

# Project Management Plan (PMP) Overview

## State Homeland Security Program (SHSP)

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

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

<b>1. Project Information</b>	
Project Title	
Subgrantee	
Award Amount	
Project Type	<input type="checkbox"/> Planning/Personnel <input type="checkbox"/> Equipment <input type="checkbox"/> Training <input type="checkbox"/> Exercise <input type="checkbox"/> Maintenance Contract/Services
Main Supporting ESF	
Anticipated End Date	FY 2012 SHSP subgrants must end by Feb 2014
Main Subgrantee Point of Contact and Email Address	
Please refer to the SAA <a href="#">Subgrantee Handbook</a> and the FEMA <a href="#">Funding Opportunity Announcement</a> for more information.	

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

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

<b>2. Subgrantee Profile</b>				
	AUTHORIZATION OFFICIAL	PROJECT MANAGER	FINANCIAL OFFICER	NCR/GMS (PASS/SOAR IF DC) USER
Name				
Email				
Title				
Organization				
Telephone				
Address				
				Has this person received the necessary training?
				<input type="checkbox"/> Yes
				<input type="checkbox"/> No

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

<b>3. Environmental and Historic Preservation</b>	
<b>Note</b> All projects <b>must</b> be submitted through the SAA to FEMA for EHP review and approval <b>before</b> project initiation, unless expressly exempted from the requirement (see below for a list of exempted project types). For more information: <a href="http://www.fema.gov/plan/ehp/">http://www.fema.gov/plan/ehp/</a> . For common mistakes, please refer to the SAA <a href="#">Subgrantee Handbook</a> .	
Is this project exempt from EHP review?	
<input type="checkbox"/> No	— complete the required EHP screening form (available from the SAA) and submit to the SAA, along with any required documentation (e.g. aerial and ground-level photographs, diagrams, etc.).
<input type="checkbox"/> Yes	— provide justification and select the correct project type below.
<div></div>	
Exempt project types:	
<input type="checkbox"/> Planning	<input type="checkbox"/> Personnel
<input type="checkbox"/> Classroom-based training and exercises	<input type="checkbox"/> Mobile and portable equipment (PPE, radios, etc.), vehicles, and other equipment that does not require any installation
<input type="checkbox"/> Field-based training at existing facilities with established procedures	
List facility: <div></div>	

- 4.1 **Project Description** | In this section, describe the project itself. If the plan is to buy equipment, what is it, who's it for and how will it be used? If the project will pay for services or staff, what are the deliverables and milestones that the service/staff will perform? This section should clearly identify what we will get out of the project.

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

<b>4.1. Project Description</b>
What is this project (what will you do with the awarded funds)? 800 character limit. <div></div>
What are your current capabilities in this area (what can you currently do; what do you currently have)? 800 character limit. <div></div>
How are your current capabilities insufficient (what is your capability gap), and what recent events/exercises/assessments have shown current capabilities to be insufficient? 800 character limit. <div></div>
How will this project improve your current capabilities in this area? 800 character limit. <div></div>

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

**4.2. Terrorism Risk**

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

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

**4.3. Funding History**

Is this project new or ongoing?

☐ New

☐ Ongoing

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

\$0.00

Build or expand capabilities

\$0.00

Sustain existing capabilities

**Note** Total must equal Award Amount on p. 1.

Was the project previously funded?

SUBGRANT ID	AWARD	DESCRIPTION

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

**5. Deliverables and Milestones**

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

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

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

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

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

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

**6.1. Spend Plan**

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

COBJ      Four-digit Comptroller Object—DC AGENCIES ONLY.

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

COMPUTATION   How was the estimated cost calculated?

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

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

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

**6.2. Sustainment**

**Long-term Sustainment Plan.**

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

☐ No future costs are anticipated.

☐ Subgrantee will assume all future costs.

☐ Subgrantee will need future grant funding to cover all costs.

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

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

**Maintenance Budget.**

<input style="width: 50px;" type="text"/>	Annual budget
x <input style="width: 50px;" type="text"/>	Years of maintenance required (3 years maximum)
\$ 0.00      TOTAL	

**Useful Life.**

How long will the equipment be useful?

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

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

**7.1. Personnel**

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

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

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

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

**7.2. Training**

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

Is the proposed training already provided by the following?

☐ Department of Homeland Security

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

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

If yes, justify the need for grant funds.

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

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

### 7.3. Exercises

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

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

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

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

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

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

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

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

☐ No

☐ Yes—complete the table below.

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

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

**8.1 National Preparedness Goal Core Capabilities** | The subgrantee should select no more than three capabilities. For each capability selected, please estimate how much funding supports each capability; these values should equal the total subgrant award. Using the Rating/Score chart provided, the Pre-Project Score should reflect the subgrantee’s rating prior to receiving funding. The Achieved Score should reflect the subgrantee’s anticipated rating at the end of the period of performance.

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

For more information: <http://www.fema.gov/prepared/ppd8.shtm>.

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

CORE CAPABILITIES	\$ AMOUNT	CURRENT RATING	PROJECTED RATING	COMMENTS
<b>COMMON CAPABILITIES</b>				
Planning				
Public Information and Warning				
Operational Coordination				
	RATING/SCORE		DESCRIPTION	
	0		Priority area/goal not being addressed	
	1		Priority area/goal identified	
	2		Initial efforts have commenced	
	3		Efforts are well on the way	
	4		Priority area/goal nearing completion	
	5		Priority area/goal completely addressed	

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

**8.2 DC Homeland Security Strategic Plan (2007) |** The subgrantee should select up to three Strategic Initiative(s) that apply to the project. This initiative should tie back to the Investment Plan identified in the Project Concept.

### 8.2. DC Homeland Security Strategic Plan (2007) Initiatives—Select up to three

- 1 PREVENT, ELIMINATE AND/OR REDUCE RISKS FACED BY THE DISTRICT.
  - 1.1 Develop and maintain a framework for all hazards risk identification, assessment, and reduction.
    - ☐ 1.1.1 Update the District Response Plan to include the District's mitigation framework and agency specific roles and responsibilities in supporting this framework.
    - ☐ 1.1.2 Conduct a risk assessment of the District based on the District's threats and vulnerabilities and the associated consequences, to be updated annually.
    - ☐ 1.1.3 Based on the results of the risk assessment, implement changes to policies, plans, protocols, training, exercising, and capabilities as needed.
  - 1.2 Continually educate, inform and prepare those who live, work, and visit the District of Columbia on the measures needed to enhance community and personal safety and security.
    - ☐ 1.2.1 Update and print the family preparedness guide including distribution to each district residence on a bi-annual basis.
    - ☐ 1.2.2 Translate the preparedness guide into the seven most commonly spoken languages within the District and on audiotape.
    - ☐ 1.2.3 Promote school preparedness program such as "masters of disasters" to help educate children.
    - ☐ 1.2.4 Develop and maintain family preparedness guides targeting children as the readers.

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

### 9. SAA Notes

