

Project Management Plan (PMP) Overview

Homeland Security Grant Program (HSGP)

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.*

Grant	FY	<input type="text"/>	<input type="text"/>		
Subgrantee ID	<input type="text" value="(TBD)"/>				
1. Project Information					
Project Title		<input type="text"/>			
Subgrantee		<input type="text"/>			
Project Proposed Amount		<input type="text"/>			
Law Enforcement Terrorism Prevention Activities (LETPA) Amount		<input type="text"/>			
Project Type		<input type="checkbox"/> Planning/Personnel <input type="checkbox"/> Equipment <input type="checkbox"/> Training <input type="checkbox"/> Exercise <input type="checkbox"/> Maintenance Contract/Services			
Main Supporting ESF/RPWG		<input type="text"/>			
Anticipated Spending Start Date		<input type="text"/>			
Anticipated End Date		<input type="text"/>			
Main Subgrantee Point of Contact and Email Address		<input type="text"/>			
Please refer to the SAA Subgrantee Handbook and the applicable 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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Organization	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
					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, 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.*

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.
 For more information: <http://www.fema.gov/environmental-planning-and-historic-preservation-program>.
 For common mistakes, please refer to the SAA [Subgrantee Handbook](#).

Does the project exclusively fall under one of the following exempted project types?

Planning

Classroom-based training and exercises

Personnel

Mobile and portable equipment (PPE, radios, etc.), vehicles, and other equipment that do not require any installation

Provide justification and list exempted activities and equipment:

None of the above. **EHP REQUIRED.**

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.

4.1. Project Description

What is this project (what will you do with the awarded funds)? Describe any planning, equipment, training and/or exercises that will be involved. 800 character limit.

- 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.

4.2. Capabilities

Current capabilities. What are your existing capabilities in this area (what can you currently do; what do you currently have)? 800 character limit.

Capability gaps. How are your current capabilities insufficient and what recent events / exercises / assessments have shown current capabilities to be insufficient? 800 character limit.

Accomplishments and impact. How will this project improve your current capabilities in this area? Describe anticipated outcomes and how they demonstrate progress toward filling the capability mentioned above. 800 character limit.

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.

4.3. Terrorism Risk

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

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.

4.4. 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 AMOUNT	TITLE
<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text"/>

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			

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.

5.1. Personnel

List any employees or contractors funded in part or in full through this subgrant. Provide separate spreadsheet if additional space is needed.

NAME (IF AVAILABLE)	POSITION	EMPLOYEE / CONTRACTOR	LEVEL OF EFFORT	START DATE (M/YYYY)	END DATE (M/YYYY)
			0%		
			0%		
			0%		
			0%		
			0%		

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>
- ✓ **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.

6.1. Spend Plan

AEL Authorized Equipment List. For more information: <https://www.llis.dhs.gov/knowledgebase/ael>.
 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	COST COMPUTATION	ESTIMATED COST
						\$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 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.

6.2. Sustainment

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.

Future grant funds required: \$0.00 per year.

How will the subgrantee sustain the capability (e.g. maintenance/services, system upgrades/refreshes)?
 How long until the capability requires replacement (e.g. equipment useful life, plan shelf life)?

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>.

7.1. Training

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

Note A training report must be completed and submitted to the SAA at ncr.saa@dc.gov within 15 days after conduct of the training. The SAA will then submit this training information to FEMA via Web-Forms. For the template and more information on the requirements: <http://hsema.dc.gov/page/saa-templates>.

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>.

7.2. Exercises

TYPE	DESCRIPTION	# PARTICIPANTS	LOCATION	DATE(S)
		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. For more information: <https://www.llis.dhs.gov/hseep>.

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 subgrantee is not funding any NIMS resources, they should select “No”.

7.3. NIMS-Typed Resource Development

For more information: <http://www.fema.gov/resource-management>.

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 trainees for each NIMS resource type 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
			0	
			0	
			0	

8.1 National Preparedness Goal Core Capabilities | *The subgrantee 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 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/core-capabilities>.

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

CORE CAPABILITIES	\$ AMOUNT	CURRENT RATING	PROJECTED RATING	COMMENTS
COMMON CAPABILITIES				
Planning	\$0.00			
Public Information and Warning	\$0.00			
Operational Coordination	\$0.00			

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>.

8.2. Homeland Security Strategic Plan

The plans are available at <http://hsema.dc.gov/page/homeland-security-strategic-plan>.

UASI Enter up to two objectives supported by this project from the NCR Strategic Plan (you may copy the text from the plan and paste into the space provided below, e.g. *Objective 1.3: Using a strategic approach, continue to develop video sharing capabilities for NCR partners.*). If two objectives are selected, they must fall under a single, primary goal (e.g. objectives 1.3 and 1.4, but not 1.3 and 2.1).

SHSP Enter up to two initiatives supported by this project from the DC Strategic Plan (e.g. *2.1.5: Identify and prioritize assets and critical infrastructure that need protection.*).

1.
2.