

**FY 2009 Interoperable Emergency Communications Grant Program  
 (IECGP) Portfolio**

*Please complete the following sections just once.*

Public reporting burden for this form is estimated to average 547 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-NEW).

**NOTE: Do not send your completed form to this address.**

**Portfolio Narrative:** *(not to exceed 1 page)*

- Overview of State or Territory’s interoperable emergency communications priorities and needs for planning, training, and exercises in FY 2009;
- Overview of the governance structure that will oversee the development and implementation of the project(s) funded by IECGP;
  - o Describe the methodology used for prioritizing FY 2009 IECGP projects and the stakeholders involved in that prioritization.
- Summary of the agencies involved in IECGP initiatives (e.g., State, local, tribal) and a description of their involvement.
- Summary and justification of anticipated M&A expenditures.

**Portfolio Budget:** *(not to exceed 1 page)*

Include a breakdown of all FY 2009 IECGP funds by project name and the Management and Administration amount withheld at the State or Territory level. In addition, the State or Territory must outline how it intends to meet the pass-through requirement. The pass-through requirement will be monitored via the Grants Reporting Tool (GRT) throughout the grant’s period of performance.

Portfolio Budget				Total Cost
<b>State or Territory M&amp;A (up to 3%)</b>				<b>\$XX</b>
<i>If the State or Territory intends to use M&amp;A funding, it must provide a summary and justification of anticipated expenditures in the Portfolio Narrative.</i>				
<b>State or Territory supported projects</b>				<b>\$XX</b>
Project Name:	E.g., Update SCIP	Project Cost:	\$XX	
Project Name:	E.g., Hire Statewide Interoperability Coordinator	Project Cost:	\$XX	
<b>Local pass-through projects (80%)</b>				<b>\$XX</b>
Project Name:	E.g., Interoperable Communications Training and Exercises	Project Cost:	\$XX	
Project Name:	E.g., Developing Standard Operating Procedures	Project Cost:	\$XX	
<b>Total IECGP Funds</b>				<b>\$XX</b>

**FY 2009 IECGP, Project #[x], Project Name**

*Please complete the following sections for each individual project.*

**IECGP Objective:** *(not to exceed a ½ page)*

Briefly describe the project as a whole and its primary objective. Include a description of the interoperable emergency communications gap to be filled and the end result/outcome(s) of the project.<sup>1</sup>

**Alignment to IECGP Priority Groups:**

*Please select the Priority Group and Objective(s) to which this project aligns:*

- Priority Group 1, Leadership and Governance and Common Planning and Operational Protocols.**
  - Establishment of formal interoperable emergency communications governance structures;
  - Establishment of common planning and operational protocols.

**Or:**

- Priority Group 2 Emergency Responder Skills and Capabilities.**
  - Enhancement of emergency responder skills and capabilities through training and exercises.

<sup>1</sup> Note that if this is a Priority 1 project directed at personnel, applicants must explain how they are working to integrate new staff into the State budget in future years to maintain the capability, as appropriate.

**For State/Territory-level Projects Only:**

***Per FY 2009 IECGP funding objectives, State and Territory level applicants are expected to prioritize Priority 1 Group, Leadership and Governance and Common Planning and Operational Protocols, objectives over Priority Group 2. If applicants are unable to check all of the following boxes, it is expected that FY 2009 IECGP funds be directed to meet these minimum expectations prior to choosing Priority Group 2 projects.***

- The State or Territory has a formal statewide interoperable emergency communications governance committee, consistent with the FY 2007 Statewide Planning Criteria, which has:
  - Representation from each public safety discipline;
  - Representation across each level of government: Federal, State, local, and tribal (if applicable);
  - Representation from each region within the State or Territory (as applicable, and/or defined in the SCIP);
  - Executive or legislative authority and a formal charter.

**Please also verify the following:**

- The State or Territory has hired a full-time statewide interoperability coordinator with sufficient capabilities/resources (e.g., project management, technical expertise) to effectively execute his/her mission, consistent with the FY 2007 Statewide Planning Criteria.

*If not, please provide an explanation of why and how the State or Territory intends on ensuring SCIP implementation efforts are effectively coordinated statewide.*

- The State or Territory has developed SOPs that demonstrate consistent use of interoperability channels, plain language protocols, common channel naming; and
- The State or Territory has developed SOPs that demonstrate compliance with NIMS ICS.

**For State/Territory and Local level Projects:**

***Per FY 2009 IECGP funding objectives, the applicant has the flexibility to use IECGP funds to purchase interoperable emergency communications equipment if and only if it has achieved or will achieve all of the above listed expectations for Priority Group 1 and the following Priority Group 2 objectives:***

- The State, Territory, and/or pass-through recipients have demonstrated compliance with NECP Goal 1 through preparation of approved incident and exercise AAR; and
- The State or Territory has completed a State-level multi-jurisdictional, multi-agency training and exercise event. (Not applicable to pass-through recipients)

**If the State, Territory, and/or pass-through recipient plans to use IECGP funds to purchase interoperable emergency communications equipment, it must certify the following:**

- The State, Territory, and/or pass-through recipient certifies that it has achieved or will achieve both Priority Group 1 and 2 objectives.

**Alignment to SCIP Goals, Objectives, and/or Initiatives:** *(not to exceed 1 page)*

Identify how the project aligns to the SCIP: 1) needs and/or gaps identified; 2) goals and objectives; and 3) specific initiative(s). Describe where the need/gap, goal, objective, and/or initiative was identified (provide specific header and page number references).

Priority and Need	E.g., Hire Interoperability Coordinator
Related Goal(s)	Goal X, (SCIP Section x: Page x): Insert description of the goal(s)
Related Objective(s)	Objective X, (SCIP Section x: Page x): Insert description of the objective(s)
Related Strategic Initiative(s)	Strategic Initiative X, (SCIP Section x: Page x): Insert description of the initiative(s)

**Alignment to TICP AAR, or other Assessment/Tool:** *(not to exceed a ½ page)*

If applicable, identify how the project aligns to the TICP AAR, and/or other interoperable emergency communications assessments/tools.

**Governance:** *(not to exceed a ½ page)*

Identify the governance structures in place that will support the development and implementation of the project. Explain how this objective will be communicated to the statewide interoperable emergency communications governance committee.

**Performance Measure(s) and Basis of Evaluation:** *(not to exceed a ½ page)*

Indicate the performance measure(s) that will be used to evaluate this project's impact and the basis for developing the measure(s). The performance measures should focus on quantifiable outcomes. For example, an outcome could be:

- o Improved coordination between adjacent local jurisdictions or improved coordination between Federal, State, or local entities in the same location.
- o Exercise results demonstrating increased operability, increased inter-operability, or an increased area of coverage.

**Milestones:** *(not to exceed a ½ page)*

Provide specific milestones for the project over the FY 2009 IECGP period of performance, including a description, start and end dates for each milestone. As many as 10 milestones may be provided. Examples of milestones could be estimates of the:

- o Date that an interoperability coordinator will be hired
- o Dates of completion for governance documents, policies, and Standard Operating Procedures
- o Dates for any meetings or conferences of major significance
- o Dates for completion of any training
- o Dates for completion of any exercises

**Challenges/Risks:** *(not to exceed a ½ page)*

Identify any potential challenges to implementing this project. Examples of challenges and risks could include anything that could impact the schedule or cost, such as hiring an interoperability coordinator by a certain date, collection of Memoranda of Understanding, or completion of a related project.

**Project Budget:** *(not to exceed 1 page)*

Explain how the costs were estimated and justify the need for the costs. The applicant should break down the project budget by allowable cost category, and M&A, and the anticipated expenditures within each category. For clarification, please list out anticipated expenditures under each allowable cost category and M&A on separate lines.

*Note: If the applicant is proposing a project for the purchase of interoperable emergency communications equipment, the State or Territory must include cost share information in the table below to demonstrate that it is in compliance with the 25% State cost share requirement. The information should include:*

- Amount of State (or local) cost share funding;
- Source of cost share funding (e.g., State, local); and
- Category of in-kind (e.g., donated volunteer services, salaries, equipment, or property or indirect costs) and/or cash cost share (e.g., State, local).

*To calculate cost share, the applicant must first determine the total project cost for equipment and then calculate the State and Federal shares respectively. The applicant should keep in mind that the total project cost does not equal the proposed amount of IECGP federal funding. For example, if a State is purchasing interoperable emergency communications equipment for a total cost of \$100,000, the State may apply for \$75,000 (75% of total project cost) of federal IECGP grant funds if it provides \$25,000 (25% of total project cost) of State or local cost share funds.*

<b>Anticipated Expenditures (by Allowable Cost Category)</b>	<b>Cost</b>
<b>Planning:</b>	
E.g., Personnel	\$XX
E.g., Contract Support	\$XX
<b>Total Planning Costs</b>	<b>\$XX</b>
<b>Training:</b>	
E.g., Number trained and training cost per person	\$XX
<b>Total Training Costs</b>	<b>\$XX</b>
<b>Exercises:</b>	
E.g., Overtime/Backfill	\$XX
E.g., Travel.	\$XX
<b>Total Exercise Costs</b>	<b>\$XX</b>
<b>Personnel:</b>	
E.g., Estimated Salary and Benefits	\$XX
<b>Total Personnel Costs</b>	<b>\$XX</b>
<b>Equipment:</b>	

E.g., Interoperable Emergency Communications Equipment	\$XX
<b>Total Equipment Costs</b>	<b>\$XX</b>
<b>Equipment Cost Share: (if applicable)</b>	
Cost share amount (25% of total project cost)	\$XX
Cost share source (E.g., State, local)	
Cost share category (E.g., cash, in-kind)	
<b>M&amp;A (up to 3%):</b>	<b>\$XX</b>
E.g., Hiring of staff to assist with the management of IECGP	\$XX
<b>Total Project Cost:</b>	<b>\$XX</b>

**Bi-annual Activities:**

For every 6 month period, briefly identify the milestone and expected outcome. *Note: The Expected Outcomes section should be completed as feasibly as possible. Actual progress data will be identified through input in the GRT as well as through programmatic monitoring. The outcomes may include information such as the Governance Board including certain stakeholders or addressing certain issues; the exercise addressing increased operability or interoperability; or the training resulting in x number of people trained to x capability.*

<b>1<sup>st</sup> Bi-annual Activity (Year 1)</b>	<b>Expected Outcome:</b> <i>(not to exceed a ¼ page)</i>
<b>2<sup>nd</sup> Bi-annual Activity (Year 1)</b>	<b>Expected Outcome:</b> <i>(not to exceed a ¼ page)</i>
<b>3<sup>rd</sup> Bi-annual Activity (Year 2)</b>	<b>Expected Outcome:</b> <i>(not to exceed a ¼ page)</i>
<b>4<sup>th</sup> Bi-annual Activity (Year 2)</b>	<b>Expected Outcome:</b> <i>(not to exceed a ¼ page)</i>