**Project Proposal Guidance
for Fiscal Year 2018**

Approved by the Approval Authority July 13, 2017

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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 FY18 grant year. Please note that this guidance remains interim until the FY18 Federal DHS notice of funding opportunity is released. This guidance does not include the updated rules governing allowable expenses under the UASI grant for FY18.

Section 1. UASI Grant Program Overview

Since its inception in FY03, the intent of the Urban Areas Security Initiative (UASI) program has been to enhance regional terrorism preparedness in major metropolitan areas by developing integrated systems for terrorism prevention, protection, response, and recovery. The FY18 UASI program will likely provide financial assistance to address the unique regional, multi-discipline terrorism preparedness planning, organization, equipment, training, and exercise needs of high-threat, high-density urban areas. However, many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards, including natural disasters and other major incidents. UASI funds may be used for other preparedness activities as long as the dual use quality and nexus to terrorism is clearly demonstrated. UASI funds are intended for regional approaches to overall preparedness and should adopt regional response structures whenever appropriate.

Section 2. 2018 Federal Budget

It is expected that the Department of Homeland Security (DHS) FY18 budget will be approved by the end of calendar year 2017 or early in 2018, and DHS will issue a Notice of Funding Opportunity (NOFO) for the Homeland Security Grant Program (HSGP) by the spring of 2018. 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 would be put forward by the Management Team.

Section 3. Bay Area Risk and Gap Analysis

The Bay Area UASI regularly conducts a risk validation analysis and capabilities assessment across the region's twelve counties and three major cities. Each year, the Bay Area UASI updates its Risk and Gap Analysis, which shows where gaps are greatest and risk level the highest by core capability. This analysis results in priority capability objectives which are used to guide proposal submissions. The priority capability objectives for the FY18 proposal process are included in Section 12 of this guidance. FY18 proposals should strive to build the region's priority capabilities and must fall within these priority capability objectives in order to be eligible for funding.

Section 4. Proposal Submission

FY18 UASI proposals must be submitted to the Management Team between Friday September 22 – Friday October 13, 2017. All proposals must be submitted by 5pm on Friday October 13. Late proposals will be ineligible.

Kick off meeting:

All persons submitting FY18 proposals are required to either attend the FY18 proposal kick off workshop/webinar on Thursday, September 21, 2017 or review the webinar prior to submitting a proposal (available at www.bayareauasi.org). Please note the Management Team will notify our primary stakeholders of the kick off meeting, but ultimately, county and core city leadership should be responsible for distributing notification emails regarding UASI project proposal information to their cities and agencies.

WebGrants system:

All proposals must be submitted electronically through the WebGrants system. A sample proposal can be found in Appendix A of this guidance. The online proposal form will be available as of September 22 upon logging into the WebGrants system. The Management Team will offer training on using the system for submitting proposals at the Thursday September 21 proposal kick off workshop/webinar.

Controlled equipment:

All proposals that seek funding for items on FEMA's controlled equipment list must complete FEMA Form 087-0-0-1 as part of their proposal application. The proposer will not be able to submit their proposal through the WebGrants system unless the required form is completed in its entirety. See Section 13, Compliance of Frequently Requested Items, for more information.

Proposals for positions:

Funding for a staff position must be submitted individually as a 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. In addition, each position must include a specific deliverable that clearly ties to the selected priority capability objective.

Local jurisdiction internal vetting:

Many Bay Area UASI jurisdictions undergo an internal vetting process of their own to identify which proposals should be submitted for UASI funding. Counties often conduct such 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. The Management Team will request meetings with core city stakeholders in the week of October 2nd in order to support the proposal submission process.

Definition of a regional project:

When submitting a project, proposers will be asked to designate whether their proposal is a "core city," "hub," or "regional" project. All regional projects must benefit at least three hubs in an equitable manner. Examples include:

- WebEOC Fusion with CalEOC – project to share essential elements of information and provide training to WebEOC/CalEOC users within all 12 UASI Operational Areas.

- Regional Joint Information System (JIS) Project – project of the Regional JIS Steering Committee to develop a regional JIS plan and training course.

- BayRICS Regional Broadband Planning – project to plan for the deployment of the FirstNet nationwide public safety broadband network throughout the Bay Area.

- Regional Training and Exercise Program – managed by the Alameda County Sheriff's Office on behalf of the Bay Area UASI region.

- Bay Area PRND Equipment – project governed by a regional workgroup to benefit the entire region by providing radiological and nuclear detection, analysis, and reporting capability.

Equipment purchased by a single jurisdiction which would be made available to neighboring hubs on an ad-hoc or mutual aid basis would not qualify as a regional project because it would not meet the threshold of benefiting other hubs in an equitable manner.

However, highly specialized and unique equipment will be considered as a "level one" regional project and reviewed by the Approval Authority at the January 2018 meeting (see Section 9). Such equipment must address a gap stated in a local or state after action report and must have an endorsement from the CBRNE Work Group that it meets the "highly specialized and unique" threshold.

In order to ensure a fair and consistent approach to funding throughout the region, please note the following:

- The Management Team will determine whether a project is regional using criteria detailed in this guidance, input from the Approval Authority and regional subject matter experts, and consistency with past practices.

- If a proposer submits a project as regional and the Management Team determines that the proposal does not fit the regional criteria, the Management Team will contact him/her to inform them of this situation. This notification will occur during the Management Team's compliance review process (October 16 – November 13, 2017). In this instance the proposer may opt to withdraw his/her proposal or change the designation to hub or core city funding as appropriate.

- All proposal designations will be considered final after Friday December 1, the end of the Approval Authority review period. After December 1, once a proposal is designated as "hub" or "core city" it may no longer be changed to "regional" and vice-versa. A proposal may not be duplicated or vetted twice in order to have an opportunity to be prioritized for funding at both the hub and regional level.

Section 5. Proposal Review

Upon receipt of the proposals on October 13, the Management Team will review them for compliance with the proposal criteria (see Section 6, Proposal Criteria). 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 hubs in December 2017. See sections below for more details on the hub and other review processes, as well as Section 14 for the summary timeline.

Section 6. 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 terrorism preparedness

- Directly benefit at least two operational areas

- Enhance the region's priority capability objectives (see Section 12)

- Include only allowable expenses under UASI grant guidelines (See Section 15)

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 who is submitting the form must be the person who will be primarily responsible for implementation of the project ("Project Lead.") In addition, the person who is submitting the proposal form is required to attend the proposal kick off meeting on Thursday September 21 or listen to the webinar version on the UASI website (www.bayareauasi.org) prior to submitting the proposal.

Section 7. Role of the Work Groups

The Bay Area UASI encourages subject matter experts to discuss possible projects through the venue of the Bay Area UASI work groups. Work group meetings are open to all within the twelve county footprint. Bay Area UASI Approval Authority Members should ensure their jurisdictions are represented in work groups for optimum inclusion in UASI project discussions. Work group meetings are chaired by project managers from the UASI Management Team.

Each work group is assigned a goal or set of goals from the *Bay Area Homeland Security Goals and Objectives*. The work groups and their areas of responsibility for FY18 are:

Goal #	Bay Area Homeland Security Goal	Work Group
1	Planning and risk management	Risk Management and Information Sharing (includes cyber focus group)
2	Information analysis and infrastructure protection	
3	Communications	Interoperable Communications and Public Information and Warning
4	Chemical, Biologic, Radiologic, Nuclear and Explosive (CBRNE)	Regional Training & Exercise and CBRNE (includes Preventive Rad/Nuc Detection (PRND) focus group)
5	Medical and public health	Medical and Public Health
6	Emergency planning and community preparedness	Emergency Management
7	Recovery	

Please see Section 9, Role of the Regional Proposal Work Group, for information on the specific functioning of that work group in the FY18 proposal process.

Note that the Alameda County Sheriff's Office manages the Bay Area UASI Regional Training and Exercise Program and provides a separate process for jurisdictions to request UASI funding for training that enhances capacity to prevent, protect against, respond to, and recover from acts of terrorism. All regional training requests are vetted by stakeholders in the Regional Training & Exercise Work Group and funded annually from a regional allocation. More information can be found at www.bauasitep.org or by contacting Commander Tom Wright, Bay Area UASI Training and Exercise Program Manager, at twright@acgov.org.

Section 8. Role of the Hubs

In FY18, the Bay Area is again utilizing hub groups to prioritize proposed projects submitted by local government jurisdictions.

Hub composition:

As in prior years, the hubs will be based on the geographical location of the agencies based on the North, East, South and West bay areas (see map on the next page). Each Approval Authority Member will be asked to assign three to five people to represent his or her operational area/core city in the hub 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 operational areas/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 project proposal prioritization:

On December 15, 2017, the Management Team will provide hub voting members with all submitted proposals for their hubs that meet the specified criteria on page 6 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 will assist hub voting members with any questions or concerns, including arranging information from regional subject matter experts in advance of the hub deliberations.

Project prioritization process:

Hubs will convene in January 2018 to decide on their final prioritized list of projects for recommendation to the Approval Authority.   Each hub will develop a list of prioritized projects based on regional need and local capabilities. Hubs may also designate other criteria as mutually agreed (e.g., provide scalable solutions, leverage other funding sources, and benefit the most operational areas.)   Ideally, prioritization will be done by consensus, but voting may occur as needed.

For planning purposes, the Management Team will provide hubs with an estimated amount of funding based on the actual funding amount provided to the hub from last year's (FY17) allocation (see Section 11, Allocation of Funding). The outcome of the hub meeting will be a prioritized list of projects ranked in order of importance to be funded by the forthcoming FY18 allocation. The hub voting members will prioritize project proposals and funding amounts to match the planned hub funding allocation as "above the line" projects. Each hub should also carefully develop a prioritized list of "below the line" projects for if/when additional funds become available in the future. This should include short time frame projects.

Modifications to proposals:

Hub voting members may make modifications to proposals during their deliberations with the agreement of the original project proposers as long as these modifications are consistent with the original goals of the project. Recognizing that the discussion of regional needs at the hub level may generate new ideas and opportunities for cooperation, 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 6.

Hub voting members may not change the designation of a project from "hub" to "regional." This designation is made by the Management Team based on definitions provided in this guidance and input from the Approval Authority in order to ensure a fair and consistent approach to funding throughout the region.

Facilitation of hub meetings:

All four hubs will have decision-making meetings coordinated, facilitated, and led by UASI Management Team staff members during January 2018.
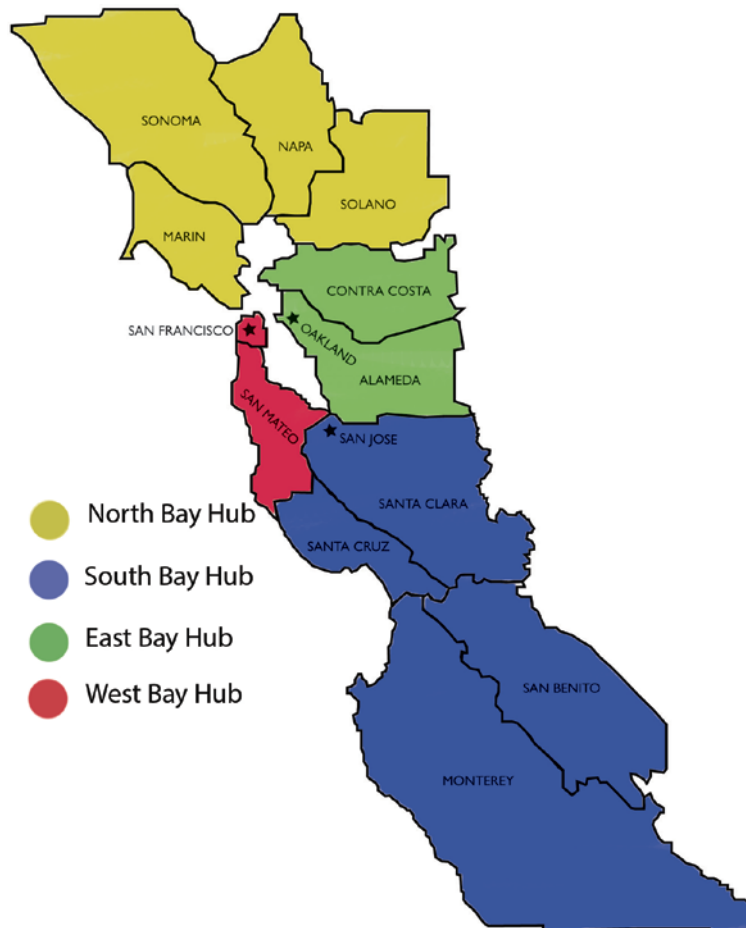
Section 9. Role of the Regional Proposal Work Group

The Regional Proposal Work Group reviews and provides feedback on certain regional project proposals.

Regional projects are divided into two categories: "Level One" and "Level Two." "Level One" regional proposals will be presented directly to the Approval Authority and will not be reviewed by the Regional Proposal Work Group. "Level Two" regional proposals will be reviewed by the Regional Proposal Work Group.

"Level One" Regional Projects	"Level Two" Regional Projects
***Presented directly to the Approval Authority; no Regional Proposal Working Group review*	*** Reviewed by the Regional Proposal Work Group*
1. Fusion Center 2. Training and Exercise Program 3. Public Safety Information Sharing 4. Bay RICS/interoperability 5. Medical and Public Health proposals from regional entities (ABAHO, BAMPWG) 6. Highly specialized and unique regional equipment 7. Management Team implemented projects	All other regional projects not in the "Level One" category

The role of the Regional Proposal Work Group is to provide input on Level Two regional projects to the Bay Area UASI General Manager. The Management Team will consider the input of the Regional Proposal Work Group when formulating recommendations to the Approval Authority for funding. The Regional Proposal Work Group will meet on Thursday February 22, 2018 to provide feedback on Level Two regional projects in terms of regional need and local capabilities. Proposers and subject matter experts will be invited to present their proposals and answer questions.

As with all other Bay Area UASI work groups, the Management Team will facilitate the Regional Proposal Work Group meeting, and participation will be open to all. The Management Team facilitator will seek input from all Bay Area UASI operational areas and core cities as part of the process to determine consensus and funding recommendations.

Section 10. Role of the Approval Authority

The following is a summary of key actions, responsibilities, and decision-points for Approval Authority Members in the FY18 proposal process.

- **Work Groups**: Approval Authority Members should ensure that their jurisdictions are represented on Bay Area UASI work groups (see Section 7, Role of the Work Groups, and Section 9, Role of the Regional Proposal Work Group, for more information).

- **Hub Voting Members**: Approval Authority Members should designate hub voting members to participate in hub meetings. The Management Team will solicit this information from Members in the fall of 2017. (See Section 8, Role of the Hubs).

- **Internal Vetting**: Approval Authority Members may wish to undertake an internal vetting process within their operational area/core city to identify which proposals should be submitted for UASI funding. Counties often combine such UASI proposal vetting with decision-making on their SHSP allocation. Upon request, the Management Team can provide assistance to jurisdictions in planning internal vetting processes.

- **Proposal Compliance:** Approval Authority Members should ensure that those submitting FY18 proposals attend the proposal kick off meeting on Thursday September 21 or review the webinar online at www.bauasi.org.   All proposers are required to attend/view the presentation. (See Section 4, Proposal Submission, and Section 6, Proposal Criteria, for more information).

- **Proposal Review**: Approval Authority Members will have the opportunity to review their jurisdictions' proposals from November 13 – December 1, 2017. Members may remove proposals from consideration during this time but must inform the proposers of their decision to do so.

- **Approve "Level One" Regional Projects**: Approval Authority Members will review/approve proposals for "Level One" regional projects. This will occur at the January 11, 2018 Approval Authority meeting.

- **Approve All Other Projects**: Approval Authority Members will review/approve all hub projects recommended by hub voting members and other regional ("Level Two") projects recommended by the Management Team. This will take place at the March 8, 2018 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 8, 2018 Approval Authority meeting.

Section 11. Allocation of Funding

At the next Approval Authority meeting following the announcement of the FY18 grant award, the Approval Authority will approve specific allocation amounts among the categories of core city allocations, regional projects, and hub projects. Projects within those categories will then be funded in order of priority, as specified by hubs and as approved by the Approval Authority.

Until the FY18 grant award is announced, for planning purposes, the Bay Area will operate under the assumption that the FY18 funding will be equal to the amount allocated in FY17–$28,356,000. (Note that this total includes the FY17 UASI grant award as well as leftover funds from prior grant years). For reference, below please find the FY17 hub, regional, and other allocations. These will be used in the FY18 cycle for planning purposes:

FY 17 UASI Allocations

East Hub	$1,304,197
North Hub	$379,561
South Hub	$1,363,603
West Hub	$2,512,421
Regional	$11,380,539
Core City	$3,000,000
Management Team	$3,308,480
State Retention (18.55%)	$5,107,200
TOTAL	**28,356,000**

Section 12. Priority Capability Objectives

Priority capability objectives are derived each year from the region's risk analysis process which identifies the highest risk and gap areas based on asset risk, threat information, and subject matter expert capability assessments. ***In order to be eligible for FY18 funding, all proposed projects must fulfill at least one of these priority capability objectives:***

Goal 2 - Information Analysis and Infrastructure Protection
Objective 2.2 Terrorism Attribution, Interdiction and Disruption: Conduct forensic analysis; attribute terrorist threats; and identify, deter, detect, disrupt, investigate, and apprehend suspects involved in terrorist activities.
Objective 2.3 Infrastructure Protection: Assess risk to the region's physical and cyber critical infrastructure and key resource, enhance protection, and reduce risk from all hazards.
Goal 3 - Communications
Objective 3.1 Operational Communications: Provide voice and data information among multi-jurisdictional and multidisciplinary responders, command posts, agencies, and officials during an emergency response.
Objective 3.2 Emergency Public Information and Warning: Provide public information and warning to affected members of the community in order to save lives and property.
Goal 4 - CBRNE Detection, Response, and Decontamination
Objective 4.1 Screening Search and Detection: Detect, locate and identify CBRNE materials and communicate relevant information to appropriate entities at the state and federal level.
Objective 4.4 Environmental Response/Health and Safety: Conduct assessments and disseminate resources to support immediate environmental health and safety operations.
Objective 4.5 Critical Resource Logistics: Secure supply nodes and provide emergency power, fuel support for responders, access to community staples, and fire and other first response services.
Goal 6 - Emergency Planning and Community Preparedness
Objective 6.2 Critical Transportation: Evacuate people and animals as well as deliver response personnel, equipment, and services in order to save lives and assist survivors.
Objective 6.3 Mass Care: Provide sheltering, feeding, family reunification, and bulk distribution for populations impacted by emergency incidents.
Objective 6.4 Community Resiliency: Collaborate with the whole community to prevent, protect, mitigate, prepare for, respond to and recover from all threats and hazards.
Goal 7 - Recovery
Objective 7.1 Infrastructure Systems: Restore critical lifelines through providing assessments and getting personnel and equipment to disaster scenes.

Goal 2 - Information Analysis and Infrastructure Protection

Objective 2.2 Terrorism Attribution, Interdiction and Disruption: Conduct forensic analysis; attribute terrorist threats; and identify, deter, detect, disrupt, investigate, and apprehend suspects involved in terrorist activities.

Core Capabilities: Forensics and Attribution, Interdiction and Disruption

Mission Areas: Prevention and Protection

Primary Audience: Law enforcement investigators, tactical team members, and analysts; fire department arson investigators

Outcomes:

a) Identify, find, thwart, and convict terrorist perpetrators by identifying and processing field intelligence collected from scenes, (e.g., cell phones, device materials, and contaminant type) (THIRA).

b) Prevent terrorism financial/material support from reaching its target, and prevent terrorist acquisition of and the transfer of Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) materials, precursors, and related technology.

c) Set up rapid command and control, interdict attacker, and intercept additional attacks by coordinating the operations of site security personnel, bomb teams, and local, Federal, and State law enforcement (THIRA).

Goal 2 - Information Analysis and Infrastructure Protection

Objective 2.3 Infrastructure Protection: Assess risk to the region's physical and cyber critical infrastructure and key resource, enhance protection, and reduce risk from all hazards.

Core Capabilities: Physical Protective Measures, Access Control and Identity Verification, Risk Management for Protection Programs and Activities, Long-term Vulnerability Reduction, Cyber Security

Mission Areas: Protection and Mitigation

Primary Audience: Chief security officers, information technology personnel, law enforcement involved in Critical Infrastructure and Key Resources (CIKR) protection and cyber-crimes, risk analysts, emergency managers and planners, and building and code enforcement personnel

Outcomes:

a) Provide vehicular access control and ensure that individuals accessing incident and public assembly sites have proper identification and authorization (THIRA).

b) Maintain tools for identifying, assessing, cataloging, and prioritizing physical and cyber assets in the region.

c) Assess the risk to Critical Infrastructure and Key Resources (CIKR) and prioritize risks to inform protection activities and investments for all hazards.

d) Harden high priority CIKR rated as having very high or high vulnerability to an earthquake or Vehicle-Borne Improvised Explosive Device (VBIED) attack (THIRA).

e) Decrease the long-term vulnerability of communities and CIKR by implementing mitigation activities stated in hazard mitigation plans.

f) Ensure County cyber security programs meet the Federal Information Processing Standards 200 - Minimum Security Requirements

g) Work with owners, operators, and service providers to develop a prevention, detection, and recovery plan focused on cyber resiliency in order to ensure network security of critical facilities is maintained despite a disaster, minimizing impacts to confidentiality and data availability and integrity (THIRA).

Goal 3 - Communications

Objective 3.1 Operational Communications: Provide voice and data information among multi-jurisdictional and multidisciplinary responders, command posts, agencies, and officials during an emergency response.

Core Capabilities: Operational Communications

Mission Area: Response

Primary Audience: OES, law enforcement, fire/EMS personnel, emergency communications and dispatch agencies, and information technology personnel

Outcomes:

a) During the first 24 hours following a no-notice incident, responders share mission critical voice information with each other and with responders from across the Bay Area region.

b) Ensure local or regional emergency communications systems are based on established governance, standard operating procedures, and technology.

c) During the first 72 hours following a catastrophic event, ensure that redundancies within state systems provide sufficient capability for continued communications, despite damage to regional systems (THIRA).

d) Within seven days following a catastrophic event, implement a plan to re-establish communications infrastructure throughout the Bay Area, especially commercial communication systems relying on cable (THIRA).

Goal 3 - Communications

Objective 3.2 Emergency Public Information and Warning: Provide public information and warning to affected members of the community in order to save lives and property.

Core Capabilities: Public Information and Warning

Mission Areas: All

Primary Audience: Public information officers, public warning officials, and emergency managers

Outcomes:

a) Implement emergency public information and warning systems that are interoperable, standards-based, and use a variety of means to inform the public.

b) Disseminate prompt, coordinated, clear, specific, accurate, and actionable emergency public information and warnings to all affected members of the community.

c) Provide timely updates and information regarding availability of resources, evacuation routes, and triage locations to millions of people and major businesses in the Bay Area, despite disruptions to public warning systems and private-sector media sources (THIRA).

Goal 4 - CBRNE Detection, Response, and Decontamination

Objective 4.1 Screening Search and Detection: Detect, locate and identify CBRNE materials and communicate relevant information to appropriate entities at the state and federal level.

Core Capability: Screening, Search, and Detection

Mission Areas: Prevention, Protection

Primary Audience: Special event security planners, bomb squads, and hazardous materials response personnel

Outcomes:

a) Screen conveyances, cargo, and people at land and maritime ports of entry, Critical Infrastructure and Key Resources (CIKR) sites, public events, and incident scenes.

b) Detect, identify, and locate CBRNE materials using a variety of integrated means including technology, canines, and specialized personnel.

c) Deploy security measures, including canine explosive detection teams, to detect weapons at public assembly sites (THIRA).

Goal 4 - CBRNE Detection, Response, and Decontamination

Objective 4.4 Environmental Response/Health and Safety: Conduct assessments and disseminate resources to support immediate environmental health and safety operations.

Core Capabilities: Environmental Response/Health and Safety

Mission Areas: Response

Primary Audience: Hazardous materials response teams

Outcomes:

a) Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions.

b) Minimize impact of oils and hazardous materials on the environment, natural and cultural resources, and historic properties.

c) Reduce illnesses and injury to first responders due to preventable exposure to secondary trauma, chemical/radiological release, infectious disease, or physical/ emotional stress.

d) During the first 24 hours of an incident, conduct needed health and safety hazard assessments, especially in the hardest hit areas (THIRA).

e) In the first 72 hours of an incident, develop and implement a plan of action to clean up numerous hazardous materials incidents; begin mass decontamination of up to 60,000 people and critical equipment; and disseminate guidance and resources to support environmental health and safety actions of emergency response personnel (THIRA).

Goal 4 - CBRNE Detection, Response, and Decontamination

Objective 4.5 Critical Resource Logistics: Secure supply nodes and provide emergency power, fuel support for responders, access to community staples, and fire and other first response services.

Core Capabilities: Logistics and Supply Chain Management, Supply Chain Integrity and Security, Fire Management and Suppression

Mission Areas: Protection and Response

Primary Audience: Hazardous materials response teams, emergency managers, firefighting and law enforcement personnel

Outcomes:

a) Secure key supply nodes, conveyances, and materials in transit through MOUs and/or other established partnership agreements with public and private sector stakeholders.

b) Provide food and other commodities to up to 2.2 million people who have lost services and residences, including stranded visitors or commuters in the region (THIRA).

c) Provide supplies to hardest hit areas by fixed-wing air, ground, sea transportation, and rotary wing aircraft if necessary (THIRA).

d) Coordinate with logistics providers to ensure supply chain security at private and public sector critical distribution sites (THIRA).

e) Within 72 hours following a critical incident, deploy traditional and specialized first response firefighting resources to manage up to 250,000 affected acres, including urban and wildfire areas; ensure coordinated deployment of appropriate local and state fire management and fire suppression resources (THIRA),

f) Over a two week time period, extinguish up to 5,000 fires using statewide mutual aid, while overcoming damage to transportation infrastructure (THIRA).

g) Within 24 hours following a catastrophic event, implement a plan to transition up to 2.2 million people to recovery (THIRA).

Goal 6 - Emergency Planning and Community Preparedness

Objective 6.2 Critical Transportation: Evacuate people (including infants, children, families, and pregnant women) and animals as well as deliver response personnel, equipment, and services in order to save lives and assist survivors.

Core Capabilities: Critical Transportation

Mission Areas: Response

Primary Audience: Emergency managers and transportation agencies

Outcomes:

a) Transmit requests for emergency and basic transportation resources and issue evacuation orders.

b) During the first 72 hours of an incident, provide transportation for response priority objectives, including evacuations due to fires, HAZMAT incidents, public health emergencies, and dam failures (THIRA).

c) Support staged evacuation of people with access and functional needs.

d) Clear debris from roads to facilitate response operations.

e) Within five days of an incident, supplement local and state authorities with resources for critical transportation, operators, and evacuation needs (THIRA).

Goal 6 - Emergency Planning and Community Preparedness

Objective 6.3 Mass Care: Provide sheltering, feeding, family reunification, and bulk distribution for all populations – including infants, children, pregnant women, and access and functional needs individuals – impacted by emergency incidents.

Core Capability: Mass Care Services

Mission Areas: Response

Primary Audience: Emergency managers, social services, American Red Cross (ARC)

Outcomes:

a) Provide mass care in a manner consistent with all applicable laws, regulations and guidelines, including those pertaining to individuals with access and functional needs.

b) Consolidate information about the mass care activities of non-governmental organizations and private-sector companies in order to coordinate operations with state and federal agencies.

c) Within the first 72 hours of a critical incident, begin to establish shelter, feeding, and hydration operations (including Points of Distribution) for up to 331,400 people and for up to 218,300 household pets needing shelter (THIRA).

d) Support more than one million people needing transportation assistance (THIRA).

e) During the first seven days of an incident, implement a plan to support mass care services during transition to short-term recovery (THIRA).

Goal 6 - Emergency Planning and Community Preparedness

Objective 6.4 Community Resiliency: Collaborate with the whole community to prevent, protect, mitigate, prepare for, respond to and recover from all threats and hazards.

Core Capabilities: Community Resilience

Mission Areas: Mitigation

Community Resilience: Emergency managers

Outcomes:

a) Manage volunteers and donations based upon pre-designated plans, procedures, and systems.

b) Develop and implement risk-informed plans using an ongoing collaboration process that brings together government and nongovernmental resources.

c) Empower the whole community to adapt to changing risk conditions and withstand and rapidly recover from damage to infrastructure and systems.

d) Through preparedness and outreach activities, mitigate the cascading effects of a catastrophic event that would cause extensive damage to residences, commercial buildings, and critical lifelines (THIRA).

Goal 7 - Recovery

Objective 7.1 Infrastructure Systems: Restore critical lifelines through providing timely assessments and getting personnel and equipment to disaster scenes.

Core Capability: Infrastructure Systems

Mission Areas: Response and Recovery

Primary Audience: Emergency managers, public works, and owners and operators of critical lifeline systems

Outcomes:

a) Provide situation needs and damage assessments by utilizing engineering, building inspection, and code enforcement services.

b) Coordinate between private sector and government operations to re-establish critical infrastructure and support response operations, life sustainment, and transition to recovery.

c) During the first 72 hours to 5 days of an incident of an incident, stabilize infrastructure affected by up to 50 million tons of debris (THIRA).

d) During the first 72 hours to 5 days of an incident, implement a plan to restore up to1.8 million households without potable water and 500,000 households without electricity (THIRA).

e) Within one month of an incident, develop a plan to remove up to 50 million tons of debris and redevelop major water and sewer systems (THIRA).

Section 13. Compliance of Frequently Requested Items

The table on the following page includes items for which jurisdictions have frequently sought homeland security dollars in the past and designates whether such items are:

(1) In compliance for the Bay Area UASI FY18 grant cycle in terms of meeting the FY18 priority capability objectives; and

(2) On the FEMA controlled equipment list.

For general purposes only:

Please note that this table is for general purposes only:

- It is not possible to provide a definitive list of what is in compliance or not, as this depends on how the proposed investment will be used and which capabilities it will support.

- Proposers are urged to contact Management Team members with specific questions on whether or not an item may be in compliance. However, to ensure fairness and consistency aross the region, a final compliance determination is not available until after the proposal has been submitted and the Management Team has completed their compliance review in November.

- This table is not meant to be a comprehensive list – it provides examples only

Controlled equipment:

All proposals that seek funding for items on FEMA's controlled equipment list must complete *FEMA Form 087-0-0-1* as part of their proposal application. This form includes information and requirements on multiple policies and protocols, inventory, training, after action reports, record keeping, regional capability, disposition, transfer, and written approval from the appropriate local governing body. Jurisdictions may indicate that they "will implement/obtain" the elements listed on the form, but all requirements must be fulfilled by the time the jurisdiction acquires the equipment. Proposers should take into account the time it will take to complete all requirements in the specification of project milestones.

At the time of the writing of this guidance, the Management Team is still seeking further clarification on these new policies from FEMA and Cal OES in order to support sub-recipient jurisdictions that are seeking funding for controlled equipment. Jurisdictions should be advised that for the foreseeable future it may be difficult to obtain state and federal approval for items on the controlled equipment list in a timely manner.

Please see FEMA's *Information Bulletin 407a* issued in March 2017 for more information - https://www.fema.gov/media-library/assets/documents/114557.

Compliance of Frequently Requested Items

Item	Meets FY18 Priority Capability Objectives?	Controlled Equipment?
Aircraft (fixed or rotrary)	Maybe	Yes
Aircraft (fixed or rotary) Accessories	Maybe	No
ALPRs – Fixed or Mobile	No	No
Ballistic Helmets and Shields	Maybe	No
Bomb Robots – Detect, Locate, Identify	Yes	No
Bomb Robots – Render Safe, Clear Hazards	No	No
Breaching Apparatus	Maybe	Yes
CERT (e.g., neighborhood emergency teams)	Yes	No
Community Resiliency	Yes	No
Critical Lifelines	Yes	No
Critical Transportation (e.g., equipment, evacuation)	Yes	No
Cybersecurity	Yes	No
Debris Clearance	Yes	No
Environmental Response, Health, Safety	Yes	No
EOCs – Capabilities, Use, Operations	No	No
Evacuation Capability	Yes	No
Fatality Management	No	No
Fire Management and Suppression	Yes	No
Mass Care Services	Yes	No
Operational Coordination	No	No
P25 Radio Systems and Equipment	Yes	No
Personnel Protective Equipment	Yes	No
Preventive Rad Nuc Detection**	Yes	No
Public Health and Medical	No	No
Public Information and Warning	Yes	No
Recovery	Maybe	No
Search and Rescue	No	No
Situational Assessment	No	No
Small Unmanned Aerial Systems (SUAS)	Maybe	Yes
Staff Position – Information and Intelligence	No	No
Staff Position – Infrastructure Protection	Yes	No
Staff Position – Planning	Maybe	No
Staff Position – Risk Management	No	No
Staff Position – Threat and Hazard Identification	No	No
Staff Position – Volunteer Management	Yes	No
Vehicles, Armored or Tactical (e.g., BearCat)	Maybe	Yes
Vehicles, Command and Control	Maybe	Yes
Watercraft and Watercraft Accessories	Maybe	No

*** = only eligible if consistent with the Bay Area's PRND Program*

Section 14. Summary Timeline

WHO	WHAT	WHEN	DETAILS
Management Team	Outreach	July 2017	Management Team sends the FY18 project proposal guidance to UASI stakeholders
UASI Work Groups	Informal project discussions	August 2017	Work groups discuss projects ideas as well as regional gaps and priorities.
Management Team	Kick off workshop and webinar	September 21, 2017	This meeting/webinar is required for all those submitting proposals.
UASI Stakeholders	Proposal submissions	September 22 – October 13, 2017	UASI stakeholders submit proposals through the WebGrants system.
Core City Stakeholders	Proposal meetings	Week of October 2	Management Team meets with Core City stakeholders to support proposal submissions
Management Team	Compliance review	October 16 – November 13, 2017	Management Team reviews proposals and checks for compliance.
Approval Authority	Proposal review	November 14 – December 1, 2017	Review period for Approval Authority members.
Hubs	Proposal review	December 15, 2017	Management Team sends proposals to hub voting members for review.
Hubs	Prioritize	January 2018	Hubs meet on specific days in January 2018 and list projects in order of importance.
Approval Authority	Approve "Level One" regional projects	January 11, 2018	Regional projects in the "Level One" category present proposals to the Approval Authority.
Regional Proposal Work Group	Review	February 22, 2018	The Regional Proposal Work Group reviews "Level Two" regional projects.
Approval Authority	Approve	March 8, 2018	Approval Authority approves hub and "Level Two" regional projects.

Section 15. Allowable Spending Guidelines

Please note that DHS has yet to issue guidelines for FY18. In the absence of this information, below please find the allowable spending information for FY17. At this time, the Management Team does not anticipate changes in the allowable spending guidelines in the FY18 Notice of Funding Opportunity. The Management Team will update stakeholders on any such changes in a timely manner.

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*).

15.1   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*.

15.2   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 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. 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:

- 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

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.

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 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/FEMA 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 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, as determined by the recipient or subrecipient through intelligence threat analysis. SHSP or UASI funds for organizational costs may be used to support select operational expenses associated with increased security measures. in the following authorized categories:

- Backfill and overtime expenses for staffing state or major Urban Area fusion centers;
- Hiring of contracted security for critical infrastructure sites;
- Participation in Regional Resiliency Assessment Program activities;
- Public safety overtime;
- 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 USBP

UASI funds may only be spent for operational overtime costs upon prior approval provided in writing by the FEMA Administrator per the instructions in IB 379: Guidance to State Administrative Agencies to Expedite the Expenditure of Certain DHS/FEMA Grant Funding.

15.3   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. 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.

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 must have in place an inventory management plan 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.NEMSIS.org).

15.4   Training

The Regional Training and Exercise Program (TEP) 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*.

Allowable training-related costs under HSGP include the establishment, support, conduct, and attendance of training specifically identified under the UASI program and/or in conjunction with emergency preparedness training by other Federal agencies (e.g., HHS and DOT). Training conducted using HSGP funds should address a performance gap identified through a TEP 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 training related to under-represented diverse populations that may be more impacted by disasters, including children, seniors, individuals with disabilities or access and functional needs, individuals with diverse culture and language use, individuals with lower economic capacity and other underserved populations, should be identified in a TEP 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.

15.5   Exercise

The Regional Training and Exercise 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 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 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.

15.6   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. 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.

15.7   Law Enforcement Terrorism Prevention Allowable Costs

Activities eligible for use of LETPA focused funds are outlined in the National Prevention Framework (and where capabilities are shared with the protection mission area, the National Protection Framework) and 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.

15.8   Controlled Equipment

Grant funds may be used for the purchase of Controlled Equipment, however, because of the nature of the equipment and the potential impact on the community, there are additional and specific requirements in order to acquire this equipment.

Refer to IB 407a *Use of Grant Funds for Controlled Equipment: Update for Fiscal Year 2017,* for the complete *Controlled Equipment List,* information regarding the *Controlled Equipment Request Form*, and a description of the specific requirements for acquiring controlled equipment with DHS/FEMA grant funds. For additional information on controlled equipment refer to Executive Order (EO) 13688 Federal Support for Local Law Enforcement Equipment Acquisition, and the Recommendations Pursuant to Executive Order 13688.

15.9   Requirements for Small Unmanned Aircraft System

All requests to purchase Small Unmanned Aircraft System (SUAS) with FEMA grant funding must also include 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, see Presidential Memorandum: Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties, in Domestic Use of Unmanned Aircraft Systems, issued February 20, 2015.

15.10   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 SHSP and 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

15.11 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 HSGP grant funds. Completed EHP review materials for construction and communication tower projects must be submitted as soon as possible to get approved by the end of the period of performance. EHP review materials should be sent to *gpdehpinfo@fema.gov*.

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/.htm*

15.12 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.

The following are definitions as it relates 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 /DHSFEMA 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.

15.13 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.

15.14 Unallowable Costs

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

15.15 Prohibited Equipment

Funds may not be used for the purchase of Prohibited Equipment. Refer to IB 407a *Use of Grant Funds for Controlled Equipment: Update for Fiscal Year 2017* for the most up to date *Prohibited Equipment List*. For additional information on Prohibited Equipment see Executive Order (EO) 13688 Federal Support for Local Law Enforcement Equipment Acquisition, and the Recommendations Pursuant to Executive Order 13688.

15.16 Unauthorized Exercise Costs

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 signs).

Bay Area UASI Project Application

00000-FY18 Bay Area UASI

00438 - P25 Radio Purchase

Funding Category: East Bay Hub

Amount Requested: $510,775

Submitted

09/16/2017 9:01 AM

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	
City	State/Province	Postal Code/Zip
		94568

Phone:*

510-555-1212	123
	Ext.

Fax: 510-555-1213

E-mail Address bapsa@countygov.org

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.

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 shared will Alameda and Contra Costa Counties.

Department Head Approval

Have you received approval from your department head to submit this application?

Yes

Name

John
FIRST

Smith
LAST

Title

Sheriff

Agency

Local County Sheriff's Office

Email

sheriff@bayareacounty.org

Phone

555-111-2222

Project Description

Select a goal:

Goal 3: Communications

Select a Priority Capability Objective:

Objective 3.1 Operational Communications

Objective

Select the most applicable FEMA Core Capability for your project:

Operational Communications

Select a nexus to terrorism: This project will enhance regional capacity to:

Respond to Terrorist Attacks

Describe the nexus to terrorism in detail:

This cache of interoperable radios will allow us to communicate effectively during a mutual aid terrorist incident.

Select all applicable outcomes:

a) During the first 24 hours following a no-notice incident, responders share mission critical voice information with each other and with responders from across the Bay Area region.

Yes

b) Ensure local or regional emergency communications systems are based on established governance, standard operating procedures, and technology.

Yes

Project Summary- Provide a brief description of your project:

We would like to purchase a cache of P25 Interoperable Radios for response operations during a major terrorist incident that requires mutual aid.

Please provide an inventory of the requested item currently used in the county:

50 Radios in Department/ 450 Countywide

Project Timeline

Total Project Time

Months 12

01/01/2019	12/31/2019
Project Start Date	Project End Date

Project Dates

Milestones

Milestones Minimum 5	Estimated Completion Date
Obtain Quotes	01/13/2019
Issuance Of PO	02/01/2019
Receive Equipment	04/15/2019
Test Equipment	05/15/2019
Submit Reimbursement Documentation	12/31/2019

Compliance Requirements

This project will require sole source approval:

This project will require a watercraft request form:

This project will require an aviation request form:

This project will require an Emergency Operation Center request form:

This project will require a performance bond:

This project will require grant funded personnel:
(No supplanting-. Each personnel position must complete a separate application)

Will you select one of these items in your Equipment Budget form?

01LE-01-HLMT Helmet, Ballistic

01LE-01-SHLD Shield, Ballistic, Protection Against Small Arms

02EX-00-EXEN Equipment, Explosive Entry

02EX-00-EXTR Materials, Energetic, Bomb Squad Training

03OE-07-SUAS System, Small Unmanned Aircraft

12VE-00-CMDV Vehicle, Command, Mobile

12VE-00-MISS Vehicle, Specialized Mission, CBRNE

12VE-00-SPEC Vehicle, Specialized Emergency Management

Project Budget POETE

Category: Fill In amounts in any applicable category:

Planning: $0.00

Organization: $0.00

Equipment: $510,775.00

Training: $0.00

Exercises: $0.00

Equipment Details

Select a category of FEMA Authorized Equipment	Select the appropriate AEL #	Quantity	Price Each	Sales Tax	Shipping	Training	Installation	Subtotal
Interoperable Communications Equipment	06CP-01- PORT Radio, Portable	100.0	$4,750.00	7.5%	$150.00	$0.00	$0.00	**$510,775**
Equipment Totals:			$475,000.00	$35,625.00	$150.00	$0.00	$0.00	$510,775

SAMPLE

Total Amount Requested: $510,775