

APPLICANT PROFILE



GOVERNMENT OF THE DISTRICT
OF COLUMBIA

APPLICANT PROFILE

FY 2004 Homeland Security Grant Program: Urban Areas Security Initiative	
PROJECT TITLE:	Enhanced Virtual Joint Information Center using Common Messages 14-A (14-1)
EMERGENCY SUPPORT FUNCTION:	R-ESF 14 Media Relations and Community Outreach
PROJECT PERIOD:	July 1, 2005 – June 30, 2006
PROJECT SYNOPSIS:	To expand use of the virtual joint information center, including the creation of a water security portal and the use of common message templates, to facilitate better communication between PIOs, water utilities and others which will foster the dissemination of public information which is clear, concise, and unified, and that traverses the laws, policies and regulations of the jurisdictions within Virginia, Maryland and the District of Columbia.
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APPLICATION IN RESPONSE TO FY2005 HSGP: UASI
14-A (14-1): Enhanced Virtual Joint Information Center using Common Messages
Submitted by R-ESF 14

Table of Contents

Proposal Summary	3
Project Goals, Objectives and Implementation Steps	5
Project Description.....	6
Organization, Experience & Qualifications.....	9
Staffing Plan.....	10
Certifications.....	16
Standard Assurances	20

Proposal Summary

An important goal during emergency events is to provide accurate, authoritative and timely regional information to the public through the media, employers, schools, universities and community organizations. During an emergency incident that requires chief administrative officers and elected officials to make decisions about operations and messages, there is a need to coordinate the public messages, since the dissemination of contradictory messages would lead to conflicting directions and information given to the public, resulting in chaos, gridlock and confusion.

Area public information officers use many tools to convey emergency communications, but what was needed was a method for them to communicate among themselves to develop common messages, organize and share information and get it to the media and the public quickly and accurately.

UASI funds from a prior year were expended on a virtual joint information center (JIC) that allows public information officers to communicate and collaborate with and among each other online via a Web platform, share information and work together during an emergency affecting the region.

However, there are still challenges to the effective use of the virtual JIC and the development of common messages. The virtual JIC establishes the means with which to communicate, but work is needed on procedures for its use as well as common terminologies, in order to protect the prior investment of UASI funds in the JIC and bring it to its highest and best use.

The National Capital Region (NCR) is made up of jurisdictions in Maryland and Virginia, as well as the District of Columbia. Each of the jurisdictions in the NCR has its own unique laws, regulations and plans. As the NCR works together as a region to prepare for and respond to the threat of terrorism, we struggle with these differences in local, state, and federal laws that govern individual jurisdictions.

Compared to other urban areas, our challenges are tripled, trying to find a common ground when it comes to laws, regulations, and policies. This concern is compounded because we all share the same media outlets - local television, radio, newspapers and Internet news sources. Although the terror event may be the same for all, we each respond according to the direction of our individual jurisdictions.

As communication professionals, R-ESF 14 feels strongly that there should be one common message, with many voices expressing that same message. This need for common messages was recognized in the Regional Emergency Coordination Plan, developed by the Metropolitan Washington Council of Governments in partnership with local, state, federal and private sector organizations in an unprecedented effort to strengthen regional communication and coordination in the event of a regional incident, disaster or emergency.

Other important regional groups, such as the National Capital Region Emergency Preparedness Council, have noted the need for emergency preparedness messages to include key points, common to all.

This strategy of common messages provides all residents in the NCR with the same information and prevents confusion and mixed messages from being broadcast. This is essential in an area where many residents live, work and go to school in different jurisdictions, with family members also geographically dispersed.

In order to present effective, unified messages to the residents and visitors to the NCR, we need to find a way to deliver public information which is clear, concise, and unified, and that traverses the laws, policies and regulations of the jurisdictions within Virginia, Maryland and the District of Columbia. Training in risk communications is also essential to ensure that a network of expert spokespersons will be reassuring and supportive during emergencies as they serve as resources for the media.

The expanded use of the JIC to accommodate broader needs should also be facilitated. During events affecting the region's water supply system over the past several years, one of the significant impediments to communication and coordination has been the ability to exchange technical information as well as coordinate public messaging among the water utilities, state and federal agencies, the interstate Commission on the Potomac River Basin, COG, health officials and public information officials. These events have included potential threats to the water supply from upstream wastewater treatment plant failures, during periods of extreme drought, and during Hurricane Isabel.

With the expected installation of an early warning monitoring system for the region's water suppliers over the next year, it is timely to create a mechanism for sharing data on a need to know basis should there be a potential or actual contamination event. In addition, the results of raw water modeling as well as distribution system modeling currently have no simple mechanism for data sharing among key agencies.

Project Goals, Objectives and Implementation Steps

- 1. Goal 1 – Provide key upgrades and develop standard operating procedures for the virtual joint information center that will improve it as a tool for communication and coordination among the area’s communicators and others during emergency events.**
 - 1.1 Objective 1 – Improve use of the virtual joint information center through upgrades and the development of standard operating procedures
 - 1.1.1 Implementation Step 1 – Develop standard operating procedures
 - 1.1.2 Implementation Step 2 – Hire a contractor to serve as the JIC coordinator
 - 1.1.3 Implementation Step 3 – Work with vendor on improvements and new applications

- 2. Goal 2 – Planning and creation of common message templates**
 - 2.1 Objective 1 – Create common message templates that can be used with the joint information center, with the alert notification systems and in other emergency communications
 - 2.1.1 Implementation Step 1 – Perform a literature review to research messages
 - 2.1.2 Implementation Step 2 – Conduct interviews and test messages
 - 2.1.3 Implementation Step 3 – Create the common message templates

- 3. Goal 3 – Development of a water security portal as an enhancement to the virtual joint information center**
 - 3.1 Objective 1 – Develop a water security portal, built on the Stargazer platform upon which the virtual joint information center is currently based
 - 3.1.1 Implementation Step 1 – Develop the water portal
 - 3.1.2 Implementation Step 2 – Develop and conduct a training program to train users in use of the water portal
 - 3.1.3 Implementation Step 3 – Develop and conduct an exercise to practice use of the portal

- 4. Goal 4 – Provision of appropriate training to assist in common messaging, improve use of the virtual joint information center and ensure a network of expert spokespersons to serve during emergencies as resources for the media**
 - 4.1 Objective 1 – Develop and provide the appropriate training
 - 4.1.1 Develop and conduct training to learn from each jurisdiction and each R-ESF about the differences between laws, policies and regulations that will help in the preparation of common messages and in responses to regional terrorism issues
 - 4.1.2 Develop and conduct training in risk communications for spokespersons
 - 4.1.3 Develop and conduct training in the use of the virtual joint information center, using the newly developed standard operating procedures

Project Description

An informed and engaged public are an essential component of Homeland Security. This enhanced JIC and common messages will help the National Capital Region achieve the goal of a more informed and prepared citizenry.

This proposed project fulfills the goals and priorities outlined by Homeland Security Presidential Directive 8 (HSPD-8), the NCR's Eight Commitments to Action, and the Chief Administrative Officers' (CAOs) top priorities for the use Urban Areas Security Initiative (UASI) funding.

Specifically, this project meets HSPD-8's national goal of

- Enhancing citizen emergency preparedness awareness campaigns

This enhanced joint information center with common messages will "provide accurate and timely preparedness information to public citizens" and "encourage active citizen participation and involvement in preparedness efforts," as stated in HSPD-8.

Additionally, this project dovetails with the NCR's sixth commitment to action:

- Work in partnership to develop a joint information system for the NCR during response to a major emergency or disaster event

And, finally, this proposed project fulfills the CAO's 10th priority for the use of UASI money, which is to:

- Establish procedures, protocols and provide infrastructure for joint information system to enable NCR PIOs to coordinate information regionally and provide the public a common message.

One of the hallmarks of emergency preparedness awareness campaigns is to educate the public where to go to receive information and directions during emergencies. Yet, when they follow advice and access the media, governmental Web sites, cable television stations and alert notification systems only to receive messages that are confusing, conflicting and poorly worded, governmental credibility is lost, and the public will hesitate to take recommended actions, resulting in chaos, gridlock and confusion.

One of the key national preparedness initiatives and priority focus areas is public awareness and citizen participation. With the goal of informed and engaged citizens, with everyone participating in making their community safer, stronger and better prepared, all the communicators need to work closely with each other and with other entities such as utilities, to provide common messages to the public in the NCR. This request for UASI funding would enable this to happen.

To protect the investment of UASI funds already made to develop the virtual joint information system, and to ensure that the virtual JIC is as effective as possible in providing a means for

communication and coordination among the area communicators, utilities and others, additional resources are needed to make system improvements, develop common message templates and provide training in both risk communications and about the differences between laws, policies and regulations that would help the preparation of common messages.

Regional planning and training about the differences between laws, policies, and regulations would help the public information professionals prepare for and respond to regional terrorism issues. This could be accomplished by developing a cross training for jurisdictions to include presentations by various state, federal and local agencies discussing how they prepare for and respond to the threat of terrorism.

This type of training would also be helpful for networking purposes, so that each jurisdiction knows who to contact in other jurisdictions. This networking would be invaluable and allow the jurisdictions to come together quickly and efficiently in times of emergency.

Successful communication requires clear messaging, and the defining, tailoring and positioning of messages during emergencies will determine that success. Messages can provide information and increase awareness, manage the expectations of the public, elicit public buy-in and engagement, promote self-empowerment and provide rationale for specific preparedness and response activities. The tone created by the language of the messages also plays an important part in whether or not the public will believe and follow the messages.

The use of common message templates, created prior to an emergency to provide an easy means to clear messaging, will save time and ensure the provision of the appropriate information for all situations.

The shared media in the NCR, where the public in one jurisdiction can see and hear information in the media from or about other jurisdictions, points out the need for common messages and consistent terminology among the region's communicators. Just as many jurisdictions have been moving to the term "unscheduled leave" instead of "liberal leave" in times of inclement weather, such consistent regional messages and meanings will be crucial as information is disseminated by many methods to keep the public informed during disaster events.

An enhanced virtual JIC that uses common messages will enhance the National Capital Region's terrorism/early warning system; enhance existing public-private emergency preparedness programs; enhance the provision of coordinated, timely regional information to the public and key decision-makers during emergency incidents; and enhance the UASI-funded citizen emergency preparedness awareness campaign.

The JIC will need to be regularly improved to meet the ongoing needs of the PIOs and the regional emergency response. Continuing training and use of it will identify the improvements needed, and exercises are needed to integrate it into the regular emergency response in our localities.

There is a need to develop standard operating procedures for use of the JIC. It will only be effective if it is used optimally and SOPs are needed for that. The R-ESF 14 assessment of the

inaugural testing of the virtual JIC at the September 27, 2004 command post exercise pointed out the need for established procedures and standards.

Another need is for a coordinator who would interface with the virtual JIC vendors, keeping it up-to-date with the latest technology, provide training for the area PIOs on the virtual JIC and plan and implement exercises using the virtual JIC so that in times of emergency, the PIOs are ready and able to use it. During an emergency, the coordinator could keep the JIC updated so that the PIO from the affected locality can lead the efforts toward a common message, without being responsible also for keeping the JIC's information current.

There is also a need to develop other JIC applications, for use by other disciplines. Using the Stargazer platform, a water security portal will be established that will enable water utilities and others involved in water related emergency planning or response to share technical and other information on a real-time basis.

The water security portal will also enable efficient regional conference calls, as it can be used to provide advance information, simultaneous information during calls and a common source of information documenting the decisions and actions agreed upon during the regional calls.

The water security portal will include at least the following content, thus enabling a single and complete source of information to facilitate regional emergency response:

- Real-time early warning monitoring system data/interpretation and analysis of data
- Water supply distribution system model – documentation and output during events, example scenarios and output
- Potomac River raw water model (Interstate Commission on the Potomac river Basin Spill Model) – document and output during events, example scenarios and output
- Incident tracking system – the portal will enable access to an existing incident tracking system such as Web-EOC or a new water utility incident tracking system now in development
- Document sharing – enabling easy crafting of public information notices
- Expert information and Web links to key sources of essential contacts and data for water utilities
- Mutual Aid equipment inventory and contact information
- Water supply emergency plan
- Water supply emergency operations plan
- Water security work group membership list and contact information
- State and federal contact information
- RICCS protocol and instructions for use; key contact information
- Direct access to RICCS system log in.

The portal will be tested during regional water exercises, and extensive training will be provided for the water utilities and others to ensure it is effective and users are fully trained in its application.

Organization, Experience & Qualifications

Fairfax County volunteered to be the proposed grantee that will fulfill the proposed scope of services or will act as the project manager to ensure that services are fulfilled.

Staffing Plan

The Enhanced Virtual Joint Information Center using Common Messages project will be directed by Fairfax County, Virginia and all aspects except for the water security portal development portion will be staffed by a committee of members of R-ESF 14, chaired by Merni Fitzgerald, director of Public Information for Fairfax County Government; the water portal portion will be staffed by a committee of members of R-ESF 3.

In addition, a project manager will be hired for the duration of the proposed project, as an allowed management and administrative cost of the sub-award. The project manager will manage day-to-day implementation of this project, including managing the planning and development of the JIC standard operating procedures and interfacing with vendors on the JIC updates, common message template development and training.

This JIC/common messages project was identified by R-ESF14 as a Priority One project for UASI funding and was one that received a favorable Priority One recommendation from the R-ESF chairs on February 3-4, 2005.

The water security portal development portion of this project was submitted by R-ESF 3 to the R-ESF chairs at their two-day meeting. It, too, was identified as a Priority One project for UASI funding, but since it was an enhancement of the existing virtual JIC, the R-ESF chairs directed that it be combined with the R-ESF 14 Enhanced Virtual Joint Information Center using Common Messages project, with only one application submitted for the joint project.

Working committees for the different aspects of this proposal will be identified from the membership of R-ESF 14 and R-ESF 3. A complete list of committee members working on this initiative can be provided once funding is secured.

R-ESF 14 is comprised of communicators from National Capital Region government jurisdictions, as well as nonprofit, utility and public organizations throughout the region. This is the same group that has successfully implemented the Virtual JIC project that received previous UASI funding.

R-ESF 14 members have a broad range of experience to guide this project, including day-to-day experience working with the area media including purchasing advertising space; graphic design; message development; and oversight of communication projects.

R-ESF 3 is the regional function concerned with the regional water supply, wastewater, and solid waste and debris management. Membership includes local public works departments, state departments of health and environmental quality, federal organizations, independent sewer and water authorities and others.

Working members of the committees will document their time devoted to this project, including any time required for project meetings, conference calls, etc. All time spent on this project by R-ESF 14 or R-ESF 3 members will be donated or “in kind.”

Actual work product, training and JIC enhancements will be produced and provided by contract vendors.

Project Budget and Narrative

A. Personnel – Project Director Merni Fitzgerald will donate her services, as will the members of both R-ESF 14 and R-ESF 3 who will serve on committees that will help with this project. But the project manager, who will be hired if this project is approved, will spend time each week working on the project. S/he will be paid through the allowable 2.5 percent M&A costs allotted to sub-awards.

Name/Position	Computation	Cost
Merni Fitzgerald/Project Director	Donated services	\$0
Not Available/Project Manager	100 percent of contracted time will be devoted to the project	\$11,375
Total		\$11,375

B. Fringe Benefits - Fringe benefits for Project Director Merni Fitzgerald and project manager will be donated.

Name/Position	Computation	Cost
Merni Fitzgerald/Project Director	Donated Services	\$0
Not Available/Project Manager	Donated Services	\$0
Total		\$0

C. Travel – All travel costs for both Project Director Merni Fitzgerald and project manager will be donated.

Purpose of Travel	Location	Item	Computation	Cost
				\$0
				\$0
Total				\$0

D. Equipment – Any non-expendable equipment that is purchased will be provided on a donated basis.

Item	Computation	Cost
Equipment		\$0
Total		\$0

E. Supplies – Any supplies, such as office supplies, postage, etc., will be provided on a donated basis.

Item	Computation	Cost
Supplies		\$0
Total		\$0

F. Consultants/Contracts – The county’s written procurement policy will be followed.

Name of Consultant	Service Provided	Computation	Cost
<i>subtotal</i>			\$0

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.)

Item	Location	Computation	Cost
<i>subtotal</i>			\$0

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.

Item	Cost	
Development of JIC standard operating procedures	\$75,000	
Virtual Joint Information Center improvements and new applications	\$50,000	
Creation of common message templates (literature review, interviews, testing, creation of templates)	\$80,000	
Training to learn about differences between laws, policies and regulations across the NCR to assist in preparation of common messages	\$25,000	
Training in risk communications for spokespersons	\$75,000	
Development of Water Security Portal	\$100,000	
Training and exercise on the Water Security Portal	\$50,000	
<i>subtotal</i>		\$455,000

G. Other Costs – Other costs, such as rent, reproduction, telephone, janitorial or security services, will be provided on a donated basis.

Description	Computation	Cost
<i>Total</i>		\$0

H. Indirect Costs – No indirect costs will be incurred.

Description	Computation	Cost

	Total	\$0
Budget Category	Amount	
A. Personnel	\$	11,375
B. Fringe Benefits	\$	0
C. Travel	\$	0
D. Equipment	\$	0
E. Supplies	\$	0
F. Consultants/Contracts	\$	455,000
G. Other	\$	0
Total Direct Costs		\$ 466,375
H. Indirect Costs	\$	0
TOTAL PROJECT COSTS		\$ 466,375

The budget for the Enhanced Virtual Joint Information Center using Common Messages project is \$455,000. The standard 2.5 percent of the award (\$11,375) will be used by Fairfax County for management and administrative costs associated with the completion of the project.

Services, programs, training and work product will be provided through contracts. The enhancements of the virtual joint information center, through improvements and new applications, will cost \$50,000. Following upon that, standard operating procedures are needed to enable better integrated use of the JIC, at a cost of \$75,000.

Inherent in a joint information center, which supports the emergency operations centers (EOC), are the functions of:

- Tracking the operational flow of the incident.
- Preparing appropriate news releases.
- Coordination on Emergency Alert System messages.
- Media liaison.
- Preparing spokespersons.
- Monitoring the media for accuracy.
- Connecting with field PIOs at incident sites.
- Central point of integrating messages with other functional PIOs.
- Handling inquiries from the public (rumor control).
- Coordination with other jurisdictional JICs.

All of these functions are also available through the virtual joint information center, but procedures are needed so the region's public information officers (PIO) will know how to use them.

The heart of the JIC is the status board, designed to track a specific incident itself, but also other important functions on a regional basis such as transportation, health, schools, business, etc. The

coordination section of the JIC is designed for preparing news releases and sharing important documents as necessary among PIOs.

The JIC will allow links to the major media to allow monitoring. This is a system that is able to be picked up on hand held devices by PIOs at incident sites, so preparing spokespersons would be possible.

One of the main benefits of a virtual JIC is the ability to integrate messages with other functional PIOs such as fire, law enforcement, health, public works and transportation. Coordination with any other JIC or Web-based system is no problem, and the JIC can be used along with any type of incident management software used in the EOCs. Handling rumor control is also possible.

With clear, written procedures, all these functions can be used.

Creation of common message templates, from the literature review to interviews and message testing through to the creation of the templates, is \$80,000.

Training is essential in order to best prepare the common messages (\$25,000), and to assure that spokespersons are well versed in risk communications (\$75,000).

The development of a water security portal (\$100,000) followed by training the appropriate users and testing their use through an exercise (\$50,000) will enhance the virtual JIC and serve as a model for further enhancements, possibly to create future transportation or health portals.

CERTIFICATIONS

GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF THE DEPUTY MAYOR FOR PUBLIC SAFETY AND JUSTICE

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, The applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in The applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

- (b) Establishing an on-going drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The applicant’s policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Grants Management and Development, 717 14th St., NW, Suite 1200, Washington, DC 20005. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (3) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (1), (c), (d), and (e) and (f)

B. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Fairfax County Office of Public Affairs, 12000 Government
Center Parkway, Suite 551, Fairfax, VA 22035

As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

Merni Fitzgerald, Office of Public Affairs, 12000 Government
Center Parkway, Suite 551, Fairfax, VA 22035

2. Application Number and/or Project Name:

14-A (14-1) Enhanced Virtual Joint Information Center using Common Messages

3. Grantee IRS/Vendor Number: 54-0787833

Merni Fitzgerald, Director, Fairfax County Office of Public Affairs

4. Typed Name and Title of Authorized Representative

5. Signature

March 3, 2005
6. Date

STANDARD ASSURANCES

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE DEPUTY MAYOR FOR PUBLIC SAFETY AND JUSTICE**

STANDARD ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its sub grantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures;

Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Flood Plain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Merni Fitzgerald
Print Name

Director, Office of Public Affairs
Print Title

Signature

March 3, 2005
Date