



February 28, 2005

District of Columbia

Bowie

College Park

Frederick County

Gaithersburg

Greenbelt

Montgomery County

Prince George's County

Rockville

Takoma Park

Alexandria

Arlington County

Fairfax

Fairfax County

Falls Church

Loudoun County

Manassas

Manassas Park

Prince William County

Anthony H. Griffin, Chair  
COG CAO Committee  
Office of the County Executive  
12000 Government Center Parkway, Suite 552  
Fairfax, Virginia 22035-0066

Dear Mr. Griffin:

The COG Disaster Emergency Preparedness-Emergency Managers Committee recognized that there was a need to develop a program to enhance our capability to alert and notify the public in time of a significant emergency. This program would include the use of technology and regional partnering to better ensure that the public, private partners, emergency responders, government employees and others receive timely emergency information that is coordinated with other jurisdictions and media partners. One method of accomplishing this objective will be to establish and/or enhance watch centers in Maryland, The District of Columbia and Northern Virginia. All Regional Emergency Support Functions support this proposal as a number one priority in the amount of \$4,500,000.

This program will be delivered all throughout the NCR. Because this program must be delivered regionally and not through individual jurisdictions, the COG Disaster Emergency Preparedness-Emergency Managers Committee is in full support of having the Metropolitan Washington Council of Governments (COG) as the sub-grantee of FY'05 Urban Area Security Initiative Funds. COG will provide financial management and record keeping for this grant. The project will be managed through the COG Emergency Manager's Committee and coordinated with the Public Information Officers Committee and Chief Technology Committee. A lead project group will be identified in Maryland, The District of Columbia and Northern Virginia to implement the goals and objectives of this project. In the event that a jurisdiction(s) is able to take on the role of sub-grantee the necessary notifications will be made.

Sincerely,

C. Douglas Bass  
County Emergency Manager  
Fairfax County Office of Emergency Management  
Chair, COG DEPC- Emergency Managers Committee

# APPLICANT PROFILE



GOVERNMENT OF THE  
DISTRICT OF  
COLUMBIA

# APPLICANT PROFILE

<b>FY 2004 Homeland Security Grant Program: Urban Areas Security Initiative</b>	
<b>PROJECT TITLE:</b>	<b>Early Alert and Notification</b>
<b>EMERGENCY SUPPORT FUNCTION:</b>	<b>R-ESF 5</b>
<b>PROJECT PERIOD:</b>	<b>3/1/05-2/28/07</b>
<b>PROJECT SYNOPSIS:</b>	The Emergency Managers are proposing that we develop a program to enhance our capability to alert and notify the public in time of a significant emergency. This program would include the use of technology and regional partnering to better ensure the public, private sector partners, emergency responders, government employees and others receive timely emergency information that is coordinated with other jurisdictions and media partners. One method of accomplishing this objective will be to establish and/or enhance watch centers in Maryland, District of Columbia and Northern Virginia.
<b>IMPLEMENTING JURISDICTION:</b>	<b>TO BE DETERMINED</b>
<b>AGENCY:</b>	_____
<b>ADDRESS:</b>	_____ _____ _____
<b>AUTHORIZATION OFFICIAL</b>	
<b>NAME:</b>	_____
<b>TITLE:</b>	_____
<b>ADDRESS:</b>	_____
<b>TEL:</b>	_____
<b>FAX:</b>	_____
<b>EMAIL:</b>	_____
<b>PROJECT DIRECTOR</b>	<b>FINANCIAL OFFICER</b>
<b>NAME:</b>	<b>NAME:</b>
<b>TITLE:</b>	<b>TITLE:</b>
<b>ADDRESS:</b>	<b>ADDRESS:</b>
<b>TEL:</b>	<b>TEL:</b>
<b>FAX:</b>	<b>FAX:</b>
<b>EMAIL:</b>	<b>EMAIL:</b>
<b>Signature of Authorized Official</b>	<b>Date</b>



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This program will be delivered all throughout the NCR. Because this program must be delivered regionally and not through individual jurisdictions, the COG Disaster Emergency Preparedness-Emergency Managers Committee is in full support of having the Metropolitan Washington Council of Governments (COG) as the sub-grantee of FY'05 Urban Area Security Initiative Funds. COG will provide financial management and record keeping for this grant. The project will be managed through the COG Emergency Manager's Committee and coordinated with the Public Information Officers Committee and Chief Technology Committee. A lead project group will be identified in Maryland, The District of Columbia and Northern Virginia to implement the goals and objectives of this project. In the event that a jurisdiction(s) is able to take on the role of sub-grantee the necessary notifications will be made.

Sincerely,

C. Douglas Bass  
County Emergency Manager  
Fairfax County Office of Emergency Management  
Chair, COG DEPC- Emergency Managers Committee

**FY 2005 Homeland Security Grant Program:  
Urban Areas Security Initiative Proposal**

*RESF 5-B Early Alert and Notification*

**I. Proposal Summary**

There are many challenges involved in improving Homeland Security within the National Capital Region (NCR). Early Alert and Notification is among the most important tasks facing emergency managers and public safety officials. The importance of alert and notification has been recognized as a critical issue since 9/11. The Metropolitan Washington Council of Government (COG) Emergency Manager's DPEC Committee recognized the need to develop a way of notifying surrounding jurisdictions, county officials and the public in the event of a major emergency.

A primary concern among citizens is "how will I be notified in an emergency and how will emergency information be passed to the public?" The short answer is through a variety of methods and modalities. The Emergency Alert System (EAS) is currently being used by the media to pass emergency information. NOAA weather radio system is now an "all hazards" means of emergency notification. State transportation agencies are using highway advisory signs to alert the public to emergencies and now employ a 511 cell phone voice interface. The media is aggressively passing emergency information to the public during significant emergency events over radio and television stations. In February the NCR will "roll out" a wireless notification system (cell phones, e-mails, pagers, etc) to jurisdictions not already utilizing the Roam Secure system that will allow the public to self subscribe to receive emergency information. Reverse 9-1-1 and similar systems are now being deployed to alert the public using their home telephone. This system will be part of the NCR roll out as well. Some communities are considering installing and updating a public address and siren notification system. Many jurisdictions are using "blast faxing" and subscription e-mails to reach identified target groups during an emergency. In addition, there are other alert systems being considered.

A satellite interoperability system known as EMNET is being used by District of Columbia to provide direct connectivity between media outlets and emergency communication/public information managers. This system is available to other jurisdictions in the NCR at little cost. In addition, RICCS has been employed throughout the NCR to alert public officials and emergency managers and better coordinate response activities. Several jurisdictions are also experimenting with local radio stations through which they can provide real time information over existing AM/FM radio and additional jurisdictions are looking at portable Highway Advisory Radio (HAR) systems.

The missing piece is not the technology but the coordination of information within each jurisdiction, the coordination of information regionally among jurisdictions and the availability of personnel to send emergency information messages out directly to the public 24/7.

## **Early Alert and Notification RESF – 5B**

Fairfax County, Arlington County and the District of Columbia have established “Watch Officers” to better communicate with the public, identified target groups, public officials, emergency partners and District/County employees. Many jurisdictions depend on the emergency communication center (ECC) personnel to get this information out; however, this will not be effective due to the high call volume and demand during peak emergency periods plus the need to answer emergency calls (911 calls) in a timely manner.

The need to coordinate emergency information and get usable informational messages out quickly to residents is of utmost importance. The need to reach citizens when they are at work, home and on the road is essential.

This Alert and Notification program will be implemented throughout the NCR in order to coordinate emergency information, coordinate technology and implement an effective program. The implementation of the program will be coordinated with the State of Maryland, District of Columbia and Commonwealth of Virginia to ensure consistency with existing state guidelines. In addition, the program will coordinate emergency information with public affairs officers, media, federal agencies and other private and public partners. The program will build upon existing program and technology currently being utilized to disseminate emergency information.

## **II. Project Goals, Objectives and Implementation Step**

The goal will be realized by implementing a multi-year program that implements the program objectives. The program will increase the alert and notification capabilities of municipalities throughout the NCR.

- I. Goal 1-** Enhance emergency alert and notification to the public, private sector organizations, emergency partners, government employees and public safety agencies through use of technology and interagency coordination. **(Reference NCR Goal 4 and NCR Commitments to Action Items 2, 3, 4, 6, and 7)**

- 1.1 Objective 1-** Fund a study of public emergency notification and warning systems to formulate a regional mechanism for emergency warning, inclusive of review of electronic notification, telephone alert, text alert, reverse 911, siren/public voice notification systems, EAS, and non-electronic notification systems

- 1.1.1 Implementation Step 1-** Using a contractor to complete a “gap analysis” by examining existing emergency alert and notifications employed throughout the National Capital Region (NCR).

- 1.1.2 Implementation Step 2-** Provide a menu of different regionally acceptable public notification mediums that can be utilized according to specific demographic (e.g. special needs populations) or geographic needs (e.g. rural areas or high density, urban areas).

## Early Alert and Notification

### RESF – 5B

- 1.1.3 Implementation Step 3-** Provide recommendations for integrating multiple (different) notification systems.
- 1.1.4 Implementation Step 4-** Assist jurisdictions with continuing costs associated with maintenance and license costs associated with reverse 911, Roam Secure, EMNET, etc.

**1.2 Objective 2-** Upgrade information technology solutions in jurisdictions throughout the NCR to ensure that emergency managers (and public information personnel) have the latest technology and hardware through which to notify the public. (These may include software and hardware discussed earlier in this document.)

- 1.2.1 Implementation Step 1-** Purchase EMNet for all EOCs, Emergency Communication Centers, Emergency Management Offices and Public Affairs Office for all jurisdictions in the NCR. This provides a satellite linkage between the municipalities and media and supplements use of fax machines.
- 1.2.2 Implementation Step 2-** Purchase NOAA All Hazard Weather Radios to support emergency notification to groups such as private schools, hospitals, nursing facilities, day-care centers, etc.
- 1.2.3 Implementation Step 3-** Work with the National Weather Service Office(s) to develop a “civil alert” messaging program for all jurisdictions throughout the NCR. Use available software to tie emergency weather information into signs in public facilities to alert employees and the public.
- 1.2.4 Implementation Step 4-** Support the RESF 14 Virtual Joint Information Center (JIC) project to coordinate and share emergency information between regional communicators during emergencies.
- 1.2.5 Implementation Step 5-** Establish a satellite radio and telephone linkage between all EOCs and ECC in the NCR. This will provide redundancy to NAWAS. Link all 800 MHz radio systems into EOCs with its own EOC talk group.

**1.3 Objective 3-** Enhance State, local and regional “watch centers” to better coordinate and share emergency information on a day-to-day basis and pass emergency information between EOCs and to various emergency support functions (such as public information) during an emergency.

- 1.3.1 Implementation Step 1-** Establish a regional watch center(s) in Northern Virginia, and augment existing watch capabilities in DC and Maryland, in order to ensure that information is coordinated at all levels of government before information is disseminated to the public and emergency partners. Several recent exercises have established the need to establish a

## **Early Alert and Notification**

### **RESF – 5B**

mechanism through which we can “focus outward” and ensure that “everyone” is knowledgeable about significant emergency events happening in other jurisdictions that may affect all of us. This recommendation builds on the interoperability and EOC information management software solution discussed separately.

### **III. Project Description**

This document embraces HSPD-8 and establishes programs to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergency emergencies included in the National Preparedness goal. In addition, this document embraces Public Awareness and Citizen Participation through effective communication methods and includes:

- Assess vulnerability of and harden critical infrastructure
- Develop and enhance interoperable communication systems
- Establish and enhance a terrorism/early warning system, center or task force
- Establish/enhance emergency operation centers

In order to address the issues addressed above, the Emergency Managers Committee recommends the following funding initiatives:

- (1) Fund a study of public emergency notification and warning systems to formulate a regional mechanism for emergency warning, inclusive of review of electronic notification, telephone alert, text alert, reverse 911, siren/public voice notification systems, EAS, and non-electronic notification systems. The study will provide a menu of different regionally acceptable public notification mediums that can be utilized according to specific demographic (e.g. special needs populations) or geographic needs (e.g. rural areas or high density, urban areas). In addition, the study will provide recommendations for integrating multiple (different) notification systems.
- (2) Establish and/or enhance State, local and regional “watch centers” to better coordinate and share emergency information on a day-to-day basis and pass emergency information between EOCs and to various emergency support functions (such as public information) during an emergency. One method to accomplish this task will be to add regional watch officers that can ensure information is coordinated at all levels of government before information is disseminated to the public and emergency partners. Several recent exercises have established the need to establish a mechanism through which we can “focus outward” and ensure that “everyone” is knowledgeable about significant emergency events happening in other jurisdictions that may affect all of us. This recommendation builds on the interoperability and EOC information management software solution discussed separately.
- (3) Upgrade information technology solutions in jurisdictions throughout the NCR to ensure that emergency managers (and public information personnel) have the

## **Early Alert and Notification**

### **RESF – 5B**

- latest technology and hardware through which to notify the public. These may include software and hardware discussed earlier in section one of this document.
- (4) Purchase NOAA all hazard radio receivers for identified target populations. These may include schools, day care, health care facilities, businesses, special need populations and facilities, etc. Work with the National Weather Service Office(s) to develop a “civil alert” messaging program for all jurisdictions throughout the NCR. Use available software to tie emergency weather information into signs in public facilities to alert employees and the public.
  - (5) Support the RESF 14 Virtual Joint Information Center (JIC) project to coordinate and share emergency information between regional communicators during emergencies.
  - (6) Purchase and install in all NCR jurisdictions the EMNET satellite-based system through which emergency information will be shared by emergency managers (through the appropriate public information officers) to the regional media. This will provide redundancy to faxing and e-mailing of the information to the media by RESF 14 personnel.
  - (7) Assist jurisdictions with continuing costs associated with maintenance and license costs associated with reverse 911, Roam Secure, EMNET, etc.
  - (8) Establish a satellite radio and telephone linkage between all EOCs and ECC in the NCR. This will provide redundancy to NAWAS. Link all 800 MHz radio systems into EOCs with its own EOC talk group.
  - (9) Continue to fund the Emergency Preparedness Public Education Campaign (RESF 14) as it related to alert and warning capabilities.

## **IV. Organization, Experience and Qualification of Applicant**

The Metropolitan Washington Council of Government (COG) is an independent nonprofit association that develops sound plans and courses of action to address problems shared by local governments in the NCR. Since 1957, COG has brought regional cooperation and creativity to bear on issues that affect all local communities such as air and water quality, transportation, homeland security, affordable housing, economic growth and human services.

COG and its various committees have a long and distinguished history of facilitating regional agreements and plans, with a special focus on emergency planning. This proposal was developed by the COG Emergency Manager’s Committee. The proposal was validated and given a priority one by the COG Emergency Support Chairs at the February 4, 2005 meeting.

## **V. Staffing Plan**

COG will provide financial management and record keeping for this grant. The project will be managed through the COG Emergency Manager’s Committee and coordinated with the Public Information Officers Committee and Chief Technology Committee. A project lead group will be identified in Maryland, District of Columbia and Northern Virginia to implement the goals and objectives of this project.



**Early Alert and Notification**  
**RESF – 5B**

The COG Emergency Manager’s Committee will be the sub grantee for this request and will provide the following support:

- Identify a working group of NCR Emergency Managers representing all jurisdictions to review project goals and objectives.
- Recommend implantation strategies and manage efforts necessary to accomplish goals and objectives outlined in this proposal.
- Provide subject matter expertise necessary to support the project.
- Review plans, gap analysis reports and recommended strategies
- Ensure coordination of emergency messages procedures with other COG Emergency Support Function (ESF) committees as appropriate.
- Review equipment and technology specifications and ensure coordination of technology with the COG Chief Information Officer’s Committee and other appropriate groups.

Upon approval of the project proposal and based on the funds allocated by the CAOs, a detailed staffing plan will be developed in cooperation with COG to identify responsible parties for each of the goals, objectives, and tasks and the project management staff necessary to administer the program.

**VI. Project Budget and Budget Justification**

Appendix C contains detailed explanation of budget items and predicted cost rationales. The total costs of this project will not exceed \$ 4.5 million dollars. This amount is necessary to ensure the project is accomplished within the existing time frame and implements to goals and objectives outlined in this proposal.

<b>Budget Category</b>	<b>Amount</b>
<b>A. Personnel</b>	<b>\$ 1.3 million</b>
<b>B. Fringe Benefits</b>	
<b>C. Travel</b>	
<b>D. Equipment</b>	<b>\$ 2.1 million</b>
<b>E. Supplies</b>	<b>\$ 500 thousand</b>
<b>F. Consultants/Contracts</b>	<b>\$ 300 thousand</b>
<b>G. Other</b>	<b>\$ 300 thousand</b>
<b>Total Project Costs</b>	<b>\$ 4.5 million</b>

**Early Alert and Notification**

**RESF – 5B**

**APPENDIX C: Budget Justifications**

**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.

**Name/Position Computation Cost**

- Regional Watch Officers necessary to establish Watch Centers in Northern Virginia and the Virginia Emergency Operations Center. These Watch Officers will be placed in existing Emergency Management Centers to provide 24/7 alert and notification capabilities. Additional Watch Officer personnel will be provided to the State of Maryland and District of Columbia to enhance their existing Watch Centers at both the State and local level.

These 20 positions will be established through “back fill” or hiring limited term contractors for the duration of the grant. (20 x \$65K each for a total of 1.3 million. The breakdown is as follows:

- Maryland and the District of Columbia will each receive 6 for a total of 12 watch officers to enhance their existing program. (\$ 780K)
- The Commonwealth will receive 4 watch officers to augment existing personnel in the State Emergency Operations Center. (\$ 260K)
- The jurisdictions of Arlington, Alexandria and Fairfax County will share 4 watch officers to establish a regional watch center in northern Virginia. (The northern Virginia Watch Centers will provide services to all municipalities in northern Virginia. The Watch Center will rotate between Arlington, Alexandria and Fairfax County based on an established schedule. (\$ 260K)

**Total \$ 1.3 million dollars**

**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.

**Name/Position Computation Cost**

**Total \$ No costs anticipated**

-

**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

## **Early Alert and Notification**

### **RESF – 5B**

(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**

**Total \$** - No Costs Anticipated

**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**

- Purchase EMNet Emergency Notification Equipment for all municipalities in NCR at a cost not to exceed \$ 350K
- Purchase Satellite Telephone/Radio equipment for all municipalities in NCR at a cost not to exceed \$ 250K
- Purchase NOAA Weather Radio Commercial radio receivers, sign boards and alerting capabilities for all municipalities in NCR at a cost not to exceed \$ 450K
- Purchase Weather computers and software to provide real time Doppler radar to all ECCs and EOCs in the NCR at a cost not to exceed \$ 250K
- Purchase radio receivers and transmitters necessary to send real time information between all municipalities, ECCs and EOCs in the NCR at a cost not to exceed \$ 300K
- In order to provide redundancy with NAWAS and RICCS, purchase telephone equipment necessary to establish real time linkages between EOCs, ECCs and county officials at a cost not to exceed \$ 250K
- Purchase computerized software and supporting hardware necessary to provide threat information and link EOCs with emergency response agencies, public affairs, public officials, etc. Costs not to exceed \$ 250 K

**Total \$** 2.1 million dollars

**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.

**Early Alert and Notification**  
**RESF – 5B**

**Item Computation Cost**

- Purchase NOAA All Hazard Weather Receivers and disseminate them to municipalities within the NCR based on population. Costs not to exceed \$ 500K (total of 200,000 receivers at a cost of \$25 each)

**Total \$ 500K**

**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. Consultant fees in excess of \$450 per day require additional justification and prior approval from ODP.*

**Name of Consultant Service Provided Computation Cost**

- COG Scheduling, Procurement and project management costs not to exceed 200K
- Contractor to conduct gap analysis for the NCR not to exceed 100K

**Total \$ 300K**

**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.

**Description Computation Cost**

- Reimbursements to municipalities to pay for costs associated with monthly telephone, computer changes not to exceed \$ 150K
- Reimbursements to municipalities to pay for costs associated with license and maintenance costs associated with Reverse 911, Roam Secure, etc. Costs not to exceed \$ 150 K

**Total \$ 300K**

**Total Project Costs \$ 4.5 million**

**VII. Certification and Assurances**

**Early Alert and Notification**  
**RESF – 5B**

*APPENDIX E: Certifications*

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

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

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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.

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**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)**

**Early Alert and Notification**  
**RESF – 5B**

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

**Early Alert and Notification**

**RESF – 5B**

(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 14<sup>th</sup> 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)

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

**Early Alert and Notification**  
**RESF – 5B**

1. Grantee Name and Address: TO BE DETERMINED
  
2. Application Number and/or Project Name: **Early Alert and Notification Project**
  
3. Grantee IRS/Vendor Number:
  
4. Typed Name and Title of Authorized Representative

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5. Signature

6. Date

**APPENDIX F: ASSURANCES**

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

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**STANDARD ASSURANCES**

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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.

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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

## **Early Alert and Notification**

### **RESF – 5B**

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,

**Early Alert and Notification**

**RESF – 5B**

42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as 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.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date