U.S. DEPARTMENT OF HOMELAND SECURITY

Fiscal Year 2007

Commercial Equipment Direct Assistance Program

Program Guidance

April 2007

Contents

Introduction

The Commercial Equipment Direct Assistance Program (CEDAP) is a competitive direct assistance program that provides requested equipment directly to qualified selected applicants. CEDAP recipients also receive training and technical assistance on the equipment awarded to ensure that the devices are used proficiently and properly maintained. CEDAP is available to smaller communities, not currently eligible for funding through the DHS Urban Areas Security Initiative grant program, and award decisions are made competitively on the basis of need for the specific equipment applied for and an ability to use and maintain such equipment properly. CEDAP works in conjunction with other DHS programs to enhance regional response capabilities, mutual aid, and interoperable communications, and to strengthen our Nation's overall preparedness baseline.

CEDAP is an important part of the Administration's larger, coordinated effort to strengthen homeland security preparedness. In particular, the equipment provided through CEDAP is designed to help the Nation's emergency response agencies meet the target capabilities and National Preparedness Priorities related to the National Preparedness Goal.

The National Preparedness Goal presents an all-hazards vision regarding the Nation's four core preparedness objectives: to prevent, protect, respond and recover from terrorist attacks and catastrophic natural disasters.   DHS expects our State, local, and Tribal partners – including recipients of CEDAP awards – to be familiar with this Federal preparedness architecture and to incorporate elements of this architecture into their planning, operations and investments.

One of the central goals of CEDAP is to provide equipment to assist emergency responders in improving their capabilities in the following areas, all of which reflect capabilities addressed by the National Preparedness Goal:

- Prevention and Detection
- Regional Response and Mutual Aid
- Interoperable Communications

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Part I.
Available Funding and Eligible Applicants

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A. Available Funding.

In FY07, CEDAP will provide equipment, training and technical assistance valued at approximately $33.7 million to first responder agencies.

B. Eligible Applicants.

CEDAP equipment and training will be provided primarily to small agencies, departments, and jurisdictions that are in compliance with the requirements of the National Incident Management System (NIMS). Additional information on NIMS is available at *http://www.fema.gov/emergency/nims/*.
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The following public and non-profit emergency response agencies that have not received technology funding through the Urban Area Security Initiative (UASI), or Assistance to Firefighter Grants (AFG) after October 1, 2005 are eligible to apply. Applicants who have received grant assistance from the Federal Emergency Management Agency (FEMA) under FEMA's Interoperable Communications Equipment (ICE) program are not eligible for interoperable communications equipment:

1. Law Enforcement Agency – Any non-Federal agency chartered and empowered to enforce US laws in the following jurisdictions: the United States, a State (or political subdivision) of the United States or a Territory/possession (or political subdivision) of the United States, including:
- Local police
- Sheriffs
- State police
- County police (municipal police that operate on a countywide basis, e.g., Fairfax County, VA; Nassau County, NY)
- Native American Tribal police
- Special police certified by the State
- Campus police certified by the State

2. Fire Department – Any public or private non-profit organization that provides fire prevention, fire suppression, and associated emergency services to a jurisdiction such as a county, municipality, or organized fire district. Corporations will be required to verify that they are non-profit in order to qualify for CEDAP.

3. Emergency Medical Service (EMS) – For the purpose of CEDAP eligibility, any EMS provider authorized by State law or by a unit of local government (including but not

limited to a county, city, town, or parish) to provide medical services and meeting the following definition of EMS: operates as a branch of medicine that is performed in the field, pre-hospital (i.e., the streets, peoples' homes, etc.). Corporations will be required to verify that they are non-profit in order to qualify for CEDAP.

4. Emergency Management Agency – Any emergency management agency authorized under State law that meets the following definition of emergency management: the preparation for, and carrying out of, all emergency functions, other than military functions, to minimize injury and to repair damage resulting from disasters caused by fire, flood, storm, earthquake, or other natural causes, or enemy attack, sabotage, or other hostile action, and to provide support for rescue operations for persons and property in distress. It encompasses all organizations with emergency/disaster functions in a jurisdiction, rather than only one agency or department. This system includes organizations involved in the prevention of, mitigation of, preparedness for, response to, and recovery from disasters or emergencies.

5. Public Safety Agency – Any government or non-profit organization, other than those already listed above, that has been given, by law, the responsibility for protecting life in the event of an incident requiring emergency response.

C. Disqualifying Criteria.

1. Reciept of other related DHS Grant Funding

Applicants that have received advanced equipment through other DHS programs such as UASI, or AFG after October 1, 2005 are not eligible for a CEDAP award. Applicants who have received grant assistance from FEMA under FEMA's Interoperable Communications Equipment (ICE) program are not eligible for interoperable communications equipment under CEDAP. These jurisdictions are still encouraged to apply for equipment other than interoperable communications equipment from the CEDAP Equipment Catalog.

2. Multiple Awards

Applicants should select items from the CEDAP Equipment Catalog that they have been unable to acquire through other DHS programs. At the time of CEDAP equipment delivery, successful applicants will be required to certify that they have not received the same equipment from another Federal program since October 1, 2005, CEDAP will not be able to award the item.

3. Multiple Applications for Equipment and Equipment Selections

Agencies and departments are allowed to submit only one application per year under CEDAP.   Receipt of multiple applications from different divisions or units of the same agency or department will automatically disqualify the applicant from consideration for all CEDAP applications submitted. For example, if CEDAP receives an application from the homeland security section and another from the bomb squad of the same agency, both applications will be disqualified.

Part II.
Equipment Availability

This section summarizes the equipment categories that are available under CEDAP. In selecting devices and systems for inclusion in the CEDAP Equipment Catalog located at https://www.rkb.mipt.org/, DHS worked with the leaders of the public safety community to receive input on the equipment needs and priorities of emergency responders across the Nation. Items included in the catalog were also selected for their high level of technical and operational performance. Future CEDAP solicitations will continue to add additional commercial equipment based on the continuing input of public safety experts.

A. General Equipment Categories.

CEDAP offers equipment and equipment training in the following five categories:

- Personal protective equipment (PPE)
- Thermal imaging, night vision, and video surveillance tools
- Chemical and biological detection tools
- Information technology and risk management tools
- Interoperable communications equipment/technology

B. Specific Equipment Available.

1. Personal Protective Equipment
- CEDAP PPE Ensemble

2. Thermal Imaging, Night Vision, and Video Surveillance
- Tacsight SE35 Thermal Imager.
- AN/PVS-14 Night Vision Security Kit.
- Gyro Stabilized Binoculars with Night Vision
- Modular Portable Video System
- Portable Video Surveillance System
- Wolf Pack Remote Viewing System (CT/AT Kit)

3. Chemical and Biological Detection
- LCD-3 Lightweight Chemical Detector
- CEDAP Chemical Detection Kit
- RAMP System for Biodetection

4. Information Technology and Risk Management Tools
- StarWitness Video Pro (investigative software)
- MobileSynch Records Management Software (case management software)

- Homeland Security Comprehensive Assessment Model (HLS-CAM)
- CounterMeasures Risk Analysis Software
- HazMaster G3 Decision Support System
- PEAC-WMD Incident Command Kit
- Tactical Lincoln System (Title III court-ordered electronic intercept software)

5. **Interoperable Communications Equipment/Technology**
   - Incident Commanders' Radio Interface(ICRI)

For a full description of equipment and technology available under the FY 2007 CEDAP, see the Equipment Catalog at https://www.rkb.mipt.org/.

C. Equipment Requirements.

Some items in the CEDAP catalog are intended for agencies with specialized units with advanced training, education, and certifications. Some items have Occupational Safety and Health Administration (OSHA), National Institute for Occupational Safety and Health (NIOSH), and other requirements. Please check the Equipment Catalog to ensure that your agency meets any special requirements for the equipment you are requesting.

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PART **III.**
Application and Program Requirements

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Applications must be submitted online at *www.rkb.mipt.org*. Applicants must complete the online application, answering all questions as clearly and as fully as possible. Incomplete applications are not considered for an award.

The application is divided into two sections. The first section determines eligibility, and the second section asks a series of multiple choice and essay questions regarding demographics, prior funding, item selection, and a justification explaining the need for and intended use of the requested equipment.

A. Eligibility Questions.

The eligibility questions ensure that an applicant meets the criteria for a CEDAP award. These multiple choice questions allow CEDAP to determine the size of the jurisdiction served by an agency or department and to characterize the level of support made available during the last 12 months.

B. Essay Questions.

The essay questions are a critical piece of the application and provide applicants with the opportunity to explain in detail why they need the selected equipment and how it will be used. The essay response also addresses how the requested equipment will help applicants meet the National Preparedness Priorities and Target Capabilites related to the National Preparedness Goal.

To answer the essay questions, applicants should discuss the technological shortfalls that limit the agency or department's capability to perform its homeland security emergency response mission. Applicants should select the system or device that best fulfills this unmet need. The applicant should also characterize how the selected equipment would enhance its task force operations, as well as formal and informal coordination agreements with other agencies for preventing terrorism or emergency responses in the event of a critical incident.

The applicant should explain how the CEDAP equipment requested correlates to its State's needs and capabilities assessment. This answer should provide details on whether the agency or department completed a structured risk assessment, and whether it has a regional or national infrastructure within its jurisdiction that is vulnerable to terrorist acts. Applicants need to consider what technology or equipment shortfalls were identified during the assessment and how the CEDAP award would assist the agency or department to reduce the threats to regional infrastructure and improve emergency responses.

Additionally, applicants should focus on how the technological capability of the requested system or device will support efforts to carry out regional counterterrorism and emergency response plans and to enhance critical incident management. Further, applicants should explain how CEDAP equipment will be used during daily operations.

C. Required Training.

Applicants selected for an award under CEDAP must participate in training and technical assistance on the equipment selected at the same time, or before, technologies are delivered and transferred under the program. One representative from each successful applicant agency, department, or jurisdiction is required to complete the training. This mandatory training will help ensure that the systems and devices awarded under CEDAP will be used fully and correctly by recipient agencies.

CEDAP provides three types of training:
1. Classroom instruction at regional training and delivery conferences.
2. Onsite training.
3. Online or self-study training.

FEMA will notify applicants selected for a CEDAP award of the type, date, and location of the training they will receive.

D. Evaluation and Administrative Requirements.

CEDAP equipment recipients must agree to participate in follow-up evaluations and reports. Outside sources will conduct semi-annual impact evaluations to ascertain the level of use and applicability of the equipment transferred under CEDAP. In addition, these reviews and evaluations will request user feedback to identify best practices and lessons learned about the CEDAP process to improve the CEDAP program, the process it employs, and future equipment offerings.

Part IV.
Application Evaluation Process

A. Application Deadline and Review Process.

Beginning April 17, 2007, prospective applicants may review the program solicitation through the Responder Knowledge Base (RKB) at www.rkb.mipt.org/. The application submission period will open on April 25, 2007. Completed applications must be submitted to DHS via the RKB at www.rkb.mipt.org (see below for details about this tool) no later than 11:59 PM EST, May 29, 2007.

Upon receipt of the online CEDAP application, applications will be electronically forwarded to the U.S. Army Electronic Proving Ground at Ft. Huachuca, Arizona which serves as the Department's technical agent and partner in administering CEDAP. At the same time, an e-mail notification is automatically sent to the head of the applicant agency notifying him or her that an application has been filed on behalf of the agency. The agency head is asked to review the application and to certify that the agency is making an official request for assistance from DHS under CEDAP.

In addition, each State Administrative Agency (SAA) will receive an automated email notification for each CEDAP application submitted by an agency within the State. The SAA must either concur or nonconcur that the equipment requested in the application is consistent with the State strategy. Applications that receive SAA concurrence, or no action by the State, will be reviewed, rated, and ranked. Applicants that receive SAA nonconcurrence are notified and encouraged to work with the SAA to resolve the issue and, if successful, will have an opportunity to submit amended applications.

Applications certified by the agency head and approved by the SAA are scored in two parts. First, the eligibility and multiple choice sections are automatically scored. Second, subject matter experts in the law enforcement and emergency responder community review and score the essay section. High scoring responses will include details regarding how equipment will be used in daily operations and display a thorough understanding of the equipment requested. Successful applications fully describe agency planning and/or needs and capability assessments. In addition, successful applicants demonstrate a clear need for the specific equipment applied for and an ability to maintain it properly.

Once all the applications are scored, they are ranked according to the score received and award selections are made based on an applicants' rank and the amount of funding available for equipment purchases. Following this process, applicants will be notified via e-mail of the status of their application. Shortly after the award notification, successful applicants will receive information regarding the required training. Applicants that are not successful are encouraged to reapply in the next CEDAP round.

B. Grant Application Support from DHS.

Prospective applicants should direct any questions regarding CEDAP, the application process, or the awards process to the Centralized Scheduling and Information Desk (CSID) at 1-800-368-6498 or via e-mail at *askcsid@dhs.gov*. If the CSID representative cannot answer your question, your call may be routed to FEMA's technical agent for CEDAP located at Ft. Huachuca, Arizona at 1-866-659-9170. See the Appendix for more information on application support.

Appendix
Assistance Resources and Support

A. Centralized Scheduling and Information Desk Help Line

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. CSID provides general information on all FEMA programs and information on the characteristics of CBRNE, agro-terrorism, cyber-terrorism, defensive equipment, mitigation techniques, and available Federal assets and resources. CSID also 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.

CSID staff are available to answer questions regarding CEDAP. The CSID can be contacted at 1-800-368-6498 or askcsid@dhs.gov.

B. US Army Electronic Proving Ground

The US Army Electronic Proving Ground located at Ft. Huachuca, Arizona serves as FEMA's technical agent for the CEDAP program. A staff of highly trained professionals at Ft. Huachuca is available to answer your CEDAP equipment or application concerns. They can be reached directly at 1-866-659-9170.