



# **STATE OF ALASKA**

**PUBLIC SAFETY INTEROPERABLE COMMUNICATIONS  
(PSIC) GRANT**

**GOVERNMENTAL**

**PROJECT GUIDELINES  
and  
APPLICATION TEMPLATE**

**February 2008**

## EXECUTIVE SUMMARY

Agencies and local jurisdictions in Alaska have been focused on improving our ability to communicate with each other for a number of years.

In 2007 Congress authorized the creation of a one-time grant program called “Public Safety Interoperable Communications” or PSIC. Unlike traditional Homeland Security Grant Program (HSGP) and Emergency Management Performance Grant (EMPG) funding, Congress mandated the PSIC program be made available to public safety agencies statewide.

Alaska has been conditionally awarded \$7,250,345.00 to invest in interoperable communications equipment, planning and coordination, and training and exercise activities.

These public safety agencies may include homeland security, law enforcement, fire, emergency medical services, among others. For example, such State public safety agencies may include state health organizations and state departments of public safety. Authorized nongovernmental organizations may include for-profit ambulance services, volunteer fire fighters, and agencies that are responsible for responding to 911 calls, among others.

As part of the special conditions of the PSIC Grant and Alaska’s HSGP the State was required to develop a State Communications Interoperability Plan (SCIP). This plan and the investment justifications for these grant programs must be reviewed and approved by a nationwide peer review panel and the U.S. Departments of Commerce and Homeland Security (DOC and DHS). In order to facilitate this review and approval process DHS developed a weighted criteria on which to evaluate each state’s SCIP.

The primary focus of the SCIP and Alaska’s PSIC grant guidelines will be to concentrate on:

- Un-served and underserved communities, focusing on those communities and agencies that have not benefited from past interoperable communications investments.
- Community Interoperability. Empowering communities to interoperate from within and be able to further interoperate with neighboring communities and regional response hubs.
- This operability and interoperability must utilize technology appropriate to each community in terms of complexity and cost. Many local jurisdictions and volunteer organizations have no economic base in which to sustain multi-million dollar communications systems.

Through the goals and strategies defined in the SCIP, Alaska will ensure that any technology investments throughout the State will be economically and operationally sustainable for years to come. Please review your interoperable communications needs, match them against the investment justifications with a concentration of the focus points and submit your application as appropriate.

# Public Safety Interoperable Communications (PSIC) Grant Project Application Guidelines February 2008

## I. GRANT SUMMARY AND GUIDELINES

### Overview

The Alaska Division of Homeland Security and Emergency Management (DHS&EM) is now soliciting applications for the FFY 2007 Public Safety Interoperable Communications (PSIC) grant program. Grants shall be used to fund projects and activities as outlined in this State guidance. The National Incident Management System (NIMS) self-certification form must be submitted with the project application form.

The 2007 sub-recipient applications will be reviewed for completeness, adherence to programmatic guidelines, feasibility, how well the proposed project is outlined, relevance to the State's categories and objectives, sustainability, impact, and demonstration of ready-to-go projects. Projects that are approved will be expected to begin within 90 days of the grant award date.

Applicants must familiarize themselves with the requirements and restrictions of the Program Guidance for FFY 2007 PSIC, available in Section II of this document, and the OGO Financial Guide, which governs this 2007 award. The OGO Financial Guide is available on the DHS&EM website at <http://www.ak-prepared.com>. *All grant recipients are assumed to have read, understood, and accepted the Program Guidance and the OGO Financial Guide as binding.*

### Background

The Department of Commerce, National Telecommunications and Information Administration (NTIA) and the Department of Homeland Security announced a one-time grant opportunity on July 18, 2007. The state of Alaska was awarded \$7.25 million under this grant program. The Public Safety Interoperable Communications (PSIC) grant is designed to:

- Achieve meaningful and measurable improvements in the state of interoperability for public safety communications;
- Address solutions that include multiple agencies and jurisdictions (regional);
- Address public safety entities at the state, local, tribal or non-governmental organizational level whose sole or principal purpose is to protect safety of life, health or property.

Grants will be awarded for projects that include:

- Technology, including adoption of advanced technological solutions, improved spectrum efficiency and cost-effective measures;
- Solutions that support capabilities in response to all hazards approach regardless of their source of cause;
- Continue to improve interoperability efforts in urban and metropolitan areas at high risk for threats of terrorism;

- Pre-position or secure interoperable communications in advance for immediate deployment in an emergency or major disaster.

This grant program is in addition to other grant programs such as the Homeland Security Grant Program. Applicants cannot use PSIC funding for activities currently funded through other funding mechanisms. Grant recipients can use PSIC funding for activities which, though eligible under other funding mechanisms, are not currently funded or only partially funded.

#### Who can apply for this grant?

Eligible applicants are public safety entities whose sole or principal purpose is to protect safety of life, health, or property. This includes:

- Local governments defined as a “county, municipality, city, township, local public authority, school district, special district, intrastate district, council of governments (whether or not incorporated as a non-profit corporation under State law) any other regional or interstate government entity, or any agency or instrumentality of a local government” whose sole or principal purpose is to protect safety of life, health or property.
- Tribal governments defined as the councils or other governing bodies of the 231 federally recognized tribes within Alaska, and agencies of the tribal governments whose sole or principal purpose is to protect safety of life, health, or property.
- State agencies whose sole or principal purpose is to protect safety of life, health or property. This may include state health organizations, state departments of public safety or emergency management, or state highway patrols, among others; and
- Non-Governmental organizations whose sole or principal purpose is to protect safety of life, health or property. This may include for-profit ambulance services, volunteer fire fighters, and agencies that are responsible for responding to 911 calls, among others.

#### How much funding is available?

\$7.25 million in funding is available through this grant, of which \$5.5 million is available to local jurisdictions, tribes and non-governmental organizations and \$1.3 million is available for state agencies. An additional \$.56 million is required for the state to establish and implement a Strategic Technology Reserve (STR) to pre-position or secure interoperable communications in advance for immediate deployment in an emergency situation or major disaster. This STR allocation is not part of this grant solicitation.

#### What is the performance period for the PSIC grant?

The term of this grant is October 1, 2007 through September 30, 2010. Awards are not expected until April/May 2008 from the Department of Homeland Security. Grant recipients must incur all costs and receive all goods and/or services during the performance period. If a recipient does not expend grant funds by the end of the performance period, all remaining funds will be returned to the federal government. There will be NO extensions on this grant.

<b>Tentative Timeline</b>	<b>Activity</b>
July 18, 2007	Federal Government announces grant program
February 1, 2008	Project Application Template and Guidance Released
April 4, 2008	Project Applications due to DHS&EM
April/May, 2008	DHS releases awards to states
September 30, 2010	Performance period ends
October 15, 2010	Final report and reimbursement requests due

How do I submit my project application?

Applicants must submit their project applications by mail, fax, or electronically (.pdf) by 11:59 pm, Friday, April 4, 2008. Applications submitted via fax or electronically must be signed to be considered for review. Applications can be faxed to 907-428-7009 or emailed electronically to [jim.king@alaska.gov](mailto:jim.king@alaska.gov). Mailed applications postmarked after the due date will not be considered for review. Applications should be addressed to:

Division of Homeland Security and Emergency Management  
 PSIC Application  
 Attention: Jim King, Grants Administrator  
 P.O. Box 5750  
 Fort Richardson, Alaska 99505

Can I submit more than one project application?

Yes. Applicants may participate in up to three project applications per investment category.

Is a match required?

There is a 20 percent match requirement for this grant. However, the State is accepting full responsibility in meeting the match requirement and will not pass this on to locals. This acceptance only applies to this grant for the accepted specific performance period. Any match requirements for future grants will be considered at a later date. Applicants should keep this in mind when considering projects requiring phased implementation.

Can I receive management and administration (M&A) funds with my project award?

Yes. M&A is authorized for use at all levels for costs associated with acquisition, deployment, and training for expenditures up to three percent of allocated funds. M&A must be requested at time of application for consideration.

Can I have a contractor help write my project application?

The guidance specifically states that “in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop, draft or help prepare project applications, specifications, requirements, statements of work, invitation for bids and/or requests for proposals shall be excluded from competing for such procurements.” Therefore, please keep this in mind when writing your proposals and do not involve potential contractors/vendors in the project application development process.

### What activities and costs are eligible for PSIC funding?

Complete federal guidance is available at

[http://www.ntia.doc.gov/psic/PSICguidance\\_081607.pdf](http://www.ntia.doc.gov/psic/PSICguidance_081607.pdf) and applicants are encouraged to review the guidance carefully for eligible costs.

Some examples of eligible activities may include:

#### PLANNING:

- Developing and enhancing communications plans and protocols related to the four PSIC requirements;
- Developing and/or conducting needs assessments to help identify interoperability gaps in public safety communications;
- Developing standard operating procedures for the use of equipment or systems funded in a PSIC Investment;
- Developing and enhancing communications plans and protocols related to a PSIC Investment;
- Developing and/or conducting technology and needs assessments as part of a PSIC Investment;
- Developing requirements definition and analysis for a PSIC Investment;
- Collecting asset inventory to identify needs of a PSIC Investment;
- Developing concept-of-operations for PSIC Investment solutions.

#### ACQUISITION:

- Acquisition of interoperable communications equipment and methods (e.g., swap radios, shared channels, gateways, shared systems);
- Developing requirements definition and analysis;
- Collecting asset inventory;
- Conducting technology alternatives and feasibility analyses;
- Developing system design (e.g., engineering or site surveys).

#### DEPLOYMENT:

- Build-out costs of interoperable communications equipment;
- Installing and build-out communications system infrastructure;
- Distributing portable and mobile equipment;
- Developing deployment and standard operating procedures;
- Developing fleet-map for local and statewide interoperability;
- Conducting system acceptance testing;
- Conducting certification and accreditation;
- Managing interoperability assets through inventorying equipment;
- Developing service-level agreement(s) and payment, including operations and maintenance considerations.

#### OPERATIONS AND MAINTENANCE (O&M):

- O&M costs directly related to the project proposal, including:
- O&M costs of equipment such as Land Mobile Radio, service fees for cellular and satellite-enabled equipment and related communications service;

- Personnel and fringe benefit costs, but only for new personnel (such as project manager) whose position(s) directly relates to the PSIC Investment;
- Utilities costs, supplies, repair and replacement costs;
- General logistics support costs;
- Cost of contract support to provide life-cycle operations and maintenance.

**CONSTRUCTION:**

- Communication towers;
- Construct/enhance equipment shelter;
- Retrofit dispatch center.

See guidance and attached Information Bulletin No. 271 for more information as significant federal approval requirements exist for construction related activities.

**TRAINING:**

- Conducting comprehensive interoperable communications user training on systems that use the reallocated public safety spectrum, can interoperate with the reallocated public safety spectrum, or any other band of public safety spectrum;
- Conducting multi-jurisdictional interoperable communications-specific exercises and drills on systems that use the 700 MHz band or can interoperate with the 700 MHz band or any other band of public safety spectrum;
- Developing user guides and instruction manuals on systems;
- Hiring of personnel or contractors/consultants to conduct training activities, including associated backfill and overtime costs.

**STATE MANAGED PROGRAM OPTIONS:**

Each jurisdiction will have the opportunity to request no more than three of the focus areas for training and/or exercise. The training focus area will carry a value of \$5,000 for development and delivery by the state, or a State funded contractor. The exercise focus area will carry a value of \$12,500 for development and delivery by the State, or a State funded contractor.

The Interagency Multi-Disciplinary Review Committee will consider these requests when determining allocations. Once allocations are made, all jurisdictions with allocated State Managed training, exercises, or critical infrastructure assessment activities will enter into a Memorandum of Understanding allowing the State to manage those funds for the specific activity.

DHS&EM training and exercise staff will then work with each jurisdiction awarded a State Managed training or exercise allocation to determine the needs and develop the activity. This should occur during the first two quarters of the Grant. The funds will be combined into one fund source and each categories budget can be adjusted as necessary to provide for the delivery. This should allow adjustment between size of communities, types of delivery, and a regional approach, all within an overall budget. Additionally, DHS&EM training and exercise staff will need to assess the need for a contract for any, or all of the deliveries.

**NOTE: These grant funds must not be used to pay for any existing staff salary, wages or benefits (no supplanting.)**

Ineligible Activities/Costs

Ineligible activities/costs include, but are not limited to the following:

- Costs incurred prior to the performance period or after the grant term;
- Costs currently covered by another funding source;
- SUPPLANTING: Any costs or activities already budgeted for within an existing local or agency budget for the same or similar purpose;
- Salaries, benefits and overtime for existing employees;
- Grant writers and other staff who do not directly contribute to the implementation of the project;
- Phones, vehicle costs, office rental, furniture and equipment, office supplies;
- No indirect can be charged in Operations and Maintenance (O&M);
- Hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities;
- Pre-paid expenditures of future goods or services (salaries/wages, contractual agreements, etc.) delivered beyond the end of the performance period;
- Fines or penalties due to violation of federal, state, or local laws, ordinances or regulations;
- Travel expenses that do not comply with state and local travel regulations.

Materials or items purchased may be denied full reimbursement if they do not meet the requirements detailed in this section or in the overarching grant guidance and award documents.

If you have any questions regarding ineligible activities/costs, please send an email to [jim.king@alaska.gov](mailto:jim.king@alaska.gov).

## **II. GRANT APPLICATION REVIEW AND AWARD PROCESS**

### Application Review

Every application will first be reviewed by DHS&EM Homeland Security Multi-Disciplinary Team to determine application completeness and eligibility. Requested funding amounts will be determined and compared to the 80 percent pass-through allocations. The Team will also review application projects for compliance with the following Application Comprehensiveness Guidance. The eligible applicant's projects will then be reviewed by an inter-agency, multi-discipline committee of subject matter experts to recommend final project approvals and funding allocations.

### **Application Comprehensiveness based on the following:**

- Completeness. Eligibility for award is dependent upon accuracy and completeness. Incomplete applications and/or individual projects will be disqualified.
- Submission of certification of NIMS compliance or a plan to achieve compliance by September 30, 2008.
- Comprehensive timelines and milestones for the project.

- Complete project descriptions supporting project need.
- Demonstration of projects “ready-to-go” and begin implementation within 90 days of grant award date.
- Comprehensive performance measure for project.
- Evidence of project support and sustainability after termination of the award.

#### Notification of Project Application Review Results

Upon completion of the review process, all applicants will be notified in writing of the outcome of their project application status. Preliminary notifications will include non-selection, partial funding of projects and any ineligible costs identified or removed through the review process.

Please note that the result of the external review and evaluation process does NOT guarantee funding. DHS expects to announce the final awards and approval to expend in spring 2008. Awards will be executed after the federal approval has been received.

#### Partial Funding of Project Application

The review panel may recommend partial funding of some or all project applications and will deduct ineligible costs.

#### Payment for Grant Expenditures

If project applications are selected for funding and approved by the state administrative agency (SAA), grant funds will be paid on a reimbursement basis for actual costs incurred that are directly related to the statement of work in the award. Reimbursement requests must be submitted on a PSIC Quarterly Financial Progress Report which will be provided with the award. Backup documentation will be requested in support of expenditures submitted for reimbursement. Reimbursement requests **must be submitted quarterly** for work incurred in the prior 90 days. If no expenditures have occurred, a report detailing why no funds were expended during those 90 days must be submitted.

#### Sub-Recipient Monitoring

Grant recipients are subject to periodic onsite monitoring of activities, expenditures and assets related to the approved project. The SAA will give notice prior to monitoring activities of all files, documentation and related assets must be available for inspection.

#### Reporting Requirements

Quarterly progress reports must be submitted detailing the activities completed to date, the expenditures associated with those activities, and how the activities are fulfilling the purpose of the project. By the 20<sup>th</sup> calendar day following the end of the performance period, a comprehensive report must be submitted by the grant recipient detailing the activities completed, the success or failure of those activities, and justification for any activities not completed. In particular, a final report will provide an analysis of what the baseline was prior to the project and what the outcome has been. Projects which include an exercise component must submit the After Action Report (AAR) as a part of the final report.

### **III. PROJECT APPLICATION CHECKLIST**

Please ensure that you can check ALL of the following boxes. If you cannot check ALL of the boxes, you are likely ineligible to compete for this funding:

- Project Application is not for a single agency;
- Project Application is not for a single jurisdiction;
- All Project Application participants are public safety agencies that are 1) a state, local, or tribal government entity or non-governmental organization authorized by such entity, whose sole or principal purpose is to protect safety of life, health or property.
- Funding requested in this Project Application will make measurable improvements in interoperability;
- Solutions identified in the application achieve meaningful and measurable improvements in the state of interoperability for public safety communications;
- Agencies/jurisdictions participating in the Project Application have obtained applicable permits for environmental and historic preservation (EHP) for projects involving communication towers, physical security enhancements, new construction, renovation, and modifications to buildings and structures that are 50 years old or older;

If you were able to check all of the boxes above, please proceed in completing your project application.

#### **IV. PROJECT APPLICATION INSTRUCTIONS**

All project applications must fully support the initiatives of the National Preparedness Guidelines, Target Capabilities List, National Response Plan, goals and objectives of the Alaska SCIP and statewide PSIC investments. All documents are available on the DHS&EM website at <http://www.ak-prepared.com>.

The project application template is a protected Microsoft word document. It's highly recommended the template be saved to your computer or desktop, unprotect, and then fill in the blanks. Additional pages can be added or deleted to the template for multiple projects as long as the document remains unprotected. Remember all projects require multi-jurisdiction, multi-agency collaboration to be eligible. Non-governmental jurisdiction/agency applicants submitting projects on their own will complete Investment Category #4 only.

#### **Completing the application template:**

1. Enter jurisdiction(s)/agency(s) submitting project application.
2. Enter responsible borough(s) for this application.
3. Enter total number of project(s) being submitted.
4. Enter project(s) title by priority, investment category, and funding.
5. Investment Category #1 and Investment Category #2.
  - a. Enter project title
  - b. Enter project priority
  - c. Enter jurisdiction(s)/agency(s) submitting project

- d. Enter responsible borough(s), if applicable
  - e. Answer question #1;
    - i. A) Provide complete description of project
    - ii. B) Explain purpose of project in complete detail
    - iii. C) Check all strategic initiatives that apply to this project
    - iv. D) Complete budget worksheet for project
    - v. Management & Administration funds, circle yes or no
  - f. Answer question #2;
    - i. Explain in full detail how project is ready-to-go
  - g. Answer question #3;
    - i. Explain in full detail potential challenges of implementing project
  - h. Answer question #4;
    - i. Explain how this project is multi-jurisdiction/agency
  - i. Answer question #5;
    - i. Explain goal of project if funded
  - j. Answer question #6;
    - i. Explain in full detail how project sustainability will be achieved
  - k. Answer question #7;
    - i. Identify project milestones
6. Investment Category #3.
- a. Enter project title
  - b. Enter project priority
  - c. Enter jurisdiction(s)/agency(s) submitting project
  - d. Enter responsible borough(s), if applicable
  - e. Answer question #1;
    - i. A) Provide complete description of project
    - ii. B) Explain purpose of project in complete detail
    - iii. C) Check all strategic initiatives that apply to this project
    - iv. D) Complete budget worksheet for project
      - 1. Equipment item must reflect an authorized equipment list (AEL) number to be eligible for funding. AEL numbers can be found at <https://www.rkb.us/>
    - v. Management & Administration funds, circle yes or no
  - f. Answer question #2;
    - i. Explain in full detail how project is ready-to-go
  - g. Answer question #3;
    - i. Explain in full detail potential challenges of implementing project
  - h. Answer question #4;
    - i. Explain how this project is multi-jurisdiction/agency
  - i. Answer question #5;
    - i. Explain goal of project if funded
  - j. Answer question #6;
    - i. Explain in full detail how project sustainability will be achieved
  - k. Answer question #7;
    - i. Identify project milestones
7. State Managed Programs.

- a. Eligible areas are exercise and training
  - i. Select up to three focus areas
- 8. Signatory Form.
  - a. Identify a primary individual in each category responsible for the project and authorized to accept grant award
    - i. Project Manager; The individual that has the overall responsibility for implementation of the grant project(s).
    - ii. Chief Financial Officer; The individual that has final fiscal responsibility and authority for the jurisdiction. (Examples: Financial Officer, Controller, Comptroller, Finance Chief, Financial Manager, etc.)
    - iii. Signatory Official; The individual that has final executive authority and responsibility for the jurisdiction. (Examples; Mayor, City Manager)
  - b. Identify any primary or secondary delegates
- 9. NIMS Compliance Information.
  - a. Complete form in its entirety
  - b. Provide summary plan for any uncompleted areas, if applicable
- 10. Signature Page.
  - a. Must be signed by signatory official of each public safety agency collaborating on application, additional pages may be used as required