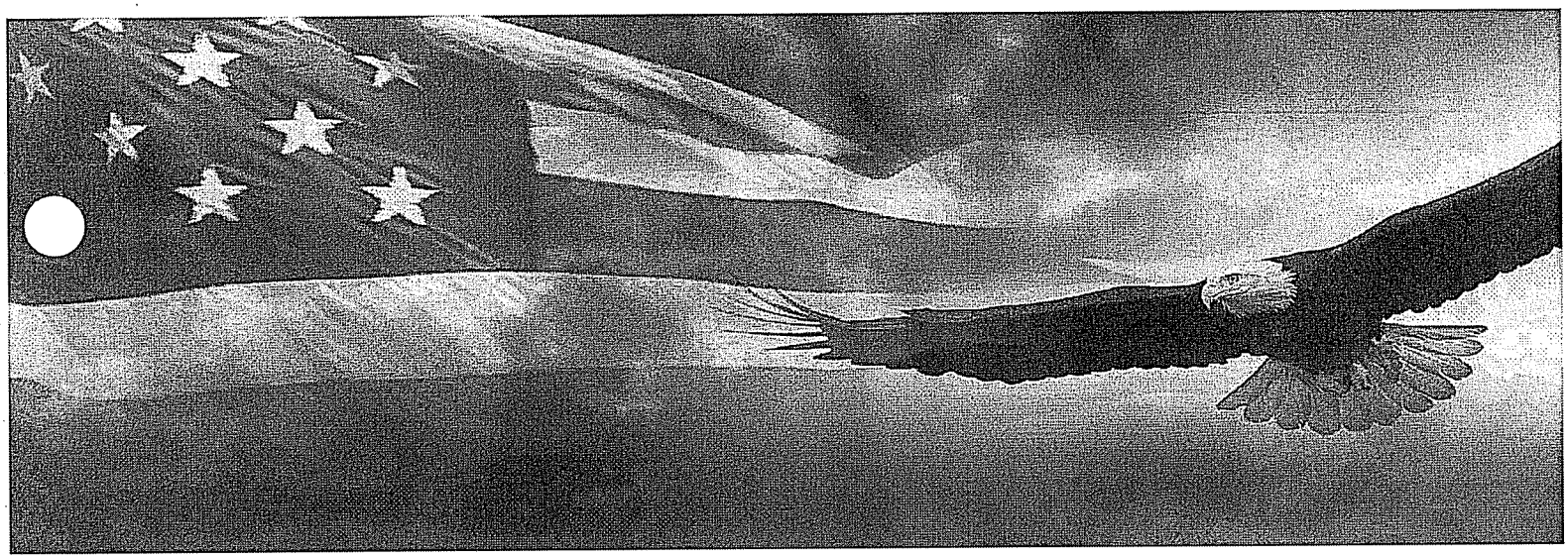

Fiscal Year 2008

INTEROPERABLE EMERGENCY COMMUNICATIONS GRANT PROGRAM

GUIDANCE AND APPLICATION KIT

JUNE 2008

NATIONAL PROTECTION AND PROGRAMS DIRECTORATE
OFFICE OF EMERGENCY COMMUNICATIONS

FEDERAL EMERGENCY MANAGEMENT AGENCY
GRANT PROGRAMS DIRECTORATE

Foreword

The National Commission on Terrorist Attacks Upon the United States (also known as the 9/11 Commission) recognized systemic shortfalls in emergency communication systems among Federal, State, and local public safety agencies responding to the incidents of September 11, 2001. In response to the recommendations of the Commission, section 301 of the Implementing the 9/11 Commission Recommendations Act of 2007 (P. L. 110-53, hereafter referred to as the 9/11 Act) amends the Homeland Security Act of 2002 (P.L. 107-296) by adding section 1809, which creates the Interoperable Emergency Communications Grant Program (IECGP).

The goal of IECGP is to improve local, tribal, regional, statewide, and national interoperable emergency communications, including communications in collective response to natural disasters, acts of terrorism, and other man-made disasters. According to the legislation that created IECGP, funding will enable States, Territories, local units of government, and tribal communities to implement their Statewide Communication Interoperability Plans (SCIP) and align to the National Emergency Communications Plan (NECP) to further enhance interoperability.

Identified gaps from the analysis of SCIPs have been used to shape the development of the goals and objectives of the NECP, which is due to be delivered to Congress in July 2008. Further, the goals and objectives identified in the formation of the NECP have driven the development of FY 2008 IECGP funding goals. By proposing projects that align with FY 2008 IECGP funding goals and the State or Territory's respective SCIP, grantees should meet NECP compliance requirements for FY 2008. Future year grant programs may include additional requirements for grantees to demonstrate compliance with the NECP.

The Department of Homeland Security (DHS) Office of Emergency Communications (OEC) and the Federal Emergency Management Agency (FEMA) Grant Programs Directorate (GPD) have coordinated to develop the IECGP. Both offices will use their interoperability expertise and grant-related services in the administration of IECGP. This grant program will offer a unique opportunity to combine the interoperable communications expertise of OEC with the grant management capabilities of FEMA to advance interoperable emergency communication priorities nationwide.

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Program Description

The Interoperable Emergency Communications Grant Program (IECGP) is a grant program created by the 9/11 Act. IECGP is being administered as a joint effort between the Department of Homeland Security's (DHS) Office of Emergency Communications (OEC) and the Federal Emergency Management Agency (FEMA) Grant Programs Directorate (GPD). In Fiscal Year (FY) 2008, $48,575,000 is available for IECGP grants to States and Territories. This package provides the formal grant guidance and application materials needed to apply for funding under IECGP, including IECGP funding allocations, eligibility criteria, and detailed application requirements. The eligible applicants for this grant program are the State Administrative Agencies (SAA) of the 56 States and Territories.

In FY 2008, IECGP provides planning, training, and exercise funding to States, Territories, and local and tribal governments to carry out initiatives to improve interoperable emergency communications, including communications in collective response to natural disasters, acts of terrorism, and other man-made disasters. All activities proposed under IECGP must be integral to interoperable emergency communications and must be aligned with the goals, objectives, and/or initiatives identified in the grantee's approved Statewide Communication Interoperability Plan (SCIP).

IECGP will also advance near-term priorities established by DHS deemed critical to improving interoperable emergency communications, consistent with the anticipated goals of the forthcoming National Emergency Communications Plan (NECP), which is due to be delivered to Congress in July 2008. The NECP provides recommendations regarding how the United States should: (1) support and promote the ability of emergency response providers and relevant government officials to continue to communicate in the event of natural disasters, acts of terrorism, and other man-made disasters; and (2) ensure, accelerate, and attain interoperable emergency communications nationwide. Per the 9/11 Act, IECGP funds will not be awarded before the NECP is delivered to Congress.

OEC and GPD have established program and policy guidelines for IECGP, and will ensure that all grants awarded under IECGP are:

- Compliant with the SCIP for that State or Territory required by the Intelligence Reform and Terrorism Prevention Act of 2004 (6 U.S.C. 194(f)); and,
- Compliant with the NECP, when completed.

The Administrator of FEMA will administer IECGP, pursuant to the authority given to it under the 9/11 Act. The FEMA Administrator will ensure that grant funds are awarded consistent with policies established by the Director of OEC.

A. PROGRAM FUNDING GOALS

IECGP provides funding to improve interoperable emergency communications capabilities across States, Territories, local and tribal governments and to support the implementation of

the SCIPs. Each State and Territory now has an approved SCIP, which outlines goals, objectives and or initiatives for enhancing interoperability statewide according to a common set of criteria. The NECP, when complete, will provide recommendations for ensuring interoperable emergency communications nationwide. IECGP will help to ensure that the goals, objectives, and/or initiatives of the SCIPs are carried out and that SCIPs are aligned with the NECP.

In FY 2008, OEC and GPD have identified the following objectives deemed critical for advancing interoperable emergency communications in alignment with the criteria established for the SCIP process. These objectives have been developed to address significant interoperability gaps identified in DHS studies and assessments, including the 2006 National Interoperability Baseline Study, National Communications Capabilities Report, Tactical Interoperable Communications Scorecards, and the review of SCIPs. The findings of these studies and assessments indicate a critical need for improvement across two key priority focus areas:

- **Priority Group #1:** Leadership and Governance;
- **Priority Group #2:** Common Planning and Operational Protocols, and Emergency Responder Skills and Capabilities.

Funding retained by the State or Territory must be used to address the objectives in Priority Group #1 prior to selecting projects to address the objectives in Priority Group #2[1]. Note: Future interoperability grants administered by DHS are contingent upon a State or Territory implementing the Governance objectives set forth in Priority Group #1.

Pass-through recipients at the local and tribal levels of government may address objectives in either Priority Group #1 or Priority Group #2, based on the most critical needs consistent with SCIP goals, objectives, and/or initiatives.

Note: Other DHS grant programs exist to help promote the funding priorities outlined below. For example, interoperable communications funds were available through the Public Safety Interoperable Communications Grant Program (PSIC), and continue to be available through the Homeland Security Grant Program.

Priority Group #1 – Leadership and Governance

Establishment of formal interoperable emergency communications governance structures

Governing bodies for interoperable emergency communications efforts are essential to ensure coordinated and consistent planning, implementation, and resource allocation for emergency communications solutions. States and Territories should establish interoperability committees that include multi-jurisdictional, multi-disciplinary, and intergovernmental representation in order to effectively manage interoperable emergency communications efforts statewide. Each State is expected to establish a formal statewide

[1] Refer to Program Requirements and Allowable Cost Guidance Section A for additional information on what must be demonstrated by States and Territories before selecting projects to address the objectives in Priority Group #2.

interoperable emergency communications governance committee, Under the FY 2007 Statewide Planning Criteria, the creation of such committees was strongly encouraged.. These committees should have the appropriate executive or legislative authority and official charter to govern their activities. Local and tribal governments should establish local and/or regional interoperability committees as needed to coordinate emergency communications initiatives and interface with the statewide committee.

While governance committees provide the needed guidance and input on statewide activities, there is a need for a point of accountability to manage the complex and time consuming process of maintaining and implementing the SCIP and aligning the SCIP to the NECP. Through the FY 2007 Statewide Planning Criteria, DHS established the expectation that States and Territories have dedicated statewide interoperability coordinators to manage interoperable emergency communications efforts. In addition, local and tribal governments should consider whether regional or local interoperability points of contact are needed to connect local or regional initiatives with statewide initiatives.

Priority Group #2 – Common Planning and Operational Protocols and Emergency Responder Skills and Capabilities

Establishment of common planning and operational protocols

Common planning and operational protocols provide emergency responders with the procedures necessary to guide agency interaction and the use of emergency communications solutions. DHS developed the National Incident Management System (NIMS) to establish uniform doctrine for incident management. However, per DHS assessments including the National Communications Capability Report (NCCR), gaps in common protocol and implementation with respect to communications continue to exist across the Nation. Grantees should continue strategic and tactical emergency communications planning efforts (e.g. SCIPs and Tactical Interoperable Communications Plans [TICP]) and are expected to establish common operational protocols through activities such as the development of standard operating procedures (SOP), consistent use of interoperability channels, plain language protocols, common channel naming, and others. SOPs should be NIMS Incident Command System (ICS) compliant.

Enhancement of emergency responder skills and capabilities through training and exercises

Many public safety agencies do not conduct regular training or exercises to ensure that emergency responders have the knowledge, skills, and abilities to operate emergency communications solutions or follow procedures, potentially resulting in ineffective performance during an actual emergency, as reported in recent assessments including the NCCR. Interoperable emergency communications-specific training and exercises that are Homeland Security Exercise and Evaluation Program (HSEEP) compliant on technology solutions and operational protocols should be offered and conducted on a regular basis. Further, issues should be identified in after-action reports and improvement plans and resolved. Agencies must enhance their own knowledge, skills, and abilities, but

also prioritize training and exercise development with all necessary partners across disciplines, jurisdictions and levels of government.

Other DHS grant programs substantially fund infrastructure and equipment acquisitions and upgrades. As the Interoperability Continuum (see Figure 1) demonstrates, and as emphasized in the assessments noted previously, effective interoperable emergency communications is not achieved solely through technological means. Thus, for FY 2008, IECGP funding priorities will focus on key interoperability issues beyond infrastructure and equipment, which are critical for ensuring that the Nation has the necessary capabilities to communicate during emergencies. Without the necessary leadership and governance, common planning and operational protocols, and training and exercises, these interoperable emergency communications capabilities of the Interoperability Continuum cannot be achieved.

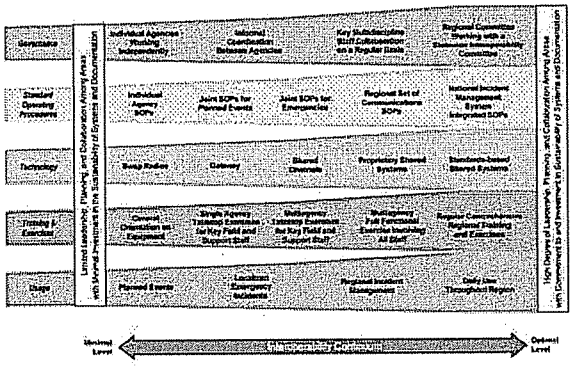


Figure 1 - Interoperability Continuum

Available Funding and Eligible Applicants

A. Available Funding

In FY 2008, the total amount of funds distributed under IECGP will be $48,575,000. The table below identifies available IECGP funding for each State and Territory:

State/Territory	IECGP Funding
Alabama	$538,731
Alaska	$278,294
American Samoa	$54,033
Arizona	$797,224
Arkansas	$309,053
California	$6,107,351
Colorado	$609,616
Connecticut	$545,234
Delaware	$242,875
District of Columbia	$629,619
Florida	$2,004,978
Georgia	$1,120,474
Guam	$77,241
Hawaii	$251,038
Idaho	$242,875
Illinois	$1,827,339
Indiana	$730,005
Iowa	$330,399
Kansas	$369,007
Kentucky	$531,180
Louisiana	$887,944
Maine	$242,875
Maryland	$1,036,871
Massachusetts	$978,519
Michigan	$1,080,797
Minnesota	$658,690
Mississippi	$361,909
Missouri	$642,535
Montana	$242,875
Nebraska	$293,557
Nevada	$500,868
New Hampshire	$242,875
New Jersey	$1,443,315
New Mexico	$290,478
New York	$7,835,108
North Carolina	$866,572
North Dakota	$242,875
Northern Mariana Islands	$53,935
Ohio	$1,201,262

Oklahoma	$362,815
Oregon	$483,699
Pennsylvania	$1,587,026
Puerto Rico	$394,293
Rhode Island	$242,875
South Carolina	$439,948
South Dakota	$242,875
Tennessee	$670,566
Texas	$3,508,771
U.S. Virgin Islands	$60,654
Utah	$366,269
Vermont	$242,875
Virginia	$1,240,055
Washington	$996,731
West Virginia	$259,907
Wisconsin	$532,340
Wyoming	$242,875
Total	**$48,575,000**

Table 1 - IECGP State/Territory Allocation

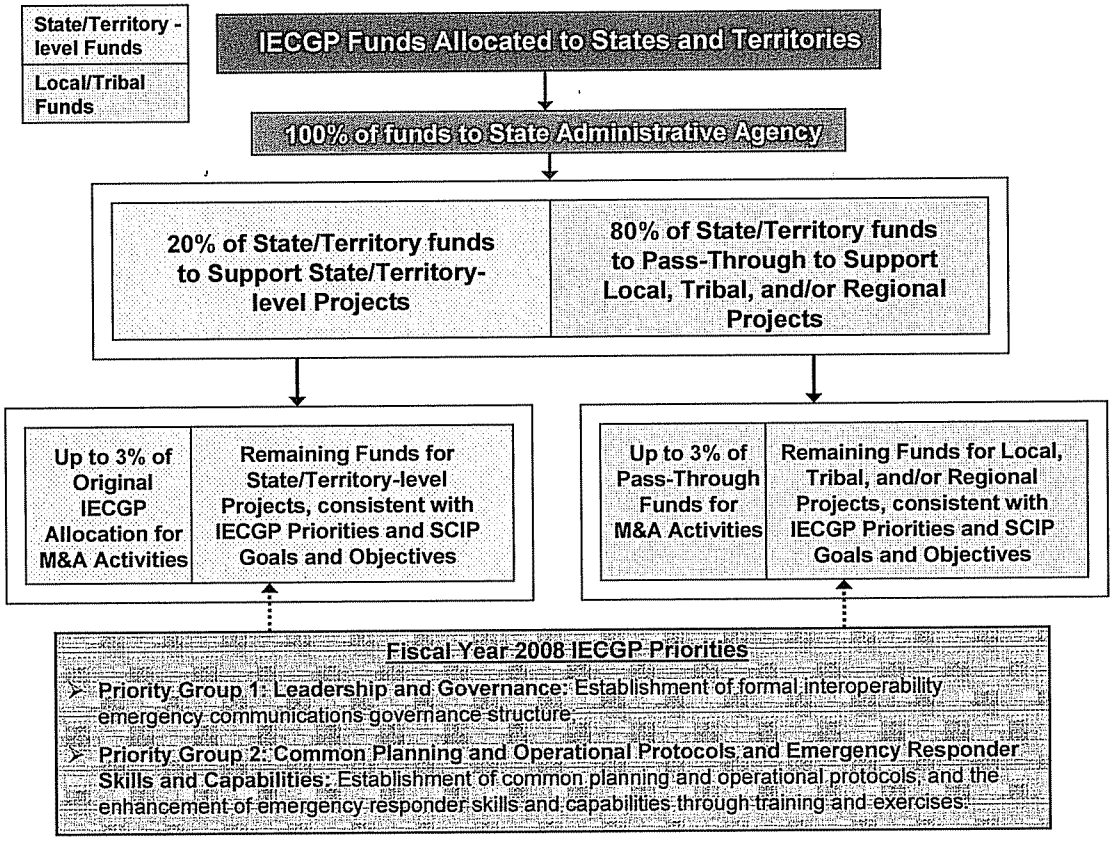
FY 2008 IECGP funds will be allocated based on risk. Each State will receive a minimum allocation under IECGP using the thresholds established in the 9/11 Act. All 50 States, the District of Columbia, and Puerto Rico will receive a minimum of 0.50 percent of the total funds allocated. Four Territories (American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands) will receive a minimum allocation of 0.08 percent of the total funds allocated.

B. Eligible Applicants

The Governor of each State and Territory has designated a State Administrative Agency (SAA), which can apply for and administer the funds under IECGP. The SAA is the only agency eligible to apply for IECGP funds. The SAA is responsible for the management and administration of all funds provided through this award and is accountable for all the deadlines, requirements, and limitations of this award. The SAA is responsible for obligating IECGP funds to eligible pass-through recipients, as well as for overseeing and monitoring the activity of these sub-recipients.

Program Requirements and Allowable Costs Guidance

This section provides detailed information about IECGP programmatic requirements. Figure 2 - Funding Flow illustrates IECGP program requirements, as explained in the following sections.



A. General Program Requirements.

The applicable SAAs will be responsible for administration of FY 2008 IECGP funds. SAAs must coordinate with the statewide interoperability coordinator and the statewide interoperable emergency communications governance committee as required by the FY 2007 Statewide Planning Criteria and the appropriate SCIP stakeholders/committees at the State, regional, local, and tribal levels of government to ensure support for the projects selected and to ensure IECGP program requirements are met. In administering the program, the SAA must work with the appropriate POCs, stakeholders, and eligible applicants to comply with the following general requirements.

1. Grant funds. The SAA must obligate 80 percent of the funds awarded under IECGP to local and tribal governments within 45 days of receipt of the funds. No pass-through requirements will be applied to the District of Columbia, Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands.

The State (including Puerto Rico) may retain some of the allocation of grant funds for expenditures made by the State on behalf of local or tribal governments. This may occur only with the written consent of the local or tribal unit of government, with the written consent specifying the amount of funds to be retained and the intended use of funds.

2. Priority Guidance. As stated in the Program Funding Goals Section, funding retained by the State or Territory must be used to achieve the objectives in Priority Group #1 prior to selecting projects to address the objectives in Priority Group #2. In order to move to Priority Group #2, the application must demonstrate that the State or Territory has achieved or will achieve through IECGP funding the following:

- Establishment of a formal statewide interoperable emergency communications governance committee consistent with the FY 2007 Statewide Planning Criteria, which has:
  - Representation from each public safety discipline (i.e., emergency medical services [EMS], fire, law enforcement, other);
  - Representation across each level of government: Federal, State, local and tribal (if applicable);
  - Representation from each region within the State or Territory (as applicable, and/or defined in the SCIP);
  - Executive or legislative authority and a formal charter.
- Establishment of a full-time statewide interoperability coordinator with sufficient capabilities/resources (e.g., project management, technical expertise) to effectively execute his/her mission, consistent with the FY 2007 Statewide Planning Criteria.

As noted above, future interoperability grants administered by DHS are contingent upon a State or Territory implementing the Governance objectives set forth in Priority Group #1.

Pass-through recipients at the local and tribal levels of government, though encouraged to establish and enhance governance structures, have the flexibility to select projects in Priority Group #1 or Priority Group #2.

Note that for all proposed FY 2008 IECGP projects that relate to personnel, applicants must identify sustainable sources of funding and work to integrate new staff into the State budget in future years to maintain this capability.

3. Cash-Match Requirements. Grantees are not required to provide cash or in-kind match for FY 2008 IECGP funds. However, there is the potential for future grant programs to be impacted by cash match requirements as early as FY 2009. Accordingly, grantees should anticipate and plan for future homeland security programs to require cash or in-kind matches at cost-share levels comparable to other FEMA-administered grant programs.

B. Allowable Costs Guidance.

Specific investments made in support of the funding priorities discussed above fall into one of the following four allowable cost categories for IECGP FY 2008:

1. Planning;
2. Training;
3. Exercise;
4. Personnel Activities.

Equipment acquisition is not an allowable cost category for IECGP in FY 2008.
Grantees are to use IECGP funds on activities that align with IECGP FY 2008 priorities and their approved SCIPs. Appendix D provides an allowable cost matrix, which summarizes IECGP allowable cost activities.

The following sections provide guidance on activities and allowable costs within each of the four allowable cost categories:

1. **Planning Costs.** All grantees should use FY 2008 IECGP funds for planning efforts consistent with the goals and objectives identified in the SCIPs. Planning activities help to prioritize needs, build capabilities, update preparedness strategies, allocate resources, and deliver preparedness programs across disciplines (e.g., law enforcement, fire, emergency medical service [EMS], public health, public works, and transportation) and levels of government. FY 2008 IECGP funds may be used for the following types of interoperable emergency communication planning activities:

   - **Development and/or enhancement of interoperable emergency communications plans.** Grant funds may be used to develop and/or enhance interoperable communications plans and to implement the initiatives identified in the SCIPs. Additionally, funds may be used to update and/or enhance TICPs and expand tactical planning efforts to non-Urban Area Security Initiative (UASI) sites. Activities surrounding the enhancement of these plans may include, but are not limited to, the following:
     a. Establish a planning committee specific to interoperable communications;
     b. Complete any initiatives to strengthen and complete any preliminary planning efforts associated with the SCIPs;
     c. Planning associated with SCIP implementation;
     d. Conduct periodic updates to SCIPs and TICPs to account for completed or updated priorities and initiatives and evolving requirements.
     e. Develop additional strategic or tactical plans at the regional or local levels, consistent with the SCIP.

   - **Development and/or enhancement of interoperable emergency communications assessments and inventories.** Multi-agency and multi-jurisdictional partnerships should facilitate planning activities, such as assessments of:
     a. Technology capabilities, specifically the identification and inventorying of infrastructure and equipment[2];
     b. SOPs;
     c. Training and exercises;

[2] Note that the procurement of software packages that support emergency communications asset management activities is an allowable cost in FY 2008 IECGP.

d. Overall interoperable emergency communications requirements.

- **Development and enhancement of interoperable emergency communications protocols.** Funds may be used to enhance multi-jurisdictional and multi-disciplinary common planning and operational protocols. Activities may include programming interoperability channels, developing SOPs, common channel naming, fleet maps, plain language protocols, and others.

- **Meeting related expenses.** These costs may include the rental of space/locations/facilities for planning activities. This may also include costs for signs, badges, and similar materials.

- **Public education and outreach.** Provide interoperable emergency communications education and outreach activities on the SCIP and associated interoperable emergency communications initiatives.

- **Supplies.** Supplies are items that are expended or consumed during the course of the planning project(s).

- **Travel.** Travel costs (e.g. airfare, mileage per diem, hotels) are allowable as expenses by employees who are on travel status for official business related to professional interoperable emergency communications planning activities.

- **Other project planning activities with prior approval from DHS.**

2. **Training Costs.** States, Territories, and local and tribal governments are strongly encouraged to use IECGP funds to support interoperable emergency communications training activities. Communications-specific training activities should be incorporated into the statewide training and exercise plan and coordinated with the State interoperability coordinator and/or formal statewide interoperable emergency communications governance committee. Training developed or conducted using IECGP funds should address a performance gap identified through the SCIPs, TICP AARs, and or other assessments. 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 exercise gaps should be identified in the grantee's AAR/Improvement Plan (IP) and addressed in their training cycle. FY 2008 IECGP funds may be used for the following interoperable emergency communication training activities:

   - **Funds used to develop, deliver, attend, and evaluate training**. Grant funds may be used to develop training programs and materials. Grant funds may also be used to plan, attend, and conduct communications-specific training workshops or conferences to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and training development. Communications-specific training should focus on:
     a. Use of established operational protocols (e.g., plain language);
     b. Use of NIMS Incident Command System (ICS);

c. Use of *existing*[3] interoperable emergency communications solutions;
d. Communications Unit Leader Training, Communications Unit Technician, or other ICS Communications Unit position training.

- **Travel**. Travel costs (e.g. airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the training project(s).

- **Supplies.** Supplies are items that are expended or consumed during the course of the planning and conduct of the training project(s).

- **Meeting related expenses.** These costs may include the rental of space/locations/facilities for planning and conducting training. This may also include costs for signs, badges, and similar materials.

3. **Exercise Costs.** Exercises conducted using IECGP funds must be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP Volumes I-III contain guidance for exercise design, development, conduct, evaluation and improvement planning. HSEEP Volume IV provides sample exercise materials, and HSEEP Volume V: Prevention Exercises contains guidance and recommendations for designing, developing, conducting, and evaluating prevention-focused exercises. All volumes can be found at *http://hseep.dhs.gov*. All exercises using IECGP funding must be NIMS-compliant. More NIMS information is available online at *http://www.fema.gov/emergency/nims/index.shtm.* Communications-specific exercise activities should be incorporated into the statewide training and exercise plan and coordinated with the State interoperability coordinator and/or statewide interoperable emergency communications governance committee. FY 2008 IECGP funds may be used for the following interoperable emergency communication exercise activities:

   - **Funds used to design, develop, conduct, and evaluate exercises.** Grant funds may be used to enhance existing training to include an interoperable emergency communications component or to plan and conduct communications-specific exercise workshops or conferences. This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and exercise plan development. Funds may be used to design, conduct, and evaluate interoperable emergency communications exercises, including tabletop and fully functional. Exercise activities should focus on the:
     a. Use of established operational protocols;
     b. Use of *existing* [4] interoperable emergency communications solutions;
     c. Leverage TICP to exercise on SOPs.

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[3] For FY 2008, funding spent toward the acquisition, installation, and/or maintenance of equipment is a disallowable cost. Grantees may only use funds to train on interoperable emergency communications equipment that has already been purchased and/or is currently in use.

[4] For FY 2008, funding spent toward the acquisition, installation, and/or maintenance of equipment is a disallowable cost. Grantees may only use funds to train on equipment that has already been purchased and/or is currently in use.

- **Travel.** Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the IECGP exercise project(s).

- **Supplies.** Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s).

- **Meeting related expenses.** These costs may include the rental of space/locations/facilities for planning and conducting exercises. This may also include costs for signs, badges, and similar materials.

4. Personnel Activities. Salaried personnel, hiring, overtime, and backfill expenses are permitted under this grant in order to perform allowable FY 2008 IECGP planning, training, and exercise activities. Specifically, this includes personnel associated with the interoperability coordinator function (further described below). Applicants must identify sustainable sources of funding and work to integrate new staff into the State and local budgets in future years to maintain these capabilities. FY 2008 IECGP funds may not be used to support the hiring of any personnel for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.

The following are definitions for the terms as used in this grant guidance:

- **Hiring** – State and local entities may use grant funding to cover the salary of newly hired personnel who are exclusively undertaking allowable FEMA program activities as specified in this guidance. This may **not** include new personnel who are hired to fulfill any non-FEMA program activities under any circumstances. Hiring will always result in a net increase of FTEs.

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

- **Backfill-related Overtime** – Also called "Overtime as Backfill," these expenses are limited to overtime costs which result from personnel who are working overtime (as identified above) to perform the duties of other personnel who are temporarily assigned to DHS-approved activities outside their core responsibilities. These costs are calculated by subtracting the non-overtime compensation, including fringe benefits of the temporarily assigned personnel from the total costs (non-overtime and overtime compensation, including fringe benefits) paid to backfill the position.

- **Supplanting** – Replacing a State and/or locally budgeted position with one or more full-time employees or contractors supported in whole or in part with Federal funds.

Hiring of certain full or part-time staff and contractors or consultants. Full or part-time staff may be hired to support IECGP planning, training, and exercise-related activities. This includes staff to serve in the following roles, consistent with the SCIPs:

a. Statewide interoperability coordinator;
b. Project manager(s)/subject matter expert(s) for the statewide interoperability coordinator function, as appropriate;
c. Regional, local, or tribal interoperability coordinator(s), as appropriate.

The applicant's formal written procurement policy or the Federal Acquisition Regulations must be followed.

Management and Administration (M&A) limits. A maximum of up to three percent (3%) of funds awarded may be retained by the State, and any funds retained are to be used solely for management and administrative purposes associated with the IECGP award. Local subgrantees may use a maximum of up to three percent (3%) of their funds for management and administrative purposes associated with the IECGP award. States may also choose to pass through a portion of their State M&A allocation to local subgrantees to support local management and administration activities, so long as the overall subgrantee M&A amount does not equal more than three percent (3%).

Appendix A. FY 2008 IECGP Application Template

Overview

The Interoperable Emergency Communications Grant Program (IECGP) Application must provide a detailed description of the proposed use of the Fiscal Year (FY) 2008 IECGP funds, including its intended planning, training, and exercise initiatives aimed to improve interoperable emergency communications. The State or Territory may propose activities at a local level, as well as activities that have statewide application. When proposing FY 2008 IECGP projects, the State Administrative Agency (SAA) must consider the following key factors:

- **Alignment with the Statewide Communication Interoperability Plan (SCIP).** Grantees must demonstrate alignment between proposed IECGP projects and the SCIPs (i.e., goals, objectives, and/or specific initiatives to address interoperable emergency communications gaps);

- **IECGP Funding Objectives and Priority Groups 1 and 2**[1]**.** Grantees must prioritize and select projects consistent with IECGP funding objectives: 1) Priority Group 1, Leadership and Governance; and 2) Priority Group 2, Common Planning and Operational Protocols and Emergency Responder Skills and Capabilities. For State- or Territory-level projects, Priority Group 1 objectives must be prioritized over Priority Group 2 (see Project Template on Page A-4 for minimum expectations for Priority Group 1). Local or tribal pass-through recipient projects can be selected from either Priority Group. Note that FY 2008 IECGP priorities are consistent with goals that will be put forth in the National Emergency Communications Plan (NECP).

- **Grant program requirements.** Applicable program requirements including the minimum 80% pass-through to local or tribal government entities.

Note that SAAs must coordinate with the statewide interoperability coordinator, statewide interoperable emergency communications governance committee as required by the FY 2007 Statewide Planning Criteria[2], and the appropriate SCIP stakeholders/committees at the State, regional, local, and tribal levels of government to ensure support for the projects selected and to ensure IECGP program requirements are met.

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[1] IECGP funding objectives have uniquely been developed for the State/Territory and pass-through recipients to address significant interoperability gaps identified in DHS studies and assessments, including the 2006 National Interoperability Baseline Study, the Tactical Interoperable Communications Scorecards, National Communications Capabilities Report, and the review of SCIPs. The findings of these studies and assessments indicate a critical need for improved leadership and governance (particularly at the State/Territory level), common planning and operational protocols, and emergency responder skills and capabilities as they relate to interoperable emergency communications.

[2] FY 2007 Statewide Planning Criteria can be found on the SAFECOM website at: http://www.safecomprogram.gov/SAFECOM/library/grant/1304_fy2007.htm.

Further, per the 9/11 Act, States and Territories are required to report to OEC annually on the use of grant funds in order to track their progress in implementing the SCIPs and achieving interoperability at the city, county, regional, State, and interstate levels.

The IECGP Application must include an overall Portfolio Narrative, Portfolio Budget, as well as specific Project Outline(s). IECGP projects **must be outlined using the Project Outline Template** (refer to Page A-4).

To assist in the development of IECGP Applications, States and Territories can refer to the IECGP Program Guidance and Application Kit, as well as any follow-up application reference materials as needed. Submitted IECGP Applications will undergo a joint Department of Homeland Security (DHS) Office of Emergency Communications (OEC)/Federal Emergency Management Agency (FEMA) Grant Programs Directorate (GPD) review process to ensure that all applications are compliant with program requirements before the funds are awarded.

Portfolio Narrative

The purpose of the narrative is to provide a brief description of the interoperable emergency communications priorities and initiatives that will be addressed with FY 2008 IECGP funds. The narrative must address the following:

- Overview of the State or Territory's risk profile (natural, technological, man-made);
- Overview of State or Territory's interoperable emergency communications priorities and needs for planning, training, and exercises in FY 2008:
    - Relationship of those priorities and needs to the SCIP:
        - Explain where the priorities and needs are identified in the SCIP (provide specific header and page number references);
        - List all of the goals, objectives, and/or initiatives that will be addressed with FY 2008 IECGP grant funds.
    - Relationship of those priorities and needs to the Tactical Interoperable Communications Plan (TICP) After-Action Report (AAR), and/or other assessments or tools related to interoperable emergency communications;
    - Relationship of those priorities/needs to IECGP Priority Groups 1 and 2;
- Overview of the governance structure that will oversee the development and implementation of the project(s) funded by IECGP;
    - Describe the methodology used for prioritizing FY 2008 IECGP projects and the stakeholders involved in that prioritization.
- Summary of the agencies involved in IECGP initiatives (e.g., State, local, tribal) and a description of their involvement;
- Summary of type and number of plans that will be developed and/or updated;
- Summary of type and number of State, regional, and/or local training initiatives, including the estimated number of people to be trained;

- Summary of type and number of State, regional, and/or local exercise initiatives, including the number of people to participate in each exercise.

IECGP Portfolio Budget
Provide a budget for the IECGP portfolio. This should include a budget for each individual project broken down by allowable cost category (planning, training, exercises, and personnel) and M&A, including a breakdown of the anticipated expenditures within each of these categories for all FY 2008 IECGP funds. In addition, the State or Territory must outline how it intends to meet the pass-through requirement. The pass-through requirement will be monitored via the Grants Reporting Tool (GRT) throughout the grant's period of performance.

IECGP Project Outline Template
To facilitate performance measures and focus on outcomes, a Project Outline **must** be completed for each project supported by FY 2008 IECGP funds. For example, an IECGP "Project" may involve formalizing standard operating procedures or launching a training initiative.

For each IECGP project, use the following descriptions to complete the Project Outline Template on page A-4:

- **IECGP Objective:** Briefly describe the project as a whole and its primary objective. Include a description of the interoperable emergency communications gap to be filled and the end result/outcome(s) of the project. [3]

- **Alignment to IECGP Priority Groups:** First, identify which Priority Group (i.e., 1 or 2) the project aligns to, and then specify which objective(s) within the Priority Group the project aligns to.

- **Alignment to SCIP Goals, Objectives, and/or Initiatives:** Identify how the project aligns to the SCIP: 1) needs and/or gaps identified; 2) goals and objectives; and 3) specific initiative(s). Describe where the need/gap, goal, objective, and/or initiative was identified (provide specific header and page number references).

- **Alignment to TICP AAR, or Other Assessment/Tool:** If applicable, identify how the project aligns to the TICP AAR, and/or other interoperable emergency communications assessments/tools.

- **Governance:** Identify the governance structures in place that will support the development and implementation of the project. Explain how this objective will be communicated to the statewide interoperable emergency communications governance committee.

[3] Note that if this is a Priority 1 project directed at personnel, applicants must explain how they are working to integrate new staff into the State budget in future years to maintain the capability, as appropriate.

- **Performance Measure(s) and Basis of Evaluation:** Indicate the performance measure(s) that will be used to evaluate this project's impact and the basis for developing the measure(s).

- **Milestones:** Provide specific milestones for the project over the FY 2008 IECGP period of performance, including a description, start and end dates for each milestone; up to 10 milestones may be provided.

- **Challenges/Risks:** Identify any potential challenges or risks to implementing this project.

- **Budget:** This section must: (1) explain how the costs were estimated; (2) justify the need for the costs; and, (3) outline how the pass-through requirement will be met. For clarification purposes, the narrative must include tables describing cost and expense elements, where appropriate (e.g., training program with associated costs).

- **Quarterly Activity:** For each quarter, briefly identify the milestone and expected outcome. *Note: The Expected Outcomes section should be completed as feasibly as possible. Actual progress data will be identified through input in the GRT as well as through programmatic monitoring.*

Note that all of the elements in the above descriptions must be addressed when completing the Project Outline Template below.

FY 2008 IECGP, Project #[x]

IECGP Objective *(not to exceed 1 page)*:

Alignment to IECGP Priority Groups:

Please select the Priority Group and Objective(s) to which this project aligns:

☐ **Priority Group 1, Leadership and Governance.**
  ☐ Establishment of formal interoperable emergency communications governance structures.

Or:

☐ **Priority Group 2, Common Planning and Operational Protocols and Emergency Responder Skills and Capabilities.**
  ☐ Establishment of common planning and operational protocols;
  ☐ Enhancement of emergency responder skills and capabilities through training and exercises.

For State/Territory-level Projects Only:

Per the FY 2008 IECGP funding objectives, State and Territory level applicants are expected to prioritize Priority 1 Group objectives over Priority Group 2. Applicants must answer the following questions about Priority Group 1, Leadership and Governance. If applicants are unable to check all of the following boxes, it is expected that FY 2008 IECGP funds be directed to meet these minimum expectations prior to choosing Priority Group 2 projects.

☐ The State or Territory has a formal statewide interoperable emergency communications governance committee consistent with the FY 2007 Statewide Planning Criteria, which has:
- ☐ representation from each public safety discipline;
- ☐ representation across each level of government: Federal, State, local, and tribal (if applicable);
- ☐ representation from each region within the State or Territory (as applicable, and/or defined in the SCIP);
- ☐ executive or legislative authority and a formal charter.

Please also verify the following:

☐ The State or Territory has hired a full-time statewide interoperability coordinator with sufficient capabilities/resources (e.g., project management, technical expertise) to effectively execute his/her mission, consistent with the FY 2007 Statewide Planning Criteria.

If not, please provide an explanation of why and how the State or Territory intends on ensuring SCIP implementation efforts are effectively coordinated statewide.

Alignment to SCIP Goals, Objectives, and/or Initiatives *(not to exceed 1 page)*:	
Alignment to TICP AAR, or other Assessment/Tool *(not to exceed ½ page)*:	
Governance *(not to exceed ½ page)*:	
Performance Measure(s) and Basis of Evaluation *(not to exceed ½ page)*:	
Milestones *(not to exceed ½ page)*:	
Challenges/Risks *(not to exceed ½ page)*:	
Budget *(not to exceed 1 page)*:	
1st Quarter Activity	**Expected Outcome** *(not to exceed a ¼ page)*:
2nd Quarter Activity	**Expected Outcome** *(not to exceed a ¼ page)*:

3rd Quarter Activity	**Expected Outcome** *(not to exceed a ¼ page)*:
4th Quarter Activity	**Expected Outcome** *(not to exceed a ¼ page)*:

Appendix B. FY 2008 IECGP Application Requirements

A. Eligible Applicants and Role of State Administrative Agencies.

The Governor of each State and Territory is required to designate a State Administrative Agency (SAA) to apply for and administer the funds awarded under IECGP. *The SAA is the only entity eligible to formally apply for IECGP funds.*

B. Application Requirements

1. **Application via *grants.gov*.** FEMA participates in the Administration's e-government initiative. As part of that initiative, all applicants must file their applications using the Administration's common electronic "storefront" -- *grants.gov*. Eligible SAAs must apply for funding through this portal, accessible on the Internet at *http://www.grants.gov*.

   Note: When submitting the application package through *grants.gov*, use Adobe Reader version 8.1.2 (not the PureEdge Viewer). This software update can be downloaded for free at: http://grantsgov.tmp.com/static2007/help/download_software.jsp

2. **Application deadline**. Completed Applications must be submitted to *grants.gov* no later than **11:59 PM EDT, July 21, 2008.**

3. **Valid Central Contractor Registry (CCR) Registration**. The application process also involves an updated and current registration by the applicant. Eligible applicants must confirm CCR registration at *http://www.ccr.gov*, as well as apply for funding through *grants.gov*.

4. **On-line application.** The on-line application must be completed and submitted using *grants.gov* after CCR registration is confirmed. The on-line application includes the following required forms and submissions:

   - IECGP Application Template
   - Standard Form 424, Application for Federal Assistance
   - Standard Form 424B Assurances
   - Standard Form LLL, Disclosure of Lobbying Activities
   - Standard Form 424A, Budget Information
   - Certification Regarding Debarment, Suspension, and Other Responsibility Matters
   - Any additional Required Attachments

The program title listed in the Catalog of Federal Domestic Assistance (CFDA) is "*Interoperable Emergency Communications Grant Program.*" The CFDA number is **XXX**. When completing the on-line application, applicants should identify their submissions as new, non-construction applications.

5. **Award Period of Performance.** The period of performance is 24 months. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications why an extension is required.

6. **DUNS number**. The applicant must provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number with its application. This number is a required field within *grants.gov* and for CCR Registration. Organizations should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at (800) 333-0505.

7. **Single Point of Contact (SPOC) review.** Executive Order #12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State SPOC, if one exists, and if this program has been selected for review by the State. Applicants must contact their State SPOC to determine if the program has been selected for State review. Executive Order #12372 can be referenced at *http://www.archives.gov/federal-register/codification/executive-order/12372.html*.

8. **Standard financial requirements.**

8.1 -- Non-supplanting certification. 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 grantees may be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

8.2 -- Assurances. Assurances forms (SF-424B and SF-424D) can be accessed at *http://www07.grants.gov/agencies/approved_standard_forms.jsp*. It is the responsibility of the recipient of the Federal funds to understand fully and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award or other sanctions. The applicant will be agreeing to these assurances upon the submission of the application.

8.3 -- Certifications regarding lobbying, debarment, suspension, other responsibility matters and the drug-free workplace requirement. This certification, which is a required component of the on-line application, commits the applicant to compliance with the certification requirements under 44 CFR part 17, *Government-wide Debarment and Suspension (Non-procurement)* and

Government-wide Requirements for Drug-Free Workplace (Grants); 44 CFR part 18, *New Restrictions on Lobbying*. All of these can be referenced at http://www.access.gpo.gov/nara/cfr/waisidx_07/44cfrv1_07.html

9. Administrative requirements.

9.1 -- Freedom of Information Act (FOIA). FEMA recognizes that much of the information submitted in the course of applying for funding under this program or provided in the course of its grant management activities may be considered law enforcement sensitive or otherwise important to national security interests. While this information under Federal control is subject to requests made pursuant to the Freedom of Information Act (FOIA), 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the FEMA FOIA Office, and may likely fall within one or more of the available exemptions under the Act. The applicant is encouraged to consult its own State and local laws and regulations regarding the release of information, which should be considered when reporting sensitive matters in the grant application, needs assessment and strategic planning process. The applicant may also consult FEMA regarding concerns or questions about the release of information under State and local laws. The grantee should be familiar with the regulations governing Sensitive Security Information (49 CFR Part 1520), as it may provide additional protection to certain classes of homeland security information.

9.2 -- Protected Critical Infrastructure Information (PCII). The PCII Program, established pursuant to the Critical Infrastructure Information Act of 2002 (CII Act), created a new framework, which enables State and local jurisdictions and members of the private sector voluntarily to submit sensitive information regarding critical infrastructure to DHS. The Act also provides statutory protection for voluntarily shared CII from public disclosure and civil litigation. If validated as PCII, these documents can only be shared with authorized users who agree to safeguard the information.

PCII accreditation is formal recognition that the covered government entity has the capacity and capability to receive and store PCII. DHS encourages all SAAs to pursue PCII accreditation to cover their state government and attending local government agencies. Accreditation activities include signing a MOA with DHS, appointing a PCII Officer, and implementing a self-inspection program. For additional information about PCII or the accreditation process, please contact the DHS PCII Program Office at pcii-info@dhs.gov.

9.3 -- Compliance with Federal civil rights laws and regulations. The grantee is required to comply with Federal civil rights laws and regulations. Specifically, the grantee is required to provide assurances as a condition for receipt of Federal funds that its programs and activities comply with the following:

- *Title VI of the Civil Rights Act of 1964, as amended, 42. U.S.C. 2000 et seq.* – no person on the grounds of race, color or national origin will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity receiving Federal financial assistance. More information can be found at *http://usinfo.state.gov/usa/infousa/laws/majorlaw/civilr19.htm*.

- *Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794* – no qualified individual with a disability in the United States, shall, by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity receiving Federal financial assistance. More information can be found at *http://www.section508.gov/index.cfm?FuseAction=Content&ID=15*.

- *Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq.* – discrimination on the basis of sex is eliminated in any education program or activity receiving Federal financial assistance. More information can be found at *http://www.usdoj.gov/crt/cor/coord/titleix.htm*.

- *The Age Discrimination Act of 1975, as amended, 20 U.S.C. 6101 et seq.* – no person in the United States shall be, on the basis of age, excluded from participation in, denied the benefits of or subjected to discrimination under any program or activity receiving Federal financial assistance.

Grantees must comply with all regulations, guidelines, and standards adopted under the above statutes. The grantee is also required to submit information, as required, to the DHS Office for Civil Rights and Civil Liberties concerning its compliance with these laws and their implementing regulations.

9.4 -- Services to limited English proficient (LEP) persons. Recipients of FEMA financial assistance are required to comply with several Federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, natural origin, and sex in the delivery of services. National origin discrimination includes discrimination on the basis of limited English proficiency. To ensure compliance with Title VI, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The grantee is encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. For additional information, see *http://www.lep.gov*.

9.5 -- Integrating individuals with disabilities into emergency planning. Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination against people with disabilities in all aspects of emergency mitigation, planning, response, and recovery by entities receiving financial assistance from FEMA. In addition, Executive Order #13347, entitled "Individuals with Disabilities in Emergency Preparedness" signed in July 2004, requires the Federal Government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. Executive Order #13347 requires the Federal Government to, among other things, encourage consideration of the needs of individuals with disabilities served by State, local, and tribal governments in emergency preparedness planning.

FEMA has several resources available to assist emergency managers in planning and response efforts related to people with disabilities and to ensure compliance with Federal civil rights laws:

- **Guidelines for Accommodating Individuals with Disabilities in Disaster:** The Guidelines synthesize the array of existing accessibility requirements into a user friendly tool for use by response and recovery personnel in the field. The Guidelines are available at *http://www.fema.gov/oer/reference/*.

- **Disability and Emergency Preparedness Resource Center:** A web-based "Resource Center" that includes dozens of technical assistance materials to assist emergency managers in planning and response efforts related to people with disabilities. The "Resource Center" is available at *http://www.disabilitypreparedness.gov*.

- ***Lessons Learned Information Sharing (LLIS)* resource page on Emergency Planning for Persons with Disabilities and Special Needs:** A true one-stop resource shop for planners at all levels of government, non-governmental organizations, and private sector entities, the resource page provides more than 250 documents, including lessons learned, plans, procedures, policies, and guidance, on how to include citizens with disabilities and other special needs in all phases of the emergency management cycle.

  LLIS.gov is available to emergency response providers and homeland security officials from the local, state, and federal levels. To access the resource page, log onto *http://www.LLIS.gov* and click on *Emergency Planning for Persons with Disabilities and Special Needs* under *Featured Topics*. If you meet the eligibility requirements for accessing Lessons Learned Information Sharing, you can request membership by registering online.

9.6 -- Compliance with the National Energy Conservation Policy and Energy Policy Acts. In accordance with the FY 2008 DHS Appropriations Act, all FY 2008 grant funds must comply with the following two requirements:

- None of the funds made available through this program shall be used in contravention of the Federal buildings performance and reporting requirements of Executive Order No. 13123, part 3 of title V of the National Energy Conservation Policy Act (42 USC 8251 et. Seq.), or subtitle A of title I of the Energy Policy Act of 2005 (including the amendments made thereby).

- None of the funds made available shall be used in contravention of section 303 of the Energy Policy Act of 1992 (42 USC13212).

Appendix C. Award and Reporting Requirements

Prior to the transition to FEMA, the former Office of Grants and Training preparedness programs followed the Department of Justice's codified regulations, 28 CFR and the OGO Financial Management Guide. The former Office of Grants and Training is now within FEMA and all preparedness programs will follow FEMA's codified regulations, 44 CFR.

A. Grant Award and Obligation of Funds.

Upon approval of an application, the grant will be awarded to the grant recipient. The date that this is done is the "award date."

Awards made to SAAs for the IECGP carry additional pass-through requirements. Pass-through is defined as an obligation on the part of the States to make funds available to units of local governments, combinations of local units, or other specific groups or organizations. The State's pass-through period must be met within 45 days of the award date for the IECGP[1]. Four requirements must be met to pass-through grant funds:

- There must be some action to establish a firm commitment on the part of the awarding entity.
- The action must be unconditional (i.e., no contingencies for availability of SAA funds) on the part of the awarding entity.
- There must be documentary evidence of the commitment.
- The award terms must be communicated to the official grantee.

The period of performance is 24 months. Any unobligated funds will be deobligated at the end of this period. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications why an extension is required.

B. Post Award Instructions.

The following is provided as a guide for the administration of awards. Additional details and requirements may be provided to the grantee in conjunction with finalizing an award.

[1] For purposes of the FY 2008 IECGP, receipt of funds means the date on which funds are available for expenditure (e.g., all special conditions prohibiting obligation, expenditure and draw down have been removed).

1. Review award and special conditions document. Notification of award approval is made by e-mail through the Grants Management System (GMS). Once an award has been approved, a notice is sent to the e-mail address of the individual who filed the application, as well as to the authorized grantee official. Follow the directions in the notification email and log into GMS to access the award documents. The authorized grantee official should carefully read the award and special condition documents. If you do not receive a notification e-mail, please contact your Program Analyst for your award number. Once you have the award number, contact the GMS Help Desk at (888) 549-9901, option 3 to obtain the username and password associated with the new award.

If you agree with the terms and conditions, the authorized grantee official should sign and date both the original and the copy of the award document page in Block 19 and initial the special conditions page(s). Retain a copy and fax the documents to (202) 786-9905 Attention: Control Desk or send the original signed documents to:

U.S. Department of Homeland Security/FEMA
Grant Programs Directorate/Control Desk 4th Floor, TechWorld
500 C St., SW
Washington, DC 20472

If you do not agree with the terms and conditions, contact the Preparedness Officer named in the award package.

2. Complete and return form SF1199A . The SF1199A Direct Deposit Sign-up Form is used to set up direct deposit for grant payments. The SF1199A form can be found at: http://www.fema.gov/government/grant/administration.shtm. This form should be sent to the address above.

NOTE: Please include your vendor number in Box C of the SF1199A form.

3. Access to payment systems. Grantees under this solicitation will use FEMA's online Payment and Reporting System (PARS) to request funds. The website to access PARS is *https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true*. Questions regarding payments or how to access PARS should be directed to the FEMA Call Center at (866) 927-5646 or sent via e-mail to ask-OGO@dhs.gov.

4. Questions about your award? A reference sheet is provided containing frequently asked financial questions and answers. Questions regarding your grant should be directed to the FEMA Call Center at (866) 927-5646 or sent via e-mail to ask-OGO@dhs.gov.

Note: If you have any questions about GMS, need to establish a GMS account, or require technical assistance with accessing your award, contact the GMS Help Desk at (888) 549-9901.

C. Drawdown and Expenditure of Funds.

Following acceptance of the grant award and release of any special conditions withholding funds, the grantee can drawdown and expend grant funds through PARS.

Grant recipients should request funds based upon immediate disbursement requirements. Funds will not be paid in a lump sum, but rather disbursed over time as project costs are incurred or anticipated. Recipients should time their drawdown requests to ensure that Federal cash on hand is the minimum needed for disbursements to be made immediately or within a few days. Grantees may elect to draw down funds up to 120 days prior to expenditure/ disbursement. FEMA strongly encourages recipients to draw down funds as close to expenditure as possible to avoid accruing interest.

Funds received by grantees must be placed in an interest-bearing account and are subject to the rules outlined in 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments and 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements (Including Sub-awards) with Institutions of Higher Education, Hospitals and other Non-profit Organizations (formerly OMB Circular A-110). These regulations further provide that entities are required to promptly, but at least quarterly, remit interest earned on advances to:

United States Department of Health and Human Services
Division of Payment Management Services
P.O. Box 6021
Rockville, MD 20852

The grantee may keep interest earned, up to $100 per fiscal year for administrative expenses. This maximum limit is not per award; it is inclusive of all interest earned on all Federal grant program funds received.

Although advance drawdown requests are permissible, State grantees remain subject to the interest requirements of the Cash Management Improvement Act (CMIA) and its implementing regulations at 31 CFR Part 205. Interest under CMIA will accrue from the time Federal funds are credited to a State account until the time the State pays out the funds for program purposes.

D. Reporting Requirements.

Reporting requirements must be met throughout the life of the grant (refer to the program guidance for a full explanation of these requirements). Please note that PARS contains edits that will prevent access to funds if reporting requirements are not met on a timely basis.

1. Financial Status Report (FSR) -- required quarterly. Obligations and expenditures must be reported on a quarterly basis through the FSR, which is due within 30 days of the end of each calendar quarter (e.g., for the quarter ending March

31, FSR is due no later than April 30). A report must be submitted for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund draw downs may be withheld if these reports are delinquent. The final FSR is due 90 days after the end date of the performance period.

FSRs **must be filed online** through the PARS.

Required submission: Financial Status Report (FSR) SF-269a (due quarterly).

2. Biannual Strategy Implementation Reports (BSIR) and Categorical Assistance Progress Report (CAPR). Following an award, the awardees will be responsible for providing updated obligation and expenditure information on a semi-annual basis. The applicable SAAs are responsible for completing and submitting the CAPR/BSIR reports. The BSIR submission will satisfy the narrative requirement of the CAPR. SAAs are still required to submit the CAPR with a statement in the narrative field that reads: *See BSIR.*

The BSIR and the CAPR are due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30; and January 30 for the reporting period of July 1 though December 31). Updated obligations and expenditure information must be provided with the BSIR to show progress made toward meeting strategic goals and objectives. Future awards and fund drawdowns may be withheld if these reports are delinquent.

CAPRs must be filed online through the internet at *http://grants.ojp.usdoj.gov*. Guidance and instructions can be found at *https://grants.ojp.usdoj.gov/gmsHelp/index.html*.

Per the 9/11 Act, States and Territories are required to submit an annual report to OEC on their progress in implementing the SCIPs and achieving interoperability at the city, county, regional, State and interstate levels. Initial information will be collected in the BSIR; however, additional information may be requested from the States and Territories, as necessary.

Required submission: BSIR and CAPR (due semi-annually).

3. Exercise Evaluation and Improvement. Exercises implemented with grant funds should be threat- and performance-based and should evaluate performance of critical prevention and response tasks required to respond to the exercise scenario. Guidance on conducting exercise evaluations and implementing improvement is defined in the *Homeland Security Exercise and Evaluation Program (HSEEP) Volume II: Exercise Evaluation and Improvement* located at *http://www.fema.gov/government/grant/administration.shtm*. Grant recipients must report on scheduled exercises and ensure that an After Action Report (AAR) and

Improvement Plan (IP) are prepared for each exercise conducted with FEMA support (grant funds or direct support) and submitted to FEMA within 60 days following completion of the exercise.

The AAR documents the performance of exercise related tasks and makes recommendations for improvements. The IP outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the AAR. Generally the IP, with at least initial action steps, should be included in the final AAR. FEMA is establishing a national database to facilitate the scheduling of exercises, the submission of the AAR/IPs and the tracking of IP implementation. Guidance on the development of AARs and IPs is provided in Volume II of the HSEEP manuals.

Required submissions: AARs and IPs (as applicable).

4. Financial and Compliance Audit Report. Recipients that expend $500,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accountability Office, *Government Auditing Standards*, located at http://www.gao.gov/govaud/ybk01.htm, and *OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*, located at http://www.whitehouse.gov/omb/circulars/a133/a133.html. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year. In addition, the Secretary of Homeland Security and the Comptroller General of the United States shall have access to any books, documents, and records of recipients of FY 2008 IECGP assistance for audit and examination purposes, provided that, in the opinion of the Secretary or the Comptroller, these documents are related to the receipt or use of such assistance. The grantee will also give the sponsoring agency or the Comptroller, through any authorized representative, access to, and the right to examine all records, books, papers or documents related to the grant.

The State shall require that sub-grantees comply with the audit requirements set forth in *OMB Circular A-133*. Recipients are responsible for ensuring that sub-recipient audit reports are received and for resolving any audit findings.

5. Federal Funding Accountability and Transparency Act. While there are no State and Urban Area requirements in FY 2008, the Federal Funding Accountability and Transparency Act of 2006 may affect State and Urban Area reporting requirements in future years. The Act requires the Federal government to create a publicly searchable online database of Federal grant recipients by January 1, 2008 with an expansion to include sub-grantee information by January 1, 2009.

6. National Preparedness Reporting Compliance. The Government Performance and Results Act (GPRA) requires that the Department collect and report performance information on all programs. For grant programs, the Applications and their associated milestones provide an important tool for assessing grant performance and complying

with these national preparedness reporting requirements. FEMA will work with grantees to develop tools and processes to support this requirement. FEMA anticipates using this information to inform future-year grant program funding decisions.

E. Monitoring.

Grant recipients will be monitored periodically, both programmatically and financially, in order to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets and other related program criteria are being met. Monitoring will be accomplished through a combination of office-based reviews and on-site monitoring visits, conducted independently by GPD or OEC or collaboratively by both. Monitoring may involve some or all of the review and analysis of the financial, programmatic, performance and administrative activities relative to each program and will identify areas where technical assistance and other support may be needed.

The recipient is responsible for monitoring award activities, to include sub-awards, to provide reasonable assurance that the Federal award is administered in compliance with requirements. Responsibilities include the accounting of receipts and expenditures, cash management, maintaining of adequate financial records, and refunding expenditures disallowed by audits.

F. Grant Close-Out Process.

Within 90 days after the end of the award period, SAAs must submit a final FSR and final CAPR detailing all accomplishments throughout the project. After these reports have been reviewed and approved by FEMA, a Grant Adjustment Notice (GAN) will be completed to close out the grant. The GAN will indicate the project as being closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FSR. After the financial information is received and approved by GPD, the grant will be identified as "Closed by the Grant Programs Directorate."

Required submissions: (1) final SF-269a, due 90 days from end of grant period; and (2) final CAPR, due 90 days from the end of the grant period.

Appendix D. IECGP Allowable Costs: Additional Information

Interoperable Emergency Communications Grant Program
ALLOWABLE COST MATRIX

Allowable costs under IECGP *may* include, but are not limited to, the types of activities that are checked "✓" below. Note: Some of the activities listed below would constitute allowable costs only under certain circumstances depending on how the activities resulting in the costs are described in the individual project outline. An allowable cost activity must be related to IECGP activities.

These activities are aligned with those described in other DHS grant guidance (e.g., Homeland Security Grant Program) to provide eligible IECGP applicants with a comparison of allowable activities.

IECGP Program Activities	Allowable
Planning Costs	
Public education and outreach	
Interoperable emergency communications education and outreach	✓
Develop and implement homeland security support programs and adopt ongoing DHS National Initiatives, including State Preparedness Reports, related to interoperable emergency communications	✓
Develop and enhance interoperable emergency communications plans, including Statewide Communication Interoperability Plans (SCIP), Tactical Interoperable Communications Plans (TICP), and/or local/regional plans that align with SCIP and/or TICP goals objectives or initiatives	✓
Develop and enhance interoperable emergency communications protocols. This may include, including developing SOPs, programming interoperability channels, instituting common channel naming and plain language protocols, developing fleet maps, and others	✓
Develop and/or strengthen interoperable emergency communications assessments (including requirements analyses) and/or inventories	✓
Establish, enhance, or evaluate Citizen Corps related volunteer programs	
Hiring of full- or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties) as it relates to IECGP. This may include State, regional, or local interoperability coordinator(s), and/or project manager(s)/subject matter expert(s) for the statewide interoperability coordinator function.	✓
Conferences to facilitate planning activities	✓
Supplies and materials required to conduct planning activities	✓
Travel/per diem related to support planning activities	✓
Overtime and backfill costs (IAW operational Cost Guidance)	✓
Other	

Training Costs	
Develop, Deliver, and Evaluate Training	✓
Overtime and backfill for emergency preparedness and response personnel attending interoperable emergency communications training classes as it relates to IECGP	✓
Training workshops and conferences	✓
Full- or part-time staff or contractors/consultants	✓
Travel	✓
Supplies	✓
Tuition for higher education	
Other items	
Exercises Costs	
Design, Develop, Conduct and Evaluate an Exercise	✓
Exercise planning workshop	✓
Full- or part-time staff or contractors/consultants	✓
Overtime and backfill for emergency preparedness and response personnel attending interoperable emergency communications exercises classes as it relates to IECGP	✓
Implementation of HSEEP, as it pertains to interoperable emergency communications	✓
Travel	✓
Supplies	✓
Other items	
Management & Administrative Costs	
Hiring of full- or part-time staff or contractors/consultants to assist with the management of IECGP, application requirements, compliance with reporting and data collection requirements	✓
Development of operating plans for information collection and processing necessary to respond to DHS data calls	✓
Overtime and backfill costs associated with IECGP	✓
Travel	✓
Meeting related expenses	✓
Authorized office equipment	
Recurring expenses such as those associated with cell phones and faxes during the period of performance of the grant program	
Leasing or renting of space for newly hired personnel during the period of performance of the grant program	

A. Training Information and Requirements.

1. Training Information Reporting System ("Web-Forms"). Web-Forms is an electronic form/data management system built to assist the SAA and its designated State/Territory Training point of contact (TPOC) with the reporting of State and Federal sponsored training information. Web-Forms can be accessed through the FEMA Toolkit located at *http://www.firstrespondertraining.gov/admin*.

2. Types of training. FEMA facilitates a number of different training sources:

- **FEMA Provided Training:** These courses or programs are developed for and/or delivered by institutions and organizations funded directly by FEMA. This includes the Center for Domestic Preparedness (CDP), the National Domestic Preparedness Consortium (NDPC), the Rural Domestic Preparedness Consortium (RDPC), National Emergency Training Center (National Fire Academy and the Emergency Management Institute), and FEMA Training Partners funded through the Continuing and Demonstration Training grant programs.
- **Training Not Provided by FEMA:** These courses are either State or Federal sponsored, coordinated and approved by the SAA or their designated TPOC, and fall within the FEMA mission scope to prepare State and local personnel to prevent, protect against, respond to, and recover from acts of terrorism or catastrophic events.
- **State Sponsored Courses:** These courses are developed for and/or delivered by institutions or organizations other than Federal entities or FEMA and are sponsored by the SAA or their designated TPOC.
- **Approved State Sponsored Course Catalog:** This catalog lists State/Territory sponsored courses that fall within the FEMA mission scope and have been approved through the FEMA course review and approval process. An updated version of this catalog can be accessed at *http://www.firstrespondertraining.gov/odp_webforms*.
- **Federal Sponsored Courses:** This catalog lists courses developed for and/or delivered by institutions funded by Federal entities other than FEMA.
- **Approved Federal Sponsored Course Catalog**: This catalog lists Federal-sponsored courses that fall within the FEMA mission scope, and have been approved through the FEMA course review and approval process. An updated version of this catalog can be accessed at *http://www.firstrespondertraining.gov/odp_webforms*.

a. FEMA Provided Training. FEMA funds the direct delivery of a variety of classes that States can request to meet training needs. These classes are listed in the FEMA approved course catalog listed at *http://www.firstrespondertraining.gov/odp_webforms*.

Each FEMA Training Partner should contact the SAA or designated TPOC for locations within the State that are appropriate for the training. When the direct delivery funds are exhausted, the Training Partner can continue to offer the classes to the States through one of two methods—the Cooperative Training Outreach Program (CO-OP) or the Excess Delivery Acquisition Program (EDAP).

The FEMA CO-OP has been reworked and renamed as the Voluntary Training Enhancement Program (VTEP). VTEP is a voluntary program designed to increase flexibility for States and Territories while enhancing FEMA's training delivery capability

and complementing the current training partner pool. Funding from previous fiscal years **may** be used to support a State, Territory, or Urban Area's implementation of this program.

EDAP allows a FEMA Training Partner to charge for a course delivery when the Federal grant that developed the program is completed or more deliveries of a requested class are needed than the grant funds can accommodate. This cost per class is approved by FEMA so that States pay for the cost of instruction only, not the curriculum development costs that were paid by FEMA training grant funds. IECGP funds can be used to pay for the delivery of these classes within a State at the request of the SAA/TPOC.

b. Attending Training Not Provided by FEMA (State or Federal Sponsored Courses). States, Territories, and Urban Areas are not required to request approval from FEMA for personnel to attend training not provided by FEMA (State or Federal-sponsored courses) provided that the training is coordinated with and approved by the SAA or TPOC and falls within the FEMA mission scope and the jurisdiction's EOP and Strategy of preparing State and local personnel or citizens to prevent, protect against, respond to, and recover from acts of terrorism or catastrophic events.

States, Territories, and Urban Areas are required, within 30 days after attendance, to submit information through the SAA or TPOC via Web-Forms on all training not provided by FEMA, but supported with IECGP funds. This information will consist of course title, course description, mission area, level of training, the training provider, the date of the course, the number and associated disciplines of the individuals, and the sponsoring jurisdiction. States, Territories, and Urban Areas intending to use FEMA funds to support attendance at training not provided by FEMA must ensure these courses:

- Fall within the FEMA mission scope to prepare State and local personnel to prevent, protect against, respond to, and recover from acts of terrorism and catastrophic events
- Build additional capabilities that a) support a specific training need identified by the State, Territory, and Urban Area, and b) comport with the State, Territory, or Urban Area Homeland Security Strategy
- Address specific tasks and/or competencies articulated in FEMA's *Emergency Responder Guidelines* and the *Homeland Security Guidelines for Prevention and Deterrence*
- Address specific capabilities and related tasks articulated in the September 2006 version of the TCL, available through LLIS
- Support the specific program training activities identified in the individual IECGP grant programs (SHSP, UASI, MMRS, CCP) for which the funding will be used
- Comport with all applicable Federal, State, and local regulations, certifications, guidelines, and policies deemed appropriate for the type and level of training

In support of the continuing efforts to build common catalogs of approved training not provided by FEMA, the SAA/TPOC will be allowed three deliveries of the same course within a State/Territory before the course is required to go through the FEMA State course review and approval process. Additional course deliveries will be authorized during the review period. However, if the course is disapproved as part of the process, no additional FEMA funds can be dedicated to attending the course.

c. State and Federal-Sponsored Course Catalogs. Courses approved by FEMA will be added to either the approved State Sponsored Course Catalog or the Federal Sponsored Course Catalog. Courses identified within these catalogs may be attended on an unlimited basis within any State/Territory as long as the training is coordinated and approved by the SAA/TPOC. A full description of the FEMA Course Development, Review, and Approval Process, as well as the approved course catalogs, can be found at *http://www.firstrespondertraining.gov/odp_webforms*.
FEMA will respond to the initial request for review within 15 days with one of the following outcomes:

- Course concept is approved as consistent with the State plan and the State should submit the full course package for subject matter expert review and comment.
- Course concept is disapproved as inconsistent with State plan, FEMA guidance, or is exactly the same as another course in the catalog (no need for another approval, refer to the curriculum already developed and approved).

At any time, the SAA/TPOC (for State-sponsored courses) or the Federal Agency POC (for Federal sponsored courses) may request the addition of a course to the corresponding approved catalog by submitting the associated Web-Form (i.e., Request for Addition to the Approved State-Sponsored Catalog) for review. If a class on the same subject is already in the catalog, the submitting State should provide documentation as to why the course is unique, after contacting the owner(s) of the other courses to review the curriculum. This step is required to avoid unnecessary duplication of similar courses in the catalog, allow States to share course development costs, permit all States to have access to new or unique courses developed by other providers, and allow States to direct their training dollars to delivery rather than development. If it is determined that the proposed course meets the above listed criteria, the providing entity (SAA/TPOC or Federal Agency POC) will be invited to submit the Course Review and Approval Request Form along with all supporting training materials.

For further information on developing courses using the instructional design methodology and tools that can facilitate the process, SAAs and TPOCs are encouraged to review the FEMA Strategy for Blended Learning and access the

Responder Training Development Center available at
http://www.firstrespondertraining.gov/admin.

FEMA funds must be used to supplement, not supplant, existing funds that have been appropriated for the same purpose. FEMA will conduct periodic reviews of all State, Territory, and Urban Area training funded by FEMA. These reviews may include requests for all course materials and physical observation of, or participation in, the funded training. If these reviews determine that courses are outside the scope of this guidance, grantees will be asked to repay grant funds expended in support of those efforts.

States and Territories are required to conduct an annual Training and Exercise Plan Workshop to identify key priorities and major events over a multi-year time frame and to align training and exercises in support of those priorities. A Multi-year Training and Exercise Plan will be produced from the Training and Exercise Plan Workshop to include the State's training and exercise priorities, associated training and exercise capabilities, and a multi-year training and exercise schedule. Further guidance concerning the Multi-year Training and Exercise Plan can be found in the Exercises discussion in Appendix C.

B. Exercise Requirements.

1. Training and Exercise Plan Workshop. States and Urban Areas are required to conduct an annual Training and Exercise Plan Workshop (T&EPW). A Multi-year Training and Exercise Plan must be produced from the T&EPW and submitted to the State's respective Exercise Manager and Preparedness Officer. This plan must be updated annually.

The Training and Exercise Plan will include the State's training and exercise priorities, associated capabilities, and a multi-year training and exercise schedule. The schedule must be submitted within 60 days of the workshop and should reflect all exercises that are being conducted throughout the State. All scheduled exercises must be entered through the National Exercise Schedule (NEXS) Application, which is located on the HSEEP website. A template of the Multi-year Training and Exercise Plan can be found in HSEEP Volume IV.

States must complete a cycle of exercise activity during the period of this grant. States and Urban Areas are encouraged to use exercises as an opportunity to meet the requirements of multiple exercise programs. To this end, grantees are encouraged to invite representatives/planners involved with other Federally-mandated or private exercise activities. States and Urban Areas are encouraged to share, at a minimum, the multi-year training and exercise schedule with those departments, agencies, and organizations included in the plan.

Further guidance concerning Training and Exercise Plan Workshops can be found in the HSEEP Volumes.

2. Exercise Scenarios. The scenarios used in IECGP-funded exercises must be based on the State's/Urban Area's Homeland Security Strategy and plans. Acceptable scenarios for SHSP, UASI, MMRS, and CCP exercises include: chemical, biological, radiological, nuclear, explosive, cyber, agricultural and natural or technological disasters. Exercise scenarios must be catastrophic in scope and size, as defined by the National Response Framework.

The scenarios used in IECGP-funded exercises must focus on validating existing capabilities and must be large enough in scope and size to exercise multiple tasks and warrant involvement from multiple jurisdictions and disciplines and non-governmental organizations. Exercise scenarios should also be based on the Multi-year Training and Exercise Plan.

3. Models, Simulations and Games (MS&G). Grantees who wish to expend funds on models, simulations, or games (MS&G) must consult with *"Review of Models, Simulations, and Games for Domestic Preparedness Training and Exercising, Volume III,"* which provides an overview and analysis of existing models, simulations, and games. Grantees can also consult with the MS&G Decision Support System, which automates the aforementioned report into a searchable database. Both the report and system are available through the HSEEP website.

4. Special Event Planning. If a State or Urban Area will be hosting an upcoming special event (e.g., Super Bowl, G-8 Summit); they anticipate participating in a Tier 2 National-Level Exercise as defined by the National Exercise Program Implementation Plan (NEP I-Plan); or they anticipate that they will apply to be a venue for a Tier 1 National-Level Exercise, as defined by the I-Plan, they should plan to use SHSP or UASI funding to finance training and exercise activities in preparation for that event. 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. States should also anticipate participating in at least one Regional Exercise annually. States must include all confirmed or planned special events in the Multi-year Training and Exercise Plan.

5. Exercise Evaluation. All exercises will be performance-based and evaluated. An After-Action Report/Improvement Plan (AAR/IP) will be prepared and submitted to FEMA within 60 days, following every exercise, regardless of type or scope. AAR/IPs must conform to the HSEEP format, should capture objective data pertaining to exercise conduct, and must be developed based on information gathered through Exercise Evaluation Guides (EEGs) found in HSEEP Volume IV. All applicants are encouraged

to use the Lessons Learned Information Sharing System (LLIS.gov) as a source for lessons learned and to exchange best practices.

6. Self-Sustaining Exercise Programs. States are expected to develop a self-sustaining exercise program. A self-sustaining exercise program is one that is successfully able to implement, maintain, and oversee the Multi-year Training and Exercise Plan, including the development and delivery of IECGP-funded exercises. The program must utilize a multi-disciplinary approach to the development and delivery of exercises, and build upon existing equipment, plans, and training.

7. 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, conduct, and evaluation of an exercise. State and local jurisdictions are encouraged to develop exercises that test the integration and use of non-governmental resources provided by non-governmental entities, defined as the private sector and private non-profit, faith-based, community, volunteer and other non-governmental organizations. Non-governmental participation in exercises should be coordinated with the local Citizen Corps Council(s).

Appendix E. Additional Resources

This Appendix describes several resources that may help applicants in completing an IECGP application.

1. Centralized Scheduling & Information Desk (CSID) Help Line. The CSID is a non-emergency resource for use by emergency responders across the nation. CSID is a comprehensive coordination, management, information, and scheduling tool developed by DHS through FEMA for homeland security terrorism preparedness activities. The CSID provides general information on all FEMA Grant programs and information on the characteristics of CBRNE, agro-terrorism, defensive equipment, mitigation techniques, and available Federal assets and resources.

The CSID maintains a comprehensive database containing key personnel contact information for homeland security terrorism preparedness programs and events. These contacts include personnel at the Federal, State and local levels. The CSID can be contacted at (800) 368-6498 or askcsid@dhs.gov. CSID hours of operation are from 8:00 am–6:00 pm (EST), Monday-Friday.

2. Grant Programs Directorate (GPD). FEMA GPD will provide fiscal support, including pre- and post-award administration and technical assistance, to the grant programs included in this solicitation.

For financial and administrative guidance, all state and local government grant recipients should refer to 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Institutions of higher education, hospitals, and other non-profit organizations should refer to 2 CFR Part 215 for the applicable uniform administrative requirements.

Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to ask-OGO@dhs.gov.

3. Office of Emergency Communications (OEC) Interoperable Communications Technical Assistance Program (ICTAP). DHS OEC will provide post-award technical assistance for IECGP grantees through ICTAP. The ICTAP mission is to provide free technical assistance to enhance interoperable communications among Federal, State, and local emergency responders and public safety officials from cities and States that have received grants from DHS. ICTAP will support grantees in implementing IECGP projects, in alignment with their approved Statewide Communications Interoperability Plans (SCIP). Other ICTAP services include Tactical Interoperable Communications Plan (TICP) and Communications Asset Survey and Mapping (CASM) support.

4. GSA Cooperative Purchasing Program. The U.S. General Services Administration (GSA) offers two efficient and effective procurement programs for State and local governments to purchase products and services to fulfill homeland security and other technology needs. The GSA Schedules (also referred to as the Multiple Award Schedules and the Federal Supply Schedules) are long-term, indefinite delivery, indefinite quantity, government-wide contracts with commercial firms of all sizes.

- Cooperative Purchasing Program
  Section 211 of the E-Government Act of 2002, authorized GSA sales of Schedule 70 IT products and services to State and local Governments through the introduction of Cooperative Purchasing. The Cooperative Purchasing program allows State and local governments to purchase from Schedule 70 (the Information Technology Schedule) and the Consolidated Schedule (containing IT Special Item Numbers) **only**. Cooperative Purchasing is authorized by Federal law and was enacted when Section 211 of the E-Government Act of 2002 amended the Federal Property and Administrative Services Act.

  Under this program, State and local governments have access to over 3,500 GSA Schedule contractors who have voluntarily modified their contracts to participate in the Cooperative Purchasing program. The U.S. General Services Administration provides a definition of State and local governments as well as other vital information under the frequently asked questions section on its website at *http://www.gsa.gov/cooperativepurchasing*.

- Disaster Recovery Purchasing Program
  GSA plays a critical role in providing disaster recovery products and services to Federal agencies. Now State and local Governments can also benefit from the speed and savings of the GSA Federal Supply Schedules. Section 833 of the John Warner National Defense Authorization Act for Fiscal Year 2007(Public Law 109-364) amends 40 U.S.C. 502 to authorize the GSA to provide State and Local governments the use of ALL Federal Supply Schedules of the GSA for purchase of products and services to be used to facilitate recovery from a major disaster declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act or to facilitate **recovery** from terrorism or nuclear, biological, chemical, or radiological attack.

In the aftermath of emergency events, State or local governments' systems may be disrupted. Thus, use of Federal Supply schedule contracts prior to these events to acquire products or services to be used to facilitate recovery is authorized. State or local governments will be responsible for ensuring that purchased products or services are to be used to facilitate recovery.

GSA provides additional information on the Disaster Recovery Purchasing Program website at *http://www.gsa.gov/disasterrecovery*.

State and local governments can find a list of eligible contractors on GSA's website, *http://www.gsaelibrary.gsa.gov*, denoted with a COOP PURCH or DISAST RECOV symbol.

Assistance is available from GSA on the Cooperative Purchasing and Disaster Purchasing Program at the local and national levels. For assistance at the local level, visit *http://www.gsa.gov* to find the POC in your area. For assistance at the national level, contact Tricia Reed *at* patricia.reed@gsa.gov, *(571) 259-9921.* More information is available at *http://www.gsa.gov/cooperativepurchasing* and *http://www.gsa.gov/disasterrecovery*.

5. Exercise Direct Support. FEMA has engaged multiple contractors with significant experience in designing, conducting, and evaluating exercises to provide support to Regions, States, and local jurisdictions in accordance with State Homeland Security Strategies and the Homeland Security Exercise and Evaluation Program (HSEEP). Contract support is available to conduct a Training and Exercise (T&E) Plan Workshop to develop a Multi-year T&E Plan and build or enhance the capacity of jurisdictions to design, develop, conduct, and evaluate effective exercises.

In FY 2008, support for planning and conduct of exercises has shifted in strategy from a State-focused approach, organized by National Preparedness Directorate Headquarters, to a regional (multi-State) approach, organized by the FEMA Regions, to more effectively integrate national, regional, territorial, tribal, State, and local preparedness exercises. At this time, the Regional Exercise Support Program will provide support for one discussion-based exercise (i.e., seminar, workshop or tabletop) and five operations-based (i.e. drills, functional exercises, full scale exercises) exercises within each of the 10 FEMA Regions. The Regional Exercise Support Program support is not limited to new exercise initiatives and can be applied to ongoing exercises to maintain continuity of existing planning schedules. State requests for support will be considered, however priority will be given to exercise initiatives that support collaboration within a Region.

Additional guidance on the Regional Exercise Support Program to include the application process, as well as information on the HSEEP, is available on the HSEEP website, *http://hseep.dhs.gov*.

6. Homeland Security Preparedness Technical Assistance Program. The Homeland Security Preparedness Technical Assistance Program (HSPTAP) provides technical assistance on a first-come, first-served basis (and subject to the availability of funding) to eligible organizations to enhance their capacity and preparedness to respond to CBRNE terrorist incidents. In addition to the risk assessment assistance already being provided, FEMA also offers a variety of other technical assistance programs.

More information can be found at *http://www.fema.gov/government/grant/*.

7. Lessons Learned Information Sharing (LLIS) System. LLIS is a national, online, secure website that houses a collection of peer-validated lessons learned, best practices, AARs from exercises and actual incidents, and other relevant homeland security documents. LLIS facilitates improved preparedness nationwide by providing response professionals with access to a wealth of validated front-line expertise on effective planning, training, equipping, and operational practices for homeland security.

The LLIS website also includes a national directory of responders and homeland security officials, as well as an updated list of homeland security exercises, events, and conferences. Additionally, LLIS includes online collaboration tools, including secure email and message boards, where users can exchange information. LLIS uses strong encryption and active site monitoring to protect all information housed on the system. The LLIS website is *https://www.llis.gov*.

8. Information Sharing Systems. FEMA encourages all State, regional, local, and Tribal entities using FY 2008 IECGP funding in support of information sharing and intelligence fusion and analysis centers to leverage available Federal information sharing systems, including Law Enforcement Online (LEO) and the Homeland Security Information Network (HSIN). For additional information on LEO, contact the LEO Program Office at leoprogramoffice@leo.gov or 202-324-8833. For additional information on HSIN and available technical assistance, contact the HSIN Help Desk at (703) 674-3003.

9. SAFECOM Reference Library. More detailed information that can assist in technical, planning, training and exercise, and regulatory related communications efforts can be found on the SAFECOM website at www.safecomprogram.gov.

Appendix F. Acronyms

A	
AAR	After Action Report
B	
BSIR	Biannual Strategy Implementation Reports
C	
CAPR	Categorical Assistance Progress Reports
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CCP	Citizen Corps Program
CCR	Central Contractor Registry
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CSID	Centralized Scheduling and Information Desk
D	
D&B	Dun and Bradstreet
DHS	U.S. Department of Homeland Security
DUNS	Data Universal Numbering System
E	
EMS	Emergency Medical Services
F	
FEMA	Federal Emergency Management Agency
FOIA	Freedom of Information Act
FSR	Financial Status Report
FY	Fiscal Year
G	
GAN	Grant Adjustment Notice
GMS	Grants Management System
GPD	Grants Program Directorate
GPRA	Government Performance and Results Act
GRT	Grants Reporting Tool
GSA	General Services Administration
H	
HSEEP	Homeland Security Exercise and Evaluation Program
HSPTAP	Homeland Security Preparedness Technical Assistance Program
I	
IECGP	Interoperable Emergency Communications Grant Program

ICS	Incident Command System
ICTAP	Interoperable Communications Technical Assistance Program
IP	Improvement Plan
J	
K	
L	
LEP	Limited English Proficient
LLIS	Lessons Learned Information Sharing
M	
M&A	Management and Administrative
MMRS	Metropolitan Medical Response System
MS & G	Models, Simulations and Games
N	
NECP	National Emergency Communications Plan
NIMS	National Incident Management System
NPD	National Preparedness Directorate
O	
OEC	Office of Emergency Communications
OJP	Office of Justice Programs
OMB	Office of Management and Budget
P	
PMO	Program Management Office
POC	Point of Contact
PSIC	Public Safety Interoperable Communications Grant Program
R	
S	
SAA	State Administrative Agency
SCIP	Statewide Communications Interoperability Plans
SF	Standard Form
SHSP	State Homeland Security Program
SOP	Standard Operating Procedure
SPOC	Single Point of Contact
T	
T&E	Training and Exercise
TICP	Tactical Interoperable Communications Plan
U	
UASI	Urban Area Security Initiative
V	

W
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