Procedure for Requesting UASI Grant Funds to Support Training and Exercise Programs

BACKGROUND

The District of Columbia, Office of the Deputy Mayor for Public Safety and Justice (ODMPSJ) is the designated State Administrative Agency (SAA) for the National Capital Region (NCR) Urban Area Security Initiative (UASI) Grant Program, hereinafter called "Program". The homeland security function within the ODMPSJ is responsible for the grant application process and the administration and management of funds allocated under the Program. The SAA is responsible for obligating these funds to local units of government within the NCR and other designated recipients. These functions are done under the leadership and direction of the NCR Senior Policy Group (SPG), which comprises representatives from Maryland, Virginia, and the District. The SAA actions as noted in this document are performed by the Administrator, District of Columbia Office of Homeland Security on behalf of the SAA.

To strengthen NCR Exercise and Training activities, the NCR SPG and CAOs established the Exercise and Training Oversight Panel (ETOP) and designated this team to serve as a point-of-contact for agencies and organizations in the NCR with exercise and training requirements and to provide recommendations on requests for UASI grant funds.

The Request for UASI Grant Funds for training and exercise programs should flow from the originating agency or organization within a jurisdiction to the ETOP then to the NCR/SAA.

REQUEST PROCESS

The process to request funds is made up of three phases. The first phase, referred to as the Pre-Application Process, is used to request a non-binding opinion from the ETOP on whether a particular conceptual proposal may be an appropriate project for funding.

PHASE 1: PRE-APPLICATION PROCESS

The new, expedited three-step process is:

1. Pre-application proposals are submitted to the MWCOG staff person that supports the respective R-ESF (see Table 1 at the end of this document). The MWCOG staff person will send the proposal to the Administrator of the Office of Homeland Security and coordinate with the R-ESF Chair and R-ESF members, and come up with an R-ESF recommendation to approve or reject. The MWCOG staff person will forward the R-ESF recommendation to the ETOP (within two weeks).

2. The ETOP will review the proposal and the R-ESF recommendation, score it (against a set of evaluation criteria), and make a recommendation to approve or reject, and forward that recommendation to the NCR SAA (within one week).

3. The NCR SAA will review the proposal and recommendations and, if both the R-ESF and ETOP recommend approval and the request is consistent with the DHS/ODP Grant Program Guidelines, the Administrator will inform the originator of the proposal, the MWCOG staff person, and the ETOP Chairperson, that the concept was approved and can move forward to Phase 2. (one week)

The pre-application proposal must be submitted in the form of Cover Letter from the requesting organization and a Concept Paper. The Concept Paper template and instructions are attached at the end of this document and can be found online at http://www.mwcog.org/security/NCR/.

The NCR SAA will review the request and respective ETOP recommendations, screen it (e.g., against DHS/ODP guidelines and applicant eligibility), and either approve or reject the concept. *If the concept is rejected*, the notification is made to the originator with comments as to the reason(s) for the rejection, and suggestions to make it acceptable. *If the concept (which must include an estimate of the requested funding) is approved*, the originator is notified and the originator will then be required to complete a formal UASI Grantee Request for Funds for submission to the NCR/SAA. A representative from the ETOP and the NCR/SAA PMO will be assigned to assist you in the development of this Request.

PHASE 2: UASI GRANT APPLICATION PROCESS

To obtain UASI funds for your training or exercise program, an "Application Profile", "Sub Grantee Request for Funds" and "Project Expenditure Report" must be completed and submitted along with the Concept Paper to the Director for Homeland Security Grants for the NCR/SAA. This request will be reviewed by the NCR/SAA against the guidelines established for the HSGP:UASI grant program. If approved, a "Sub Grant Award" will be issued which authorizes the agency to request re-imbursement of funds for the program.

PHASE-3: PROJECT INITIATION PROCESS

After the grant is approved, the requesting agency must also complete formal Project Plan incorporating details of the project scope, budget and timelines. If outside services must be competitively procured, a Statement of Work (SOW) must also be developed.

TRAINING REQUIREMENTS

Requests for training must meet guidelines established by DHS/ODP for the HSGP:UASI Grant Program. These guidelines can be found online at:

http://198.104.156.52/ODP_Webforms/Index.asp

If you have any questions about these guidelines, speak to your ETOP representative.

EXERCISE REQUIREMENTS

Exercises conducted with HSGP support/funds must be managed and executed in accordance with Homeland Security Exercise and Evaluation Program (HSEEP). The HSEEP Volumes can be found online at: http://www.ojp.usdoj.gov/odp/exercises.htm

The process and mechanism for completing an After Action Report (AAR) and an AAR Improvement Plan Process must be included in the UASI GRANT application. Approval and release of funds (final payment) will be contingent upon submission of the required AAR/IP Report.