Y
Implementation of the "If You See Something, Say Something®" campaign	Y
Increase physical security, through law enforcement personnel and other protective measures, by implementing preventive and protective measures at critical	Y
Building and sustaining preventive radiological and nuclear detection capabilities	Y

# APPENDIX D

## Sample Application





00000-FY21 Bay Area UASI  
00038 - P25 Radio Purchase  
Funding Category: East Bay Hub  
Amount Requested: \$47,500

Status: PENDING

### Project Lead

**Name:\*** Mr. Joseph Hughes  
Salutation First Name Middle Name Last Name

**Title:** Undersheriff

**Email:** joseph.hughes@bapsa.gov

**Address:** 123 Mainstreet  
Suite 1  
Dublin California 94568  
City State/Province Postal Code/Zip

**Phone:\*** 510-555-1212 123  
Phone Ext.

### Organization Information

**Organization Name:** Bay Area Public Safety Agency

**Organization Type:** County Government

**Organization Website:** www.bapsa.gov

**Address:** 578 Main st.  
1st Floor  
Dublin California 94568  
City State/Province Postal Code/Zip

**Phone:\*** 510-555-1212 123  
Phone Ext.

**Fax:** 510-555-1213

**E-mail Address** bapsa@countygov.org

SAMPLE APPLICATION



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## Funding Categories

All Bay Area UASI projects must benefit two or more Operational Areas (counties).

**Core City Projects:** Only agencies affiliated with the cities of Oakland, San Francisco, and San Jose are eligible to apply for and receive core city funding.

### Hub Projects

North Bay Hub: Marin, Napa, Solano, Sonoma

East Bay Hub: Alameda, Contra Costa

South Bay Hub: Monterey, San Benito, Santa Clara, Santa Cruz

West Bay Hub: San Francisco, San Mateo

**Regional Projects:** All regional projects must benefit three or more hubs in a equitable manner.

National Priority Projects: Must benefit four hub and fit withing Investment Justifications 1-4

**Please select the appropriate funding category for your project:** East Bay Hub

**Please describe how your project will benefit more than two operational areas (counties)?**

*500 Characters Maximum*

This cache of radios will be utilized during mutual aid response with Contra Costa and Alameda counties.

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## Department Head Approval

**Have you received department head approval to submit this application?**

Yes

**Name**

John Smith

FIRST

LAST

**Title**

Sheriff

**Agency**

Local County Sheriff's Office

**Email**

sheriff@bayareacounty.org

**Phone**

555-111-2222

SAMPLE APPLICATION

## Project Description

<p>Select an Investment Justification:</p>	Goal 6: Strengthen Emergency Communications Capabilities
<p>Select the most applicable THIRA Threat/ Hazard for your project:</p>	Complex Attack
<p>Select the most applicable THIRA/FEMA Core Capability for your project:</p>	Operational Communications
<p>Select the most applicable SPR Capability Gap:</p>	Establish & maintain interoperable communications with partner organizations involved in incident management.
<p>Select a nexus to terrorism: This project will enhance regional capacity to:</p>	Respond to Terrorist Attacks
<p>Describe the nexus to terrorism in detail:</p>	This cache of inter-operable radios will allow us to communicate effectively during a mutual aid terrorist incident.
<p>This project will build or sustain capability:</p>	Build
<p>Project Summary- Provide a brief description of your project identifying how your project closes an identified capability gap from the SPR:</p>	BAPSA wants to purchase a cache of P25 Interoperable Radios for response operations during a major terrorist incident that requires mutual aid. This technology closes a gap in connecting all P25 systems.

## Project Timeline

<p>Total Project Time</p> <p>Months 12</p>	<p>Project Dates</p> <p>01/01/2022</p> <p>Project Start Date</p>	<p>12/31/2022</p> <p>Project End Date</p>
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## Milestones

Milestones Minimum 5	Estimated Completion Date
(EQUIPMENT) Obtain Quotes	01/13/2022
(EQUIPMENT) Issuance Of PO	02/01/2022
(EQUIPMENT) Receive Equipment	09/15/2022
(EQUIPMENT) Test Equipment	10/15/2022
(EQUIPMENT) Project Completion	12/31/2022

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## Compliance Requirements

State Sole Source Approval: NO

Aviation Request Form: NO

Watercraft Request Form: NO

Aviation Request Form: NO

Performance Bond: NO

SAMPLE APPLICATION

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## Project Budget POETE

Category: Fill In amounts in any applicable category:

Planning:	\$0.00
Organization:	\$0.00
Equipment:	\$47,500
Training:	\$0.00
Exercises:	\$0.00

### Equipment Details

Select a category of FEMA Authorized Equipment	Select the appropriate AEL #	Quantity	Price Each
Interoperable Communications Equipment	06CP-01- PORT Radio, Portable	10	\$4,750.00

Equipment Totals: \$47,500.00

**SAMPLE APPLICATION**

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**Total Amount Requested: \$47,500**