

Applicant Profile



GOVERNMENT OF
THE DISTRICT OF
COLUMBIA

APPLICANT PROFILE

FY 2005 Homeland Security Grant Program: Urban Areas Security Initiative	
PROJECT TITLE:	National Capital Region – Incident Management Team
EMERGENCY SUPPORT FUNCTION:	RESF 4 and 13 (RFA #4A)
PROJECT PERIOD:	3/1/05-2/28/07
PROJECT SYNOPSIS:	Establish a 75-member regional incident management team to assist with command and control of large-scale terrorist attacks and/or natural/man-made disasters. The IMT will be comprised of fire, EMS, law enforcement, and public health professionals from NCR/COG jurisdictions.
IMPLEMENTING JURISDICTION:	Fairfax County, Virginia
AGENCY:	Fairfax County Fire and Rescue Department
ADDRESS:	4100 Chain Bridge Road Fairfax, Virginia 22030
AUTHORIZATION OFFICIAL	
NAME:	Michael P. Neuhard
TITLE:	Fire Chief
ADDRESS:	4100 Chain Bridge Road Fairfax, Virginia 22030
TEL:	703-246-2546
FAX:	703-273-1049
EMAIL:	Michael.neuhard@fairfaxcounty.gov
PROJECT DIRECTOR	
NAME:	Daryl Louder
TITLE:	Deputy Chief
ADDRESS:	4100 Chain Bridge Rd. Fairfax, Virginia 22030
TEL:	703-246-2823
FAX:	703-273-4830
EMAIL:	Daryl.louder@fairfaxcounty.gov
FINANCIAL OFFICER	
NAME:	Cathi Schultz Rinehart
TITLE:	Grants Coordinator
ADDRESS:	4100 Chain Bridge Road Fairfax, Virginia 22030
TEL:	703-246-3808
FAX:	703-385-8307
EMAIL:	Cathi.schultz@fairfaxcounty.gov
Signature of Authorized Official	Date

Table of Contents

Applicant Profile 1
Table of Contents 2
Proposal Summary 3
Project Goals, Objectives and Implementation Step..... 4
Project Description..... 5
Organization, Experience, and Qualifications of Applicant 6
Staffing Plan..... 6
Project Budget and Budget Justification..... 7
APPENDIX E: Certifications 12
APPENDIX F: Assurances 16

Proposal Summary

Establishing a 75-member regional (Type III) incident management team (IMT) for the National Capital Region (NCR) will provide a cadre of highly trained, qualified, and experienced incident command officers and staff to support and complement the existing jurisdictional command staff during significant and long-term incidents. The IMT concept is applicable for managing any type of chemical, biological, radiological, nuclear, or explosive (CBRNE) terrorist attack. This initiative is based on an “all-hazards” and unified command approach. As an added value, the NCR-IMT can provide command and control at natural and/or man-made disasters such as severe weather events (hurricane, floods, tornados, etc.), hazardous materials releases, civil unrest, public health emergencies, etc. The IMT concept is a national model and is utilized extensively for command and control of large-scale incidents.

Terrorist events as well as natural and/or man-made disasters have the potential to challenge and overwhelm the command and control capabilities of any single jurisdiction. These serious, complex, and devastating events endanger or adversely impact citizens, emergency responders, critical infrastructure, the environment, and property.

No single public safety agency or jurisdiction has the ability to staff a full incident command system (ICS) command and general staff structure and subordinate positions and sustain it for a long-term/multi-operational period incident. Additionally, the affected agency/jurisdiction is expected to maintain adequate command staff for continuity of government/service for the unaffected portions of the community.

The NCR-IMT will be a multi-disciplinary team comprised of approximately 75 members from fire, emergency medical services (EMS), law enforcement, and public health from the participating Council of Governments (COG) jurisdictions. Each team member will be trained and certified in a minimum of two command and general staff or support positions in order to provide depth and flexibility for the team.

NCR-IMT members will be activated by pager/cellular telephone/e-mail and be expected to arrive on the incident scene within three hours of notification. A full incident command system staffing complement will entail approximately 20 members per operational period (12 hours.) As such, a total of 40 members will be required at each incident to provide 24/7 command and control functions for the duration of the incident. IMT members are required to commit to a minimum of five days of continuous service (if necessary) upon activation of the team in order to maintain continuity and coordination of the team while managing the incident.

Project Goals, Objectives and Implementation Step

1. **Goal 1** – Increase the number of certified IMT members from 40 to 75. This is necessary to create “standing teams” and provide the depth and flexibility required to sustain staffing for command and control operations for extended periods.
 - 1.1. **Objective 1** - Conduct a seven-day Incident Management Team course utilizing the National Fire Academy curriculum in order to obtain initial “certification” for new members.
2. **Goal 2** – Certify each IMT member in a minimum of two specialized positions, i.e. Planning Section Chief, Logistic Section Chief. This is necessary to obtain the knowledge, skills, and abilities (KSA) required for the member to lead/manage their specific functional area in a safe, effective, and efficient manner.
 - 2.1. **Objective 1** – Conduct a four-day position/section specific Incident Commander (S-400) course utilizing an all-hazards curriculum in order to obtain certification for the members rostered in that position and as members of the command staff.
 - 2.2. **Objective 2** - Conduct a four-day position/section specific Operations Section Chief (S-420) course utilizing an all-hazards curriculum in order to obtain certification for the members rostered in that functional position or his/her staff, i.e. branch directors.
 - 2.3. **Objective 3** - Conduct a four-day position/section specific Planning Section Chief (S-440) course utilizing an all-hazards curriculum in order to obtain certification for the members rostered in that functional position or his/her staff, i.e. Resource Unit Leader, technical specialist.
 - 2.4. **Objective 4** - Conduct a four-day position/section specific Logistics Section Chief course (S-450) utilizing an all-hazards curriculum in order to obtain certification for the members rostered in that functional position or his/her staff, i.e. Communications Unit Leader, Medical Unit Leader.
 - 2.5. **Objective 5** - Conduct a three-day position/section specific Finance/Administration Section Chief course utilizing an all-hazards curriculum in order to obtain certification for the members rostered in that functional position or his/her staff, i.e. Cost Unit Leader, Compensation/Claims Unit Leader.
3. **Goal 3** – Obtain actual field experience and mentoring from seasoned command officers during large-scale, complex incidents in order to enhance the experience and competency level of IMT members in their respective functional areas.
 - 3.1. **Objective 1** – A minimum of six IMT members per year will travel to the site of large-scale emergency incidents, (i.e. hurricanes, wild-land fires) and “shadow” their respective mentor on an existing Type I/II IMT for a five to ten day period.
4. **Goal 4** – Maintain the KSAs and enhance the experience/competencies of IMT members during periods when the team is not activated throughout the year.
 - 4.1. **Objective 1** - Conduct quarterly training/meeting sessions for the members so they can perform in a team environment and focus on their respective functional areas.
 - 4.2. **Objective 2** – Participate in table-top and full-scale functional exercises when they are conducted at various jurisdictions throughout the region.

5. **Goal 5** – Properly equip the NCR-IMT and individual members so that the team can become functional and be activated for large-scale emergency incidents.
 - 5.1. **Objective 1** – Purchase a cache of basic IMT equipment (laptop computer, portable printer, ICS forms, command vests, office supplies, etc.) that will be stored at each of the three rally points. This is necessary so team members can become functional as soon as they arrive on the scene.
 - 5.2. **Objective 2** – Purchase communications equipment (pager, Nextel cell phone) for individual team members so they can be notified of the IMT activation, communicate during mobilization, and communicate during the incident.
 - 5.3. **Objective 3** – Purchase standardized and identifiable work uniforms for each IMT member to wear during team activations.

6. **Goal 6** – Ensure that NCR-IMT members will be able to attend certification, position/section specific, and continuing education training without placing the fiscal impact/hardship on the individual jurisdictions/agencies.
 - 6.1. **Objective 1** - Provide funding so that off-duty members can be compensated with overtime pay when they attend the training.
 - 6.2. **Objective 2** - Provide funding so that on-duty members can attend the training and their field positions will be backfilled or replaced by others compensated by overtime pay.

Project Description

Homeland Security Presidential Directive #5 (HSPD-5) directs local, state, and federal agencies to adopt and utilize the National Incident Management System (NIMS) to “prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity.”

Components of NIMS include: the incident command system, multi-agency coordination systems, training, identification and management of resources, and qualification and certification of personnel.

No single public safety agency or jurisdiction has the ability to staff a full incident command system (ICS) command and general staff structure and subordinate positions and sustain it for a long-term/multi-operational period incident. Additionally, the affected agency/jurisdiction is expected to maintain adequate command staff for continuity of government/service for the unaffected portions of the community.

A trained and certified incident management team is the pinnacle of the incident command system. Activation of the IMT facilitates effective incident management/command and control, improved safety, effective utilization of resources, and inter-agency coordination and cooperation. Utilization of incident management teams for large-scale disasters is a national model and considered “best practices” for response to, and mitigation of terrorist attacks as well as natural/man-made disasters.

Organization, Experience, and Qualifications of Applicant

The NCR-IMT is comprised of public safety employees from jurisdictions within the National Capital Region and the Metropolitan Washington Council of Governments (COG.) A seven-member steering committee from the various jurisdictions is responsible for the administration and management of the team. Deputy Chief Daryl Louder of the Fairfax County Fire and Rescue Department chairs the steering committee. As such, Fairfax County will be responsible for administration of the UASI grant for the NCR-IMT

Staffing Plan

A seven-member steering committee from the various COG jurisdictions is responsible for the administration and management of the team. Subcommittees responsible for training, administration, and logistics will address and implement the appropriate segments of the grant based on their discipline. Deputy Chief Daryl Louder of the Fairfax County Fire and Rescue Department will serve as the program manager to coordinate activities of the grant.

The Fiscal Services Division of the Fairfax County Fire and Rescue Department will be responsible for administering the financial aspects of the grant. Cathi Schultz will serve as the grants coordinator for the UASI grant.

Project Budget and Budget Justification

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
Overtime/backfill for IMT class participants (35 attendees)	35 x 8 hrs/day x 7days x \$52.00/per hour	\$101,920.00
Overtime/backfill for IC/staff position specific class (20 attendees)	20 x 8hrs/day x 4 days x \$52.00/per hour	33,280.00
Overtime/backfill for Ops Section Chief position specific training (25 attendees)	25 x 8hrs/day x 4 days x \$52.00/per hour	41,600.00
Overtime/backfill for Planning Section Chief specific training (20 attendees)	20 x 8hrs/day x 4 days x \$52.00/per hour	33,280.00
Overtime/backfill for Logistics Section Chief specific training (20 attendees)	20 x 8hrs/day x 4 days x \$52.00/per hour	33,280.00
Overtime/backfill for Finance Section Chief specific training (15 attendees)	15 x 8hrs/day x 3 days x \$52.00/per hour	18,720.00
Overtime/backfill for continuing education sessions (75 attendees)	75 x 8hrs/day x 4 days x \$52.00/per hour	124,800.00
Overtime/backfill for Shadowing (6 attendees)	6 x 12hrs/day x 10 days x \$52.00/per hour	37,440.00
	Total	\$424,320.00

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
Personnel (Section A)	\$424,320 x 7.65%	\$32,460.00
	Total	\$32,460.00

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

Purpose of Travel	Location	Item	Computation	Cost
Shadowing of Type I IMT for experience and mentoring	Various incident sites		Travel expenses for six IMT members to attend five large-scale incidents. \$5,000 for each 10-day mission.	\$30,000.00
Multi-day table-top simulation exercise	National Fire Academy - Emmitsburg, MD		Travel expenses for 75 IMT members to attend 3-day simulation exercise	15,000.00
Participate in various functional exercises and simulations	NCR		Local travel and per diem for IMT members to participate in exercises/simulations	5,000.00
Total				\$50,000.00

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
Dell Laptop Computer/software	3 x 3,500.00	\$10,500.00
Cannon Portable Printers	3 x 400.00	1,200.00
800 MHz Motorola Portable Radios	9 x 3,000.00	27,000.00
Radio charger and spare batteries	9 x 150.00	1,350.00
Set of Command Vests	3 x 250.00	750.00
Large Pelican Storage Cases	3 x 300.00	900.00
Nextel Phones	75 x 60.00	4,500.00
Total		46,200.00

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
Assorted Office Supplies	3 x 200.00	\$ 600.00
Uniform Pants-(2 each)	75 x 2 x 40.00	6,000.00
Uniform Shirts - Long Sleeve-(2 each)	75 x 2 x 25.00	3,750.00
Uniform Shirts - Short Sleeve-(2 each)	75 x 2 x 20.00	3,000.00
Uniform Cap	75 x 15.00	1,125.00
Uniform Job Shirt	75 x 45.00	3,375.00
Carryall bag	75 x 25.00	1,875.00
Total		\$19,725.00

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
6-NFA Certified Instructors	Deliver 7 day IMT Certification Course	\$450 x 6 Instr. x 7 days	\$18,900.00
2-NFA Certified Instructors	Deliver 4 day IC Position Specific Course	\$450 x 2 Instr. x 4 days	3,600.00
2-NFA Certified Instructors	Deliver 4 day OSC Position Specific Course	\$450 x 2 Instr. x 4 days.	3,600.00
2-NFA Certified Instructors	Deliver 4 day PSC Position Specific Course	\$450 x 2 Instr. x 4 days	3,600.00
2-NFA Certified Instructors	Deliver 4 day LSC Position Specific Course	\$450 x 2 Instr. x 4 days	3,600.00
2-NFA Certified Instructors	Deliver 3 day FASC Position Specific Course	\$450 x Instr. x 3 days	2,700.00
4-NFA Certified Instructors	Deliver 3-day simulation exercise at NFA	\$450 x 4 Instr. x 3 days	5,400.00
Subtotal			\$41,400.00

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
Travel, Printing, Class Materials Expenses for 7-Day IMT Certification Course	Various	\$30,000 less instructor fees	\$11,100.00
Travel, Printing, Class Materials Expenses for 4-Day IC Position Specific Course	Various	\$13,412 less instructor fees	9,812.00
Travel, Printing, Class Materials Expenses for 4-Day PSC Position Specific Course	Various	\$13,412 less instructor fees	9,812.00
Travel, Printing, Class Materials Expenses for 4-Day PSC Position Specific Course	Various	\$13,412 less instructor fees	9,812.00
Travel, Printing, Class Materials Expenses for 4-Day LSC Position Specific Course	Various	\$13,412 less instructor fees	9,812.00
Travel, Printing, Class Materials Expenses for 3-Day FASC Position Specific Course	Various	\$10,059 less instructor fees	7,359.00
Travel, Printing, Class Materials Expenses for 3-Day Simulation Exercise at NFA	NFA	\$20,000 less instructor fees	14,600.00
subtotal			\$72,307.00

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
\$	
subtotal-	
Consult Fees/Consultant Expenses/Contracts	Total \$113,707.00

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
Pager Lease	75 x \$12/mo. x 12 mos.	10,800.00
Nextel Phone Service Contract	75 phones x \$35/mo x 12 mos	31,500.00
Total		\$42,300.00

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
Grant Administration	\$424,320 x 13.66%	\$57,962.00
Total		\$57,962.00

Budget Category	Amount
A. Personnel	\$424,320.00
B. Fringe Benefits	32,460.00
C. Travel	50,000.00
D. Equipment	46,200.00
E. Supplies	19,725.00
F. Consultants/Contracts	113,707.00
G. Other	42,300.00
Total Direct Costs	\$728,712.00
H. Indirect Costs	57,962.00
TOTAL PROJECT COSTS	\$786,674.00

APPENDIX E: 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 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)

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:

2. Application Number and/or Project Name:

3. Grantee IRS/Vendor Number: _____

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

APPENDIX F: 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.

Print Name

Print Title

Signature

Date

Appendices

This is optional – only add if you feel it is necessary.