



**U.S. Department of Homeland Security**  
*Office of Grants and Training*

**FY 2006 Infrastructure Protection  
Program: *Port Security***

*Program Guidelines and Application Kit*



## Foreword

I am pleased to provide these FY 2006 program guidelines and application materials for the U.S. Department of Homeland Security (DHS) Infrastructure Protection Program.

This is the first grant cycle since completion of the Department's Second Stage Review last summer and our creation of a unified Preparedness Directorate. The preparedness mission transcends the entire Department. Our approach to preparedness aggregates critical assets within DHS to support our operating components and the work of our external partners to prevent, protect against, respond to, and recover from threats to America's safety and security. The Directorate serves a strategic integration function of people, funding and programs.

The new Preparedness Directorate includes the essential work of the Department's Office of Grants and Training. In managing our grant programs, DHS is committed to supporting risk-based investments. We are equally committed to continuous innovation. As new infrastructure is built, existing facilities improved, or as our assessment of specific threats change, DHS grant programs will focus on being nimble and making high-return investments to combat terrorism.

In 2006, \$373 million is available for a package of related infrastructure protection grants. The FY 2006 Port Security Grant Program makes up \$168 million of the total infrastructure protection grant funds available. These grants are a vital tool in making our nation safer in the war against terror. They provide assistance for physical security enhancements to some of the Nation's most at-risk critical infrastructure.

For each grant, the Preparedness Directorate will rely on an integrated team of subject matter experts drawn from DHS operating components to develop, design, compete, review, and support the infrastructure grants as part of the national preparedness effort. Specifically, with respect to port security:

- The U.S. Coast Guard has the lead for assuring that the grants accomplish key objectives such as aligning our grant making to the highest risk ports and allocating funds using refined risk-based methods developed for grants. This process will hasten the development of an integrated risk-based decision making process for each port area and will support implementation of the National Infrastructure Protection Plan (NIPP) and achievement of the National Preparedness Goal.
- The Department of Homeland Security's Office of Grants and Training provides design, facilitation, coordination and financial management administration for these programs. G&T also coordinates with other relevant parts of the DHS family to bring their subject matter expertise to bear on specific grants and initiatives.

DHS is committed to working with the owners and operators of America's critical infrastructure as part of the national effort to reduce the risks from terrorism and other threats to the homeland.



Michael Chertoff  
Secretary  
Department of Homeland Security

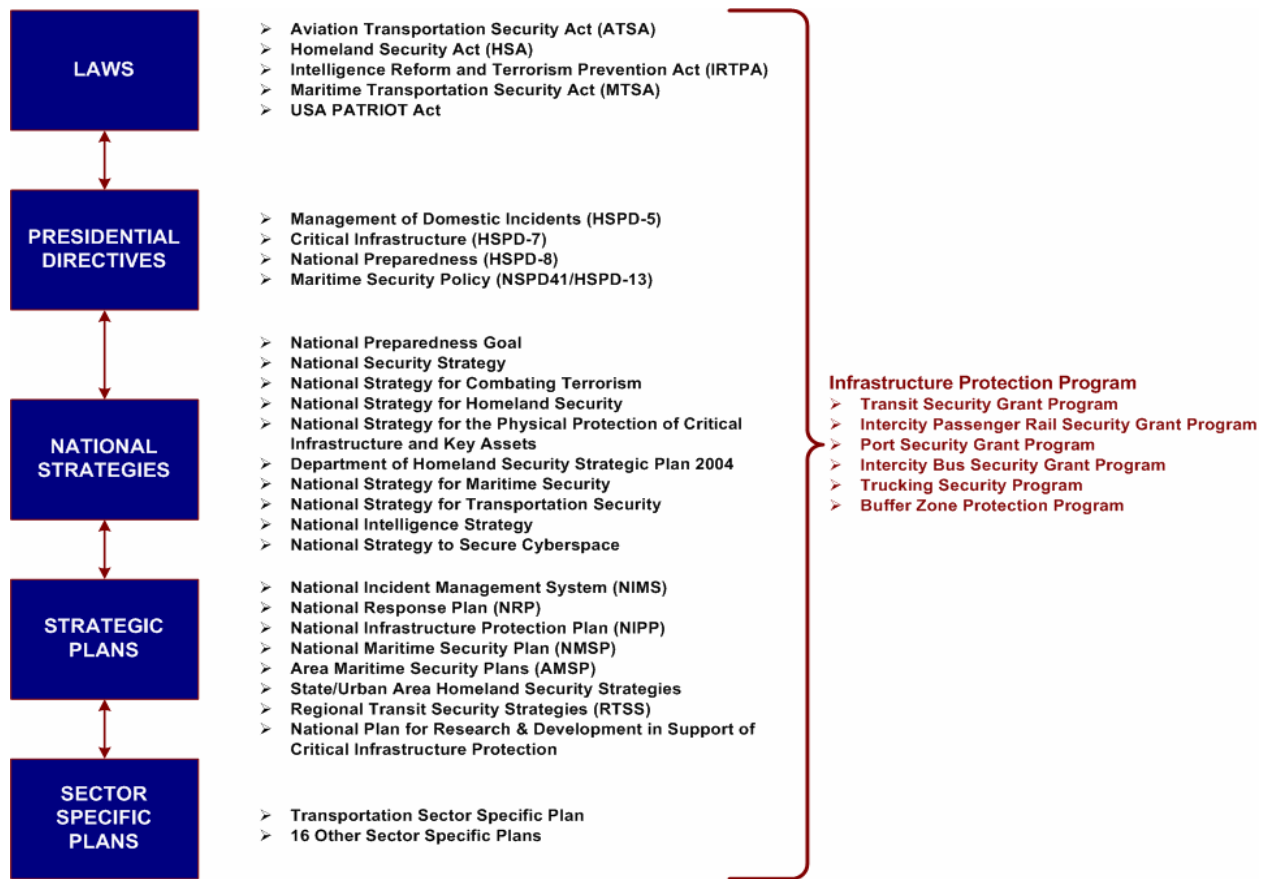
## Contents

Part I	Introduction	1
Part II	FY 2006 Port Security Grant Program	2
Part III	Eligible Applicants and Funding Availability	7
Part IV	Program and Application Requirements	11
Part V	Assistance Resources and Support	21
Part VI	Reporting, Monitoring and Closeout Requirements	23
Appendix A	Authorized Program Expenditures Guidance	
Appendix B	Port System Overview Template Guidance	
Appendix C	Individual Project Plan Template Guidance	
Appendix D	Budget Detail Worksheet Guidance	
Appendix E	MOU/MOA Guidance	
Appendix F	Canine Acquisition Start-up Costs Certification Guidance	
Appendix G	Captain of the Port Zone Abbreviations	
Appendix H	Application Checklist	
Appendix I	Grants.Gov Quick Start Instructions	
Appendix J	Post Award Instructions	
Appendix K	Additional Guidance on the National Preparedness Goal and the National Priorities	
Appendix L	Capabilities Based Planning Guidance	
Appendix M	National Incident Management System Guidance	
Appendix N	National Infrastructure Protection Plan Guidance	
Appendix O	Public Safety Communications and Interoperability Guidance	
Appendix P	Domestic Nuclear Detection Office Guidance	
Appendix Q	National Environmental Policy Act Guidance	
Appendix R	Acronyms and Abbreviations	

# I. Introduction

The FY 2006 Port Security Grant Program (PSGP) is an important component of the Administration's larger, coordinated effort to strengthen the security of America's critical infrastructure. This program implements the objectives addressed in a series of laws, strategy documents, plans and Homeland Security Presidential Directives (HSPDs) outlined in Figure 1. Of particular significance are the National Preparedness Goal (the Goal)\* and its associated work products, the National Infrastructure Protection Plan (NIPP)\* and the National Strategy for Transportation Security (NSTS).

**Figure 1. Laws, Strategy Documents, Directives and Plans That Impact the Infrastructure Protection Program**



On March 31, 2005, DHS issued the Interim National Preparedness Goal. The Goal establishes a vision for a National Preparedness System. A number of the key building blocks for that system, including the National Planning Scenarios, Universal Task List (UTL), Target Capabilities List (TCL), and the seven National Priorities are important components of a successful Port Security Grant.

*Appendix K provides additional information on the National Preparedness Goal and the National Priorities.*

\* As this grant guidance went to print, the final Goal and the NIPP are being prepared for release.

## II. The FY 2006 Port Security Grant Program

*The mission of the FY 2006 Port Security Grant Program is to create a sustainable, risk-based effort for the protection of critical port infrastructure from terrorism, especially explosives and non-conventional threats that would cause major disruption to commerce and significant loss of life.*

### A. Program Overview

As a component of the Infrastructure Protection Program (IPP), the FY 2006 PSGP seeks to assist the Nation's ports in obtaining the resources and capabilities required to support the National Preparedness Goal and the associated National Priorities. Through its focus on port-wide risk management planning, improvised explosive devices, non-conventional methods of attack and domain awareness in the port environment, the FY 2006 PSGP directly addresses six of the seven National Priorities:

- 1) expanding regional collaboration;
- 2) implementing the National Incident Management System and the National Response Plan;
- 3) implementing the National Infrastructure Protection Plan;
- 4) strengthening information sharing and collaboration capabilities;
- 5) enhancing interoperable communications capabilities; and,
- 6) strengthening CBRNE detection and response capabilities.

In addition, the FY 2006 PSGP also supports strengthening emergency operations planning and citizen protection capabilities, and assists in addressing security priorities specific to the port environment.

### B. Solicitation Overview

The FY 2006 Port Security Grant Program is the sixth round of grants and builds upon the previous five (5) rounds. ***Successful applications will be selected by a competitive process. Following risk-based national port security priorities, the FY 2006 PSGP will place a strong emphasis on prevention and detection against improvised explosive devices (IEDs). Of great concern are IEDs delivered via small craft, underwater and in vehicles on ferries. In addition, projects that demonstrate enhanced Maritime Domain Awareness (e.g., access control/standardized credentialing, command and control, communications and enhanced intelligence sharing and analysis) will also receive preference under the FY 2006 PSGP.***<sup>1</sup>

<sup>1</sup> The national priorities are consistent with HSPD-13 (December 21, 2005), which established as maritime security policies: "preventing terrorist attacks or criminal acts or hostile acts in, or the unlawful exploitation of, the Maritime Domain, and reducing the vulnerability of the Maritime Domain to such acts and exploitation" and "enhancing U.S. national security and homeland security by protecting U.S. population centers, critical infrastructure, borders, harbors, ports and coastal approaches in the Maritime Domain." Prevention of terrorist attacks and criminal or hostile acts and protection of maritime related population centers and critical infrastructure were incorporated as strategic objectives within *The National Strategy for Maritime Security* (September 2005).

*Appendix A provides additional information and examples of projects which address these priority areas.*

***Eligible applicants in each port area may submit one application for funding of up to five (5) individual projects.<sup>2</sup> Funding may be awarded for all, some or none of the projects submitted based on the outcome of the evaluation process.***

G&T will coordinate and participate in a Federal interagency application review with USCG, Office of Infrastructure Protection (OIP), the Transportation Security Agency (TSA), and Customs and Border Protection (CBP) within DHS, and Maritime Administration (MARAD) within the Department of Transportation.

## **C. Project Selection**

As noted in Section B above, a series of reviews will occur among local and national subject matter experts to ensure the most effective distribution of funding among these ports. Awards under this program will not be based on formula distributions, but rather on risk-based analytical assessments that align with the national goals outlined in this grant application package.

- 1. Initial Screening.** G&T staff will receive and conduct an initial review of all FY 2006 PSGP applications. Submitters are responsible for ensuring that ineligible, incomplete and duplicate applications are not submitted – doing so may cause elimination from further consideration. Applications passing this review will be grouped by port area and provided to the applicable Captain of The Port (COTP) for further review.
- 2. Field Review.** Field level reviews will be managed by the applicable COTP in coordination with the MARAD Region Director and appropriate personnel from the Area Maritime Security Committee (AMSC) and/or local law enforcement (as identified by the COTP). To support coordination of security grant application projects with state and urban area homeland security strategies, as well as other State and local security plans, the COTP will coordinate the results of the field review with the applicable State Administrative Agency or Agencies and the State Homeland Security Advisors. For each port, the COTP will submit to DHS evaluations that include the following: (1) each specific application will be scored for compliance with the four core grant program criteria enumerated below, and a total score will be computed; and (2) all proposals received from each port will be rank ordered from highest to lowest in terms of their contributions to risk reduction and cost effectiveness. The four core PSGP criteria are as follows:
  - *Criteria #1.* Projects that support the national port security priorities:
    - Prevention and detection of IED attacks by small craft;

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<sup>2</sup> An individual project could be a single activity or multiple activities required to complete an action, such as the establishment of a canine program or an enhanced employee identification system. Individual projects must take place at a single port area.

- Prevention and detection of vehicle-borne IEDs on ferries;
- Prevention and detection of underwater IED attacks; and,
- Enhancement of the port area’s Maritime Domain Awareness (e.g., access control/standardized credentialing, command and control, communications and enhanced intelligence sharing and analysis);
- *Criteria #2.* Projects that address priorities outlined in the applicable Area Maritime Security Plan (AMSP - mandated under the Maritime Transportation Security Act (MTSA));
- *Criteria #3.* Projects that address additional security priorities based on the COTP’s expertise and experience with the specific port area; and,
- *Criteria #4.* Projects that offer the highest potential for risk reduction for the least cost.

Projects will be rated against the above noted program criteria. The COTP will score specific applications on a four-point scale, and scores will reflect responsiveness to the four core criteria. To assist submitters in preparing their applications, the scoring scale to be used in gauging the application and its specific components are outlined below.

**Figure 2. Field Review Scoring of Responsiveness to Core Program Criteria**

**Rating Criteria:**

- *Criteria #1* will be scored on a scale of 0 to 4, as follows:
  - 0 = Not applicable, project does not address one of the National Priorities
  - 1 = Project will be marginally effective in preventing/detecting the threat
  - 2 = Project will be moderately effective in preventing/detecting the threat
  - 3 = Project will be very effective in preventing/detecting the threat
  - 4 = Project will be extremely effective in preventing/deterring the threat
- *Criteria #2* will be scored on a scale of 0 to 4, as follows:
  - 0 = Project is not responsive to the AMSP
  - 1 = Project is marginally responsive to the AMSP
  - 2 = Project is moderately responsive to the AMSP
  - 3 = Project is very responsive to the AMSP
  - 4 = Project is extremely responsive to the AMSP
- *Criteria #3* will be scored on a scale of 0 to 4, as follows:
  - 0 = Project will not impact additional security priorities
  - 1 = Project will have a marginal impact on additional security priorities
  - 2 = Project will have a moderate impact on additional security priorities
  - 3 = Project will have a substantial impact on additional security priorities
  - 4 = Project will have a major impact on additional security priorities
- *Criteria #4* will be scored on a scale of 0 to 4, as follows:
  - 0 = Project offers no risk reduction potential for the cost
  - 1 = Project offers marginal risk reduction potential for the cost
  - 2 = Project offers moderate risk reduction potential for the cost
  - 3 = Project offers good risk reduction potential for the cost
  - 4 = Project offers outstanding risk reduction potential for the cost

After completing field reviews, the COTPs will submit prioritized listings of projects for each port area to USCG District staff to ensure consistent application of field review guidance. After review by USCG District staff, COTPs will then submit the field review prioritized lists to G&T to begin coordination of the national review process.

3. **National Review.** Following the field review, a National Review Panel will be convened. The panel will include subject matter experts from G&T, USCG, TSA, CBP, OIP and MARAD. The purpose of the National Review Process is to identify a final, prioritized list of projects for funding.

The National Review Panel will conduct an initial review of the prioritized project listings for each port area submitted by the USCG COTP to ensure that the proposed projects will accomplish intended risk mitigation goals. The National Review Panel will validate the Field Review COTP Project Priority List and provide a master list of prioritized projects by port area. Following this initial meeting, G&T will review the projects from the National Review Panel's validated prioritized list for each port area against a risk-based algorithm that considers the following factors to produce a comprehensive national priority ranking of port security proposals.

- Relationship of the project to one or more of the national port security priorities:
- The relationship of the project to one or more of the local port security priorities:
- The COTP's ranking (based on each COTP's prioritized list of projects); and,
- The location of the project based on DHS's risk assessment ranking of U.S. Ports.
- The relationship of the project to one or more of the National Priorities outlined in the National Preparedness Goal.

In order to assure that port areas are competing for funds on an equal footing with port areas with similar risk ratings, each port area will be sorted by risk into tiers. Each tier will be given a specific allotment of grant funds for which port areas will compete. ***Consequently, applicants will compete for funding against only those port areas with similar risk rankings.***

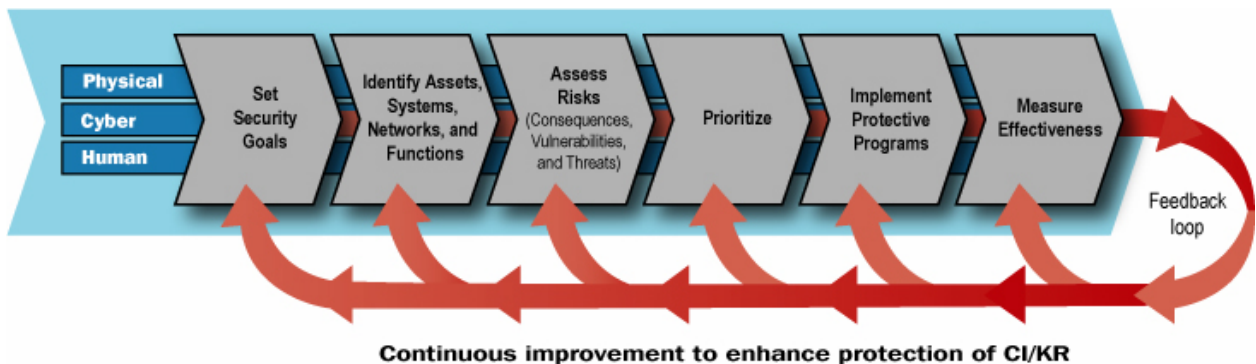
The National Review Panel will then be asked to evaluate and validate the consolidated and ranked project list resulting from this process. Past performance on previous Port Security Grant Program awards may be taken into consideration in reviewing the ranked project list. Awards will be made based on the final ranked list of projects identified by the National Review Panel. ***After DHS final approval, a final listing of awards for each port area will be provided to the awardee and to the relevant COTP, MARAD Region Director, AMSC, State Administrative Agency(ies) and Homeland Security Advisor(s).***



## D. The Goal, Risk Management and Planning Requirements Associated with the FY 2006 Port Security Grant Program

During FY 2006 the Preparedness Directorate, working jointly with the USCG, will continue their work to enhance the risk-based allocation of funds developed in FY 2005, to coordinate port security planning efforts, such as the Area Maritime Security Plan with other risk management planning strategies that have been developed by State and Urban areas. This process will be the beginning of a fundamental shift in the focus of the Port Security Grant Program from primarily a facility security focused grant program to a Port-Wide Risk Management program as part of urban area and state efforts. As such, this process will embody in the development of an integrated risk-based decision making process for each port area. The process will be patterned after the Risk Management Framework articulated in the National Infrastructure Protection Plan. (see Figure 3) Adoption of a deliberate risk management planning process will enable the Federal Maritime Security Coordinator (FMSC) and AMSC to make security enhancement decisions in the context of strategic security goals, supported by clear, measurable objectives. This process will also allow port area security needs to be integrated into the broader national risk management framework of the National Infrastructure Protection Plan, regional planning construct that forms the core of the UASI program, as well as, statewide initiatives.

Figure 3. NIPP Framework



### III. Eligible Applicants and Funding Availability

#### A. Eligible Applicants

The FY 2006 DHS Appropriations Act provides funds for a competitive grant program to address physical security enhancements for critical national seaports. DHS has expanded the eligibility to apply for funding in FY 2006. However, it is important to note that risk-based distribution of funding remains a high priority for the PSGP. ***DHS, through G&T, will award the available funds to projects offering the greatest risk reduction potential in the Nation’s highest risk port areas, thereby ensuring federally regulated ports, terminals and U.S. inspected passenger vessels receiving the funds represent assets of the highest strategic importance nationally.***

***One hundred seaports<sup>3</sup>, representing 95 percent of the foreign waterborne commerce of the United States, plus an additional port area eligible in FY 2005, have been identified for inclusion in the FY 2006 PSGP. Eligible facilities within these port areas must be within two miles of the commercial waterway. Additionally, if a facility falls outside the recognized boundaries of one of these port areas, but is addressed in the port’s AMSP, it will be considered eligible.***

Table 1 below identifies the port areas in which grant activity may take place. However, please note that ***presence on this list does not guarantee receipt of grant funding.*** The port areas are listed alphabetically – no additional significance should be attributed to this ordering.

**Table 1. Port Areas Eligible for Consideration of Funding**

FY 2006 PSGP Eligible Port Areas	
Albany, NY	Nashville, TN
Anacortes, WA	New Haven, CT
Anchorage, AK	New London, CT
Baltimore, MD	New Orleans, LA
Baton Rouge, LA	New York/New Jersey
Beaumont, TX	Newport News, VA
Boston, MA	Norfolk Harbor, VA
Bridgeport, CT	Oakland, CA
Brownsville, TX	Palm Beach, FL
Buffalo, NY	Panama City, FL
Burns Harbor, IN	Pascagoula, MS
Camden, NJ	Paulsboro, NJ
Charleston, SC	Penn Manor, PA
Chattanooga, TN	Pensacola, FL

<sup>3</sup> This eligibility list was developed by the U.S. Coast Guard using commercial, demographic and geographic data from various sources. Factors such as Cargo Volume and Passenger Volume, the presence of Critical Infrastructure/Key Assets (CI/KA), and Strategic Importance, among others, were utilized in the determination. Its purpose is to identify ports that are essential to the viability of the Marine Transportation System. Ports on this list represent 95 percent of the foreign waterborne commerce of the United States. Use of this list for other purposes may not be warranted.

Chester, PA	Philadelphia, PA
Chicago, IL	Pittsburgh, PA
Cincinnati, OH	Plaquemines, LA
Cleveland, OH	Ponce, PR
Corpus Christi, TX	Port Arthur, TX
Detroit, MI	Port Canaveral, FL
Duluth-Superior, MN/WI	Port Everglades, FL
Everett, WA	Port Hueneme, CA
Freeport, TX	Port Manatee, FL
Galveston, TX	Port St. Joe, FL
Gary, IN	Portland, ME
Green Bay, WI	Portland, OR
Greenville, MS	Portsmouth, NH
Gulfport, MS	Providence, RI
Guntersville, AL	Richmond, CA
Helena, AR	San Diego, CA
Honolulu, HI	San Francisco, CA
Houston, TX	San Juan, PR
Huntington, WV	Savannah, GA
Indiana Harbor, IN	Seattle, WA
Jacksonville, FL	South Louisiana, LA
Kalama, WA	St. Louis, MO
Kansas City, MO	St. Paul, MN
Lake Charles, LA	Stockton, CA
Long Beach, CA	Tacoma, WA
Longview, WA	Tampa, FL
Los Angeles, CA	Texas City, TX
Louisville, KY	Toledo, OH
Marcus Hook, NJ	Tulsa, OK
Matagorda, TX	Two Harbors, MN
Memphis, TN	Valdez, AK
Miami, FL	Vancouver, WA
Milwaukee, WI	Vicksburg, MS
Minneapolis, MN	Victoria, TX
Mobile, AL	Wilmington, DE
Morehead City, NC	Wilmington, NC
Mount Vernon, IN	

**New Port Areas Eligible for FY 2006 PSGP**

Within the eligible port areas, applicants must be:

- Owners/operators of federally regulated ports, terminals, facilities, U.S. inspected passenger vessels, or ferries as defined in the Maritime Transportation Security Act (MTSA) 33 CFR Parts 101, 104, and 105;
- Port authorities or other state and local agencies that provide layered security protection to federally regulated facilities in accordance with an AMSP or a facility or vessel security plan; or,
- Consortia composed of local stakeholder groups (e.g., river groups, ports, and terminal associations) representing federally regulated ports, terminals, U.S.

inspected passenger vessels, or ferries that provide layered security protection to federally regulated facilities in accordance with an AMSP or a facility or vessel security plan.

For purposes of the FY 2006 PSGP, layered security means an approach that utilizes prevention and detection capabilities of organizations within a port-wide area to provide complete security solutions to regulated entities. For example, organizations can provide layered protection through command and control functions, waterside measures that address security over multiple terminals and facilities or U.S. inspected passenger vessel operations (as defined under CFR Part 104) within a port area.

There are three recognized kinds of organizations that provide port-wide layered security: a port authority, state and local governments, and consortia or associations which represent MTSA regulated entities as defined in 33 CFR Parts 101, 104, and 105.

- A port authority may provide layered security through port-wide prevention and detection activities on behalf of all port users, the landlord for the tenants on port property, or as the owner operator of the port operations. This layered security must include MTSA regulated entities and the layered security provided by the port authority must be addressed in the regulated entities' security plans.
- State and local governments, through law enforcement or other recognizable state or local agencies, may also provide layered security for MTSA regulated entities. Those government agencies that are responsible for maintaining security for MTSA regulated entities must be addressed in the regulated entities' security plan or in the AMSP developed by the USCG COTP and the AMSC.
- Consortia or associations that provide layered security to MTSA regulated facilities. In addition, the layered protection provided must be addressed in the regulated entities' security plans.

Ownership of port facilities varies from port to port. In some cases, individual tenants own land within a port, while others lease their space from the port entity. Additionally, approximately 90 percent of the Nation's port infrastructure is privately owned and operated. Within ports, the highest risk assets include oil, chemical, gas terminals and passenger/ferry vessels/terminals that are often owned/operated by the private sector. The Department recognizes the unique challenges this represents with respect to port-wide risk reduction. The Department also believes that security should be a shared responsibility.

## **B. Funding Availability**

The FY 2006 PSGP will provide **\$168,052,500** for port security grants. Funding will be provided directly to successful applicants.

## IV. Program and Application Requirements

### A. General Program Requirements

Successful applicants will be responsible for administration of FY 2006 PSGP awards. In administering the program, the applicant must comply with the following requirements.

1. **Matching Funds.** Consistent with FY06 Congressional appropriation requirements, **Public Sector** applicants must provide matching funds supporting at least **25 percent of the total project cost** for each proposed project. As with the FY05 grant requirements, **Private Sector** applicants must provide matching funds supporting at least **50 percent of the total project cost** for each proposed project.

**Exceptions:** There is no matching requirement for projects with a total cost less than \$25,000. If the Secretary of Homeland Security determines that a proposed project merits support and cannot be undertaken without a higher rate of Federal support, the Secretary may approve grants with a matching requirement other than that specified in accordance with 46 USC Sec. 70107(c)(2)(B).

2. **Management and Administration Costs.** Any management and administration (M&A) costs associated with individual projects submitted for consideration of funding under the FY 2006 PSGP must be included in the budget for that project. M&A costs associated with managing the overall PSGP award itself must be accounted for separately from program costs in the detailed budget. **M&A costs may not exceed three (3) percent of the total grant award.**

### B. Specific Program Requirements

1. **National Port Security Priorities.** When developing project proposals for the FY 2006 PSGP, specific attention should be paid to prevention and detection of attacks involving IEDs. IEDs pose a threat of great concern to transportation systems across the nation. IEDs have historically been a terrorist weapon of choice because they combine a high degree of effectiveness with minimal cost. ***Of great concern to port security are IEDs delivered via small craft, underwater and including vehicles on ferries. Particular areas of focus, therefore, should include: protection of facilities (including commercial port facilities, public cruise line and ferry terminals) and vessels from tampering and attack. Additionally, priority will be given to projects that enhance the port system's Maritime Domain Awareness (i.e. access control/standardized credentialing, command and control, communications and enhanced intelligence sharing and analysis).***

## C. Ineligible Activities/Costs

The following projects and costs are considered ineligible for award consideration:

- Ferry systems participating in the FY 2006 Transit Security Grant Program (TSGP) cannot apply for funding for projects already under consideration for other TSGP funding;
- The development of risk/vulnerability assessment models and methodologies;
- Projects in which Federal agencies are the primary beneficiary or that enhance Federal property;
- Projects that study technology development for security of national or international cargo supply chains (e.g., e-seals, smart containers, container tracking, container intrusion detection devices);
- Proof-of-concept projects;
- Projects involving training and exercises that do **not** meet MTSA standards and/or requirements set by MTSA or the DHS Preparedness Directorate;
- Projects that do not provide a compelling security benefit (e.g., primarily economic or safety vs. security);
- Projects that duplicate capabilities being provided by the Federal government (e.g., vessel traffic systems, etc.);
- Proposals in which there are real or apparent conflicts of interest;
- Personnel costs (except for direct management and administration of the grant awards, (i.e., preparation of mandatory post-award reports);
- Business operating expenses (Certain security-related operational and maintenance costs are allowable. See “Specific Guidance on Security Operational and Maintenance Costs” in Appendix A (Sec F) for further guidance);
- Reimbursement of pre-award security expenses;
- Repair of existing equipment including, but not limited to: fencing, lighting, CCTV, access controls, etc.;
- Weapons, including, but not limited to: firearms and ammunition, for outfitting facilities, vessels, or other structures; and,
- Outfitting facilities, vessels, or other structures with equipment or items providing a hospitality benefit rather than a direct security benefit. Examples of such equipment or items include, but are not limited to: office furniture, CD players, DVD players, AM/FM radios, etc.

## D. Application Requirements

The following steps must be completed using the on-line <http://www.grants.gov> system to ensure a successful application submission:

### 1. Application Process

DHS is participating in the e-Government initiative, one of 25 initiatives included in the President’s Management Agenda (PMA). Grants.gov, part of the PMA, is a “storefront” that provides a unified process for all customers of Federal grants to find funding opportunities and apply for funding. **Applicants must apply for FY 2006 PSGP funding through Grants.gov at <http://www.grants.gov>. Complete**

applications must be received by G&T no later than 11:59 pm EST on August 4, 2006.

## 2. On-Line Application

The on-line application must be completed and submitted by an authorized representative of the applicant organization using Grants.gov. The on-line application replaces the following previously required paper forms:

- Standard Form 424, Application for Federal Assistance;
- Standard Form LLL, Disclosure of Lobbying Activities;
- JP Form 4000/3, Assurances;
- JP form 4061/6, Certifications; and,
- Non-Supplanting Certification.

The program title listed in the Catalog of Federal Domestic Assistance (CFDA) is “Port Security Grant Program.” The CFDA number is **97.056**. When completing the on-line application, applicants should identify their submissions as new, non-construction applications. *It is important to note that this is a procedural requirement within Grants.gov and does not prohibit the applicant from submitting construction projects.* The project period will be for a period not to exceed **30 months**.

*Appendix I provides applicants with a set of Quick-Start Instructions for registering in Grants.gov in order to submit an application.*

*Appendix H provides a checklist of all items that must be included for your application to be considered complete. Applicants should refer to this checklist to ensure that all required application items are contained within the application before submitting the application in Grants.gov.*

## 3. Application Submission Requirements

Eligible applicants may submit one application for funding of up to five (5) individual projects. The individual projects comprising a single application must take place within the same port area. Private companies that operate in more than one eligible port area must submit separate applications for projects in each port area. Applicants will be given an opportunity to make changes to their application until the close of the application period. It is important to note, however, that simple clerical errors in the application submissions will NOT render an application ineligible.

As part of the application process, the applicant must include a Port System Overview. Applicants must also provide a project plan and detailed budget for each proposed project.

Applicants should use the following file name conventions for files attached in Grants.gov:



**COTP \_ Port Area\_ Name of Applicant\_ Document Type\_ Project Number**

Example #1: PWS\_Valdez\_State Ferry System\_Port System Overview

Example #2: PWS\_Valdez\_State Ferry System\_Project Plan\_Project1

Example #3: PWS\_Valdez\_State Ferry System\_Project Budget\_Project1

Example #4: PWS\_Valdez\_State Ferry System\_Program Budget\_M&A Costs

*Appendix G provides appropriate abbreviations for the COTP Zones.*

➤ **Port System Overview** – Each Port System Overview, provided by the applicant, should not exceed ten (10) pages. The Port System Overview should identify specific point(s) of contact (POC) to work with DHS on the implementation of the FY 2006 PSGP. As part of the application process, applicants must provide data/statistics that relate to their specific port project (for port applications), terminal project (for terminal applications), waterways, and U.S. inspected passenger vessel or ferry projects. Terminals and vessels cannot rely on aggregated port statistics. The Port System Overview should include the following information:

- Area of Operations (including COTP Zone and eligible port as identified in Table 1);
- POC(s) for Organization;
- Ownership/operation (identification of the applicant as a publicly or privately owned facility, public entity, consortium or association, etc.);
- Role in Layered Protection of Regulated Entities (if applicable);
- Infrastructure;
- Current IED capabilities;
- Domain Awareness Capabilities;
- Nature of Operations, including:
  - Type and Volume of Cargo (annual statistics); and, if applicable,
  - Type and Volume of Hazardous Materials (annual statistics); and, if applicable,
  - Number of Passengers (annual statistics); and, if applicable,
  - Number of Vessels Owned;
- Any other important features; and,
- Brief summary of security enhancements already undertaken (including those supported through previous Federal grant awards).

***In addition, the Port System Overview should address the applicant's current IED prevention and detection capabilities, as well as its domain awareness capacities (i.e., command, control, communications, and enhanced intelligence sharing and analysis). Applicants that submit more than one project must also provide a listing of these projects in order of priority, and a justification for the prioritization.<sup>4</sup>***

<sup>4</sup> **Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and

*Appendix B provides a template for the Port System Overview.*

- **Individual Project Plan** – Applications must clearly demonstrate an ability to provide tangible, physical security enhancements consistent with the purpose of the program and guidance provided by DHS. The applicant must provide a complete project plan for the entire project period. The project plan must demonstrate how the project would address a vulnerability identified in the applicant’s USCG approved security plan. The Project Plan should demonstrate how the project addresses the National Priorities of the National Preparedness Goal (i.e., implementing the National Infrastructure Protection Plan, Regionalism, Implementing the National Incident Management System, and Achieving interoperable communications). The project plan must also clearly demonstrate how the project is consistent with all applicable requirements outlined in this application kit and addresses the rating criteria identified in *Section II: The FY 2006 Port Security Grant Program*. The project period will be for a period not to exceed **30 months**. Each project plan should not exceed five (5) pages. ***Applications must include a separate Individual Project Plan for each proposed project.***

*Appendix C provides a template for the Individual Project Plan. Appendices K through P provide guidance on the National Preparedness Goal and the National Priorities.*

- **Detailed Budget** – The applicant must also provide a detailed budget for use of the funds requested (see Appendix A for guidance on allowable costs under this program). The budget must be complete, reasonable and cost-effective in relation to the proposed project. The budget should provide the basis of computation of all project-related costs, including any appropriate narrative. The budget should also demonstrate any cash match. Public sector applicants must provide matching funds supporting **at least 25 percent of the total project cost** for each proposed project. Private sector applicants must provide matching funds supporting **at least 50 percent of the total project cost** for each proposed budget. ***Applications must include a separate budget for each proposed project.***

**Important Note: If an applicant determines that a higher level of (Federal) support is required for a project, the applicant must demonstrate the “merits” of the project within the Budget Narrative for review by the Secretary and or appropriate designee in accordance with 46 USC Sec. 70107(c)(2)(B) for a waiver to the match requirement to be considered.**

*Appendix D provides a copy of the required Budget Worksheet.*

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source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice. (Source—National Incident Management System, March 2004)

#### 4. National Environmental Policy Act (NEPA)

NEPA requires DHS, through G&T, to analyze the possible environmental impacts of each construction project. The purpose of a NEPA review is to weigh the impact of major Federal actions or actions undertaken using Federal funds on adjacent communities, water supplies, historical buildings, endangered species, or culturally sensitive areas prior to construction. Grantees wishing to use DHS funding for construction projects must complete and submit a NEPA Compliance Checklist to DHS for review. Additionally, grantees may be required to provide additional detailed information on the activities to be conducted, locations, sites, possible construction activities, possible alternatives, and any environmental concerns that may exist. Results of the NEPA Compliance Review could result in a project not being approved for DHS funding, the need to perform an Environmental Assessment (EA) or draft an Environmental Impact Statement (EIS).

*Appendix Q provides a template for the NEPA.*

***Important Note:*** *These documents may be provided using one of the attachment fields in Grants.gov. Applications submitted without the above documents for each project WILL NOT be considered for funding.*

#### 5. MOU/MOA Requirement for State or Local Agencies and for Consortia or Associations

State and local agencies, as well as consortia or associations (as defined in *Section III: Eligible Applicants and Funding Availability*) which provide layered security to MTSA regulated facilities are eligible applicants. However, the layered protection provided must be addressed in the regulated entities' security plans. A copy of an MOU/MOA with the identified regulated entities will be required prior to funding, and must include an acknowledgement of the layered security and roles and responsibility of all entities involved. ***Eligible public port authorities, or other state or local agencies and consortia or associations must provide this information. This information may be provided using one of the attachment fields within Grants.gov.***

*Appendix E provides specific guidance on criteria that must be addressed within the MOU/MOA.*

#### 6. Universal Identifier

***The applicant must provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number with the application. An application will not be considered complete until a valid DUNS number is provided by the applicant. This number is a required field within Grants.gov.*** 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 1-800-333-0505.*

## 7. Compliance with Federal Civil Rights Laws and Regulations

Grantees are required to comply with Federal civil rights laws and regulations. Specifically, grantees are required to provide assurances as a condition for receipt of Federal funds from DHS that its programs and activities comply with the following:

- *Title VI of the Civil Rights Act of 1964, as amended, 42 USC 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;
- *Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC 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;
- *Title IX of the Education Amendments of 1972, as amended, 20 USC 1681 et. seq.* – discrimination on the basis of sex is eliminated in any education program or activity receiving Federal financial assistance; and,
- *The Age Discrimination Act of 1975, as amended, 20 USC 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. Grantees are 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.

## 8. Financial Requirements

- **Non-Supplanting Certification:** This certification affirms that these grant funds will be used to supplement existing funds and will not replace (i.e., supplant) funds that have been appropriated for the same purpose. Potential supplanting will be addressed in the application review as well as in the pre-award review, post-award monitoring and any potential audits. 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.
- **Match Requirement:** Public sector applicants must provide matching funds supporting **at least 25 percent of the total project cost** for each proposed project. Private sector applicants must provide matching funds supporting **at least 50 percent of the total project cost** for each proposed project.

*Exceptions:* There is no matching requirement for projects with a total cost that does not exceed more than \$25,000. If the Secretary determines that a proposed project merits support and cannot be undertaken without a higher rate of Federal support, the Secretary may approve grants with a matching requirement other than that specified in accordance with 46 USC Sec. 70107(c)(2)(B). For further information defining match, timing of match contributions and records for match, please consult the Office of Grant Operations (OGO) *Financial Management Guide*, available at <http://www.dhs.gov/dhspublic/display?theme=18>.

- **Accounting System and Financial Capability Questionnaire:** All nongovernmental (non-profit and commercial) organizations that apply for funding with DHS that have not previously (or within the last 3 years) received funding from DHS must complete the Accounting System and Financial Capability Questionnaire. ***This information may be provided using one of the attachment fields within the on-line Grants.gov application.***

*The required form can be found at <http://www.ojp.usdoj.gov/oc>.*

- **Assurances:** Assurances forms (SF-424B and SF-424D) can be accessed at <http://apply.grants.gov/agency/FormLinks?family=7>. It is the responsibility of the recipient of the Federal funds to fully understand 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.
- **Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and 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 28 CFR part 67, *Government-wide Debarment and Suspension (Non-procurement)*; 28 CFR part 69, *New Restrictions on Lobbying*; and 28 CFR part 83 *Government-wide Requirements for Drug-Free Workplace (Grants)*. All of these can be referenced at: [http://www.access.gpo.gov/nara/cfr/waisidx\\_04/28cfrv2\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/28cfrv2_04.html).

The certification will be treated as a material representation of the fact upon which reliance will be placed by DHS in awarding grants.<sup>6</sup>

***Important Note: DHS, by written notice, may terminate this grant, in whole or in part, when it is in the Government's interest.***

## 9. Services to Limited English Proficient (LEP) Persons

Recipients of DHS 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, national 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. Grantees are 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, please see <http://www.lep.gov>.

## 10. Integrating Individuals with Disabilities into Emergency Planning

Executive Order #13347, entitled "Individuals with Disabilities in Emergency Preparedness" and 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. Consequently, Federal agencies are required to: 1) encourage consideration of the unique needs of persons with disabilities in emergency preparedness planning; and 2) facilitate cooperation among Federal, state, local, and tribal governments, private organizations, non-governmental organizations, and the general public in the implementation of emergency preparedness plans as they relate to individuals with disabilities. A January 2005 letter to state governors from then-Homeland Security Secretary Tom Ridge asked states to consider several steps in protecting individuals with disabilities:

- Ensure that existing emergency preparedness plans are as comprehensive as possible with regard to the issues facing individuals with disabilities;
- Ensure that emergency information and resources are available by accessible means and in accessible formats; and,
- Consider expending Federal homeland security dollars on initiatives that address and/or respond to the needs of individuals with disabilities for emergency preparedness, response, and recovery.

Further information can be found at the Disability and Emergency Preparedness Resource Center at <http://www.dhs.gov/disabilitypreparedness>. This resource center provides information to assist emergency managers in planning and response efforts related to people with disabilities. In addition, all grantees should be mindful of Section 504 of the Rehabilitation Act of 1973 that prohibits discrimination based on disability by recipients of Federal financial assistance.

## 11. Freedom of Information Act (FOIA)

DHS 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. This may include threat, risk, and needs assessment information discussions of demographics, transportation, public works, industrial

and public health infrastructures. While this information under Federal control is subject to requests made pursuant to the FOIA, 5. USC §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the DHS FOIA Office, and may likely fall within one or more of the available exemptions under the Act. Applicants are encouraged to consult their 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. Applicants may also consult their G&T Program Manager regarding concerns or questions about the release of information under state and local laws. Grantees should be familiar with the regulations governing Protected Critical Infrastructure Information (6 CFR Part 29) and Sensitive Security Information (49 CFR Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

## **12. Geospatial Guidance**

Geospatial technologies capture, store, analyze, transmit, and/or display location-based information (i.e., information that can be linked to a latitude and longitude). In geospatial systems, this location information is often paired with detailed information about the location such as: purpose/use, status, capacity, engineering schematics, operational characteristics, environmental and situational awareness. State and local emergency organizations are increasingly incorporating geospatial technologies and data to prevent, protect against, respond to, and recover from terrorist activity and incidents of national significance. In the preparedness phase, homeland security planners and responders need current, accurate, and easily accessible information to ensure the readiness of teams to respond. Also an important component in strategy development is the mapping and analysis of critical infrastructure vulnerabilities, and public health surveillance capabilities. Geospatial information can provide a means to prevent terrorist activity by detecting and analyzing patterns of threats and possible attacks, and sharing that intelligence. During response and recovery, geospatial information is used to provide a dynamic common operating picture, coordinated and track emergency assets, enhance 911 capabilities, understand event impacts, accurately estimate damage, locate safety zones for quarantine or detention, and facilitate recovery. Use of Federal homeland security dollars for geospatial activities requires pre-approval and a demonstrated capability for robust interoperability with DHS and other relevant systems. G&T will coordinate review of requests for use of Federal homeland security funding for other geospatial projects with relevant entities.

## V. Assistance Resources and Support

### A. Drawdown and Expenditure of Funds

G&T's Office of Grant Operations (OGO) will provide fiscal support of the grant programs included in this solicitation, with the exception of payment related issues. For financial and administrative questions, all grant and sub grant recipients should refer to the OGO *Financial Management Guide* or contact OGO at 1-866-9ASK-OGO or [ask-ogo@dhs.gov](mailto:ask-ogo@dhs.gov). All payment related questions should be referred to OJP/OC's Customer Service at 1-800-458-0786 or [askoc@ojp.usdoj.gov](mailto:askoc@ojp.usdoj.gov).

Following acceptance of the grant award and release of any special conditions withholding funds, the Grantee can draw down and expend grant funds through the Automated Standard Application for Payments (ASAP), Phone Activated Paperless Request System (PAPRS) or Letter of Credit Electronic Certification System (LOCES) payment systems. For more information about these options go to <http://www.ojp.usdoj.gov/FinGuide> or call 1-866-9ASK-OGO.

In support of our continuing effort to meet the accelerated financial statement reporting requirements mandated by the U. S. Department of the Treasury and the Office of Management and Budget (OMB), payment processing will be interrupted during the last five (5) **working days** each month. Grantees should make payment requests before the last five working days of the month to avoid delays in deposit of payments.

For example, for the month of June, the last day to request (draw down) payments will be June 23, 2006. Payments requested after June 23, 2006, will be processed when the regular schedule resumes on July 3, 2006. A similar schedule will follow at the end of each month thereafter.

Recipient organizations 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 drawdown funds up to 120 days prior to expenditure/disbursement, in response to the recommendation of the Funding Task Force. DHS 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 the Uniform Rule 28 CFR Part 66, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments**, available at:

[http://www.access.gpo.gov/nara/cfr/waisidx\\_04/28cfrv2\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/28cfrv2_04.html) The Uniform Rule 28 CFR Part 70, Uniform Administrative Requirements for Grants and Agreements (Including Subawards) with Institutions of Higher Education, Hospitals and other Non-profit Organizations, at:

[http://www.access.gpo.gov/nara/cfr/waisidx\\_04/28cfrv2\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/28cfrv2_04.html). These guidelines



state 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**

Please consult the OGO *Financial Management Guide* or the applicable OMB Circular for additional guidance.

*Important Note: Although advance drawdown requests may be made, 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.*

## **B. Centralized Scheduling and 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 G&T for homeland security terrorism preparedness activities. A non-emergency resource for use by State and local emergency responders across the nation, the CSID provides general information on all G&T programs and information on the characteristics and control of CBRNE, agriculture, cyber materials, 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 1-800-368-6498 or [askcsid@dhs.gov](mailto:askcsid@dhs.gov). CSID hours of operation are from 8:00 am–7:00 pm (EST), Monday-Friday.*

## **C. Office of Grant Operations (OGO)**

G&T's Office of Grant Operations (OGO) will provide fiscal support and fiscal oversight of the grant programs included in this solicitation. All grant and sub grant recipients should refer to the OGO *Financial Management Guide*, available at <http://www.dhs.gov/dhspublic/display?theme=18>.

*OGO can be contacted at 1-866-9ASK-OGO or by email at [ask-OGO@dhs.gov](mailto:ask-OGO@dhs.gov).*

## VI. Reporting, Monitoring and Closeout Requirements

### A. Reporting Requirements

The following reports are required of all program participants:

#### 1. Financial Status Reports (FSRs) – Standard Form 269a

***Obligations and expenditures must be reported to G&T 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 on April 30).***

Please note that this is a change from previous fiscal years. A report must be submitted for every quarter the award is active, including partial calendar quarters, as well as for periods where no grant activity occurs. ***Future awards and fund drawdowns will be withheld if these reports are delinquent.***

FSRs must now be filed online through the Internet at <https://grants.ojp.usdoj.gov>. Forms and instructions can be found at <http://www.ojp.usdoj.gov/forms.htm>.

Grantees are reminded to review the following documents and ensure that grant activities are conducted in accordance with the applicable guidance:

- [OMB Circular A-102](http://www.whitehouse.gov/omb/circulars/index.html), *Grants and Cooperative Agreements with State and Local Governments*, at <http://www.whitehouse.gov/omb/circulars/index.html>;
- [OMB Circular A-87](http://www.whitehouse.gov/omb/circulars/index.html), *Cost Principles for State, Local, and Indian Tribal Governments*, at <http://www.whitehouse.gov/omb/circulars/index.html>;
- [OMB Circular A-110](http://www.whitehouse.gov/omb/circulars/index.html), *Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations*, at <http://www.whitehouse.gov/omb/circulars/index.html>;
- [OMB Circular A-21](http://www.whitehouse.gov/omb/circulars/index.html), *Cost Principles for Educational Institutions*, at <http://www.whitehouse.gov/omb/circulars/index.html>; and,
- [OMB Circular A-122](http://www.whitehouse.gov/omb/circulars/index.html), *Cost Principles for Non-Profit Organizations*, at <http://www.whitehouse.gov/omb/circulars/index.html>.

For FY 2006 awards, grant and sub-grant recipients should refer to the OGO Financial Management Guide available at: <http://www.dhs.gov/dhspublic/display?theme=18>.

All previous awards are still governed by the OJP Financial Guide, available at <http://www.ojp.usdoj.gov/FinGuide>. OGO can be contacted at 1-866-9ASK-OGO or by email at [ask-OGO@dhs.gov](mailto:ask-OGO@dhs.gov).

**Required Submission:** Financial Status Report (FSR) SF-269a (due quarterly)

## 2. Categorical Assistance Progress Report (CAPR)

Following an award, the awardees will be responsible for providing updated obligation and expenditure information on a regular basis. The CAPR is due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30, and on January 30 for the reporting period of July 1 through December 31). Future awards and fund drawdowns may be withheld if these reports are delinquent. The final CAPR is due 90 days after the end date of the award period.

Block #12 of the CAPR should be used to note progress against the proposed project. The grantor agency shall provide sufficient information to monitor program implementation and goal achievement. At a minimum, reports should contain the following data: (1) As applicable, the total number of items secured under this grant (e.g., access controls, surveillance, physical enhancements, and vessels) to date, and (2) for other items acquired through this grant, a brief description and total number of items obtained to date.

CAPRs **must be filed online** through the internet at <https://grants.ojp.usdoj.gov>. Forms and instructions can be found at <http://www.ojp.usdoj.gov/forms.htm>.

**Required Submission:** CAPR (due semiannually)

## 3. 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 Government 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/index.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 2006 PSGP assistance for audit and examination purposes provided that, in the opinion of the Secretary of Homeland Security or the Comptroller General, these documents are related to the receipt or use of such assistance. The grantee will also give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers or documents related to the grant.

For-profit organizations that expend \$500,000 or more of Federal funds during their fiscal year shall have financial and compliance audits conducted by qualified individuals who are organizationally, personally, and externally independent from those who authorize the expenditure of Federal funds. This audit must be performed in accordance with *Government Auditing Standards, 1994 Revision*.

The purpose of this audit is to ascertain the effectiveness of the financial management systems and internal procedures that have been established to meet the terms and conditions of the award. Usually, these audits shall be conducted annually, but no less than every two years. The dollar threshold for audit reports established in OMB Circular A-133, as amended, applies.

## **B. Monitoring**

Grant recipients will be monitored periodically by DHS staff, both programmatically and financially, to ensure that the project goals, objectives, timelines, budgets and other related program criteria are being met. Monitoring will be accomplished through a combination of office-based and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, and administrative issues 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, the maintaining of adequate financial records, and the refunding of expenditures disallowed by audits.

## **C. Grant Close-out Process**

Within 90 days after the end of the grant period, the grantee will submit a final SF-269a and a final CAPR detailing all accomplishments throughout the project. After both of these reports have been reviewed and approved by G&T, 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 de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final SF-269a.

**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 A

# AUTHORIZED PROGRAM EXPENDITURES GUIDANCE

## Authorized Program Expenditures Guidance

This appendix serves as an additional guide for program expenditure activities. Grantees are encouraged to contact their G&T Program Manager regarding authorized and unauthorized expenditures.

### A. Projects that Support the National Port Security Priorities

When developing project proposals for the FY 2006 PSGP, applicants must pay specific attention to the prevention and detection of terrorist attacks which involve IEDs. IEDs pose a threat of great concern to transportation systems across the Nation. IEDs have historically been the terrorist weapon of choice because they combine a high degree of effectiveness with minimal cost. Of greatest concern to port security are IEDs delivered via small craft, underwater and from vehicles on ferries. Particular areas of focus, therefore, should include protection of facilities, including public cruise line and ferry terminals and vessels, from tampering and attack.

The following are examples of security enhancements designed to enhance IED prevention and detection capabilities for port systems:

#### 1. Port Facilities, Including Public Cruise Line and Ferry Terminals

- Explosive Agent Detection Sensors
- Chemical/Biological/Radiological Agent Detection Sensors
- Canines (start-up costs and training for terminal operations)
- Intrusion Detection
- Small boats for State and Local Law Enforcement Marine Patrol/Security Incident Response
- Video Surveillance Systems
- Access Control/Standardized Credentialing
- Improved Lighting
- Secure Gates and Vehicle Barriers
- Floating Protective Barriers
- Underwater Intrusion Detection Systems
- Communications Equipment (including interoperable communications)

## 2. Vessels and Ferries

- Explosive Agent Detection Sensors
- Chemical/Biological/Radiological Agent Detection Sensors
- Restricted Area Protection (cipher locks, hardened doors, CCTV for bridges and engineering spaces)
- Communications Equipment (including interoperable communications)
- Canines (start-up costs and training for U.S. vehicle/passenger ferries)
- Access Control/Standardized Credentialing
- Floating Protective Barriers

**Maritime Domain Awareness (MDA)** is the critical enabler that allows leaders at all levels to make effective decisions and act early against a vast array of threats to the security of the United States, its interests, allies, and friends. In support of the National Strategy for Maritime Security, projects that address the enhancement of Knowledge Capabilities (i.e. command, control, communications, and enhanced intelligence sharing and analysis) of the Maritime Domain will be considered for funding.

Areas for Improvements that address MDA include, but are not limited to:

- Surveillance – monitoring of high interest, high value, infrastructure, waterways, and other areas. Sensors may be monitored by live watch standers, keyed to alert based on defined parameters, or monitored by intelligent software.
- Information collection – access to new sources of raw and summary data.
- Decision Support - acquisition of new software tools and services that provide data mining, correlation, threat analysis, anomaly detection, and other decision support products.
- Dissemination – the ability to share data and information including video, radar feeds, intelligence and threat analysis results developed by one entity with all partners within a port.

The following are examples of improvements that address awareness within the Maritime Domain:

- Deployment of access control/standardized credentialing systems (see Section C below for additional guidance)
- Deployment of detection and surveillance equipment
- Development/Enhancement of Information Sharing systems
- Creation/Enhancement of maritime community watch programs
- Construction/Enhancements of Command and Control Facilities
- Enhancement of Interoperable Communications/Asset Tracking

Proposals for MDA systems should be attentive to the following:

- Ensuring that existing surveillance, other sensor, and information systems are appropriately shared and used by all port partners.
- Output of new sensors and data sources should be readily and easily available to all port partners without cost for access. For example, video camera feeds might

be posted to a password protected website that all partners could access. Radar, vessel automated identification systems (AIS) and blue force (port response asset) track outputs should be in an easily translatable format such as xml.

- Systems with an open architecture that can be easily expanded and that can easily interface with other systems should be given preference. Systems that comply with Department of Defense (DoD) Common Operating Environment standards are preferred.
- Addressing needs identified by existing risk assessments. In the coming year the USCG plans to further document and publish its methodology for selecting sensors and sighting. For this year, existing risk assessments and the judgment of the Area Maritime Security Committee (AMSC) and the COTP should be considered when prioritizing needs and developing proposals.

Applicants that are interested in addressing Maritime Domain Awareness are encouraged to familiarize themselves with the National Strategy for Maritime Security: National Plan to Achieve Maritime Domain Awareness. A copy of this document can be found at <http://www.uscg.mil/mda/Docs.htm>.

## B. Specific Guidance on Canines

The United States Coast Guard has identified Canine Explosive Detection as the most effective solution for the detection of vehicle borne IEDs. Eligibility for funding of Canine Explosive Detection programs is restricted to U.S. Ferries regulated under 33 CFR Parts 101, 104 & 105 specifically U.S. ferry vessels carrying more than 500 passengers with vehicles, U.S. ferry vessels carrying more than 2,000 passengers and the passenger terminals these specific ferries service. Additionally, only owners and operators of these specific ferries and terminals and port authorities or state, local authorities that provide layered protection for these operations and are defined in the vessel's/terminal's security plans as doing so are eligible.

**Eligible Costs:** Eligible costs include the purchasing, training and certification of canines; all medical costs associated with initial procurement of canines; kennel cages used for transportation of the canines and other incidentals associated with outfitting and set-up of canines (such as leashes, collars, initial health costs and shots etc.). Eligible costs also include initial training and certification of handlers.

**Ineligible Costs:** Ineligible costs include but are not limited to hiring, costs associated with handler annual salary, travel and lodging associated with training and certification; meals and incidentals associated with travel for initial certification; vehicles used solely to transport canines; and maintenance / recurring expenses such as annual medical exams, canine food costs, etc.

**Certification:** Canines used to detect explosives must be certified by an appropriate, qualified organization. Such canines should receive an initial basic training course and also weekly maintenance training sessions thereafter to maintain the certification. The basic training averages 10 weeks for the canine team (handler



and canine together) with weekly training and daily exercising. Comparable training and certification standards, such as those promulgated by the TSA Explosive Detection Canine Program, the National Police Canine Association (NPCA), the United States Police Canine Association (USPCA) or the International Explosive Detection Dog Association (IEDDA) may be used to meet this requirement.<sup>5</sup>

Successful applicants will be required to submit an amendment to their approved Vessel Security Plan as per 33 CFR Part 104.415 detailing the inclusion of a Canine Explosive Detection program into their security measures. Successful applicants will also be required to submit a signed certification to G&T acknowledging that PSGP awards allow a one-time procurement to assist in implementing the Canine Explosive Detection teams. ***The signed certification must be included as a .pdf file attachment to the application in Grants.gov. See Appendix F for the required form.***

**Agreement:** Applicants are encouraged to thoroughly review the fiscal obligations of maintaining a long-term Canine Explosive Detection program. If applicable, successful applicants will be required to submit an amendment to their approved Vessel Security Plan as per 33 CFR Code of Federal Regulation, Part 104.415 detailing the inclusion of a Canine Explosive Detection program into their security measures. Successful applicants will be required to submit a signed certification to G&T acknowledging that PSGP awards allow a one-time procurement to assist in implementing the Canine Explosive Detection teams. This one-time procurement authorization will be issued with the understanding that the applicant will maintain the canine's proficiency for explosives detection, and that any additional costs throughout the 8 to 10 year service life of the canine are the sole responsibility of the applicant.

**Additional Resources Available for Canine Costs:** DHS is aware that the financial obligations of a Canine Explosive Detection Program can be burdensome. ***The Port Security Grant Program, while providing the ability to defray the majority of start up costs, does not cover any recurring costs associated with such programs. However, the Transit Security Grant Program (TSGP) and Homeland Security Grant Program (HSGP) are two additional DHS grant programs that can provide funding for certain operational costs associated with heightened states of alert within the port area and nationally.*** DHS strongly encourages applicants to investigate their eligibility for these resources when developing their canine programs.

*Applicants can find additional information on the Transit Security Grant Program and the Homeland Security Grant Program (as well as other DHS funding opportunities) at <http://www.grants.gov>.*

<sup>5</sup> Training and certification information can be found at: <http://www.tsa.gov/public/display?theme=32>, <http://www.npca.net>, <http://www.uspcak9.com/html/home.shtml>, and <http://www.bombdog.org/>.

## C. Specific Guidance on Employee Identification

The Transportation Worker Identification Credential (TWIC) is designed to be an open architecture, standards-based system and follow published ANSI/NIST and ISO standards. Accordingly, port projects that involve new installations/upgrades to access control/credentialing systems, should exhibit compliance to these and related standards in their system design and implementation. Port card reader systems should be compliant with ISO 7816 and/or ISO 14443 for basic TWIC smart card compatibility. The TWIC program will enable the use of biometric recognition technologies in port access control systems, following guidelines provided by the ANSI INCITS 383-2004 "Biometric Profile -Interoperability and Data Interchange -Biometrics based Verification and Identification of Transportation Workers" document. The TWIC program will be compliant to the GSC-IS (Government Smart Card Interoperability Standard), and associated efforts that include the GSC-IAB (Government Smart Card-Interagency Advisory Board) PAIIWG (Physical Access Interagency Interoperability Working Group) technical implementation guidelines and data models.

## D. Specific Guidance on Lighting

All lighting must meet Occupational Safety and Health Administration (OSHA) requirements.

## E. Specific Guidance on Sonar Devices

DHS has determined certain sonar devices that will not damage the environment or require special permitting under the National Environmental Policy Act are eligible for funding under the PSGP. The four types of allowable sonar devices are: imaging sonar, scanning sonar, side scan sonar, and 3-dimensional sonar. These types of sonar devices are intended to support the detection of underwater improvised explosive devices (IED) and enhance Maritime Domain Awareness. The eligible types of sonar, and short descriptions of their capabilities, are provided below:

**Imaging Sonar:** A high-frequency sonar that produces "video-like" imagery using a narrow field of view. The sonar system can be pole-mounted over the side of a craft or hand carried by a diver.

**Scanning Sonar:** Consists of smaller sonar systems that can be mounted on tripods and lowered to the bottom of the waterway. Scanning sonar produces a panoramic view of the surrounding area and can cover up to 360 degrees.

**Side Scan Sonar:** Placed inside of a shell and towed behind a vessel. Side scan sonar produces strip-like images from both sides of the device.

**3-Dimensional Sonar:** Produces 3-dimensional imagery of objects using an array receiver.

## **F. Specific Guidance on Security Operational and Maintenance Costs**

In accordance with 46 USC Sec. 70107(b)(2), the cost of acquisition, operation, and maintenance of security equipment or facilities to be used for security monitoring and recording, security gates and fencing, marine barriers for designated security zones, security-related lighting systems remote surveillance, concealed video systems, security vessels, and other security-related infrastructure or equipment that contributes to the overall security of passengers, cargo, or crewmembers are allowable. In addition, routine maintenance costs for security monitoring, such as the cost of tapes for recording, are allowable. ***However, as indicated in Section IV: Program and Application Requirements, business operations and maintenance costs, such as personnel costs and items generally characterized as indirect or “overhead” costs, are unallowable.***

## **G. Specific Guidance on Vulnerability Assessment Costs**

In accordance with 46 USC Sec. 70107(b)(4), the cost of conducting vulnerability assessments to evaluate and make recommendations with respect to security is an eligible cost under the FY 2006 PSGP. ***However, as indicated in Section IV: Program and Application Requirements, the development of new risk/vulnerability assessment models and methodologies is unallowable.***

## **H. Specific Guidance on Training and Exercises**

**Training:** Port Security Training will be limited to only those courses that have been approved by the Maritime Administration (MARAD) and the U.S. Coast Guard, or the DHS Office of Grants and Training. More information can be obtained at: <http://marad.dot.gov/MTSA/MARAD%20Web%20Site%20for%20MTSA%20Course.html> and <http://www.uscg.mil/stcw/security.pdf>

**Exercises:** Funding used for Port Security Exercises will only be permitted for those exercises that are in direct support of a facility or port area's MTSA required exercises. These exercises must be coordinated with the COTP and AMSC and adhere to the guidelines outlined in DHS Homeland Security Exercise and Evaluation Program (HSEEP).

## I. Specific Guidance on Management and Administrative (M&A) Costs

PSGP funds may be used for the following M&A costs:

- **Hiring of full-time or part-time staff or contractors/consultants:**
  - To assist with the management of the FY 2006 PSGP;
- **Travel expenses:**
  - To assist with the management of the FY 2006 PSGP;
- **Meeting-related expenses:**
  - To assist with the management of the FY 2006 PSGP.

*For a complete list of allowable meeting-related expenses, please review the OGO Financial Management Guide available at:*  
<http://www.dhs.gov/dhspublic/display?theme=18&content=4206>.

# APPENDIX B

## PORT SYSTEM OVERVIEW TEMPLATE GUIDANCE

## Port System Overview Template Guidance

The Port System Overview must not exceed 10 pages. Applicants should follow the format below for this file attachment.

### Area of Operations:

- Identify COTP Zone
- Identify eligible port, as listed in Table 1

### Point(s) of Contact for Organization:

- Identify the organization's Authorizing Official for entering into grant agreement.
- Identify the organization's primary point of contact for management of the project(s).

### Ownership/Operation:

- Identify whether the applicant is: (1) a private entity, (2) a state or local agency; or (3) a consortium composed of local stakeholder groups (i.e., river groups, ports, and terminal associations) representing federally regulated ports, terminals, U.S. inspected passenger vessels, or ferries.

### Role in Providing Layered Protection of Regulated Entities (applicable to state or local agencies, consortia, and associations only):

- Identify the specific regulated entities to which you are providing layered protection.
- Describe your organization's specific roles, responsibilities, and activities in delivering layered protection.

### Infrastructure:

- Describe the type, quantity, and significance of infrastructure to be protected through the prospective grant. Identify who it is owned or operated by, if not by your own organization.

### IED Capabilities:

Clearly describe your organization's current prevention and detection capabilities relative to IEDs. IED capabilities and activities include:

- Intelligence and deterrence operations
- Inspection capabilities, including:
  - Explosive Agent Detection Sensors
  - Chemical/Biological/Radiological Agent Detection Sensors
  - Canines
- Improved surveillance and security operations, including:
  - Video Surveillance Systems
  - Small boats for State and Local Law Enforcement Marine Patrol/Security Incident Response
- Investigations

- Certain law enforcement operations.<sup>6</sup>
- Evacuation planning, and
- Infrastructure improvements, including:
  - Surveillance equipment,
  - Security Entry/ID Systems
  - Employee Identification
  - Improved Lighting
  - Secure Gates and Vehicle Barriers
  - Floating Protective Barriers
  - Underwater Intrusion Detection Systems
  - Restricted Area Protection (cipher locks, hardened doors, CCTV for bridges and engineering spaces)

### **Maritime Domain Awareness (MDA) Capabilities:**

Clearly describe your organization's current Maritime Domain Awareness— i.e. command, control, communications, and enhanced intelligence sharing and analysis — of the Maritime Domain. Discuss the following areas that address MDA:

- Access control/credentialing systems
- Detection and surveillance equipment
- Information Sharing systems
- Maritime community watch programs
- Command and Control Facilities
- Access Control Systems/ Employee Identification
- Interoperable Communications/Asset Tracking

### **Nature of Operations:**

- Provide a brief summary of the character and scope of your operations.
- Provide specific data/annual statistics that relate to your specific port project (for port applications), terminal project (for terminal applications), waterways, U.S. inspected passenger vessel or ferry projects:
  - Type and volume of cargo (annual statistics, if applicable)
  - Type and Volume of Hazardous Materials (annual statistics, if applicable)
  - Number of Passengers (annual statistics, if applicable)
  - Number of Vessels Owned (if applicable)

*Note: Terminals and vessels cannot rely on aggregated port statistics.*

### **Other Important Features:**

- Describe any other operational issues you deem important to the consideration of your application (e.g., interrelationship of your operations with other eligible high-risk ports, etc.).

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<sup>6</sup> NIMS, March 2004.

**Other Security Enhancements Already Undertaken:**

- Briefly summarize any physical or operational security enhancements you have already undertaken, and identify which, if any, have received support through Federal assistance.

*Important Note: This information may be provided using one of the attachment fields within Grants.gov.*

**REMINDER:** Applicants must use the following file naming convention for this file attachment:

*COTP Zone\_ Port Area\_ Name of Applicant\_ Document Type*

Example #1 - PWS\_Valdez\_State Ferry System\_Port System Overview



# APPENDIX C

## INDIVIDUAL PROJECT PLAN TEMPLATE GUIDANCE

## Individual Project Plan Template Guidance

Eligible applicants may submit up to five (5) individual projects within one application. The individual projects comprising a single application must take place within the same port area. (Private companies that operate in more than one eligible port area must submit separate applications for projects in each port area.) **A separate Project Plan must be submitted for each proposed project.** Each Individual Project Plan must not exceed 5 pages. Applicants should follow the format below for this file attachment:

### **Vulnerability:**

- Briefly describe vulnerability(ies) identified in your USCG-approved security plan.

### **Proposed Mitigation:**

- Explain the approach and activities to mitigating the vulnerability(ies).

### **How the Project Addresses the Rating Criteria:**

- Describe how, and the extent to which, the proposed project addresses one or more of the following rating criteria:
  - Support the national port security priorities—i.e., 1) prevention and detection of IED attacks by small craft, 2) prevention and detection of vehicle-borne IEDs on ferries, 3) prevention and detection of underwater IED attacks, 4) enhancement of the port area's Maritime Domain Awareness
  - Alignment with priorities outlined in the applicable Area Maritime Security Plan (mandated under the MTSA)
  - Potential for the greatest risk reduction for the least cost
  - The relationship of the project to one or more of the National Priorities outlined in the National Preparedness Goal.

### **Timeline/Milestones:**

- Provide a brief timeline of major project activities and milestone. Reminder: The project period must not exceed 30 months.

***Important Note:** The narrative Individual Project Plan must demonstrate the organization's ability to provide tangible, physical security enhancements consistent with the purpose of the program and guidance provided by G&T. Ensure that the Individual Project Plan is consistent with all applicable requirements outlined in this application kit.*

***Important Note:** This information may be provided using one of the attachment fields within Grants.gov.*

**REMINDER:** Applicants must use the naming convention below when uploading the Port System Overview, project plans and budgets. Refer to Appendix G for the appropriate abbreviations for the COTP Zones:  
COTP Zone\_ Port Area\_ Name of Applicant\_ Document Type\_ Project Number

# APPENDIX D

## BUDGET DETAIL WORKSHEET GUIDANCE

# Budget Detail Worksheet Guidance

**OMB Approval No. 1121-0188**  
**Expires 5-98 (Rev. 12/97)**

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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[No funds requested for M&A in this example]

**Note:** Personnel costs are only allowable for direct management and administration of the grant award, i.e., preparation of mandatory post-award reports.

**TOTAL** \_\_\_\_\_

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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[No funds requested for M&A in this example]

**TOTAL** \_\_\_\_\_  
**Total Personnel & Fringe Benefits** \_\_\_\_\_

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel                      Location                      Item                      Computation                      Cost

# NOT APPLICABLE TO PSGP

TOTAL \_\_\_\_\_

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years. (Note: Organization’s own capitalization policy and threshold amount for classification of equipment may be used). Expendable items should be included either in the “Supplies” category or in the “Other” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item    Computation    Cost

*For Example:*

Pan-Tilt Zoom Cameras	15 X \$2500	\$37,500
Monitors	3 X \$1450	\$4,350
Digital Surveillance Recorder	1 X \$2000	\$2,000

**Budget Narrative:** Provide a narrative budget justification for each of the budget items identified.

**TOTAL \$43,850**

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. (Note: Organization’s own capitalization policy and threshold amount for classification of supplies may be used). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items

Computation

Cost

# NOT APPLICABLE TO PSGP

TOTAL \_\_\_\_\_

**F. Consultants/Contracts** - Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.

Name of Consultant

Service Provided

Computation

Cost

*For example:*

Consultant A	Architecture and engineering design specifications	\$200 per hour X 300 hours	\$60,000
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**Budget Narrative:** Provide a narrative budget justification for each of the budget items identified.

**Subtotal \$60,000**

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
<i>For example:</i>			
Travel to project site	City, State (project site)	Airfare	\$1,230
		Lodging (7 nights X \$130)	\$910
		Per Diem (8 days X \$45)	\$360

**Budget Narrative:** Provide a narrative budget justification for each of the budget items identified.

**Subtotal \$2,500**

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>		<u>Cost</u>
<i>For Example:</i>		
Vendor A	Installation of video surveillance equipment (one-time cost)	\$15,000

**Budget Narrative:** Provide a narrative budget justification for each of the budget items identified.

**Subtotal \$15,000**

**TOTAL \$77,500**



**G. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
<i>For example:</i>		
Incidentals associated with outfitting and set-up of canines:		
Leashes	\$25 X 4 dogs	\$100
Collars	\$15 X 4 dogs	\$60
Initial health costs and shots	\$150 X 4 dogs	\$600

**Budget Narrative:** Provide a narrative budget justification for each of the budget items identified.

**Important Note:** If applicable to the project, construction costs should be included in this section of the Budget Detail Worksheet.

**TOTAL \$760**

**H. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant’s cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant’s accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

**NOT APPLICABLE TO PSGP**

TOTAL \_\_\_\_\_

**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Federal Amount</u>	<u>Non-Federal Amount</u>
A. Personnel	_____	_____
B. Fringe Benefits	_____	_____
C. Travel	_____	_____
D. Equipment	\$43,850	\$41,300
E. Supplies	_____	_____
F. Consultants/Contracts	\$77,500	_____
G. Other	\$760	_____
<b>Total Direct Costs</b>	\$122,110	\$1,300
H. Indirect Costs	_____	_____
<b>* TOTAL PROJECT COSTS</b>	\$122,110	\$41,300

**Federal Request**            \$122,110

**Non-Federal Amount**    \$41,300

***Important Note:*** Public sector applicants must provide matching funds supporting **at least 25 percent of the total project cost** for each proposed project. Private sector applicants must provide matching funds supporting **at least 50 percent of the total project cost** for each proposed project. ***If an applicant determines that a higher level of (Federal) support is required for a project, the applicant must demonstrate the merits of the project within the Budget Narrative for review by the Secretary and or appropriate designee in accordance with 46 USC Sec. 70107(c)(2)(B) for a waiver to the match requirement to be considered.***

***Important Note:*** *This information may be provided using one of the attachment fields within Grants.gov.*

**REMINDER:** Applicants must provide a detailed budget for each proposed project. Applicants must use the naming convention below when uploading the project budget file(s). Refer to Appendix G for the appropriate abbreviations for the COTP Zones:

***COTP Zone\_ Port Area\_ Name of Applicant\_ Document Type\_ Project Number***  
Example #3 - PWS\_Valdez\_State Ferry System\_Project Budget\_Project1

# APPENDIX E

## MOU/MOA GUIDANCE

## MOU/MOA Guidance

### Requirement for State or Local Agencies and for Consortia or Associations

Consortia or associations that provide layered security to MTSA regulated facilities are eligible applicants. However, the consortium or association entity that submits the application must provide security to a MTSA regulated entity. In addition, the layered protection provided must be addressed in the regulated entities' security plan. A copy of a Memorandum of Understanding (MOU) or a Memorandum of Agreement (MOA) between those identified entities will be required prior to funding, and must include an acknowledgement of the layered security and roles and responsibility of all entities involved. The MOU/MOA must address the following points:

- The nature of the security that the applicant agrees to supply to the regulated facility (waterside surveillance, increased screening, etc...)
- The Roles and Responsibilities of the facility and the applicant during different MARSEC levels
- An acknowledgement by the facility that the applicant is part of their facility security plan

If the applicant is mentioned as a provider of layered security under the port's Area Maritime Security Plan, in lieu of an MOA/MOU, acknowledgement from the Area Maritime Security Committee (AMSC) members or a letter from the Federal Maritime Security Coordinator validating this status will be acceptable.

*This information may be provided using one of the attachment fields within Grants.gov.*

**REMINDER:** Applicants must use the naming convention below when uploading the MOU or MOA:

Name of Applicant\_ Document Type  
Example: Port Authority X\_MOU

## Sample Memorandum of Understanding Template

### Memorandum of Understanding / Agreement Between [provider of layered security] and [recipient of layered security] Regarding [provider of layered security's] use of port security grant program funds

**1. PARTIES.** The parties to this Agreement are the [Provider of Layered Security] and the [Recipient of Layered Security].

**2. AUTHORITY.** This Agreement is authorized under the provisions of [applicable Area Maritime Security Committee authorities and/or other authorities].

**3. PURPOSE.** The purpose of this Agreement is to set forth terms by which [Provider of Layered Security] shall expend Port Security Grant Program project funding in providing layered security to [Recipient of Layered Security]. On (DATE), the United States Department of Homeland Security issued grant number (GRANT NUMBER- TBA) to [Provider of Layered Security]. Under this grant, the [Provider of Layered Security] must provide layered security to [[Recipient of Layered Security] consistent with the approach described in the approved grant application.

#### **4. RESPONSIBILITIES:**

The security roles and responsibilities of each party are understood as follows:

- (1). [Recipient of Layered Security]
  - Roles and responsibilities in providing its own security at each MARSEC level
- (2) [Provider of Layered Security]
  - An acknowledgement by the facility that the applicant is part of their facility security plan
  - The nature of the security that the applicant agrees to supply to the regulated facility (waterside surveillance, increased screening, etc...)
  - Roles and responsibilities in providing security to [Recipient of Layered Security] at each MARSEC level

**5. POINTS OF CONTACT.** [Identify the POCs for all applicable organizations under the Agreement; including addresses and phone numbers (fax number, e-mail, or internet addresses can also be included).]

**6. OTHER PROVISIONS.** Nothing in this Agreement is intended to conflict with current laws or regulations of [applicable state] or [applicable local Government). If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

**7. EFFECTIVE DATE.** The terms of this agreement will become effective on (EFFECTIVE DATE).

**8. MODIFICATION.** This agreement may be modified upon the mutual written consent of the parties.

**9. TERMINATION.** The terms of this agreement, as modified with the consent of both parties, will remain in effect until [GRANT END DATE]. Either party upon [NUMBER] days written notice to the other party may terminate this agreement.

**APPROVED BY:**

\_\_\_\_\_  
Organization and Title

(Date)

\_\_\_\_\_  
(Date)

# APPENDIX F

## CANINE ACQUISITION START-UP COSTS CERTIFICATION GUIDANCE



## Canine Acquisition Start-Up Costs

Successful applicants will be required to submit an amendment to their approved Vessel Security Plan as per 33 CFR Part 104.415 detailing the inclusion of a Canine Explosive Detection program into their security measures. Successful applicants will also be required to submit a signed certification to G&T acknowledging that PSGP awards allow a one-time procurement to assist in implementing the Canine Explosive Detection teams. ***The signed certification must be included as a .pdf file attachment to the application in Grants.gov***

### Template for Canine Acquisition Start-up Costs

**[Insert Organization Name]** hereby certifies that as a condition of eligibility to receive FY 2006 funding under the Port Security Grant (PSGP) Program it is required to submit an amendment to their approved Vessel Security Plan as per 33 CFR Code of Federal Regulation, Part 104.415 detailing the inclusion of a Canine Explosive Detection program into their security measures, if grant funds will be used for a one-time procurement to assist in implementing Canine Explosive Detection Teams. **[Insert Organization Name]** make this certification with the understanding that we will maintain the canine's proficiency for explosives detection, and that any additional costs throughout the 8 to 10 year service life of the canine are the sole responsibility of . **[Insert Organization Name]** We further acknowledge that eligible costs include the purchasing, training and certification of canines; all medical costs associated with initial procurement of canines; kennel cages used for transportation of the canines and other incidentals associated with outfitting and set-up of canines (such as leashes, collars, initial health costs and shots etc.). Eligible costs also include initial training and certification of handlers. Ineligible costs include but are not limited to hiring, costs associated with handler annual salary, travel and lodging associated with training and certification; meals and incidentals associated with travel for initial certification; vehicles to transport canines; and maintenance / recurring expenses such as annual medical exams, canine food costs, etc.

\_\_\_\_\_  
Authorizing Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project(s) Point of Contact

\_\_\_\_\_  
Date

*This information may be provided using one of the attachment fields within Grants.gov.*

**REMINDER:** Applicants must use the naming convention below when uploading the Canine Acquisition Start-up Costs Certification:

Name of Applicant\_ Document Type  
Example: Port Authority X\_Canine Certification

# APPENDIX G

## CAPTAIN OF THE PORT ZONE ABBREVIATIONS

## Captain of the Port Abbreviations

Eligible Port Areas	COTP Zone	Abbreviation for File Naming Convention
Albany, NY	New York	NYNJ
Anacortes, WA	Puget Sound	Puget
Anchorage, AK	Anchorage	W. Alas
Baltimore, MD	Baltimore	Balt
Baton Rouge, LA	New Orleans	NOLA
Beaumont, TX	Port Arthur	Port Ar
Boston, MA	Boston	Bost
Brownsville, TX	Corpus Christi	Corp
Buffalo, NY	Buffalo	Buf
Burns Waterway Harbor, IN	Chicago	Lake M
Camden-Gloucester, NJ	Philadelphia	Philly
Charleston, SC	Charleston	Chas
Chattanooga, TN	Paducah	Mem
Chester, PA	Philadelphia	Philly
Chicago, IL	Chicago	Lake M
Cincinnati, OH	Pittsburgh	Hunt
Cleveland, OH	Cleveland	Buf
Corpus Christi, TX	Corpus Christi	Corp
Detroit, MI	Detroit	Detroit
Duluth-Superior, MN and WI	Duluth	SSM
Everett, WA	Puget Sound	Puget
Freeport, TX	Houston-Galveston	Hous
Galveston, TX	Houston-Galveston	Hous
Gary, IN	Chicago	Lake M
Green Bay, WI	Milwaukee	Lake M
Greenville, MS	Memphis	Mem
Gulfport, MS	Mobile	Mobile
Guntersville, AL	Paducah	Louis
Helena, AR	Memphis	Mem
Honolulu, HI	Honolulu	Hono
Houston, TX	Houston-Galveston	Hous
Huntington, WV – (Tristate)	Pittsburgh	Hunt
Indiana Harbor, IN	Chicago	Lake M
Jacksonville, FL	Jacksonville	JAX
Kalama, WA	Portland OR	Portl OR
Kansas City, MO	St Louis	St. L
Lake Charles, LA	Port Arthur	Port Ar
Long Beach, CA	Los Angeles - Long Beach	LALB
Longview, WA	Portland OR	Portl OR
Los Angeles, CA	Los Angeles - Long Beach	LALB
Louisville, KY	Pittsburgh	Louis
Marcus Hook, PA	Philadelphia	Philly
Matagorda Ship Channel, TX	Houston-Galveston	Hous
Memphis, TN	Memphis	Mem
Miami, FL	Miami	Miami
Milwaukee, WI	Milwaukee	Milw
Mobile, AL	Mobile	Mobile
Minneapolis, MN	St. Louis	St. L

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Morehead City, NC	Wilmington	Wilm
Mount Vernon, IN	Pittsburgh	Louis
Nashville, TN	Paducah	Padu
New Haven, CT	Long Island Sound	LIS
New London, CT	Long Island Sound	LIS
New Orleans, LA	New Orleans	NOLA
New York, NY and NJ	New York	NYNJ
Newport News, VA	Hampton Roads	Ham
Norfolk Harbor, VA	Hampton Roads	Ham
Oakland, CA	San Francisco Bay	SanFran
Palm Beach, FL	Miami	Miami
Panama City, FL	Mobile	Mobile
Pascagoula, MS	Mobile	Mobile
Paulsboro, NJ	Philadelphia	Philly
Penn Manor, PA	Pittsburgh	Pitt
Pensacola, FL	Mobile	Mobile
Philadelphia, PA	Philadelphia	Philly
Pittsburgh, PA	Pittsburgh	Pitt
Plaquemines, LA, Port of	New Orleans	NOLA
Ponce, PR	San Juan	San Juan
Port Arthur, TX	Port Arthur	Port Ar
Port Canaveral, FL	Jacksonville	JAX
Port Everglades, FL	Key West	Miami
Port Hueneme	Los Angeles/Long Beach	LALB
Port Manatee, FL	Tampa	Tampa
Port St. Joe, FL	Mobile	Mobile
Portland, ME	Portland	Portl ME
Portland, OR	Portland OR	Portl OR
Portsmouth, NH	Portland	Portl ME
Providence, RI	Providence	Prov
Richmond, CA	San Francisco Bay	SanFran
San Diego, CA	San Diego	San D
San Francisco, CA	San Francisco Bay	SanFran
San Juan, PR	San Juan	San Juan
Savannah, GA	Savannah	Sav
Seattle, WA	Puget Sound	Puget
South Louisiana, LA, Port of	New Orleans	NOLA
St. Louis, MO and IL	St Louis	St. L
St. Paul, MN	St Louis	St. L
Stockton	San Francisco	San Fran
Tacoma, WA	Puget Sound	Puget
Tampa, FL	Tampa	Tampa
Texas City, TX	Houston-Galveston	Hous
Toledo, OH	Toledo	Detroit
Tulsa, Port of Catoosa, OK	Memphis	Mem
Two Harbors, MN	Duluth	SSM
Valdez, AK	Prince William Sound	PWS
Vancouver, WA	Portland OR	Puget
Vicksburg, MS	New Orleans	NOLA
Victoria, TX	Corpus Christi	Corp
Wilmington, DE	Philadelphia	Philly
Wilmington, NC	Wilmington	Wilm

Eligible Port Areas	COTP Zone	Abbreviation for File Naming Convention
Albany, NY	New York	NYNJ
Anacortes, WA	Puget Sound	Puget
Anchorage, AK	Anchorage	W. Alas
Baltimore, MD	Baltimore	Balt
Baton Rouge, LA	New Orleans	NOLA
Beaumont, TX	Port Arthur	Port Ar
Boston, MA	Boston	Bost
Bridgeport, CT	Long Island Sound	LIS
Brownsville, TX	Corpus Christi	Corp
Buffalo, NY	Buffalo	Buf
Burns Waterway Harbor, IN	Chicago	Lake M
Camden-Gloucester, NJ	Philadelphia	Philly
Charleston, SC	Charleston	Chas
Chattanooga, TN	Paducah	Mem
Chester, PA	Philadelphia	Philly
Chicago, IL	Chicago	Lake M
Cincinnati, OH	Pittsburgh	Hunt
Cleveland, OH	Cleveland	Buf
Corpus Christi, TX	Corpus Christi	Corp
Detroit, MI	Detroit	Detroit
Duluth-Superior, MN and WI	Duluth	SSM
Everett, WA	Puget Sound	Puget
Freeport, TX	Houston-Galveston	Hous
Galveston, TX	Houston-Galveston	Hous
Gary, IN	Chicago	Lake M
Green Bay, WI	Milwaukee	Lake M
Greenville, MS	Memphis	Mem
Gulfport, MS	Mobile	Mobile
Guntersville, AL	Paducah	Louis
Helena, AR	Memphis	Mem
Honolulu, HI	Honolulu	Hono
Houston, TX	Houston-Galveston	Hous
Huntington, WV – (Tristate)	Pittsburgh	Hunt
Indiana Harbor, IN	Chicago	Lake M
Jacksonville, FL	Jacksonville	JAX
Kalama, WA	Portland OR	Portl OR
Kansas City, MO	St Louis	St. L
Lake Charles, LA	Port Arthur	Port Ar
Long Beach, CA	Los Angeles - Long Beach	LALB
Longview, WA	Portland OR	Portl OR
Los Angeles, CA	Los Angeles - Long Beach	LALB
Louisville, KY	Pittsburgh	Louis
Marcus Hook, PA	Philadelphia	Philly
Matagorda Ship Channel, TX	Houston-Galveston	Hous
Memphis, TN	Memphis	Mem
Miami, FL	Miami	Miami
Milwaukee, WI	Milwaukee	Milw
Mobile, AL	Mobile	Mobile
Minneapolis, MN	St. Louis	St. L

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Morehead City, NC	Wilmington	Wilm
Mount Vernon, IN	Pittsburgh	Louis
Nashville, TN	Paducah	Padu
New Haven, CT	Long Island Sound	LIS
New London, CT	Long Island Sound	LIS
New Orleans, LA	New Orleans	NOLA
New York, NY and NJ	New York	NYNJ
Newport News, VA	Hampton Roads	Ham
Norfolk Harbor, VA	Hampton Roads	Ham
Oakland, CA	San Francisco Bay	SanFran
Palm Beach, FL	Miami	Miami
Panama City, FL	Mobile	Mobile
Pascagoula, MS	Mobile	Mobile
Paulsboro, NJ	Philadelphia	Philly
Penn Manor, PA	Pittsburgh	Pitt
Pensacola, FL	Mobile	Mobile
Philadelphia, PA	Philadelphia	Philly
Pittsburgh, PA	Pittsburgh	Pitt
Plaquemines, LA, Port of	New Orleans	NOLA
Ponce, PR	San Juan	San Juan
Port Arthur, TX	Port Arthur	Port Ar
Port Canaveral, FL	Jacksonville	JAX
Port Everglades, FL	Key West	Miami
Port Hueneme	Los Angeles/Long Beach	LALB
Port Manatee, FL	Tampa	Tampa
Port St. Joe, FL	Mobile	Mobile
Portland, ME	Portland	Portl ME
Portland, OR	Portland OR	Portl OR
Portsmouth, NH	Portland	Portl ME
Providence, RI	Providence	Prov
Richmond, CA	San Francisco Bay	SanFran
San Diego, CA	San Diego	San D
San Francisco, CA	San Francisco Bay	SanFran
San Juan, PR	San Juan	San Juan
Savannah, GA	Savannah	Sav
Seattle, WA	Puget Sound	Puget
South Louisiana, LA, Port of	New Orleans	NOLA
St. Louis, MO and IL	St Louis	St. L
St. Paul, MN	St Louis	St. L
Stockton	San Francisco	San Fran
Tacoma, WA	Puget Sound	Puget
Tampa, FL	Tampa	Tampa
Texas City, TX	Houston-Galveston	Hous
Toledo, OH	Toledo	Detroit
Tulsa, Port of Catoosa, OK	Memphis	Mem
Two Harbors, MN	Duluth	SSM
Valdez, AK	Prince William Sound	PWS
Vancouver, WA	Portland OR	Puget
Vicksburg, MS	New Orleans	NOLA
Victoria, TX	Corpus Christi	Corp
Wilmington, DE	Philadelphia	Philly
Wilmington, NC	Wilmington	Wilm

***Required Naming Convention:***

***COTP Zone\_ Port Area\_ Name of Applicant\_ Document Type\_ Project Number***

Examples:

PWS\_Valdez\_State Ferry System\_Port System Overview  
PWS\_Valdez\_State Ferry System\_Project Plan\_Project1  
PWS\_Valdez\_State Ferry System\_Project Budget\_Project1



# APPENDIX H

# APPLICATION CHECKLIST

## Application Checklist

### All PSGP applicants must complete the following:

- **SF-424 Grant Application with Certifications (as file attachments in Grants.gov)**
  - Assurances
  - Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirement
- **Port System Overview (as a file attachment in Grants.gov)**
  - See template in Appendix B
- **Individual Project Plan for *each* project (as a file attachment in Grants.gov)**
  - See template in Appendix C
- **Detailed Budget for *each* project (as a file attachment in Grants.gov)**
  - See template in Appendix D
- **NEPA Checklist for *each* project (as a file attachment in Grants.gov)**
  - See form in Appendix Q
- **MOU/MOA (as a file attachment in Grants.gov) – applicable for: 1) Port authorities or other State and local agencies that provide layered security protection to federally regulated facilities; and 2) Consortia composed of local stakeholder groups (i.e., river groups, ports, and terminal associations) representing federally regulated ports, terminals, U.S. inspected passenger vessels, or ferries that provide layered security protection to federally regulated facilities.**
  - See specific guidance in Appendix E
- **DUNS Number (through Grants.gov form)**
- **Accounting System and Financial Capabilities Questionnaire, if applicable (as file attachment in Grants.gov)**
- **Canine Start-up Cost Certification (as a file attachment in Grants.gov) – applicable for organizations seeking to acquire a canine capability through the PSGP.**

# APPENDIX I

## GRANTS.GOV QUICK-START INSTRUCTIONS

## Grants.gov Quick-Start Instructions

G&T is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Grants.gov, part of this initiative, is a "storefront" that provides a unified process for all customers of Federal grants to find funding opportunities and apply for funding. This fiscal year, G&T is requiring that all discretionary, competitive grant programs be administered through Grants.gov. Application attachments submitted via Grants.gov must be in one of the following formats: Microsoft Word (\*.doc), PDF (\*.pdf), or text (\*.txt).

Use the Catalog of Federal Domestic Assistance (CFDA) number listed in the relevant program guidance section of this document in Grants.gov.

### □ **Step 1: Registering**

**Note:** Registering with Grants.gov is a one-time process; however, if you are a first time registrant **it could take 3-5 business days to have your registration validated, confirmed, and receive your user name and password.** It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. While your registration is pending, you may continue with steps 2, 3, and 4 of these instructions. Registration must be complete for you to be able to submit (step 5) and track (step 6) an application.

#### **e-Business Point of Contact**

Grants.gov requires an organization to first be registered in the Central Contract Registry (CCR) before beginning the Grants.gov registration process. If you plan to authorize representatives of your organization to submit grant applications through Grants.gov, proceed with the following steps. If you plan to submit a grant application yourself and sign grant applications and provide the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed to DUNS Number and then skip to the Authorized Organization Representative and Individuals section.

Go to [www.grants.gov](http://www.grants.gov), and click on the "Get Started" tab at the top of the screen.

- Click the "e-Business Point of Contact (POC)" option and click the "GO" button on the bottom right of the screen.

If you have already registered with Grants.gov, you may log in and update your profile from this screen.

- To begin the registration process, click the "Register your Organization [Required]" or "Complete Registration Process [Required]" links. You may print a registration checklist by accessing [www.grants.gov/assets/OrganizationRegCheck.pdf](http://www.grants.gov/assets/OrganizationRegCheck.pdf).

## **DUNS Number**

- You must first request a Data Universal Numbering System (DUNS) number. Click “Step 1. Request a DUNS Number.” If you are applying as an individual, please skip to “Authorized Organization Representative and Individuals.” If you are applying on behalf of an organization that already has a DUNS number, please proceed to “Step 2. Register with Central Contractor Registry (CCR).” You may obtain a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711.

## **Central Contractor Registry (CCR)**

**Note:** Registering with the CCR, updating or changing your profile could take up to three to five business days to be confirmed and validated. This delay could prevent your application from being submitted by the deadline specified, so you should register or make changes to your profile as early in the process as possible.

Once you have a DUNS number, click on “Step 2. Register with Central Contractor Registry (CCR).” Here you are required to designate an individual as a point of contact. This point of contact is the sole authority for the organization and has the capability of issuing or revoking another individual’s authority to submit grant applications through Grants.gov.

A registration worksheet is provided to assist in the CCR registration process at <http://www.ccr.gov/CCRRegTemplate.pdf>. It is recommended you review the “Tips for registering with the CCR” at the bottom of this template.

- Go to <http://www.ccr.gov> or click on the CCR icon in the middle of the screen to begin the registration process. To see if your organization is already registered, click “Search CCR” at the top left side of the screen. Search entries must be exact to accurately search the database. If your organization is already registered, you can scroll down and see who the e-Business POC is for your agency. If your organization is not already registered, return to the CCR home page and click “Start New Registration” at the top left of the screen.
- If you have problems or questions about the CCR registration process, please contact the CCR Assistance Center at 1-888-227-2423.
- Once your registration is complete, you will receive an e-mail with a Trading Partner Identification Number (TPIN) and Marketing Partner Identification Number (MPIN) number. You will need the MPIN number to register with Grants.gov. If your organization is already registered with the CCR, you will need to obtain the MPIN number from your e-Business POC.

## **Authorize your Organization Representative**

- Click “Step 3. Authorize your Organization Representative.” Follow steps 1-4. You will need your DUNS + 4 digit number and the MPIN number CCR e-mailed to you.

### **Log in as e-Business Point of Contact**

- You may now go to “Step 4. Log in as e-Business Point of Contact.” Here you may authorize or revoke the authority of the Authorized Organization Representative (AOR).
- Once you are logged in, go to Step 2. *Downloading the Application Viewer*, below.

### **Authorized Organization Representative and Individuals**

If you plan to submit a grant application as an individual or an Authorized Organization Representative, with authority to sign grant applications and the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed with the following steps.

- Go to [www.grants.gov](http://www.grants.gov) and click on the “Get Started” tab at the top of the screen.
- Click the “Authorized Organization Representative (AOR)” option and click the “GO” button to the bottom right of the screen. If you are applying as an individual, click the “Individuals” option and click the “GO” button to the bottom right of the screen.
- If you have previously registered as an AOR, you may start searching for this grant opportunity from this page. Otherwise, you must complete the first-time registration by clicking “Complete First-Time Registration [Required].” You also may click on “Review Registration Checklist” and print a checklist for the following steps (see [www.grants.gov/assets/AORRegCheck.pdf](http://www.grants.gov/assets/AORRegCheck.pdf)).
- Individuals may click the “registration checklist” for help in walking through the registration process.

### **Credential Provider:**

Once you have entered the registration process, you must register with the credential provider, to safeguard the security of your electronic information. You must have your agency’s or individual DUNS + 4 digit number to complete this process. Now, click on “Step 1. Register with a Credential Provider.” Enter your DUNS number and click “Register.” Once you have entered the required information, click the “Submit” button.

- If you should need help with this process, please contact the Credential Provider Customer Service at 1-800-386-6820.

- It can take up to 24 hours for your credential provider information to synchronize with Grants.gov. Attempting to register with Grants.gov before the synchronization is complete may be unsuccessful.

**Grants.gov:**

- After completing the credential provider steps above, click “Step 2. Register with Grants.gov.” Enter the same user name and password used when registering with the credential provider. You will then be asked to provide identifying information and your organization’s DUNS number. After you have completed the registration process, Grants.gov will notify the e-Business POC for assignment of user privileges.
- Complete the “Authorized Organization Representative User Profile” screen and click “Submit.”

**Note:** Individuals do not need to continue to the “Organizational Approval” step below.

**Organization Approval:**

- Prior to submitting a grant application package, you must receive approval to submit on behalf of your organization. This requirement prevents individuals from submitting grant application packages without permission. A notice is automatically sent to your organization’s e-Business POC. Then, your e-Business POC approves your request to become an AOR. You may go to <http://www.ccr.gov> to search for your organization and retrieve your e-Business POC contact information.
- Once organization approval is complete, you will be able to submit an application and track its status.

□ **Step 2: Downloading the Application Viewer**

**Note:** You may download the PureEdge Viewer while your registration is in process. You also may download and start completing the application forms in steps 3 and 4 below. This application viewer opens the application package needed to fill out the required forms. The download process can be lengthy if you are accessing the Internet using a dial-up connection.

- From the Grants.gov home page, select the “Apply for Grants” tab at the top of the screen.
- Under “Apply Step 1: Download a Grant Application Package and Applications Instructions,” click the link for the PureEdge Viewer (<http://www.grants.gov/DownloadViewer>). This window includes information

about computer system requirements and instructions for downloading and installation.

If you are a Macintosh user, please read the PureEdge Support for Macintosh white paper available at [www.grants.gov/GrantsGov\\_UST\\_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf](http://www.grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf).

- Scroll down and click on the link to download the PureEdge Viewer ([www.grants.gov/PEViewer/ICSViewer602\\_grants.exe](http://www.grants.gov/PEViewer/ICSViewer602_grants.exe)).
- You will be prompted to save the application. Click the “Save” button and the “Save As” window opens. Select the location where you would like to save PureEdge Viewer and click the “Save” button.
- A window appears to show the progress of the download. When the downloading is complete, click to close the dialog box.
- To install the PureEdge Viewer, locate the file on your computer and click to open it. When you are prompted to run the file, click “RUN.” Click “Yes” to the prompt to continue with the installation. The ICS InstallShield Wizard extracts the necessary files and takes you to the “Welcome” page.
- Click “Next” to continue.
- Read the license agreement and click “Yes” to accept the agreement and continue the installation process. This takes you to the “Customer Information” screen.
- Enter a User Name and a Company Name in the designated fields and click “Next.”
- The “Choose Destination Location” window prompts you to select the folder in which PureEdge Viewer will be installed. To save the program in the default folder, click “Next.” To select a different folder, click “Browse.” Select the folder in which you would like to save the program, click on “OK,” then click “Next.”
- The next window prompts you to select a program folder. To save program icons in the default folder, click “Next.” To select a different program folder, type a new folder name or select one from the list of existing folders, then click “Next.” Installation will begin.
- When installation is complete, the “InstallShield Wizard Complete” screen will appear. Click “Finish.” This will launch the “ICS Viewer Help Information” window. Review the information and close the window.



□ **Step 3: Downloading an Application Package**

- Once you have downloaded the PureEdge Viewer, you may download and view this application package and solicitation instructions.
- From the Grants.gov home page, select the “Apply for Grants” tab at the top of the screen.
- Click “Apply Step 1: Download a Grant Application Package and Application Instructions.”
- Enter the CFDA number for this announcement, **97.056**. Then click “Download Package.” This will take you to the “Selected Grants Application for Download” results page.
- To download an application package and its instructions, click the corresponding download link below the “Instructions and Application” column.
- Once you select a grant application, you will be taken to a “Download Opportunity Instructions and Application” screen to confirm that you are downloading the correct application. If you would like to be notified of any changes to this funding opportunity, enter your e-mail address in the corresponding field, then click the “Submit” button.
- After verifying that you have downloaded the correct opportunity information, click the “Download Application Instructions” button. This will open a PDF of this grant solicitation. You may print the solicitation or save it to your computer by clicking either the print icon at the top tool bar or the “File” button on the top tool bar. If you choose to save the file, click on “Save As” and save to the location of your choice.
- Click the “Back” Navigation button to return to the “Download Opportunity Instructions and Application” page. Click the “Download Application Package” button. The application package will open in the PureEdge Viewer.
- Click the “Save” button to save the package on your computer. Because the form is not yet complete, you will see a prompt that one or more fields may be invalid. You will complete these fields in step 4, but for now, select “Yes” to continue. After you click “Yes,” the “Save Form” window will open.
- Save the application package to your desktop until after submission. Select a name and enter it in the “Application Filing Name” field. Once you have submitted the application through Grants.gov, you may then move your completed application package to the file location of your choice.
- Click the “Save” button. If you choose, you may now close your Internet browser

and complete your application package offline by double clicking the icon on your desktop. You do not have to be connected to the Internet to complete the application package in step 4 below.

#### □ **Step 4: Completing the Application Package**

**Note:** This application can be completed entirely offline; however, you will need to log in to Grants.gov to submit the application in step 5.

- Locate the application package you saved on your computer. When you open the package, it will be in PureEdge Viewer. You may save your application at any time by clicking on the “Save” button at the top of the screen.
- Enter a name for your application package in the “Application Filing Name” field. This can be a name of your choice.
- Open and complete all the mandatory and optional forms or documents. To complete a form, click to select the form, and then click the “Open” button. When you open a required form, the mandatory fields will be highlighted in yellow. If you enter incomplete information in a mandatory field, you will receive an error message or the field will turn red, indicating a change needs to be made.

Mandatory forms include the: (1) Application for Federal Assistance (SF-424); (2) Assurances for Non-Construction Programs (SF-424B); and (3) Disclosure of Lobbying Activities (SF-LLL). These forms can also be viewed at <http://apply.grants.gov/agency/FormLinks?family=7>. Other Mandatory forms are identified in Section IV.

- When you have completed a form or document, click the “Close Form” button at the top of the page. Your information will automatically be saved.
- Next, click to select the document in the left box entitled “Mandatory Documents.” Click the “=>” button to move the form or document to the “Mandatory Completed Documents for Submission” box to the right.
- Some mandatory documents will require you to upload files from your computer. To attach a document, select the corresponding form and click “Open.” Click the “Add Mandatory Attachment” button to the left. The “Attach File” box will open. Browse your computer to find where your file is located and click “Open.” The name of that file will appear in the yellow field. Once this is complete, if you would like to attach additional files, click on the “Add Optional Attachment” button below the “Add Mandatory Attachment” button.

- An “Attachments” window will open. Click the “Attach” button. Locate the file on your computer that you would like to attach and click the “Open” button. You will return to the “Attach” window. Continue this process until you have attached all the necessary documents. You may attach as many documents as necessary.
- Once you have finished, click the “Done” button. The box next to the “Attach at Least One Optional Other Attachment” will now appear as checked.

**Note:** the name of these buttons will vary depending on the name of the form you have opened at that time; i.e., Budget Narrative, Other Attachment, and Project Narrative File.

- To exit a form, click the “Close” button. Your information will automatically be saved.

## □ Step 5: Submitting the Application

**Note:** Once you have completed all the yellow fields on all the forms and saved the application on your desktop, check the application package for errors. This can be done any time throughout step 4 above and as often as you like.

- When you are ready to submit your final application package, the “Submit” button at the top of your screen will be enabled. This button will not be activated unless all mandatory data fields have been completed. When you are ready to submit your application, click on “Submit.” This will take you to a “Summary” screen.
- If your “Submit” button is not activated, then click the “Check Package for Errors” button at the top of the “Grant Application Package” screen. PureEdge Viewer will start with the first form and scan all the yellow fields to make sure they are complete. The program will prompt you to fix one error at a time as it goes through the scan. Once there are no more errors, the system will allow you to submit your application to Grants.gov.
- Review the application summary. If you wish to make changes at this time, click “Exit Application” to return to the application package, where you can make changes to the forms. To submit the application, click the “Sign and Submit Application” button.
- This will take you to a “Login” screen where you will need to enter the user name and password that you used to register with Grants.gov in “Step 1: Registering.” Enter your user name and password in the corresponding fields and click “Login.”
- Once authentication is complete, your application will be submitted. Print this confirmation screen for your records. You will receive an e-mail message to confirm that the application has been successfully uploaded into Grants.gov.

The confirmation e-mail will give you a Grants.gov tracking number, which you will need to track the status of your application. The confirmation e-mail will go to the e-Business POC; therefore, if you are submitting on behalf of someone else, be sure the e-Business POC is aware of the submission and that a confirmation e-mail will be sent.

- When finished, click the “Close” button.

## □ **Step 6: Tracking the Application**

- After your application is submitted, you may track its status through Grants.gov. To do this, go to the Grants.gov home page at <http://www.grants.gov>. At the very top of the screen, click on the “Applicants” link. Scroll down the “For Applicants” page and click the “Login Here” button. Proceed to login with your user name and password that was used to submit your application package.
- Click the “Check Application Status” link to the top left of the screen. A list of all the applications you have submitted through Grants.gov is produced. There are one of four status messages your application can receive in the system:
  1. **Validated:** This means your application has been scanned for errors. If no errors were found, it validates that your application has successfully been submitted to Grants.gov and is ready for the agency to download your application.
  2. **Received by Agency:** This means our agency has downloaded your application into our electronic Grants Management System (GMS) and your application is going through our validation process to be successfully received on our end.
  3. **Agency Tracking Number Assigned:** This means our GMS did not find any errors with your package and successfully downloaded your application into our system.
  4. **Rejected With Errors:** This means your application was either rejected by Grants.gov or GMS due to errors. You will receive an e-mail from Grants.gov customer support, providing details of the results and the next steps required. Most applications are rejected because: (1) a virus was detected; (2) you are using a user name and password that has not yet been authorized by the organization’s e-Business POC; or (3) the DUNS number you entered on the SF-424 form does not match the DUNS number that was registered in the CCR for this organization.

*Important Note: If you experience difficulties at any point during this process, please call the Grants.gov customer support hotline at 1–800–518–4726.*

# APPENDIX J

## POST AWARD INSTRUCTIONS

## Post Award Instructions

### TAB 1: SAMPLE REVIEW OF AWARD

#### Office of Grants and Training Post Award Instructions for G&T Awards

The Office of Grant Operations will provide fiscal support and oversight of the grant programs, while the OJP Office of the Comptroller will continue to provide support for grant payments. The following is provided as a guide for the administration of awards.

#### 1. Review Award and Special Conditions Document.

Notification of award approval is made by e-mail through the OJP 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.

Carefully read the award and any special conditions or other attachments.

**If you agree** with the terms and conditions, the authorized official should sign and date both the original and the copy of the award document page in Block 19. You should maintain a copy and return the original signed documents to:

Office of Justice Programs  
Attn: Control Desk - G&T Award  
810 Seventh Street, NW – 5<sup>th</sup> Floor  
Washington, DC 20531

**If you do not agree** with the terms and conditions, contact the awarding G&T Program Manager as noted in the award package.

#### 2. Read Guidelines.

Read and become familiar with the “*OGO Financial Management Guide*” which is available at 1-866-9ASKOGO or online at <http://www.dhs.gov/dhspublic/display?theme=18>.

### 3. Complete and Return ACH Form.

The Automated Clearing House (ACH) Vendor/Miscellaneous Payment Enrollment Form (refer to Step 3 attachment) is used to arrange direct deposit of funds into your designated bank account.

### 4. Access to Payment Systems.

OJP uses two payment systems: Phone Activated Paperless System (PAPRS) and Letter of Credit Electronic Certification System (LOCES) (refer to Step 4 attachment). Current LOCES users will see the addition of new grants on the LOCES grant number listing as soon as the award acceptance has been received. PAPRS grantees will receive a letter with the award package containing their PIN to access the system and Grant ID information.

### 5. Reporting Requirements.

Reporting requirements must be met during the life of the grant (refer to the *OGO Financial Management Guide* and the specific program guidance for a full explanation of these requirements, special conditions and any applicable exceptions). The payment systems contain edits which will prevent access to funds if reporting requirements are not met on a timely basis. Refer to Step 5 attachments for forms, due date information, and instructions.

### 6. Questions about your award?

A reference sheet is provided containing frequently asked financial questions and answers. Questions regarding grant **payments** should be addressed to the OJP OC at 1-800-458-0786 or email [askoc@ojp.usdoj.gov](mailto:askoc@ojp.usdoj.gov). Questions regarding all other financial/administrative issues should be addressed to the OGO Information Line at 1-866-9ASKOGO (927-5646) or email at [ask-ogo@dhs.gov](mailto:ask-ogo@dhs.gov).

***Important Note: If you have any questions about GMS, need to establish a GMS account, or require technical assistance with accessing your award, please contact the GMS Hotline at 1-888-549-9901.***

# APPENDIX K

## ADDITIONAL GUIDANCE ON THE NATIONAL PREPAREDNESS GOAL AND THE NATIONAL PRIORITIES



## A. The National Preparedness Goal<sup>7</sup>

The Goal establishes a vision for National Preparedness, including National Priorities. The TCL further identifies 37 needed capabilities integral to nationwide all-hazards preparedness, including acts of terrorism.<sup>8</sup> The national preparedness doctrine and operational foundation provided in these documents form the basis for use of Federal grant funds and consistent direction among all stakeholders. The Goal is a significant evolution in securing a sustained national approach to preparedness and homeland security. The Goal is a companion document to the National Response Plan (NRP), National Incident Management System (NIMS), and the National Infrastructure Protection Plan (NIPP). The Goal establishes a framework that guides entities at all levels of government in the development and maintenance of the capabilities to prevent, protect against, respond to, and recover from major events, including catastrophic events or Incidents of National Significance as defined in the NRP. The Goal will also assist entities at all levels of government, as well as non-government entities, in the development and maintenance of the capabilities to identify, prioritize, and protect critical infrastructure and key resources as described in the NIPP. Risk and capability-based planning for prioritizing homeland security investments will be performed in accordance with the final National Preparedness Goal.

### *Vision of the National Preparedness Goal:*

*To engage Federal, state, local, and tribal entities, their private and non-governmental partners, and the general public to achieve and sustain risk-based target levels of capability to prevent, protect against, respond to, and recover from major events in order to minimize the impact on lives, property, and the economy.*

Implementing a common, shared approach to achieving national preparedness requires the Nation to orient its programs and efforts in support of the Goal and the National Priorities. The ability of Federal, state, local and tribal entities to orient their efforts begins with capabilities-based planning. The TCL defines capability-based planning as “planning, under uncertainty, to provide capabilities suitable for a wide range of threats and hazards while working within an economic framework that necessitates prioritization and choice.” This planning approach assists leaders at all levels to allocate resources systematically to close capability gaps, thereby enhancing the effectiveness of preparedness efforts. Capabilities-based planning will provide a means for the Nation to achieve the Goal and National Priorities by answering three fundamental questions: “How prepared do we need to be?”, “How prepared are we?”, and “How do we prioritize efforts to close the gap?” At the heart of the Goal and the capabilities-based planning process is the TCL. The capabilities included in the TCL are listed in Figure 1.

<sup>7</sup> As this grant guidance went to print, the final Goal document was also being prepared for release.

<sup>8</sup> This guidance references 37 capabilities based on the most recent draft of the TCL available at the time this guidance went to press.

Figure 1. Target Capabilities

37 Target Capabilities	
<p style="text-align: center;"><b><u>Common</u></b></p> <ul style="list-style-type: none"> <li>• Planning</li> <li>• Communications</li> <li>• Risk Management</li> <li>• Community Preparedness and Participation</li> </ul>	<p style="text-align: center;"><b><u>Respond Mission Area</u></b></p> <ul style="list-style-type: none"> <li>• Onsite Incident Management</li> <li>• Emergency Operations Center Management</li> <li>• Critical Resource Logistics and Distribution</li> <li>• Volunteer Management and Donations</li> <li>• Responder Safety and Health</li> <li>• Public Safety and Security Response</li> <li>• Animal Health Emergency Support</li> <li>• Environmental Health</li> <li>• Explosive Device Response Operations</li> <li>• Firefighting Operations/Support</li> <li>• WMD/HazMat Response and Decontamination</li> <li>• Citizen Protection: Evacuation and/or In-Place Protection</li> <li>• Isolation and Quarantine</li> <li>• Urban Search &amp; Rescue</li> <li>• Emergency Public Information and Warning</li> <li>• Triage and Pre-Hospital Treatment</li> <li>• Medical Surge</li> <li>• Medical Supplies Management and Distribution</li> <li>• Mass Prophylaxis</li> <li>• Mass Care (Sheltering, Feeding, and Related Services)</li> <li>• Fatality Management</li> </ul>
<p style="text-align: center;"><b><u>Prevent Mission Area</u></b></p> <ul style="list-style-type: none"> <li>• Information Gathering &amp; Recognition of Indicators &amp; Warnings</li> <li>• Intelligence Analysis and Production</li> <li>• Intelligence / Information Sharing and Dissemination</li> <li>• Law Enforcement Investigation and Operations</li> <li>• CBRNE Detection</li> </ul>	
<p style="text-align: center;"><b><u>Protect Mission Area</u></b></p> <ul style="list-style-type: none"> <li>• Critical Infrastructure Protection (CIP)</li> <li>• Food &amp; Agriculture Safety &amp; Defense</li> <li>• Epidemiological Surveillance and Investigation</li> <li>• Public Health Laboratory Test</li> </ul>	
<p style="text-align: center;"><b><u>Recover Mission Area</u></b></p> <ul style="list-style-type: none"> <li>• Structural Damage and Mitigation Assessment</li> <li>• Restoration of Lifelines</li> <li>• Economic &amp; Community Recovery</li> </ul>	

The capabilities-based planning process makes significant use of the TCL which provides additional levels of detail on the underlying tasks and resources for achieving these capabilities. Each level of government or geographic area will not be expected to develop and maintain all 37 capabilities to the same extent. Capability-based planning requires the prioritization of resources and initiatives among the various capabilities listed in the TCL. Given a limited time and resources, jurisdictions will be expected to prioritize their planning efforts, focusing on the most critical capability gaps. The expectation will vary based upon the risk and needs of different levels of government and geographic areas. For example, basic capability levels may be expected of a low-population jurisdiction, while a more advanced degree of capability may be expected among a group of jurisdictions, an entire state, or the Federal government. Consequently, organizational and operational integration is required across agencies, disciplines and jurisdictions – and across state lines. Mutual aid agreements, inter-organizational linkages (including authorities, agencies, non-governmental partners and individual citizens), information sharing, and collaboration that empower this integration become critical elements of the new preparedness landscape.

*Appendix L provides guidance on how to utilize capabilities based planning to implement the National Preparedness Goal.*

The Goal and the TCL are all-hazard in nature and address a range of major events, including terrorism and the capabilities required to address them. However, consistent with Congressional direction, these particular grant programs remain primarily focused

on enhancing capabilities to prevent, protect against, respond to, or recover from CBRNE, sabotage, and cyber terrorism incidents. Further, these grant programs do not support all elements within each capability in the TCL. A number of additional resources at different levels of DHS and all of government are available and should be leveraged to build and sustain capabilities. For example, the Critical Infrastructure Protection Capability of the TCL recommends an appropriate number of infrastructure security specialists, however, the costs associated with hiring those personnel are not allowable under these grants.

The Goal encompasses the full spectrum of activities necessary to address the entire range of threats and hazards. In addition to a number of common activities that support preparedness (e.g., planning, interoperable communications, risk management, and citizen preparedness and participation), four mission areas help create a framework for developing the subset of national capabilities that will be supported by DHS preparedness grant program funding as well as state and local funds. The four mission areas are prevent, protect, respond, and recover. As stated in NIMS, mitigation activities are important elements of preparedness and provide a critical foundation across the spectrum from prevention through recovery. The mission areas are discussed in further detail below.

**Prevent:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves intelligence and deterrence operations; heightened inspections; improved surveillance and security operations; investigations; education and training; enhanced nuclear and radiological detection capabilities; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and certain law enforcement operations.<sup>9</sup> Public announcements, infrastructure improvements and citizen vigilance also are important, especially when considering an all-hazards approach.

**Protect:** Actions to reduce the vulnerability of critical infrastructure or key resources in order to deter, mitigate, or neutralize terrorist attacks, major disasters, and other emergencies.<sup>10</sup> Protection also includes: continuity of government and operations planning; evacuation planning, awareness elevation and understanding of threats and vulnerabilities to related critical facilities, systems, and functions; promotion of effective sector-specific protection practices and methodologies; and expansion of voluntary security-related information sharing between government and private entities.<sup>11</sup>

**Respond:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increasing security and law enforcement operations; continuing investigations into the nature and source of the threat; continuing ongoing public health and agricultural surveillance and testing processes; providing immunizations; enforcing isolation or quarantine; and

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<sup>9</sup> NIMS, March 2004.

<sup>10</sup> Homeland Security Presidential Directive-7 (HSPD-7) December 2003.

<sup>11</sup> The National Strategy for the Physical Protection of Critical Infrastructures and Key Assets, February 2003.

allowing appropriate citizen response.<sup>12</sup> A prepared community will also possess sufficient capability for emergency feeding and sheltering of displaced personnel.

**Recover:** The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private-sector, non-governmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.<sup>13</sup>

Each mission area includes a collection of capabilities that require integration and collaboration across multiple disciplines, jurisdictions, levels of government, processes, and procedures. Many of these capabilities support the achievement of the National Priorities listed in the Goal.

The Goal and the TCL are evolving documents that will be updated regularly to incorporate new threats, technologies, improvements to capability levels, new preparedness initiatives and priorities, and lessons learned. DHS will coordinate the establishment of a structure and process for the ongoing management and maintenance of the Goal. This structure and process will be coordinated closely with the ongoing management and maintenance of the NIMS, NRP, and NIPP. Such coordination will ensure that national policy and planning for operations and preparedness are mutually supportive.

The Nation's priorities, target levels, and performance metrics within the TCL will be modified to reflect the completion or update of assessments, and will include benchmarks for measuring progress. Additional foreseeable changes to the documents and their implementation will include:

- Recommendations and lessons learned from the response to Hurricane Katrina;
- Revisions to the NRP;
- Capabilities required for implementing the NIPP;
- Capabilities required for implementing the National Strategy for Pandemic Influenza;
- Prevention tasks and capabilities identified by updated National Planning Scenarios and reflective of current Administration policies on the War on Terror.

State and local governments and public safety entities are encouraged to participate in the maintenance process by submitting questions and comments related to its implementation.

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<sup>12</sup> NIMS, March 2004.

<sup>13</sup> NIMS, March 2004.

## B. The National Priorities

The National Priorities in the Goal help guide the Nation's preparedness efforts to meet its most urgent needs. The priorities fall into two categories: (A) Overarching priorities that contribute to the development of multiple capabilities, and (B) Capability-specific priorities that establish selected capabilities for which the Nation has the greatest need.<sup>14</sup> Security partners at all levels of government recently developed homeland security strategies that align with and support the overarching priorities established in the Goal. With the inclusion of NIPP implementation as one of these overarching national priorities, critical infrastructure/key resource (CI/KR) protection programs form an essential component of state, territorial, local, tribal and sector-specific homeland security strategies, particularly with regard to informing funding priorities and security investment decisions. To permit effective NIPP implementation, and use of performance measurement, these protection programs should reference all core elements of the NIPP framework, including key cross-jurisdictional security and information-sharing linkages, as well as specific CI/KR protective programs focused on risk reduction. These programs should also support DHS and sector-specific efforts to identify, ensure connectivity with, and enable the protection of CI/KR of national-level criticality within the jurisdiction.

This *Program Guideline and Application Kit* implements the National Strategy for Transportation Security (NSTS) by addressing several key areas, including:

- Identification and evaluation of transportation assets;
- Fostering a risk-based approach;
- Validating appropriate and practical cost effective means of defending assets from attack;
- Assisting in the definition and management of roles and responsibilities between Federal, state, regional, local, and tribal authorities, as well as the private sector: and,
- Helping to understand the delineation of roles and responsibilities for Response and Recovery.

Alignment of planning efforts, funding requests, and project plans by eligible transportation sector applicants in response to this *Program Guideline and Application Kit* with the National Priorities and the TCL will further contribute toward efforts to implement the integrated, comprehensive approach to the protection of CI/KR envisioned by these grants.

The following section outlines each of the National Priorities, as well as critical benchmarks developed to assist DHS and grantees in demonstrating progress made toward achieving the National Priorities. The three overarching priorities are:

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<sup>14</sup> One of the four capability-specific priorities, Enhance Medical Surge and Mass Prophylaxis Capabilities is not relevant to the FY 2006 DHS Infrastructure Protection Program.

## **B.1. Expanded Regional Collaboration**

Major events, especially acts of terrorism, will invariably have cross-geographic consequences and impacts. The Expanded Regional Collaboration Priority highlights the need for embracing partnerships across multiple jurisdictions, regions, and states in building capabilities cooperatively. Successful regional collaboration allows for a multi-jurisdictional and multi-disciplinary approach to building capabilities for all four mission areas, spreading costs, and sharing risk across geographic areas. This approach increases efficiency and enhances capabilities. Regional collaboration focuses on expanding mutual aid and assistance compacts among contiguous state, local, and tribal entities, and their private and non-governmental partners, and extending the scope of those compacts to include pre-incident preparedness activities (e.g., planning, training, exercising). The intent is to tactically locate capabilities in order to maximize coverage of the U.S. population and the Nation's high priority CI/KR. The Goal establishes as a priority the embracing of regional approaches to building, sustaining, and sharing capabilities at all levels of government.

## **B.2. Implement the NIMS and NRP**

Homeland Security Presidential Directive-5 (HSPD-5), "*Management of Domestic Incidents*," mandated the creation of NIMS and NRP. The NRP establishes a comprehensive all-hazards approach to managing domestic incidents. The plan incorporates best practices and procedures from incident management disciplines – homeland security, emergency management, law enforcement, firefighting, public works, public health, responder and recovery worker health and safety, emergency medical services, and the private sector – and integrates those best practices and procedures into a unified structure. The NIMS provides a consistent framework for entities at all jurisdictional levels to work together to implement the NRP and manage domestic incidents, regardless of cause, size, or complexity. To promote interoperability and compatibility among Federal, state, local, and tribal capabilities, the NIMS includes a core set of guidelines, standards, and protocols for command and management, preparedness, resource management, communications and information management, supporting technologies, and management and maintenance of NIMS. The NRP, using the template established by the NIMS, is an all-discipline, all-hazards plan that provides the structure and mechanisms to coordinate operations for evolving or potential Incidents of National Significance. Based on the criteria established in HSPD-5, Incidents of National Significance are those high-impact events that require a coordinated and effective response by an appropriate combination of Federal, state, local, tribal, private sector, and non-governmental entities in order to save lives, minimize damage, and provide the basis for long-term community recovery and mitigation activities. DHS and other Federal agencies are currently reviewing implementation of the NRP during Hurricanes Katrina and Rita.

The implementation of the NIMS within every state, territory, tribal, and local jurisdiction creates a common framework and system that, once established nationwide, will be the foundation for prevention, protection, response, and recovery operations. Full NIMS implementation is a dynamic and multi-year phase-in process with important linkages to

the NRP, HSPD-8 (i.e., the Goal) and the NIPP. The NIMS Integration Center (NIC) will continue to work with Federal departments and agencies to ensure Federal implementation of NIMS and that all FY 2006 Federal preparedness assistance programs reflect and support NIMS implementation at the state, local, and tribal government levels as appropriate.

While NIMS is not a specific requirement for the ports under this grant program, States and urban areas are required to meet the FY 2006 NIMS implementation requirements as a condition of receiving Federal preparedness funding assistance next year, in FY 2007. Thus, ***transportation and other infrastructure systems participating in should review the NIMS requirements for local jurisdictions, and adopt those that are applicable.***

Major goals for this priority in FY 2006 are:

- Educate all appropriate officials on the incident management roles and responsibilities of the NIMS and NRP through awareness courses provided by DHS.
- Identify the appropriate infrastructure personnel, public-sector contacts, and protocols for connecting with relevant Federal, state, and local agencies through NIMS and the NRP in the event of an emergency.
- Integrate with existing state/local NIMS implementation strategies, as appropriate.
- Participate in Federal, state, and local exercises that are designed to test the implementation of NIMS and the NRP.

*Note: G&T will continue to update grantees on NIMS compliance measures as they become available. Additional information about NIMS implementation and resources for achieving compliance are available through the National Integration Center. The NIC web page, <http://www.fema.gov/nims>, is updated regularly with information about the NIMS and additional guidance for implementation.*

*Appendix M provides a copy of the NIMS Implementation Matrices.*

### **B.3. Implement the NIPP**

Infrastructure protection is an integral part of the homeland security mission and overall national preparedness efforts. A key element of the national approach to infrastructure protection is the NIPP, the cornerstone of which is the risk management framework that establishes the processes for combining consequence, vulnerability, and threat information to produce a comprehensive, systematic, and rational assessment of national or sector risk. The NIPP provides the unifying structure for the integration of existing and future CI/KR protection efforts into a single national program.

The NIPP delineates roles and responsibilities for security partners in carrying out implementation activities while respecting the authorities, jurisdictions, and prerogatives

of these partners. For example, state, territorial, local, and tribal governments are responsible for developing and implementing a CI/KR protection program as a component of their overarching homeland security programs. Regional partners use partnerships that cross jurisdictional and sector boundaries to address CI/KR protection within a defined geographical area. Private sector owners and operators are responsible for undertaking CI/KR protection, coordination, and cooperation activities, as necessary. All of these roles and responsibilities are pertinent to the mission and scope of CGP.

The Port Security Grant Program offers key support to eligible applicants for nationwide CI/KR protection programs. Federal grants that support CI/KR protection can be grouped into two broad categories: (1) overarching homeland security grant programs that provide funding for a broad set of activities in support of homeland security mission areas and the national priorities outlined in the National Preparedness Goal, and (2) targeted programs for specific CI/KR-related protection initiatives and programs within identified jurisdictions. Infrastructure protection programs include grants for specific activities that focus on the protection of CI/KR, such as ports, mass transit, rail transportation, etc. These funds support CI/KR protection capabilities based on risk and need in coordination with DHS, Sector-Specific Agencies (SSA), and Federal priorities.

The major goal for this priority in FY 2006 is the successful implementation of the NIPP. The NIPP was released in February 2005. The revised NIPP Base Plan is expected to be completed in 2006. It will detail milestones and implementation actions to:

- Establish the architecture for conducting risk assessment and risk management activities;
- Provide processes for coordinating resource priorities;
- Strengthen linkages between physical and cyber, domestic and international CI/KR protection efforts;
- Improve information-sharing and public-private-sector coordination; and,
- Integrate steady-state protection programs in an all-hazards environment.

Sector-Specific Plans will be delivered to DHS within 180 days of signature of the NIPP Base Plan. Implementing the NIPP and the Sector-Specific Plans (SSP) are important initial steps in achieving and sustaining many of the capabilities identified in the Goal and TCL. The DHS National Infrastructure Protection Plan Program Management Office is responsible for coordinating implementation of the NIPP in partnership with the Sector-Specific Agencies.

Additional information sharing goals DHS will seek to advance with our grant partners during FY 2006 include:

- Build a critical infrastructure protection program that implements the risk management framework outlined in the NIPP. Chapter 3 of the NIPP provides details about the risk management framework and specific approaches to reducing critical infrastructure vulnerability.
- Engage all relevant intergovernmental coordination points (e.g., Federal, state, regional, tribal, local) to ensure a comprehensive approach to critical



infrastructure protection across all appropriate levels of government and across both public and private sectors.

- Develop strategies for the protection of CI/KR assets not on the Federal list, but which are of concern to the region.
- Incorporate cyber security protection efforts across all sectors of CI/KR.

*Important Note: G&T will continue to update grantees on release of the NIPP Base Plan and associated activities.*

*Appendix N provides additional information on the NIPP and its relevance to the transportation sector.*

In addition to the overarching priorities, there are four capability-specific priorities. Three are listed here – the fourth, Enhance Medical Surge and Mass Prophylaxis Capabilities, is not relevant to activities associated with these grant programs:

#### **B.4. Strengthen Information Sharing and Collaboration Capabilities**

Effective terrorism prevention, protection, response, and recovery efforts depend on timely, accurate information about the identities of the enemies, where they operate, how they are supported, and potential methods of attack. Over the next two years, the Federal government will develop an Information Sharing Environment that will enhance existing Federal capabilities and improve linkages with state and local governments.

Major goals for this priority in FY 2006 are:

- Establishing protocols for the routine sharing of threat, vulnerability, and consequence information with DHS through the Homeland Security Operations Center (HSOC) and Information Sharing and Analysis Centers (ISAC).
- Establishing protocols for receiving and acting on threat information from DHS and other Federal agencies, as well as providing appropriate Federal, state, and local agencies with immediate threat information that may be useful for alerting proper authorities and the public.
- Ensuring that the information fusion process is fully capable of communicating effectively and efficiently with the Federal Government through the Homeland Security Information Network (HSIN), the HSOC, the Transportation Security Operations Center (TSOC) and the Department of Transportation's (DOT) Crisis Management Center (CMC), as well as with other intelligence and law enforcement personnel across the Federal Government.
- Utilizing HSIN), which will significantly strengthen the flow of real-time threat information to state, local, and private sector partners at the Sensitive-but-Unclassified level, and provide a platform for communications through the classified SECRET level to state offices.
- Establishing connectivity with the HSOC), which will be responsible for taking homeland security-related information and intelligence collected and/or produced via the state fusion process, blending it with up-to-date intelligence collected by

Federal entities, and sharing the resulting products with state, tribal, local, and private sector entities via the state's fusion process;

- Integrating and coordinating with key local or regional Federal intelligence entities such as the FBI's Field Intelligence Groups, the Joint Terrorism Task Forces (JTTF), U.S. Immigration and Customs Enforcement's Field Intelligence Units, the U.S. Coast Guard's Field Intelligence Support Teams, the Drug Enforcement Administration's High Intensity Drug Trafficking Area centers and other field intelligence units.

## **B.5. Strengthen Interoperable Communications Capabilities**

The lack of interoperable wireless communication systems is an issue that continues to affect public safety agencies in communities across the country. In many cases, agencies are unable to communicate or share critical voice and data information with other jurisdictions or disciplines during major events or even day-to-day operations. Interoperable communications, a capability-specific priority, is the ability to provide an uninterrupted flow of critical information among responding multi-disciplinary and multi-jurisdictional agencies at all levels of government before, during, and after an event. Communications interoperability underpins the ability of Federal, state, local, and tribal entities to work together effectively to prevent, protect against, respond to, and recover from terrorist attacks, major disasters, and other emergencies.

The Interoperability Continuum illustrates the five critical elements of success – governance, standard operating procedures, technology, training and exercises, and usage of equipment – that support robust interoperability solutions. These elements include the following activities:

- Governance – A common governing structure for addressing interoperability issues will improve the policies, processes, and procedures of any major project by enhancing communication, coordination, and cooperation; establishing guidelines and principles; and reducing internal jurisdictional conflicts;
- Standard Operating Procedures (SOP) – SOPs are formal written guidelines or instructions for incident response. SOPs typically have both operational and technical components;
- Technology – The technology used to implement interoperable communications is dependent upon existing infrastructure within the region. Multiple technology solutions may be required to support large events;
- Training and Exercises – Proper training and regular exercises are critical to the implementation and maintenance of a successful interoperability solution;
- Usage of Equipment – Usage refers to how often interoperable communication technologies are used.

Major goals for the Communications priority in FY 2006 are:

- Acquisition, implementation, operations, and training on Project 25 standard interoperable digital 2-way wireless communication products and systems.

- Integrating infrastructure communications with state-wide and regional operations plans and procedures to improve public safety and critical infrastructure communications operability and interoperability.
- Training and exercises on public-private partnerships and multi-jurisdictional communications implementation, maintenance, and protocols.
- Establishing public-private assistance or other agreements with surrounding public safety entities in order to effectively maintain or quickly restore emergency communications capabilities and network restoration following a catastrophic event.

*Appendix O provides additional information on public safety communications and interoperability.*

### **B.6. Strengthen Chemical, Biological, Radiological/Nuclear, and Explosive (CBRNE) Detection, Response, and Decontamination Capabilities**

This priority seeks to leverage efforts to develop robust capabilities to detect, neutralize, contain, dismantle, and dispose of CBRNE materials, and decontaminate exposed personnel and property. These efforts were heavily emphasized in previous years' G&T grant program guidance.

With specific regard to radiological or nuclear (RAD/NUC) threats, the newly-formed Domestic Nuclear Detection Office (DNDO) plays an essential role in developing and implementing a multi-layered defensive strategy, with domestic and international programs and systems, to protect the Nation from terrorist RAD/NUC attacks. DNDO is working in close coordination with G&T and other Federal, state, local, and tribal entities to develop program guidance that supports the planning, organization, equipment, training, and exercise (POETE) activities related to the enhancement and development of RAD/NUC preventive detection programs at the state and local level. DNDO is also developing operational support systems to assist in the implementation of these programs. State and local grantees are encouraged to work closely with DNDO when developing or enhancing preventive RAD/NUC detection programs in order to ensure compliance with DNDO program guidance and to ensure that state and local programs are effectively integrated into national systems.

Major FY 2006 objectives for the CBRNE Detection priority are as follows:

- Acquisition and deployment of radiological detectors as validated by the DNDO deployment plan.
- Acquisition and deployment of chemical/biological detection systems with a focus on broad system-wide protection for high density, urban transit systems and critical vulnerabilities, specifically infrastructure hubs and nodes.

*Appendix P provides additional information on CBRNE threats and information on DNDO.*

# APPENDIX L

## CAPABILITIES BASED PLANNING GUIDANCE

# Capabilities Based Planning Guidance

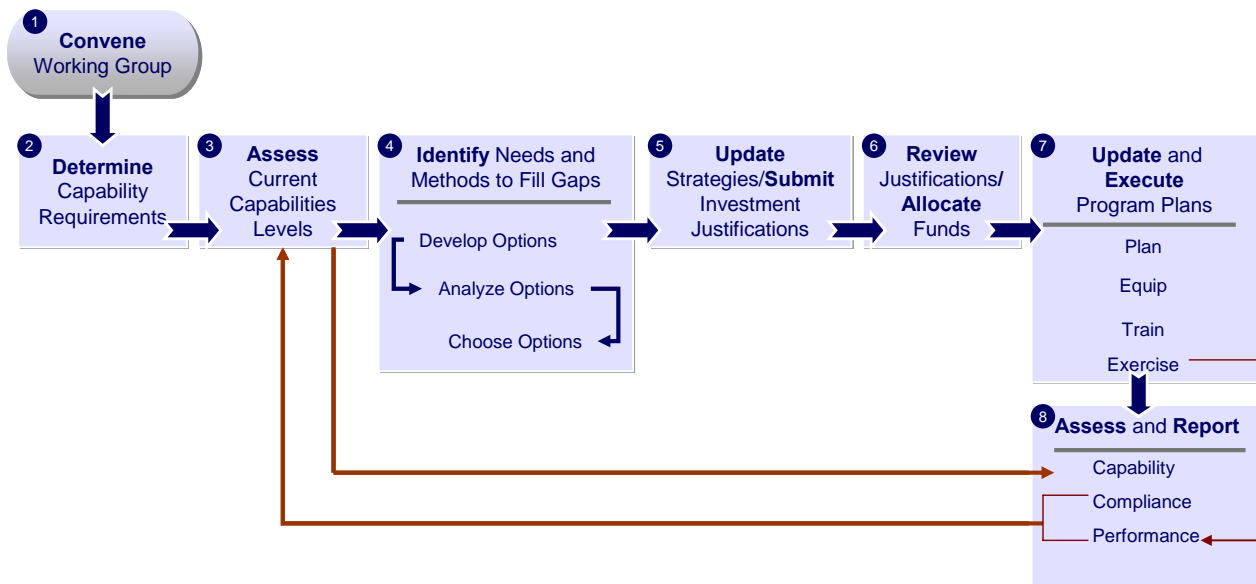
## A. Step-by-Step Guide to Capabilities Based Planning

Capability Based Planning forms the core of the Port-Wide Risk Management Planning Process (PWRMPP). Success depends upon robust and adaptive collaboration between the public and private sector, among different levels of government, among multiple jurisdictions and among departments and agencies within a single jurisdiction.

Implementing a common, shared approach to achieving National preparedness requires the Nation to align its programs and efforts in support of the Goal. Alignment can best be achieved through the application of a systems-based approach, utilizing capabilities-based planning as a common, all-hazard, major events planning process. This will support the establishment of a true National Preparedness System, which will provide a mechanism for measuring preparedness and informing future preparedness investments.

The general process of capabilities based planning is depicted in the figure below. This simple, step-by-step sequence illustrates how process and tools are combined to clearly identify and prioritize requirements, assess current capabilities, and then allocate available resources and emphasis to the most urgently needed capabilities. This description will be refined over time with user feedback and supplemented with specific instructions in annual program guidance.

Capabilities-Based Planning Process



### Step 1: Convene a Working Group

This role could be filled by the AMSC, or similar group, as part of the Port-Wide Risk Management Planning Process.

## Step 2: Determine Capability Requirements

The working group will determine risk-based target levels for each capability by reviewing the TCL and analyses of risk, threat, vulnerability and likelihood of occurrence. Such “target levels” should take into account current capabilities and resources, and a realistic appraisal of what additional resources may be available or appropriate for the particular jurisdiction.

***The TCL provides a series of examples of how the 37 Capabilities may apply to jurisdictions of different sizes. These examples are intended to provide guidance on how the target levels listed in the individual Capabilities will vary based on the region and implementing agency.*** The TCL is *not* intended to direct resource requirements for every agency or jurisdiction for each year, nor is it descriptive of the resources necessary for every type of scenario.

## Step 3: Assess Current Capability Levels

The core of the capabilities-based planning approach is the need to compare current capabilities with risk-based target levels. The working group will coordinate an assessment of current level of capability of the entities represented on the working group. Capability assessments measure current level of capability against the target levels of capability from the TCL applicable to the level of government. Comparison will reveal “gaps” (implying outcomes cannot be accomplished with current capabilities); “excesses” (unnecessary redundancy exists or a specific capability is no longer needed); and “deficiencies” (a capability exists, but is insufficient to provide a reasonable assurance of success against a specified scenario). All required capabilities and expertise will not be present in the state or jurisdiction. Many will be secured through multi-agency coordination (i.e., mutual aid, acquisition through contracting, and resources from non-governmental and private sector partners).

***DHS is currently conducting a pilot project in coordination with other Federal departments and agencies to aid in the development of a standard methodology for capability assessments. More specific information will be provided in future year program guidance.***

## Step 4: Identify, Analyze and Choose Options

An important aspect of capabilities-based planning is in selecting methods to fill capability gaps and deficiencies. This step involves translating a capability gap or deficiency into specific needs and determining a mix of resource needs. The approach involves an analytical process using comparative, trade-off, and risk analysis. Recognizing that there is usually more than one resource combination that can address a capability gap or deficiency, the analysis involves identifying options, analyzing options, and choosing options, using the recommended resources identified in the TCL as a guide. This analysis provides senior decision makers with alternative combinations of resources or solution sets for each capability gap or deficiency. The analysis components are described below:

**Identify Options** – In identifying options, the range of options should be kept to a manageable number, but solutions should be framed in ways to implement a capability. In reviewing options, the effectiveness of applying mutual aid between geographic areas and levels of government should be considered. A capability may be delivered with any combination of properly planned, organized, equipped, trained and exercised personnel that achieve the desired outcome. These elements of capability are described in detail in the Figure below.

**Elements of Capability**

<b>Personnel</b>	Paid and volunteer staff who meet relevant qualification and certification standards necessary to perform assigned missions and tasks.
<b>Planning</b>	Collection and analysis of intelligence and information, and development of policies, plans, procedures, mutual aid agreements, strategies, and other publications that comply with relevant laws, regulations, and guidance necessary to perform assigned missions and tasks.
<b>Organization and Leadership</b>	Individual teams, an overall organizational structure, and leadership at each level in the structure that comply with relevant laws, regulations, and guidance necessary to perform assigned missions and tasks.
<b>Equipment and Systems</b>	Major items of equipment, supplies, facilities, and systems that comply with relevant standards necessary to perform assigned missions and tasks.
<b>Training</b>	Content and methods of delivery that comply with relevant training standards necessary to perform assigned missions and tasks.
<b>Exercises, Evaluations, and Corrective Actions</b>	Exercises, self-assessments, peer-assessments, outside review, compliance monitoring, and actual major events that provide opportunities to demonstrate, evaluate, and improve the combined capability and interoperability of the other elements to perform assigned missions and tasks to standards necessary to achieve successful outcomes.

NOTE: Elements of capability are consistent with NIMS

- **Analyze Options.** Once a range of options are identified, each should be analyzed and prioritized against a standard set of criteria. The analysis will determine which combination of resources may provide the desired capability or capabilities and address risk appropriately. Examples of criteria include:
  - Ability of the identified approaches to provide the desired capability. It may not be required to invest in all six elements at one time in order to achieve a capability due to prior investments;
  - Ability of the approaches to deliver the total capability. If it cannot deliver the total capability, evaluate how much of the capability can be met;
  - Delivery time frame; and,

- Relative improvement in capability level provided by the approaches as compared to the existing capability; and cost to develop, procure and sustain the approaches versus the cost to sustain the existing capability.
- **Choose Options.** The results of the analysis are presented to senior decision makers for consideration. Risk determinations are embedded in the decision making process. Risk determinations will consider the range of capability gaps, excesses, and deficiencies; issues identified during analysis (as identified in the analyze options component criteria); strategic concerns and implications; and consider the following:
- Can the capability outcome be accomplished and provide a reasonable assurance of success?
  - What are the potential costs as compared to other options? Are the costs appropriate for the benefit gained and does the timing impact results?
  - What is the impact on planning? Is the solution compatible with other solutions available through the same or different Federal assistance programs and can mutual aid be applied?

By applying known constraints and examining all capabilities, a preferred solution set will be selected by conducting comparative, trade-off and risk analysis. The results will be consolidated into a prioritized, balanced, resource-constrained portfolio across all relevant capabilities.

*The following steps (5-8) are focused toward municipal groups or entities that currently have the ability to allocate funds based on regional preparedness strategies. However, the process will provide valuable guidance to the owners and operators of regulated facilities or vessels, as well as port authorities and state and local agencies participating in the layered protection of port areas, on the identification of cost effective projects that address strategic preparedness goals and objectives.*

#### Step 5: Update Strategies and Submit Investment Justifications

Once options are chosen, entities can update their preparedness strategies and prepare and submit annual investment justifications. The strategies should be aligned with the National Preparedness Goal, State and Urban Area Homeland Security Strategies, and support and facilitate cooperation and mutual aid. Strategies are multi-year planning vehicles supported by specific annual work plans that describe each year's approach to meeting the longer term strategy.

#### Step 6: Review Justifications and Allocate Funds

The review of investment justifications and allocation of funds occurs at all levels of government. At each level, relevant decision makers will lead a comparison of investment justifications and map these to current resources under their control or to



potential sources of funding. Using capabilities-based planning, the aim is to produce an effective mixed preparedness portfolio across the Nation. Ultimately, balancing the Federal preparedness portfolio will contribute to a more prepared Nation through the following:

- Maximizing the allocation of national preparedness investments and resources in compliance with homeland security strategies and the National Preparedness Goal to improve preparedness in the most efficient and effective manner;
- Providing clarity in resource allocation decisions based on consistent criteria and decision-making framework; and,
- Encouraging a regional and/or mutual-aid partner approach to national preparedness.

Once funds are allocated, annual work plans may be updated to reflect the funding received and the associated courses of action to build capabilities in accordance with the overall guiding strategy.

#### Step 7: Update and Execute Program Plans

Execution is where the strategies and plans previously developed and/or updated are implemented. Annual work plans are carried out by all relevant stakeholders.

Execution is focused on:

- Administering programs;
- Conducting planning and coordination;
- Purchasing equipment in accordance with documented needs and specified standards, as well as preparing and maintaining such equipment to be readily available as needed;
- Developing and conducting training to fill capability gaps; and,
- Developing and conducting exercises to demonstrate performance.

#### Step 8: Assess and Report

An assessment process provides a continuously validated baseline for preparedness levels. Capability, compliance, and performance assessments provide the basis to determine the preparedness of individual areas and levels of governments, as well as serve to view preparedness from a national perspective. Capability assessments are discussed in Step 3. Other types of assessment include performance and compliance assessments. Performance and compliance assessments serve to validate levels of capability. Compliance assessments will provide insight into conformance with requirements (e.g., NIMS and other national programs). Performance assessments will be provided through exercise program results.

Assessments should be performed on a regular basis. Data from assessments serve to update and validate the preparedness baseline. Information from these assessments provides a comprehensive indicator for how well capability levels are achieved and

maintained. The results of these assessments will be presented to decision makers for discussion and will be used as a mechanism to develop subsequent guidance. Analysis from assessments will enable decision makers at all levels to ensure the appropriate balance among resources allocated to strengthen specific capabilities. This analysis will also help to develop a comprehensive “snapshot” of national preparedness. Overall progress towards increasing our national level of preparedness will be documented and communicated through a national reporting cycle and Annual Status Report.

The desired end state is to move the Nation forward to meet the National Preparedness Goal and achieve fully integrated, unified homeland security capabilities. At all levels, information from capabilities-based planning will be used by preparedness programs to refine program structures and strategies. This requires an understanding of needs at the national level through analysis of assessment data. Results of the analyses will be used to update national priorities in the National Preparedness Goal and provide enhanced strategic direction for the Nation.

In conformance with HSPD-8, Federal Departments and Agencies will facilitate the use of a capabilities-based planning process within appropriate homeland security assistance programs. Though specific decision-making processes will vary, they should be able to address similar analytical questions and policy decisions.

# APPENDIX M

# NATIONAL INCIDENT MANAGEMENT SYSTEM GUIDANCE

# National Incident Management System Guidance

## A. NIMS Compliance Activities

The NIMS is a comprehensive system that will improve response operations through the use of the Incident Command System (ICS) and other standard procedures and preparedness measures. It will also promote development of cross-jurisdictional, statewide and interstate regional mechanisms for coordinating incident management and obtaining assistance during large-scale or complex incidents.

The NIMS Integration Center (NIC) recognizes that the overwhelming majority of emergency incidents are handled on a daily basis by a single jurisdiction at the local level. However, it is critically important that all jurisdictions comply with the NIMS because the challenges we face as a Nation are far greater than the capabilities of any one jurisdiction; they are not, however, greater than the sum of all of us working together through mutual support. Homeland Security Presidential Directive 5 (HSPD-5), *Management of Domestic Incidents*, requires all Federal Departments and agencies to adopt and implement the NIMS, and requires states, territories, tribes and local governments to implement the NIMS to receive Federal preparedness funding.

States<sup>15</sup> play the integral role in ensuring the effective implementation of the NIMS. They must ensure that the systems and processes are in place to communicate the NIMS requirements to local<sup>16</sup> jurisdictions and support them in implementing the NIMS. The NIMS implementation requirements for local jurisdictions are available in a separate matrix to support this communication and coordination between the states and local jurisdictions. States must also implement specific NIMS implementation actions as outlined in this matrix.

States should encourage and support a regional approach to NIMS implementation among its jurisdictions. In some instances smaller communities may not have the resources to implement all elements of NIMS on their own. However, by working together with other localities in their regions, they will be able to pool their resources to implement NIMS.

When NIMS is fully implemented, states and local jurisdictions will be able to:

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<sup>15</sup> As defined in the Homeland Security Act of 2002, the term "State" means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States." 6 USC 101 (14)

<sup>16</sup> As defined in the Homeland Security Act of 2002, Section 2(10): the term "local government" means "(A) county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments... regional or interstate government entity, or agency or instrumentality of a local government: an Indian tribe or authorized Tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; and a rural community, unincorporated town or village, or other public entity." 6 USC 101(10)

- Ensure common and proven incident management doctrine, practices and principles are used to plan for, protect against, respond to and recover from emergency incidents and preplanned events;
- Maintain a response operation capable of expanding to meet an escalating situation and the ability to integrate resources and equipment from intrastate and interstate mutual aid agreements, state-provided assistance and Federal government response;
- Order and track response assets using common resource typing and definitions, and draw on mutual aid agreements for additional assistance;
- Establish staging and allocation plans for the re-distribution of equipment, supplies and aid coming into the area from other localities, states or the Federal government through mutual aid agreements;
- Conduct situational assessments and establish the appropriate ICS organizational structure to effectively manage the incident;
- Establish communication processes, procedures and protocols that will ensure effective interoperable communications among emergency responders, 9-1-1 centers and multi-agency coordination systems such as Emergency Operations Centers (EOC).

*How NIMS Applies to the Transportation Sector:*

States should encourage and support a regional approach to NIMS implementation among its homeland security partners, including the transportation sector. Further, owners and operators of CI/KR should be well educated on NIMS, as Federal, state, and local responder agencies will utilize its Incident Command System and resource typing in the event of an emergency that impacts their operations or requires their assistance.

For example, the National Response Plan (NRP) incorporates NIMS as the overarching organizational authority that outlines the roles and responsibilities of the Federal government during an Incident of National Significance. The NRP outlines 15 Emergency Support Functions (ESF) that provide the structure for coordinating Federal interagency support, most of which have direct implications to the Nation's infrastructure:

- ESF 1: Transportation
- ESF 2: Communications
- ESF 3: Public Works and Engineering
- ESF 4: Fire Fighting
- ESF 5: Emergency Management
- ESF 6: Mass Care
- ESF 7: Resource Support
- ESF 8: Health and Medical Services
- ESF 9: Search and Rescue
- ESF 10: Hazardous Materials Response
- ESF 11: Food
- ESF 12: Energy
- ESF 13: Public Safety and Security
- ESF 14: Long-Term Recovery and Mitigation
- ESF 15: External Affairs

In addition, the NRP outlines 10 Support annexes that provide the framework through which Federal departments and agencies, state, local, and tribal entities, the private sector; volunteer organizations and non-governmental organizations coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient and effective incident management.

In order to effectively provide services to assist Federal, state, local and tribal governments in managing an Incident of National Significance, or alternatively, to promptly benefit from response efforts in the event of an emergency, CI/KR owners and operators must be fluent in NIMS.

To prepare for the implementation of NIMS at the Federal, state, and local government levels, owners and operators of CI/KR should:

- Learn the NIMS system, protocols, and terminologies through free, on-line awareness courses provided by DHS;
- Participate in regional homeland security exercises;
- Identify appropriate points of contact and roles within the CI/KR entity to effectively operate with public safety entities in an ICS structure;
- Understand the phased implementation process for states, tribal governments and local jurisdictions to comply with NIMS requirements; and,
- Integrate with existing state/local NIMS implementation strategies, as appropriate.

## **B. FY 2006 State and Territorial NIMS Compliance Requirements**

In Federal Fiscal Year 2005, the Secretary of Homeland Security provided guidance to each state, outlining initial actions that should be taken to implement the NIMS. The letter to the Nation's governors included a list of actions for states and territories to take towards NIMS compliance. A copy of this letter is posted on the NIMS webpage at: [http://www.fema.gov/nims/nims\\_compliance.shtm](http://www.fema.gov/nims/nims_compliance.shtm). Minimum FY 2005 NIMS activities included:

- Incorporating NIMS into existing training programs and exercises;
- Ensuring that Federal preparedness funding (including DHS Homeland Security Grant Program, Urban Area Security Initiative (UASI) funds) support NIMS implementation at the state and local levels (in accordance with the eligibility and allowable uses of the grants);
- Incorporating NIMS into Emergency Operations Plans (EOP);
- Promotion of intrastate mutual aid agreements;
- Coordinating and providing technical assistance to local entities regarding NIMS;
- Institutionalizing the use of the Incident Command System (ICS).

To receive FY 2006 preparedness grant funds from any Federal Department or agency, states will have to self-certify that they have met the minimum FY 2005 requirements. A self-certification letter will be provided to each state and territory. Additional information is also available on the NIMS Web page at: [www.fema.gov/nims](http://www.fema.gov/nims).

In Fiscal Year 2006, states, territories, tribes and local communities will be required to complete several activities to comply with the NIMS. The attached implementation matrix describes the actions that states must take by the end of Federal FY 2006 (September 30, 2006) to be compliant with NIMS. These implementation requirements are in addition to the FY 2005 NIMS requirements as established in the Sept. 8, 2004, letter to the governors. A copy of that letter is available on the NIMS Web page at: [www.fema.gov/nims](http://www.fema.gov/nims).

Beginning in FY 2007, which starts on October 1, 2006, all Federal preparedness funding will be conditioned upon full compliance with the NIMS. By completing the FY 2005 activities as well as the FY 2006 activities outlined in this matrix, states and territories will have achieved what is considered to be full NIMS implementation by FY 2007.

Completion of the FY 2006 actions will result in a statewide infrastructure that will support NIMS implementation among all state and territorial agencies as well as at the tribal and local levels. The effective and consistent implementation of the NIMS in every state and territory will result in a strengthened national capability to prepare for, respond to and recover from any type of incident. The matrix identifies activities that are underway by the NIMS Integration Center to support the effective implementation of NIMS as well as activities that will be required for NIMS implementation in future years.

The matrix also provides information on where to find technical assistance resources to support these compliance actions. For example, the National Incident Management Capability Assessment Support Tool (NIMCAST) is a product designed to assist communities in determining their current NIMS compliance baseline. The NIMS is much more than just a list of required elements; it is a new approach to the way we prepare for and manage incidents, one that will lead to a more effective utilization of resources and enhanced prevention, preparedness and response capabilities. Moreover, full NIMS implementation is a dynamic and multi-year phase-in process with important linkages to the National Response Plan (NRP), the Goal and the National Infrastructure Protection Plan (NIPP). Future refinement to the NIMS will evolve as policy and technical issues are further developed and clarified at the national level. This may well result in additional requirements being issued by the NIC as to what will constitute continuous full NIMS compliance in FY 2007 and beyond.

**NIMS Implementation Matrix for States and Territories**

<b>FY 2006 Compliance Activities</b>		
<b>Required State/Territorial Action for FY 2006 Compliance</b>	<b>Guidance and Technical Assistance Resources</b>	<b>Future Activities</b>
<b>State Adoption and Infrastructure</b>		
<p>Adopt NIMS at the state/territorial level for all government Departments and agencies; as well as promote and encourage NIMS adoption by associations, utilities, non-governmental organizations (NGOs) and private sector incident management and response organizations.</p> <p>Monitor formal adoption of NIMS by all tribal and local jurisdictions.</p>	<ul style="list-style-type: none"> <li>• Adopt NIMS through executive order, proclamation, resolution or legislation as the state's official all-hazards, incident response system.</li> <li>• Develop a baseline assessment of NIMS requirements that your jurisdiction already meets and using that baseline, develop a strategy for full NIMS implementation and maintenance.</li> <li>• The NIMS Capability Assessment Support Tool (NIMCAST) is available at: <a href="http://www.fema.gov/nimcast/index.jsp">www.fema.gov/nimcast/index.jsp</a></li> <li>• Sample templates for executives: <a href="http://www.fema.gov/nims/nims_toolsandtemplates.shm">www.fema.gov/nims/nims_toolsandtemplates.shm</a></li> </ul>	<ul style="list-style-type: none"> <li>• Amend or re-authorize, as necessary.</li> </ul>
<p>Establish a planning process to ensure the communication and implementation of NIMS requirements across the state, including local governments and tribes. This process must provide a means for measuring progress and facilitate reporting.</p>	<ul style="list-style-type: none"> <li>• FY 2006 NIMS Implementation Matrix for Local Jurisdictions</li> </ul>	
<p>Designate a single point of contact within the state government to serve as the principal coordinator for NIMS implementation statewide.</p>	<ul style="list-style-type: none"> <li>• Consider establishing new or leverage existing cross-jurisdictional and cross-discipline advisory group to assist and ensure full implementation of NIMS.</li> </ul>	



FY 2006 Compliance Activities		
Required State/Territorial Action for FY 2006 Compliance	Guidance and Technical Assistance Resources	Future Activities
<p>To the extent permissible by law, ensure that Federal preparedness funding to state and territorial agencies and tribal and local jurisdictions is linked to the satisfactory progress in meeting the requirements related to FY 2006 NIMS implementation requirements.</p>	<ul style="list-style-type: none"> <li>The <i>National Incident Management System (NIMS)</i> March 2004, the NIMS implementation requirements, and Homeland Security Presidential Directive 5 are all available on the NIMS Web page at: <a href="http://www.fema.gov/nims">www.fema.gov/nims</a></li> <li>NIMS Capability Assessment Support Tool (NIMCAST): <a href="http://www.fema.gov/nimcast/index.jsp">www.fema.gov/nimcast/index.jsp</a></li> <li>2005 Homeland Security Grant Program Guidance: <a href="http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf">http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf</a></li> <li>National Preparedness Goal and National Preparedness Guidance: <a href="http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm">http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm</a></li> </ul>	
<p>To the extent permissible by state and territorial law and regulations, audit agencies and review organizations should routinely include NIMS implementation requirements in all audits associated with Federal preparedness grant funds. This process will validate the self-certification process for NIMS compliance.</p>	<ul style="list-style-type: none"> <li>The <i>National Incident Management System (NIMS)</i> March 2004, the NIMS implementation requirements, and Homeland Security Presidential Directive 5 are all available on the NIMS Web page at: <a href="http://www.fema.gov/nims">www.fema.gov/nims</a></li> <li>NIMS Capability Assessment Support Tool (NIMCAST): <a href="http://www.fema.gov/nimcast/index.jsp">www.fema.gov/nimcast/index.jsp</a></li> <li>A list of the Federal preparedness grant programs that have been reported to the NIC are available on the NIMS Web page at: <a href="http://www.fema.gov/nims">www.fema.gov/nims</a></li> <li>2005 Homeland Security Grant Program Guidance: <a href="http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf">http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf</a></li> <li>National Preparedness Goal and National Preparedness Guidance: <a href="http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm">http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm</a></li> </ul>	
Command and Management		
<p><b>Incident Command System (ICS):</b> Manage all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine and procedures, as defined in NIMS. ICS implementation must include the consistent application of Incident Action Planning and Common Communications Plans.</p>	<ul style="list-style-type: none"> <li>Institutionalize ICS: Terms and definitions: <a href="http://www.fema.gov/txt/nims/institutionalizing_ics.txt">www.fema.gov/txt/nims/institutionalizing_ics.txt</a></li> <li>Incorporate concepts and principles of NIMS Chapter II, Command and Management including ICS characteristics such as common terminology, modular organization, management by objectives, incident action planning, manageable span of control, pre-designated incident facilities, comprehensive resource management, integrated communications, transfer of command, unity of command, unified command, personnel and resource accountability and information and intelligence management.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to manage incidents and events using ICS.</li> </ul>

FY 2006 Compliance Activities		
Required State/Territorial Action for FY 2006 Compliance	Guidance and Technical Assistance Resources	Future Activities
<p><u>Multi-agency Coordination System:</u>                      Coordinate and support emergency incident and event management through the development and use of integrated multi-agency coordination systems, i.e. - develop and maintain connectivity capability between local Incident Command Posts (ICP), local 911 Centers, local Emergency Operations Centers (EOCs), the state EOC and regional and/Federal EOCs and /NRP organizational elements.</p>	<ul style="list-style-type: none"> <li>• NIMS Chapter II, Command and Management</li> </ul>	<ul style="list-style-type: none"> <li>• Revise and update processes and plans.</li> <li>• The Emergency Management Institute (EMI) is currently developing an independent study and classroom course on NIMS Multi-Agency Coordination Systems. Additional information will be posted on the NIMS Integration Center Web page when available. See <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a>.</li> <li>• The NIMS Integration Center will feature best practices on the NIMS Web page. See <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a>.</li> </ul>
<p><u>Public Information System:</u>                      Institutionalize, within the framework of ICS, the Public Information System, comprising of the Joint Information System (JIS) and a Joint Information Center (JIC). The Public Information System will ensure an organized, integrated, and coordinated mechanism to perform critical emergency information, crisis communications and public affairs functions which is timely, accurate, and consistent. This includes training for designate participants from the Governor's office and key state agencies</p>	<ul style="list-style-type: none"> <li>• NIMS Chapter II, Command and Management</li> <li>• Public Information Training (E388, Advanced Public Information Officers and G290, Basic Public Information Officers)</li> </ul>	<ul style="list-style-type: none"> <li>• Revise and update processes and plans.</li> <li>• The Emergency Management Institute (EMI) is currently developing an independent study and classroom course on NIMS Public Information Systems. Additional information will be posted on the NIMS Integration Center Web page when available. See <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a>.</li> <li>• Information on who should complete these courses also will be posted on the NIMS Web page.</li> <li>• The NIMS Integration Center will feature best practices on the NIMS Web page. See <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a>.</li> </ul>

FY 2006 Compliance Activities		
Required State/Territorial Action for FY 2006 Compliance	Guidance and Technical Assistance Resources	Future Activities
<b>Preparedness: Planning</b>		
Establish the state's NIMS baseline against the FY 2005 and FY 2006 implementation requirements	<ul style="list-style-type: none"> <li>Assess which NIMS implementation requirements the state already meets. The NIMS Capability Assessment Support Tool (NIMCAST) is available to facilitate this: <a href="http://www.fema.gov/nimcast/index.jsp">www.fema.gov/nimcast/index.jsp</a></li> </ul>	<ul style="list-style-type: none"> <li>Update state's Homeland Security strategy and any other state preparedness strategies and plans as appropriate and close capability gap.</li> </ul>
Coordinate and leverage all Federal preparedness funding to implement the NIMS.	<ul style="list-style-type: none"> <li>A list of the Federal preparedness grant programs that have been reported to the NIC are available on the NIMS Web page at: <a href="http://www.fema.gov/nims">www.fema.gov/nims</a></li> <li>2005 Homeland Security Grant Program Guidance: <a href="http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf">http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf</a></li> <li>National Preparedness Goal and National Preparedness Guidance: <a href="http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm">http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm</a></li> <li>Catalog of Federal Domestic Preparedness Assistance (CFDA): <a href="http://www.cfda.gov">http://www.cfda.gov</a></li> </ul>	
Revise and update plans and SOPs to incorporate NIMS and National Response Plan (NRP) components, principles and policies, to include planning, training, response, exercises, equipment, evaluation and corrective actions	<ul style="list-style-type: none"> <li>National Response Plan (NRP): <a href="http://www.dhs.gov/nationalresponseplan">http://www.dhs.gov/nationalresponseplan</a></li> <li>2005 Homeland Security Grant Program Guidance: <a href="http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf">http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf</a></li> <li>National Preparedness Goal and National Preparedness Guidance: <a href="http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm">http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm</a></li> </ul>	<ul style="list-style-type: none"> <li>Update plans and SOPs, incorporating lessons learned and best practices from exercises and response operations.</li> <li>Emergency Operations Plan (EOP) guidance is under development and will be posted on the NIMS Integration Center Web page at: <a href="http://www.fema.gov/nims">www.fema.gov/nims</a>.</li> </ul>

FY 2006 Compliance Activities		
Required State/Territorial Action for FY 2006 Compliance	Guidance and Technical Assistance Resources	Future Activities
<p>Promote intrastate and interagency mutual aid agreements, to include agreements with the private sector and non-governmental organizations.</p>	<ul style="list-style-type: none"> <li>• EMAC model state-county mutual aid deployment contract: <a href="http://www.emacweb.org/?123">http://www.emacweb.org/?123</a></li> <li>• EMAC model intrastate mutual aid legislation: <a href="http://www.emacweb.org/docs/NEMA%20Proposed%20Intrastate%20Model-Final.pdf">http://www.emacweb.org/docs/NEMA%20Proposed%20Intrastate%20Model-Final.pdf</a></li> </ul>	<ul style="list-style-type: none"> <li>• Expand mutual aid agreements beyond support services and equipment to include information sharing.</li> <li>• Support and adopt the ongoing efforts of the NIMS Integration Center (NIC) to develop a national credentialing system.</li> <li>• Credentialing guidance is under development by the NIMS Integration Center. Throughout the development process, drafts will be posted on the NIMS Web page for review and comment by interested stakeholders.</li> <li>• Credential first responders in conformance with national standards.</li> </ul>
<b>Preparedness: Training</b>		
<p>Leverage training facilities to coordinate and deliver NIMS training requirements in conformance with the NIMS National Standard Curriculum.</p>	<ul style="list-style-type: none"> <li>• NIMS National Standard Curriculum Training Development Guidance: <a href="http://www.fema.gov/pdf/nims/nims_training_development.pdf">http://www.fema.gov/pdf/nims/nims_training_development.pdf</a></li> </ul>	

FY 2006 Compliance Activities		
Required State/Territorial Action for FY 2006 Compliance	Guidance and Technical Assistance Resources	Future Activities
Complete IS-700 NIMS: An Introduction	<ul style="list-style-type: none"> <li>On-line course: <a href="http://training.fema.gov/EMIWeb/IS/is700.asp">http://training.fema.gov/EMIWeb/IS/is700.asp</a></li> <li>NIMS National Standard Curriculum Training Development Guidance: <a href="http://www.fema.gov/pdf/nims/nims_training_development.pdf">http://www.fema.gov/pdf/nims/nims_training_development.pdf</a></li> <li>All personnel with a direct role in emergency preparedness, incident management or response must complete this training.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that NIMS is part of the program for all new employees, recruits and first responders.</li> <li>The NIMS Integration Center is working to establish a mechanism that will allow states and local jurisdictions direct access to course completion data. Additional information will be posted on the NIMS Integration Center Web page when available. See <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a>.</li> </ul>
Complete IS-800 NRP: An Introduction	<ul style="list-style-type: none"> <li>On-line course available at: <a href="http://www.training.fema.gov/emiweb/IS/is800.asp">http://www.training.fema.gov/emiweb/IS/is800.asp</a></li> <li>NIMS National Standard Curriculum Training Development Guidance: <a href="http://www.fema.gov/pdf/nims/nims_training_development.pdf">http://www.fema.gov/pdf/nims/nims_training_development.pdf</a></li> <li>The NIMS Web page provides guidance for who should complete this training. <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that NRP training is part of the program for all appropriate employees, recruits and first responders.</li> <li>The NIMS Integration Center is working to establish a mechanism that will allow states and local jurisdictions direct access to course completion data. Additional information will be posted on the NIMS Integration Center Web page when available. See <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a>.</li> </ul>

FY 2006 Compliance Activities		
Required State/Territorial Action for FY 2006 Compliance	Guidance and Technical Assistance Resources	Future Activities
Complete ICS 100 and ICS 200 Training	<ul style="list-style-type: none"> <li>ICS 100: <a href="http://www.training.fema.gov/emiweb/IS/is100.asp">http://www.training.fema.gov/emiweb/IS/is100.asp</a></li> <li>ICS 100: <a href="http://www.usfa.fema.gov/training/nfa">http://www.usfa.fema.gov/training/nfa</a></li> <li>ICS 200: <a href="http://www.training.fema.gov/emiweb/IS/is200.asp">http://www.training.fema.gov/emiweb/IS/is200.asp</a></li> <li>ICS 200: <a href="http://www.usfa.fema.gov/training/nfa">http://www.usfa.fema.gov/training/nfa</a></li> <li>NIMS National Standard Curriculum Training Development Guidance: <a href="http://www.fema.gov/pdf/nims/nims_training_development.pdf">http://www.fema.gov/pdf/nims/nims_training_development.pdf</a></li> <li>The NIMS Web page provides guidance for who should complete this training. <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Complete ICS 300 and ICS 400.</li> <li>Complete training that may be required to satisfy credentialing standards.</li> <li>Ensure that ICS training is part of the program for all new employees, recruits and first responders.</li> </ul>
<b>Preparedness: Exercises</b>		
Incorporate NIMS/ICS into all state and regional training and exercises.	<ul style="list-style-type: none"> <li>NIMS training information: <a href="http://www.fema.gov/nims/nims_training.shtm">www.fema.gov/nims/nims_training.shtm</a></li> <li>NIMS National Standard Curriculum Training Development Guidance: <a href="http://www.fema.gov/pdf/nims/nims_training_development.pdf">http://www.fema.gov/pdf/nims/nims_training_development.pdf</a></li> <li>DHS G&amp;T Exercise Information: <a href="http://www.ojp.usdoj.gov/odp/exercises.htm">http://www.ojp.usdoj.gov/odp/exercises.htm</a></li> </ul>	<ul style="list-style-type: none"> <li>Continue to incorporate NIMS into all state training and exercises, to include drills, tabletop exercises, functional exercises and full-scale exercises.</li> </ul>
Participate in an all-hazard exercise program based on NIMS that involves responders from multiple disciplines and multiple jurisdictions.	<ul style="list-style-type: none"> <li>2005 Homeland Security Grant Program Guidance: <a href="http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf">http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf</a></li> <li>National Preparedness Goal and National Preparedness Guidance: <a href="http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm">http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm</a></li> <li>DHS G&amp;T Exercise Information: <a href="http://www.ojp.usdoj.gov/odp/exercises.htm">http://www.ojp.usdoj.gov/odp/exercises.htm</a></li> <li>NIMS National Standard Curriculum Training Development Guidance: <a href="http://www.fema.gov/pdf/nims/nims_training_development.pdf">http://www.fema.gov/pdf/nims/nims_training_development.pdf</a></li> </ul>	<ul style="list-style-type: none"> <li>Continue to participate in NIMS -oriented exercises, to include drills, tabletop exercises, functional exercises and full-scale exercises.</li> </ul>
Incorporate corrective actions into preparedness and response plans and procedures.	<ul style="list-style-type: none"> <li>DHS G&amp;T Exercise Information: <a href="http://www.ojp.usdoj.gov/odp/exercises.htm">http://www.ojp.usdoj.gov/odp/exercises.htm</a></li> </ul>	

FY 2006 Compliance Activities		
Required State/Territorial Action for FY 2006 Compliance	Guidance and Technical Assistance Resources	Future Activities
<b>Resource Management</b>		
Inventory state response assets to conform to homeland security resource typing standards.	<ul style="list-style-type: none"> <li>Resource typing definitions: <a href="http://www.fema.gov/nims/mutual_aid.shtm">http://www.fema.gov/nims/mutual_aid.shtm</a></li> <li>Propose modifications or new resource definitions to the NIMS Integration Center for inclusion in the resource typing effort.</li> </ul>	<ul style="list-style-type: none"> <li>Develop and implement a resource inventory, ordering and tracking system.</li> <li>The Emergency Management Institute (EMI) is currently developing a course on NIMS Resource Management. Additional information will be posted on the NIMS Integration Center Web page at <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a> when the course is available.</li> </ul>
Develop state plans for the receipt and distribution of resources as outlined in the National Response Plan (NRP) Catastrophic Incident Annex and Catastrophic Incident Supplement	<ul style="list-style-type: none"> <li><a href="http://www.dhs.gov/nationalresponseplan">http://www.dhs.gov/nationalresponseplan</a></li> </ul>	
To the extent permissible by state and local law, ensure that relevant national standards and guidance to achieve equipment, communication and data interoperability are incorporated into state and local acquisition programs.	<ul style="list-style-type: none"> <li>G&amp;T Equipment Program: <a href="http://www.ojp.usdoj.gov/odp/grants_goals.htm">http://www.ojp.usdoj.gov/odp/grants_goals.htm</a></li> <li>2005 Homeland Security Grant Program Guidance: <a href="http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf">http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf</a></li> <li>National Preparedness Goal and National Preparedness Guidance: <a href="http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm">http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm</a></li> <li>DHS SAFECOM Program: <a href="http://www.safecomprogram.gov/SAFECOM">http://www.safecomprogram.gov/SAFECOM</a></li> </ul>	

FY 2006 Compliance Activities		
Required State/Territorial Action for FY 2006 Compliance	Guidance and Technical Assistance Resources	Future Activities
<b>Communication &amp; Information Management</b>		
<p>Apply standardized and consistent terminology, including the establishment of plain English communications standards across public safety sector.</p>	<ul style="list-style-type: none"> <li>Incident response communications (during exercises and actual incidents) should feature plain English commands so they will be able to function in a multi-jurisdiction environment. Field manuals and training should be revised to reflect the plain English standard.</li> <li>'10' codes may continue to be used during non-emergency, internal department communications.</li> </ul>	<ul style="list-style-type: none"> <li>Continue featuring common terminology and plain English commands for all response activities.</li> <li>The Emergency Management Institute (EMI) is currently developing an independent study and classroom course on NIMS Communication and Information Management. Additional information will be posted on the NIMS Integration Center Web page when available. See <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a>.</li> <li>Information on who should complete these courses also will be posted on the NIMS Web page.</li> </ul>

### C. FY 2006 Tribal Government and Local Jurisdiction NIMS Compliance Requirements

In March 2004, the Secretary of Homeland Security, at the request of the President, released the National Incident Management System (NIMS). The NIMS is a comprehensive system that improves tribal and local response operations through the use of the Incident Command System (ICS) and the application of standardized procedures and preparedness measures. It promotes development of cross-jurisdictional, statewide, and interstate regional mechanisms for coordinating response and obtaining assistance during a large-scale or complex incident.

Tribal and local authorities, not Federal, have the primary responsibility for preventing, responding to, and recovering from emergencies and disasters. The overwhelming majority of emergency incidents are handled on a daily basis by a single jurisdiction at the local level. It is critically important that all jurisdictions comply with the NIMS



because the challenges we face as a Nation are far greater than the capabilities of any one jurisdiction; they are not, however, greater than the sum of all of us working together through mutual support. Homeland Security Presidential Directive 5 (HSPD-5), *Management of Domestic Incidents*, requires all Federal Departments and agencies to adopt and implement the NIMS, and requires state<sup>17</sup> and local<sup>18</sup> jurisdictions to implement the NIMS to receive Federal preparedness funding.

NIMS compliance should be considered and undertaken as a community-wide effort. The benefit of NIMS is most evident at the local level, when a community as a whole prepares for and provides an integrated response to an incident. Incident response organizations (to include local public health, public works, emergency management, fire, emergency medical services, law enforcement, hazardous materials, private sector entities, non-governmental organizations, medical organizations, utilities, and others) must work together to comply with NIMS components, policies, and procedures. Implementation of the NIMS in every tribal and local jurisdiction establishes a baseline capability that once established nationwide, can be used as a foundation upon which more advanced homeland security capabilities can be built.

Small and/or rural jurisdictions will benefit from a regional approach. In many instances smaller communities may not have the resources to implement all elements of NIMS on their own. However, by working together with other localities in their regions, these jurisdictions will be able to pool their resources to implement NIMS.

When NIMS is fully implemented, your local community or jurisdiction will be able to:

- Ensure common and proven incident management doctrine, practices, and principles are used to plan for, protect against, respond to, and recover from emergency incidents and preplanned events;
- Maintain a response operation capable of expanding to meet an escalating situation and the ability to integrate resources and equipment from intrastate and interstate mutual aid agreements, state-provided assistance, and Federal government response;
- Order and track response assets using common resource typing and definitions, and draw on mutual aid agreements for additional assistance;
- Establish staging and allocation plans for the re-distribution of equipment, supplies, and aid coming into the area from other localities, states, or the Federal government through mutual aid agreements;
- Conduct situational assessments and establish the appropriate ICS organizational structure to effectively manage the incident; and

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<sup>17</sup> As defined in the Homeland Security Act of 2002, the term "state" means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States." 6 USC 101 (14)

<sup>18</sup> As defined in the Homeland Security Act of 2002, Section 2(10): the term "local government" means "(A) county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments... regional or interstate government entity, or agency or instrumentality of a local government: an Indian tribe or authorized Tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; and a rural community, unincorporated town or village, or other public entity." 6 USC 101(10)

- Establish communication processes, procedures and protocols that will ensure effective interoperable communications among emergency responders, 9-1-1 centers, and multi-agency coordination systems (Emergency Operations Centers).

In Federal Fiscal Year 2005, the Secretary of Homeland Security provided guidance to each state, outlining initial actions that should be taken to implement the NIMS. The letter to the Nation’s governors included a list of recommended actions for tribal and local governments to help them work towards NIMS compliance. A copy of this letter is posted on the NIMS webpage at: [http://www.fema.gov/nims/nims\\_compliance.shtm](http://www.fema.gov/nims/nims_compliance.shtm). Recommended FY 2005 NIMS activities included:

- Institutionalize the use of the Incident Command System;
- Complete the NIMS awareness course IS-700 NIMS: An Introduction;
- Formally recognize NIMS and adopt NIMS principles and policies;
- Establish a NIMS compliance baseline by determining the NIMS requirements that have already been met; and
- Develop a strategy and timeline for full NIMS implementation.

By completing these activities, communities will have made substantial progress toward full NIMS implementation by the start of Fiscal Year 2007 (i.e. October 1, 2006). In Federal Fiscal Year 2006, tribes and local communities will be required to complete several activities to comply with the NIMS. The following implementation matrix describes the actions that jurisdictions must take by September 30, 2006 to be compliant with NIMS.

Completion of these actions will position tribal and local communities to better manage prevention, response and recovery efforts. The matrix identifies activities that are underway by the NIMS Integration Center (NIC) to support the effective implementation of NIMS as well as activities that will be required for NIMS implementation in future years.

The matrix also provides information on where to find technical assistance resources to support these compliance actions. For example, the National Incident Management Capability Assessment Support Tool (NIMCAST) is an example of a product designed to assist communities in determining their current NIMS compliance baseline. The NIMS is much more than just a list of required elements; it is a new approach to the way we prepare for and manage incidents, one that will lead to a more effective utilization of resources and enhanced prevention, preparedness, and response capabilities. Moreover, full NIMS implementation is a dynamic and multi-year phase-in process with important linkages to the National Response Plan (NRP), the Homeland Security Presidential Directive - 8 (i.e. the “National Preparedness Goal”) and the National Infrastructure Protection Plan (NIPP). Future refinement to the NIMS will evolve as policy and technical issues are further developed and clarified at the national level. This

may well result in additional requirements being issued by the NIC as to what will constitute continuous full NIMS compliance in FY 2007 and beyond.

**NIMS Implementation Matrix for Tribal and Local Jurisdictions**

FY 2006 Compliance Activities		
Required Tribal/Local Jurisdiction Action for FY 2006 Compliance	Guidance and Technical Assistance Resources	Future Activities
<b>Community Adoption</b>		
<p>Adopt NIMS at the community level for all government Departments and agencies; as well as promote and encourage NIMS adoption by associations, utilities, non-governmental organizations (NGOs), and private sector incident management and response organizations.</p>	<ul style="list-style-type: none"> <li>• Adopt NIMS through executive order, proclamation, resolution, or legislation as the jurisdiction's official all-hazards, incident response system.</li> <li>• Develop a baseline assessment of the NIMS implementation requirements that your jurisdiction already meets and using that baseline, develop a strategy for full NIMS implementation and maintenance.</li> <li>• The NIMS Capability Assessment Support Tool (NIMCAST) is available at: <a href="http://www.fema.gov/nimcast/index.jsp">www.fema.gov/nimcast/index.jsp</a></li> <li>• Sample templates for executives: <a href="http://www.fema.gov/nims/nims_toolsandtemplates.shtm">www.fema.gov/nims/nims_toolsandtemplates.shtm</a></li> </ul>	<ul style="list-style-type: none"> <li>• Amend or re-authorize, as necessary.</li> </ul>
<b>Command and Management</b>		
<p><u>Incident Command System (ICS):</u> Manage all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine, and procedures, as defined in NIMS. ICS implementation must include the consistent application of Incident Action Planning and Common Communications Plans.</p>	<ul style="list-style-type: none"> <li>• Institutionalize ICS: Terms and definitions: <a href="http://www.fema.gov/txt/nims/institutionalizing_ics.txt">www.fema.gov/txt/nims/institutionalizing_ics.txt</a></li> <li>• Incorporate concepts and principles of NIMS Chapter II, Command and Management including ICS characteristics such as common terminology, modular organization, management by objectives, incident action planning, manageable span of control, pre-designated incident facilities, comprehensive resource management, integrated communications, transfer of command, unity of command, unified command, personnel and resource accountability, and information and intelligence management.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to manage incidents and events using ICS.</li> </ul>

FY 2006 Compliance Activities		
Required Tribal/Local Jurisdiction Action for FY 2006 Compliance	Guidance and Technical Assistance Resources	Future Activities
<p><u>Multi-agency Coordination System:</u> Coordinate and support emergency incident and event management through the development and use of integrated multi-agency coordination systems, i.e. develop and maintain connectivity capability between local Incident Command Posts (ICPs, local 911 Centers, local Emergency Operations Centers (EOCs) and state EOC.</p>	<ul style="list-style-type: none"> <li>• NIMS Chapter II, Command and Management</li> </ul>	<ul style="list-style-type: none"> <li>• Revise and update processes and plans.</li> <li>• The Emergency Management Institute (EMI) is currently developing an independent study and classroom course on NIMS Multi-Agency Coordination Systems. Additional information will be posted on the NIMS Integration Center Web page when available. See <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a>.</li> <li>• The NIMS Integration Center will feature best practices on the NIMS Web page. See <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a>.</li> </ul>
<p><u>Public Information System:</u> Implement processes, procedures, and/or plans to communicate timely, accurate information to the public during an incident through a Joint Information System and Joint Information Center.</p>	<ul style="list-style-type: none"> <li>• NIMS Chapter II, Command and Management</li> <li>• Public Information Training (E388, Advanced Public Information Officers and G290, Basic Public Information Officers)</li> </ul>	<ul style="list-style-type: none"> <li>• Revise and update processes and plans.</li> <li>• The Emergency Management Institute (EMI) is currently developing an independent study and classroom course on NIMS Public Information Systems. Additional information will be posted on the NIMS Integration Center Web page when available. See <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a>.</li> <li>• Information on who should complete these courses also will be posted on the NIMS Web page.</li> <li>• The NIMS Integration Center will feature best practices on the NIMS Web page. See <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a>.</li> </ul>
<b>Preparedness: Planning</b>		
<p>Establish the community's NIMS baseline against the FY 2005 and FY 2006 implementation requirements.</p>	<ul style="list-style-type: none"> <li>• Assess which NIMS implementation requirements your community already meets. The NIMS Capability Assessment Support Tool (NIMCAST) is available to facilitate this: <a href="http://www.fema.gov/nimcast/index.jsp">www.fema.gov/nimcast/index.jsp</a></li> </ul>	<ul style="list-style-type: none"> <li>• Update strategy as appropriate and close capability gap.</li> </ul>

FY 2006 Compliance Activities		
Required Tribal/Local Jurisdiction Action for FY 2006 Compliance	Guidance and Technical Assistance Resources	Future Activities
Develop and implement a system to coordinate all Federal preparedness funding to implement the NIMS across the community.	<ul style="list-style-type: none"> <li>A list of the Federal preparedness grant programs that have been reported to the NIC are available on the NIMS Web page at: <a href="http://www.fema.gov/nims">www.fema.gov/nims</a></li> <li>2005 Homeland Security Grant Program Guidance: <a href="http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf">http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf</a></li> <li>National Preparedness Goal and National Preparedness Guidance: <a href="http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm">http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm</a></li> <li>Catalog of Federal Domestic Preparedness Assistance (CFDA): <a href="http://www.cfda.gov">http://www.cfda.gov</a></li> </ul>	
Revise and update plans and SOPs to incorporate NIMS components, principles and policies, to include planning, training, response, exercises, equipment, evaluation, and corrective actions	<ul style="list-style-type: none"> <li>2005 Homeland Security Grant Program Guidance: <a href="http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf">http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf</a></li> <li>National Preparedness Goal and National Preparedness Guidance: <a href="http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm">http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm</a></li> </ul>	<ul style="list-style-type: none"> <li>Update plans and SOPs, incorporating lessons learned and best practices from exercises and response operations.</li> <li>Emergency Operations Plan (EOP) guidance is under development and will be posted on the NIMS Integration Center Web page at: <a href="http://www.fema.gov/nims">www.fema.gov/nims</a>.</li> </ul>
Participate in and promote intrastate and interagency mutual aid agreements, to include agreements with the private sector and non-governmental organizations.	<ul style="list-style-type: none"> <li>EMAC model state-county mutual aid deployment contract: <a href="http://www.emacweb.org/?123">http://www.emacweb.org/?123</a></li> <li>EMAC model intrastate mutual aid legislation: <a href="http://www.emacweb.org/docs/NEMA%20Proposed%20Intrastate%20Model-Final.pdf">http://www.emacweb.org/docs/NEMA%20Proposed%20Intrastate%20Model-Final.pdf</a></li> </ul>	<ul style="list-style-type: none"> <li>Expand mutual aid agreements beyond support services and equipment to include information sharing.</li> <li>Support and adopt the ongoing efforts of the NIMS Integration Center (NIC) to develop a national credentialing system.</li> <li>Credentialing guidance is under development by the NIMS Integration Center. Throughout the development process, drafts will be posted on the NIMS Web page for review and comment by interested stakeholders.</li> <li>Credential first responders in conformance with national standards.</li> </ul>

FY 2006 Compliance Activities		
Required Tribal/Local Jurisdiction Action for FY 2006 Compliance	Guidance and Technical Assistance Resources	Future Activities
<b>Preparedness: Training</b>		
Complete IS-700 NIMS: An Introduction	<ul style="list-style-type: none"> <li>On-line course: <a href="http://training.fema.gov/EMIWeb/IS/is700.asp">http://training.fema.gov/EMIWeb/IS/is700.asp</a></li> <li>NIMS National Standard Curriculum Training Development Guidance: <a href="http://www.fema.gov/pdf/nims/nims_training_development.pdf">http://www.fema.gov/pdf/nims/nims_training_development.pdf</a></li> <li>All personnel with a direct role in emergency preparedness, incident management, or response must complete this training</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that NIMS training is part of the program for all new employees, recruits and first responders who have a direct role in emergency preparedness, incident management, or response.</li> <li>The NIMS Integration Center is working to establish a mechanism that will allow state and local jurisdictions direct access to course completion data. Additional information will be posted on the NIMS Integration Center Web page when available. See <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a>.</li> </ul>
Complete IS-800 NRP: An Introduction	<ul style="list-style-type: none"> <li>On-line course available at: <a href="http://www.training.fema.gov/emiweb/IS/is800.asp">http://www.training.fema.gov/emiweb/IS/is800.asp</a></li> <li>NIMS National Standard Curriculum Training Development Guidance: <a href="http://www.fema.gov/pdf/nims/nims_training_development.pdf">http://www.fema.gov/pdf/nims/nims_training_development.pdf</a></li> <li>The NIMS Web page provides for who should complete this training. <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a></li> </ul>	<ul style="list-style-type: none"> <li>Ensure that NRP training is part of the program for all appropriate new employees, recruits and first responders.</li> <li>The NIMS Integration Center is working to establish a mechanism that will allow state and local jurisdictions direct access to course completion data. Additional information will be posted on the NIMS Integration Center Web page when available. See <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a>.</li> </ul>

FY 2006 Compliance Activities		
Required Tribal/Local Jurisdiction Action for FY 2006 Compliance	Guidance and Technical Assistance Resources	Future Activities
Complete ICS 100 and ICS 200 Training	<ul style="list-style-type: none"> <li>ICS 100: <a href="http://www.training.fema.gov/emiweb/IS/is100.asp">http://www.training.fema.gov/emiweb/IS/is100.asp</a></li> <li>ICS 100: <a href="http://www.usfa.fema.gov/training/nfa">http://www.usfa.fema.gov/training/nfa</a></li> <li>ICS 200: <a href="http://www.training.fema.gov/emiweb/IS/is200.asp">http://www.training.fema.gov/emiweb/IS/is200.asp</a></li> <li>ICS 200: <a href="http://www.usfa.fema.gov/training/nfa">http://www.usfa.fema.gov/training/nfa</a></li> <li>NIMS National Standard Curriculum Training Development Guidance: <a href="http://www.fema.gov/pdf/nims/nims_training_development.pdf">http://www.fema.gov/pdf/nims/nims_training_development.pdf</a></li> <li>The NIMS Web page provides guidance for who should complete this training. <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Complete ICS 300 and ICS 400.</li> <li>Complete training that may be required to satisfy credentialing standards.</li> <li>Ensure that ICS training is part of the program for all new employees, recruits and first responders.</li> <li>The NIMS Integration Center is working to establish a mechanism that will allow states and local jurisdictions direct access to course completion data. Additional information will be posted on the NIMS Integration Center Web page when available. See <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a>.</li> </ul>
<b>Preparedness: Exercises</b>		
Incorporate NIMS/ICS into all tribal, local and regional training and exercises.	<ul style="list-style-type: none"> <li>NIMS training information: <a href="http://www.fema.gov/nims/nims_training.shtm">http://www.fema.gov/nims/nims_training.shtm</a></li> <li>NIMS National Standard Curriculum Training Development Guidance: <a href="http://www.fema.gov/pdf/nims/nims_training_development.pdf">http://www.fema.gov/pdf/nims/nims_training_development.pdf</a></li> <li>DHS G&amp;T Exercise Information: <a href="http://www.ojp.usdoj.gov/odp/exercises.htm">http://www.ojp.usdoj.gov/odp/exercises.htm</a></li> </ul>	<ul style="list-style-type: none"> <li>Continue to incorporate NIMS into all local training and exercises, to include drills, tabletop exercises, functional exercises, and full-scale exercises.</li> </ul>
Participate in an all-hazard exercise program based on NIMS that involves responders from multiple disciplines and multiple jurisdictions.	<ul style="list-style-type: none"> <li>2005 Homeland Security Grant Program Guidance: <a href="http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf">http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf</a></li> <li>National Preparedness Goal and National Preparedness Guidance: <a href="http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm">http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm</a></li> <li>DHS G&amp;T Exercise Information: <a href="http://www.ojp.usdoj.gov/odp/exercises.htm">http://www.ojp.usdoj.gov/odp/exercises.htm</a></li> <li>NIMS National Standard Curriculum Training Development Guidance: <a href="http://www.fema.gov/pdf/nims/nims_training_development.pdf">http://www.fema.gov/pdf/nims/nims_training_development.pdf</a></li> </ul>	<ul style="list-style-type: none"> <li>Continue to participate in NIMS -oriented exercises, to include drills, tabletop exercises, functional exercises, and full-scale exercises.</li> </ul>

FY 2006 Compliance Activities		
Required Tribal/Local Jurisdiction Action for FY 2006 Compliance	Guidance and Technical Assistance Resources	Future Activities
Incorporate corrective actions into preparedness and response plans and procedures.	<ul style="list-style-type: none"> <li>DHS G&amp;T Exercise Information: <a href="http://www.ojp.usdoj.gov/odp/exercises.htm">http://www.ojp.usdoj.gov/odp/exercises.htm</a></li> </ul>	
<b>Resource Management</b>		
Inventory community response assets to conform to homeland security resource typing standards.	<ul style="list-style-type: none"> <li>Propose modifications or new resource definitions to the NIMS Integration Center for inclusion in the resource typing effort.</li> <li>Resource typing definitions: <a href="http://www.fema.gov/nims/mutual_aid.shtm">http://www.fema.gov/nims/mutual_aid.shtm</a></li> </ul>	<ul style="list-style-type: none"> <li>Develop and implement a resource inventory, ordering, and tracking system.</li> <li>The Emergency Management Institute (EMI) is currently developing a course on NIMS Resource Management. Additional information will be posted on the NIMS Integration Center Web page at <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a> when the course is available.</li> </ul>
To the extent permissible by law, ensure that relevant national standards and guidance to achieve equipment, communication, and data interoperability are incorporated into tribal and local acquisition programs.	<ul style="list-style-type: none"> <li>G&amp;T Equipment Program: <a href="http://www.ojp.usdoj.gov/odp/grants_goals.htm">http://www.ojp.usdoj.gov/odp/grants_goals.htm</a></li> <li>2005 Homeland Security Grant Program Guidance: <a href="http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf">http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf</a></li> <li>National Preparedness Goal and National Preparedness Guidance: <a href="http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm">http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm</a></li> <li>DHS SAFECOM Program: <a href="http://www.safecomprogram.gov/SAFECOM">http://www.safecomprogram.gov/SAFECOM</a></li> </ul>	



FY 2006 Compliance Activities		
Required Tribal/Local Jurisdiction Action for FY 2006 Compliance	Guidance and Technical Assistance Resources	Future Activities
<b>Communication &amp; Information Management</b>		
<p>Apply standardized and consistent terminology, including the establishment of plain English communications standards across public safety sector.</p>	<ul style="list-style-type: none"> <li>• Incident response communications (during exercises and actual incidents) should feature plain English commands so they will be able to function in a multi-jurisdiction environment. Field manuals and training should be revised to reflect the plain English standard.</li> <li>• '10' codes may continue to be used during non-emergency, internal Department communications.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue featuring common terminology and plain English commands for all response activities.</li> <li>• The Emergency Management Institute (EMI) is currently developing a course on NIMS Communication and Information Management. Additional information will be posted on the NIMS Integration Center Web page at <a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a> when the course is available.</li> </ul>

***Important Note:*** Additional information on NIMS, NIMS compliance and answers to frequently asked questions are available on the NIMS Integration Center Web page (<http://www.fema.gov/nims>).

# APPENDIX N

# NATIONAL INFRASTRUCTURE PROTECTION PLAN GUIDANCE

# National Infrastructure Protection Plan Guidance

The overarching goal of the NIPP is to:

*Build a safer, more secure, and more resilient America by enhancing protection of the Nation's CI/KR to prevent, deter, neutralize, or mitigate the effects of deliberate efforts by terrorists to destroy, incapacitate, or exploit them; and enabling national preparedness, timely response, and rapid recovery in the event of an attack, natural disaster, or other emergency.*

Achieving this goal requires meeting a series of objectives that include: understanding and sharing information about terrorist threats and other hazards, building security partnerships, implementing a long-term risk-management program and maximizing the efficient use of resources. Measuring progress toward achieving the NIPP goal requires that CI/KR security partners have:

- Coordinated risk-based CI/KR plans and programs in place addressing known and foreseeable threats and hazards;
- Structures and processes that are flexible and adaptable both to incorporate lessons learned and best practices and also to quickly adapt to a changing threat or incident environment;
- Processes in place to identify and address dependencies and interdependencies to allow for more timely and effective implementation of short-term protective actions and more rapid response and recovery; and
- Access to robust information-sharing networks that include relevant intelligence and threat analysis and real-time incident reporting.

## A. The NIPP Value Proposition

The public-private partnership called for in the NIPP provides the foundation for effective CI/KR protection. Government and private sector partners bring core competencies that add value to the partnership. Prevention, protection, response and recovery efforts are most efficient and effective when there is full participation at all levels of government and with industry partners.

The success of the partnership depends on articulating the mutual benefits to government and private sector partners. While the value proposition to the government is clear, it is often more difficult to articulate the direct benefits to participation for the private sector. Industry provides the following capabilities, outside of government core competencies:

- Ownership and management of a vast majority of critical infrastructures in most sectors;
- Visibility into CI/KR assets, networks, facilities, functions, and other capabilities;
- Ability to take actions as first responders to incidents;
- Ability to innovate and to provide products, services, and technologies to quickly focus on requirements; and

- Existing, robust mechanisms useful for sharing and protecting sensitive information on threats, vulnerabilities, countermeasures, and best practices.

In assessing the value proposition for the private sector, there is a clear national security and homeland security interest in ensuring the protection of the Nation's CI/KR. Government can encourage industry to go beyond efforts already justified by their corporate business needs to assist in broad-scale infrastructure protection through activities such as:

- Providing owners and operators timely, analytical, accurate, and useful information on threats to CI/KR;
- Ensuring industry is engaged, as early as possible in the development of initiatives and policies related to the implementation and, as needed, revision of the NIPP base plan;
- Ensuring industry is engaged, as early as possible the development and revision of the Sector-Specific Plans (SSPs) and in planning and other CI/KR protection initiatives;
- Articulating to corporate leaders, through the use of public platforms and private communications, both the business and national security benefits of investing in security measures that exceed their business case;
- Creating an environment that encourages and supports incentives for companies to voluntarily adopt widely accepted, sound security practices;
- Working with industry to develop and clearly prioritize key missions and enable their protection or restoration;
- Providing support for research needed to enhance future CI/KR protection efforts;
- Developing the resources to engage in cross-sector interdependency studies, through exercises and computer modeling, that result in guided decision support for business continuity planning; and
- Enabling time-sensitive restoration and recovery support to priority CI/KR facilities and services during incidents in accordance with provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act and the NRP.

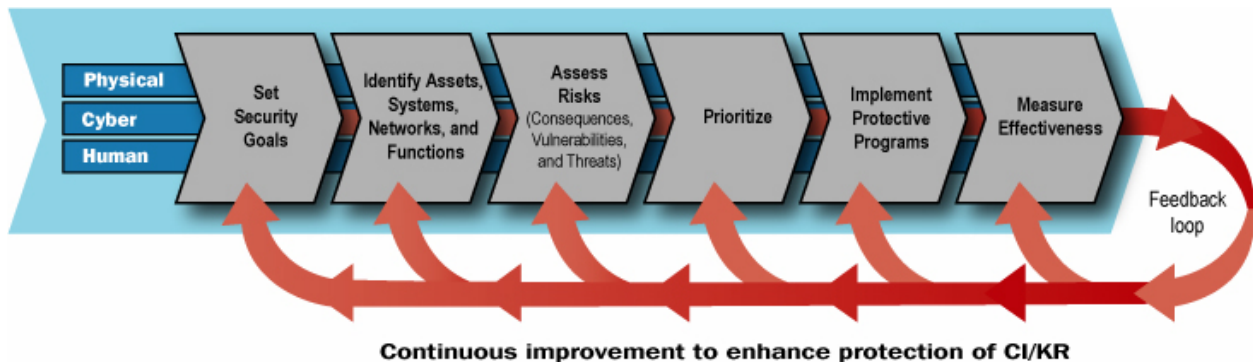
## **B. Risk Management Framework**

The above examples illustrate some of the ways in which the government can, by actively partnering with the private sector, add value to industry's ability to assess its own risk and refine its business continuity plans, as well as contribute to the security and economic vitality of the Nation. The NIPP outlines the high-level value in the overall public-private partnership for CI/KR protection. The SSPs will outline specific future activities and initiatives that articulate the corresponding valued to those sector-specific CI/KR partnerships and protection activities.

The cornerstone of the NIPP is its risk management framework. Risk, in the context of the NIPP, is defined as the potential for loss, damage or disruption to the Nation's CI/KR resulting from destruction, incapacitation or exploitation during some future man-made or naturally occurring event. The NIPP risk management framework establishes the process for combining consequence, vulnerability and threat information to produce a

comprehensive, systematic and rational assessment of national or sector-specific risk that drives CI/KR-protection activities. The framework applies to the general threat environment, as well as to specific threats or incident situations. The NIPP risk management framework includes the following activities:

- **Set security goals:** Define specific outcomes, conditions, end points or performance targets that collectively constitute an effective protective posture.
- **Identify assets, systems, networks, and functions:** Develop an inventory of the assets, systems, and networks, including those located outside the United States, that compose the Nation’s infrastructure and the critical functionality therein; collect information pertinent to risk management that takes into account the fundamental characteristics of each sector.
- **Assess risks:** Determine risk by combining potential direct and indirect consequences of a terrorist attack or other hazards (including seasonal changes in consequences, dependencies and interdependencies associated with each identified asset, system, or network), known vulnerabilities to various potential attack vectors, and general or specific threat information.
- **Prioritize:** Aggregate and analyze risk assessment results to develop a comprehensive picture of asset, system, and network risk; establish priorities based on risk and determine protection and business continuity initiatives that provide the greatest reduction in risk for the allocation of resources.
- **Implement protective programs:** Select sector-appropriate protective actions or programs to reduce or manage the risk identified; secure the resources needed to address priorities.
- **Measure effectiveness:** Use metrics and other evaluation procedures at the national and sector levels to measure progress and assess the effectiveness of the national CI/KR protection program in improving protection, reducing risk, and increasing resiliency.



The NIPP provides the framework for the unprecedented cooperation that is needed to develop, implement, and maintain a coordinated national effort that brings together government at all levels, the private sector and international organizations and allies. In

addition, the SSPs mandated by the NIPP detail the application of the NIPP framework to each CI/KR sector. SSPs are developed by the designated Federal Sector-Specific Agencies (SSAs) in coordination with sector security partners. Together, these plans provide the mechanisms for identifying assets, systems and networks; understanding threats, assessing vulnerabilities and consequences; prioritizing protection initiatives and investments based on costs and benefits so that they are used where they offer the greatest reduction of risk; and, implementing information-sharing and protection measures within and across CI/KR sectors.

The NIPP also delineates the roles and responsibilities for carrying out these activities while respecting the authorities, jurisdictions and prerogatives of the various public and private sector security partners involved. Implementing the NIPP will involve the integrated and coordinated support of all security partners with infrastructure protection responsibilities across the country and internationally.

The NIPP covers the full range of CI/KR sectors as defined in HSPD-7. The framework is applicable to all security partners with CI/KR protection responsibilities and includes explicit roles and responsibilities for the Federal government, including CI/KR under the control of the legislative, executive or judicial branches. Federal departments and agencies with specific responsibilities for CI/KR protection are required to take actions in accordance with the NIPP. The NIPP also provides an organizational structure, protection guidelines and recommended activities for other security partners to help ensure consistent implementation of the national framework and the most effective use of resources.

### **C. Example: Leveraging Resources to Support Homeland Security and CI/KR Protection Activities of a Mass Transit System**

The following example provides an illustration of how the various funding sources described in this chapter can work together in a practical situation to address the CI/KR protection needs of a local system that, through implementation of the NIPP Risk Management Framework and SSP processes, is deemed to be critical to the Nation. This example focuses on a mass transit system in a community that participates in the UASI program. In this situation, the following resources may be applied to support the safety and security of the mass transit system:

#### *Owner Operator Responsibilities*

The local mass transit authority, as the owner and operator of the system, funds system-specific protection and security measures including resiliency and business continuity planning activities for the system on a day-to-day basis.

#### *State, Local, and Tribal Government Responsibilities*

The State and local governments supports the day-to-day protection of the public; enforce security, protective and preventive measures around the system's facilities; and, provide response and/or recovery capabilities should an incident occur.

*Federal Support and Grant Funding*

Assistance from the Federal Government through variety of resources, including grants (both targeted infrastructure protection grant programs and overarching homeland security grant programs), training, technical assistance and exercises, further support and enhance ongoing homeland security and CI/KR protection activities. In this example, DHS (as the SSA for the Transportation Sector) and the Department of Transportation (DOT) may contribute to the protection efforts through either appropriated program funds or grants. The range of grants that, based on eligibility, may support of the overall protection of this system includes:

- If the mass transit system is eligible for infrastructure protection program funding, such as the **FY 2006 TSGP**, this funding source may be leveraged to support security enhancements for the mass transit system.
- If the mass transit system is eligible under the **BZPP**, this funding source may also be leveraged to improve security around the system or enhance preparedness capabilities within the surrounding community.
- **Homeland Security Grant Program** funding from programs such as **State Homeland Security Program, Urban Areas Security Initiative, and Law Enforcement Terrorism Prevention Program**, may be leveraged to enhance prevention, protection, response, and recovery capabilities in and around the mass transit system, if the system is deemed critical by the state and/or local authorities within their homeland security strategies and priorities, and in accordance with allowable cost guidance.
- **The Assistance to Firefighters Grant (AFG)** program may be leveraged to support preparedness capabilities of the local fire department that are necessary to protect the system within the city.
- DOT's **Federal Transit Administration** grant programs to support metropolitan and state planning may be leveraged to provide planning for upgrades to the system which include more resilient CI/KR design, and the major capital investments and special flexible funding grant programs may be leveraged to help build these improvements.

All of these resources, used in support of the region's mass transit system, are coordinated with State and Urban Area homeland security strategies, as well as the applicable RTSS. Additionally, other services, training, exercises, and/or technical assistance (for example, the DHS/G&T Mass Transit Technical Assistance Program, which includes a facilitated risk assessment) may be leveraged from a variety of Federal partners.

# APPENDIX O

## PUBLIC SAFETY COMMUNICATIONS AND INTEROPERABILITY GUIDANCE



# Public Safety Communications and Interoperability Guidance

## A. Introduction

One of the major issues facing the Emergency Services Sector is the inability of emergency service workers, including traditional “first responders,” to communicate with one another when the need arises. These emergency first responders have long been defined as the “first arriving organized responders with the capability and mission to contain, mitigate, and resolve the emergency at hand.” Their effective and efficient emergency response requires coordination, communication, and sharing of vital information among numerous public safety agencies. As the *National Strategy for the Physical Protection of Critical Infrastructures and Key Assets* observes, “Most systems supporting emergency response personnel, however, have been specifically developed and implemented with respect to the unique needs of each agency.” Such specification without regard to the need for interoperability tends to complicate the ability of those agencies to effectively communicate with others in the future—a problem echoed by the public safety community in the National Task Force on Interoperability report: *Why Can’t We Talk - Working Together To Bridge the Communications Gap to Save Lives*.

In line with the needs of public safety and the national strategy, Fiscal Year 2006 Appropriations make grant funding available to improve the effectiveness of public safety communications systems and to resolve interoperability shortfalls. By definition, communications interoperability refers to the ability of public safety agencies to talk across disciplines and jurisdictions via radio communications systems and to exchange voice and/or data with one another on demand, in real time, when needed, and as authorized. The Federal program offices recognize that many law enforcement, fire service, emergency medical service and other emergency response personnel currently lack effective and modern communication systems within their respective organizations. The programs support the need to improve those systems so long as the improvement planning includes a vision for improved interoperability with other agencies. Additionally, the programs require emergency response agencies developing systems to improve communications and interoperability to ensure that their solutions are compliant with the concepts, processes, and protocols set forth in the NIMS. In an effort to coordinate the way in which funding is allocated and to maximize the prospects for interoperable communications, some general grant criteria have been developed in concert with representatives of the public safety community. What follows is an outline of grant applicant eligibility, purposes for grant fund usage and guidelines for implementing a wireless communications system.

This appendix provides general criteria relating to public safety communications grants, suggested considerations based on the lifecycle of public safety communications projects and further criteria specific to block grants allocated to states, as well as additional guidelines, examples and resources for improving public safety communications and interoperability.

## **B. General Public Safety Communications Related Grant Criteria**

### 1. Who should be involved with Public Safety Communications Interoperability

Federal funds that are allocated for improving public safety communications and interoperability should only be provided to public safety agencies or organizations at the regional, state, local, or tribal, level. This includes:

- Emergency Medical Services (EMS) agencies
- Fire Service agencies
- Law Enforcement agencies
- An organization representing the aforementioned agencies

### 2. Lifecycle of Public Safety Communications Projects

While applying for equipment grants, applications should be capable of addressing each of the following aspects within the lifecycle of public safety communications:

- *Planning* for public safety communication systems
- *Designing* public safety communication systems
- *Building* public safety communication systems
- *Developing* operational and technical policies and procedures
- *Upgrading/enhancing* public safety communication systems and equipment
- *Replacing* public safety communication systems and equipment
- *Maintaining* public safety communication systems and equipment
- *Training* public safety staff on procedures for interagency communications
- *Exercising* public safety procedures and systems
- *Using* public safety interoperability solutions regularly to ensure ongoing familiarity
- *Managing* public safety communications projects

## **C. Common Public Safety Communications Goals**

Grants will be awarded to applicants that aim to achieve the following goals identified and supported by the public safety community and each grant-making agency.

- Applicants should provide a clear and measurable plan for communications interoperability between first responders of regional, state, local, and tribal public safety agencies or other partnering agencies or organizations from Federal, regional, state, local, and tribal jurisdictions, particularly in times of natural disaster and major criminal or terrorist acts. Measurable means the goals and objectives of the plan, wherever possible, are quantifiable, and the plan reflects how it contributes to achieving interoperable communications for the grant recipient and for the Nation.
- Applicants should demonstrate how funds would be used to upgrade or enhance “mission critical” networks with interoperable communications equipment for

everyday use to ensure the safety and well-being of first responders and the public they serve. The National Task Force on Interoperability defined mission critical as “Transmissions necessary for the preservation of life and property.” The *Final Report of the Public Safety Wireless Advisory Committee* adds further clarification: “A mission critical communication is that which must be immediate, ubiquitous, reliable, and, in most cases, secure. Mission critical communications require the highest level of assurance that the message will immediately be transmitted and received regardless of the location of the operating units within the designed coverage area.”

## D. Common Criteria for All Grant Applicants

In order to receive funding, the applicant must be able to convey an understanding of the first responder needs and a clear path towards interoperability. Each grant application must explain how the proposed project would fit into an overall effort to increase interoperability. Even if the funding sought is only for a piece of an interoperability endeavor (i.e., training for staff, procurement of new equipment), an executive summary should be provided to illustrate the broader context of the agency/jurisdiction’s interoperability plans. Such an explanation could include information on the governance structure overseeing the effort, a communications system plan, a deployment plan, an operations, maintenance and training plan, and a financial plan.

At a minimum, the applicant must:

- Define the vision, goals, and objectives of what the applicant is ultimately trying to accomplish and how the proposed project would fit into an overall effort to increase interoperability, including integration into regional and state plans/strategies;
- Describe the specific problems or needs that are to be addressed;
- Identify any potential partners and their roles and staffing requirements, and provide information on any existing agreements such as a Memorandum of Understanding (MOU) or Mutual Response Agreement (MRA);
- Propose a detailed budget and timeline; and,
- Include an operational plan that addresses how the effort will be funded now and in the future.

## E. Standards

When procuring equipment for communication system development and expansion, a standards-based approach should be used to begin migration to multi-jurisdictional and multi-disciplinary interoperability. Specifically, all new voice systems should be compatible with the Project 25 (P25) suite of standards. This recommendation is intended for government-owned or -leased land mobile public safety radio equipment, and its purpose is to make sure that such equipment or systems are capable of interoperating with other public safety land mobile equipment or systems. It is not

intended to apply to commercial services that offer other types of interoperability solutions and does not exclude any application if it demonstrates that the system or equipment being proposed will lead to enhanced interoperability.

With input from the user community, these standards have been developed to allow for backward compatibility with existing digital and analog systems and to provide for interoperability in future systems. The Federal Communications Commission (FCC) has chosen the P25 suite of standards for voice and low-moderate speed data interoperability in the new nationwide 700 MHz frequency band, and the Integrated Wireless Network (IWN) of the U.S. Justice and Treasury Departments has chosen the P25 suite of standards for their new radio equipment. P25 has also been endorsed by the U.S. Department of Defense for Land Mobile Radio (LMR) systems.

***However, the first priority of Federal funding for improving public safety communications is to provide basic, operable communications within a department with safety as the overriding consideration. Funding requests by agencies to replace or add radio equipment to an existing non-P25 system will be considered if there is an explanation as to how their radio selection will allow for improving interoperability or eventual migration to interoperable systems. This guidance does not preclude funding of non-P25 equipment when there are compelling reasons for using other solutions. Absent these compelling reasons, SAFECOM intends that P25 equipment will be preferred for digital systems to which the standard applies.***

## **F. Governance**

There needs to be consistent leadership and management to ensure that the planning, equipment procurement, training and funding are in place when developing a public safety communications improvement or interoperability project. A common governing structure should improve the policies, processes and procedures of any major project by enhancing communication, coordination and cooperation; establishing guidelines and principles; and, reducing any internal turf battles. This group should consist of Federal, state, local and tribal entities as well as representatives from all pertinent public safety disciplines. Frequently, when multiple agencies/jurisdictions are involved, this management is in the form of a governing body that makes decisions, solicits funding and oversees the implementation of an interoperability initiative.

## **G. Additional Criteria on the Lifecycle of Public Safety Communications Projects**

Planning for, building, upgrading, enhancing, replacing, maintaining, training staff and managing projects for a public safety communications system are arduous tasks that require both short- and long-term strategies. Whether it is the development of a technical plan, training exercise or system upgrade, any effort that ultimately leads to improved interoperability must include participation from all of the relevant agencies, jurisdictions or other organizations that contribute to an effective emergency response.

This participation is frequently exhibited through a governing structure that improves the process of any major project by enhancing communication, coordination and cooperation; establishing guidelines and principles; and, reducing any internal turf battles. This group should consist of Federal, state, local and tribal entities, as well as representatives from all pertinent public safety disciplines.

Answers to the following questions will help provide the applicant with a fuller vision of how the proposed project or effort will ultimately improve interoperability. Sections addressing the building, upgrading, enhancing, replacing phases of the lifecycle have been grouped together as they address needs and recommendations specific to public safety communications equipment.

### 1. Planning for Public Safety Communication Systems

There are three types of planning for public safety communications: operational, technical and governance. Operational planning for public safety communications projects includes defining standard operating procedures, training/exercises and regular use for the equipment. Technical planning for public safety communications projects may include needs and requirements assessments, development of the system network architecture, propagation studies and similar technical proposals. Governance planning for public safety interoperability projects may include development of needs assessments, strategic plans and financial plans. Questions that an applicant for communication systems planning funds should address are listed below.

The following questions will provide the grant-making agencies with an understanding of the applicants planning efforts:

Has the applicant considered the communication needs and requirements of its public safety community?

- With whom does the agency/jurisdiction need to communicate?
- How does the agency/jurisdiction need to communicate?
- What information needs to be exchanged?
- When does the agency/jurisdiction need to communicate and exchange information (i.e., daily, weekly, infrequently)?
- Under what circumstances does the agency/jurisdiction need to communicate (i.e., frequently occurring emergencies, major crimes or incidents, large-scale disasters)?

Does the applicant plan to include nearby agencies/jurisdictions from other disciplines or other Federal, state, local, or tribal partners in its planning effort?

- Who are the stakeholders that need to be involved in the planning?
- Which decision makers should be involved in planning?
- What type of technical and field expertise will be needed to develop the plan?
- Will outside expertise be needed to develop this plan?

- What are the roles and responsibilities of all agencies that are involved? (Include a list of partnering agencies.)
- Are there any mutual response agreements in place?
- What type of governing structure exists to improve the processes involved in executing any planned project?

Does the potential plan take into account both short- and long-term goals?

- What should be done in the first phase (most critical)?
- How many phases will the plan require?
- How much time is needed to accomplish the plan?
- What are the technical solutions available to address the problem?
- What funding is available to address the problem?

## 2. Building, Upgrading, Enhancing, Replacing, and Maintaining Public Safety Communications Systems and Equipment

Public safety interoperable communication grants can be used to build, upgrade, enhance, or replace communications equipment. Communication systems and equipment are expensive, and before a procurement decision is made, there must be an assessment of the current communication system and future needs. Additionally, funds should be directed at the improvement of existing systems, where applicable, rather than at the development of completely new infrastructure using proprietary equipment.

The following questions provide guidance for fulfilling public safety communications goals:

Has the applicant already completed a plan that illustrates the agency/jurisdiction's commitment to the aforementioned public safety priorities?

- Please provide an executive summary that clearly illustrates how the proposed effort will lead to enhanced public safety communications interoperability.
- What type of multi-jurisdictional or multi-disciplinary agreements does the agency possess (i.e., MOUs, interstate compacts, mutual response agreements)?

Has the applicant considered public safety's operational needs of the communications equipment?

- In what type of topography/terrain does the agency operate?
- In what types of structures does the agency need to communicate (i.e., tunnels, high-rise buildings)?
- What methods of communication does the agency use (i.e., e-mail, paging, cellular calls, portable radio communications)?
- What is the process for dispatching calls?
- Is the communications center independently owned and operated by the agency? Does it serve several public safety agencies in the jurisdiction? Is it a multi-agency, multi-jurisdictional facility?

- Does the agency have the ability to patch across channels? If so, how many patches can be simultaneously set up? Is a dispatcher required to set up and break the patches down?
- What is the primary radio language used by the agency when communicating with other agencies or organizations (i.e., 'plain' English, code)?
- What types of equipment can immediately be deployed to provide short-term solutions for improved communications?

Has the applicant considered the system requirements to ensure interoperability with systems used by other disciplines or other levels of government?

- What type of equipment is currently used by the agency?
- Is there a regional, multi-jurisdictional, or statewide system in place that requires interoperability in order to communicate with other agencies? If so, how will the applicant interoperate/connect to that system?
- Is the equipment compatible with the P25 suite of standards?
- For data-related systems, is the applicant using XML standards?
- How scalable is the system? Can it be used locally between agencies and jurisdictions, statewide, and at a multi-state or national level?
- What internal and external security requirements exist in the architecture to secure information and maintain privacy levels for data as required by law?
- Is the infrastructure shared with any other agency or organization? Is it owned or leased?
- Does the agency use analog or digital radio systems or both?
- Is the system conventional or trunked?
- Which radio frequencies are used to communicate with other public safety agencies?
- How many channels does the agency have solely designated for communicating with other agencies?

Has the applicant considered a plan for backup communications capabilities in the event that the primary communications systems are significantly damaged or otherwise unable to function?

- Will equipment caches be in place?
- Are survey teams available for quick deployment to assess damages?
- Who will lead the effort?

### 3. Training Public Safety Staff on Issues Related to Emergency Response Communications

For equipment to be used properly and effectively in emergency situations, Emergency Service personnel must be trained through joint exercises that afford them the ability to practice standard operating procedures, become familiar with the equipment, and enhance their capacity and preparedness to respond to all types of emergencies. Eligible applicants should exhibit multi-disciplinary and multi-jurisdictional training in their overall public safety communications plan.

Do the applicant's training plans include exercises with other agencies/jurisdictions?

- Do the agency's training plans include participation from all levels and functions of emergency response (i.e., Federal, state, local, fire, law enforcement, emergency medical services)?
- How often will training take place?
- Who will conduct the training?
- Where will the training be held? Will it be onsite or at a specified training facility?
- What maintenance efforts will exist to keep personnel up to date with changes in procedure, equipment functions, or other relevant policies?
- How will lessons learned from training exercises be applied to operational procedures? Will there be post-exercise evaluations or analyses?

#### 4. Managing Public Safety Communications Projects

There needs to be consistent leadership and management to ensure that the planning, equipment procurement, training, and funding are in place when developing a public safety communications improvement or interoperability project. Frequently, when multiple agencies/jurisdictions are involved, this management is in the form of a governing body that makes decisions, solicits funding and oversees the implementation of an interoperability initiative. Organizations that govern such projects must be comprised of the relevant law enforcement, fire and emergency agencies in order to qualify for grant awards.

Is the communications project consistent with similar efforts in the region?

- Does the applicant have agreements in place with other agencies/jurisdictions that illustrate the cooperative and interoperable approach to managing the communications improvement or interoperability project?

Does the project have the support of the relevant governing body (state or local authority)?

- What other funding sources has the applicant sought for the ongoing administrative costs of program management?

#### 5. Using Public Safety Emergency Response Communications Solutions

No matter the level of management, planning, technology, standard operating procedures and training that is adopted by an agency, interoperability solutions must be routinely used so that agency staff is familiar with the equipment and procedures. Emergency response personnel in high stress situations revert to using equipment and procedures that they are familiar with and are comfortable using. Thus, unless both operable and interoperable communications solutions are used as part of routine operations every day (as applicable), they will not be used during major incidents. Just as with an agency's general staff, its supervisors and command staff must likewise be familiar with the equipment and protocols required to use the various communications

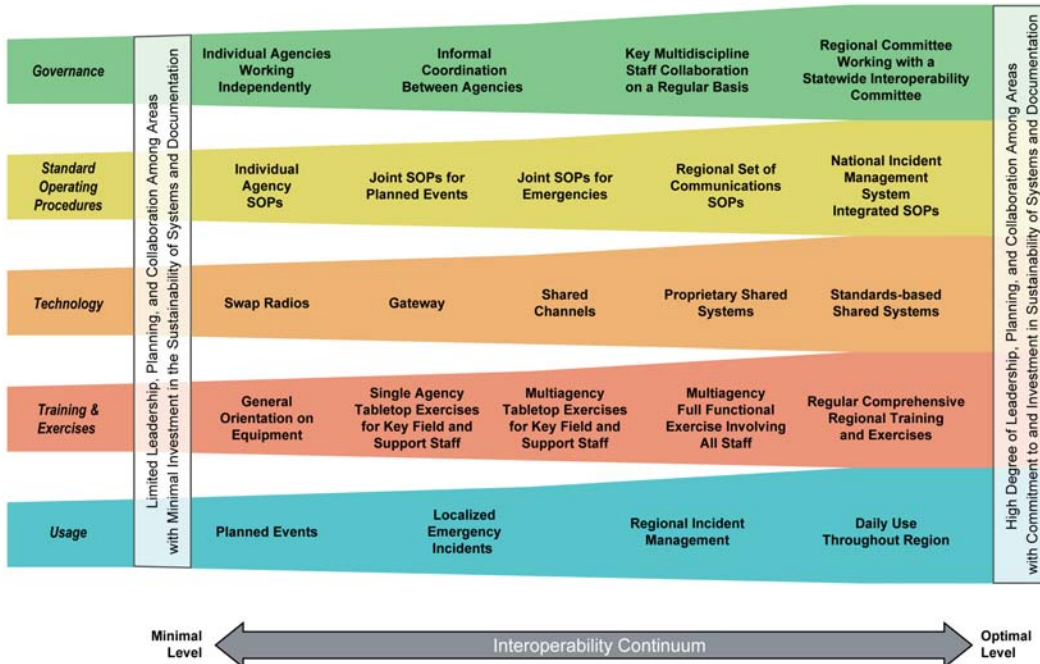


solutions that are available to the agency if they are going to direct its activation; the best way to enforce this familiarity is through daily use of solutions.

## H. Additional Guidelines for Implementing a Wireless Communications System

As an additional resource for any agency or region addressing communications and interoperability needs of its public safety community, the Interoperability Continuum is designed to help the public safety community and Federal, state, local and tribal policy makers address critical elements for success as they plan and implement interoperability solutions. The Continuum highlights that a number of different elements are essential to success, including frequency of use of the interoperable communications, governance, standard operating procedures, technology and training/exercises.

Movement along all elements of the Continuum is crucial as all elements are interdependent.



To drive progress on the Continuum and improve interoperability, public safety practitioners should:

- Gain leadership commitment from all disciplines (law enforcement, fire, EMS)
- Foster collaboration across disciplines through leadership support
- Interface with policy makers to gain leadership commitment and resource support
- Use interoperability solutions on a regular basis
- Ensure collaboration and coordination across all elements (frequency of use, governance, standard operating procedures, technology, training/exercises)

More detailed information on the Interoperability Continuum can be found on the SAFECOM Web site at <http://www.safecomprogram.gov>.

## I. Generic Examples of Linking Disparate Public Safety Communications Systems

There are multiple approaches for linking disparate networks. Descriptions of common technologies are provided below.

### 1. Cross band/In-Band Repeater Gateways

Although there are more robust solutions available today, repeaters still provide improved interoperability for agencies needing to link disparate systems.

Cross band/in-band repeater gateways instantly retransmit signals input from one channel/system to another. These may be in the same or a different frequency band. Cross band repeaters range from simple devices supporting frequency transfers across two channels/bands (e.g., ultra high frequency [UHF] and very high frequency [VHF]) to more complex devices capable of bridging multiple frequency channels/systems/bands (e.g., UHF, VHF Low Band, VHF High Band, and 800 MHz). Within minutes after arriving on the scene of an incident, a portable gateway can be quickly programmed to support the frequencies of participating agency radios. Some of these solutions also allow access to disparate systems via the Public Switched Telephone Network (PSTN).

### 2. Network-to-Network Gateways

Numerous initiatives are already underway to implement short-term integration technologies that provide a reasonable level of interoperability among disparate networks.

Network-to-network gateways provide radio interoperability during missions requiring communications between diverse organizations using different systems and technologies across multiple frequency bands. Network-to-network gateways offer a standard way to link wireless infrastructures. These gateways are usually at fixed locations and often support the passing of more advanced features such as unit ID between participating systems. As with the prior solution, many of these gateways allow access to disparate systems via the PSTN, as well as to share data. Minimum specifications have been developed for instances where gateway (either cross band/in-band or network-to-network) solutions are to be implemented. Where such interconnect devices are to be used, the following specifications should be followed:

- Operating Modes
  - The device must be able to retransmit the audio of radios that operate in different parts of the radio spectrum, use different modulation and access techniques, and use analog or digital encoding. The audio shall be distributed or switched throughout a shared audio distribution bus, where it

can be presented to and shared among all or a selected subset of radios interfaced to the device.

- Capacity
  - The device must support a minimum of four LMR in different operating modes. The ability to support cellular phones and connection to PSTN is desirable.
- Power Sources and Physical Features
  - The device must be capable of being powered either from vehicular power, battery power, or portable AC power sources.
  - The device must accommodate being rack mounted or standing alone in a portable enclosure. The device must be able to withstand shock and vibration typically encountered in field operations activity.
  - The device must include documented cable specifications for audio (speaker and microphone) and control (push-to-talk, or PTT) in order to interface with the basic audio and transmit controls for standard off-the-shelf LMR manufacturers' subscriber units that are typically employed by public safety.
  - The device must have input mechanisms or modules that can support balanced or unbalanced two- or four-wire circuits.
  - The device must have input mechanisms or modules that can transmit (TX) audio, receive (RX) audio, PTT, and Carrier Operated Relay/Carrier Operated Squelch (COR/COS) signaling. Ability for supporting Tone Remote Control (TRC) and Voice Operated Transmit (VOX) signaling is desirable. Some form of adjustable automatic gain control should be provided for each device interface.
- Control and Administration
  - The device must provide local control to establish two or more talk groups of the radios/phone interfaces that are provided.
  - The device must provide adjustable audio/PTT delay to the radio interfaces to allow the supported radios and associated infrastructure to reach full transmit power and to accommodate unknown repeater operating parameters such as hang times and squelch trails.
  - The device must be easily configurable with short set up times.

### 3. Console Interfaced Gateways

Similar to fixed network-to-network gateways, some consoles provide similar support either manually or electronically. Console interfaced gateways (i.e., "patches") route audio signals from one channel or system to other channels and/or systems through a dispatch console, either by dispatcher intervention or by a pre-wired configuration through the console electronics, thereby supporting direct connections between disparate systems.

### 4. Shared Networks

Many states and regions have significant investments in large-scale, shared networks, briefly described below. These networks offer a high degree of interoperability within

their geographic coverage areas and can be linked to other networks through network-to-network gateways. Some of these networks meet the P25 suite of standards.

Shared networks have common backbone infrastructures and interfaces. These are often single vendor solutions covering large geographic areas and/or commercial networks. The typical model calls for participating jurisdictions to purchase subscriber radios compatible with the network and to pay a monthly service fee.

# APPENDIX P

## DOMESTIC NUCLEAR DETECTION OFFICE GUIDANCE

# Domestic Nuclear Detection Office Guidance

## A. Mission and Vision

As part of the national effort to protect the Nation from radiological and nuclear threats, the Domestic Nuclear Detection Office (DNDO) was established by Presidential Directive on April 15, 2005. The DNDO is now the primary interagency within the U.S. Government responsible for developing the Global Nuclear Detection Architecture, and acquiring and supporting the deployment of the domestic detection system to detect and report attempts to import or transport a nuclear device or fissile or radiological material, intended for illicit use. The Director of DNDO reports to the Secretary, DHS.

Among these program initiatives, DNDO is conducting both evolutionary (near-term requirements-driven) and transformational (long-term, high pay-off) research, development, test, and evaluation (RDT&E) programs to improve the Nation's capabilities for detection, identification, and reporting of radiological and nuclear materials. By integrating these RDT&E programs with operational support responsibilities, the DNDO will ensure that all technologies will be appropriately deployed, with training materials and well-developed operational response protocols, and that systems that are fielded are complementary and not duplicative, so that the resources and components comprising the global architecture are maximally effective.

DNDO plays an essential role in creating and implementing a multi-layered defensive strategy, with domestic and international programs, to protect the Nation from a terrorist nuclear or radiological attack. No single layer within the strategy will be capable of providing one hundred percent effectiveness in detecting and interdicting nuclear materials intended for illicit use.

## B. Critical Infrastructure Partnerships

G&T recognizes the important contribution that effective sharing and use of nuclear detection-related information, intelligence, and systems play in strengthening our Nation's security posture. DNDO will integrate crucial overseas detection programs with domestic nuclear detection systems and other nuclear detection efforts undertaken by Federal, state, local, and tribal governments and private sector. To facilitate an effective engagement with owners and operators of CI/KR that are involved in RAD/NUC preventive detection activities, DNDO is developing a database of entities pursuing preventive detection programs and will engage with them in the incremental deployment of a layered defense strategy.

## C. Allowable Costs

DNDO encourages states and regions to implement a comprehensive nuclear detection program capable of detecting nuclear weapons and radiological dispersal devices in support of and in concert with the national global nuclear detection architecture. DNDO believes that implementation of a comprehensive program will take several years, and will require substantial interstate and Federal coordination. As such, DNDO intends, to the extent possible, to partner with state, local, and tribal agencies, as well as the private sector choosing to implement nuclear detection systems with regard to architecture design, subsystem configuration, upgrades and coordinated operations, communications and interoperability.

DNDO believes that an initial layer of detection may include fixed and mobile radiation portal monitors, handheld and other mobile nuclear detection devices as well as radiography systems.

Funding from the TSGP can be used to enhance existing or establish new preventive RAD/NUC detection programs. However, grantees must contact DNDO prior to initiating program activities and provide a point of contact for each detection program to whom DNDO can provide program guidance and updates. Please contact DNDO with this information at [DNDO.SLA@hq.dhs.gov](mailto:DNDO.SLA@hq.dhs.gov).

## D. Establishing and Enhancing Programs

DNDO is working in close coordination with G&T and other Federal, state, and local entities to develop technical assistance (TA) programs for the enhancement and development of RAD/NUC preventive detection programs that support planning, organization, equipment, training, and exercises activities (POETE). This POETE framework matches to the Goal, RTSS and all reporting requirements for G&T grant programs. DNDO is also developing operational support systems to assist in the implementation of these programs.

In FY 2006, TA will include making equipment test results available on the Responder Knowledge Base (RKB) to inform stakeholder's procurement decisions. Additionally, in FY 2006 DNDO anticipates publishing guidance for establishing response protocols; guidance on linking programs to state fusion centers; and guidance on utilizing operational support systems. The table below provides an overview of the types of guidance and support systems that DNDO will develop.

An example of detection enhancement that DNDO specifically supports and endorses is commercial vehicle inspection (CVI) related programs. CVI programs should consist of both fixed and mobile systems, and will tie into DNDO's global and domestic nuclear detection reporting system. By the end of 2006, DNDO anticipates developing program guidance and operational support mechanisms specifically related to commercial vehicle inspection, to include guidance on protocols, equipment procurement, training, and exercises that can be customized for specific state/regional programs. Grant applicants are encouraged to consider developing or enhancing detection capabilities in

this area, and to work closely with DNDO in that process. In addition to the CVI program, DNDO is developing program guidance for the employment of mobile and human portable detection equipment to enhance static detection programs such as CVI. These programs will be focused on providing standardization in flexible detection resources and, like CVI, will include guidance on protocols, equipment procurement, training and exercises.

In all cases where grant applicants are developing or enhancing preventive detection capabilities, it is important to link those systems into DNDO’s domestic and global detection reporting system. The architecture is being designed to provide 24/7 global awareness on RAD/NUC issues (shipments, alerts, etc.) and provide technical operational support (reachback) for detection alarm resolution. Information about DNDO’s operational support and other programs can be obtained by contacting DNDO at the e-mail address noted above.

**TA for RAD/NUC Preventive Detection Programs**

Planning	DNDO will provide assistance with planning and development of protocols and programs.
Organization	DNDO will provide guidance for organizational structures to support successful RAD/NUC preventive detection programs.
Equipment	DNDO will identify equipment and integrated layers of equipment to meet detection and response mission priorities.
Training	DNDO will help develop and implement training and training guidelines.
Exercises	DNDO will provide assistance with enhancing and developing exercise guidelines and support.
Operational Support	DNDO is establishing technical reachback support systems and other 24/7 information sharing systems

Grantees are encouraged to work closely with DNDO as they develop preventive RAD/NUC detection programs in order to ensure compliance with DNDO program guidance and to ensure that national operational support systems are effectively integrated into their programs.



# APPENDIX Q

## NATIONAL ENVIRONMENTAL POLICY ACT GUIDANCE

## National Environmental Policy Act Compliance

The National Environmental Policy Act, 42 USC §§4321-4370d (NEPA) requires, among other things, that Federal agencies consider the environmental impacts of any major Federal action. In order to implement NEPA and its associated regulations, DHS requires Applicants, pursuant to the Assurances related to this grant program, to submit responses to questions regarding the Applicant's proposed project. Applicants are required to submit a brief explanation supporting each response of "yes" or "no". Applicants with multiple projects must submit separate responses for each project, and should consider the cumulative impact of the projects.

Federal agencies may establish categories of actions that, based on experience, do not individually or cumulatively have a significant impact on the human environment and, therefore, can be excluded from NEPA requirements to prepare an Environmental Assessment or Environmental Impact Statement. DHS has adopted certain such Categorical Exclusions. These Categorical Exclusions, however, only apply when the entire action fits within the exclusion, the action has not been segmented, and there are no extraordinary circumstances with the potential for significant impacts relating to the proposed action. The purpose of the questionnaire is to collect information from which a decision can be made whether application of a categorical exclusion is appropriate and whether further environmental analysis is required.

If, in the course of responding to the questions, the Applicant concludes that an Environmental Assessment (EA) under NEPA may be required for the proposed project, the Applicant should submit such EA in conjunction with the responses to the questions, or as soon thereafter as possible. DHS will not issue an award until after NEPA compliance has been completed. DHS may independently conclude, based on its review of the responses to the questions, that an EA is required and will contact the Applicant to notify it of that requirement. Submission of an EA prior to DHS request will eliminate any associated delay in review prior to issuance of an award.

Requirements on the contents of an EA can be found in regulations promulgated by the Council on Environmental Quality (CEQ) at 40 CFR Part 1508.9 (and may be found on the web at [http://ceq.eh.doe.gov/nepa/regs/ceq/toc\\_ceq.htm](http://ceq.eh.doe.gov/nepa/regs/ceq/toc_ceq.htm)). Note that 40 CFR §1508.9 indicates that the EA is a concise document. It is DHS's intention to adhere to this instruction and to require only enough analysis to accomplish the objectives specified by the regulations.

***Important Note: This information may be provided using one of the attachment fields within Grants.gov.***

## Port Security Grant Program – Round 6 NEPA Resource Guide

**Applicant Name:**  
**COTP Zone:**  
**Port Area:**  
**Project Number:**

**Question 1:** Is the project likely to have a significant impact on properties protected under section 106 of the Historic Preservation Act of 1966, as amended (16 USC§470), E.O. 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 USC §§469a-1 et. seq.)?

### **Examples**

*For example, will historic buildings or archeological sites be affected by the project?*

### **Helpful Links**

*Historic Preservation Act of 1966, as amended (16 USC§470)*

<http://www4.law.cornell.edu/uscode/16/470.html>

*Executive Order 11593 (identification and protection of historic properties)*

[http://gsa.gov/Portal/gsa/ep/contentView.do?P=XAE&contentId=12094&contentType=GSA\\_BASIC](http://gsa.gov/Portal/gsa/ep/contentView.do?P=XAE&contentId=12094&contentType=GSA_BASIC)

*Archaeological and Historic Preservation Act of 1974 (16 USC §§469a-1 et. seq.)*

<http://www4.law.cornell.edu/uscode/16/469a-1.html>

*National Register of Historic Places*

<http://www.cr.nps.gov/nr/>

**Question 2:** Is the project likely to be highly controversial on environmental grounds? The project is considered highly controversial when it is opposed on environmental grounds by a Federal, state, or local government agency or by a substantial number of persons affected by the project.

### **Examples**

*Have you had any Federal, state, or local government opposition to past projects? Are there community advocacy or homeowners groups near your facility that may oppose the project?*

**Question 3:** Is the project likely to have a significant impact on natural, ecological, cultural, or scenic resources of national, state, or local significance?

### **Examples**

*For example, are there any vistas, landmarks, wetlands, or cultural resources (e.g., areas which have significant cultural importance to Native Americans) that may be affected by the project?*

**Question 4:** Is the project likely to be highly controversial with respect to the availability of adequate relocation housing? In a project involving relocation of persons or businesses, a controversy over the amount of acquisition or relocation payments is not considered to be a controversy with respect to the availability of adequate relocation housing.

**Examples**

*Will families or communities be displaced either for short or long term as a result of the project?*

**Question 5:** Is the project likely to cause substantial division or disruption of an established community, or disrupt orderly, planned development, or is it likely to not be reasonably consistent with plans or goals that have been adopted by the community in which the project is located?

**Examples**

*For example, will the project result in road closures or fencing which could impact community accessibility?*

**Question 6:** Is the project likely to cause a significant increase in surface traffic congestion?

**Examples**

*For example, would credential checks at gates or the closing of publicly accessible access roads result in congestion on public roads?*

**Question 7:** Is the project likely to have a significant impact on noise levels of noise sensitive areas?

**Examples**

*For example, would the project create excessive noise resulting in discomfort, inconvenience, or interference with the use and enjoyment of property? Will the project have potential to result in the violation of local noise ordinances? Secondly, many National Parks are imposing restrictions to preserve the natural “soundscapes”, or to protect wildlife that could be adversely affected.*

**Question 8:** Is the project likely to have a significant impact on air quality or violate the local, state or Federal standards for air quality?

**Examples**

*Check with your state’s Environmental Protection Agency, or some areas have local air quality boards or districts.*

**Question 9:** Is the project likely to have a significant impact on water quality or contaminate a public water supply system?

***Examples***

*For example, would run off from construction, fencing or barriers affect surface water sources or local reservoirs?*

**Question 10:** Is the project likely to be inconsistent with any Federal state, or local law or administrative determination relating to the environment?

***Helpful Links***

*A good place to check would be your Regional Council of Government.  
National Association of Regional Councils*

*<http://www.narc.org/>*

**Question 11:** Is the project likely to directly or indirectly affect human beings by creating a significant impact on the environment?

***Helpful Links***

*Definitions of significant impact can be found on the Council of Environmental Quality's website (Sec. 1508.27 Significantly).*

*<http://ceq.eh.doe.gov/nepa/regs/ceq/1508.htm#1508.27>*

# APPENDIX R

## ACRONYMS AND ABBREVIATIONS

## Acronyms and Abbreviations

### A

AAPA	American Association of Port Authorities
AAR	After Action Reports
ABA	American Bus Association
AC	Access Controls
ACH	Automated Clearing House
AEL	Authorized Equipment List
AFG	Assistance to Firefighter Grants
AG	Automated Guideway
AIS	Automatic Identification System
AMSC	Area Maritime Security Committee
AMSP	Area Maritime Security Plan
ANSI	American National Standards Institute
ANSI/NIST	American National Standards Institute/National Institute of Standards and Technology
AOR	Authorized Organization Representative
ASAP	Automated Standard Application for Payments
ATA	American Trucking Associations

### B

BSIR	Biannual Strategy Implementation Reports
BZPP	Buffer Zone Protection Program

### C

CAP	Corrective Action Plan
CAPR	Categorical Assistance Progress Report
CBP	Customs and Border Protection
CBRN	Chemical, Biological, Radiological, and Nuclear
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CC	Cable Car
CCR	Central Contractor Registry
CCTV	Closed-Circuit Television
CEQ	Council on Environmental Quality
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CI/KR	Critical Infrastructure/Key Resource
CIP	Critical Infrastructure Protection
CMC	Crisis Management Center
CMIA	Cash Management Improvement Act
COR/COS	Carrier Operated Relay/Carrier Operated Squelch
COTP	Captain of the Port

	CPTED	Crime Prevention Through Environmental Design
	CRWG	Comprehensive Review Working Group
	CSID	Centralized Scheduling and Information Desk
	CVI	Commercial Vehicle Inspection
<b>D</b>		
	D	Dissemination
	D&B	Dun and Bradstreet
	DHS	U.S. Department of Homeland Security
	DLA	Defense Logistics Agency
	DNDO	Domestic Nuclear Detection Office
	DOD	Department of Defense
	DOE	U.S. Department of Energy
	DOT	Department of Transportation
	DS	Decision Support
	DUNS	Data Universal Numbering System
<b>E</b>		
	E	Economics
	EA	Environmental Assessment
	EIS	Environmental Impact Assessment
	EMI	Emergency Management Institute
	EMS	Emergency Medical Service
	EOC	Emergency Operations Center
	EOP	Emergency Operations Plan
	ESF	Emergency Support Functions
<b>F</b>		
	FAR	Federal Acquisition Regulations
	FCC	Federal Communications Commission
	FEMA	Federal Emergency Management Agency
	FICA	Federal Insurance Contributions Act
	FMCSA	Federal Motor Carrier Safety Administration
	FMSC	Federal Maritime Security Coordinator
	FOIA	Freedom of Information Act
	FRP	Federal Response Plan
	FSR	Financial Status Report
	FTA	Federal Transit Administration
	FTE	Full-Time Employee
	FY	Fiscal Year
<b>G</b>		
	G&T	Office of Grants and Training
	GAN	Grant Adjustment Notice
	GAO	Government Accountability Office
	GMS	Grants Management System



	GPS	Global Positioning System
	GSC-IAB	Government Smart Card-Interagency Advisory Board
	GSC-IS	Government Smart Card Interoperability Standard
<b>H</b>		
	HDER	Homeland Defense Equipment Reuse
	HH	Human Health
	HHS	U.S. Department of Health and Human Services
	HRSA	Health Resources and Services Administration
	HSA	Homeland Security Advisor
	HSEEP	Homeland Security Exercise and Evaluation Program
	HSGP	Homeland Security Grant Program
	HSIN	Homeland Security Information Network
	HSOC	Homeland Security Operations Center
	HSPD	Homeland Security Presidential Directive
	HSPTAP	Homeland Security Preparedness Technical Assistance Program
<b>I</b>		
	IAB	Interagency Board
	IBSGP	Intercity Bus Security Grant Program
	IC	Information Collection
	ICP	Incident Command Post
	ICS	Incident Command System
	ICTAP	Interoperable Communications Technical Assistance Program
	ID	Identification
	IED	Improvised Explosive Device
	IEDDA	International Explosive Detection Dog Association
	IJ	Investment Justification
	IP	Improvement Plan
	IPRSGP	Intercity Passenger Rail Security Grant Program
	ISAC	Information Sharing and Analysis Center
	ISO	International Standards Organization
	IWN	Integrated Wireless Network
<b>J</b>		
	JIC	Joint Information Center
	JIS	Joint Information System
	JTTF	Joint Terrorism Task Force
<b>L</b>		
	LCD	Liquid Crystal Display
	LEP	Limited English Proficient
	LLIS	Lessons Learned Information Sharing
	LMR	Land Mobile Radio
	LOCES	Letter of Credit Electronic Certification System
<b>M</b>		
	M&A	Management and Administrative

MARAD	Maritime Administration
MARSEC	Maritime Security
MDA	Maritime Domain Awareness
MIPT	Memorial Institute for the Prevention of Terrorism
MO	Monorail
MOU	Memorandum of Understanding
MOU/MOA	Memorandum of Understanding/Memorandum of Agreement
MPIN	Marketing Partner Identification Number
MRA	Mutual Response Agreement
MSRAM	Maritime Security Risk Analysis Methodology
MT/HSAP	Mass Transit Homeland Security Assistance Program
MTSA	Maritime Transportation Security Act of 2002
<b>N</b>	
NCJA	National Criminal Justice Association
NEPA	National Environmental Policy Act
NGO	Non-Governmental Organization
NIC	NIMS Integration Center
NIJ	National Institute of Justice
NIMCAST	NIMS Capability Assessment Supply Tool
NIMS	National Incident Management System
NIPP	National Infrastructure Protection Plan
NPCA	National Police Canine Association
NPG	National Preparedness Guidance
NRP	National Response Plan
NSHS	National Strategy for Homeland Security
NSMS	National Strategy for Maritime Security
NSSE	National Security Special Events
NSTS	National Strategy for Transportation Security
NTD	National Transit Database
<b>O</b>	
OC	Office of the Comptroller
OCC	Operations Control Center
OCMI	Officer in Charge of Marine Inspection
OGC	Office of General Counsel
OGO	Office of Grant Operations
OIC	Office for Interoperability and Compatibility
OIP	Office of Infrastructure Protection
OJP	Office of Justice Programs
OMB	Office of Management and Budget
OSHA	Occupational Safety and Health Administration
<b>P</b>	
P	Psychological
PAPRS	Phone Activated Paperless Request System

	PIN	Personal Identification Number
	POC	Point of Contact
	POETE	Planning, Organization, Equipment, Training, and Exercise
	PORR	Program Observation and Recommendation Report
	PPE	Personal Protective Equipment
	PROTECT	Program for Response Options and Technology Enhancements for Chemical/Biological Terrorism
	PSGP	Port Security Grant
	PSRAT	Port Security Risk Assessment Tool
	PSTN	Public Switched Telephone Network
	PTT	Push-to-Talk
	PW	Private Wireless
	PWAIIWG	Physical Access Interagency Interoperability Working Group
<b>R</b>		
	RAD/NUC	Radiological/Nuclear
	RDT&E	Research, Development, Testing, and Evaluation
	RKB	Responder Knowledge Base
	RTSS	Regional Transit Security Strategy
	RTSWG	Regional Transit Security Working Group
<b>S</b>		
	S	Surveillance
	S&T	Science and Technology
	SAA	State Administrative Agency
	SEL	Standardized Equipment List
	SEPP	Security Emergency Preparedness Plan
	SM	Strategic Mission
	SOP	Standard Operating Procedure
	SPOC	Single Point of Contact
	SSA	Sector-Specific Agencies
	SSI	Sensitive Security Information
	SSP	Sector-Specific Plans
<b>T</b>		
	TA	Technical Assistance
	TCL	Target Capabilities List
	TEW	Terrorism Early Warning
	TIA	Terrorism Incident Annex
	TISD	Transportation Infrastructure Security Division
	TPIN	Trading Partner Identification Number
	TRC	Tone Remote Control
	TSA	Transportation Security Administration
	TSGP	Transit Security Grant Program
	TSI	Transportation Security Incident
	TSOC	Transportation Security Operations Center

TSP            Trucking Security Program  
TWIC          Transportation Worker Identification Credential

**U**

UASI          Urban Area Security Initiative  
UAWG        Urban Area Working Group  
UMA          United Motorcoach Association  
USA          Uniting and Strengthening America by Providing Appropriate Tools  
PATRIOT     Required to Intercept and Obstruct Terrorism Act of 2001  
USC          United States Code  
USCG        U.S. Coast Guard  
USPCA        United States Police Canine Association  
UTL          Universal Task List

**V**

VOX          Voice Operated Transmit  
VTS          Vessel Traffic System

**W**

WMD         Weapons of Mass Destruction