**Project Proposal Guidance
for Fiscal Year 2013**

(INTERIM)

November 7, 2012

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APPENDIX A - PROJECT PROPOSAL TEMPLATE

> **This UASI guidance remains interim until such time that the Federal DHS funding allocation and grant guidance is released. In addition, this guidance only sets forth the methodology to be used to allocate FY 2013 UASI funding. It does not include the updated rules governing allowable expenses under the UASI grant for FY 2013 such as personnel costs, etc. Therefore, this guidance will change to reflect such rules once final FY 2013 Federal DHS guidelines are issued. The Bay Area UASI Management Team will update this guidance as needed and answer any questions stakeholders may have.**

1. Bay Area Homeland Security Strategy

In 2012 the Bay Area Urban Area Security Initiative (UASI) conducted a region-wide risk validation analysis and capabilities assessment across the region's twelve counties and three major cities. The results of these efforts are being used to update the Department of Homeland Security (DHS)-mandated Urban Area Homeland Security Strategy for the Bay Area UASI, which will be issued in November of 2012.

The 2012 *Bay Area Homeland Security Strategy* (Strategy) is a comprehensive, data driven document that outlines the Bay Area's risks, capabilities, vision, structure, and goals and objectives for homeland security. Having such a strategy ensures the Bay Area is in the best possible position to clearly track and articulate its risks and capability needs to local leaders, the State of California and DHS when seeking resources to reduce that risk and satisfy those capability needs.

2. UASI Grant Program Overview

Since its inception in FY 2003, the intent of the UASI program has been to enhance regional terrorism preparedness in major metropolitan areas by developing integrated systems for terrorism prevention, protection, response, and recovery. Ultimately, the FY 2013 UASI program will likely provide financial assistance to address the unique regional, multi-discipline terrorism preparedness planning, organization, equipment, training, and exercise needs of high-threat, high-density urban areas.

Activities implemented with UASI funds must support terrorism preparedness. However, many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards, including natural disasters and other major accidents. Any FY 2013 Bay Area UASI funded projects must demonstrate the dual-use quality for any activities implemented that are not explicitly focused on terrorism preparedness.

3. 2013 Federal Budget

It is expected that Congress will pass the DHS FY 2013 budget after the November election and likely in the first half of 2013, which will include funds for all state and local homeland security grants. Earlier passage of the DHS budget is possible and therefore the region must be prepared to initiate its selection of proposals under an earlier and shortened time frame. Details on addressing this contingency will be put forward by the Management Team.

4. Proposal Submission Process

Regional projects may be developed from and/or solicited by operational areas, special districts, or sub-regions within the 12 county Bay Area UASI. Hub Planners, Bay Area UASI Workgroup Leads and Project Managers will work with the UASI counties/major cities to engage in outreach to solicit proposals. Proposals are invited from government organizations within the UASI footprint, including all work group and hub participants. All proposals should be submitted by the person who will be primarily responsible for project implementation and should have the approval of the relevant department head. Community-based and nonprofit groups are welcome to submit a proposal, but must do so through a government sponsor/partner.

Proposals may only be submitted using an online form to the Management Team from November 12th-30th, 2012. All proposals must be **submitted by 5pm on Friday November 30th**, and late proposals will be considered ineligible. **Please note that all proposals – including those using core city and sustainment allocations – must be submitted by the November 30th deadline**. Upon receipt of the proposals, the Management Team will share them with the appropriate Approval Authority members.

The proposal template can be found in Appendix A of this guidance (please see below for important information on funding criteria and allowable expenses). Submitters are strongly encouraged to integrate Federal, State and local grant and general funds when developing FY 2013 projects, with an understanding that the rules governing the use of those funds may vary from funding source to funding source.

5. Role of the Work Groups

For FY 2013, the Bay Area is utilizing regional subject matter expert working groups to vet proposed projects. Each work group is assigned a goal or set of goals from the *Bay Area Homeland Security Strategy*. The work groups will vet regional projects designed to implement the goal(s) and objectives from the Strategy for which they have responsibility.

Work group composition:

- Work group meetings are open to all who would like to participate within the 12 county Bay Area UASI
- Bay Area UASI Approval Authority and Advisory Group members should attempt to ensure their jurisdiction is represented in all work groups for optimum inclusion in all UASI projects.
- Work group meetings will continue to be chaired by project managers representing the UASI Management Team.
- The work groups and their areas of responsibility concerning projects for FY 2013 are:

    Risk Management/Information Analysis and Infrastructure Protection Work Group
    - Regional planning and risk management projects under Bay Area Strategy Goal 1.
    - Regional intelligence, information sharing and infrastructure protection projects under Bay Area Strategy Goal 2.

    Communications Work Group
    - Regional communications projects under Bay Area Strategy Goal 3.

    Regional Exercise & Training/CBRNE Working Group
    - Regional CBRNE projects under Bay Area Strategy Goal 4
    - Regional training and exercise program projects under Bay Area Strategy Goal 8.

    Regional Catastrophic Planning Team and Public Health Working Group
    - Regional public health and medical projects under Bay Area Strategy Goal 5
    - Regional community preparedness and emergency planning projects under Bay Area Strategy Goal 6
    - Regional recovery projects under Bay Area Strategy Goal 7.

Proposal vetting process:

Each work group will vet projects against the following funding criteria:

(1) **<u>The proposed project must enhance the region's priority capabilities</u>** – which are those capabilities most relevant and important based on the region's risk profile, and/or that have a low level of ability based upon the results of the 2012 Bay Area regional risk and capability assessment. These priority capability objectives have been identified and will be proposed to the Approval Authority on November 8th for approval – see section 9 below); **<u>and</u>**

(2) **<u>The proposed project has a direct nexus to enhancing terrorism preparedness</u>** – either preventing, protecting against, mitigating the damage from, responding to or recovering from threats or acts of terrorism; **<u>and</u>**

(3) **<u>Each project is regional insofar as it directly benefits two or more operational areas in the Bay Area region</u>**; **<u>and</u>**

(4) **<u>The project budget is of a reasonable amount</u>** with each element of the project tied directly to a funding amount specified in the project budget section of the template.

Work groups will score proposals as "highly qualified" "somewhat qualified" and "least qualified" per the above criteria. In addition, work groups may designate other criteria to vet projects as mutually agreed upon (e.g., provide scalable solutions, leverage other funding sources). Work groups will also designate projects that are "shovel ready" and have the ability to be completed within six months of funding allocation.

Work groups should meet in person at least once and no more than twice during the month of December 2012 to complete the vetting. Work group chairs will share an excel spreadsheet of the proposed projects with the participants in advance of the December meeting.

Ideally, the vetting will be done by consensus. If and when a vote is needed, there will be one vote per operational area and core city represented at the meeting. The General Manager will designate such persons in each work group based on recommendations from Advisory Group members. It is important to the process that such representatives are: subject matter experts, regular work group members, and government employees.

In September, October, and November meetings, work groups are encouraged to prepare for the upcoming proposal submission and vetting process by discussing and building consensus on their regional priorities. They are also encouraged to discuss this implementation guidance, risk and capability analysis, and Strategy.

*** Note that Training & Exercise proposals should not be vetted in this process. As in prior years, all requests for training & exercise will be referred to the training and exercise program.

6. Role of the Hubs

In FY13, the Bay Area is utilizing hub groups to prioritize proposed projects vetted by the working groups.

Hub composition:

- As in prior years, the hubs will be based on the geographical location of the agencies based on North, East, South and West Bay Areas
- Each Approval Authority representative should recommend or appoint a designee to assign three to five people to represent his or her operational area/core city at the hub meetings.   Hub representatives are encouraged to invite individuals to the meeting to speak to the specifics of particular proposals.
- Hub meetings will be coordinated and facilitated by the hub planners and/or UASI Management Team members. In instances where hub planners are not yet hired, a Management Team representative will provide coordination and facilitation

Proposal prioritization process:

Hubs will meet in January 2013 to decide on the final prioritized list of projects for recommendation to the Advisory Group.   In advance of their meetings, hub facilitators will provide hub participants with all submitted proposals as well as the vetting information provided by the work groups.

Each hub will develop a list of prioritized projects based on regional need and local capabilities based on the set of goals from the *Bay Area Homeland Security Strategy*. Hubs may also designate other criteria as mutually agreed (e.g., provide scalable solutions, leverage other funding sources, and benefit the most operational areas.) Ideally prioritization will be done by consensus, but voting may occur as needed. (Note that the facilitator does not vote or otherwise attempt to influence the decision-making of the hub representatives.)

The Management Team will provide hubs with an allocation based on the funding risk allocation formula. The hubs' prioritized lists of projects should include projects in order of importance to be funded by the allocation. In addition, each hub should also develop a list of "below the line" projects for if/when additional funds become available in the future. This should include six month time frame projects.

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

7. Role of the Advisory Group

The UASI Advisory Group will review proposed projects that have been vetted by the working groups and prioritized by the hubs. The Advisory Group will provide a review to reduce duplication of effort and confirm prioritization of projects based on attainable mitigation of regional risk. The Advisory Group will also review the proposals for compliance with the Strategy and applicable UASI, CalEMA and FEMA guidance. The Advisory Group will conduct this review in their February meeting and provide a list of recommendations to the Approval Authority for the March Approval Authority meeting.

In the event any project does not meet the funding criteria in section five above, the Advisory Group may route the project back to the respective hub and proposer to update his or her proposal. The updated proposal may be resubmitted to the Advisory Group for a second review. If the Advisory Group still feels the project does not meet all of the criteria, they will note this in their report to the Approval Authority.

The Bay Area Management Team will facilitate the Advisory Group's review of projects and answer any questions of the Advisory Group. The Management Team will also prepare and submit the grant investment justifications to the State of California for submittal to DHS.

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8. Allocation of Funding

Since the FY 2013 budget has not been determined, the Bay Area will operate under the assumption that the FY 2013 funding will be approximately equal to the amount allocated in FY 2012 – $26,423,268 – until such time as DHS determines otherwise. This assumption will allow the region to have projects drafted and approved in the event the level of funding is at or near the FY 2012 amount. Such a process is far more efficient than assuming a very low level of funding and then trying to develop projects at the last moment when the actual level of funding is higher than the amount originally assumed. Based on a $26 million allocation, the Bay Area will allocate funding and develop projects using the following process:

*****Allocation recommendations to the Approval Authority forthcoming from the Advisory Group. Note that in the past funding has been set aside by state requirement, for management and administration for the Bay Area UASI Management Team, as well as for sustainment projects and core city allocations.*

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9. Priority Capability Objectives

These priority capability objectives for the 2013 cycle have been updated based on the 2012 Bay Area Homeland Security Strategy. These objectives will be presented to the Approval Authority on November 8, 2012 for approval.

Goal 1 Strengthen the Regional Risk Management and Planning Program
Objective 1.1 Enhance Planning, Threat and Hazard Identification, and Risk Management Capabilities
Goal 2 Enhance Information Analysis and Infrastructure Protection Capabilities
Objective 2.2 Strengthen Terrorism Attribution, Interdiction and Disruption Capabilities
Objective 2.3 Increase Critical Infrastructure Protection
Goal 3 Strengthen Communications Capabilities
Objective 3.1 Enhance Operational Communications Capabilities
Goal 4 Strengthen CBRNE Detection, Response, and Decontamination Capabilities
Objective 4.1 Improve Public and Private Services and Resources Management through Fire Incident Response Support
Objective 4.2 Strengthen Mass Search and Rescue Capabilities
Objective 4.4 Strengthen On-Scene Security and Protection through Explosive Device Response Operations
Objective 4.6 Enhance Environmental Response/Health and Safety through WMD/HazMat Response and Decontamination Capabilities
Objective 4.7 Strengthen Operational Coordination Capabilities
Objective 4.8 Improve Environmental Response/Health and Safety through Responder Safety and Health
Objective 4.9 Enhance On-Scene Security and Protection through Emergency Public Safety and Security Response
Goal 5 Enhance Medical and Public Health Preparedness
Objective 5.1 Enhance Emergency Triage and Pre-Hospital Treatment
Objective 5.3 Strengthen Medical Countermeasure Dispensing
Objective 5.8 Enhance Fatality Management
Goal 6 Strengthen Emergency Planning and Citizen Preparedness Capabilities
Objective 6.1 Strengthen Emergency Public Information and Warning Capabilities
Objective 6.2 Enhance Critical Transportation Capabilities
Objective 6.3 Improve Mass Care
Objective 6.4 Increase Community Resiliency
Goal 7 Enhance Recovery Capabilities
Objective 7.1 Strengthen Infrastructure Systems
Objective 7.2 Enable Economic Recovery

Detailed description of the priority capability objectives is as follows:

Goal 1 Strengthen the Regional Risk Management and Planning Program
Objective 1.1 Enhance Planning, Threat and Hazard Identification, and Risk Management Capabilities: The Bay Area is able to identify and assess the threats and hazards that pose the greatest risk to the whole community. The region can prioritize and select appropriate capability-based planning investments and solutions for prevention, protection, mitigation, response, and recovery concerning those risks; monitor the outcomes of allocation decisions; and undertake corrective and sustainment actions.

Goal 2 Enhance Information Analysis and Infrastructure Protection Capabilities
Objective 2.2 Strengthen Terrorism Attribution, Interdiction and Disruption Capabilities: The Bay Area's law enforcement community (federal, state and local) and other public safety agencies can conduct forensic analysis and attribute terrorist threats and acts to help ensure that suspects involved in terrorist and criminal activities related to homeland security are successfully identified, deterred, detected, disrupted, investigated, and apprehended.
Objective 2.3 Increase Critical Infrastructure Protection: The region can assess the risk to physical & cyber critical infrastructure and key resources from acts of terrorism, crime, and natural hazards and deploy a suite of actions to enhance protection and reduce the risk to the region's critical infrastructure and key resources from all hazards. This includes a risk-assessment process and tools for identifying, assessing, cataloging, and prioritizing physical and cyber assets from across the region.

Goal 3 Strengthen Communications Capabilities
Objective 3.1 Enhance Operational Communications Capabilities: The emergency response community in the Bay Area has the ability to provide a continuous flow of mission critical voice, data and imagery/video information among multi-jurisdictional and multidisciplinary emergency responders, command posts, agencies, and Bay Area governmental officials for the duration of an emergency response operation. The Bay Area can also re-establish sufficient communications infrastructure within the affected areas of an incident, whatever the cause, to support ongoing life-sustaining activities, provide basic human needs, and transition to recovery.

Goal 4 Strengthen CBRNE Detection, Response, and Decontamination Capabilities
Objective 4.1 Improve Public and Private Services and Resources Management through Fire Incident Response Support: Fire service agencies across the Bay Area can dispatch initial fire suppression resources within jurisdictional response time objectives, and firefighting activities are conducted safely with fire hazards contained, controlled, extinguished, and investigated, with the incident managed in accordance with local and state response plans and procedures.
Objective 4.2 Strengthen Mass Search and Rescue Capabilities: Public safety personnel in the Bay Area are able to conduct search and rescue operations to locate and rescue persons in distress and initiate community-based search and rescue support-operations across a geographically dispersed area. The region is able to synchronize the deployment of local, regional, national, and international teams to support search and rescue efforts and transition to recovery.

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

Objective 4.6 Enhance Environmental Response/Health and Safety through WMD/HazMat Response and Decontamination Capabilities: Responders in the Bay Area are able to conduct health and safety hazard assessments and disseminate guidance and resources, including deploying HazMat response and decontamination teams, to support immediate environmental health and safety operations in the affected area(s) following a WMD or HazMat incident. Responders are also able to assess, monitor, clean up, and provide resources necessary to transition from immediate response to sustained response and short-term recovery.

Objective 4.7 Strengthen Operational Coordination Capabilities: The Bay Area has a fully integrated response system through a common framework of the Standardized Emergency Management System, Incident Command System and Unified Command including the use of emergency operations centers, incident command posts, emergency plans and standard operating procedures, incident action plans and the tracking of on-site resources in order to manage major incidents safely, effectively and efficiently. EOCs in the Bay Area can effectively plan, direct and coordinate information and activities internally within EOC functions, and externally with other multi-agency coordination entities, command posts and other agencies to effectively coordinate disaster response operations.

Objective 4.8 Improve Environmental Response/Health and Safety through Responder Safety and Health: The Bay Area can reduce the risk of illnesses or injury to first responder, first receiver, medical facility staff member, or other skilled support personnel as a result of preventable exposure to secondary trauma, chemical/radiological release, infectious disease, or physical/emotional stress after the initial incident or during decontamination and recovery.

Objective 4.9 Enhance On-Scene Security and Protection through Emergency Public Safety and Security Response: Public safety agencies within the Bay Area are able to keep the public and critical infrastructure safe by securing a particular incident scene and maintaining law and order following an incident or emergency to include managing the criminal justice prisoner population.

Goal 5 Enhance Medical and Public Health Preparedness

Objective 5.1 Enhance Emergency Triage and Pre-Hospital Treatment: Emergency medical services (EMS) resources across the Bay Area can effectively and appropriately be dispatched (including with law enforcement tactical teams) to provide pre-hospital triage, treatment, transport, tracking of patients, and documentation of care appropriate for the incident, while maintaining the capabilities of the EMS system for continued operations up to and including for mass casualty incidents.

Objective 5.3 Strengthen Medical Countermeasure Dispensing: With the onset of an incident, the Bay Area is able to provide appropriate medical countermeasures (including vaccines, antiviral drugs, antibiotics, antitoxin, etc.) in support of treatment or prophylaxis (oral or vaccination) to the identified population in accordance with local, state and federal public health guidelines and/or recommendations.

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

Goal 6 Strengthen Emergency Planning and Citizen Preparedness Capabilities

Objective 6.1 Strengthen Emergency Public Information and Warning Capabilities: The region has an interoperable and standards-based system of multiple emergency public information and warning systems that allows Bay Area leaders and public health and safety personnel to disseminate prompt, clear, specific, accurate, and actionable emergency public information and warnings to all affected members of the community in order to save lives and property concerning known threats or hazards.

Objective 6.2 Enhance Critical Transportation Capabilities: The Bay Area can provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people, including those with access and functional needs, and animals, and the delivery of vital response personnel, equipment, and services into the affected incident areas to save lives and to meet the needs of disaster survivors.

Objective 6.3 Improve Mass Care: Mass care services, including sheltering, feeding, and bulk distribution, are rapidly, effectively and efficiently provided for the impacted population, including those with access and functional needs, in a manner consistent with all applicable laws, regulations and guidelines.

Objective 6.4 Increase Community Resiliency: The Bay Area has a formal structure and process for ongoing collaboration between government and nongovernmental resources at all levels to prevent, protect/mitigate, prepare for, respond to and recover from all known threats and hazards.

Goal 7 Enhance Recovery Capabilities

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

Objective 7.2 Enable Economic Recovery: During and following an incident, the Bay Area can estimate economic impact, prioritize recovery activities, minimize business disruption, and provide individuals and families with appropriate levels and types of relief with minimal delay.

10. Timeline

FY 2013 UASI Grant Timeline (est)

October 2012	Management Team issues FY13 project proposal guidance, hosts kick off meeting.
November 8, 2012	Approval Authority reviews Bay Area Homeland Security Strategy.
November 8-15, 2012	UASI Management Team coordinates with Hubs to host FY13 kick off meetings.
November 12-30, 2012	Proposals may be submitted to the Management Team by any Bay Area UASI stakeholder. Includes proposals for sustainment and core city funding projects.
December 2012	Workgroups vet proposals
January 2013	Hubs prioritize proposals
February 2013	Advisory Group reviews vetted and prioritized proposed projects
March 2013	Approval Authority reviews and approves vetted and prioritized proposed projects recommended by the Advisory Group
April 2013	Estimated deadline for application to Cal EMA (approximate date pending release of FEMA guidelines & Cal EMA timeline)

11. Allowable Spending Guidelines

Please note that DHS has yet to issue guidelines for FY13. In the absence of this information, below please find the allowable spending information for FY12. The Management Team will update these guidelines when FY13 information becomes available.

The following is a summary of allowable spending areas under the UASI program as it pertains to the Bay Area UASI. If hubs have questions regarding allowable cost items they should contact the Bay Area UASI Management Team for clarification. The spending areas are broken out largely under the planning, organization, equipment, training and exercises (POETE) spending areas. This matches the Bay Area Strategy, which also divides recommended spending areas under POETE for each objective in the Strategy, as well as the DHS mandated budget sections for Investment Justifications that the Bay Area must submit in order to receive DHS funding. The spending areas below simply outline what is allowable. They are not a list of what hubs should or must purchase. Rather, the spending areas in this guidance must be viewed in the context of the Bay Area Homeland Security Strategy's goals and objectives. The spending areas serve as a guide for what hubs can purchase in their efforts to implement the Bay Area Strategy, which is the document that should drive hub expenditures. The following are definitions for the terms as used in this interim guidance:

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

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

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

Supplanting – Grant funds will be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Applicants or grantees may be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

11.1   Planning

FY 2013 funds may be used for a range of emergency preparedness and management planning activities and that support Performance Objectives such as THIRA and Planning, by placing an emphasis on updating and maintaining a current EOP that conforms to the guidelines outlined in CPG 101 v.2 as well as development and maintenance of a THIRA. Planning must include participation from all stakeholders in the community who are able to contribute critical perspectives and may have a role in executing the plan. Planning should be flexible enough to address incidents of varying types and magnitudes. Grantees must use the *CPG 101: Developing and Maintaining Emergency Operations Plans* in order to develop robust and effective plans. For additional information, please see
 http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf.

Examples of planning activities include:

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

- Designing programs to address targeting at-risk populations and engaging them in emergency management planning efforts
- Activities, materials, services, tools and equipment to achieve planning, protection, mitigation, response and recovery that is inclusive of people with disabilities (physical, programmatic and communications access for people with physical, sensory, mental health, intellectual and cognitive disabilities)
- Preparing materials for State Preparedness Reports (SPRs)

- Developing related terrorism prevention activities including:
  - Developing THIRA that reflects a representative make up and composition of the jurisdiction
  - Developing initiatives that directly support local efforts to understand, recognize, prepare for, prevent, mitigate, and respond to pre-operational activity and other crimes that are precursors or indicators of terrorist activity, in accordance with civil rights/civil liberties protections
  - Developing law enforcement prevention activities, to include establishing and/or enhancing a fusion center
  - Hiring an IT specialist to plan, develop, and implement the IT applications necessary for a fusion center
  - Developing and planning for information/intelligence sharing groups

- Integrating and coordinating the fire service, emergency management, public health care, public safety, and health security data-gathering (threats to human and animal health) within fusion centers to achieve early warning, monitoring, and mitigation of threats:
  - Integrating and coordinating private sector participation with fusion center activities
  - Developing and implementing preventive radiological/nuclear detection activities
  - Acquiring systems allowing connectivity to State, local, tribal, territorial, and Federal data networks, such as the National Crime Information Center (NCIC) and Integrated Automated Fingerprint Identification System (IAFIS), as appropriate
  - Planning to enhance security during heightened alerts, terrorist incidents, and/or during mitigation and recovery
  - Multi-discipline preparation across first responder community, including EMS for response to catastrophic events and acts of terrorism
  - Accessible public information/education: printed and electronic materials, public service announcements, seminars/town hall meetings, and web postings coordinated through local Citizen Corps Councils or their equivalent
  - Volunteer programs and other activities to strengthen citizen participation
  - Conducting public education campaigns including promoting suspicious activity reporting and preparedness; individual, family, and organizational emergency preparedness; promoting the *Ready* campaign; and/or creating State, regional, or local emergency preparedness efforts that build upon the *Ready* campaign
  - Evaluating Critical Infrastructure Protection (CIP) security equipment and/or personnel requirements to protect and secure sites
  - CIP cost assessments, including resources (e.g., financial, personnel) required for security enhancements/deployments
  - Multi-Jurisdiction Bombing Prevention Plans (MJBPP)

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

- Developing plans and response procedures for adjudicating, validating and responding to an alarm from a chemical or biological detector (response procedures should include emergency response procedures integrating local first responders)
- Developing or enhancing evacuation plans
- Developing mechanisms for utilizing the National Emergency Family Registry and Locator System (NEFRLS)
- Developing or enhancing plans to prepare for surge capacity of volunteers
- Developing or enhancing the State emergency medical services systems
- Developing or enhancing plans for donations and volunteer management and the engagement/integration of private sector/non-governmental entities in preparedness, mitigation, response, and recovery activities
- Developing or enhancing Bombing Prevention Plans
- Developing school preparedness plans
- Developing preparedness plans for child congregate care facilities, including group residential facilities, juvenile detention facilities, and public/private child care facilities
- Developing plans to educate youth on disaster preparedness
- Ensuring EOPs adequately address warnings, emergency public information, evacuation, sheltering, mass care, resource management from non-governmental sources, unaffiliated volunteer and donations management, and volunteer resource integration to support each Emergency Support Function, to include appropriate considerations for integrating activities, materials, services, tools and equipment to achieve planning inclusive of people with disabilities (physical, programmatic and communications access for people with physical, sensory, mental health, intellectual and cognitive disabilities). Developing and implementing civil rights, civil liberties, and privacy policies, procedures, and protocols
- Designing and developing State, local, tribal, and territorial geospatial data systems
- Developing and implementing statewide electronic patient care reporting systems compliant with the National Emergency Medical Services

- Information System (NEMSIS)
    - Costs associated with inclusive practices and the provision of reasonable accommodations and modifications to provide full access for children and adults with disabilities
- Developing or conducting assessments, including but not limited to:
    - Conducting point vulnerability assessments at critical infrastructure sites/key assets and develop remediation/security plans
    - Conducting or updating interoperable emergency communications capabilities assessments at the local, regional, or Statewide level
    - Developing border security operations plans in coordination with CBP
    - Developing, implementing, and reviewing Area Maritime Security Plans for ports, waterways, and coastal areas
    - Updating and refining threat matrices
    - Conducting cyber risk and vulnerability assessments

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

11.2 Organization

Organizational activities include:

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

- Operational Support;
- As identified in priority one utilization of standardized resource management concepts such as typing, inventorying, organizing, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident;
- Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event; and
- Paying salaries and benefits for personnel to serve as qualified intelligence analysts.
- Proposed expenditures of funds to support organization activities within the project submission must use historical data or other analysis.
- Up to 50 percent (50%) of FY 2013 funding may be used for personnel costs.

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

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

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

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

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

Operational overtime costs. In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism, operational overtime costs are allowable for increased security measures at critical infrastructure sites. FY 2013 UASI funds for organizational costs may be used to support select operational expenses associated with increased security measures at critical infrastructure sites in the following authorized categories:

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

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

- Tools, resources and activities that facilitate shared situational awareness between the public and private sectors
    - Web-based and new media platforms that allow real-time information exchange
    - Asset mapping, such as participation in FEMA's Total Asset Visibility and LogViz initiatives
    - A seat(s) in the emergency operation center, or virtual EOC Operational Support:
    - Tools for identifying and tracking available paid and unpaid disaster response resources
    - Dedicated space and equipment for private sector representation within a State, county, or city emergency operation center
    - A dedicated business emergency operations center that works with the State, county or city EOC (not construction)
    - Tools for real time information sharing between the public and private sector
    - Licensing, screening, or other requirements for access to real EOC or virtual EOC

- Backfill and overtime expenses for staffing fusion centers;
    - Hiring of contracted security for critical infrastructure sites;
    - Public safety overtime (as defined in this FOA);
    - Title 32 or State Active Duty National Guard deployments to protect critical infrastructure sites, including all resources that are part of the standard National Guard deployment package (Note: Consumable costs, such as fuel expenses, are not allowed except as part of the standard National Guard deployment package); and
    - Increased border security activities in coordination with CBP, as outlined in Information Bulletin 135.

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

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

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

11.3 Equipment

The 21 allowable prevention, protection, mitigation, response, and recovery equipment categories and equipment standards for FY 2013 HSGP are listed on the web-based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), at *https://www.rkb.us*. Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

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

communications activities include the purchase of Interoperable Communications Equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission Waiver Order. SAFECOM guidance can be found at *http://www.safecomprogram.gov*. Grant funds may be used for the procurement of medical countermeasures. Procurement of medical countermeasures must be conducted in collaboration with State/city/local health department who administer Federal funds from the Department of Health and Human Services for this purpose. Procurement must have a sound threat based justification with an aim to reduce the consequences of mass casualty incidents during the first crucial hours of a response. Prior to procuring pharmaceuticals, grantees must have in place an inventory management plan to avoid large periodic variations in supplies due to coinciding purchase and expiration dates. Hubs are encouraged to enter into rotational procurement agreements with vendors and distributors. Purchases of pharmaceuticals must include a budget for the disposal of expired drugs within the period of performance of the FY 2013 HSGP. The cost of disposal cannot be carried over to another FEMA grant or grant period.

11.4   Training

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

Allowable training activities include, but are not limited to:

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

11.5   Exercise

The Regional Exercise and Training Program will be responsible for reviewing and approving Exercise requests. Exercises should be used to provide the opportunity to demonstrate and

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

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

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

Maintenance and Sustainment

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

FY 2013 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 Information Bulletin 336 (Maintenance and Sustainment) has been expanded to allow for the support of equipment that has previously been purchased with both Federal grant and non-Federal grant funding. Hubs need to ensure that eligible costs for maintenance and sustainment be an allowable expenditure under applicable grant programs and support one of the core capabilities in the five mission areas contained within the NPG and be deployable through EMAC, where applicable.

11.6. Law Enforcement Terrorism Prevention Allowable Costs

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

- Maturation and enhancement of fusion centers, including information sharing and analysis, target hardening, threat recognition, and terrorist interdiction, and training/ hiring of intelligence analysts;
- Implementation and maintenance of the Nationwide SAR Initiative (NSI), including training for front line personnel on identifying and reporting suspicious activities;

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

11.7   Critical Emergency Supplies

In furtherance of DHS's mission, critical emergency supplies, such as shelf stable food products, water, and basic medical supplies are an allowable expense under UASI. Prior to allocating grant funding for stockpiling purposes, Proposers must have FEMA's approval of a viable inventory management plan, an effective distribution strategy, sustainment costs for such an effort, and logistics expertise to avoid situations where funds are wasted because supplies are rendered ineffective due to lack of planning.

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

11.8   Construction and Renovation

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

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

historic properties. Proposers must comply with all applicable environmental planning and historic preservation (EHP) laws, regulations, and Executive Orders (EOs) in order to draw down their FY 2013 HSGP grant funds. To avoid unnecessary delays in starting a project, proposers are encouraged to pay close attention to the reporting requirements for an EHP review. For more information on FEMA's EHP requirements, please refer to Information Bulletins 329 and 345 (*http://www.fema.gov/government/grant/bulletins/index.shtm*).

FY 2013 HSGP Proposers wishing to use funds for construction projects must comply with the *Davis-Bacon Act* (40 U.S.C. 3141 *et seq.*). Recipients must ensure that their contractors or subcontractors for construction projects pay workers employed directly at the work-site no less than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor wage determinations, is available from the following website: *http://www.dol.gov/compliance/laws/comp-dbra.htm*.

11.9   Personnel

Personnel hiring, overtime, and backfill expenses are permitted under this grant in order to perform allowable FY 2013 HSGP planning, training, exercise, and equipment activities. A personnel cost cap of up to 50 percent (50%) of total grant program funds may be used for personnel and personnel-related activities as directed by the *Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act* (Public Law 110-412).

In general, the use of grant funds to pay for staff and/or contractor regular time or overtime/backfill is considered a personnel cost. FY 2013 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.

Definitions for hiring, overtime, backfill-related overtime, and supplanting remain unchanged from FY 2011 HSGP.

11.10   Operational Packages

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

Proposers are reminded that personnel-related activities associated with OPacks will be subject to the PRICE Act requirements in which up to 50 percent (50%) of FY 2013 funding may be used for personnel costs.

HUB, Core City or Sustainment:

Has your project been partially funded by pervious UASI grants?:   Yes   No

1. BACKGROUND INFORMATION

1.a. Contact Information:

Person Submitting Proposal:

Name:

Agency:

Position Title:

Business Phone:

Cell:

Fax:

Email:

Project Lead Contact Information:

Same as Submitter:

Name:

Title:

Phone:

Email:

Department Head Contact Information:

Name:

Title:

Phone:

Email:

Department Head Approval: Yes   No

1.b. Project Name:

1.c. Total Project Cost:

Annual Sustainment Costs:

1.d. Mission Areas: Prevent   Protect   Respond   Recover   Mitigation
Select all that corresponds to the mission area of your project

Allocation Requested:

1.e. Project Description: *Briefly describe exactly what the project entails and what would be accomplished by funding the project. Describe what, if any, existing capabilities the Bay Area Region currently has in place concerning this project such as any plans developed, training delivered, or equipment purchased, etc. Explain if this project can be scalable. (3000 character limit with spaces)*

1.f. Resource Typing: Complete this section for Equipment and Training Projects only
Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Go to the following web site for more information. http://www.fema.gov/resource-management#item4

Project Type:	Equipment
	Training
NIMS Typed Disciplines:	
NIMS Typed Resource to be Supported:	
NIMS Type #:	
Typed Equipment to be Purchased:	
# of Personnel to be Trained for Typed Teams:	
# of Typed Teams to be Trained:	
Sustain / Add:	
Core Capability to be Supported:	
Cost of Purchase:	
Comments:	

2. ALIGNMENT WITH THE BAY AREA HOMELAND SECURITY STRATEGY

2.a. Bay Area Security Goals and Objectives:
Check all of the Bay Area goal(s) that this project directly supports

1. Develop a Regional Risk Management and Planning Program
2. Enhance Information Analysis and Infrastructure Protection Capabilities
3. Strengthen Communications Capabilities
4. Strengthen CBRNE Detection, Response and Decontamination Capabilities
5. Enhance Medical and Public Health Preparedness
6. Strengthen Emergency Planning and Citizen Preparedness
7. Enhance Recovery Capabilities
8. Enhance Homeland Security Exercise, Evaluation and Training Programs

2.b. List each Objective (by number) from "The Bay Area Homeland Security Strategy and Implementation Plan" pages 9-13. Explain how the project supports implementation of the objective. Explain which Gap from the "The Bay Area Homeland Security Strategy and Implementation Plan", page 7 this project will help address. Please note the priority capability objectives highlighted as funding criteria from the "Project Proposal Guidance for Fiscal Year 2013" page 5,when selecting your objectives.

The following link will direct you to the Kick Off Documents located at the Bay Area UASI Web site where you will find these documents. http://bayareauasi.org/Document%20Library/Forms/AllItems.aspx?RootFolder=%2fDocument%20Library%2fFY13%20Project%20Proposal%20KICK%20OFF%20Informational%20Meetings&FolderCTID=&View=%7b01B06729%2dBD96%2d45AE%2d9B31%2dE7B2D746742A%7d

Objective 1:

Objective Explanation:
Explain how the project supports implementation of the objective

Funding Assigned for this Objective:
List the Amount of Funding from the Project that will be Applied to the Objective

Gap(s) Explanation:
Explain which Gap from the "2012-2015 Bay Area Homeland Security Strategy Goals and Objectives", page 7 this project will help address.

Objective 2:

Objective Explanation:
Explain how the project supports implementation of the objective

Funding Assigned for this Objective:
List the Amount of Funding from the Project that will be Applied to the Objective

Gap(s) Explanation:
Explain which Gap from the "2012-2015 Bay Area Homeland Security Strategy Goals and Objectives", page 7 this project will help address.

Objective 3:

Objective Explanation:
*Explain how the project
supports implementation
of the objective*

**Funding Assigned for
this Objective:**
*List the Amount of Funding
from the Project that will
be Applied to the Objective*

Gap(s) Explanation:
*Explain which Gap from
the "2012-2015 Bay Area
Homeland Security
Strategy Goals and
Objectives", page 7 this
project will help address.*

Objective 4:

Objective Explanation:
*Explain how the project
supports implementation
of the objective*

**Funding Assigned for
this Objective:**
*List the Amount of Funding
from the Project that will
be Applied to the Objective*

Gap(s) Explanation:
*Explain which Gap from
the "2012-2015 Bay Area
Homeland Security
Strategy Goals and
Objectives", page 7 this
project will help address.*

3. FUNDING

3.a. Proposed Funding: *Provide the proposed funding amount for this project towards applicable Planning, Organization, Equipment, Training and Exercises (POETE) elements. For each funding area selected, provide a brief narrative describing the items or services being funded. For Equipment Projects include Costs for Sales Tax, Shipping Costs, Installation and Performance Bond for Projects over $250,000 or for the purchase of a vehicle, i.e. Bearcat or vessel, i.e. Boat. If applicable, provide the proposed funding amount from the project that can be obligated towards Law Enforcement Terrorism Prevention Activities (LETPA)*

Planning:

Organization:

Equipment:

Training:

Exercises:

Total Project Costs:

LETPA Amount :

Planning:
Include language about EOP updates demonstrating that they are following grant requirements of FY2013

Organization

Equipment List:
*List the equipment and the Authorized Equipment List (AEL) number from the https://www.rkb.us/mel.cfm?subtypeid=549 website along with the quantity and cost breakdown. Itemize Taxes, Shipping and Installation. *Performance Bond required for any vehicle, aircraft or watercraft and any item over $250,000.*

Training

Exercise

3.b. Other Source(s) of Funding: *Identify funding amounts from other source(s) that is being utilized for this project*

SHSP:

CCP:

MMRS:

General Funds:

Other Grant Funds:

Total Other Funding:

Other Funds Explanation:
Explain how any non-UASI funds, such as General Funds, SHSP, MMRS grants, etc. will be used to implement this project.

4. PROJECT IMPACTS AND OUTCOMES

4.a. Project Outcomes:
Describe the regional outcomes and benefits that will be achieved as a result of this project. When describing the regional outcomes and benefits, describe the number of operational areas in the region that will directly benefit from this project. The outcomes and benefits should demonstrate improvement towards building or maintaining capabilities and reducing risk. Explain how your project will improve the capacity to prevent, protect against, respond to, and recover from terrorist incidents or related catastrophic events by providing planning, training, equipment and exercises to the UASI region.

5. PROJECT MANAGEMENT

5.a. Project Milestones: *Identify up to ten milestones, with start and end dates, to be achieved before the end of the twelve month period of performance under the FY 2013 UASI grant. Exact start and end dates of the period of performance are highly subject to change, due to currently unknown state and federal guidance. Our current best guess of the time frame is December 1, 2013 to November 30, 2014. Some Milestones can be achieved prior to the allocation of funding. No purchases can be made prior to completing the execution of your MOU.*

Assuming December 1, 2013 is your project start date will your project be completed no later than November 30, 2014?

Yes

No

Milestone #1:

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

Milestone #2:

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

Milestone #3:

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

Milestone #4:

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

Milestone #5:

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

Milestone #6:

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

Milestone #7:

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

Milestone #8:

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

Milestone #9:

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

Milestone #10:

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

5.b. Project Status

Check Corresponding Box: *Check all that apply*

This project can be completed within 6 months of funding allocation

This project will require a RFP

This project will require an extension waiver to complete

This project will require a Performance Bond

This project will require a Sole Source

This project will require an EHP

This project will require an EOC, Watercraft or Aviation Request Form

This project will require grant funded personnel (no supplanting)

Project Funding Explanation: *Explain if and how this is a "shovel ready" project and describe how quickly this project can be initiated and completed.*

5.c. Sustainment

Long Term Approach: *Describe the long-term approach to sustaining the capabilities maintained or enhanced by this project without UASI funds once the grant performance period is over. To the extent funds are needed for sustainment in the future, will future grants be needed for sustainment or will local funds be used? If no funds are needed, explain why.*

BEFORE YOU SUBMIT YOUR PROJECT PROPOSAL, PLEASE SAVE THE FILE AND EMAIL IT TO jeff.blau@sfgov.org. Report any problems to Jeff Blau at 415-353-5234.