FY26 UASI Grant Project Proposal Guidance

As of the writing of this document (1/6/26), the Federal Budget for FY26 remains unapproved as are the appropriations for the UASI grant program.

Table of Contents

APPENDIX A – HOW TO WRITE YOUR APPLICATION
**APPENDIX B – LIST OF ALLOWABLE COSTS**

This guidance provides an overview of the process and requirements for applying for funds through the Bay Area UASI for the FY26 grant year. **Please note that this guidance remains interim until the Department of Homeland Security (DHS) releases the FY26 Notice of Funding Opportunity (NOFO).**

Section 1. UASI Grant Program and Bay Area UASI Overview

The Urban Area Security Initiative (UASI) Grant Program provides regional funding through a Homeland Security Grant Program (HSGP) award from the Department of Homeland Security (DHS) that is designed to assist high-threat, high-density Urban Areas in efforts to build, sustain, and deliver the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from acts of terrorism.

The Bay Area UASI (BAUASI) is comprised of member jurisdictions across a 12-county region that includes the cities Oakland, San Francisco, and San Jose. An eleven member Approval Authority directs the BAUASI under the auspices of a multi-year agreement, providing policy direction and making final decisions regarding projects and funding. This Brown-Acted body includes representation from each of the three major cities and some of the twelve counties located in the BAUASI footprint.

Led by a General Manager, the BAUASI has a Management Team that administers grant funds, conducts risk and capability assessments, supports policy development and implementation, and develops and disseminates tools and best practices among the region's emergency response and management disciplines. The Management Team serves as the liaison between the City and County of San Francisco (the BAUASI fiscal agent), DHS/FEMA, the State of California, and local government grant sub-recipients.
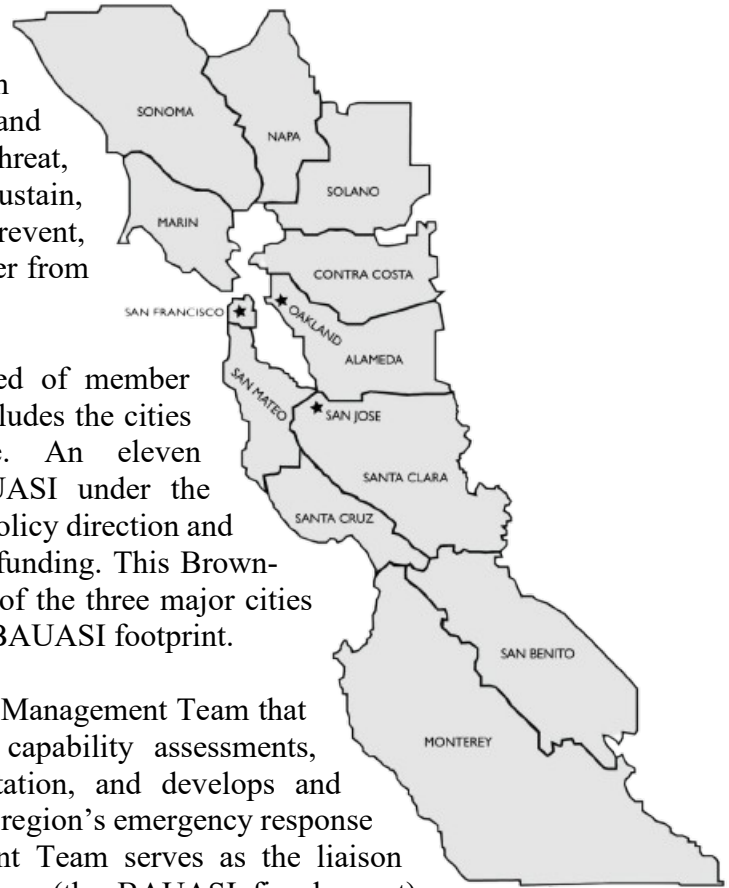
Section 2. Grant Planning Process

Each year, planning efforts for the BAUASI grant program begin before the release of grant funds. These efforts combine the anticipated requirements of the Notice of Funding Opportunity (NOFO) with the Bay Area Threat and Hazard Identification and Risk Assessment/Stakeholder Preparedness Review (THIRA/SPR).

Grant Funding

Projected grant funding amounts are based upon the preceding year's award (e.g., FY25 award amounts will be used for planning the FY26 funding amounts). The BAUASI conducts a project proposal process where agencies are required to submit applications into the online WebGrants system (see pg. 6). While the previous year's funding amounts are used for planning purposes, the actual award amount may be different.

Grant Award

The California Office of Emergency Services (CalOES) acts as the State Administrative Agency (SAA) for HSGP UASI grants on behalf of the six UASIs across California. CalOES applies for the annual grant overall and then requests proposals from each UASI. The HSGP grant is initially awarded to CalOES as the grantee; and thereafter funds are allocated to the BAUASI, as a sub-grantee. The BAUASI receives a net award after CalOES subtracts a percentage (up to 20%) for their Management & Administration. For FY25, CalOES has indicated that their retention percentage is 17.3%.

Within the net award, the BAUASI determines funding allocations through a distinct process wherein the region is divided into four main Hubs: North Bay Hub, South Bay Hub, East Bay Hub, and West Bay Hub. There is an Approval Authority-approved formula that determines the allocations for each Hub that is reassessed every three years.

Grant Allocation Process

Upon receiving the State grant award letter, BAUASI allocates the UASI grant funds as follows:

- $1 million each to the BAUASI Core Cities of Oakland, San Francisco, and San Jose
- 30% of total funding must support five National Priority Areas
- Funds are distributed to the four Hubs via the Hub allocation formula
- Allocations are made to regional sustainment programs: BATEP and the NCRIC/fusion center
- A portion is allocated to the BAUASI Management Team

Section 3. FY26 Application Process Overview

After trying out two-year grant application cycles (FY22 & FY23 and FY24 & FY25), the BAUASI determined that **the application process for FY26 will solicit projects for only one fiscal year.**

14-month Performance Period: *tentatively* November 1, 2026 – December 31, 2027

Eligibility & Requirements:

Only local government agencies within the 12-county Bay Area UASI region may apply, with department head approval.

- Projects must align with federal grant guidelines
- No supplanting allowed – projects may only *supplement* existing budget
- Applications must be submitted via **WebGrants** by the designated Project Lead, who is responsible for implementation.
- The Project Lead must attend the proposal kickoff meeting or view the webinar at www.bayareauasi-ca.gov/grants before submitting.

The following requirements must be followed for all proposed projects:

- Indicate Operational Area (and whether project is Core City vs Hub vs National Priority Area project)
- Have a clear "nexus to terrorism"
- Support at least one of the region's homeland security goals
- Projects fall under Planning, Organization/Personnel, Equipment, Training or Exercise (**POETE**)
- List AEL # for any Equipment Projects: https://www.fema.gov/grants/tools/authorized-equipment-list
- Obtain Department Head approval
- Each project submitted in separate Webgrants applications
- Include only allowable expenses under UASI grant guidelines (See Appendix B)
- Address or enhance one or more of the 32 core capabilities (see Section 8)

Section 4. Core City Funding

Each fiscal year, the Bay Area UASI funds the three cities of Oakland, San Francisco, and San Jose with "Core City" funds of $1,000,000 each. Core City project applications need to be submitted in WebGrants as a "Core City" project.

Funding requests for any staff position must be submitted as an individual proposal. Multiple positions may not be bundled within one proposal nor can positions be combined with other funding uses (e.g., equipment, training) within one proposal. Please remember that all staff positions are limited to a maximum performance period of 14 months.

- North Bay Hub
- South Bay Hub
- East Bay Hub
- West Bay Hub
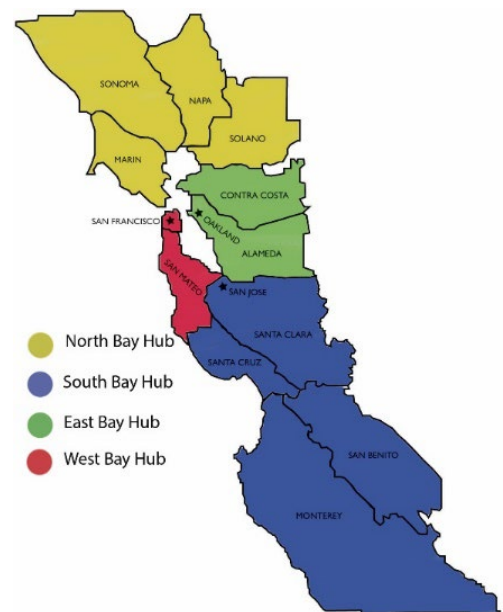
Section 5. Hub Funding Amounts

The 12-county Bay Area region is divided into four geographic areas or Hubs. Project proposals requesting funds from the Hub allocations will be designated as either a "North, South, East, or West" Hub project. As stated above, until the FY26 NOFO is announced, the BAUASI will operate under the assumption that the FY26 funding levels will be equal to the amount awarded in FY25. For reference, please find the FY25 UASI Hub allocations, of which the FY26 projections are based on the information below. Projected hub funding for FY26 totals $6,393,481 and is broken down according to the table below:

Projected **FY26 UASI Hub Allocations**

East Hub	$1,557,737
North Hub	$ 553,198
South Hub	$1,624,895
West Hub	$2,657,652

While federal funding has decreased for BAUASI each funding cycle since 2023, Hub funding allocations have remained consistent. That said, the amount of Hub funding requested each year typically exceeds the amount of funding available by approximately 2:1 ratio.

Section 6. National Priority Area Project Funding

National Priority Areas (NPAs), revised annually by the DHS Secretary, direct UASI funds to be invested in the greatest threats for national security and resilience. The NPA project funding must make up 30% of the total grant award, and *projections* for FY26 are generally based on the prior year's NPA goal areas. In FY25, DHS required the funding of five NPAs:

- Supporting Homeland Security Task Forces and Fusion Centers – no minimum spend (only for fusion centers/NCRIC)
- Enhancing the protection of soft targets/crowded places – no minimum spend
- Enhancing cybersecurity – no minimum spend
- Supporting Border Crisis Response and Enforcement - **10% minimum spend**
- Enhancing election security – **3% minimum spend**

The Domestic Violent Extremism and Community Preparedness/Resilience NPAs were eliminated in FY25.

To date, all BAUASI NPA projects have been managed by the Management Team. **However, for FY26, jurisdictions may submit applications for NPA projects**. Below are general guidelines for FY26 NPA Projects:

- Project applications need to be submitted in WebGrants as a "National Priority Area Project".
- DHS reviews NPA projects for risk and effectiveness. Projects not meeting criteria remain on hold until approved.
- Projects are nearly impossible to modify in a timely manner through FEMA – it can take up to a year for an NPA modification to be approved. *Be sure about your ability to implement your NPA project on time and within budget.*
- Projects should be developed with input from subject matter experts and must be approved by the Approval Authority before submission to Cal OES.
- NPA project proposals should include:

  o How the proposed investment addresses the National Priority Area;
  o An explanation of how the proposed projects were selected and will achieve objectives and strategies to build or sustain the core capability gaps identified in the SPR, including expected long-term impact where applicable; and
  o A summary of the collaboration efforts to prevent, prepare for, protect against, and respond to acts of terrorism as well as anticipated outcomes of the project.

Section 7. Sustainment Funding

Sustainment projects are exclusively comprised of Bay Area Training and Exercise Program (BATEP) projects as well as those of the Northern California Regional Intelligence Center (NCRIC) / fusion center.

Section 8. Developing and Submitting Proposals

The initial grant application for FY26 UASI projects must be submitted through the WebGrants system between Wednesday, January 7 and Tuesday, January 27, 2026. All proposals must be submitted by 5pm on January 27. Late proposals will be ineligible.

Kickoff Meeting:

Anyone submitting a FY26 proposal is required to either attend the FY26 proposal kickoff workshop/webinar on Tuesday, January 6, 2026, or self-certify that they have reviewed the webinar prior to submitting a proposal (available at www.bayareauasi-ca.gov).

While the Management Team will notify our primary stakeholders of the kickoff meeting, ultimately, County and Core City leadership are responsible for distributing notification emails regarding the UASI project proposal process to a wider audience within their cities and agencies.

WebGrants System:

All proposals must be submitted through WebGrants at www.bayareauasigrants.org. The Management Team will offer training on using the system for submitting proposals at the January 6, 2026 proposal kickoff workshop/webinar.

Drafting your proposal(s):

All initial proposals must include a project title and requested funding amount. Proposers must also identify if their project(s) fall under Planning, Organization/personnel, Equipment, Training or Exercise (POETE). Applicants must describe the nexus to terrorism, determine which Goal and Core Capability their project helps address, and complete within a 14-month performance period.

This year, we are asking applicants to **submit each project separately in its own application**. Please do not cross POETE lines within the same project.

As of the writing of this Guide, the Federal Budget for FY26 remains unapproved as are appropriations for the UASI grant program. **Once the FY26 NOFO is released by DHS/FEMA, the BAUASI may reach out for additional details if changes are needed**.

Proposals for Personnel Positions:

Funding requests for any staff position must be submitted as an individual proposal. Multiple positions may not be bundled within one proposal nor can positions be combined with other funding

uses (e.g., equipment, training) within one proposal. Please note that all staff positions are limited to a maximum performance period of 14 months.

Investment Justifications:

Below is the list of IJs to select from - please review them to assist in determining which IJ description is the best fit and reference Appendix A for additional information and sample projects.

IJ 1: Supporting Homeland Security Task Forces and Fusion Centers / Fusion Center Only (National Priority Area)
- This project is for fusion centers only and is provided for information purposes. This Investment will be provided by the NCRIC.

IJ 2: Enhancing the Protection of Soft Targets and Crowded Spaces (National Priority Area)

IJ 3: Enhancing Cybersecurity (National Priority Area)

IJ 4: Supporting Border Crisis Response and Enforcement (National Priority Area)

IJ 5: Strengthening Emergency Communications Capabilities

- IJ 5 covers two broad categories – emergency responder communications, and public information and warning.

IJ 6: Enhancing Medical and Public Health Preparedness

IJ 7: Strengthening Information Sharing & Collaboration

- This is the non-fusion center information sharing investment area.

IJ 8: Enhancing Multi-Jurisdictional/Inter-Jurisdictional All Hazards Incident Planning, Response & Recovery Capabilities

- IJ 8 is the investment with the largest number of total projects, as it covers the broadest scope of potential projects in both the response and recovery areas. In short, IJ 8 may be the default home for projects that have no other clear IJ under which they fit

IJ 9: Protect Critical Infrastructure and Key Resources (including Food and Agriculture)

- This IJ focuses on protecting critical infrastructure and key resources (e.g., highways, connecting bridges and tunnels, railways, utilities and buildings) in the case of a major event.

IJ 10: Enhancing Elections Security

Core Capabilities:

The Table below indicates the Investment Justification Number, the Investment Justification Name and the Core Capability(ies) associated with the Goal Area. Most projects will reference Core Capabilities related to IJs 5-9.

IJ #	Core Capability	Core Capability Description
1,2,3,7	Intelligence & Information Sharing	Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the U.S., its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on homeland security by local, state, tribal, territorial, Federal, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate.
1,2,7,8	Interdiction & Disruption	Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.
1,2,3,5,7,8	Public Information & Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.
1,2,3,7,8	Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.
1,2,3,5,7,8	Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives
1,7	Threats & Hazards Identification	Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.
1,2,3,7,8	Risk Management	Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments.
2,3,8	Screening, Search, & Detection	Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio-surveillance, sensor technologies, or physical investigation and intelligence.
2,3,8,9	Access Control & Identity Verification	Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.
2,8,9	Physical Protective Measures	Implement and maintain risk-informed countermeasures, and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors.
3	Cybersecurity	Protect (and if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.
3,8	Supply Chain Integrity & Security	Strengthen the security and resilience of the supply chain.
3,8	Long Term Vulnerability Reduction	Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.
3	Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects and the status of the response.

IJ #	Core Capability	Core Capability Description
3,5	Operational Communication	Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.
3,8	Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
6	Public Health, Healthcare, & Emergency Medical Services	Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations.
6	Fatality Management	Provide fatality management services, including decedent remains recovery and victim identification, working with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.
6,8	Health and Social Services	Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.
6,8	Environmental Response/ Health & Safety	Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities.
8	Forensics & Attribution	Conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for an attack and for the preparation for an attack in an effort to prevent initial or follow-on acts and/or swiftly develop counter-options.
8	Mass Care Services	Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.
8	Mass Search & Rescue Operations	Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.
8	Logistics & Supply Chain Management	Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
8	On-scene Security Protection / Law Enforcement	Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.
8	Fire Management & Suppression	Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and the environment in the affected area.
8	Natural & Cultural Resources	Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and executive orders.
8	Critical Transportation	Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.
8	Economic Recovery	Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.

IJ #	Core Capability	Core Capability Description
8	Housing	Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.
8	Community Resilience	Enable the recognition, understanding, communication of, and planning for risk and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents

Additional information:

Management Team Support:

BAUASI Management Team staff are available to answer questions and provide support on proposal guidelines and using the WebGrants system. Management Team staff will not provide advice or recommendations on project specifics or influence the project selection process, but all proposers are urged to seek assistance if needed to submit timely and compliant proposals. Please contact BAUASI Grant Administration and Compliance Manager molly.giesen-fields@sfgov.org with any questions.

Support of THIRA and SPR Process:

As stated above, DHS requires that the region submits a Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) annually. The SPR is a self-assessment of the region's current capability levels against the targets identified in the THIRA. All UASI grant recipients are required to participate in the THIRA/SPR process.

Section 9. Proposal Review Process

On January 28, 2026, the Management Team will begin reviewing all submitted project proposals for compliance with the project proposal criteria. Project proposals that do not meet the criteria will be ineligible and will be removed from further consideration for funding.

Once the FY26 NOFO is released:
- The Management Team will also undertake a more detailed financial and programmatic review of all proposals.
- Proposers may be contacted to correct errors and resubmit proposals, and/or the Management Team may make such corrections and notify the proposers.

The Management Team will share a list of project proposals with Approval Authority members and Hub Voting Members for review in March 2026. Some Hubs divide allocations by a mutually agreed upon percentage (e.g., a 60/40 split across two counties) and some Hubs meet to discuss and determine a spending plan based on selecting specific projects by consensus rather than via a pre-determined percentage split. See Section 10 below for more details on the hub and other review processes, as well as Section 11 for the summary timeline.

Section 10. Selecting Proposed Projects for Funding

The Bay Area UASI utilizes a proposal prioritization process to prioritize projects within the grant allocation for hubs. Hubs are based on the geographical location of agencies grouped by county in four sectors of the Bay Area - North, East, South and West.

Hub Voting Members:

In January 2026, the Management Team will ask each Approval Authority member to assign one (1) to three (3) people to represent their county/core city in the hub proposal prioritization process. Please note that the Approval Authority members may make other arrangements for representation at hub meetings, provided that this is the agreement of all the Approval Authority members representing those counties/core cities of the hub in question. Hub representatives are referred to as

"Hub Voting Members." Approval Authority members are urged to appoint representatives to serve as Hub Voting Members that represent various agencies and subject matter expertise.

Preparations for Hub Prioritization:

In March 2026, the Management Team will provide each hub voting member with a list of all submitted proposals that meet the project criteria and that have been confirmed by the corresponding jurisdiction's Approval Authority member. Hub Voting Members should become familiar with all Hub-proposed projects prior to the Hub meeting and come to the meeting prepared to discuss project submissions with other Hub Voting Members.

Proposal Prioritization Process:

The BAUASI Management Team will compile a preliminary list of projects for the Hub Voting Members to review.

The Management Team will convene Hub prioritization meetings in April 2026. The goal of each hub meeting is to preliminarily identify projects to fund, in order of priority, during the grant cycle. Each hub will develop a list of these prioritized projects based on regional need and local capabilities. Hubs may also designate other criteria as mutually agreed upon (e.g., project is shovel-ready; project benefits the most operational areas). Ideally, these projects will be prioritized by unanimous agreement of all the members. However, if necessary, a vote may be taken.
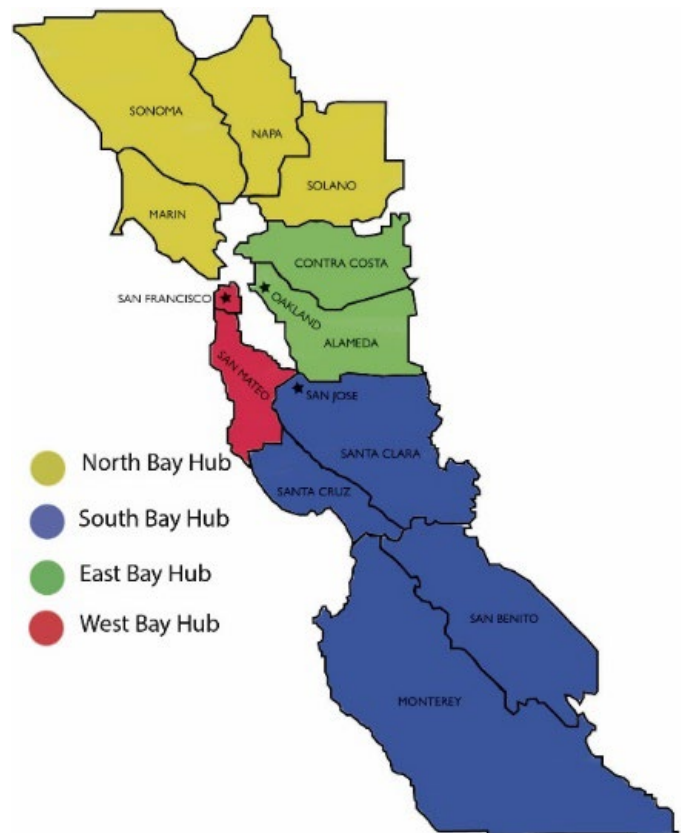
Proposed projects will be prioritized and will be selected for funding in order of priority as funding for FY26 allows.

Modifications to Proposals:

Hub Voting Members may make modifications to proposals during their deliberations with the agreement of the original project proposers, as long as these modifications are consistent with the original goals of the project. For example, projects can be partially funded due to competing funding constraints, or a project can be eliminated if two entities within the same Hub apply for the same equipment that could be shared by both entities. Recognizing that the discussion of needs at the Hub level may generate new ideas and opportunities for cooperation, in special circumstances Hubs may also propose new projects with the approval of the BAUASI General Manager and the relevant Approval Authority members.

Facilitation of Hub Meetings:

All four Hubs will have decision-making meetings coordinated, facilitated, and led by BAUASI Management Team staff members. Management Team staff will not provide advice or recommendations on project specifics or influence the project selection process. The timing of these Hub meetings for FY26 aligns with when the NOFO is traditionally released by DHS in the Spring of 2026.

Please note that the FY25 Notice of Funding Opportunity (NOFO) was not released until August of 2025. The Management Team is currently unsure when NOFOs will be released in 2026.

Approval of Funded Projects:

Approval Authority members will approve allocation amounts among the categories of core city allocation and the spending cycle of projects for the hub projects. The Approval Authority will also review all National Priority Area projects. This action will take place at the next Approval Authority meeting following DHS's issuance of the NOFO, or via a Special Meeting of the Approval Authority if the timeline will not allow for waiting until the next Regular Approval Authority meeting. Approval Authority members will then review/approve all proposed projects recommended by Hub Voting Members.

Once the BAUASI Management Team submits the FY26 grant application to CalOES on behalf of the region, the State will compile the applications from the six California UASIs and submit the statewide application to FEMA.

FEMA will evaluate the applications for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments, utilizing the following criteria:

• Aligns with at least one core capability identified in the Goal;
• Demonstrates how investments support closing capability gaps or sustaining capabilities identified in the THIRA/SPR process; and
• Supports a NIMS-typed resource and whether those assets are deployable/shareable to support emergency or disaster operations per existing EMAC agreements.

In addition to the above, FEMA will evaluate whether proposed projects are: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed

WHAT	WHO	WHEN	DESCRIPTION
Kickoff workshop and webinar	Management Team	January 6, 2026	This webinar reviews project submission protocols and is **required** for all those submitting proposals.
Proposal submissions	**UASI Stakeholders**	**January 7 – January 27, 2026**	UASI stakeholders have **THREE WEEKS** to submit initial proposals through the WebGrants system**.**
Compliance review	Management Team	January 28 – February 13, 2026	Management Team reviews proposals for compliance and submits list of projects to Approval Authority.
Proposal review	Approval Authority	February 17 – 28, 2026	Approval Authority members review list of submitted projects for their respective jurisdictions.
Proposal review	Hubs	March 2 – 13, 2026	Management Team sends proposals to Hub Voting Members for review.
Project Prioritization	Hubs	March 16 – 31, 2026	Hubs meet to review projects and preliminarily prioritize all projects.
Project Approval	Approval Authority	TBD (April/May 2026)	Once NOFO is released, additional information is requested from proposers, projects are selected for funding, and Approval Authority formally approves FY26 projects/allocations.

within the three-year period of performance. FEMA will use the information provided in the application and after the submission of the first BSIR to determine the feasibility and effectiveness of a grant project.

Section 11. Timeline

Questions? Contact Molly Giesen-Fields, BAUASI Grant Administration and Compliance Manager, at molly.giesen-fields@sfgov.org

APPENDIX A

Bay Area UASI
FY 2026
Guidance for Writing Your
Grant Application

Updated January 2, 2026

INTRODUCTION

The purpose of this guidance is to assist in developing and writing project proposals (investment justifications), and aligning them with the correct investment areas and core capability.

Define and Develop Your Project

When drafting your project proposal, include project scope, estimated costs, feasibility, milestones, time needed to implement, and how to evaluate the project's success. Even though some of this information will not be required for submission in your WebGrants application, it is a good idea to conceptualize the project before it is time to submit it into the system.

The budget elements of a project must include one of the following POETE categories:

- **Planning/Plans/Personnel/Contractors**
- **Organization/Personnel/Teams**
- **Equipment**
- **Training - new!**
- **Exercises - new!**

Project Development Principles

When developing a project, the following principles should apply:

- **Give the project a SHORT, clear title.** Directly link the title to the project description and provide a clear indication of the focus of the project. For example, "public information officer (PIO) Training", "HazMat Team Equipment", or "Cybersecurity Assessment of City's Networks" are all valid project names. Project names such as "Exercises" or "Data Sharing" are too vague.
- **Be descriptive, but brief.** A project description should be no more than two to three sentences. Do not include unnecessary information that does not describe what the project is truly about.
- **Consider how your project builds / sustains the region's capacity.** Identify the threat your project is addressing and the most appropriate core capability.Ultimately, this information demonstrates how funding for this project will build or sustain capabilities identified in the SPR (Stakeholder Preparedness

Review). More information about the SPR can be found on the http://www.bauasi.org website [here].

Remember, all projects must have a nexus to terrorism prevention, protection, mitigation, response, or recovery, even if it will also address natural hazards scenarios.

Describe the Project

Please include the following information when developing and describing a project:
- **Who** the project is for, e.g., your city/county's HazMat team, bomb squad, or emergency operations center (EOC), etc.?
- **What** the project entails, e.g., develop plans, purchase equipment, conduct training, etc.?
- **When** will you be working on this project?
- **Where** is your jurisdiction?
- Describe **why** the project is necessary, or the intended benefit/outcome.

The following is an example of an effective project description:

- *Install fencing, lighting, and gates, at the Water Treatment Plant, in Alameda County, in 2026, to protect the plant from unauthorized intrusion.*

Using the "why" element of these projects is the best way to help determine which is the most appropriate Core Capability as well as how it reduces the threat to your community. If your project describes improving emergency communications capabilities, then you will use "Operational Communications" as your Core Capability.

The following are examples of insufficient project descriptions.

- Incident Command System (ICS) 300 and 400 training
- Encryption Hardware/Software
- HazMat response team training, CERT training, PIO training
- [County name] Planning Project

None of the above projects provides enough detail to understand what the projects entail. In the third example, multiple types of training are grouped together but each has a different Core Capability.

SEVEN STEPS TO DEVELOPING YOUR PROJECT:

STEP ONE

For FY26, we anticipate the federal government will allow for 10 Investment Justifications (IJs) with an unlimited number of projects assigned to them. Therefore, all proposals submitted through WebGrants will have an IJ number and then later be assigned a project number by UASI Management Team staff. National Priority Areas are assigned by the federal government, and are

reflected in IJs 1-4 and 10. National Priority Area (NPA) projects must make up 30% of the total grant award to the Bay Area UASI, and **for FY26, jurisdictions may submit NPA projects when applying.**

Since 2020, the federal government has allocated required percentages to NPA projects. Two of the five NPAs we project will be selected for FY26 have minimum spending thresholds - IJs 4 (10%), and 10 (3%). with the remaining National Priority Areas not having a minimum threshold. It is unknown what, if any, special project types may be imposed in FY 26, but we will operate under the assumption that it will be the same as FY25.

When preparing your application, first determine the appropriate IJ number (your project will likely fall under IJ 5-9). Below is the list of IJs to select from with a brief description and samples to assist in the selection. Please review them to assist in determining which IJ description is the best fit.

The updated Investment Justifications (IJ)s and numbering are as follows:
- IJ (1) - Supporting Homeland Security Task Forces and Fusion Centers
- IJ (2) - Enhance the Protection of Soft Targets/Crowded Places
- IJ (3) - Enhance Cybersecurity
- IJ (4) - Supporting Border Crisis Response and Enforcement
- **IJ (5) - Strengthen Emergency Communications Capabilities Through Planning, Governance, Technology, And Equipment**
- **IJ (6) - Enhance Medical and Public Health Preparedness**
- **IJ (7) - Strengthen Information Sharing and Collaboration**
- **IJ (8) - Enhance Multi-Jurisdictional/Inter-Jurisdictional All- Hazards/Whole Community Incident Planning, Response & Recovery Capabilities**
- **IJ (9) - Protect Critical Infrastructure and Key Resources (including Food & Agriculture)**
- IJ (10) - Enhance Election Security

IJ 1: Supporting Homeland Security Task Forces and Fusion Centers - Fusion Center Only (National Priority Area)

This project is for fusion centers only and is provided for information purposes.
This Investment will be provided by the NCRIC. Sample NCRIC projects include:
- Information sharing with all DHS components, fusion centers, and other entities designated by DHS
- Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition and analysis
- Joint training and planning with DHS officials and other entities designated by DHS

IJ 2: Enhancing the Protection of Soft Targets and Crowded Spaces (National Priority Area)

IJ 2 covers the National Priority of protecting soft targets and crowded places. If you have projects

that fall under this category, please apply under IJ 8 and select the appropriate Core Capability. A description of each Core Capability is listed in Table 1 at the end of this document. IJ 2 projects **may** include examples such as:

- Physical security enhancements such as: Cameras, lighting, gates, bollards, fencing, etc., at critical infrastructure sites
- **Non-fusion center** operational overtime costs
- Risk management planning projects
- Operational Coordination projects

IJ 3: Enhancing Cybersecurity (National Priority Area)

IJ 3 covers National Priority of cybersecurity activities. If you have projects that fall under this category, please apply under IJ 8 and select the appropriate Core Capability. A description of each Core Capability is listed in Table 1 at the end of this document. Examples of projects that **may** fit under IJ 3 include:

- Information security systems
- Software upgrades for information system and network security
- Cybersecurity related training
- Cybersecurity analysts

IJ 4: Supporting Border Crisis Response and Enforcement (National Priority Area– 10% Required Spend)

IJ4 is new and was introduced in FY25. Example activities under border crisis response and enforcement support may include:

- Participation in the Department of Homeland Security/Immigration and Customs Enforcement 287(g) training program;
- Cooperation with Immigration and Customs Enforcement detainers; and
- Other jurisdictional responsibilities to support the enforcement of United States immigration law.

Per DHS, applicants may use grant funds for:

- Establishing or enhancing multi-agency HSTFS, including operational coordination centers
- Enhancing capabilities and integration with local fusion centers
- Procurement of technology or equipment to support surveillance, communications, and data analysis
- Development of standard operating procedures for information sharing, joint operations, and immigration enforcement coordination
- Personnel training, credentialing, and certification to improve interoperability and mission alignment

- Intelligence analysis, reporting, and suspicious activity monitoring
- Exercises and simulations focused on joint operations, intelligence sharing, or interdiction/disruption of criminal or smuggling networks
- Community engagement efforts to foster trust and encourage threat reporting

IJ 5: Strengthening Emergency Communications Capabilities

IJ 5 covers two broad categories – emergency responder communications, and public information and warning. Projects that **may** fall under IJ 5 include these examples:
- Radio purchases911 dispatch systems
- Public alert and warning systems
- Joint Information Center exercises

IJ 6: Enhancing Medical and Public Health Preparedness

IJ 6 covers public health, hospital, and emergency medical based projects. Sample projects that **may** fall under IJ 6 include:
- Public health laboratory equipment
- Medical supplies
- Isolation and quarantine planning
- Emergency Medical Services (EMS) equipment and training

IJ 7: Strengthening Information Sharing & Collaboration

This is the non-fusion center information sharing investment project. Sample project areas covered here **may** include projects such as:
- ALPR equipment
- Specialized equipment to track suspects
- Operational Coordination projects with law enforcement, other first responders, and public/private entities

IJ 8: Enhancing Multi-Jurisdictional/Inter-Jurisdictional All Hazards Incident Planning, Response & Recovery Capabilities

IJ 8 is the investment with the largest number of total projects, as it covers the broadest scope of potential projects in both the response and recovery areas. In short, IJ 9 may be the default home for projects that have no other clear IJ under which they fit. Sample project areas covered here may include projects such as:
- Situational awareness support products
- Fire incident response equipment
- Mass evacuation plans
- Mass care plans
- Search and rescue team equipment
- Technology upgrades / system upgrades

- Equipment for multi-purpose training and exercise facilities
- Active Shooter kits
- Special Weapons and Tactics (SWAT) team training and equipment
- Bomb squad equipment

IJ 9: Protect Critical Infrastructure and Key Resources (including Food and Agriculture)

This IJ focuses on protecting critical infrastructure and key resources (e.g., highways, connecting bridges and tunnels, railways, utilities and buildings) in the case of a major event. Sample project areas covered here **may** include projects such as:

- Fencing, lighting, camera systems and other security equipment
- Threat assessments

IJ 10: Enhancing Election Security (National Priority Area – 3% required spend)

This is the investment that focuses on securing election infrastructure, ensuring its continued operation in the face of threats and harassment, advancing the safety of election officials, and ensuring an election free from foreign interference are national security priorities. Sample project areas covered here **may** include projects such as:

- Iterative backups, encrypted backups, network segmentation, software to monitor/scan, and endpoint protection for elections systems
- Physical/site security measures at elections facilities – e.g., locks, shatter proof glass, alarms, access controls, barriers, etc.
- Cybersecurity
- Assessing current election security status and planning for enhancements

STEP TWO:

Once you select the appropriate Investment Justification for your project, please use the drop-down menu to select the most appropriate threat or hazard that your project addresses.

STEP THREE:

Use the drop-down menu in WebGrants to select the most appropriate Core Capability addressed by your project. A description of each Core Capability is listed in Table 1 at the end of this document.

Once you have selected a Core Capability, identify how your project closes a gap or sustains a capability by selecting at least one capability gap from the drop-down menu in WebGrants.

STEP FOUR:

Next, select the nexus to terrorism using the drop-down menu and then briefly describe this nexus.

STEP FIVE

Provide a brief description of your project using the criteria described on page 2-3 of this guidance.

STEP SIX:

Fill out the timeline and milestone sections. The FY26 performance period begins on 11/1/26 and ends on 12/31/27. In filling out the milestone section, select a minimum of five appropriate milestones from the drop down menu. Remember to keep the milestone dates within the grant performance period and to factor in compliance requirements (e.g. EHP approval). Finally, everything takes longer than you think, so **BE REALISTIC**!

STEP SEVEN:

Answer the compliance questions and complete the budget using the POETE categories described on page 2. Once you have completed this section, your application is ready to submit. For equipment projects, there is a separate place to enter the budget and Authorized Equipment List (AEL) details. Please visit https://www.fema.gov/grants/tools/authorized-equipment-list to determine the appropriate AEL#.

Aligning Proposals to the Bay Area UASI's Goal Area, Core Capabilities, and Capability Gaps

The Table on the next page indicates the Investment Justification Number, the Investment Justification Name and the Core Capability(ies) associated with the Goal Area. Please focus on Core Capabilities related to IJs 5-9.

Note: Core Capabilities can fall under multiple Goal Areas or National Priority Areas.

Goal Area #	National Priority/UASI Goal Name	Core Capability	Core Capability Description	Capability Gaps / Functional Areas
1	Supporting Homeland Security Task Forces and Fusion Centers /fusion center ONLY (National Priority Area)	Please see IJ7	Please see IJ7	Please see IJ7
2	Enhancing the Protection of Soft Targets (National Priority Area)	Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.	• Command, Control, and Coordination • NIMS/ICS Compliance • Stakeholder Engagement • Allocating and Mobilizing Resources • Determining Priorities, Objectives, Strategies • Emergency Operations Center Management • Ensuring Information Flow • Ensuring Unity of Effort • Establishing a Common Operating Picture • Ensuring Continuity of Government and Essential Services • Establishing Lines of Communication • Establishing Roles and Responsibilities
		Public Information & Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.	• Alerts and Warnings • Culturally and Linguistically Appropriate Messaging • Delivering Actionable Guidance • Inclusiveness of the Entire Public • Developing Standard Operating Procedures for Public Information • New Communications Tools and Technologies • Protecting Sensitive Information • Public Awareness Campaigns • Traditional and Mobilizing Resources
		Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives	• Evaluating and Updating Plans • Operational Planning • Whole Community Involvement and Coordination • Continuity Planning • Including Individuals with Access/ Functional Needs or Disabilities • Incorporating Risk Analyses • Integrating Different Plans • Pre-Incident planning • Strategic Planning

IJ / Goal Area #	National Priority/UASI Goal Name	Core Capability	Core Capability Description	Capability Gaps / Functional Areas
2	Enhancing the Protection of Soft Targets (National Priority Area)	Intelligence & Information Sharing	Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by local, state, tribal, territorial, Federal, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate.	• Analysis of Intelligence and Information • Developing Reports and Products • Disseminating Intelligence and Information • Exploiting and Processing Information • Feedback and Evaluation • Gathering Intelligence • Continuous Threat Assessment • Establishing Intelligence and Information Requirements • Monitoring Information Safeguarding Sensitive Information
		Interdiction & Disruption	Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.	• Interdicting Cargo, Conveyances, and Persons • Anti-Terrorism Operations • Border Security • CBRNE Detection • CBRNE Render Safe • Deterrent Law Enforcement Presence • Financial Disruption • Preventing Acquisition of CBRNE • Tactical Law-Enforcement Operations • Tracking and Targeting Terrorists and Their Weapons • Wide-Area Search and Detection
		Screening, Search, & Detection	Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio-surveillance, sensor technologies, or physical investigation and intelligence.	• Screening • Wide-Area Search • Bio-surveillance • Chemical and Biological Detection • Electronic Search • Explosives Detection • Laboratory Testing • Locating Terrorists • Physical Investigation • Promoting an Observant Nation • Radiological and Nuclear Detection
		Access Control & Identity Verification	Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.	• Verifying Identity • Controlling Cyber Access • Controlling Physical Access

IJ / Goal Area #	National Priority/UASI Goal Name	Core Capability	Core Capability Description	Capability Gaps / Functional Areas
2	Enhancing the Protection of Soft Targets (National Priority Area)	Physical Protective Measures	Implement and maintain risk-informed countermeasures, and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors.	• Physical Security Measures • Site-Specific and Process-Specific Risk Assessments • Biosecurity • Border Protection • Identifying and Prioritizing Assets to Protect
		Risk Management for Protection Programs & Activities	Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments.	• Data Collection • Risk Assessment • Analysis Tools • Incorporating Risk Assessments in Exercise Design • Risk Communication • Risk Management Planning
3	Enhancing Cybersecurity (National Priority Area)	Cybersecurity	Protect (and if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.	• Guidelines, Regulations, and Standards • Sharing Threat Information • Continuity of Operations for Cyber Systems • Controlling Electronic Access • Detecting Malicious Activity • End-User Awareness • Investigating Malicious Actors • Protective Measures • Securing CIKR and SCADA Systems • Technical Countermeasures
		Risk Management for Protection Programs & Activities	See Risk Management for Protection Programs & Activities description	See Risk Management for Protection Programs & Activities description
		Access Control & Identity Verification	See Access Control & Identity Verification description	See Access Control & Identity Verification description
		Planning	See Planning description	See Planning description
		Intelligence & Information Sharing	See Intelligence and Information Sharing description	See Intelligence and Information Sharing description
		Public Information & Warning	See Public Information and Warning description	See Public Information and Warning description
		Operational Coordination	See Operational Coordination description	See Operational Coordination description

IJ / Goal Area #	National Priority/UASI Goal Name	Core Capability	Core Capability Description	Capability Gaps / Functional Areas
3	Enhancing Cybersecurity (National Priority Area)	Screening Search & Detection	See Screening Search and Detection description	See Screening Search and Detection description
		Supply Chain Integrity & Security	Strengthen the security and resilience of the supply chain.	• Analysis of Supply Chain Dependencies • Implementing Countermeasures • Implementing Physical Protection • Integrating Security Processes Verification and Detection
		Long Term Vulnerability Reduction	Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.	• Incorporating Mitigation Measures into Construction and Development • Adopting Vulnerability Reduction Standards and Building Codes • Developing Neighborhood Civic Organizations Individual and Family Preparedness
		Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects and the status of the response.	• Delivering Situation Reports • Stakeholder Engagement • Analyzing Information • Assessing Hazard Impacts • Tracking Response Actions
		Operational Communication	Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.	• Interoperable Communications Between Responders • Communication Between Responders and the Affected Population • Data Communications • Re-establishing Communications Infrastructure • Re-establishing Critical; Information Networks Voice Communications
		Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.	• Communications Systems • Power Restoration • Sanitation • Water Treatment and Provision • Dams and Flood Control • Food Production and Delivery • Government Facilities • Heating Fuel Provision • Hospitals • Infrastructure Site Assessments • Public Recreation Facilities • Public Safety Facilities Transportation Infrastructure
4	Supporting Border Crisis Response and	Intelligence and information sharing	See Intelligence and information sharing description	TBD

IJ / Goal Area #	National Priority/UASI Goal Name	Core Capability	Core Capability Description	Capability Gaps / Functional Areas
	Enforcement (National Priority Area)	Interdiction and disruption	See Interdiction and disruption description	
		Public information and warning	See Public information and warning description	
		Operational coordination	See operational coordination description	
		Risk management for protection programs and activities	See Risk Management description	
5	Strengthening Emergency Communications Capabilities	Operational Communications	See Operational Coordination description	See Operational Coordination description
		Public Information & Warning	See Public Information & Warning description	See Public Information & Warning description
		Planning	See Planning description	See Planning description
6	Enhancing Medical and Public Health Preparedness	Public Health, Healthcare, & Emergency Medical Services	Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations.	• Definitive Care • Emergency Medical Services • Triage and Initial Stabilization • Health Assessments • Clinical Laboratory Testing • Medical Countermeasures • Medical Surge • Public Health Interventions
		Fatality Management	Provide fatality management services, including decedent remains recovery and victim identification, working with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.	• Body Recovery • Mortuary Services • Victim Identification • Bereavement Counseling • Family Reunification
		Health and Social Services	See Health & Social Services description	See Health & Social Services description
		Environmental Response/ Health & Safety	Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder	• Hazardous Material Clean-Up • Decontamination • Debris Removal • Environmental Impact Analysis

IJ / Goal Area #	National Priority/UASI Goal Name	Core Capability	Core Capability Description	Capability Gaps / Functional Areas
6	Enhancing Medical and Public Health Preparedness		operations and the affected communities.	• Health and Safety Monitoring and Assessment • Predictive Modeling • Responder Safety • Survivor Safety and Assistance
7	Strengthening Information Sharing and Collaboration	Intelligence & Information Sharing	See Intelligence & Information Sharing description	See Intelligence & Information Sharing description
		Interdiction & Disruption	See Interdiction & Disruption description	See Interdiction & Disruption description
		Public Information & Warning	See Public Information & Warning description	See Public Information & Warning description
		Operational Coordination	See Operational Coordination description	See Operational Coordination description
		Planning	See Planning description	See Planning description
		Threats & Hazards Identification	Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.	• Estimating Frequency and Magnitude • Modeling and Analysis • Stakeholder Collaboration/Coordination • Data Collection and Sharing
		Risk Management for Protection Programs & Activities	See Risk Management for Protection Programs & Activities description	See Risk Management for Protection Programs & Activities description
8	Enhancing Multi-Jurisdictional All-Hazards Incident Planning, Response & Recovery Capabilities	Infrastructure Systems	See Infrastructure Systems description	See Infrastructure Systems description
		Forensics & Attribution	Conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for an attack and for the preparation for an attack in an effort to prevent initial or follow-on acts and/or swiftly develop counter-options.	• Attribution Assessment • Crime Scene Preservation and Exploitation • Evidence Collection • Forensic Analysis • Terrorist Investigations • Assessing Terrorist Capabilities • Biometric Analysis • CBRNE Material Analysis • Digital Media and Network Exploitation
		Screening, Search, & Detection	See Screening, Search, & Detection description	See Screening, Search, & Detection description
		Public Information & Warning	See Public Information & Warning description	See Public Information & Warning description

IJ / Goal Area #	National Priority/UASI Goal Name	Core Capability	Core Capability Description	Capability Gaps / Functional Areas
8	Enhancing Multi-Jurisdictional All-Hazards Incident Planning, Response & Recovery Capabilities	Interdiction & Disruption	See Interdiction & Disruption description	See Interdiction & Disruption description
		Supply Chain Security & Integrity	See Supply Chain Security & Integrity description	See Supply Chain Security & Integrity description
		Environmental Response / Health & Safety	See Environmental Response/Health & Safety description	See Environmental Response/Health & Safety description
		Mass Care Services	Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.	• Ensuring Access • Feeding • Hydration • Pets • Relocation Assistance • Resource Distribution • Sheltering Family Reunification
		Mass Search & Rescue Operations	Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.	• Community-Based Search and Rescue Support • Rescue Operations • Search Operations • Specialized Operations • Synchronizing Operations
		Logistics & Supply Chain Management	Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.	• Resource Delivery • Resource Management • Access to Community Staples • Donations Management • Emergency Power Provision • Fuel Support • Private Resource • Resource Tracking • Supply Chain Restoration • Volunteer Management
		On-scene Security Protection / Law Enforcement	Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.	• Law Enforcement • Protecting Response Personnel • Securing Disaster Areas
		Fire Management & Suppression	Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and the environment in the affected area.	• Structural Firefighting • Wildland Firefighting • Specialized Firefighting • Initial Attack Firefighting • Extended Attack Firefighting
		Natural & Cultural Resources	Protect natural and cultural resources and historic properties through appropriate planning, mitigation,	• Damage Assessment • Environmental Preservation and Restoration

IJ / Goal Area #	National Priority/UASI Goal Name	Core Capability	Core Capability Description	Capability Gaps / Functional Areas
8	Enhancing Multi-Jurisdictional All-Hazards Incident Planning, Response & Recovery Capabilities		response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and executive orders.	• Historic Preservation
		Health & Social Services	Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.	• Healthcare Facilities and Coalitions • Social Services • Behavioral Health • Determining Health and Social Needs • Ensuring Access • Environmental Health • Food Safety • Health Assessment • Medical Products and Services • Public Awareness • Public Health Measures • Response and Recovery Worker Health School Impacts
		Critical Transportation	Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.	• Debris Removal • Establishing Access • Evacuation • Airspace Management • Delivery of Response Assets • Reentering Affected Area • Transportation Safety and Condition Assessments
		Economic Recovery	Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.	• Reopening Businesses • Business/Economic Continuity Planning • Developing Recovery Objectives • Developing the Workforce • Disseminating Information • Economic Impact Assessments • Incentivizing Entrepreneurial and Business Development • Management Planning
		Housing	Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.	• Addressing Housing Shortages • Housing Accessibility • Transition from Interim to Permanent/Long-Term Housing • Housing Affordability • Housing Assessments • Reconstruction of Destroyed Housing • Rehabilitation of Damaged Housing

IJ / Goal Area #	National Priority/UASI Goal Name	Core Capability	Core Capability Description	Capability Gaps / Functional Areas
8	Enhancing Multi-Jurisdictional All-Hazards Incident Planning, Response & Recovery Capabilities	Community Resilience	Enable the recognition, understanding, communication of, and planning for risk and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents	• Broadening the Use of Insurance • Understanding the Community • Communication and Outreach • Education and skill Building • Partnership Building Collaborative Planning and Decision-making
		Risk & Disaster Resilience Assessment	Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience.	• Modeling and Analysis • Obtaining and Sharing Data Education and Training
		Operational Coordination	See Operational Coordination description	See Operational Coordination description
		Planning	See Planning description	See Planning description
		Physical Protective Measures	See Physical Protective Measures description	See Physical Protective Measures description
		Access Control & Identity Verification	See Access Control & Identity Verification description	See Access Control & Identity Verification description
		Planning	See Planning description	See Planning description
		Long-term Vulnerability Reduction	See Long Term Vulnerability description	See Long Term Vulnerability description
9	Protecting Critical Infrastructure and Key Resources	Risk Management for Protection Programs & Activities	See Risk Management for Protection Programs & Activities description	See Risk Management for Protection Programs & Activities description
		Physical Protective Measures	See Physical Protective Measures description	See Physical Protective Measures description

IJ / Goal Area #	National Priority/UASI Goal Name	Core Capability	Core Capability Description	Capability Gaps / Functional Areas
		Access Control & Identity Verification	See Access Control & Identity Verification description	See Access Control & Identity Verification description
10	Enhancing Election Security (National Priority Area)	Cybersecurity	See Cybersecurity description	See Cybersecurity description
		Physical Protective Measures	See Physical Protective Measures description	See Physical Protective Measures description
		Intelligence & Information Sharing	See Intelligence & Information Sharing description	See Intelligence & Information Sharing description
		Long Term Vulnerability Reduction	See Long Term Vulnerability description	See Long Term Vulnerability description
		Situational Assessment	See Situational Assessment description	See Situational Assessment description
		Infrastructure Systems	See Infrastructure Systems description	See Infrastructure Systems description
		Planning	See Planning description	See Planning description
		Access Control & Identify Verification	See Access Control & Identify Verification description	See Access Control & Identify Verification description

APPENDIX B
Allowable Expenses

Please note that DHS has yet to issue guidelines for FY26. In the absence of this information, below please find the allowable spending information for FY25. At this time, the Management Team does not anticipate changes in the allowable spending guidelines in the FY26 Notice of Funding Opportunity. The Management Team will update stakeholders on any such changes in a timely manner.

Introduction

The following is a summary of allowable spending areas under the UASI program as it pertains to the Bay Area UASI. Please contact the Bay Area UASI Management Team for clarification, should you have questions regarding allowable cost items. The spending areas are broken out under planning, organization, equipment, training and exercises (POETE) spending areas. This matches the DHS mandated budget sections for Investment Justifications that the Bay Area must submit in order to receive DHS funding. The spending areas below outline what is allowable and are not lists of what should or must be purchased.

Recipients must comply with all the requirements in 2 C.F.R. Part 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*).

Planning

Funds may be used for a range of emergency preparedness and management planning activities such as those associated with the development, review and revision of the THIRA, SPR, continuity of operations plans, and other planning activities that support the National Preparedness Goal, placing an emphasis on updating and maintaining a current EOP that conforms to the guidelines outlined in CPG 101 v 2.0. For additional information, please see *http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf*.

Organization

Organizational activities include:

- Program management;
- Development of whole community partnerships;
- Structures and mechanisms for information sharing between the public and private sector;
- Implementing models, programs, and workforce enhancement initiatives to address ideologically-inspired radicalization to violence in the homeland;
- Tools, resources and activities that facilitate shared situational awareness between the public and private sectors;
- Operational Support;
- Utilization of standardized resource management concepts such as typing, inventorying, organizing, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident;
- Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event; and
- Paying salaries and benefits for personnel to serve as qualified intelligence analysts.

Proposed expenditures of UASI funds must support organization activities within the Investment Justification (IJ) submission. Per grant guidelines, the Bay Area UASI is allowed up to 50 percent

(50%) of their funding for personnel costs. Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant. Personnel expenses may include but are not limited to: training and exercise coordinators, program managers and planners, intelligence analysts, and statewide interoperability coordinators (SWIC).

Upon request, a waiver of the 50 percent (50%) personnel limitation noted above may be granted. Requests for waivers to the personnel cap must be submitted by the authorized CalOES representative to DHS' Grants Program Directorate (GPD) in writing on official letterhead, with the following information:

- Documentation explaining why the cap should be waived;
- Conditions under which the request is being submitted; and
- A budget and method of calculation of personnel costs both in percentages of the grant award and in total dollar amount. To avoid supplanting issues, the request must also include a three-year staffing history for the requesting entity.

Organizational activities under UASI include:

Intelligence analysts. Per the *Personnel Reimbursement for Intelligence Cooperation and Enhancement* (PRICE) *of Homeland Security Act* (Public Law 110-412), funds may be used to hire new staff and/or contractor positions to serve as intelligence analysts to enable information/intelligence sharing capabilities, as well as support existing intelligence analysts previously covered by UASI funding. In order to be hired as an intelligence analyst, staff and/or contractor personnel must meet at least one of the following criteria:

- Complete training to ensure baseline proficiency in intelligence analysis and production within six months of being hired; and/or,
- Previously served as an intelligence analyst for a minimum of two years either in a Federal intelligence agency, the military, or State and/or local law enforcement intelligence unit

All fusion center analytic personnel must demonstrate qualifications that meet or exceed competencies identified in the *Common Competencies for State, Local, and Tribal Intelligence Analysts*, which outlines the minimum categories of training needed for intelligence analysts. A certificate of completion of such training must be on file with the SAA and must be made available to the recipient's respective FEMA HQ Program Analyst upon request.

Operational Overtime Costs. In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism and other catastrophic events, operational overtime costs are allowable for increased protective security measures at critical infrastructure sites or other high-risk locations and to enhance public safety during mass gatherings and high-profile events. In that regard, sub-recipients are urged to consider using grant funding to support soft target preparedness activities. UASI funds may be used to support select operational expenses associated with increased security measures in the authorized categories cited in the table below, but this table is not exhaustive. DHS/FEMA retains the discretion to approve other types of requests that do not fit within one of the categories of the table.

Table 1: Authorized Operational Overtime Categories

	Category	Description
1	**National Terrorism Advisory System (NTAS)**	Security measures in response to an increase in the threat level under the NTAS to an "elevated" or "imminent" alert status. GPD Information Bulletin No. 367, *Impact of National Terrorism Advisory System on Homeland Security Grant Programs*, remains applicable; therefore, advance authorization from FEMA is not required. Refer to https://www.dhs.gov/topic/ntas for additional information on the NTAS.
2	**National Security Special Event (NSSE)**	Security measures for a designated NSSE. NSSEs are events of national or international significance deemed by DHS to be a potential target for terrorism or other criminal activity.
3	**Special Event Assessment Rating (SEAR) Level 1 through Level 4 Events**	Security measures required for SEAR Level 1 through Level 4 events as designated by the Department of Homeland Security (DHS) and included in the DHS National Special Events List, as defined below: • SEAR 1: A significant event with national and/or international importance that may require extensive Federal interagency support; • SEAR 2: A significant event with national and/or international importance that may require some level of Federal interagency support. • SEAR 3: An event of national and/or international importance that requires only limited Federal support. • SEAR 4: An event with limited national importance that is managed at state and local level. NOTE: In cases where a threat of terrorism can be associated with a SEAR Level 5 event, the event planners should coordinate with their state or territory Homeland Security Advisor to seek re-adjudication of the SEAR rating. Operational overtime for

			security measures associated with such events will be considered for approval by FEMA if re-adjudication results in a SEAR 1 through 4 rating.
4	**States of Emergency**		Declarations of states of emergency by the Governor associated with a terrorism-related threat or incident. This excludes Presidentially-declared major disasters or emergencies where federal funding support for the proposed grant-funded activity is made available through the FEMA Public Assistance program or other Federal disaster grants.
5	**National Critical Infrastructure Prioritization Program (NCIPP)**		Protection of Level 1 and Level 2 facilities identified through the Department of Homeland Security's NCIPP based on a terrorism-related threat to critical infrastructure.
6	**Directed Transit Patrols**		Targeted security patrols in airports and major transit hubs based on a terrorism-related threat to transportation systems.
7	**Other Related Personnel Overtime Costs**		Overtime costs may be authorized for personnel assigned to directly support any of the security activities relating to the categories above. Examples include firefighters and emergency medical services personnel; public works employees who may be responsible for installing protective barriers and fencing; public safety personnel assigned to assist with event access and crowd control; emergency communications specialists; fusion center analysts; National Guard; contract security services; etc.
8	**Operational Support to a Federal Agency**		Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities related to homeland security/terrorism preparedness and specifically requested by a federal agency. Allowable costs are limited to overtime associated with federally requested participation in eligible activities, including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), DHS

		Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams. In addition, reimbursement for operational overtime law enforcement activities related to combating transnational crime organizations in support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism is an allowable expense under SHSP and UASI on a case by case basis. Grant funding can only be used in proportion to the federal man-hour estimate, and only after funding for these activities from other federal sources (i.e., FBI JTTF payments to state and local agencies) has been exhausted.

All allowable operational overtime costs are also subject to the administration requirements outlined in the following subsection.

Administration of Operational Overtime Requests

- With the exception of an elevated NTAS alert, UASI funds may only be spent for operational overtime costs upon prior written approval by FEMA. CalOES must submit operational overtime requests in writing, to its assigned FEMA Grant Programs Directorate (GPD) Program Analyst (PA). FEMA GPD will consider requests for special event activities up to one year in advance. However, such requests must be within the award's current period of performance and not result in the need for a request to extend the period of performance.

- All operational overtime requests must clearly explain how the request meets the criteria of one or more of the categories listed in the table above. Requests must address the threat environment as it relates to the event or activity requiring operational overtime support and explains how the overtime activity is responsive to the threat. Request letters sent to FEMA GPD must be UNCLASSIFIED but may be labeled "For Official Use Only." If explaining the threat will require the sharing of classified information, the letter should state as such. FEMA GPD will then make arrangements for the sharing of classified information through official channels.

- Post-event operational overtime requests will only be considered on a case-by-case basis, where it is demonstrated that exigent circumstances prevented submission of a request in advance of the event or activity.

- Under no circumstances may DHS/FEMA grant funding be used to pay for costs already supported by funding from another federal source.

- CalOES can use funds retained at the state level to reimburse eligible operational overtime expenses incurred by the state (per the above guidance limitations). Any UASI funds retained by the state must be used in direct support of the Urban Area. States must provide documentation to the UAWG and DHS/FEMA upon request demonstrating how any UASI funds retained by the state would directly support the Urban Area.

- FEMA will consult and coordinate with appropriate DHS components as necessary to verify information used to support operational overtime requests. For example, the review of operational overtime requests for the protection of critical infrastructure will be coordinated with DHS Office of Cyber and Infrastructure Analysis to verify the Level I or Level II NCIPP designation. Also, DHS Office of Intelligence and Analysis will be consulted to validate reported threat information associated with the event or activity.

Equipment

The 21 allowable prevention, protection, mitigation, response, and recovery equipment categories and equipment standards for HSGP are listed on the Authorized Equipment List (AEL). The AEL is available at http://www.fema.gov/authorized-equipment-list. Some equipment items require prior approval before the obligation or purchase of the items. Please reference the grant notes for each equipment item to ensure prior approval is not required.

Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS/FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Investments in emergency communications systems and equipment must meet applicable SAFECOM Guidance. Such investments must be coordinated with the SWIC and the State Interoperability Governing Body (SIGB) to ensure interoperability and long-term compatibility.

Grant funds may be used for the procurement of medical countermeasures. Procurement of medical countermeasures must be conducted in collaboration with state, city, or local health departments that administer Federal funds from HHS for this purpose and with existing MMRS committees where available, in order to sustain their long-term planning for appropriate, rapid, and local medical countermeasures, including antibiotics and antidotes for nerve agents, cyanide, and other toxins. Procurement must have a sound threat-based justification with an aim to reduce the consequences of mass casualty incidents during the first crucial hours of a response. Prior to procuring pharmaceuticals, recipients submit a written inventory management plan to the UASI for approval by CalOES to avoid large periodic variations in supplies due to coinciding purchase and expiration dates. Recipients are encouraged to enter into rotational procurement agreements with vendors and distributors. Purchases of pharmaceuticals must include a budget for the disposal of expired drugs within each fiscal year's PoP for HSGP. The cost of disposal cannot be carried over to another DHS/FEMA grant or grant period.

EMS electronic patient care data systems should comply with the most current data standard of the National Emergency Medical Services Information System (www.NEMSIS.org).

Training

Allowable training-related costs under UASI include the establishment, support, conduct, and attendance of training specifically identified under the UASI grant program and/or in conjunction with emergency preparedness training by other Federal agencies (e.g., HHS, DOT). Training conducted using HSGP funds should address a performance gap identified through an AAR/IP or other assessments (e.g., National Emergency Communications Plan NECP Goal Assessments) and contribute to building a capability that will be evaluated through a formal exercise. Any training or training gaps, including those for children, older adults, pregnant women, and individuals with disabilities and others who also have or access and functional needs, should be identified in the AAR/IP and addressed in the state or Urban Area training cycle. Recipients are encouraged to use existing training rather than developing new courses. When developing new courses, recipients are encouraged to apply the Analysis, Design, Development, Implementation and Evaluation model of instructional design using the *Course Development Tool*.

Exercise

Exercises should be used to provide the opportunity to demonstrate and validate skills learned in training, as well as to identify training gaps. Any training or training gaps should be identified in the AAR/IP and/or addressed in the Bay Area training plans and cycle. Exercises conducted with grant funding should be managed and conducted consistent with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning is located at https://www.fema.gov/exercise.

Maintenance and Sustainment

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable as described in FEMA Policy *FP 205-402-125-1* under all active and future grant awards, unless otherwise noted. With the exception of maintenance plans purchased incidental to the original purchase of the equipment, the period covered by maintenance or warranty plan must not exceed the period of performance of the specific grant funds used to purchase the plan or warranty.

Grant funds are intended to support projects that build and sustain the core capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation. In order to meet this objective, the policy set forth in GPD's IB 379 (Guidance to State Administrative Agencies to Expedite the Expenditure of Certain DHS/FEMA Grant Funding) allows for the expansion of eligible maintenance and sustainment costs which must be in 1) direct support of existing capabilities; (2) must be an otherwise allowable expenditure under the applicable grant program; (3) be tied to one of the core capabilities in the five mission areas contained within the Goal, and (4) shareable through the Emergency Management Assistance Compact (EMAC). Additionally, eligible costs must also be in support of equipment, training, and critical resources that have previously been purchased with either Federal grant or any other source of funding other than DHS/FEMA preparedness grant program dollars.

Law Enforcement Terrorism Prevention (LETPA) Allowable Costs

A total of 35% of the grant award must be allocated to LETPA projects. Activities eligible for the use of LETPA focused funds include but are not limited to:

- Maturation and enhancement of designated our fusion center, including information sharing and analysis, threat recognition, terrorist interdiction, and training/ hiring of intelligence analysts;

- Coordination between the fusion center and other analytical and investigative efforts including, but not limited to the Joint Terrorism Task Force (JTTF), Field Intelligence Groups (FIGs), High Intensity Drug Trafficking Areas (HIDTAs), Regional Information Sharing Systems (RISS) Centers, criminal intelligence units, and real-time crime analysis centers;

- Implementation and maintenance of the Nationwide Suspicious Activity Reporting (SAR) Initiative, including training for front line personnel on identifying and reporting suspicious activities;

- Implementation of the "If You See Something, Say Something™" campaign to raise public awareness of indicators of terrorism and terrorism-related crime and associated efforts to increase the sharing of information with public and private sector partners, including nonprofit organizations. Note: DHS/FEMA requires that the Office of Public Affairs be given the opportunity to review and approve any public awareness materials (e.g., videos, posters, tri-folds, etc.) developed using HSGP grant funds for the "If You See Something, Say Something™" campaign to ensure these materials are consistent with the Department's messaging and strategy for the campaign and the initiative's trademark;

- Increase physical security, through law enforcement personnel and other protective measures by implementing preventive and protective measures at critical infrastructure site or at-risk nonprofit organizations; and

- Building and sustaining preventive radiological and nuclear detection capabilities, including those developed through the Securing the Cities initiative.

Requirements for Small Unmanned Aircraft System

All requests to purchase Small Unmanned Aircraft Systems (UAS or drone) with FEMA grant funding must comply with IB 426 and include a description of the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to or otherwise use the SUAS equipment. CalOES requires additional forms and conducts a primary review prior to submitting it to FEMA. This review process can be quite lengthy (6-12 months).

Critical Emergency Supplies

In order to further DHS/FEMA's mission, critical emergency supplies, such as shelf stable products, water, and basic medical supplies are an allowable expense under UASI. Prior to the allocation of grant funds for stockpiling purposes, each state must have DHS/FEMA's approval of a five-year viable inventory management plan which should include a distribution strategy and related sustainment costs if planned grant expenditure is over $100,000.

If grant expenditures exceed the minimum threshold, the five-year inventory management plan will be developed by the recipient and monitored by FEMA GPD with the assistance of the FEMA Logistics Management Directorate (LMD). FEMA GPD will coordinate with LMD and the respective FEMA Region to provide program oversight and technical assistance as it relates to the purchase of critical emergency supplies under UASI. FEMA GPD and LMD will establish guidelines and requirements for the purchase of these supplies under UASI and monitor development and status of the state's inventory management plan.

CalOES is strongly encouraged to consult with the FEMA Region IX Logistics Chief regarding disaster logistics- related issues.

DHS/FEMA approved plans are to be shared by CalOES with local jurisdictions and Tribes in our region.

Construction and Renovation

Project construction using UASI funds may not exceed the greater of $1,000,000 or 15% of the grant award. For the purposes of the limitations on funding levels, communications towers are not considered construction.

Written approval must be provided by DHS/FEMA prior to the use of any UASI funds for construction or renovation. When applying for construction funds, recipients must submit evidence of approved zoning ordinances, architectural plans, and any other locally required planning permits. Additionally, recipients are required to submit a SF-424C Budget and Budget detail citing the project costs.

Recipients using funds for construction projects must comply with the Davis-Bacon Act (40 U.S.C. § 3141 et seq.). Recipients must ensure that their contractors or subcontractors for construction projects pay workers no less than the prevailing wages for laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the state in which the work is to be performed. Additional information regarding compliance with the Davis-Bacon Act, including Department of Labor (DOL) wage determinations, is available from the following website https://www.dol.gov/whd/govcontracts/dbra.htm.

Communications Towers. When applying for funds to construct communication towers, recipients and sub-recipients must submit evidence that the FCC's Section 106 review process has been completed and submit all documentation resulting from that review to GPD using the guidelines in EHP Supplement prior to submitting materials for EHP review. Completed EHP review materials for construction and communication tower projects must be submitted as soon as possible to get

approved by the end of the PoP. EHP review materials should be sent to Molly Giesen-Fields at the Bay Area UASI for processing: molly.giesen-fields@sfgov.org

Personnel

Personnel hiring, overtime, and backfill expenses are permitted under this grant in order to perform allowable HSGP planning, training, exercise, and equipment activities. Personnel may include but are not limited to: training and exercise coordinators, program managers for activities directly associated with UASI funded activities, intelligence analysts, and statewide interoperability coordinators (SWIC).

In general, the use of grant funds to pay for staff and/or contractor regular time or overtime/backfill is considered a personnel cost. Grant funds may not be used to support the hiring of any personnel for the purposes of fulfilling traditional public health and safety duties or to supplant traditional public health and safety positions and responsibilities.

For further details, see FP 207-093-1, Clarification on the Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008 (Public Law 110–412 – the PRICE Act), or contact their FEMA HQ Program Analyst.

HSGP funds may not be used to support the hiring of any personnel to fulfil traditional public health and safety duties or to supplant traditional public health and safety positions and responsibilities.

The following are definitions as they relate to personnel costs:

- *Hiring*. State and local entities may use grant funding to cover the salary of newly hired personnel who are exclusively undertaking allowable /DHSFEMA program activities as specified in this guidance. This may not include new personnel who are hired to fulfill any non-DHS/FEMA program activities under any circumstances. Hiring will always result in a net increase of Full Time Equivalent (FTE) employees.

- *Overtime*. These expenses are limited to the additional costs which result from personnel working over and above 40 hours of weekly work time as a direct result of their performance of DHS/FEMA-approved activities specified in this guidance. Overtime associated with any other activity is not eligible.

- *Backfill-related Overtime*. Also called "Overtime as Backfill," these expenses are limited to overtime costs which result from personnel who are working overtime (as identified above) to perform the duties of other personnel who are temporarily assigned to DHS/FEMA-approved activities outside their core responsibilities. Neither overtime nor backfill expenses are the result of an increase of FTE employees.

- *Supplanting*. Grant funds will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or recipients may be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

Unallowable Costs

- Per FEMA policy, the purchase of weapons and weapons accessories, including ammunition, is not allowed with HSGP funds.

- Grant funds may not be used for the purchase of equipment not approved by DHS/FEMA. Grant funds must comply with IB 426 and may not be used for the purchase of the following equipment: firearms; ammunition; grenade launchers; bayonets; or weaponized aircraft, vessels, or vehicles of any kind with weapons installed.

Unauthorized exercise-related costs include:

- Weapons, shields or ammunition

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances).

- Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (e.g., electronic messaging sign).

Allowable Cost Matrix

The following matrix provides allowable cost activities that fall under each of the cost categories. Recipients and subrecipients must follow all applicable requirements in 2 C.F.R. Part 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*). Funds under HSGP may be used to cover the costs for evaluating the impact of these grants on the state or urban area's core capabilities and capability gaps. This list is not exhaustive, therefore, if there are any questions regarding allowable costs, please contact the appropriate HQ GPD Program Analyst. For additional information on allowable costs, see the Preparedness Grants Manual.

Allowable Program Activities	UASI
Allowable Planning Costs	
Developing hazard/threat-specific annexes	Y
Developing and implementing homeland security support programs and adopting ongoing DHS/FEMA national initiatives	Y
Developing related terrorism and other catastrophic event prevention activities	Y
Developing and enhancing plans and protocols	Y
Developing or conducting assessments	Y
Hiring of full- or part-time staff or contract/consultants to assist with planning activities	Y
Materials required to conduct planning activities	Y
Travel/per diem related to planning activities	Y
Overtime and backfill costs (in accordance with operational Cost Guidance)	Y
Issuance of WHTI-compliant Tribal identification cards	N
Activities to achieve planning inclusive of people with disabilities and others with access and functional needs and limited English proficiency.	Y
Coordination with Citizen Corps Councils for public information/education and development of volunteer programs	Y
Update governance structures and processes and plans for emergency communications	Y
Development, and review and revision of continuity of operations plans	Y
Development, and review and revision of the THIRA/SPR continuity of operations plans	Y
Developing or conducting equity assessments to address planning and preparedness disparities for historically underserved communities	Y

Allowable Organizational Activities **Note:** Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant.	
Program management	Y
Development of whole community partnerships	Y
Structures and mechanisms for information sharing between the public and private sector	Y
Implementing models, programs, and workforce enhancement initiatives	Y
Tools, resources, and activities that facilitate shared situational awareness between the public and private sectors	Y
Operational support	Y
Utilization of standardized resource management concepts	Y
Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event	Y
Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred (up to 50 percent of the allocation)	Y
Overtime for information, investigative, and intelligence sharing activities (up to 50 percent of the allocation)	Y
Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (up to 50 percent of the allocation).	Y
Hiring or maintaining staff positions/contractors/consultants at SLTT levels to deliver community preparedness training, resources and material to schools, community-based organizations, faith-based institutions and local businesses.	Y
Hiring or maintaining staff positions/contractors/consultants to create, support and maintain CERT or Teen CERT	Y
Cost of migrating online services to the ".gov" domain	Y
Allowable Equipment Categories	
Personal Protective Equipment	Y
Explosive Device Mitigation and Remediation Equipment	Y
CBRNE Operational Search and Rescue Equipment	Y
Information Technology	Y
Cybersecurity Enhancement Equipment	Y
Interoperable Communications Equipment	Y
Detection	Y

Decontamination	Y
Medical countermeasures	Y
Power (e.g., generators, batteries, power cells)	Y
CBRNE Reference Materials	Y
CBRNE Incident Response Vehicles	Y
Terrorism Incident Prevention Equipment	Y
Physical Security Enhancement Equipment	Y
Inspection and Screening Systems	Y
Animal Care and Foreign Animal Disease	Y
CBRNE Prevention and Response Watercraft	Y
CBRNE Prevention and Response Unmanned Aircraft	Y
CBRNE Aviation Equipment	Y
CBRNE Logistical Support Equipment	Y
Intervention Equipment (e.g., tactical entry, crime scene processing)	Y
Critical emergency supplies	Y
Vehicle acquisition, lease, and rental	N
Other Authorized Equipment	Y
Allowable Training Costs	
Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes	Y
Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training	Y
Training workshops and conferences	Y
Activities to achieve training inclusive of people with disabilities and others with access and functional needs and limited English proficiency	Y
Full- or part-time staff or contractors/consultants	Y
Travel	Y
Supplies	Y
Instructor certification/re-certification	Y
Coordination with Citizen Corps Councils in conducting training exercises	Y
Interoperable communications training	Y

Activities to achieve planning inclusive of people with limited English proficiency	Y
Immigration enforcement training	Y
Allowable Exercise Related Costs	
Design, Develop, Conduct, and Evaluate an Exercise	Y
Full- or part-time staff or contractors/consultants	Y
Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA exercises	Y
Implementation of HSEEP	Y
Activities to achieve exercises inclusive of people with disabilities and others with access and functional needs	Y
Travel	Y
Supplies	Y
Interoperable communications exercises	Y
Activities to achieve planning inclusive of people with limited English proficiency	Y
Allowable Management & Administrative Costs	
Hiring of full- or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, and compliance with reporting and data collection requirements	Y
Development of operating plans for information collection and processing necessary to respond to DHS/FEMA data calls	Y
Overtime and backfill costs	Y
Travel	Y
Meeting related expenses	Y
Authorized office equipment	Y
Recurring expenses such as those associated with cell phones and faxes during the PoP of the grant program	Y
Leasing or renting of space for newly hired personnel during the PoP of the grant	Y
Completing the Civil Rights Evaluation Tool	Y
Conducting activities related to evaluating project effectiveness for HSGP-funded projects	Y
Law Enforcement Terrorism Prevention Activities (LETPA) Costs	
Integration and interoperability of systems and data, such as CAD and RMS, to facilitate the collection.	Y

Maturation and enhancement of designated state and major Urban Area fusion centers centers, including information sharing and analysis, threat recognition, terrorist interdiction, and intelligence analyst training and salaries (subject to certain conditions)	**Y**
Regional counterterrorism training programs for small, medium, and large jurisdictions to exchange information and discuss the current threat environment, lessons learned, and best practices to help prevent, protect against, and mitigate acts of terrorism	**Y**
Coordination of regional full-scale training exercises (federal, state, and local law enforcement participation) focused on terrorism-related events	**Y**
Law enforcement Chemical, Biological, Radiological, Nuclear, and high yield Explosives detection and response capabilities, such as bomb detection/disposal capability development, sustainment, or enhancement, including canine teams, robotics platforms, and x-ray technology	**Y**
Coordination between fusion centers and other operational analytical and investigative efforts	**Y**
Implementation and maintenance of the Nationwide SAR Initiative	**Y**
Implementation of the "If You See Something, Say Something®" campaign	**Y**
Increase physical security, through law enforcement personnel and other protective measures, by implementing preventive and protective measures at critical	**Y**