

# APPLICANT PROFILE



GOVERNMENT  
OF THE  
DISTRICT OF  
COLUMBIA

# APPLICANT PROFILE

FY 2005 Homeland Security Grant Program: Urban Areas Security Initiative	
<b>PROJECT TITLE:</b>	Fire and Emergency Medical First Responders Weapons of Mass Destruction Training Program
<b>EMERGENCY SUPPORT FUNCTION:</b>	RESF – 4 (RFA # 4B)
<b>PROJECT PERIOD:</b>	3/1/05-2/28/07
<b>PROJECT SYNOPSIS:</b>	The WMD Technical Emergency Response Training is a 24-hour program that provides emergency responders with Operations level instruction for responding to and operating on a weapon of mass destruction incident. This course covers chemical, biological, radiological, nuclear and explosive (CBRNE) threats; the current domestic and international terrorism threat; managing a WMD scene and determining the breadth of a WMD incident area.
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**FY2005 Urban Area Security Initiative Grant Application  
Fire and Emergency Medical First Responders Weapons of Mass Destruction Training  
Program**

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## **1.0 Proposal Summary**

There are many challenges involved in improving Homeland Security, which includes effective training for emergency responders regarding the dangers of Weapons of Mass Destruction (WMD) which includes the hazards specific to Chemical, Biological, Radiation, Nuclear, and Explosive (CBRNE) hazards. The necessity for developing effective mitigation techniques has been recognized as a critical issue since 9/11. Specifically during Anthrax Attacks on the Capitol, each region developed local response policies, which were often times contradictory and based on misconceptions. These policies alternately provided misallocation of response resources or insufficient use of resources to efficiently mitigate an incident and provided no continuity or way to integrate responders across jurisdictional boundaries. The Metropolitan Washington Council of Governments (COG), Fire Chiefs Committee recognized the need to develop a standard regional training program and response policy to ensure that each jurisdiction would be able to safely assist one another if another large scale event were to occur. To address these Homeland Security gaps the Fire Chief's Committee tasked the Hazardous Materials and Training Sub Committees to develop a regional response guideline for WMD Incidents and a regional WMD Operations Training Program.

The Fire Chiefs gave the following directives to guide the development of the Fire and Emergency Medical First Responders, Weapons of Mass Destruction Training Program:

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- It must cover any threats specific to the National Capitol Region (NCR),
- It must utilize local instructors to the largest extent possible,
- It must be delivered to all responders in the NCR,
- It must be delivered locally and
- It must teach emergency responders to be proficient in the use of WMD Personal Protective Equipment Purchased with other UASI Funds.

The Fire and Emergency Medical First Responders, Weapons of Mass Destruction Training Program developed by the sub committees, meets these directives to the fullest extent possible. This program when implemented will provide emergency responders with a level of training necessary to protect the Nation's Capitol and its environs by successfully meeting the goals of the NCR Homeland Security Strategy Goals and Objectives, and the Eight Commitments to Action.

The proposed training program will be a combination of two existing training programs, the WMD Technical Emergency Response Training Program (TERT) from the Office of Domestic Preparedness (ODP), Center for Domestic Preparedness, and the COG First Response to Weapons of Mass Destruction Guidelines, from the COG Hazardous Materials Sub Committee. In addition to being the program that best met the needs of NCR responders, one of the factors in selecting the TERT program, is that it is an ODP program. As an ODP program it is allowable under the terms of the grant.

The WMD Technical Emergency Response Training is a 24-hour program that provides emergency responders with Operations Level instruction for responding to and operating on a weapon of mass destruction (WMD) incident. This course covers chemical, biological,

radiological, nuclear, and explosive (CBRNE) threats; the current domestic and international terrorist threat; managing a WMD scene and determining the breadth of a WMD incident area. In addition it provides 16 hours of hands on training, with specialized protective clothing and equipment, chemical detection and identification equipment, decontamination, triage, and ordnance/explosive recognition when responding to these incidents.

The COG First Response to Weapons of Mass Destruction Guidelines Training is a 3-hour program that provides emergency responders with specific instruction on regional response guidelines. Also provided is the history and development of the regional response guidelines, implementation of the guidelines, and case studies utilizing these guidelines.

The program will be delivered in all of the NCR jurisdictions in order to provide all responders with the most convenient opportunity to attend the training. The delivery of the course will be thirteen (13) sessions attended by fifty (50) persons.

The cost of the program is \$1.2 million and includes all personnel, non-personnel costs, and backfill/overtime for employees to attend the training. To train 650 students, the cost per student will be \$1,980. Each student will receive a certificate of completion and certification from the Office of Domestic Preparedness.

The Fire and Emergency Medical First Responders, Weapons of Mass Destruction Training Program meets the following goals and objectives of the NCR Homeland Security Strategy for the National Capitol Region: Goal 2 – Provide coordinated, consistent, standardized, training to meet regional homeland security requirements for responders, government officials, schools and the public and Goal 4 – Capitalizing on the regional nature of the grant, acquire, allocate, standardize and manage equipment and systems to enhance preparedness, response and recovery efforts of responders in the NCR. Ensure that the public safety community is properly equipped to perform during incidents resulting from terrorism or use of weapons of mass destruction.

The Fire and Emergency Medical First Responders, Weapons of Mass Destruction Training Program meets the following goals and objectives of the Eight Commitments to Action for the National Capitol Region: Specifically, Action Step 1: Terrorism Prevention, Action Step 3: Decision Making, Action Step 4: Emergency Protective Measures, and Action Step 8: Training and Exercises.

The Fire and Emergency Medical First Responders, Weapons of Mass Destruction Training Program meets the following goals and objectives of HSPD-8: National Preparedness. Specifically, Section C – Preventing/Preparing for Terrorist Attack Using Improvised Explosive Devices (IEDs), Section E- National Response, and Section F – Institutionalizing CBRNE Awareness Training.

## **2.0 Proposal Goals, Objectives and Implementation Steps**

The goal of the Fire and Emergency Medical First Responders, Weapons of Mass Destruction Training Program is to ensure the safety of the populace of the National Capitol Region and to minimize to the greatest extent possible the lasting impact inflicted by a Weapons of Mass

Destruction attack. This goal will be realized by providing first responders belonging to the Fire and Emergency Medical Services with specialized training in the offensive and defensive actions necessary to be taken in the event of a Weapons of Mass Destruction attack.

This goal will be realized by implementing a multi-year training program. This program will build training capacity each year. The ultimate goal is to train all 10,000 of the NCR first responders over 5 years. The initial year will provide training for six hundred fifty (650) first responders. This first year will also allow the program managers to determine how much capacity can be successfully added each year.

The program will train National Capitol Region First Responders to following objectives:

- Operations/Offensive Level of Competence in WMD Technical Emergency Response Training through the Center for Domestic Preparedness.
- Proficiency in the use of Personal Protective Equipment purchased through the Urban Area Security Initiative Grant Program.
- Knowledge of the Council of Government's "First Response to Weapons of Mass Destruction Guidelines."
- Developing and fostering relationships among responders from separate jurisdictions and response disciplines by conducting the training program in all jurisdictions of the National Capitol Region.
- Developing a cadre of local instructors to teach the program which will assist in raising the regional level of expertise, on Weapons of Mass Destruction response policies.

The Fire and Emergency Medical First Responders, Weapons of Mass Destruction Training Program will be conducted as a revolving training program. The component parts of the program are already established and simply require scheduling to initiate the program.

This program will be delivered on a rotating delivery schedule. Developing this schedule will involve coordinating delivery of the WMD Technical Emergency Response Training with the Center for Domestic Preparedness, and locating facilities that can host and support the program. The requirements of the facility hosting the program are:

*For a Single Session:*

- *One (1) fifty person (50) auditorium.*
- *Five (5) breakout rooms capable of supporting ten (10) students each and practical stations in each room.*
- *Two (2) support rooms.*
- *Onsite Facilities or Catering to provide boxed lunch for all students.*

*For Two Concurrent Sessions:*

- *Two (2) fifty person (50) or One (1) one hundred (100) person auditorium.*
- *Ten (10) breakout rooms capable of supporting ten (10) students each and practical stations in each room.*
- *Two (2) support rooms.*
- *Onsite Facilities or Catering to provide boxed lunch for all students.*

The program will be delivered on a schedule that will be developed in coordination with the Center for Domestic Preparedness, the National Capitol Region jurisdictions through the COG subcommittees. In order to meet the delivery goal of six hundred and fifty (650) students, each session of the course will be delivered to fifty (50) students and the program is targeted to be offered once a month over the course of the grant.

Enrollment for the training sessions will be the responsibility of each jurisdiction's training function and central registration will be held at the Council of Governments. Record keeping will be the responsibility of each jurisdiction, with a copy of all records maintained at the Office of Domestic Preparedness and for the term of the grant by District of Columbia Fire and Emergency Medical Services (DCFEMS).

### **3.0 Project Description**

The proposed training program will be a combination of two already existing training programs, the WMD Technical Emergency Response Training Program from the Office of Domestic Preparedness and the COG First Response to Weapons of Mass Destruction Guidelines developed by the COG Hazardous Materials Sub Committee.

The WMD Technical Emergency Response Training is a 24-hour program that provides emergency responders with Operations Level instruction when responding to and operating in a weapon of mass destruction (WMD) environment. The course covers chemical, biological, radiological, nuclear, and explosive (CBRNE) threats; the current domestic and international terrorist threat; managing a WMD scene and determining the breadth of a WMD incident area. In addition it provides 16 hours of hands on training with specialized protective clothing and equipment, chemical detection and identification equipment, decontamination, triage, and ordnance/explosive recognition and response.

The COG First Response to Weapons of Mass Destruction Guidelines Training is a 3-hour program that provides emergency responders with specific instruction the history and development of the regional response guidelines, implementation of the guidelines and case studies utilizing the guidelines.

### **4.0 Organization, Experience and Qualifications of Applicant**

Since 9/11 DCFEMS has received approximately 30 million dollars in Federal Grant Funds to improve and enhance emergency preparedness. These funds were utilized in accord with developed plans to provide increased readiness for DCFEMS employees by purchasing specialized equipment and training. These tasks have been accomplished by uniformed and civilian members of DCFEMS, working with the Deputy Mayor for Public Safety, District of Columbia Procurement Office, the Department of Homeland Security and the COG Subcommittees, to ensure that all funds are expended in the intended manner, according to the approved plans and that all regulations and reporting polices are adhered to.

DCFEMS has been a leader in the grant management arena for the DC Government and the

region, lending their advice and experience to others to assist in adopting and developing grant polices and procedures that are easy and quick to implement.

DCFEMS has the experience, ability, staffing and desire to manage this grant. It is essential that the manager of this grant be an organization with a commitment to the NCR. DCFEMS understands the importance of the NCR First Responders and will rely on them to be sufficiently trained and competent ion the event of another 9/11 style attack on the NCR. There is no organization that will rely more on the NCR first responders than DCFEMS. These facts and the experience of the requestor justify DCFEMS being sub grantee for this request.

## **5.0 Staffing Plan**

DCFEMS will allocate Lieutenant John Donnelly sufficient time and resources to provide financial management and record keeping for this grant. Lt. Donnelly will coordinate existing fire service support personnel in cooperation with the Hazardous Materials and Training Subcommittees to manage the enrollment and record keeping for this program. The procurement responsibilities for this program will be performed by the District Government's Homeland Security procurement system and process. The Fire Chiefs will provide technical and administrative support for the training program through the Hazardous Materials and Training Sub Committees.

Specifically, Battalion Fire Chief Robert Stephan, Montgomery County, Maryland, Fire and Rescue and Battalion Fire Chief Lawrence Schultz, DCFEMS, will serve as the technical points of contact for the program. These chiefs each have over 20 years of service in their respective departments and lead their jurisdictions' Hazardous Materials Response Teams. Both have successfully conducted department-wide hazardous materials training for their departments.

Lieutenant John Donnelly, DCFEMS, will serve as the Program Manager. Lieutenant Donnelly manages the DCFEMS State Homeland Security and Urban Area Security Initiative Grant Programs. He has developed and established DCFEMS Special Operations and Hazardous Materials Training Programs and Policies. Finally, Lieutenant Donnelly has been involved in all phases of this project from the inception of the program and has been a driving force in bringing it to its current form.

## **6.0 Project Budget and Budget Justification**

Appendix C contains detailed explanation of budget items and predicted cost rationales. The cost per student is predicted at \$1,980, this cost includes backfill, overtime and all support costs. The amount requested is necessary to cover all expected costs incurred by the Fire and Emergency Medical First Responders, Weapons of Mass Destruction Training Program.

<b>Budget Category</b>		<b>Amount</b>
A. Personnel	\$	1,011,040.00
B. Fringe Benefits	\$	-
C. Travel	\$	-
D. Equipment	\$	65,000.00
E. Supplies	\$	-
F. Consultants/Contracts	\$	
G. Other	\$	189,150.00
<b>Total Direct Costs</b>	<b>\$</b>	<b>1,265,190.00</b>
H. Indirect Costs	\$	-
<b>TOTAL PROJECT COSTS</b>	<b>\$</b>	<b>1,265,190.00</b>

## **APPENDIX A: NCR Homeland Security Strategy Goals and Objectives, NCR Goals, and National Strategy Goals**

The Fire and Emergency Medical First Responders Weapons of Mass Destruction Training Program meets the following goals and objectives of the NCR Homeland Security Strategy for the National Capitol Region:

**Goal 2 – Provide coordinated, consistent, standardized, training to meet regional homeland security requirements for responders, government officials, schools and the public.**

*This program will provide coordinated, consistent, standardized, training for responders, by ensuring a standard level of operations training through delivery of the ODP Technical Emergency Response Training in all of the NCR jurisdictions. The Fire Chiefs have determined that this training is the most appropriate training to prepare members to respond to future WMD incidents.*

**Goal 4 – Capitalizing on the regional nature of the grant, acquire, allocate, standardize and manage equipment and systems to enhance preparedness, response and recovery efforts of responders in the NCR. Ensure that the public safety community is properly equipped to perform during incidents resulting from terrorism or use of weapons of mass destruction.**



*The NCR has received a tremendous amount of response equipment since 9/11. Much of this equipment was purchased through previous UASI grants. This equipment is now part of standardized systems across the NCR. The training requested will provide a standardized education program for responders in the proper and safe use of this equipment. This training will be delivered equally to all NCR jurisdictions and thus improve the readiness of the NCR.*

The Fire and Emergency Medical First Responders, Weapons of Mass Destruction Training Program meets the following goals and objectives of the Eight Commitments to Action for the National Capitol Region:

**1. Terrorism Prevention** – *First Responders attending this training will learn about the historical precursors to terrorist attacks. First responders are intimately familiar with and have unparalleled access to their communities, if first responders can recognize the precursor elements of a terrorist attack they will be able to report it to the appropriate authorities. This scenario happened in both the Brooklyn Bridge plot and the Jet Airplane Plot in the Philippines, in both cases first responders recognized the signs of a terrorist at work, reported them to the proper authorities, and thwarted planned attacks.*

**3. Decision Making and Coordination** – *By conducting concurrent, joint training the program will foster relationships, procedures and practice that allows agencies from the composite NCR jurisdictions to work together in a more effective and efficient manner.*

**4. Emergency Protective Measures** – *By training first responders in the NCR in a common and pre-established set of protective actions, it is expected that these responders will be able to respond more effectively in the event of a large scale incident which will save lives and minimize damage to the NCR.*

**8. Training and Exercises** – *This program offers a unique opportunity for first responders to experience the best of federal and local training opportunities. It is expected that at least some of the training will be conducted at our regions institution of higher learning and the various training academies. These sessions offer the opportunity for our department's current and future decision makers to gain knowledge and experience they will use to guide the response to any future events.*

The Fire and Emergency Medical First Responders Weapons of Mass Destruction Training Program meets the following goals and objectives of HSPD8 – National Preparedness.

**Section C – Preventing/Preparing for Terrorist Attack Using Improvised Explosive Devices (IEDs)** – *One module of this program is dedicated to making the first responder aware of IEDs and their consequences. In this module students will learn the characteristics of IEDs, how they are made, their damage and threat potential and what actions to take if one is discovered of suspected..*

**Section E- National Response Plan** – *This program teaches first responders an all hazards approach to incident management of on a CBRNE events, and is the cornerstone of all local protocols that will be taught in this program.*

**Section F – Institutionalizing CBRNE Awareness Training** – *This program exceeds the intent of this requirement by making sure all first responders have the necessary training to be aware of the indicators and protective actions to be taken at a CBRNE event. Additionally, this program will produce additional instructors for the NCR.*

**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.

<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
Class Site Facilitators / Support	13 sessions x 72 hours x \$40 per hour	\$ 37,440.00
Instructor Certification (Backfill and Overtime)	600 hours x 40 per hour	\$ 24,000.00
Student Backfill Reimbursement to Local Jurisdiction	24 hours per student @\$40 hour	\$ 624,000.00
Student Overtime Reimbursement to Local Jurisdiction	12 hours per student @\$40 hour	\$ 312,000.00
Grant Support	340 hours @ \$40 hour	\$ 13,600.00
<b>Total \$</b>		<b>1,011,040.00</b>

**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.

<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
<b>Total -</b>		<b>\$ -</b>

**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.

<b>Purpose of Travel</b>	<b>Location</b>	<b>Item</b>	<b>Computation</b>	<b>Cost</b>
<b>Total \$</b>				<b>-</b>



**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
Training Cache - Level B UASI Standard	\$150 per ensemble	\$ 15,000.00
Training Cache - PAPR UASI Standard	\$250 per unit	\$ 25,000.00
Training Cache - Filters	\$10 per unit	\$ 25,000.00
<b>Total</b>		<b>\$ 65,000.00</b>

**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.

Item	Computation	Cost
<b>Total</b>		<b>\$ -</b>

**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
<b>subtotal</b>			

*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>			\$ -

*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	
<i>subtotal</i>		\$ -

**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
Meals to Support Working Lunches	\$17 per student per day	\$ 33,150.00
Classroom Rental	\$12000 per session/13 sessions	\$ 156,000.00
<b>Total</b>		<b>\$ 189,150.00</b>

**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.

Description	Computation	Cost
<b>Total</b>		<b>\$ -</b>

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	\$ 1,011,040.00
B. Fringe Benefits	\$ -
C. Travel	\$ -
D. Equipment	\$ 65,000.00
E. Supplies	\$ -
F. Consultants/Contracts	\$ -
G. Other	\$ 189,150.00
<b>Total Direct Costs</b>	<b>\$ 1,265,190.00</b>
H. Indirect Costs	\$ -
<b>TOTAL PROJECT COSTS</b>	<b>\$ 1,265,190.00</b>

**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)**

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 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 including 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.

Grantee Name and Address:      DCFEMS  
   1923 Vermont Ave NW  
   Washington DC 20001

2. Application Number and/or Project Name: **Fire and Emergency Medical First Responders Weapons of Mass Destruction Training Program**

3. Grantee IRS/Vendor Number:

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4. Typed Name and Title of Authorized Representative  
Adrian Thompson, Fire Chief

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5. Signature

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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 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.

Print Name	Print Title
Signature	Date

**Appendix H: Federal Training Course List**

**Eligible Federal Terrorism Training Course:**

**Course Title:** WMD Technical Emergency Response Training (TERT)

**Course Number:** CDP1

**Training Partner:** Center for Domestic Preparedness (CDP)