This overview serves to provide instruction on how to complete the Project Management Plan. This template should be used for both Urban Area Security Initiatives (UASI) and State Homeland Security Program (SHSP) projects and is subject to change pending updates to FEMA grant guidance.

1. **Project Information** | This section captures basic information about the project based on guidance provided by the SAA. In the Grant field, please select the appropriate grant year and program from the drop down menus. The Subgrantee ID will be provided by the SAA upon completion of the project selection process. The Proposed Amount is provided by the subgrantee to indicate how much funding is needed to complete the project as stated in the plan. This funding amount is not guaranteed. In the LETPA field please indicate how much, if any, supports Law Enforcement/Terrorism Prevention activities. The Anticipated Start and End dates for the project must adhere to guidance provided by the SAA.

   ![Project Information Table]

   **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.

   ![Subgrantee Profile Table]
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, 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 detailed justification as to why the project is exempt in the field provided. Please note that exempted projects may still have components that require EHP approval. The “screwdriver test” also applies to exempted projects. For example, a project mainly consists of the acquisition of mobile equipment however the subgrantee intends to purchase and install shelving to store the equipment. The installation of these shelves in a fixed structure requires EHP approval.

![Screening Form](image_url)

**Quick note:** The reimbursement of items subject to EHP review without proper approval will be denied by the SAA.

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.

![Project Description](image_url)

4.2 **Capabilities** | In this section, 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 the number of pieces of equipment available, 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. Lastly, explain how this project will help to close the gaps identified. This should include additional figures to demonstrate how the gap has been reduced; how many individuals were trained, how many pieces of equipment were purchased, how many (and which) plans were completed? The impact should provide a comprehensive picture of deliverables the subgrantee expects to have upon completion of the project and how those aid in addressing the insufficient capabilities.
4.3 **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.

4.4 **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 (up to three) previous subgrant awards that supported this initiative.

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.
5.1 Personnel | This section should identify any staff and/or contractual support funded within the scope of this project. If the subgrantee has not yet identified an employee or contractor, the anticipated role should still be detailed. The subgrantee may use “vacant” for positions that have yet to be filled or “TBD” for contractors who have yet to be identified as placeholders. The subgrantee should select whether it is an employee or contractor by selecting the appropriate option from the drop down menu. Finally, the subgrantee should indicate the Level of Effort this role will require (100%, 50%, etc) and the amount of time the personnel will be assigned to this particular project in the Duration field.

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.llis.dhs.gov/knowledgebase/ael](https://www.llis.dhs.gov/knowledgebase/ael)
- **CObj** – Comptroller Object Code (DC agencies only)
- **Deliverable/Milestone** – Each expenditure should be linked to a deliverable and/or milestone from Section 5.
- **Item Type** – Expenditure should fall under one of the following categories: Personnel, Travel, Equipment, Supplies, Consultants/Contracts, Other Costs, Indirect Costs or M&A
- **Cost 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.
6.2 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 four options and indicate how much funding is needed to sustain this capability annually. Additionally, the subgrantee should describe how it will sustain the capability in future years (no matter the sustainment option selected) and include the expiration/replacement date of any applicable items.

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 Training | Per FEMA guidance, the subgrantee should report training funded by HSGP. Requirements regarding this policy can be found here: [http://hsema.dc.gov/publication/training-reporting-requirements](http://hsema.dc.gov/publication/training-reporting-requirements).

7.2 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. For more information: [http://hseep.dhs.gov](http://hseep.dhs.gov).
7.3 NIMS Resource Types | 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 subrecipient is not funding any NIMS resources, they should select “No”.

8.1 National Preparedness Goal Core Capabilities | The subrecipient should select no more than three Core Capabilities. For each of the Core Capabilities 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 subrecipient’s rating prior to receiving funding. The Achieved Score should reflect the subrecipient’s anticipated rating at the end of the period of performance.
Quick note: Continuation projects should be evaluated only for the current year’s project. For example, if a project was funded in 2011 and has received 2013 funding, the subgrantee should only evaluate the score as it relates to the 2013 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.

8.2 Homeland Security Strategic Plan | The subgrantee should select up to two objectives (UASI) or strategic initiatives (SHSP) that apply to the project. The respective plans can be found here: http://hsema.dc.gov/page/homeland-security-strategic-plan.