

Project Management Plan (PMP) Overview

Urban Areas Security Initiative (UASI)

This overview serves to provide instruction on how to complete the Project Management Plan. This template was updated in May 2012 to incorporate new guidance requirements from FEMA and policies implemented by the Senior Policy Group and the Chief Administrative Officers. The programmatic changes to this document are considerable and the Project Manager and Financial Officer should work closely to properly complete this form.

- 1. Project Information** | *This section captures basic information about the project based on guidance provided by the SAA. Note the required project end date provided in the Anticipated End Date section and ensure the plan adheres to those guidelines.*

1. Project Information

Project Title

Subgrantee

Award Amount

Project Type

- Planning/Personnel
- Equipment
- Training
- Exercise
- Maintenance Contract/Services

Main Supporting ESF/RPWG

Anticipated End Date FY 2012 UASI subgrants must end by May 2014

Main Subgrantee Point of Contact and Email Address

Please refer to the SAA [Subgrantee Handbook](#) and the FEMA [Funding Opportunity Announcement](#) for more information.

Quick note: The main Supporting ESF/RPWG selected should be the group that sponsors and vets this PMP.

- 2. Subgrantee Profile** | *This section captures basic information about the subgrantee. The Authorized Official should be the person authorized to sign for and accept award documents on behalf of the subgrantee organization (usually the director of the agency). The Project Manager should be the person that implements the project and is generally responsible for submitting the PMP and Quarterly Status Reports (QSR). The Financial Officer should be the person who works on the budget and is responsible for managing the submission process for GMS or PASS/SOAR. The NCR/GMS or PASS/SOAR User should identify the individual actually entering the information in the respective systems; if this person is in need of training, please indicate by selecting the appropriate checkbox.*

2. Subgrantee Profile

	AUTHORIZATION OFFICIAL	PROJECT MANAGER	FINANCIAL OFFICER	NCR/GMS (PASS/SOAR IF DC) USER
Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Has this person received the necessary training?
				<input type="checkbox"/> Yes
				<input type="checkbox"/> No

- 3. Environmental and Historic Preservation** | *Per Information Bulletin 345 released by FEMA in September 2010, all projects are subject to EHP review. To make the determination, a screening form should be submitted to the SAA. There are a few exempt project types which include: Planning, Classroom-based training and exercises, Field-based training at existing facilities with established procedure, Personnel and Mobile and portable equipment (PPE, radios, etc.), vehicles, and other equipment that does not require any installation. If the project falls into one of these categories, the subgrantee should enter justification as to why the project is exempt in the field provided.*

3. Environmental and Historic Preservation

Note All projects **must** be submitted through the SAA to FEMA for EHP review and approval **before** project initiation, unless expressly exempted from the requirement (see below for a list of exempted project types). For more information: <http://www.fema.gov/plan/ehp/>. For common mistakes, please refer to the SAA [Subgrantee Handbook](#).

Is this project exempt from EHP review?

No — complete the required EHP screening form (available from the SAA) and submit to the SAA, along with any required documentation (e.g. aerial and ground-level photographs, diagrams, etc.).

Yes — provide justification and select the correct project type below.

[Redacted]

Exempt project types:

<input type="checkbox"/> Planning <input type="checkbox"/> Classroom-based training and exercises <input type="checkbox"/> Field-based training at existing facilities with established procedures List facility: [Redacted]	<input type="checkbox"/> Personnel <input type="checkbox"/> Mobile and portable equipment (PPE, radios, etc.), vehicles, and other equipment that does not require any installation
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- 4.1 Project Description** | In this section, describe the project itself. If the plan is to buy equipment, what is it, who's it for and how will it be used? If the project will pay for services or staff, what are the deliverables and milestones that the service/staff will perform? This section should clearly identify what we will get out of the project.

Please also describe in detail the capabilities and gaps present. In most cases, there is some level of capability in the area, even if it is not sufficient. Describe what we are currently able to achieve and how the implementation of this project will improve that capability. This should include figures such as pieces of equipment available, number of individuals trained, written plans and procedures in place, etc. Next, explain what capabilities we are lacking and demonstrate how those gaps have been realized. This should be supported by a Strategic Plan Initiative, an After Action Report or an Improvement Plan. The SAA may request a copy of the document referenced. Finally, explain how this project will help to close the gaps identified.

4.1. Project Description

What is this project (what will you do with the awarded funds)? 800 character limit.
 [Redacted]

What are your current capabilities in this area (what can you currently do; what do you currently have)? 800 character limit.
 [Redacted]

How are your current capabilities insufficient (what is your capability gap), and what recent events/exercises/assessments have shown current capabilities to be insufficient? 800 character limit.
 [Redacted]

How will this project improve your current capabilities in this area? 800 character limit.
 [Redacted]

4.2 Terrorism Risk | Federal funding is provided to address the identified planning, organization, equipment, training, and exercise needs at the state and local levels to prevent, protect against, respond to, and recover from acts of terrorism. The subgrantee should provide details on the risk(s) this project addresses.

4.2. Terrorism Risk

Describe the terrorism risk this project is intended to address and how the project will address it. 800 character limit.

4.3 Funding History | The subgrantee should indicate whether or not the project is new or ongoing (continuation or maintenance). Additionally, the award amount should be allocated to demonstrate what portion goes toward building or expanding capabilities and what portion goes to sustaining existing capabilities. Finally, the subgrantee should list the previous subgrant awards that supported this initiative.

4.3. Funding History

Is this project new or ongoing?

New
 Ongoing

Does this project focus on building new capabilities or sustaining existing capabilities? Provide amount dedicated to each category.

Build or expand capabilities
 Sustain existing capabilities

Note Total must equal Award Amount on p. 1.

Was the project previously funded?

SUBGRANT ID	AWARD	DESCRIPTION
_____	_____	_____
_____	_____	_____

5. Deliverables and Milestones | The subgrantee should identify up to five (5) deliverables for the project. Additionally, up to five (5) milestones should be included for each deliverable to serve as a measure of the project's progress. When completing the QSR, the subgrantee should highlight milestones completed during the quarter in the Accomplishments section of the report.

5. Deliverables and Milestones

Note Planning/Personnel projects must include specific deliverables and milestones that build or connect to a regional capability.

DELIVERABLE A significant product or outcome that will be produced by the project; something that will be measured, demonstrated, produced or shown at project closeout.

MILESTONE A step that must be taken toward accomplishing a deliverable; something that will indicate progress and can be used to determine if the project is on schedule.

DELIVERABLE / MILESTONE DESCRIPTION	START DATE (M/YYYY)	END DATE (M/YYYY)
D1	_____	_____
M1	_____	_____
M2	_____	_____
M3	_____	_____
M4	_____	_____
M5	_____	_____

6.1 Spend Plan | This section should include a snapshot of the expenses the subgrantee expects to submit for reimbursement. The sections should be completed as follows:

- ✓ **Item Description** – Use common terminology to describe the item. For example: Use “Cell Phone” vs “Mobile Telecommunications Device”
- ✓ **AEL** – Authorized Equipment List can be found here: <https://www.rkb.us/mel.cfm?subtypeid=549>
- ✓ **COBJ** – Comptroller Object Code (DC agencies only)
- ✓ **Deliverable/Milestone** – Each expenditure should be linked to a deliverable and/or milestone
- ✓ **Item Type** – Expenditure should fall under one of the following categories: Personnel, Travel, Equipment, Supplies, Consultants/Contracts, Other Costs, Indirect Costs or M&A
- ✓ **Computation** – This section is free-form and should provide detail on how the Estimated Cost is calculated. For example, if an employee’s costs are \$30/hr x 40hrs/wk x 52 wks, enter that in the computation field. The total amount (\$62,400) will go in the Estimated Cost field.

6.1. Spend Plan

AEL Authorized Equipment List. For more information: <https://www.rkb.us/mel.cfm?subtypeid=549>.

COBJ Four-digit Comptroller Object—DC AGENCIES ONLY.

ITEMTYPE Personnel, Travel, Equipment, Supplies, Consultants/Contracts, Other Costs, Indirect Costs, M&A.

COMPUTATION How was the estimated cost calculated?

ITEM DESCRIPTION	AEL CODE	COBJ	DELIVERABLE/ MILESTONE #	ITEM TYPE	COMPUTATION	ESTIMATED COST
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00

6.2 Sustainment | Sustainment refers to whether the subgrantee needs further grant funds to maintain the deliverable(s) of this project. The subgrantee should choose one of the options and indicate how the subgrantee will use the funds to sustain the capability in future years, if applicable. In the Maintenance Budget field, indicate how much is needed to sustain this capability.

If equipment has an expiration date or needs to be replaced, the subgrantee should indicate this in the Useful Life field.

6.2. Sustainment

Long-term Sustainment Plan.

Will Homeland Security Grant funds be required for sustainment? (Choose one of the following).

No future costs are anticipated.

Subgrantee will assume all future costs.

Subgrantee will need future grant funding to cover all costs.

Subgrantee will assume part of the costs and need future grant funding to cover the rest.

How will the subgrantee sustain the capability (e.g. maintenance/services, system upgrades/refreshes)?

Maintenance Budget.

Annual budget

x Years of maintenance required (3 years maximum)

\$ 0.00 TOTAL

Useful Life.

How long will the equipment be useful?

7. **Additional Information** | This section gives the subgrantee the opportunity to provide additional detail or highlight important information that may not fit in other sections.

7.1 **Personnel** | The subgrantee should indicate their staffing method(s) for the personnel that carry out the deliverables of the project.

7.1. Personnel

Hiring Full-Time Employees
The subgrantee will hire or continue funding for ### full-time employees for a period of ## months.

Hiring Part-Time Employees
The subgrantee will hire or continue funding for ## part-time or partial level of effort employees for a period of ## months. Total level of effort billed to this project equals ## Full-Time Employee (FTE) equivalent.

Purchasing Consultant Services
The subgrantee will procure or continue funding for consultant services, to be provided per the terms of a contract. The specific deliverables for that contract should be listed in Section 5. *Deliverables and Milestones* and the cost calculation should be shown in Section 6. *Financial Plan*.

7.2 **Training** | Per FEMA guidance, the subgrantee should check these training web portals to see whether the proposed training is already provided through a Federal or State entity. In the event the proposed training is already provided, enter the catalog and justify the reason for the use of grant funds. The more detail provided the better; it is recommended that the subgrantee also completes and includes a cost comparison.

7.2. Training

COURSE	DESCRIPTION	# SESSIONS	# PARTICIPANTS	LOCATION	DATE(S)
		0	0		
		0	0		
		0	0		
		0	0		
		0	0		

Is the proposed training already provided by the following?

Department of Homeland Security

Emergency Management Institute—<http://training.fema.gov/IS/>

District of Columbia Homeland Security and Emergency Management Agency—<http://hsema.dc.gov/>

Maryland Emergency Management Agency—<http://www.mema.state.md.us/>

Virginia Department of Emergency Management—<http://www.readyvirginia.gov/>

If yes, justify the need for grant funds.

Training not listed in the aforementioned catalogues is welcomed. In the field provided, describe in detail the scope of the training, include the number of participants, location, and dates. If this approach is taken and the subgrantee plans to implement the same course more than three times, this course is required to go through the NTED State course review and approval process. In the event the proposed training meets this requirement, contact your SAA point-of-contact for assistance on next steps. Additional course deliveries will be authorized during the review period; however, if the course is disapproved as part of the process, no additional FEMA funds can be dedicated to attending the course.

7.3 **Exercises** | The subgrantee should indicate the type of exercise proposed for consideration and describe in detail the scope of the exercise, include the number of participants, location, and dates. Additionally, per Information Bulletin 366 released by FEMA in July 2011, an After Action Report/Improvement Plan (AAR/IP) must be completed and submitted to hseep@dhs.gov and the SAA at ncr.saa@dc.gov within 90 days after conduct of an exercise. Please ensure the AAR/IP document is encrypted (password-protected) and the password is sent via a separate email. The subgrantee may also use the HSEEP Corrective Action

Program (CAP) for the tracking of corrective actions (https://hseep.dhs.gov/hseep_em/). For more information: <http://hseep.dhs.gov>.

7.3. Exercises

TYPE	DESCRIPTION	# PARTICIPANTS	LOCATION	DATE(S)
		0		
		0		
		0		
		0		
		0		

Note An After Action Report/Improvement Plan (AAR/IP) must be completed and submitted to hseep@dhs.gov and the SAA at ncr.saa@dc.gov within 90 days after conduct of an exercise. Please ensure the AAR/IP document is encrypted (password-protected) and the password is sent via a separate email. The subgrantee may also use the HSEEP Corrective Action Program (CAP) for the tracking of corrective actions (https://hseep.dhs.gov/hseep_em/). For more information: <http://hseep.dhs.gov>.

7.4 NIMS Resource Types (applicable for FY 2011 & 2012) | FEMA has defined a set of resource types as part of the NIMS, and has required the SAA to report on how grant funds are used in support of developing these typed resources/capabilities. Not all projects will have deliverables that support one of the NIMS resource types - but those that do must report which resource type is supported, and what equipment and training was purchased to support the development or sustainment of that resource type. The FEMA defined NIMS resource types are in the following categories: Emergency Medical Services; Animal Health Emergency; Fire and Hazardous Materials; Incident Management; Law Enforcement; Medical and Public Health; Pathfinder Task Forces; Public Works; and Search & Rescue.

For instance, if the NCR used UASI funds to purchase equipment and training for eight local Hazardous Materials response teams, we would have to report that to FEMA. A subgrant that was used to pay a contractor to update a transportation evacuation plan has no corresponding NIMS resource type and would not be required to report it.

If the subgrantee is not funding any NIMS resources, they should select “No” and move to the next section.

7.4. NIMS Resource Types—FY 2011–12 Grant-Funded Equipment and Training Only

For more information: <https://www.rkb.us/nims.cfm>.

Will the equipment and/or training support a NIMS resource type?

No

Yes—complete the table below.

- Provide the list of defined NIMS resource types and capabilities supported by this subgrant.
- Explain how the resource type is supported.
- Match any planned equipment purchases to a typed capability.
- Provide number of people to be trained for each NIMS resource type capability and number of identified teams supported (e.g. 63 people to be trained in structural collapse response to support 23 Type 2 USAR Teams).

RESOURCE TYPE	HOW?	EQUIPMENT	TRAINING	
			# TRAINED	IDENTIFIED TEAMS
HazMat Entry Team	Enhanced sensor equipment to detect and ID WMD chemical/biological aerosol and gas agents, and sending 8 team members to advanced training	8 portable sensors (WMD chem/bio aerosol/vapor/gas - detect and ID)	8	Type 1 - HazMat Entry Team
			0	

7.5 National Preparedness Goal Core Capabilities | The subgrantee should select no more than three capabilities. For each capability selected, please estimate how much funding supports each capability; these values should equal the total subgrant award. Using the Rating/Score chart provided, the Pre-

Project Score should reflect the subgrantee’s rating prior to receiving funding. The Achieved Score should reflect the subgrantee’s anticipated rating at the end of the period of performance.

8.1. National Preparedness Goal Core Capabilities—Select up to three

For more information: <http://www.fema.gov/prepared/ppd8.shtm>.
 For a crosswalk with the Target Capabilities List: <http://www.fema.gov/pdf/prepared/crosswalk.pdf>.

CORE CAPABILITIES	\$ AMOUNT	CURRENT RATING	PROJECTED RATING	COMMENTS
COMMON CAPABILITIES				
Planning				
Public Information and Warning				
Operational Coordination				

RATING/SCORE	DESCRIPTION
0	Priority area/goal not being addressed
1	Priority area/goal identified
2	Initial efforts have commenced
3	Efforts are well on the way
4	Priority area/goal nearing completion
5	Priority area/goal completely addressed

Quick note: Continuation projects should be evaluated only for the current year’s project. For example, if a project was funded in 2010 and has received 2012 funding, the subgrantee should only evaluate the score as it relates to the 2012 period of performance. The Pre-project score should reflect the rating at the start of the project and the Achieved score should reflect the anticipated rating at the project’s completion.

7.6 NCR Homeland Security Strategic Plan (2010) | The subgrantee should select up to three Strategic Initiative(s) that apply to the project. This initiative should tie back to the Investment Plan identified in the Project Concept.

8.2. NCR Homeland Security Strategic Plan (2010) Initiatives—Select up to three

For more information: http://www.mwcog.org/store/item.asp?PUBLICATION_ID=278.

- 1 ENSURE INTEROPERABLE COMMUNICATIONS CAPABILITIES**
 - 1.1 Ensure response partners can communicate by voice in all environments and on a day-to-day basis**
 - 1.1.1 Increase access to voice systems capable of transmitting and receiving voice information to and from NCR response partners.
 - 1.2 Ensure response partners can communicate and share necessary, appropriate data in all environments and on a day-to-day basis.**
 - 1.2.1 Develop and maintain secure data communications governed by common standards and operating procedures.
 - 1.2.2 Share Computer Aided Dispatch (CAD) data between jurisdictions and other related data systems to streamline the process of capturing 911 information and responding to incidents.
 - 1.2.3 Share Geographic Information System (GIS) data between jurisdictions and other related data systems.
 - 1.3 Ensure response partners can communicate and share necessary, appropriate video information in all environments and on a day-to-day basis.**
 - 1.3.1 Increase access to video systems capable of transmitting and receiving video information to and from NCR response partners.

9. SAA Notes | This section is reserved for use by the SAA to maintain notes related to the project.

9. SAA Notes

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