



**Project Proposal Guidance  
for Fiscal Year 2019**

Approved by the Approval Authority on June 14, 2018

# Table of Contents

<b>1. UASI GRANT PROGRAM OVERVIEW</b> .....	2
<b>2. THE 2019 FEDERAL BUDGET</b> .....	2
<b>3. STAKEHOLDER PREPAREDNESS REVIEW (SPR)</b> .....	2
<b>4. PROPOSAL SUBMISSION</b> .....	3
<b>5. PROPOSAL REVIEW</b> .....	4
<b>6. PROPOSAL CRITERIA</b> .....	4
<b>7. REGIONAL PROJECTS</b> .....	5
<b>8. ROLE OF THE WORK GROUPS</b> .....	7
<b>9. ROLE OF THE HUBS</b> .....	8
<b>10. ROLE OF THE APPROVAL AUTHORITY</b> .....	10
<b>11. ALLOCATION OF FUNDING</b> .....	11
<b>12. BAY AREA HOMELAND SECURITY GOAL AREAS</b> .....	12
<b>13. SUMMARY TIMELINE</b> .....	13
<b>14. ALLOWABLE SPENDING GUIDELINES</b> .....	14

## **APPENDIX A – SAMPLE PROJECT PROPOSAL**

**This guidance provides an overview of the process and requirements for applying for funds through the Bay Area UASI for the FY19 grant year. Please note that this guidance remains interim until the Department of Homeland Security (DHS) releases the FY19 Notice Of Funding Opportunity (NOFO). This guidance does not include the updated rules governing allowable expenses under the UASI grant for FY19.**

## **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 FY19 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. 2019 Federal Budget**

It is expected that the Department of Homeland Security (DHS) FY19 budget will be approved in the first few months of 2019, and DHS will issue a Notice of Funding Opportunity (NOFO) for the Homeland Security Grant Program (HSGP) by the spring of 2019. 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 Bay Area UASI Management Team.

## **Section 3. Stakeholder Preparedness Review (SPR)**

The Federal Emergency Management Agency (FEMA) requires submission of the Stakeholder Preparedness Review (SPR) and Threat and Hazard Identification and Risk Assessment (THIRA) reports based on the Post-Katrina Emergency Management Reform Act of 2006. The SPR is a self-assessment of a jurisdiction's current capability levels against the targets identified in the THIRA. 2018 is the first year that FEMA is requiring Urban Areas like the Bay Area UASI to submit the SPR in addition to the THIRA. In the annual submission of the SPR, Urban Areas are required to show the impact of grant funds on building or sustaining capabilities over the past year. Urban Areas must also demonstrate how investments of grants dollars are used to close gaps in capabilities revealed in the SPR. The Bay Area UASI Management Team will provide policy guidance to the Bay Area UASI Approval Authority as needed and will link our grant investments to capability gaps in our submission of the SPR.

## **Section 4. Proposal Submission**

FY19 UASI proposals must be submitted to the Management Team between Friday September 21 and Friday October 12, 2018. All proposals must be submitted by 5pm on Friday October 12. Late proposals will be ineligible.

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

All persons submitting FY19 proposals are required to either attend the FY19 proposal kick off workshop/webinar on Thursday, September 20, 2018 or review the webinar prior to submitting a proposal (available at [www.bayareauasi.org](http://www.bayareauasi.org)). Please note the Management Team will notify our primary stakeholders of the kick off meeting. However, ultimately, county and core city leadership should be responsible for distributing notification emails regarding UASI project proposal information to their cities and agencies.

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

All proposals must be submitted through WebGrants. A sample proposal can be found in Appendix A of this guidance. The online proposal form will be available as of September 21 upon logging into WebGrants. The Management Team will offer training on using the system for submitting proposals at the Thursday September 20 proposal kick off workshop/webinar.

### ***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. Please also note that all staff positions are limited to a maximum of 14 months duration.

### ***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 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 September 24<sup>th</sup> in order to support the proposal submission process.

## **Section 5. Proposal Review**

Upon receipt of the proposals on October 12, the Management Team will review them for compliance with the proposal criteria (see Section 6). Proposals that do not meet the criteria will be ineligible and will be removed from further consideration for funding.

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

The Management Team will share proposals with Approval Authority members for review in November and then with hub voting members in December 2018. See sections below for more details on the hub and other review processes, as well as Section 13 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 preparedness for terrorist incidents
- Directly benefit at least two operational areas
- Support at least one of the region’s homeland security goals (see Section 12)
- Include only allowable expenses under UASI grant guidelines (See Section 14)

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 20 or listen to the webinar version on the UASI website ([www.bayareauasi.org](http://www.bayareauasi.org)) prior to submitting the proposal.

## Section 7. Regional Projects

When submitting a project, proposers will be asked to designate whether their proposal is a “core city,” “hub,” or “regional” project. Core city refers to Oakland, San Francisco, and San Jose. Hub refers to the four groupings of the North, South, East, and West counties of the Bay Area (see map on page 9). A “regional” project is defined as a project that benefits 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 Training and Exercise Program –managed by the Alameda County Sheriff’s Office on behalf of and available to the entire Bay Area UASI twelve-county region.
- Bay Area PRND Equipment – project governed by a regional work group to benefit the entire region by providing radiological and nuclear detection, analysis, and reporting.

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

However, highly specialized and unique equipment is considered a “Level One” regional project and reviewed by the Approval Authority at the January 2019 meeting. Such equipment must address a gap in an after action report, and a Bay Area UASI work group must endorse that it meets the “highly specialized and unique” threshold. Proposers who believe their project meets this threshold must state this in their proposal submission and seek work group review.

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

- 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 15 – November 9, 2018). 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 November 30, the end of the Approval Authority review period. After November 30, 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.

***Level One and Level Two Regional Projects:***

Regional projects are divided into two categories: “Level One” and “Level Two.” Level One regional proposals will be presented directly to the Approval Authority in the January 2019 meeting.

Level Two regional proposals must be vetted by a Bay Area UASI work group prior to the October 12, 2018 proposal submission deadline. The Bay Area UASI project manager who chairs the work group will be responsible for confirming that the submitted proposal has been vetted by the work group and for recording whether it has been endorsed in the work group minutes.

<b>“Level One” Regional Projects</b>	<b>“Level Two” Regional Projects</b>
<i>***Presented directly to the Approval Authority in the January 2019 meeting</i>	<i>*** Reviewed and endorsed by Bay Area UASI work groups by October 12</i>
1. Fusion Center	All other regional projects not in the “Level One” category
2. Training and Exercise Program	
3. Public Safety Information Sharing	
4. BayRICS	
5. Medical and Public Health proposals from regional entities (ABAHO, BAMPWG)	
6. Highly specialized and unique regional equipment	
7. Management Team implemented projects	

Please note that it is the responsibility of the proposer to vet their proposal idea with a work group in a timely manner before the October 12 submission deadline. Please see Section 8 below for more information about Bay Area UASI work groups.

If the work group endorses the Level Two regional proposal it may be considered by the Approval Authority for funding upon recommendation by the Management Team. The Bay Area UASI Management Team will report all Level One and Level Two regional proposal submissions to the Approval Authority, and will provide funding recommendations based on the region’s risk and gaps as well as funding availability.

## Section 8. 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 of the Bay Area UASI. They meet on a monthly or quarterly basis and are chaired by project managers from the UASI Management Team. Approval Authority members should ensure their jurisdictions are represented in work groups for optimum inclusion in UASI project discussions. Each work group is assigned a goal or set of goals from the *Bay Area Homeland Security Goals*. The work groups and their areas of responsibility for FY19 are:

Goal	Bay Area Homeland Security Goal	Bay Area UASI Work Group
1	Public Safety Information Sharing	Public Safety Information Sharing
2	Critical Infrastructure	(no specific work group)
3	Cybersecurity	Cyber Resiliency
4	Communications	Public Information and Warning BayRICS Radio Operators Advisory Group
5	Health and Medical	Medical and Public Health
6	Catastrophic Planning and Response	CBRNE
7	Community Preparedness	Emergency Management
8	Recovery	

Bay Area UASI work groups have a special role in vetting some regional proposals. “Level Two” regional proposals need to be vetted by a Bay Area UASI work group prior to the October 12, 2018 proposal submission deadline. Proposers that are submitting regional highly unique and specialized equipment projects must also receive an endorsement from an associated work group. Please see Section 7 above for more information.

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 and Exercise Work Group and funded annually from a regional allocation. More information can be found at [www.bauasitep.org](http://www.bauasitep.org) or by contacting Commander Shawn Sexton, Bay Area UASI Training and Exercise Program Manager, at (925) 560-5869 or [ssexton@acgov.org](mailto:ssexton@acgov.org).

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



## **Section 9. Role of the Hubs**

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

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

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

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

On December 14, 2018, the Management Team will provide hub voting members with all submitted proposals for their hubs that meet the specified criteria on page 4 of this guidance and that have been confirmed by the corresponding jurisdiction’s Approval Authority member. Hub voting members should become familiar with all hub proposed projects prior to the hub meeting and come to the hub meeting prepared to discuss project submissions with other hub voting members. The Management Team is available to assist hub voting members with any questions or concerns, including arranging information from regional subject matter experts in advance of the hub deliberations.

### ***Proposal Prioritization Process:***

The Management Team will convene the hubs in January 2019 to decide on their final prioritized list of projects for recommendation to the Approval Authority for funding. 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., provides scalable solutions, leverages other funding sources, and benefits 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 (FY18) 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 FY19 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 in case additional funds become available in the future. This should include short time frame projects.

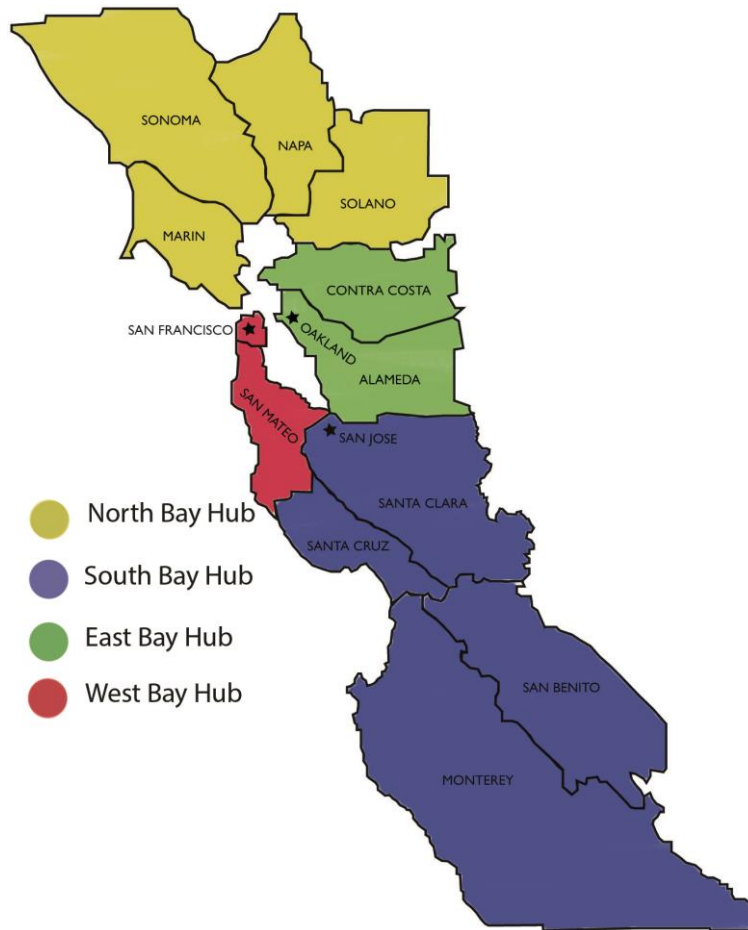
***Modifications to Proposals:***

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 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 4.

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 2019.



## 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 FY19 proposal process.

- **Work Groups:** Approval Authority members should ensure that their jurisdictions are represented on Bay Area UASI work groups (see Section 8, Role of the Work Groups).
- **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 2018. (See Section 9, Role of the Hubs).
- **Internal Vetting:** Approval Authority members may wish to undertake an internal vetting process within their county/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 FY19 proposals attend the proposal kick off meeting on Thursday September 20 or review the webinar online at [www.bayareauasi.org](http://www.bayareauasi.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 – 30, 2018. 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 10, 2019 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 14, 2019 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 14, 2019 Approval Authority meeting.

## Section 11. Allocation of Funding

At the next Approval Authority meeting following the announcement of the FY19 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 FY19 grant award is announced, for planning purposes, the Bay Area will operate under the assumption that the FY19 funding will be equal to the amount allocated in FY18—\$28,200,000. (Note that this total includes the FY18 UASI grant award as well as leftover funds from prior grant years). For reference, below please find the FY18 hub, regional, and other allocations. These will be used in the FY19 cycle for planning purposes:

### FY 18 UASI Allocations

East Hub	\$ 1,324,200
North Hub	\$ 385,338
South Hub	\$ 1,384,091
West Hub	\$2,549,852
Regional	\$11,490,539
Core City	\$3,000,000
Management Team	\$3,308,480
State Retention (17.3%)	\$4,757,500
<b>TOTAL</b>	<b>\$28,200,000</b>

## Section 12. Bay Area UASI Homeland Security Goal Areas

All proposed projects must fulfill at least one of these goal areas to be eligible for FY19 funding.

GOAL	NAME	DESCRIPTION	CORE CAPABILITIES
1	<i>Public Safety Information Sharing</i>	Enhance information collection, analysis and sharing in support of public safety operations	Intelligence and Information Sharing Risk & Disaster Resiliency Assessment Threats and Hazards Identification
2	<i>Critical Infrastructure</i>	Protect critical infrastructure and key resources from all threats and hazards	Risk Management Protection Prg/Act. Physical Protective Measures Access Control & Identity Verification Long-term Vulnerability Reduction Infrastructure Systems
3	<i>Cybersecurity</i>	Strengthen security and preparedness across cyberspace	Cybersecurity
4	<i>Communications</i>	Strengthen communications capabilities through planning, governance, technology, and equipment	Operational Communications Public Information and Warning
5	<i>Health and Medical</i>	Improve health and medical capabilities	Environmental Response/Health Safety Public Health, Healthcare, & EMS Fatality Management
6	<i>Catastrophic Planning and Response</i>	Enhance multi-jurisdictional/inter-jurisdictional all-hazards incident catastrophic planning, response, and recovery capabilities	Operational Coordination Planning Forensics and Attribution Screening, Search, and Detection** Interdiction and Disruption Supply Chain Security and Integrity Environmental Response/Health Safety Mass Care Services Logistics & Supply Chain Management On Scene Security Protect./Law Enfor. Fire Management and Suppression Critical Transportation Mass Search and Rescue Operations Situational Assessment
7	<i>Community Preparedness</i>	Enhance community preparedness	Community Resilience
8	<i>Recovery</i>	Enhance incident recovery capabilities	Planning Infrastructure Systems Natural and Cultural Resources Health and Social Services Economic Recovery Housing

\*\* Note: requests for PRND investments must be consistent with the Bay Area UASI PRND Program

## Section 13. Summary Timeline

WHO	WHAT	WHEN	DESCRIPTION
Management Team	Outreach	June 2018	Management Team sends the FY19 project proposal guidance to UASI stakeholders
UASI Work Groups	Proposal discussions	July - September 2018	Work groups discuss regional gaps and priorities and review Level Two regional proposals
Management Team	Kick off workshop and webinar	September 20, 2018	This meeting/webinar is required for all those submitting proposals.
UASI Stakeholders	Proposal submissions	September 21 – October 12, 2018	UASI stakeholders submit proposals through the WebGrants system.
Core City Stakeholders	Proposal meetings	Week of September 24th	Management Team meets with Core City stakeholders to support proposal submissions
Management Team	Compliance review	October 15 – November 9, 2018	Management Team reviews proposals and checks for compliance.
Approval Authority	Proposal review	November 13 – 30, 2018	Review period for Approval Authority members.
Hubs	Proposal review	December 14, 2018	Management Team sends proposals to hub voting members for review.
Hubs	Prioritize	January 2019	Hubs meet on specific days in January 2019 and list projects in order of importance.
Approval Authority	Approve “Level One” regional projects	January 10, 2019	Regional projects in the “Level One” category present proposals to the Approval Authority.
Approval Authority	Approve	March 14, 2019 (estimate)	Approval Authority approves hub and “Level Two” regional projects as well as FY19 allocations

## **Section 14. Allowable Spending Guidelines**

*Please note that DHS has yet to issue guidelines for FY19. In the absence of this information, below please find the allowable spending information for FY18. At this time, the Management Team does not anticipate changes in the allowable spending guidelines in the FY19 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*).

### **14.1 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](http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf).

### **14.2 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. Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant. Personnel expenses may include but are not limited to: training and exercise coordinators, program managers and planners, intelligence analysts, and statewide interoperability coordinators (SWIC).

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

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

Organizational activities under UASI include:

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

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

All fusion center analytic personnel must demonstrate qualifications that meet or exceed competencies identified in the *Common Competencies for State, Local, and Tribal Intelligence*



*Analysts*, which outlines the minimum categories of training needed for intelligence analysts. A certificate of completion of such training must be on file with the SAA and must be made available to the recipient’s respective FEMA HQ Program Analyst upon request.

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

**Table 1: Authorized Operational Overtime Categories**

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

		the SEAR rating. Operational overtime for security measures associated with such events will be considered for approval by FEMA if re-adjudication results in a SEAR 1 through 4 rating.
<b>4</b>	<b>States of Emergency</b>	Declarations of states of emergency by the Governor associated with a terrorism-related threat or incident. This excludes Presidentially-declared major disasters or emergencies where federal funding support for the proposed grant-funded activity is made available through the FEMA Public Assistance program or other Federal disaster grants.
<b>5</b>	<b>National Critical Infrastructure Prioritization Program (NCIPP)</b>	Protection of Level 1 and Level 2 facilities identified through the Department of Homeland Security's NCIPP based on a terrorism-related threat to critical infrastructure.
<b>6</b>	<b>Directed Transit Patrols</b>	Targeted security patrols in airports and major transit hubs based on a terrorism-related threat to transportation systems.
<b>7</b>	<b>Other Related Personnel Overtime Costs</b>	Overtime costs may be authorized for personnel assigned to directly support any of the security activities relating to the categories above. Examples include firefighters and emergency medical services personnel; public works employees who may be responsible for installing protective barriers and fencing; public safety personnel assigned to assist with event access and crowd control; emergency communications specialists; fusion center analysts; National Guard; contract security services; etc.
<b>8</b>	<b>Operational Support to a Federal Agency</b>	Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities related to homeland security/terrorism preparedness and specifically requested by a federal agency. Allowable costs are limited to overtime associated with federally requested participation in eligible activities, including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams. In addition, reimbursement for operational overtime law enforcement activities related to combating transnational crime organizations in support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism is an allowable expense under SHSP and UASI on a case by case basis. Grant funding can only be used in proportion to the federal man-hour estimate, and only after funding for these activities from other federal sources (i.e., FBI JTTF payments to state and local agencies) has been exhausted.

All allowable operational overtime costs are also subject to the administration requirements outlined in the following subsection.

#### *Administration of Operational Overtime Requests*

- With the exception of an elevated NTAS alert, SHSP or UASI funds may only be spent for operational overtime costs upon prior written approval by FEMA. The SAA must submit operational overtime requests in writing, to its assigned FEMA Grant Programs Directorate (GPD) Program Analyst (PA). FEMA GPD will consider requests for special event activities up to one year in advance. However such requests must be within the award's current period of performance and not result in the need for a request to extend the period of performance.
- All operational overtime requests must clearly explain how the request meets the criteria of one or more of the categories listed in the table above. Requests must address the threat environment as it relates to the event or activity requiring operational overtime support and explains how the overtime activity is responsive to the threat. Request letters sent to FEMA GPD must be UNCLASSIFIED but may be labeled "For Official Use Only." If explaining the threat will require the sharing of classified information, the letter should state as such. FEMA GPD will then make arrangements for the sharing of classified information through official channels.
- Post-event operational overtime requests will only be considered on a case-by-case basis, where it is demonstrated that exigent circumstances prevented submission of a request in advance of the event or activity.
- Under no circumstances may DHS/FEMA grant funding be used to pay for costs already supported by funding from another federal source.
- States with UASI jurisdictions can use funds retained at the state level to reimburse eligible operational overtime expenses incurred by the state (per the above guidance limitations). Any UASI funds retained by the state must be used in direct support of the Urban Area. States must provide documentation to the UAWG and DHS/FEMA upon request demonstrating how any UASI funds retained by the state would directly support the Urban Area.
- FEMA will consult and coordinate with appropriate DHS components as necessary to verify information used to support operational overtime requests. For example, the review of operational overtime requests for the protection of critical infrastructure will be coordinated with DHS Office of Cyber and Infrastructure Analysis to verify the Level I or Level II NCIPP designation. Also, DHS Office of Intelligence and Analysis will be consulted to validate reported threat information associated with the event or activity.

### **14.3 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>. Some equipment items require prior approval before the obligation or purchase of the items. Please reference the grant notes for each equipment item to ensure prior approval is not required.

Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS/FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

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

Grant funds may be used for the procurement of medical countermeasures. Procurement of medical countermeasures must be conducted in collaboration with state, city, or local health departments that administer Federal funds from HHS for this purpose and with existing MMRS committees where available, in order to sustain their long term planning for appropriate, rapid, and local medical countermeasures, including antibiotics and antidotes for nerve agents, cyanide, and other toxins. Procurement must have a sound threat based justification with an aim to reduce the consequences of mass casualty incidents during the first crucial hours of a response. Prior to procuring pharmaceuticals, recipients submit a written inventory management plan to the UASI for approval by CalOES to avoid large periodic variations in supplies due to coinciding purchase and expiration dates. Recipients are encouraged to enter into rotational procurement agreements with vendors and distributors. Purchases of pharmaceuticals must include a budget for the disposal of expired drugs within each fiscal year's PoP for HSGP. The cost of disposal cannot be carried over to another DHS/FEMA grant or grant period.

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

### **14.4 Training**

The Regional Training and Exercise Program (RTEP) will be responsible for reviewing and approving all training requests. Allowable training-related costs under UASI include the establishment, support, conduct, and attendance of training specifically identified under the UASI grant program and/or in conjunction with emergency preparedness training by other Federal agencies (e.g., HHS, DOT). Training conducted using HSGP funds should address a performance gap identified through an AAR/IP or other assessments (e.g., National Emergency Communications Plan NECP Goal Assessments) and contribute to building a capability that will be evaluated through a formal exercise. Any training or training gaps, including those for children, older adults, pregnant women, and individuals with disabilities and others who also

have or access and functional needs, should be identified in the AAR/IP and addressed in the state or Urban Area training cycle. Recipients are encouraged to use existing training rather than developing new courses. When developing new courses, recipients are encouraged to apply the Analysis, Design, Development, Implementation and Evaluation model of instructional design using the *Course Development Tool*.

## 14.5 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.

#### **14.6 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 (EMAC). Additionally, eligible costs must also be in support of equipment, training, and critical resources that have previously been purchased with either Federal grant or any other source of funding other than DHS/FEMA preparedness grant program dollars.

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

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

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

## **14.8 Requirements for Small Unmanned Aircraft System**

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

## **14.9 Critical Emergency Supplies**

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

If grant expenditures exceed the minimum threshold, the five-year inventory management plan will be developed by the recipient and monitored by FEMA GPD with the assistance of the FEMA Logistics Management Directorate (LMD). FEMA GPD will coordinate with LMD and the respective FEMA Region to provide program oversight and technical assistance as it relates to the purchase of critical emergency supplies under UASI. FEMA GPD and LMD will establish guidelines and requirements for the purchase of these supplies under UASI and monitor development and status of the state's inventory management plan.

States (through their Emergency Management Office) are strongly encouraged to consult with their respective FEMA Regional Logistics Chief regarding disaster logistics-related issues. States are further encouraged to share their DHS/FEMA approved plan with local jurisdictions and Tribes

## **14.10 Construction and Renovation**

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

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

Recipients using funds for construction projects must comply with the Davis-Bacon Act (40 U.S.C. § 3141 et seq.). Recipients must ensure that their contractors or subcontractors for construction projects pay workers no less than the prevailing wages for laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the state in which the work is to be performed. Additional information regarding compliance with the Davis-Bacon Act, including Department of Labor (DOL) wage determinations, is available from the following website <https://www.dol.gov/whd/govcontracts/dbra.htm>.

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



review materials for construction and communication tower projects must be submitted as soon as possible to get approved by the end of the PoP. EHP review materials should be sent to [gpdehpinfo@fema.gov](mailto:gpdehpinfo@fema.gov).

#### **14.11 Personnel**

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

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

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

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

The following are definitions as they relate to personnel costs:

- *Hiring.* State and local entities may use grant funding to cover the salary of newly hired personnel who are exclusively undertaking allowable /DHS/FEMA program activities as specified in this guidance. This may not include new personnel who are hired to fulfill any non-DHS/FEMA program activities under any circumstances. Hiring will always result in a net increase of Full Time Equivalent (FTE) employees.
- *Overtime.* These expenses are limited to the additional costs which result from personnel working over and above 40 hours of weekly work time as a direct result of their performance of DHS/FEMA-approved activities specified in this guidance. Overtime associated with any other activity is not eligible.
- *Backfill-related Overtime.* Also called “Overtime as Backfill,” these expenses are limited to overtime costs which result from personnel who are working overtime (as identified above) to perform the duties of other personnel who are temporarily assigned to DHS/FEMA-approved activities outside their core responsibilities. Neither overtime nor backfill expenses are the result of an increase of FTE employees.

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

#### **14.12 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.

#### **14.13 Unallowable Costs**

- Per FEMA policy, the purchase of weapons and weapons accessories, including ammunition, is not allowed with HSGP funds.
- Grant funds may not be used for the purchase of equipment not approved by DHS/FEMA. Grant funds must comply with IB 426 and may not be used for the purchase of the following equipment: firearms; ammunition; grenade launchers; bayonets; or weaponized aircraft, vessels, or vehicles of any kind with weapons installed.
- Unauthorized exercise-related costs include:
  - Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances).
  - Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (e.g., electronic messaging sign).

#### **14.14 Emergency Management Accreditation Program**

With funds provided through FY 2018 HSGP, states have the opportunity to encourage their local jurisdictions to pursue assessment and accreditation under the Emergency Management Accreditation Program (EMAP).

EMAP's assessment and accreditation of emergency management organizations against consensus-based, American National Standards Institute (ANSI)-certified standards allows for

standardized benchmarking of critical functions necessary for an emergency management organization to meet the core capabilities identified in the Goal. Additional information on the EMAP Standard is available at <http://www.emap.org>.

#### **14.15 National Information Exchange Model (NIEM)**

DHS/FEMA requires all grant recipients to use the latest NIEM specifications and guidelines when using HSGP funds to develop, procure, or implement homeland security information exchanges, including systems and databases. This includes, but is not limited to the use of Extensible Markup Language (XML) and Java Script Object Notation (JSON). Further information about NIEM specifications and guidelines is available at <http://www.niem.gov>. More information on the purpose of NIEM is located in Appendix G – FY 2018 HSGP Supplemental Material of this NOFO.

#### **14.16 28 C.F.R. Part 23 Guidance**

DHS/FEMA requires that any information technology system funded or supported by these funds comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies if this regulation is determined to be applicable.



00000-FY19 Bay Area UASI

00038 - P25 Radio Purchase

Funding Category: East Bay Hub

Amount Requested: \$47,500

Status: PENDING

### Project Lead

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

**Title:** Undersheriff

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

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

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

### Organization Information

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

**Organization Type:** County Government

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

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

**Phone:\*** 510-555-1212 123  
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 an 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

Smith

FIRST

LAST

**Title**

Sheriff

**Agency**

Local County Sheriff's Office

**Email**

sheriff@bayareacounty.org

**Phone**

555-111-2222

---

## Project Description

Select a goal:

Goal 4: Communications

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 inter-operable radios will allow us to communicate effectively during a mutual aid terrorist incident.

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.

---

## Project Timeline

Total Project Time

Months 12

Project Dates

01/01/2020

Project Start Date

12/31/2020

Project End Date

---

## Milestones

Milestones Minimum 5	Estimated Completion Date
(EQUIPMENT)btain Quotes	01/13/2020
(EQUIPMENT) Issuance Of PO	02/01/2020
(EQUIPMENT) Receive Equipment	09/15/2020
(EQUIPMENT) Test Equipment	10/15/2020
(EQUIPMENT) Project Completion	12/31/2020



---

## Compliance Requirements

State Sole Source Approval: NO

Aviation Request Form: NO

Watercraft Request Form: NO

Aviation Request Form: NO

Performance Bond: NO

SAMPLE APPLICATION

---

## Project Budget POETE

Category: Fill In amounts in any applicable category:

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

### Equipment Details

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

Equipment Totals: \$47,500.00

SAMPLE APPLICATION

---

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