

# 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>	Integration of communication and collaboration tools for Emergency Operations Centers (EOCs) and Emergency Communications Centers (ECCs)
<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 integration of communication and collaboration tools for EOCs and ECCs involves: consensus development of a standard set of task and resource requests and use protocols for all communication modes; adding additional communication modes to EOCs/ECCs to enhance capabilities and survivability; implementation of information technology collaboration tools; implementation of service oriented architecture for data exchange; and acquisition of a system for regional resource and task request tracking.
<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>NAME:</b>	_____
<b>TITLE:</b>	_____
<b>ADDRESS:</b>	_____
<b>TEL:</b>	_____
<b>FAX:</b>	_____
<b>EMAIL:</b>	_____
<b>FINANCIAL OFFICER</b>	
<b>NAME:</b>	_____
<b>TITLE:</b>	_____
<b>ADDRESS:</b>	_____
<b>TEL:</b>	_____
<b>FAX:</b>	_____
<b>EMAIL:</b>	_____
<b>Signature of Authorized Official</b>	<b>Date</b>



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:

There are many challenges involved in improving Homeland Security within the National Capital Region (NCR). This project is designed to enhance the NCR emergency manager's abilities to support the chief administrative officer and senior elected official of their jurisdiction by providing secure voice, video, and data communication and collaboration tools to facilitate regional situational awareness, rapid collaborative discussion of options for action, and the coordination and tracking of authorized actions while preventing, preparing for, responding to, and/or recovering from emergencies or disasters. All Regional Emergency Support Functions support this proposal as a number one priority in the amount of \$4,300,000.

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. 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

**RESF 5 -A-** Integration of communication and collaboration tools for Emergency Operations Centers (EOCs) and Emergency Communications Centers (ECCs)

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

*RESF 5 – RFA-5A Integration of communication and collaboration tools for Emergency Operations Centers (EOCs) and Emergency Communications Centers (ECCs)*

### **I. Proposal Summary**

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This project is designed to enhance the National Capital Region emergency managers' abilities to support the chief administrative officer and senior elected official of their jurisdiction by providing secure voice, video, and data communication and collaboration tools to facilitate regional situational awareness, rapid collaborative discussion of options for action, and the coordination and tracking of authorized actions while preventing, preparing for, responding to, and/or recovering from emergencies or disasters. This is a continuation of a project initiated under the FY2004 UASI program in cooperation with the Council of Governments' Chief Information Officers committee.

While significant progress has been made in the region to enhance the tactical capabilities necessary to respond to emergencies and disasters, after action reports from regional exercises and major events continue to identify the need to improve the region's ability to perform strategic regional coordination functions to ensure effective support to those engaged in tactical operations if incidents occur in multiple locations, or a major incident involves the entire region. Many jurisdictions can and do perform these coordination tasks daily within their own jurisdiction. When the entire region is impacted and resources are limited and/or operating out of their own jurisdiction it becomes difficult with current communications and collaboration tools to achieve a regional view of the events occurring so that decision makers can develop action plans based on a common understanding of the events unfolding. This project will ensure that communication and collaboration can take place more effectively during all phases of emergency management in the National Capital Region.

**RESF 5 -A– Integration of communication and collaboration tools for Emergency Operations Centers (EOCs) and Emergency Communications Centers (ECCs)**

**II. Project Goals, Objectives and Implementation Steps**

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Timelines referenced within this project are: Near-term = Less than six months; Mid-term = six to eighteen months; Long-term = eighteen to twenty-four months.

1. **Goal** – Enable structured inter-jurisdictional communications between EOCs
  - 1.1. **Objective** – Establish a consensus workflow process for inter-jurisdictional resource and task requests.
    - 1.1.1. *Task* – Identify existing formal or informal processes used to request assistance from EOC-to-EOC and ECC-to-ECC within the region.
    - 1.1.2. *Task* – Develop a protocol for inter-jurisdictional task or resource requests during regional events.
    - 1.1.3. *Task* – Implement consensus resource and task request in voice, video, data systems
  - 1.2. **Objective** – Standardize task and resource requests between EOCs
    - 1.2.1. *Task* – Identify existing formats for regional task and resource requests
    - 1.2.2. *Task* – Develop consensus format for voice and data task and resource requests
2. **Goal** – Ensure reliable, secure multi-mode communications are available between EOCs and ECCs in the region.
  - 2.1. **Objective** – Enable reliable, secure voice communications between all regional EOCs and ECCs.
    - 2.1.1. *Task* – Provide radio connectivity between all regional EOCs and ECCs.
      - 2.1.1.1. *Sub-task* – Perform gap analysis of available radio communications links between the region’s EOCs and ECCs.
      - 2.1.1.2. *Sub-task* – Develop proposal for equipment/programming necessary to enable all EOCs and ECCs to have at least one common regional radio frequency link not primarily used by field response agencies.
    - 2.1.2. *Task* – Provide telephone-style voice connectivity to EOCs and ECCs that does not rely on the public-switched telephone network.
      - 2.1.2.1. *Sub-task* – Evaluate and select technology and hosting options in cooperation with COG CIOs to ensure telephony connectivity and reliability.
      - 2.1.2.2. *Sub-task* – Provide access at all EOCs and ECCs and provide user training.
  - 2.2. **Objective** – Enable text-based communications between all EOCs and ECCs in the region
    - 2.2.1. *Task* – Identify existing systems for text-based messaging between EOCs and ECCs
    - 2.2.2. *Task* – Standardize text-messaging capability between EOCs and ECCs
  - 2.3. **Objective** – Enable decision makers to collaborate via videoconference
    - 2.3.1. *Task* – Select and provide video conferencing capability between EOCs in cooperation with COG CIOs
3. **Goal** – Ensure reliable, secure collaboration tools are available to all regional emergency managers, EOCs, and ECCs.

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- 3.1. **Objective** – Provide existing standards-based collaboration tools in the near term to each regional emergency manager, EOC, and ECC for incident management.
  - 3.1.1. *Task* – Coordinate acquisition of the Department of Homeland Security’s Homeland Security Information Network/Joint Regional Intelligence Exchange System (JRIES) and National Capital Region collaboration portal access.
  - 3.1.2. *Task* – Coordinate training of JRIES users.
  - 3.1.3. *Task* – Develop and deliver an exercise using JRIES to validate training and capability.
- 3.2. **Objective** – Enhance pre-event collaborative planning capabilities in the mid-term to tie-in with incident management collaboration capabilities
  - 3.2.1. *Task* – Integrate regional emergency support function (RESF) committee planning collaboration tools with incident management tools
4. **Goal** – Ensure through the delivery of a Service Oriented Architecture (SOA) the ability to securely discover and exchange incident data with regional partners.
  - 4.1. **Objective** – Provide integration services and/or tools to facilitate near-term sharing of minimum essential data elements for incidents, including geospatial reference.
    - 4.1.1. *Task* – Develop simplified template consistent with intent of current Department of Homeland Security and Department of Justice data standard development efforts to begin sharing of simplified incident data.
    - 4.1.2. *Task* – Identify and implement commercial off the shelf (COTS) middleware products to make incident data available to authorized external system users.
    - 4.1.3. *Task* – Purchase Emergency Management Incident Tracking Software that can be shared by those jurisdictions lacking this software.
  - 4.2. **Objective** – Provide standards-based integration tools and services in the mid-term to make existing data sources available directly within collaboration environment with enhanced incident attributes.
    - 4.2.1. *Task* – Review, select, and deploy integration tools and services
  - 4.3. **Objective** – Transition to National data exchange model as soon as it becomes available
    - 4.3.1. *Task* – Participate in National data exchange model development and evaluation to ensure this project assists with and is guided by the effort.
  - 4.4. **Objective** – Enable discovery of available data services by authorized users
    - 4.4.1. *Task* – Create a registry similar to the universal description, discovery, and integration (UDDI) business model for available regional web services.
    - 4.4.2. *Task* – Develop template for creation of web services for essential data sets in the region that can be shared between jurisdictions.
5. **Goal** – Ensure the ability to securely track resource requests and task assignments across the region.
  - 5.1. **Objective** – Prevent accountability lapses when resources cross jurisdictional boundaries
    - 5.1.1. *Task* – Develop method for communicating resource and task status bi-directionally between the providing and receiving jurisdiction.

**RESF 5 -A– Integration of communication and collaboration tools for Emergency Operations Centers (EOCs) and Emergency Communications Centers (ECCs)**

**III. Project Description**

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**Executive Summary**

*The integration of communication and collaboration tools for emergency operations centers and emergency communications centers is designed to facilitate the implementation of the National Response Plan, National Incident Management System, and National Capital Region Homeland Security Strategy by creating standard action and resource requests; reliable data and voice communications systems; and integrating the rich data sources in the public and private organizations and governmental agencies in the National Capital Region into a cohesive system for tracking activities and facilitating action by the region’s decision makers during emergencies that impact the region.*

This project addresses the following priorities within the 2005 UASI national program areas.

- HSPD-5, National Incident Management System, HSPD-8 National Preparedness, National Response Plan
- Achieving Tactical Interoperable Communications
- Catastrophic Incident Planning
- Develop/enhance interoperable communication systems,
- Establish/enhance emergency operations centers,
- Establish/enhance public-private emergency preparedness programs,
- Establish/enhance regional response teams,
- Establish/enhance sustainable homeland security exercise programs,
- Establish/enhance sustainable homeland security planning programs.

**NCR Homeland Security Strategy**

- Prevent terrorist attacks within the National Capital Region
- Reduce the National Capital Region’s vulnerability to terrorism
- Minimize damage and recover from attacks that do occur

**COG Chief Administrative Officers’ Eight Commitments to Action**

- Terrorism prevention
- Decision making and coordination
- Mutual aid
- Training and exercises

This project to enhance the communication and collaboration between the region’s emergency operations centers and emergency communications centers is designed to assist with the local government implementation of Homeland Security Presidential Directives 5 and 8 and address the core elements of the NCR Homeland Security Strategy and the “Eight Commitments to Action”. Improved incident-related communications and collaboration between jurisdictions within the region will facilitate the primary goal of the region, which is the prevention of terrorist acts. At the same time this improved technical communication and collaboration capability will also facilitate the non-

## **RESF 5 -A– Integration of communication and collaboration tools for Emergency Operations Centers (EOCs) and Emergency Communications Centers (ECCs)**

terrorism daily planning, decision-making and coordination activities within the region. This dual-use of technology improves the return on investment in this system by building the region's daily capacity to efficiently and effectively serve the region's population every day, while at the same time working to prevent and prepare for emergencies related to all hazards, including terrorism.

Effective information sharing led to the successful apprehension of the snipers that threatened the region in the Fall of 2002. The sniper incidents also pointed out the need for rapid, secure, structured inter-jurisdictional communication and collaboration. As the volume of information that needs to be processed during emergencies soars, the need for a pre-existing, structured means of exchanging information and collaboratively working to resolve the emergency becomes more critical. The creation of standard task and resource requests will facilitate interoperability and streamline the rendering of mutual-aid during regional emergencies. This structure also provides the opportunity to integrate not only the public sector, but also the private sector partners who are essential to securing the region's critical infrastructure.

Structured communications processes are essential, but just as essential is ensuring that prudent steps are taken to reduce the risk of a communications system failure. A failure of communication and collaboration systems can lead to an opportunity for a terrorist to strike, due to information not reaching agencies who could act upon it to avert and incident, or can result in the injury or death of first responders and citizens when an incident has occurred. To ensure that the highest levels of the region's governments can continue to communicate, even if traditional public communications systems become jammed, diversity is necessary in the modes of communications available in our emergency operations and communications centers to ensure they can continue to function. Building on the project being submitted by Regional Emergency Support Function 2 (RESF2) that is designed to create a private intergovernmental communications network, this RESF5 project will help establish the multiple "information trains" that will run on the "tracks" being constructed by RESF2's infrastructure project. With multiple communication modes available, appropriate means can be used to distribute information so that it is more useful to the decision makers. An example would be the ability to deliver graphic data to conference call participants. Without the graphic information, the conference call attendees may hear the same words, but be visualizing a very different set of circumstances than those being discussed. When the power of geographic information systems is part of the graphics that can be exchanged, it enables leaders in the region to actually visualize what is happening in the region in the proper geographic context. This furthers the ultimate goal of this project, which is to ensure that when regional decision makers are asked to come together and make consensus decisions; we have the tools at hand to facilitate their discussions and decisions with clear and accurate information.

The National Capital Region is unique in the number of challenges we must face to bring about a truly collaborative environment for decision making during a dynamically evolving regional emergency. The National Response Plan and National Incident Management System were developed to provide a framework for bringing together the

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resources of the federal government, state, local and municipal governments and the private sector to respond to emergencies. To effectively implement these two National programs, significant communication must take place between agencies who most often do not share the same information technology systems. A information technology (IT) service oriented architecture (SOA) holds the same promise for the flow of information between differing IT systems as the National Incident Management System (NIMS) does for facilitating coordination between first responders from different agencies or jurisdictions. In NIMS, personnel who may be from different jurisdictions or occupations with different specialty skills can communicate about incident management in the same, mutually understood structure using the same terminology. With the SOA, IT systems that store their data in different systems, with different software and data structures, can communicate via a mutually understood IT structure. This enables the information systems already in place in the region to continue to perform their primary role, while also being a contributor to the information needs of regional homeland security operations.

**IV. Organization, Experience, and Qualifications of Applicant**

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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 Council of Government (COG) Emergency Manager’s Committee in consultation with the COG Chief Information Officers 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**

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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 the COG CIOs to identify responsible parties for each of the goals, objectives, and tasks and the project management staff necessary to administer the program. Shown below is a breakdown of the three teams that will be formed to assist the project manager achieving the program goals.

Group 1 – *Tasking Protocols* – Identify a working group of NCR Emergency Managers and Information Technology Experts to develop a consensus protocol for inter-jurisdictional communications between EOCs, including the design and implementation of a system for securely tracking resource requests and task assignments across the region.



**RESF 5 -A– Integration of communication and collaboration tools for Emergency Operations Centers (EOCs) and Emergency Communications Centers (ECCs)**

Team 2 – *Communications and Collaboration Infrastructure* – Identify a working group of NCR Emergency Managers and Information Technology and Communications Experts who will design and deliver reliable secure multi-mode communications including reliable, secure collaboration tools to support all emergency managers, EOCs and ECCs in the region.

Team 3 – *IT System interoperability* – Identify a working group of NCR Emergency Managers and Information Technology Experts to design and implement a Service Oriented Architecture for existing information technology systems that will allow for the discovery and exchange of incident data with regional partners.

As the grantee, 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 Chief Information Officers committee.

**VI. Project Budget and Budget Justification**

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Upon approval of the project proposal, and based on the funds allocated by the CAOs, a detailed budget will be developed in cooperation with the COG CIOs and project management staff to identify products and services that must be procured to achieve the program goals. A preliminary strategic budget is shown in Appendix C, subject to modification after the actual funding level is identified by the CAOs.

**VII. Certifications and Assurances**

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*See Appendix E and F*

**RESF 5 -A-** Integration of communication and collaboration tools for Emergency Operations Centers (EOCs) and Emergency Communications Centers (ECCs)

**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)**

**RESF 5 -A– Integration of communication and collaboration tools for Emergency Operations Centers (EOCs) and Emergency Communications Centers (ECCs)**

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

**RESF 5 -A-** Integration of communication and collaboration tools for Emergency Operations Centers (EOCs) and Emergency Communications Centers (ECCs)

(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.

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1. Grantee Name and Address: **TO BE DETERMINED**

2. Application Number and/or Project Name: **Integration of communication and collaboration tools for Emergency Operations Centers (EOCs) and Emergency Communications Centers (ECCs)**

3. Grantee IRS/Vendor Number:

4. Typed Name and Title of Authorized Representative

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5. Signature

6. Date

**RESF 5 -A– Integration of communication and collaboration tools for Emergency Operations Centers (EOCs) and Emergency Communications Centers (ECCs)**

**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.

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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,

**RESF 5 -A– Integration of communication and collaboration tools for Emergency Operations Centers (EOCs) and Emergency Communications Centers (ECCs)**

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 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

**VIII. Appendices**

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2005 RESF5 RFA 5A Budget Justification Template  
Budget Summary

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	\$ -
B. Fringe Benefits	\$ -
C. Travel	\$ -
D. Equipment	\$ 2,500,000.00
E. Supplies	\$ -
F. Consultants/Contracts	\$ 1,785,000.00
G. Other	\$ -
<b>Total Direct Costs</b>	<b>\$ 4,285,000.00</b>
<hr/>	
H. Indirect Costs	\$ -
<b>TOTAL PROJECT COSTS</b>	<b>\$ 4,285,000.00</b>

**D. Equipment** - List non-expendable items that are to be purchased. Non-

<b>Item</b>	<b>Computation</b>	<b>Cost</b>
Radio subscriber hardware for EOCs and ECCs	19 EOCs and 9 ECCs x \$15k each	\$ 420,000.00
Computer hardware	19 EOCs and 9 ECCs x \$20k each	\$ 560,000.00
Collaboration server cluster	Primary and hot-back-up site	\$ 120,000.00
Voice interoperability hardware	19 EOCs and 9 ECCs x \$50k each	\$ 1,400,000.00
<b>Total</b>		<b>\$ 2,500,000.00</b>

**E. Supplies** - List items by type (office supplies, postage, training

<b>Item</b>	<b>Computation</b>	<b>Cost</b>
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**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment property having a useful life of more than two years. (Note: Organization's own capitalization threshold amount for classification of equipment may be used). Expendable items should be listed in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefit versus leasing equipment, especially high cost items and those subject to rapid technical obsolescence. 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.

<b>Item</b>	<b>Computation</b>
Radio subscriber hardware for EOCs and ECCs	19 EOCs and 9 ECCs x \$15k each
Computer hardware	19 EOCs and 9 ECCs x \$20k each
Collaboration server cluster	Primary and hot-back-up site
Voice interoperability hardware	19 EOCs and 9 ECCs x \$50k each
<b>Total</b>	

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, expendable items such as books, hand held tape recorders) and show the basis for computation. Refer to Organization's own capitalization policy and threshold amount for classification of supplies. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<b>Item</b>	<b>Computation</b>
<b>Total</b>	

Equipment is tangible  
 depreciation policy and  
 will be included either in  
 the benefits of purchasing  
 advances. Rented or  
 equipment is necessary  
 to be used.

**Cost**

\$	420,000.00
\$	560,000.00
\$	120,000.00
\$	1,400,000.00
<b>\$</b>	<b>2,500,000.00</b>

per, and other  
 contribution. (Note:  
 facilities may be used).  
 course of the project.

**Cost**

<b>\$</b>	<b>-</b>

**F. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Acquisition Regulations are followed.

*Consultant Fees: For each consultant enter the name, if known, service to be provided, (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per consultant require additional justification and prior approval from ODP.*

Name of Consultant	Service Provided	Computation
T.B.D.	Collaboration system integration	
T.B.D.	Radio system gap analysis/action plan	
T.B.D.	Facilitation of task and resource request protocol development	
		<i>subtotal</i>

*Consultant Expenses: List all expenses to be paid from the grant to the individual consultants (i.e., travel, meals, lodging, etc.)*

Item	Location	Computation
		<i>subtotal</i>

*Contracts: Provide a description of the product or services to be procured by contract and the cost. Applicants are encouraged to promote free and open competition in awarding contracts. Separate justification must be provided for sole source contracts in excess of \$100,000.*

Item
Collaboration portal software and services
Middleware connector and integration services
Radio equipment installation/programming
Incident tracking software
<i>subtotal</i>

Policy or the Federal

*hourly or daily fee  
lay require*

<b>Cost</b>	
\$	575,000.00
\$	100,000.00
\$	100,000.00
<b>\$</b>	<b>775,000.00</b>

*ultant in addition to*

<b>Cost</b>	
<b>\$</b>	<b>-</b>

*and an estimate of  
contracts. A*

<b>Cost</b>	
\$	300,000.00
\$	450,000.00
\$	100,000.00
\$	160,000.00
<b>\$</b>	<b>1,010,000.00</b>