

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Homeland Security and Emergency Management Agency

Muriel Bowser
Mayor



Chris T. Geldart
Director

March 6, 2015

The Honorable Kenyan R. McDuffie, Chairperson
Committee on the Judiciary
The John A. Wilson Building
1350 Pennsylvania Avenue, N.W., Rm 109
Washington, D.C. 20004

Dear Chairman McDuffie:

This letter transmits the responses to the questions in your February 14, 2015 correspondence to me in relation to the performance oversight hearing for the D.C. Homeland Security and Emergency Management Agency (HSEMA) scheduled for Thursday, March 12, 2015.

1. **Please provide a complete, up-to-date organizational chart for each division within the agency including, either attached or separately, an explanation of the roles and responsibilities for each division and subdivision.**
 - **Please include a list of the employees (name and title) for each subdivision and the number of vacant positions.**

See attached “Q1 HSEMA” for the up-to-date organizational chart. An explanation of the role and responsibilities for each division and the list of the employees for each subdivision and the number of vacant positions is included below.

Agency Management / Office of the Director

The Agency Management / Office of the Director is responsible for resource management, technology infrastructure, human capital development, accreditation process management, special events planning, public information and communications programs, community outreach, operations support, policy support, and executive direction to internal agency divisions. The office coordinates citywide incident command and control for the Executive, as well as provides leadership to the National Capital Region (NCR) as members of the NCR Senior Policy Group. HSEMA also maintains a strong outreach program designed to educate and equip community residents and businesses to deal with hazards and the potential for disasters. HSEMA manages the administration of the Mayor’s Special Events Task Group, a body responsible for organizing the City’s public safety planning efforts for events requiring interagency coordination. Additionally, HSEMA is responsible for the administration of the Community Events Funding Assistance Program.

OFFICE OF THE DIRECTOR/AGENCY MGMT (21 FTEs: 18 Filled, 3 Vacant)	
DIRECTOR (7 Filled)	
Geldart, Chris	Director, Homeland Sec. & EMA
Baker, Brian	Chief of Staff
Nitz, John	Agency Fiscal Officer
Hildum, Robert	General Counsel
Bowen, Whitney	Program Analyst
Crawford, Elijah	Executive Assistant
Jackson, Gloria	Staff Assistant
SPECIAL EVENTS (2 Filled)	
Mitchell, Tanya	Special Events Program Officer
Adams, Nikelle	Program Analyst
EXTERNAL AFFAIRS/POLICY (6 Filled, 2 Vacant)	
Chapple, Nicole	Policy Manager
Vacant	Regional Needs Coordinator
Johnson, Robyn	Public Affairs Specialist
McCall, Kimberly	Community Outreach Specialist
Vacant	Policy Analyst
Cruz, Joiner	Community Outreach Specialist
Gilmore, Edward	Community Outreach Specialist
Brannum, Robert	Community Outreach Specialist
IT/COMMS (3 Filled, 1 Vacant)	
Jack, Joshua	Supervisory IT Specialist
Vacant	Geographic Information Systems
Jones, Gelinda	Information Technology Specialist
Wobbleton, Jeffrey	Statewide Comm Interoperability Coordinator

Planning and Preparedness Division

The Plans and Preparedness Division encompasses services including comprehensive planning, training and exercising, and disaster recovery, to promote resiliency in government agencies, our communities, and critical infrastructure. The Division utilizes a “whole community” approach to engage key stakeholders in developing plans and processes that support a robust emergency management system. Within Training and Exercise, HSEMA offers training courses, hazard and capabilities-based exercises, and plan validations that test and bolster individual and institutional readiness, in accordance with local, District, and national standards, including the National Incident Management System and Incident Command System. The Planning and Preparedness Division, is also responsible for the administration of post-disaster long-term recovery and mitigation programs to ensure District residents and businesses have sufficient support and resources to recover, rebuild and sustain critical operations in the aftermath of a disaster.

PLANNING/PREPAREDNESS (16 FTEs: 15 Filled, 1 Vacant)	
PLANS (10 Filled)	
White, Patrice	Plans and Preparedness Officer
Akasa, Annah	Plans and Preparedness Officer
Goldsmith, Frederick	Critical Infrastructure Specialist
Frederick, Sharon	Critical Infrastructure Specialist
Gardner, Russell	Disaster Recovery Specialist
Winship, Hope	Emergency Planning Specialist
Hauser, Eric	NCR Incident Coord. Specialist
Lucas, Donte	Hazard Mitigation Specialist
Young, Chelsea	Emergency Planning Specialist
Williams, Ladona	Emergency Planning Specialist
TRAINING & EXERCISE (5 Filled, 1 Vacant)	
Quarrelles, Jamie	Training and Emergency Exercise Officer
Woodall, Kenneth	Emergency Preparedness Officer
Harrison, Leslie	National Incident Management System Officer
White, Lisa	Emergency Training and Exercise Specialist
Campbell, Kimberly	Emergency Exercise and Training Specialist
Vacant	Emergency Management Training Specialist

Operations Division

The Operations Division provides situational awareness, logistical and resource support, and a field command operation to coordinate critical incident response, mitigation, and recovery to emergencies, severe weather conditions, disasters and other major events impacting quality of life. The Operations Division also provides a command and control element that supports District and Federal agencies during special events such as Independence Day on the National Mall, Capital Pride, and Presidential Inauguration, etc. The Operations Division manages the District's Emergency Operations Center (EOC), a central facility for command and control of emergency operations that coordinates interagency response to and recovery from major emergencies. The EOC works closely with Emergency Support Function agencies in preparation for and during EOC activations. On a day-to-day basis, the 24/7 Joint All Hazards Operation Center within the EOC serves as the central hub of communications, processing information from a myriad of sources, analyzing and disseminating it to District, regional, Federal partners, businesses, and the public to create a common operating picture, and to provide relevant and useful information for taking protective actions.

OPERATIONS (18 FTEs: 18 Filled)	
Spriggs, Timothy	Chief, Operations Division
Curry, William	Telecommunications Specialist
Payne, Kerry	Deputy Chief of Operations
Smith, Bobby	Supvy Emerg Operations Specialist
Franklin, Carolyn	Staff Assistant
Sneed Jr., Robert	Supvy Emerg Operations Specialist
Hackney, David	Emergency Operations & Info Spec

OPERATIONS (18 FTEs: 18 Filled)	
Harris, Robert	Emergency Operations & Info Spec
Davis, Charles	Emergency Operations & Info Spec
Stewart, Ricardo	Emergency Operations & Info Spec
Scott II, Renaud	Emergency Operations & Info Spec
Bentley, Gena	Emergency Operations & Info Spec
Harley, Stephanie	Emergency Operations & Info Spec
Rodgers Jr., Billy	Emergency Operations & Info Spec
Kornreich, Kevin	Emergency Operations & Info Spec
Bellille, Eustace	Emergency Operations & Info Spec
Lewis III, Robert	Emergency Operations & Info Spec
Boone, William	Emergency Operations & Info Spec

Additionally, within the Operations Division is the Washington Regional Threat Analysis Center (WRTAC) which provides tactical and strategic intelligence (collection, analysis, and dissemination), to support District law enforcement agencies, other first responders, homeland security, emergency management, public health and the private sector. The WRTAC also provides intelligence support to deliberate and crisis planning, works to increase situational awareness, and provides real-time threat warning during operations for the EOC and the JAHOC, as well as to HSEMA and DC City Cabinet leadership.

WRTAC (19 FTEs: 13 Filled, 5 Vacant)	
Thomas, Jorhena	Fusion Center Operations Manager
Brocker, Rebecca	Supervisory Intelligence Analyst
Greenberg, Amanda	Supervisory Intelligence Analyst
Vacant	Supervisory Intelligence Analyst
Greene, Markaria	Supervisory Intelligence Analyst
Hoover, Athena	Fusion Intelligence Specialist
Campbell, Fleming	Fusion Intelligence Analyst
Cross, Katherine	Fusion Intelligence Analyst
Horsley, Elizabeth	Fusion Intelligence Analyst
Lagomarsino, Jessica	Fusion Intelligence Analyst
Nguyen, Brian	Fusion Intelligence Analyst
Fischhoff, Alexander	Fusion Intelligence Analyst
Vacant	Fusion Intelligence Analyst
Vacant	Staff Assistant
Vacant	Program Analyst
Jackson, Adrienne	Fusion Intelligence Analyst
Gardener, Jennifer	Fusion Intelligence Analyst
Del Toro, Jennifer	Fusion Intelligence Analyst
Vacant	Fusion Intelligence Analyst

Finance / Administration and Homeland Security Grants Division

The Finance/Administration and Homeland Security Grants Division is responsible for financial management, procurement and serves as the State Administrative Agent for the federal homeland security grant programs that are awarded to the District of Columbia, and also for those grant programs awarded to the NCR, which encompasses neighboring counties in Maryland and Virginia. A regional policy advisory group and representatives from the District, Maryland and Virginia jurisdictions plan and coordinate the regional grant programs administered by the Division including the NCR Urban Area Security Initiative, Nonprofit Security Grant Program and Regional Catastrophic Planning Grant Program grant programs that are administered by the Homeland Security Grants Division. The Division is also responsible for several local grant programs awarded by the U.S. Department of Homeland Security including the State Homeland Security Program, Citizen Corps Program, Emergency Management Performance Grant, Emergency Operations Center Grant, Public Safety Interoperable Communications Grant, and Interoperable Emergency Communications Grant Program. The Division provides programmatic oversight to the numerous individual grant-funded homeland security projects in the District of Columbia and the NCR to ensure that the projects are making progress, meeting milestones, and comply with the applicable grant guidance.

ADMINISTRATION & FINANCE (19 FTEs, 2 Vacant)	
ADMIN /FINANCE (7 FTEs: 6 Filled, 1 Vacant)	
Greene, Johnny	Assist Dir for Administration
Gill, Adriane	Division Director Administration
Vacant	Finance/Program Supervisor Analyst
Robinson, Marcel	Program Analyst
Richardson, Jacqueline	Emergency Preparedness Resiliency Analyst
Banks, Patricia	Emergency Ops & Info Specialist
Benefield, Steven	Communications Management Specialist
GRANTS (12 FTEs: 11 Filled, 1 Vacant)	
Madden, Charles	Chief, Grants Division
Reed, Tristan	Grants Management Officer
Vacant	Grants Management Officer
Samee, Sonia	Grants Specialist
Coleman, Bettina	Grants Program Manager
Alsop, Vermeccia	Grants Program Manager
Cuyler, Siobhan	Grants Specialist
Shackelford, Jerica	Grants Program Manager
Jackson, Corey	Grants Specialist
Ross, Cembrye	Grants Program Manager
Cooper, Sherelle	Grants Program Manager
Hull, Bryan	Grants Program Manager

- **Please provide a narrative explanation of any organizational changes made during the previous year.**

There were no organizational changes made during the previous year.

2. Please provide a complete, up-to-date position listing for your agency, which includes the following information:

- **Title of position**
- **Name of employee or statement that the position is vacant, unfunded, or proposed**
- **Date employee began in position**
- **Salary and fringe benefits, including the specific grade, series, and step of position**
- **Job status (continuing/term/temporary/contract)**
Please list this information by program and activity.

Please see attached document “Q2 HSEMA.”

3. Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?

HSEMA conducts annual performance evaluations of all its employees. Each manager evaluates their assigned staff on an annual basis utilizing the District’s PeopleSoft system. Prior to each performance management season, staff are encouraged to begin their self-evaluations which help to inform the counseling session with their supervisor and/or assistant director. In addition to annual performance appraisals, HSEMA managers provide ongoing feedback throughout the year to their staff regarding the performance of their job requirements.

4. For fiscal year 2014, please list each employee whose salary was \$110,000 or more. Provide the name, position title, and salary. Also, state the amount of any overtime and also any bonus pay for each employee on the list.

Name	Position Title	Salary	Overtime	Bonus
Chris Geldart	Director	\$184,469	None	None
John Nitz	Agency Fiscal Officer	\$155,131	None	None
Brian Baker	Chief of Staff	\$140,080	None	None
Timothy Spriggs	Operations Division Chief	\$133,900	None	None
Johnny Greene	Assistant Director for Administration and Finance	\$125,000	None	None
Nicole Chapple	Policy Manager	\$123,600	None	None
Jorhena Thomas	Fusion Center Operations Manager	\$123,176	None	None
Charles Madden	Grants Division Chief	\$115,000	None	None
Joshua Jack	Supervisory IT Specialist	\$112,835	None	None

5. Please list in descending order the top 25 overtime earners in your agency in fiscal year 2014. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

Name	Position	Salary	Overtime Pay
David Hackney	Emergency Operations & Info Spec	60,389.00	10,304.51
Elijah Crawford	Executive Assistant	74,365.00	9,885.52
Bobby Smith	Supvy Emerg Oper & Info Spec.	71,686.00	8,960.78
Robert Sneed	Supvy Emerg Oper & Info Spec.	68,962.00	8,882.40
Charles Davis	Emergency Operations & Info Spec	63,735.00	7,035.43
Eustace Bellille	Emergency Operations & Info Spec	48,701.00	6,029.12
Renaud Scott	Emergency Operations & Info Spec	53,697.00	5,631.88
Kerry Payne	Deputy Chief of Operations	79,305.88	5,471.34
Whitney Bowen	Program Analyst	76,548.00	4,132.11
William E Boone	Emergency Operations & Info Spec	55,601.00	3,756.39
Donte Lucas	Hazard Mitigation Spec	72,367.00	3,583.57
Robert Lewis	Emergency Operations & Info Spec	55,601.00	3,391.47
Corey Jackson	Grants Specialist	90,810.00	3,305.60
William Curry	Telecommunications Spec	83,679.00	3,218.43
Ricardo Stewart	Emergency Operation Info Spec	63,735.00	3,016.25
Billy Rodgers	Emergency Operations & Info Spec	55,601.00	2,876.69
Joiner Cruz	Community Outreach Specialist	57,043.00	2,808.41
Steven Benefield	Communication Mgmt Spec	62,062.00	2,529.51
Jerica Shackelford	Grants Program Manager	74,171.00	2,353.51
Kimberly McCall	Community Outreach Specialist	83,679.00	2,335.88
Chelsea Young	Emergency Planning Specialist	60,389.00	2,097.65
Gena Bentley	Emergency Operation Info Spec	50,081.00	1,898.15
Carolyn Franklin	Staff Assistant	78,361.00	1,864.84
Gelinda Jones	Information Technology Spec	81,302.00	1,847.71
Lisa White	Comm Emerg Trng & Exercise Spec	64,375.00	1,483.69

6. For fiscal years 2013, 2014, and 2015 (to date), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

HSEMA employees did not receive bonuses or special award pay for fiscal years 2013, 2014, or 2015 to date.

7. For fiscal years 2014 and 2015 (to date), please list all intra-District transfers to or from the agency.

FY 2014

From	To	Purpose	Amount
HSEMA	Office of Finance and Resource Management	Agency Purchase Cards	\$50,000.00
HSEMA	Office of Finance and Resource Management	Telecommunications	\$5,000.00

FY 2015

From	To	Purpose	Amount
HSEMA	Office of Finance and Resource Management	Agency Purchase Cards	\$50,000.00
HSEMA	Office of Finance and Resource Management	Telecommunications	\$5,000.00

8. Please list all employees detailed to or from your agency, if any. Please provide the reason for the detail, the detailed employee’s date of detail, and the detailed employee’s projected date of return.

There are no employees detailed to or from our agency.

9. Please provide the Committee with:

- **A list of all employees who receive cellphones, personal digital assistants, or similar communications devices at agency expense**

Employees with Communication Devices	Employees with Communication Devices
Geldart, Chris	Hauser, Eric
Baker, Brian	Hoover, Athena
Akasa, Annah	Horsley, Elizabeth
Banks, Patricia	Jack, Joshua
Benefield, Steve	Jackson, Adrienne
Brocker, Rebecca	Gardner, Jennifer
Campbell, Fleming	Johnson, Robyn
Campbell, Kimberly	Jones, Gelinda
Chapple, Nicole	Lagomarsino, Jessica
Crawford, Elijah	Mitchell, Tanya
Cross, Katherine	Nitz, John
Curry, William	Payne, Kerry
Davis, Charles	Quarrelles, Jamie
Del Toro, Jennifer	Smith, Bobby
Fischhoff, Alexander	Spriggs, Timothy
Franklin, Carolyn	Stephens, Beauty
Frederick, Sharon	Thomas, Jorhena
Gardner, Russell	White, Lisa
Goldsmith, Frederick	White, Patrice
Greenberg, Amanda	Winship, Hope
Greene, Johnny	Wobbleton, Jeff
Hackney, David	Woodall, Kenneth
Harrison, Leslie	

- **A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned**

In fiscal years 2014 and 2015 (to date), HSEMA has used the following government vehicles:

- 11 Leased Response Vehicles through the General Services Administration (GSA)
- 2 Leased Response Vehicles through the Department of Public Works (DPW)
- 3 Specialized Vehicles (2 command buses, 1 community outreach van through DPW)

Vehicle (make, model, year)	Name	Position	Jurisdictional Residence
Suburban - Chevrolet - 2014	Chris Geldart	Director	District of Columbia
Durango - Dodge - 2014	Timothy Spriggs	Operations Chief	Laurel, Maryland
Explorer - Ford - 2007	Kerry Payne	Operations Deputy Chief	District of Columbia
Avenger - Dodge - 2010	Brian Baker	Chief of Staff	District of Columbia
Durango - Dodge - 2014	Rashad Young	City Administrator	District of Columbia

- **A list of employee bonuses or special award pay granted in FY14 and FY15, to date**

HSEMA employees did not receive bonuses or special award pay for fiscal years 2014 or 2015 to date.

- **A list of travel expenses, arranged by employee**

FY 2013

Name / Position	Destination	Justification	Date	Expense
Chris Geldart / Director	Seattle, WA	National Emergency Management Association (NEMA) Annual Leadership Conference	10/04/2012 – 10/09/2012	\$2,195.18/ Federal
Patrice White / Plans and Preparedness Assistant Director	Seattle, WA	NEMA Annual Leadership Conference	10/04/2012 – 10/09/2012	\$1,610.72/ Federal
Chris Geldart/ Director	San Francisco, CA	Big City Emergency Managers Annual Meeting	2/17/2013- 2/22/2013	\$2,132.79/ Federal
Ricardo Stewart Fleet Manager	Atlantic City, NJ	2013 National Association of Fleet Managers	4/22/2013 - 4/27/2013	\$385.00/ Federal
Charles Madden Acting Grants Division Chief	Los Angeles, CA	2013 Nat'l Homeland Security Conference	6/3/2013 - 6/7/2013	\$1,335.14/ Federal
Nicole Chapple Policy Manager	Los Angeles, CA	2013 National Homeland Security Conf.	6/3/2013 - 6/7/2013	\$932.34/ Federal

Name / Position	Destination	Justification	Date	Expense
Bettina Coleman Grants Program Manager	Los Angeles, CA	2013 National Homeland Security Conf.	6/3/2013 - 6/7/2013	\$1,130.69/ Federal
Corey Jackson Financial Manager	Los Angeles, CA	2013 National Homeland Security Conf.	6/3/2013 - 6/7/2013	\$2,171.11/ Federal
Tristan Reed Grants Department	Los Angeles, CA	2013 National Homeland Security Conf.	6/3/2013 - 6/7/2013	\$1,810.42/ Federal
Jorhena Thomas Fusion Center Manager	Los Angeles, CA	2013 National Homeland Security Conf.	6/3/2013 - 6/7/2013	\$963.38/ Federal
Athena Hoover Intelligence Analyst	Las Vegas, NV	Principles of Intelligence Writing (PIWB)	8/25/2013 - 8/31/2013	\$1,243.46/ Federal
Chris Geldart Director	Anchorage, AK	NEMA Annual Conference	9/9/2013 - 9/13/2013	\$2,971.84/ Federal
Brian Baker / Chief of Staff	Anchorage, AK	NEMA Annual Conference	9/9/2013 - 9/13/2013	\$1,180.68/ Federal
Donte Lucas Hazard Mitigation	Philadelphia, PA	Region III Headquarters Meeting/NEMIS Grants Mgmt System access	9/19/2013	\$228.61/ Federal
Cara O'Donnell Intelligence Analyst	Minneapolis, MN	Principles of Intelligence Writing (PIWB)	9/8/2013 - 9/13/2013	\$1,235.65/ Federal
Leigh Anderson Critical Infrastructure	Philadelphia, PA	FEMA Reg 3 THIRA Workshop	9/18/2013 - 9/20/2013	726.56 / Federal

FY 2014

Name / Position	Destination	Justification	Date	Expense
Leslie Harrison Training Officer	Charleston, S. Carolina	All Hazards Incident Management Annual Conference	11/15/2013 - 11/21/2013	\$1,564.80/ Federal
Jamie Quarrelles Regional Training Officer	Charleston, S. Carolina	All Hazards Incident Management Annual Conf.	11/15/2013 - 11/21/2013	\$2,287.80/ Federal
Chelsea Young Secretary	Charleston, S. Carolina	All Hazards Incident Management Annual Conf.	11/15/2013 - 11/21/2013	\$1,386.78/ Federal
Kim McCall Community Outreach	Charleston, S. Carolina	All Hazards Incident Management Annual Conf.	11/16/2013 - 11/18/2013	\$767.78/ Federal
Timothy Spriggs Operations Chief	Charleston, S. Carolina	All Hazards Incident Management Annual Conf.	11/17/2013 - 11/21/2013	\$532.00/ Federal
Patrice White Associate Director	Charleston, S. Carolina	All Hazards Incident Management Annual Conf.	11/18/2013 - 11/21/2013	\$399.00/ Federal
Donte Lucas Hazard Mitigation Officer	Wilmington, DE	Annual Regional State Hazard/NFIP	11/20/2013 - 11/21/2013	\$257.39/ Federal

Name / Position	Destination	Justification	Date	Expense
Robert Hildum Deputy Attorney General	New York City, NY	NYC Emergency Operations Meeting	1/21/2014 - 1/21/2014	\$330.00/ Federal
Cara O'Donnell Intelligence Analyst	New Orleans LA	Improving Fusion Center/Emergency Management Partnerships	3/24/2014 - 3/26/2014	\$955.22/ Federal
Chris Geldart Director	New Orleans LA	Improving Fusion Center/Emergency Management Partnerships	3/25/2014- 3/26/2014	\$1,447.09/ Federal
Brian Baker Chief of Staff	Denver CO	Big City Emergency Managers Mtg	3/31/14 – 4/4/2014	\$1,596.16/ Federal
Cara O'Donnell Intelligence Analyst	Atlanta GA	Public Health Preparedness Summit	3/31/2014- 4/4/2014	\$1,687.16/ Federal
Donte Lucas Hazardous Mitigation Officer	Philadelphia PA	FEMA Reg III State Hazard Mitig/Flood Insurance (NFIP)	4/22/2014- 4/24/2014	\$195.00/ Federal
Timothy Spriggs Operations Chief	Richmond VA	VDEM Points of Distribution Course	5/5/2014- 5/8/2014	\$423.32/ Federal
Carolyn Franklin Agency Fleet Coordinator	Richmond VA	VDEM Points of Distribution Course	5/5/2014- 5/8/2014	\$423.32/ Federal
Athena Hoover Intelligence Analyst	Harpers Ferry WVA	Basic Intel Threat Analysis Course	5/11/2014- 5/23/2014	\$2,199.84/ Federal
Rebecca Brocker Intelligence Analyst	Philadelphia PA	2014 Nat'l Hml Security Conference	5/19/2014- 5/22/2014	\$977.09/ Federal
Cara O'Donnell Intelligence Analyst	Philadelphia PA	2014 Nat'l Hml Security Conference	5/19/2014- 5/22/2014	777.06/ Federal
Hope Winship Emergency Planner	Philadelphia PA	2014 Nat'l Hml Security Conference	5/19/2014- 5/25/2014	\$1,675.57/ Federal
Chelsea Young Planning Assistant	Philadelphia PA	2014 Nat'l Hml Security Conference	5/19/2014- 5/23/2014	\$827.67/ Federal
Bettina Coleman Grants Specialist	Philadelphia PA	2014 Nat'l Hml Security Conference	5/19/2014- 5/22/2014	\$872.79/ Federal
Charles Madden Grants Manager	Philadelphia PA	2014 Nat'l Hml Security Conference	5/20/2014- 5/20/2014	\$246.00/ Federal
Vermecia Alsop Grants Specialist	Philadelphia PA	2014 Nat'l Hml Security Conference	5/19/2014- 5/22/2014	\$783.13/ Federal
Adriane Gill Grants Specialist	Philadelphia PA	2014 Nat'l Hml Security Conference	5/19/2014- 5/22/2014	\$1,284.30/ Federal
Brian Baker Chief of Staff	San Diego CA	Governors Hml Security Advisors Council Meeting	6/9/2014- 6/12/2014	\$1,555.21/ Federal
Leigh Anderson Lead Critical Infrastructure Analyst	Atlanta GA	Technical Assistance THIRA Meeting	7/8/2014- 7/11/2014	\$1,100.88/ Federal
Sharon Frederick Training and Exercise Specialist	Herndon VA	USSS MACC Assistance	8/4/2014- 9/12/2014	\$120.70/ Federal
Sharon Frederick Training and Exercise Specialist	Richmond VA	FEMA Train the Trainer Course	9/8/2014- 8/7/2014	\$207.00/ Federal

Name / Position	Destination	Justification	Date	Expense
Renaud Scott Operations Specialist	Richmond VA	FEMA Train the Trainer E111 Course Pt2	9/8/2014- 9/12/2014	\$297.00/ Federal
Robert Sneed Operations Specialist	Richmond VA	FEMA Train the Trainer E111 Course Pt2	9/8/2014- 9/12/2014	\$297.00/ Federal
Sharon Frederick Training and Exercise Specialist	Richmond VA	FEMA Train the Trainer E111 Course Pt2	9/15/2014- 9/19/2014	\$297.00/ Federal
Elizabeth Horseley Intelligence Analyst	Albuquerque, NM	Basic Intel Threat Analysis Course	9/1/2014 – 9/12/2014	\$2,295.54/ Federal
Brian Baker Chief of Staff	Chicago IL	Big City Emergency Managers	9/28/2014- 10/3/2014	\$1,855.00/ Federal
Chris Geldart Director	Chicago IL	Big City Emergency Manager	9/27/2014- 10/1/2014	\$2,286.07/ Federal
Patrice White Associate Director	Chicago IL	Big City Emergency Manager	9/28/14 – 10/2/2014	\$1,794.00/ Federal

FY 2015

Name / Position	Destination	Justification	Date	Expense
Fleming Campbell Intelligence Analyst	Nashville TN	Multi State Sharing & Analysis Trng	10/1/2014- 10/3/2014	\$632.00/ Federal
Brian Baker Chief of Staff	Atlanta GA	NEMA Annual Conference	10/8 /2014- 10/12/2014	\$1,212.00/ Federal
Chris Geldart Director	Atlanta GA	NEMA Annual Conference	10/8/2014- 10/12/2014	\$1,284.00 Federal
Patrice White Associate Director	Atlanta GA	NEMA Annual Conference	10/10/2014- 10/12/2014	\$1,794.20
Timothy Spriggs Operations Chief	San Antonio TX	Inter-Agency Emergency Managers	11/13/2014 – 11/20/2014	\$3,085.54
Athena Hoover Intelligence Analyst	Albuquerque NM	Suspicious Activity Reporting Trng	11/17/2014 – 11/20/2014	\$631.81
Patrice White Associate Director	Philadelphia PA	RISC Steering Committee Mtg	11/18/2014 - 11/20/2014	\$265.00
LaDonna Williams Assistant to Plans Director	Philadelphia PA	RISC Steering Committee Mtg	11/18/2014- 11/20/2014	\$99.00
Fleming Campbell Intelligence Analyst	Philadelphia PA	Threat & Analysis Trng	12/1/2014 – 12/10/2014	\$2,933.40
Jamie Quarrelles Training and Exercise Manager	Philadelphia PA	EC All Hazards Multi State Fleet Response Mtg	1/13/2015-1/14- 2015	\$552.30
Donte Lucas Hazard Mitigation Officer	Boston MA	Nat'l Resilience Academy	1/26-2015- 1/28/2015	\$672.50
Hope Winship Planning Specialist	Boston MA	Nat'l Resilience Academy	1/26-2015- 1/28/2015	\$870.48

Name / Position	Destination	Justification	Date	Expense
Carolyn Franklin Agency Fleet Coordinator	Virginia Beach VA	VA Emergency Management Logistics 101	2/17/2014- 2/20/2014	\$422.70
LaDona Williams Planning Assistant	Virginia Beach VA	VA Emergency Management Logistics 101	2/17/2014- 2/20/2014	\$422.70
Annah Akasa Plans and Training Manager	Minneapolis MN	Big City Emergency Managers Meeting	2/23/2015 – 2/27/2015	\$1,490.00

- **A list of the total overtime and worker's compensation payments paid in FY14 and FY15, to date**

HSEMA employees did not receive worker's compensation payments in FY 2014 or FY 2015. Lists of the total overtime payments in FY 2014 and FY 2015 are included below.

FY 2014

Name	Position	Overtime Pay
David Hackney	Emergency Operation Info Spec	10,304.51
Elijah Crawford	Executive Assistant	9,885.52
Bobby Smith	Supvy Emerg Oper & Info Spec.	8,960.78
Robert Sneed	Supvy Emerg Oper & Info Spec.	8,882.40
Charles Davis	Emergency Operations & Info Spec	7,035.43
Eustace Bellille	Emergency Operations & Info Spec	6,029.12
Renaud Scott	Emergency Operations & Info Spec	5,631.88
Kerry Payne	Deputy Chief of Operations	5,471.34
Whitney Bowen	Program Analyst	4,132.11
William Boone	Emergency Operations & Info Spec	3,756.39
Donte Lucas	Hazard Mitigation Spec	3,583.57
Robert Lewis	Emergency Operations & Info Spec	3,391.47
Corey Jackson	Grants Specialist	3,305.60
William Curry	Telecommunications Spec	3,218.43
Ricardo Stewart	Emergency Operation Info Spec	3,016.25
Billy Rodgers	Emergency Operations & Info Spec	2,876.69
Joiner Cruz	Community Outreach Specialist	2,808.41
Steven Benefield	Communication Mgmt Spec	2,529.51
Jerica Shackelford	Grants Program Manager	2,353.51
Kimberly McCall	Community Outreach Specialist	2,335.88
Chelsea Young	Emergency Planning Specialist	2,097.65
Gena Bentley	Emergency Operation Info Spec	1,898.15
Carolyn Franklin	Staff Assistant	1,864.84
Gelinda Jones	Information Technology Spec	1,847.71
Lisa White	Comm Emerg Trng & Exer Spec	1,483.69
Tanya Mitchell	Emergency Management Program O	1,433.82
Robert Harris	Emergency Operations & Info Spec	1,310.75
Robert Brannum	Community Outreach Specialist	947.05
Sharon Frederick	Critical Infrastructure Spec	933.37
Eric Hauser	NCR Incident Coord. Specialist	714.94
Frederick Goldsmith	Critical Infrastructure Spec	713.17
Tristan Reed	Grants Management Officer	700.68

Name	Position	Overtime Pay
Stephanie Harley	Emergency Operations & Info Spec	668.35
Sherelle Cooper	Grants Program Manager	633.51
Robyn Johnson	Public Affairs Specialist	626.09
Sonia Samee	Grants Specialist	597.28
Ladona Williams	Emergency Planning Specialist	565.82
Siobhan Cuyler	Grants Specialist	523.9
Jamie Quarrelles	Trng. & Emerg. Exer. Officer	522.99
Leslie Harrison	National Incident Management S	508.14
Kimberly Campbell	Emergency Exer. & Trng. Spec.	487.09
Fleming Campbell	Fusion Intelligence Analyst	472.89
Cara O'Donnell	Supervisory Intelligence Analyst	467.35
Jeffrey Wobbleton	Statewide Comm Interop Coord	403.22
Athena Hoover	Fusion Intelligence Specialist	398.21
Hope Winship	Emergency Planning Specialist	392.25
Patricia Banks	Emergency Ops & Info Spec	321.77
Adriane Gill	Administrative Officer	321.61
Cembrye Ross	Grants Program Manager	296.96
Russell Gardner	Disaster Recovery Specialist	273.61
Gloria Jackson	Staff Assistant	250.27
Bettina Coleman	Grants Program Manager	246.64
Annah Akasa	Plans & Preparedness Officer	224.22
Elizabeth Horsley	Fusion Intelligence Analyst	174.09
Jacqueline Richardson	Emergency Prep Research Anyst	173.85
Kevin Kornreich	Emergency Operation Spec	24.08

FY 2015

Name	Position	Overtime Pay
Charles Davis	Emergency Operations & Info Spec	3,422.55
William Boone	Emergency Operations&Info Spec	2,681.42
Donte Lucas	Hazard Mitigation Spec	2,472.64
Kerry Payne	Deputy Chief of Operations	2,390.99
Jeffrey Wobbleton	Statewide Comm Interop Coord	2,233.77
Robert Sneed	Supvy Emerg Oper & Info Spec.	2,167.67
Elijah Crawford	Executive Assistant	1,961.56
Robert Lewis	Emergency Operations & Info Spec	1,749.18
Bobby Smith	Supvy Emerg Oper & Info Spec.	1,404.45
Renaud Scott	Emergency Operations & Info Spec	1,183.84
Ladona Williams	Emergency Planning Specialist	1,153.17
Gelinda Jones	Information Technology Spec	1,087.02
Stephanie Harley	Emergency Operations & Info Spec	1,070.98
Tanya Mitchell	Emergency Management Program O	1,062.37
Ricardo Stewart	Emergency Operation Info Spec	1,018.47
Eric Hauser	NCR Incident Coord. Specialist	812.56
Chelsea Young	Emergency Planning Specialist	723.79
Jamie Quarrelles	Trng. & Emerg. Exer. Officer	685.60
Carolyn Franklin	Staff Assistant	679.07
Corey Jackson	Grants Specialist	629.55
David Hackney	Emergency Operation Info Spec	591.48
Hope Winship	Emergency Planning Specialist	549.64
Whitney Bowen	Program Analyst	549.64
Nikelle Adams	Program Analyst	510.05

Name	Position	Overtime Pay
Robyn Johnson	Public Affairs Specialist	503.25
Gena Bentley	Emergency Operation Info Spec	500.82
Patricia Banks	Emergency Ops & Info Spec	469.52
Kimberly Campbell	Emergency Exer. & Trng. Spec.	465.85
Kenneth Woodall	Emergency Preparedness Ofr	369.52
Jerica Shackelford	Grants Program Manager	360.87
Robert Harris	Emergency Operations & Info Spec	351.64
Frederick Goldsmith	Critical Infrastructure Spec	342.80
Jacqueline Richardson	Emergency Prep Research Anyst	338.24
Sherelle Cooper	Grants Program Manager	336.45
Fleming Campbell	Fusion Intelligence Analyst	312.24
Tristan Reed	Grants Management Officer	298.07
Leslie Harrison	National Incident Management S	281.82
Siobhan Cuyler	Grants Specialist	269.81
William Curry	Telecommunications Spec	255.68
Bettina Coleman	Grants Program Manager	234.50
Lisa White	Comm Emerg Trng & Exercise Spe	226.02
Gloria Jackson	Staff Assistant	220.95
Bryan Hull Esq	Grants Program Manager	191.27
Adriane Gill	Administrative Officer	189.29
Sonia Samee	Grants Specialist	189.29
Kimberly McCall	Community Outreach Specialist	165.75
Russell Gardner	Disaster Recovery Specialist	165.75
Robert Brannum	Community Outreach Specialist	153.01
Steven Benefield	Communication Mgmt Spec	142.02
Annah Akasa	Plans & Preparedness Officer	46.19
Billy Rodgers	Emergency Operations & Info Spec	42.98

10. Please provide a chart showing your agency's approved budget and actual spending, by division, for FY14 and FY15, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

See attached document "Q10 HSEMA."

11. Please list all memoranda of understanding (MOU) entered into by your agency during fiscal years 2013, 2014, and 2015 (to date). For each, indicate the date entered and the termination date.

FY 2013

Agency	Date Entered	Date Terminated
Federal Protective Services	March 5, 2013	None – May Be Terminated by Either Party with Notice
DC Metropolitan Police Department	April 2, 2013	None – May Be Terminated by Either Party with Notice
American University	April 4, 2013	None – May Be Terminated by Either Party with Notice
DC Fire and Emergency Medical Services	May 24, 2013	None – May Be Terminated by Either Party with Notice

Agency	Date Entered	Date Terminated
Metropolitan Police Department, Office on Aging, District of Columbia Department of Transportation, MD/DC Broadcasters Association	June 5, 2013	None – May Be Terminated by Either Party with Notice
Criminal Justice Coordinating Council	July 30, 2013	None – May Be Terminated by Either Party with Notice
Fire and Emergency Medical Services	October 4, 2012	July 31, 2013
DC Metropolitan Police Department	May 14, 2013	September 30, 2013
DC Office of Unified Communications	June 10, 2013	May 31, 2014
Serve DC	August 2, 2013	May 31, 2014
DC Department of Health	September 6, 2013	May 31, 2015
DC Department of Health	September 6, 2013	May 31, 2015
DC Fire and Emergency Medical Services	September 6, 2013	May 31, 2015
DC Fire and Emergency Medical Services	September 6, 2013	May 31, 2015
DC Fire and Emergency Medical Services	September 6, 2013	May 31, 2015
DC Metropolitan Police Department	September 6, 2013	May 31, 2015
DC Office of the Chief Technology Officer	September 6, 2013	May 31, 2015
DC Office of the Chief Technology Officer	September 6, 2013	September 30, 2014
Serve DC	September 6, 2013	May 31, 2015
DC Metropolitan Police Department	September 6, 2013	January 31, 2015
DC Metropolitan Police Department	September 6, 2013	September 30, 2014
DC Office of the Attorney General	September 6, 2013	September 30, 2014
DC Office of the Deputy Mayor for Public Safety and Justice	September 6, 2013	September 30, 2014
DC Office of Unified Communications	September 6, 2013	September 30, 2014
Serve DC	September 6, 2013	September 30, 2014
DC Metropolitan Police Department	September 6, 2013	June 30, 2014

FY 2014

Agency	Date Entered	Date Terminated
DC Fire and Emergency Medical Services	October 18, 2013	May 31, 2014
Federal Bureau of Investigation	October 31, 2013	None – May Be Terminated by Either Party with Notice
Federal Bureau of Investigation	October 31, 2013	None – May Be Terminated by Either Party with Notice
Federal Bureau of Investigation	October 31, 2013	None – May Be Terminated by Either Party with Notice
DC Office of Unified Communications	November 1, 2013	May 31, 2014
DC Metropolitan Police Department	December 13, 2013	None – May Be Terminated by Either Party with Notice
DC Metropolitan Police Department	December 16, 2013	None – May Be Terminated by Either Party with Notice
DC Office of the Chief Medical Examiner	December 19, 2013	February 28, 2014
Federal Bureau of Investigation	March 21, 2014	None – May Be Terminated by Either Party with Notice
DC Metropolitan Police Department	April 4, 2014	June 30, 2014
Office of Unified Communications	May 2, 2014	September 30, 2014

Agency	Date Entered	Date Terminated
District Department of the Environment, US Army Corp of Engineers, Federal Emergency Management Agency, National Park Service, US Geographical Survey	May 21, 2014	May 21, 2024
DC Office of Unified Communications	November 1, 2013	July 31, 2014
United States Secret Service	June 18, 2014	None – May Be Terminated by Either Party with Notice
CSX	July 8, 2014	July 8, 2017
DC Water	July 11, 2014	September 30, 2015
Treasury Inspector General for Tax Administration	July 14, 2014	None – May Be Terminated by Either Party with Notice
United States Capitol Police	July 28, 2014	None – May Be Terminated by Either Party with Notice
DC Office of Unified Communications	September 19, 2014	May 31, 2015
DC Metropolitan Police Department	September 29, 2014	September 30, 2015
DC Metropolitan Police Department	September 29, 2014	September 30, 2015
DC Office of the Deputy Mayor for Public Safety and Justice	September 29, 2014	September 30, 2015
Serve DC	September 29, 2014	September 30, 2015
DC Department of Consumer and Regulatory Affairs	September 29, 2014	May 31, 2016
DC Department of General Services	September 29, 2014	May 31, 2016
DC Department of Health	September 29, 2014	May 31, 2016
DC Department of Health	September 29, 2014	May 31, 2016
DC Fire and Emergency Medical Services	September 29, 2014	May 31, 2016
DC Metropolitan Police Department	September 29, 2014	May 31, 2016
DC Metropolitan Police Department	September 29, 2014	May 31, 2016

FY 2015 (To Date)

Agency	Date Entered	Date Terminated
DC Office of Unified Communications	October 3, 2014	May 31, 2016
DC Office of Unified Communications	October 3, 2014	May 31, 2016
DC Department of Corrections	October 7, 2014	May 31, 2016
Serve DC	October 15, 2014	May 31, 2016
DC Department of Public Works	October 22, 2014	May 31, 2015
DC Department of Public Works	October 22, 2014	May 31, 2015
DC Department of Public Works	October 22, 2014	May 31, 2015
DC Department of Public Works	October 22, 2014	May 31, 2015
DC Department of the Environment	October 24, 2014	May 31, 2016
DC Department of the Environment	October 24, 2014	May 31, 2016
DC Department of the Environment	October 24, 2014	May 31, 2016
DC Office of the Chief Medical Examiner	November 11, 2014	May 31, 2016
DC Office of the Chief Medical Examiner	November 11, 2014	May 31, 2016
DC Office of Unified Communications	November 20, 2014	May 31, 2015
DC Fire and Emergency Medical Services	January 8, 2015	May 31, 2015
Department of Behavioral Health	January 14, 2015	None – May Be Terminated by Either Party with Notice

12. Please provide, as an attachment, a list of all budget enhancement requests (including, but not limited to capital improvement needs), for fiscal years 2014 and 2015 (to date). For each, include a description of the need and the amount of funding requested.

HSEMA did not submit any budget enhancement requests in FY 2014 or FY 2015 to date.

13. Please list in chronological order every reprogramming in fiscal year 2014 and fiscal year 2015 (to date) of funds into and out of the agency. Include a “bottom line” – the revised, final budget for your agency. For each reprogramming, list the date, the amount, the rationale, and the reprogramming number.

See attached document “Q13 HSEMA.”

14. (a) Please list each grant or sub-grant received by your agency in fiscal year 2014 and FY 2015 (to date). List the date, amount, and purpose of the grant or sub-grant received.

FY 2014

Grant Program	Date	Amount	Purpose
Hazard Mitigation Grant Program DR-4073 (DC Management Cost)	6/13/2014	\$21,376	Provide support to the District in administering the implementation of approved DR-4073 post-disaster projects.
Hazard Mitigation Grant Program DR-4036 (DC Public Awareness)	6/26/2014	\$21,778	Develop a media campaign – print, television, and radio. The advertisements will promote the www.hsema.dc.gov site and reinvigorated Ready DC materials, both of which will highlight mitigation on the family/individual level and provide general information on the District’s Mitigation Program.
Hazard Mitigation Grant Program DR-4073 (DC Public Awareness)	7/2/2014	\$21,857	Develop and distribute reinvigorated Ready DC materials, which will highlight mitigation on the family/individual level.
Pre-Disaster Mitigation FY 2013 (DC Hazard Mitigation Plan Update)	9/22/2014	\$243,750	Enhance the District Hazard Mitigation Plan (HMP) with an comprehensive enhanced HAZUS risk assessment, creation of a ‘Flood prone Structure Inventory’ database, and apply appropriate revision/updates to the HMP. The grant also includes funding to assist the District in successfully completing, and addressing any floodplain management issues that arise from, the impending FEMA Community Assistance Visit; and, enrolling into the Community Rating System

Grant Program	Date	Amount	Purpose
Emergency Management Performance Grant (EMPG)	7/1/2014	\$3,049,080	The purpose of the FY 2014 EMPG Program is to make grants to states to assist state, local, tribal and territorial governments in preparing for all hazards, as authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.). Title VI of the Stafford Act authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the federal government and the states and their political subdivisions. The federal government, through the EMPG Program, provides necessary direction, coordination, and guidance, and provides necessary assistance, as authorized in this title so that a comprehensive emergency preparedness system exists for all hazards.
Homeland Security Grant Program (HSGP) - includes the State Homeland Security Program (SHSP) and Urban Areas Security Initiative (UASI)	9/1/2014	\$57,119,000 (total)	The FY 2014 Homeland Security Grant Program (HSGP) provides a primary funding mechanism for building and sustaining national preparedness capabilities. It is composed of the Urban Areas Security Initiative and the State Homeland Security Program.
Urban Areas Security Initiative (UASI)	9/1/2014	\$53,000,000	The UASI Program provides funding to address the unique planning, organization, equipment, training, and exercise needs of high-threat, high-density urban areas, and assists them in building an enhanced and sustainable capacity to prevent, protect against, respond to, and recover from acts of terrorism. Consistent with the Implementing Recommendations of the 9/11 Act of 2007 (Public Law 110-53), states are required to ensure that at least 25 percent of UASI appropriated funds are dedicated towards law enforcement terrorism prevention activities.
State Homeland Security Program (SHSP)	9/1/2014	\$4,119,000	SHSP provides funding to support the implementation of State Homeland Security Strategies 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 and other catastrophic events. Consistent with the Implementing Recommendations of the 9/11 Act of 2007 (Public Law 110-53), states are required to ensure that at least 25 percent of SHSP appropriated funds are dedicated towards law enforcement terrorism prevention activities.

Grant Program	Date	Amount	Purpose
Nonprofit Security Grant Program (NSGP)	9/1/2014	\$875,200	NSGP provides funding support for target hardening activities to nonprofit organizations that are at high risk of a terrorist attack and located within one of the specific FY 2013 UASI-eligible urban areas.
Securing the Cities (STC)	9/1/2014	\$6,000,000	The STC Program is administered by the DHS Domestic Nuclear Detection Office (DNDO). The program has three primary goals: (1) to enhance regional capabilities to detect, identify and interdict nuclear materials that are out of regulatory control; (2) to guide the coordination of Federal, State, local and tribal entities in their roles defined by the GNDA; and (3) to encourage participants to sustain base nuclear detection program over time. DC is the third STC site (after New York and Los Angeles).

FY 2015

Grant Program	Date	Amount	Purpose
Hazard Mitigation Grant Program DR-4044 (DC Water Potable/Sewer/Storm Water Large Emergency Back-Up Power)	12/23/2014	\$877,302.00	DC Water will procure a 2,000 kW 3-phase portable generator set to provide emergency power to the following pumping stations: <ul style="list-style-type: none"> • Bryant Street Pumping Station • Potomac Pumping Station • Main and O Street Pumping Stations In order to allow the generator to be properly utilized, quick connects will be installed at each of the pumping stations to receive the portable cables furnished with the 2,000 kW generator set.
National Special Security Event Grant Program (NSSE)	10/15/2014	\$1,632,868	The mission of the NSSE Grant Program is to provide supplemental Federal assistance to reimburse State and local governments for certain actual costs associated with providing emergency management, public safety, and security during the preparation and conduct of an NSSE. This award was issued by FEMA to DC to cover costs for the African Leaders' Summit in August 2014.

(b) How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans (if any) are in place to continue funding?

There are 76.5 FTEs that are dependent on grant funding. These FTEs are funded with multi-year grant dollars that HSEMA has received for many years. All federal grant funding is contingent upon annual appropriations by Congress. Should there be any changes to future funding streams, HSEMA will work in advance to develop a long-term strategy for funding critical positions.

- 15. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your agency during FY14 or FY15, to date. For each account, please list the following:**
- **The revenue source name and code**
 - **The source of funding**
 - **A description of the program that generates the funds**
 - **The amount of funds generated by each source or program in FY14 and FY15, to date**
 - **Expenditures of funds, including the purpose of each expenditure, for FY14 and FY15, to date**

HSEMA did not have any special purpose revenue accounts during FY 2014 or FY 2015 to date.

- 16. Please provide a detailed description for each open capital project (including, but not limited to projects within the master equipment lease and projects that are managed or overseen by another agency or entity), from fiscal year 2014, or prior. Please include the following:**
- **A description of each project**
 - **The amount of capital funds available for each project**
 - **A status report on each project, including a timeframe for completion**
 - **Planned remaining spending on the project**

HSEMA did not have any open capital projects during FY 2014 or prior.

- 17. Please provide a complete accounting of all federal grants received for FY14 and FY15, to date.**

See response to Question 14a.

- 18. Please list all capital projects completed in fiscal year 2014, including whether each project was completed on-time and within budget.**

HSEMA did not have any capital funding or projects in FY 2014.

- 19. Please list all pending lawsuits that name the agency as a party. Please identify which cases on the list are lawsuits that potentially expose the city to significant liability in terms of money and/or change in practices and their current status. For those identified, please include an explanation about the issues for each case.**

There are no pending lawsuits that name the agency as a party.

20. Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency, or any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed during fiscal years 2014 and 2015 (to date).

Investigations:

- In October 2013, HSEMA became aware that an employee was mistakenly overpaid. The employee was put on a payment plan to re-pay the District and paid back a portion of the overpayment. The employee then resigned from HSEMA and requested a waiver. DCHR asked HSEMA to conduct an investigation into the circumstances of the overpayment. HSEMA concluded the investigation and submitted a written report to DCHR. On November 5, 2014, DCHR denied the employee’s request for a waiver and ordered that the remaining balance be re-paid.

Audits of HSEMA:

- DC Single Audit (OMB Circular A-133) for FY2013
 - http://cfo.dc.gov/sites/default/files/dc/sites/ocfo/publication/attachments/Government%20of%20the%20District%20of%20Columbia%20Single%20Audit%20Report_Secured_FY13.pdf
- DC Single Audit (OMB Circular A-133) for FY2014 is ongoing (started Feb. 2015)
- DHS Office of Inspector General audit report for grants managed under programs awarded in fiscal years 2010-2012. Report published Sept. 2014.
 - http://www.oig.dhs.gov/assets/Mgmt/2014/OIG_14-147_Sep14.pdf
- FEMA Region 3 monitoring visit – January 2014. No open issues.

21. Please list the following information in table format regarding the agency’s use of SmartPay (credit) cards for agency purchases: individuals (by name) authorized to use the cards in fiscal years 2014 and 2015 to date; purchase limits (per person, per day, etc.); total spent in fiscal years 2014, and 2015 to date (by person and for the agency).

Individual purchase limits: Daily \$2,500; Monthly \$10,000.

Authorized Cardholders	FY 2014	FY 2015
Chris Geldart	\$8,229.41	N/A
Johnny Greene	\$6,432.01	\$14,129.07
Jacqueline Richardson	\$7,585.16	\$14,248.17
Timothy Spriggs	\$299.98	N/A
TOTALS	\$22,546.56	\$28,377.24

- 22. (a) What procedures are in place to track individuals or units assigned to possess mobile communications and mobile devices (including, but not limited to smartphones, laptops, and tablet computers)? Please include how the usage of these devices is controlled.**

Mobile devices issued to individuals are registered in the Fixed Cost Management System controlled by the Office of Finance and Resource Management. All HSEMA computing devices (computer laptops and workstations) are managed through the agency's computer management software system. All individuals are required to agree to the District of Columbia Cellular and Landlines Equipment Usage Policy Agreement before being issued a device. Also the agency reviews the monthly activities of all mobile devices.

- (b) How does your agency manage and limit its mobile communications and devices costs?**

HSEMA manages and limits its cellular phone costs by implementing a pooled pricing plan, limiting the number of devices deployed and by educating the users about the appropriate uses of the devices.

- (c) For fiscal years 2014 and 2015 (to date), what was the total cost (including, but not limited to equipment and service plans), for mobile communications and devices?**

HSEMA's total costs for mobile communications and devices for FY 2014 were \$40,630.80 and to date the costs for FY 2015 are \$10,931.50. Together, the costs for both years equal \$51,562.30.

- 23. (a) Does your agency have or use a government vehicle? If so, for fiscal years 2014 and 2015 (to date), please list these vehicles. You may group the vehicles by category (e.g., 15 engines, 33 marked cruisers, three transport buses, etc.).**

Yes. In fiscal years 2014 and 2015 (to date), HSEMA has used the following government vehicles:

- 11 Leased Response Vehicles through the General Services Administration (GSA)
- 2 Leased Response Vehicles through the Department of Public Works (DPW)
- 3 Specialized Vehicles (2 command buses, 1 community outreach van through DPW)

- (b) Please provide the total number of vehicle accidents involving your agency's vehicles for fiscal years 2014 and 2015 (to date). What is your plan for reducing accidents?**

There has been one vehicle accident involving a HSEMA vehicle for fiscal years 2014 and 2015 (to date). The agency's plan for reducing accidents includes continuous driver training and education.

24. In table format, please provide the following information for fiscal years 2013, 2014, and 2015 (to date) regarding your agency’s authorization of employee travel: (1) individuals (by name and title/position) authorized to travel outside the District; (2) total expense for each trip (per person, per trip, etc.); and (3) justification for the travel (per person).

See response to Question 9.

25. Please provide, as of January 15, 2015, the current number of WAE contract and term personnel within your agency. If your agency employs WAE contract, or term personnel, please provide, in table format, the name of each employee, position title, the length of their term or contract, the date on which they first started with your agency, and the date on which their term or contract expires.

HSEMA does not employ WAE contract personnel. The table below details all term personnel.

Name	Position Title	Term Length	Start Date	Expiration Date
Chelsea Young	Emergency Planning Specialist	12 months	12/16/13	9/30/2015
Ladona Williams	Emergency Planning Specialist	12 months	06/24/02	9/30/2015
Sonia Samee	Grants Specialist	12 months	02/17/09	9/30/2015
Siobhan Cuyler	Grants Specialist	12 months	03/29/10	9/30/2015
Sherelle Cooper	Grants Program Manager	12 months	12/17/12	9/30/2015
Jeffrey Wobbleton	Statewide Comm Interop Coord	12 months	11/19/12	9/30/2015
Corey Jackson	Grants Specialist	12 months	11/22/10	9/30/2015
Leslie Harrison	National Incident Management S	12 months	05/03/82	9/30/2015
Annah Akasa	Plans & Preparedness Officer	12 months	05/20/13	9/30/2015
Hope Winship	Emergency Planning Specialist	12 months	09/09/13	9/30/2015
Donte Lucas	Hazard Mitigation Spec	12 months	08/12/13	9/30/2015
Joiner Cruz	Community Outreach Specialist	12 months	01/26/04	9/30/2015
Whitney Bowen	Program Analyst	12 months	03/25/13	9/30/2015
Athena Hoover	Fusion Intelligence Specialist	12 months	05/06/13	9/30/2015
Fleming Campbell	Fusion Intelligence Analyst	12 months	05/20/13	9/30/2015
Elizabeth Horsley	Fusion Intelligence Analyst	12 months	06/17/13	9/30/2015
Jessica Lagomarsino	Fusion Intelligence Analyst	12 months	07/16/12	9/30/2015

26. Please list each contract, procurement, lease, and grant (“contract”) awarded, entered into, extended and option years exercised, by your agency during FY14 and FY15, to date. For each contract, please provide the following information, where applicable:

- The name of the contracting party
- The nature of the contract, including the end product or service
- The dollar amount of the contract, including budgeted amount and amount actually spent
- The term of the contract
- Whether the contract was competitively bid or not
- The name of the agency’s contract monitor and the results of any monitoring activity
- Funding source

Please see attached document “Q26 HSEMA.”

27. Please identify all recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during the previous three years. Please provide an update on what actions have been taken to address these recommendations.

The results of federal or local audits or investigations of HSEMA in FY12, FY13, and FY14 are as follows:

- DC Single Audits (OMB Circular A-133) - <http://cfo.dc.gov/node/292522>
 - FY2013 – No findings issued to HSEMA.
 - FY2012 – Two findings issued:
 - 2012 - 134 and 135 Cash Management – the DC OCFO did not comply with the CMIA requirement. Corrective Action taken by DC OCFO to ensure compliance.
 - 2012 - 136 Equipment Management – the DC OCFO did not perform the required semi-annual equipment inventory for the District. Corrective Action taken: OCFO performed the required equipment inventory in FY2013; HSEMA initiated an annual equipment inventory certification process for sub-recipients.
- FEMA Region 3 Monitoring Visit – January 2014
 - No open issues – All recommendations closed.
 - Recommendations were:
 - Consolidate Disaster Grant documents into a single official grant file. Recommendation addressed in April 2014.
 - Report Disaster Grants in FSRs to comply with the Federal Financial Assistance Transparency Act (FFATA). Recommendation addressed in September 2014.
- DHS Office of Inspector General audit report for grants managed under programs awarded in fiscal years 2010-2012. Report published Sept. 2014.
 - http://www.oig.dhs.gov/assets/Mgmt/2014/OIG_14-147_Sep14.pdf
 - 11 recommendations made (see attached report and response, “Q27 HSEMA”). Current status – all recommendations currently closed except #8 and #9.

- Items #1 and #2 – strategic planning and metrics: FEMA is addressing these findings through implementation of revised metrics and reporting (THIRA). Closed.
 - Items #3, #4, #5 – sole source procurement policies: HSEMA currently instructs subrecipients on compliance requirements, and has revised monitoring protocol to focus additional attention on reviewing these policies. Closed.
 - Item #6 and #7 – equipment management policies: HSEMA currently instructs subrecipients on compliance requirements, and has revised monitoring protocol to focus additional attention on reviewing these policies. Closed.
 - Item #8 and #9 – personnel costs documentation: HSEMA, MPD and OCFO met with FEMA program analyst on 2/24/2015 to review documentation. FEMA will review and make a final recommendation which we anticipate will resolve the finding.
 - Item #10 and #11 – subrecipient use of reporting and project management forms: HSEMA reviewed the intent and purpose of these documents with FEMA program analyst. Clarification for subrecipients to be included in revised FY2015 Subgrantee Handbook and SOP's. Closed.

28. Please identify all electronic databases maintained by your agency, including the following:

- A detailed description of the information tracked within each system
- The age of the system and any discussion of substantial upgrades that have been made or are planned to the system
- Whether the public can be granted access to all or part of each system

See attached document “Q28 HSEMA.”

29. What has the agency done in the past year to make the activities of the agency more transparent to the public? In addition, please identify ways in which the activities of the agency and information retained by the agency could be made more transparent.

In the past year, HSEMA has worked to be more transparent, we continue to publish finalized agency documents on both our [Publications webpage](#) and the HSEMA [Freedom of Information Act \(FOIA\) Reading Room](#). Similarly, the public can view all HSEMA Press Releases and other important news on HSEMA's [Newsroom](#) webpage.

HSEMA's [Open Government, FOIA, and CCTV](#) webpage describes the process for submitting Freedom of Information Act (FOIA) and Closed Circuit Television (CCTV) requests. In order to ensure timely response to FOIA requests, HSEMA has developed a robust FOIA Response Procedure that sets out the process for HSEMA employees to respond to FOIA requests in a complete and timely manner, through HSEMA's designated FOIA Officer.

As HSEMA information is updated and created, the Agency will continue to maintain the public's access to information and emergency preparedness guides on our webpage: hsema.dc.gov.

30. Please identify any statutory or regulatory impediments to your agency's operations.

None.

31. How does the agency solicit feedback from the community? Please describe.

HSEMA works to keep District constituents informed and engaged via our Facebook page and Twitter feed, as well as, through the use of our electronic application (available on both Apple and Android devices) and AlertDC, the official District of Columbia communications system that sends emergency alerts, notifications, and updates directly to user devices. The HSEMA Community Outreach Team also works closely with citizens, employees, visitors, communities and businesses to provide vital emergency preparedness information and every Community Outreach presentation includes a survey form through which participants can provide direct feedback. In addition to these particular agency initiatives, HSEMA also maintains an [Ask the Director](#) message center on our webpage.

▪ **What has the agency learned from this feedback?**

Through these feedback mechanisms, HSEMA has learned what types of emergency messaging is most effective and discovered constituent groups that can be better served. Also, HSEMA has answered specific constituent concerns.

▪ **How has the agency changed its practices as a result of such feedback?**

HSEMA has worked to sharpen and tailor our preparedness messaging as well as develop new products to help our constituents better prepare for emergencies and hazards. In addition, our Community Outreach team has reached out to additional, previously underserved constituencies.

32. Please provide your anticipated spending pressures for fiscal year 2015. Include a description of the pressure, the estimated amount, and any proposed solutions.

There are no spending pressures for FY 2015.

33. (a) Please provide, as an attachment, a copy of your agency's fiscal year 2014 performance plan. Please explain which performance plan objectives were completed and whether or not they were completed on time and within budget. If they were not, please provide an explanation.

See attached document "Q33a HSEMA."

(b) Please provide, as an attachment, a copy of your agency's fiscal year 2015 performance plan as submitted to the Office of the City Administrator.

See attached document "Q33b HSEMA."

34. What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in fiscal year 2015.

The top five priorities for HSEMA are:

1. The implementation and training of the District All-Hazards Incident Management Team (IMT) Certification/Credentialing Program that will include multi-agency/jurisdictional teams for extended incidents formed and managed at the local and state level. Additionally, HSEMA will refine standards and qualifications for the EOC IMT members; and formally establish certification/credentialing processes to be equivalent to a Type 2 IMT as defined by the United States Fire Administration.

2. The Ward Ambassador Program has been developed along with initial Ward Based Resource Books, and a Community Outreach Standard Operation Procedure. Currently, HSEMA is working with the Mayor's Office on Community Affairs to incorporate their staff and resources in order to operationalize the program efficiently and effectively.

3. HSEMA is working with District government partners and constituent groups to ensure that the District's emergency plans and procedures comply with the ADA, the Rehabilitation Act, and District law as well as ensure that the access and functional needs community have the same level of preparedness access as other District residents. Specifically, the District is developing: Mass Care Services Plans, a Crisis Communication Strategy, Damage Assessment Plans, Evacuations Plans, and a Recovery Operations Guide.

4. HSEMA continuing to develop the Preparedness Planning Framework by drafting the corresponding implementation plans. These plans (which include standard operating procedures, job-aids, toolkits and operational plans) provide the details of how to execute mission critical tasks before, during, and after any and all threat and hazards operations.

5. HSEMA will continue to improve the logistics capabilities of the District by working closely with FEMA and implementing the results of the Logistics Capability Assessment Tool.

35. Please identify any legislative requirements that the agency lacks sufficient resources to properly implement.

None.

36. Please list all regulations for which the agency is responsible for oversight or implementation. Please list by chapter and subject heading, including the date of the most recent revision.

Homeland Security Commission and authority to promulgate rules under section 210(a) of the Homeland Security and Emergency Management Agency Video Surveillance Rules Act of 2008.

37. Please list each new program implemented by the agency during FY14 and FY15, to date. For each initiative please provide:

- **A description of the initiative**
- **The funding required to implement to the initiative**
- **Any documented results of the initiative**

In FY14 HSEMA implemented the District Preparedness System (DPS), which provides a consistent foundation for preparedness activities throughout the District. The DPS acknowledges that preparedness is no longer considered to be a pre-disaster phase of emergency management. Rather, preparedness is a continuous process that will be incorporated throughout all phases of the District’s emergency management program, including response, recovery, mitigation, and prevention/protection. The District Preparedness System is comprised of the doctrine, organizational structures, documentation, and operational procedures that enable the District to assess and develop targeted capabilities in a strategic manner, in order to meet our goals in all areas of our preparedness mission.

The Ward Ambassador Program has been developed along with initial Ward Based Resource Books, and a Community Outreach Standard Operation Procedure.

38. Please provide a list of all studies, research papers, and analyses (“studies”) the agency requested, prepared, or contracted for during FY14 and FY15, to date. Please state the status and purpose of each study.

None.

39. Please explain the impact on your agency of any legislation passed at the federal level during FY14 and FY15, to date, that significantly affected agency operations. If regulations were the shared responsibility of multiple agencies, please note.

The annual U.S. Department of Homeland Security budget, which includes the Homeland Security Preparedness Grants, provides 50% of HSEMA’s budget.

40. Please provide the number of FOIA requests for fiscal years 2014 and 2015 (to date). Include, the number granted, partially granted, denied, pending, average response time, the estimated number of FTEs processing requests, and the estimated hours spent responding to these requests.

	FY 2014	FY 2015 (as of 2/24/2015)
Number of requests	19	15
Requests granted	4	6
Requests denied	0	1
No information to provide	9	7
Requests partially granted	1	1
Requests referred	1	0
FTE’s processing requests	2	2
Hours spent responding	156	66
Average Response Time	4 days	6 days

41. What is the current status of the Emergency Preparedness Council (EPC)? How many times did the EPC meet in fiscal year 2014 and thus far in fiscal year 2015? Please provide the membership of the EPC and their terms of appointment.

In FY 2014, the EPC met on November 12, 2013, February 11, 2014, May 13, 2014, and August 12, 2014. Thus far in FY 2015, the EPC met on November 18, 2014 and February 11, 2015. Future EPC meeting dates have been scheduled for May 12, 2015, August 11, 2015, and November 10, 2015.

For membership of the EPC, please see attached document "Q41 HSEMA." There are no term appointments on the EPC. EPC membership is written in the Mayor's order by position.

42. Please chronologically list and describe all exercises and simulations that HSEMA has conducted since January 1, 2014. Include in your description the date of the exercise or simulation, a brief description of it, the attendees at each, and any improvements that HSEMA has made as a result of the exercise or simulation.

January 28, 2014- HSEMA & FEMA Region III IMAT Transition and Coordination Workshop

This exercise was designed to examine current operating procedures of the City's Emergency Operations Center's (EOC) ability to effectively transition to and coordinate with the Federal Emergency Management Agency (FEMA) Region III's Incident Management Activation Team (IMAT). The scenario included a bombing of the Woodrow Wilson Memorial Bridge causing a major drain of resources throughout the NCR and the East Coast. Workshop objectives included participants being able to demonstrate:

- Familiarity with requesting an Incident Management Assistance Team (IMAT)
- Decision-making process in the face of staffing, resources, or facility access limitations.
- Ability to identify and make suggestions to improve any perceived shortfalls they experience during the exercise.

Attendees: Fifty participants included both EOC activation teams, and FEMA Region III's Incident Management Assistance Team, and members of DCFEMS and MPD.

Improvements: This workshop created a space for FEMA IMAT members and members of the EOC's activation teams to work jointly and learn from one another. This exchange will allow for seamless integration of these teams to support EOC Activations in the event of a large scale disaster impacting the District of Columbia and the NCR.

April 23, 2014 - HSEMA Hurricane Exercise Series Table Top Exercise

This Table Top Exercise was the first component of the Hurricane Exercise Series designed to establish a learning environment for participants to discuss emergency response policies, plans and procedures as they pertain to a Category 2 hurricane impacting the District of Columbia. Participants acted in their real-life roles when considering the scenario, offered observations to the forum, and made strategic and tactical decisions. This approach allowed discussion to focus on situations within a moving timeline and for participants to contribute to the conversation from the perspective of their role in a response. Facilitated discussion was complemented by an Online Collaboration Tool, which provided immediate feed-back on the sense of the group on key questions related to agency plans, policies, perspectives and degree of understanding of the draft Hazard Specific Plan - Hurricane and

the Hurricane Checklist. Responses were posted during the event and also used during the afternoon summary.

Attendees: The **195** participants included the Deputy Mayor for Public Safety and Justice, as well as many DC agency directors and District Response Plan stakeholders.

Improvements: Identified key areas for improvement included Promulgation of Plans – HSEMA is rolling out new plans, Supply Chain (Fuel, Water, Ice, Food, Generators, and Medical Supplies) – HSEMA is actively engaging representation from representatives of various business sectors in the Business Emergency Management Operations Center. Lastly, the issue of Federal allocation of resources was noted, the District continues to engage with NCR in regional planning efforts related to emergency support.

June 4-5, 2014- Hurricane Exercise Series Functional Exercise

As the final component of the Hurricane Exercise Series, the Functional Exercise provided District agencies and external stakeholders the opportunity to react to prepare for and respond to a Category 2 hurricane, similar to that of Hurricane Sandy. Key areas of interest included:

- Human services (mass care, housing, and feeding – including points of distribution), familiarization/validation of the Mass Fatality Plan,
- Integration of the Business Emergency Management Operations Center (BEMOC), and
- Mass evacuation

Attendees: There were over 175 participants in this functional exercise which included leadership from each of the agencies within the Public Safety and Justice Cluster, Secret Service, DDOE, DGS-Protective Services, National Weather Service and others. In addition to the DC agencies members of the Target Corporation, FEMA, and the US Marshals Service played an active role in the exercise.

Improvements: The absence of an evacuation plan for this type of incident presented a number of issues related to affected populations, including tourists, such as sheltering, communications, movement, support, and sustainment in accelerated environment prior to the arrival of a hurricane. Development of an evacuation plan is under way.

July 23, 2014- Virtual Tabletop Exercise: Stadium/Arena

This virtual exercise enabled the participants to exercise their knowledge, skills, and abilities needed to effectively conduct all-hazards emergency preparedness, response and recovery. The lead facilitation occurred via VTC from the EMI campus, and was complimented by a dedicated local agency facilitator at each VTC site. The VTTX consisted of:

- A hazard awareness briefing on the scenario hazard.
- Three discussion modules presented by the EMI facilitator.
- Local discussion with guided questions facilitated by an on-site facilitator.
- Brief-outs from each participating location after each module.
- Hot wash conducted at each location after the VTC has ended.
- AAR/IP submission by the participating organization no later than 30 days from the completion of the VTTX event

Attendees: 20

Improvements: This virtual exercise enabled the participants to exercise their knowledge, skills, and abilities needed to effectively conduct all-hazards emergency preparedness, response and recovery. Overall improvements included:

- Prepared participants for an all hazards scenario affecting their community

- Participants were able to better coordinate their response operations with counterparts from local governments, other State governments, Federal agencies, private sector organizations, and non-governmental agencies
- The use of a virtual, experiential education environment to exercise and enhance critical response and recovery tasks.

August 4, 2014- HSEMA African Summit No-Notice Drill

This no-notice drill tested the City's EOC ability to report to their respective EOC and staff Command and General Staff positions, establish battle rhythm, conduct a Command and General Staff Meeting, conduct a Planning Meeting, develop an incident action plan, and provide a joint briefing with the FEMA Region II Incident Management Team.

Attendees: 40

Improvements: The District's EOC activation teams were able to activate and respond to the EOC within 1 hour of an official call for activation.

September 17, 2014 Command and Control Tabletop Exercise (TTX)

The 2014 Command and Control Exercise series was designed to test the District's response to a multi-location terrorist attack and active shooter similar to the events that occurred in Mumbai, India in 2008 and the Navy Yard in 2013.

Attendees: 198 participants included agency directors along with the Washington Navy Yard and District Response Plan stakeholders.

Improvements: This exercise was an extremely dynamic and effective training opportunity for all participants which facilitated a highly productive Area Command discussion involving relevant agency representatives. This discussion allowed for quick high-level decisions made by MPD and FEMS responders. The discussion fostered the development of strong communication between first responders and senior ranking Navy Yard officials. The exercise also provided for the opportunity to introduce and test the newly developed Field Operations Guide.

October 19-20, 2014 Command and Control Full Scale Exercise (FSE)

Following the 2014 Command and Control TTX, the District of Columbia expanded upon the issues raised and tested the effectiveness of policies and procedures in a simulated real world Active Shooter/IED event occurring in multiple locations throughout the District of Columbia.

Attendees: 25 volunteer role players simulating real life injuries from an improvised explosive device. Exercise participants included 57 at the MPD Joint Operations Command Center, 51-at the City's EOC, 6 at the Office of Unified Communications, 210 at the former Walter Reed site, and 87 participants at the Washington Navy Yard for a total of 411 participants.

Improvements: Significant improvements included MPD appropriately assuming the role of primary agency per the Emergency Support Function (ESF) 13 guidelines. This included transferring Department of Defense Incident Command to MPD and MPD liaison with other agencies through the EOC.

October 30, 2014- Virtual Table Top Exercise: Pandemic Influenza

In collaboration with the Centers for Disease Control and Prevention (CDC), this exercise was one of five specially designed Virtual Table-Top Exercises, which specifically focused on the impacts of a novel influenza virus on the public health community. The VTTX involved key personnel discussing simulated scenarios in an informal setting, and can be used to assess plans, policies, training, and procedures.

Attendees: 20

Improvements: This virtual exercise enabled the participants to exercise their knowledge, skills, and abilities needed to effectively conduct all-hazards emergency preparedness, response and recovery. Overall pandemic influenza specific exercise goals and objectives for the exercise participants:

- Reviewed current policies and plans for issues that may affect the community during a severe influenza pandemic.
- Strengthened the existing emergency response structure within state/local/public/private organizations and address the challenges posed by a pandemic.
- Assessed and determined how affected organizations will coordinate their pandemic response activities with their community/business/operational partners.
- Identified gaps and issues to be addressed within the participant organization's pandemic plans.

43. List all of the exercises and simulations, by proposed date, that HSEMA plans to conduct during FY 2015. Please describe a brief description of the goal of each proposed exercise or simulation, and the targeted group of participants.

•

HSEMA is in the process of updating the multi-year exercise and training plan. At the conclusion of the update, additional exercises will be identified. One exercise has already occurred: February 10-11, 2015: Homeland Security Exercise and Evaluation Program (HSEEP) exercise. Currently scheduled are the following exercise:

- February 17, 2015: Active Shooter Virtual Tabletop Exercise (Due to inclement weather, this iteration was cancelled and will be rescheduled for early to mid-May 2015)
- March 2015: Training and Exercise Planning Workshop (TEPW)
- March 26, 2015: WMATA Exercise Series: District of Columbia
- April 28, 2015: Tornado Virtual Tabletop Exercise
- June 3-4, 2015: Homeland Security Exercise and Evaluation Program (HSEEP) exercise
- August 11-12, 2015: Homeland Security Exercise and Evaluation Program (HSEEP) exercise

HSEMA's Training and Exercise Division has taken an active role in assisting other responder agencies in the development of training courses and exercises programs to augment agency training and exercise budgets and ensure that all personnel have adequate training and exercise opportunities throughout the year. HSEMA continues to focus on training and exercises that will engage the District Response Plan stakeholders, Senior Leaders and the community. We are also engaging with District agencies, NCR and FEMA Region III stakeholders in initial planning efforts for upcoming exercises. We also expect to incorporate no-notice events into the agency exercise schedule.

44. Please provide an update on the agency's Regional Incident Coordination (RIC) program.

The Regional Incident Coordination (RIC) Program is now known as the NCR Information Collection & Coordination Center (IC3). HSEMA is currently integrating the IC3 into the JAHOC and EOC functions. The IC3 will maintain a 24 hour, 365 day, all-hazard regionally focused watch capability. The primary mission of IC3 will be to provide regional situational awareness and monitor emerging incidents or potential threats, whether natural or manmade, with possible operational consequences to the surrounding jurisdictions. The overall objective of the IC3 will be to enhance information sharing and situational awareness among NCR partners.

45. What was the outcome of the agency's Threat and Vulnerability Assessment? What does the agency plan to do with the information?

The most current Hazard Vulnerability Assessment Report was completed in May 2013. The Hazard Vulnerability Assessment process involved an extensive community/ward-based assessment and recommendations for enhanced preparedness, mitigation and resiliency. Typically, the assessments are conducted on a three (3) year cycle.

The completion of a Threat and Hazard Identification and Risk Assessment (THIRA) is a requirement for all States that receive funding under the Homeland Security Grant Program (HSGP) and the Emergency Management Performance Grant (EMPG) as well as all Urban Areas that receive funding under the Urban Area Security Initiative (UASI) grant program. The THIRA is a risk assessment methodology that allows each jurisdiction to use a community-specific lens through which to assess the threats and hazards that are of particular concern to a jurisdiction. The THIRA process requires a jurisdiction to critically engage various sources of information and experience with past incidences to consider all of the varying impacts associated with identified threats and hazards of concern. The THIRA process provides a jurisdiction with strategic and operational level information that is used to establish informed capability targets and determine capability resource gaps for all 31 core capabilities outlined in the National Preparedness Goal. The THIRA process entails incorporating a jurisdiction's "whole community" into the assessment process. This includes individuals, families, businesses, faith-based organizations, nonprofit groups, schools and academia, media outlets, and all levels of government. The District completed and submitted the THIRA report to FEMA on December 30, 2014.

The State Preparedness Report is a capability assessment that is designed to collect information from jurisdictions about capacity building, sustainment, and delivery of the 31 core capabilities outlined in the National Preparedness Goal. It is to be submitted to FEMA on an annual basis. The intent of the SPR is to provide a strategic report on a jurisdiction's progress towards building its all-hazards program and capabilities. The process allows the jurisdiction to engage a diverse group of stakeholders, representing a collaborative, multi-disciplinary, and multi-jurisdictional approach. The District completed and submitted the SPR to FEMA on December 30, 2014.

The Agency through the DCERS (District Response System) Committee and DC EPC (Emergency Preparedness Council) will use the outcome of the THIRA and SPR information to prioritize

identified gaps for consideration in the FY 2015 funding cycle in order to work on resolving the identified gaps.

46. What is the current number of subscribers to DC Alert?

As of February 23, 2015, AlertDC has 154,872 subscribers. Please note that the raw number is a decrease from previous years because AlertDC underwent a technological platform upgrade which allowed the system administrator to purge out dated users that had been dormant or inactive for years.

a. What are HSEMA's plans to expand the reach of AlertDC?

HSEMA will continue to promote the many benefits of the service to residents, students, commuters and visitors to the District by providing promotional flyers, advertising, the HSEMA website, social media tools, and working with District agency partners to grow subscribers.

b. Were HSEMA's promotional efforts through social media campaigns and neighborhood flyers considered successful?

Yes. There has been a steady increase every week and month of AlertDC subscribers.

c. What, if any, functions does HSEMA contemplate adding to AlertDC?

In August 2014, HSEMA migrated the AlertDC program to a new platform. The new platform includes similar functions but is more reliable; can require recipients to respond to messages with confirmation and receipt, can utilize a tiered system for ensuring that the recipient received the alert, and allows recorded telephone calls in addition to text based messages.

d. What is the timeline for achieving these changes?

Not applicable.

47. How does HSEMA alert residents, students, commuters, or visitors to the District who are not subscribed to AlertDC?

HSEMA alerts residents, students, commuters and visitors to the District who are not subscribed to AlertDC by way of press releases, the use of social media outlets such as Twitter and Facebook, online by way of HSEMA's main website, <http://hsema.dc.gov/>, and by utilizing our partnerships with broadcast and radio media outlets. Also, by using email groups we are able to communicate alerts/protective actions to our stakeholders and partners. HSEMA also has the ability to notify media outlets through the Emergency Alert System (EAS), which is used when other means of alerting the public are unavailable. A complement to the EAS is the Commercial Mobile Alert System (CMAS) which allows HSEMA to send geographically targeted, text-like wireless emergency alerts to the public.

48. What steps has HSEMA taken to expand community engagement and outreach activities in the District in an effort to create a culture of preparedness in the event of an emergency?

HSEMA strives to create a culture of preparedness by engaging the “whole community”, including the general public, private, District and Federal organizations. HSEMA has initiated the following actions to expand the community engagement and outreach initiative:

- HSEMA has also began an effort to revamp the hsema.dc.gov website and an Agency branding effort in order to create more consistent and messaging to the public. The website redesign will be accessible by the special needs community and preparedness information will be available in various languages and formats. As part of the website redesign efforts, HSEMA will also launch the Ready DC campaign which will provide consistent, better and more thorough preparedness messaging for the public.
- Continued promotion of the HSEMA mobile application, which is compatible with the Apple and Android devices. The mobile application features access to emergency evacuation routes and public transportation information, Alert DC emergency tests, real-time National Weather Service weather advisories, disaster safety tips and emergency shelter locations, emergency resources and telephone contacts among other characteristics.

a. What is the current status of the HSEMA Ambassador Program?

The Ward Ambassador Program has been developed along with initial Ward Based Resource Books, and a Community Outreach Standard Operation Procedure. Currently, HSEMA is working with the Mayor’s Office on Community Affairs to incorporate their staff and resources in order to make the program more effective. The program will be fully implemented by Summer 2015.

b. Did HSEMA complete the eight (8) ward-based tabletop exercises, planning meetings, and interactive sessions during the FY 2013 year, as detailed in the HSEMA FY 2012 Performance Oversight Hearing Advance Questions?

In September 2012, as part on National Preparedness Month, HSEMA conducted 8 Ward based table top “Whole Community” exercises and as part of the planning reached out to Council staff in all eight wards to advise of the scheduled tabletop exercises.

Ward	Councilmember	Date & Time of Exercise	Venue
1	Jim Graham	Tuesday, September 18, 2012 7:00PM - 9:00PM	Bell Multicultural High School 3101 16th Street, NW
2	Jack Evans	Tuesday, September 24, 2012; 6:30PM - 8:30PM	George Washington University Campus (Exact location TBD)
3	Mary Cheh	Tuesday, September 11, 2012; 7:00PM - 9:00PM	Chevy Chase Community Center 5601 Connecticut Ave., NW
4	Muriel Bowser	Tuesday, September 26, 2012; 7:00PM - 9:00PM	Brightwood Elementary 1300 Nicholson Street, NW

Ward	Councilmember	Date & Time of Exercise	Venue
5	Kenyan McDuffie	Tuesday, September 25, 2012; 7:00PM - 9:00PM	Providence Hospital Ross Auditorium 1151 Varnum Street, NE
6	Tommy Wells	Monday, September 17, 2012; 7:00PM - 9:00PM	DCRA Building 2nd Floor Conference Room 1101 4th Street, SW
7	Yvette Alexander	Saturday, September 29, 2012; 11:00AM - 1:00PM	Deanwood Recreation Center Conference Room 1351 49th Street, NE
8	Marion Barry	Thursday, September 20, 2012; 7:00PM - 9:00PM	United Medical Center Conference Rooms 1-3 1311 Southern Avenue, SE

49. HSEMA has within its budget a community events fund. This fund is available to offset costs such as police coverage for block parties, races, parades, etc. With regard to this fund:

a. What were the total expenditures in each fiscal year 2009 - 2015 (to date)?

Fiscal Year	Expenditures
FY 2009	\$451,326.94
FY 2010	\$350,000.00
FY 2011	\$175,000.00
FY 2012	\$130,000.00
FY 2013	\$120,000.00
FY 2014	\$120,000.00
FY 2015 (to date)	\$3,923.88

b. What is the FY 2015 budget?

The FY 2015 budget is \$120,000.

c. What is the FY 2016 projected budget?

The Agency's FY 2016 proposed budget to the Mayor is \$120,000.

- d. **Itemize the expenditures in FY 2014 and FY 2015 (to date). Name the event, date of the event, the organization/sponsor, and the amount.**

FY 2014

Event	Date	Organizer	Amount
St. Patrick's Day Parade	3/16/2014	St. Patrick's Day Committee of Washington, DC	\$26,019.15
Capital Pride Parade and Festival	6/7-8/2014	Capital Pride Alliance	\$26,223.96
17 th Street Festival	9/13/2014	Historic Dupont Circle Main Streets	\$7,679.81
H Street Festival	9/20/2014	H Street Main Street	\$23,525.45
Fiesta DC	9/21/2014	Fiesta DC	\$36,551.63
TOTAL			\$120,000.00

FY 2015

Event	Date	Organizer	Amount
Martin Luther King Jr., Holiday Parade	1/19/2015	Washington Informer Charities, Inc.	\$3,923.88
TOTAL			\$3,923.88

- e. **Provide, as an attachment, the most recent version of HSEMA's rules governing this fund.**

See Community Events Funding Assistance Program Policy document, attached as "Q49e HSEMA."

- f. **Explain how, if at all, the monies are spread out over the year, and whether the monies are available to small groups/events, as well as large.**

The funds are provided on a first-come-first-served basis throughout the fiscal year. Funds are available for events of all sizes (i.e., small, medium, large), with maximum eligible amounts based on a size-categorized scale. The last eligible event of the fiscal year shall receive the remaining funding, which may be more or less than the amount determined based on the size-categorized scale.

50. Mayor's Special Events Task Group:

- a. **Please list the District of Columbia government agencies, Federal government agencies, and private sector emergency service organizations that composed the Mayor's Special Events Task Group and individual representatives from each respective group in FY 2014.**

See attached document "Q50a HSEMA."

- b. Please provide the meeting dates for FY14 and FY15, to date, including who attended each meeting.**

See attached document “Q50b HSEMA.”

- c. Please list all permits applied for in FY14 and FY15, to date, and indicate which permits were granted, as well as any associated costs charged to the applicant.**

Permits are not applied for through the MSETG. The appropriate agencies to provide lists of permits applied for are DCRA (for stationary events) and MPD (for processional events). Subsequent to meeting with the MSETG for the interagency review and assessment of event proposals, organizers are referred to DCRA and/or MPD to begin the permitting and licensure process of those respective agencies.

The MSETG is not involved in the agencies’ assessment of fees and therefore, does not have data relative to the agencies’ associated costs charged to the applicants.

- d. Please provide the step-by-step instructions and process provided to applicants as part of the Special Events application.**

Please see attached document “Q50d HSEMA.” The guide provides the event organizer with information relative to the steps and process for scheduling presentations of event proposals to the MSETG, which requires the submission of a Letter of Intent (LOI) as the initial step. The LOI provides the MSETG with general information relative to an organizer’s desired area, timeline, etc. for producing the event.

Upon receipt of the LOI, the MSETG conducts a preliminary review of the information contained in the LOI, including potential public safety/traffic management impacts and date/location availability. Based on the information contained in the LOI, the organizer is contacted with information for moving forward with scheduling a meeting with the MSETG for the interagency review and assessment and to discuss and coordinate specific details of the proposal, or advised of conflicts or potential issues associated with elements of the proposal and provided an opportunity to amend plans to address specific areas of concern.

Subsequent to the presentation, the organizer is advised of the MSETG’s decision and provided a checklist outlining the next steps required to initiate the permitting and licensure requirements with the relevant agencies’ representatives, based on information provided during the meeting with the MSETG.

- e. If an organizer receives conflicting information from agencies, what procedures or personnel are responsible to assist the organizers in the permit process?**

If an organizer receives conflicting information from agencies, personnel of the MSETG staff as well as the relevant licensure and permitting agencies (i.e., DCRA and MPD) are available to provide clarification, direction and guidance. The MSETG Special Events

Planning Guide advises organizers that the applicable permit-granting agencies are principally responsible for ensuring compliance with permitting requirements relative to any activities under their respective permitting authorities. The MSETG also ensures organizers are provided contact information for the agencies’ representatives in the event further assistance and guidance is needed in addressing any issues or concerns.

f. What procedures ensure that proper fees are assessed?

The MSETG is not involved in the agencies’ assessment of fees. Although agencies provide their respective special event user fee information to the MSETG for publication in the MSETG planning guide as a point of reference for event organizers, the agencies’ final invoice of fees are determined on a case-by-case/cost-recovery basis and assessed independently of the MSETG.

g. What types of after-action reporting by agencies have occurred since the implementation of new processes on October 1, 2014?

The following After-Action Reports have been submitted to the MSETG since October 1, 2014:

Event	Event Date(s)	Agency AAR Submission
Taste of DC	October 11-12, 2014	ABRA
NHL Winter Classic	January 1, 2015	ABRA

h. Have there been in publication of successful event submissions to serve as a model for any group as to what is successful permit application as of 2015 (to date)?

The 2015 publication of the MSETG planning guide, attached as “Q50d HSEMA,” provides an outline of the requirements for successful presentation submissions to the MSETG. The guide also includes models of the required site plans and route maps necessary to provide effective visual representations of the elements of the proposed event plans.

51. What is the status of the D.C. Council’s Continuity of Operations Plan (COOP)? Is there currently an alternative facility that has been selected by Council to be used if the COOP is enacted?

HSEMA convened two workshops on September 22, 2014 and October 3, 2014, to revisit the COOP planning process with the DC Council. The first workshop was personally attended by Chairman Phil Mendelson. It provided a high-level overview of the COOP planning process. The second workshop consisted of a detailed review and analysis of Council essential functions – particularly those functions the Council would have to sustain in the event of the following two scenarios: loss of the John Wilson Building or a District-wide emergency. The workgroup needed to ascertain the Council’s requirements for physically meeting in person; and what actions they could accomplish remotely using a virtual environment. At this workshop, Council personnel decided to review and process the workshop information (including personnel and technology requirements) independent

of HSEMA. They agreed to contact the HSEMA COOP Planner when they were ready to schedule the next meeting and finalize their decisions.

The HSEMA COOP Planner contacted Special Counsel to the Chairman Alana Intieri in November 2014 to ascertain when the Council staff would be interested in scheduling the next meeting – she responded that early January would work well, but nothing was officially scheduled. The HSEMA COOP Planner last attempted contact with the Council, February 23, 2015, and is awaiting a response. Currently, the Plan is still considered a Draft, and no alternate facility has been established. HSEMA intends to work with Council personnel to finalize the exact type and amount of alternate space the Council would require during an emergency. HSEMA will coordinate an additional workshop, with the Council, to finalize the facility requirements. HSEMA will continue to work with the Council on this planning effort, at their convenience.

Q10 HSEMA

**HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY
FY 2014 BUDGET VERSUS ACTUALS BY FUND AND OBJECT CLASS**

Object Class	LOCAL			FEDERAL GRANTS			GROSS FUNDS		
	FY 2014 Budget	FY 2014 Actuals	FY 2014 Balance	FY 2014 Budget	FY 2014 Actuals	FY 2014 Balance	FY 2014 Budget	FY 2014 Actuals	FY 2014 Balance
11	1,292,072	1,382,599	(90,526)	4,339,289	3,313,716	1,025,573	5,631,361	4,696,315	935,046
12	0	0	0	3,100,162	792,677	2,307,485	3,100,162	792,677	2,307,485
13	105,618	44,675	60,943	84,106	134,084	(49,978)	189,724	178,759	10,965
14	329,470	308,717	20,753	1,832,780	826,031	1,006,749	2,162,250	1,134,748	1,027,502
15	50,000	33,248	16,752	138,628	171,555	(32,926)	188,628	204,803	(16,174)
PS Total	1,777,159	1,769,238	7,922	9,494,966	5,238,064	4,256,902	11,272,125	7,007,301	4,264,824
20	11,800	11,800	0	33,790	23,464	10,326	45,590	35,264	10,326
30	0	0	0	0	0	0	0	0	0
31	0	0	0	100,450	162	100,288	100,450	162	100,288
40	240,575	246,273	(5,698)	5,546,383	1,257,134	4,289,249	5,786,957	1,503,406	4,283,551
41	32,650	29,420	3,230	3,188,329	2,025,677	1,162,651	3,220,979	2,055,097	1,165,882
50	0	0	0	86,991,628	69,760,776	17,230,852	86,991,628	69,760,776	17,230,852
70	12,540	10,522	2,018	802,952	194,700	608,252	815,492	205,222	610,270
NPS Total	297,565	298,014	(449)	96,663,531	73,261,912	23,401,619	96,961,096	73,559,926	23,401,170
TOTAL	2,074,724	2,067,252	7,472	106,158,497	78,499,976	27,658,522	108,233,221	80,567,228	27,665,994

**HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY
FY 2015 BUDGET VERSUS ACTUALS BY FUND AND OBJECT CLASS**

Object Class	LOCAL			FEDERAL GRANTS			GROSS FUNDS		
	FY 2015 Budget	FY 2015 Actuals	FY 2015 Balance	FY 2015 Budget	FY 2015 Actuals	FY 2015 Balance	FY 2015 Budget	FY 2015 Actuals	FY 2015 Balance
11	1,330,535	418,074	912,461	5,792,183	1,233,817	4,558,366	7,122,718	1,651,891	5,470,828
12	0	19,038	(19,038)	3,428,350	489,407	2,938,943	3,428,350	508,446	2,919,904
13	105,618	19,906	85,712	143,296	34,414	108,882	248,914	54,319	194,594
14	296,682	91,511	205,171	1,857,333	275,050	1,582,282	2,154,015	366,561	1,787,454
15	50,000	9,450	40,550	187,600	23,423	164,177	237,600	32,873	204,727
PS Total	1,782,835	557,979	1,224,856	11,408,762	2,056,111	9,352,651	13,191,597	2,614,090	10,577,507
20	29,999	29,998	1	117,443	5,672	111,771	147,442	35,670	111,772
30	0	0	0	0	0	0	0	0	0
31	0	0	0	137,834	10,600	127,234	137,834	10,600	127,234
40	232,561	95,325	137,236	2,807,598	723,623	2,083,975	3,040,159	818,948	2,221,211
41	33,434	31,200	2,234	3,647,902	733,711	2,914,192	3,681,336	764,911	2,916,426
50	0	0	0	95,073,182	14,975,745	80,097,437	95,073,182	14,975,745	80,097,437
70	6,420	0	6,420	765,080	85,170	679,910	771,500	85,170	686,330
NPS Total	302,415	156,523	145,892	102,549,039	16,534,520	86,014,519	102,851,454	16,691,043	86,160,411
TOTAL	2,085,250	714,502	1,370,748	113,957,801	18,590,631	95,367,170	116,043,051	19,305,133	96,737,918

Q13 HSEMA

HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY					
FY 2014 REPROGRAMMING LIST					
LOCAL				Starting Budget	\$2,026,818
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2014	0100	11/26/2013	BICOLABN	COLA Adjustment	\$47,906
				Final Budget	\$2,074,724

FEDERAL GRANT				Starting Budget	\$91,866,134
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2014	8200	1/2/2014	BHBN0256	Increase Budget Authority for Emergency Management Program Grant	\$2,182,089
2014	8200	1/22/2014	BHBN0258	Increase Budget Authority for BZP10F Grant	\$894,197
2014	8200	3/10/2014	BHBN0261	Increase Budget Authority for Homeland Security Program Grant	\$25,000,000
2014	8200	3/20/2014	BHBN0266	Increase Budget Authority for RCPG9F Grant	\$379,361
2014	8200	4/14/2014	BHBN0271	Increase Budget Authority for RCP10F Grant	\$644,570
2014	8200	4/14/2014	BHBN0272	Increase Budget Authority for RCP11F Grant	\$286,617
2014	8200	6/5/2014	BHBN0276	Increase Budget Authority for Emergency Management Program Grant	\$1,500,000
2014	8200	7/7/2014	BHBN0279	Increase Budget Authority for Homeland Security Program Grant	\$6,001,580
2014	8200	7/22/2014	BHBN0282	Increase Budget Authority for Homeland Security Program Grant	\$2,279,257
2014	8200	9/18/2014	BHBN0291	Establish Budget Authority for Earthquake Disaster Grant	\$3,233,830
2014	8200	9/18/2014	BHBN0292	Increase Budget Authority for HMG14F Grant	\$21,299
2014	8200	9/24/2014	BHBN0295	Increase Budget Authority for SAN12F Grant	\$28,006
2014	8200	9/30/2014	BHBN0303	Increase Budget Authority for SSD12F Grant	\$32,098
2014	8200	9/30/2014	BJBN0001	Reduce Budget Authority for Homeland Security Program Grant	(\$18,472,112)
2014	8200	9/30/2014	BJBN0002	Reduce Budget Authority for Emergency Management Program Grant	(\$1,262,035)
2014	8200	9/30/2014	BJBN0003	Reduce Budget Authority for RCP10F Grant	(\$246,694)
2014	8200	9/30/2014	BJBN0004	Reduce Budget Authority for RCP11F Grant	(\$103,049)
2014	8200	9/30/2014	BJBN0005	Reduce Budget Authority for Homeland Security Program Grant	(\$4,812,407)
2014	8200	9/30/2014	BJBN0006	Reduce Budget Authority for Non-Profit Security Program Grant	(\$749,406)
2014	8200	9/30/2014	BJBN0007	Reduce Budget Authority for Non-Profit Security Program Grant	(\$83,063)
2014	8200	9/30/2014	BJBN0008	Reduce Budget Authority for Non-Profit Security Program Grant	(\$360,813)
2014	8200	9/30/2014	BJBN0009	Reduce Budget Authority for Non-Profit Security Program Grant	(\$500,000)
2014	8200	9/30/2014	BJBN0010	Reduce Budget Authority for Earthquake Disaster Grant	(\$3,233,830)
2014	8200	9/30/2014	BJHSS14F	Establish Budget Authority for African Summit Grant	\$1,632,868
				Final Budget	\$106,158,497

HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY					
FY 2015 REPROGRAMMING LIST					
FEDERAL GRANT				Starting Budget	\$107,467,357
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2015	8200	12/4/2014	BHBN0322	Establish Budget Authority for Securing the Cities Program Grant	\$6,000,000
2015	8200	1/26/2015	BHBN0327	Increase Budget Authority for Regional Catastrophic Preparedness Program Grant	\$246,694
2015	8200	1/26/2015	BHBN0328	Establish Budget Authority for Pre-Disaster Mitigation Program Grant	\$243,750
				Final Budget	\$113,957,801

Q2 HSEMA

**HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY
FY 2015 SCHEDULE A**

Program Code	Activity Code	Position Number	Position Title	Employee Name	Vacancy Status	Hire Date	Grade	Step	Salary	Fringe	Reg/Temp/ Term	Funded Y/N
1000	1308	00085186	Regional Needs Coordinator	Vacant	V		14	0	108,162.00	24,011.96	Reg	Y
1000	1309	00085184	Geographic Information Systems	Vacant	V		13	0	76,397.00	16,960.13	Reg	Y
1000	1320	00007835	Staff Assistant	Jackson, Gloria	F	01/04/78	12	6	76,596.00	17,004.31	Reg	Y
1000	1320	00012886	Special Events Program Officer	Mitchell, Tanya	F	08/26/92	14	3	96,076.00	21,328.87	Reg	Y
1000	1320	00018601	Information Technology Spec	Jones, Gelinda	F	08/15/11	13	5	86,189.00	19,133.96	Reg	Y
1000	1320	00023160	Public Affairs Specialist	Johnson, Robyn	F	04/18/06	13	4	83,741.00	18,590.50	Reg	Y
1000	1320	00039667	Supervisory IT Specialist	Jack, Joshua	F	03/27/06	15	0	127,842.00	28,380.92	Reg	Y
1000	1320	00043481	Director, Homeland Sec. & EMA	Geldart, Chris	F	06/01/12	E5	0	190,002.95	42,180.65	Reg	Y
1000	1320	00048774	Chief of Staff	Baker, Brian	F	11/05/12	16	0	158,710.00	35,233.62	Reg	Y
1000	1320	00075239	Policy Manager	Chapple, Nicole	F	11/19/12	15	0	127,308.00	28,262.38	Reg	Y
1000	1320	00077090	Executive Assistant	Crawford, Elijah	F	12/03/12	12	7	78,654.00	17,461.19	Reg	Y
1000	1320	00077400	Program Analyst	Bowen, Whitney	F	03/25/13	13	2	78,845.00	17,503.59	Term	Y
1000	1320	00082825	Agency Fiscal Officer	Nitz, John	F	11/19/12	16	8	166,176.00	36,891.07	Reg	Y
1000	1320	00085185	Policy Analyst	Vacant	V		13	0	76,397.00	16,960.13	Reg	Y
1000	1320	00085594	Community Outreach Specialist	Gilmore, Edward	F	01/02/15	6	0	90,000.00	19,980.00	Reg	Y
2000	2100	00016263	Community Outreach Specialist	McCall, Kimberly	F	04/18/06	13	5	86,189.00	19,133.96	Reg	Y
2000	2100	00044864	Critical Infrastructure Spec	Goldsmith, Frederick	F	03/03/08	14	5	101,860.00	22,612.92	Reg	Y
2000	2100	00044868	Emergency Planning Specialist	Williams, Ladona	F	06/24/02	9	6	51,583.00	11,451.43	Term	Y
2000	2100	00075237	Plans and Preparedness Officer	White, Patrice	F	02/01/88	15	0	104,270.56	23,148.06	Reg	Y
2000	2100	00075238	Disaster Recovery Specialist	Gardner, Russell	F	02/11/80	13	5	86,189.00	19,133.96	Reg	Y
2000	2100	00075241	Program Analyst	Adams, Nikelle	F	10/06/14	12	1	66,306.00	14,719.93	Reg	Y
2000	2100	00075246	Community Outreach Specialist	Brannum, Robert	F	07/11/11	6	0	79,567.50	17,663.99	Reg	Y
2000	2103	00075236	Emergency Planning Specialist	Winship, Hope	F	09/09/13	13	2	78,845.00	17,503.59	Term	Y
2000	2103	00077972	Critical Infrastructure Spec	Frederick, Sharon	F	06/17/13	14	1	90,292.00	20,044.82	Reg	Y
2000	2400	00001055	Emergency Management Training	Vacant	V		12	4	72,480.00	16,090.56	Reg	Y
2000	2400	00001494	Trng. & Emerg. Exer. Officer	Quarrelles, Jamie	F	06/06/92	14	5	101,860.00	22,612.92	Reg	Y
2000	2400	00037361	Emergency Preparedness Ofr	Woodall, Kenneth	F	08/25/14	14	3	96,076.00	21,328.87	Reg	Y
2000	2400	00047128	Comm Emerg Trng & Exercise Spe	White, Lisa	F	05/20/13	12	1	66,306.00	14,719.93	Reg	Y
2000	2400	00047136	Emergency Exer. & Trng. Spec.	Campbell, Kimberly	F	04/22/13	12	5	74,538.00	16,547.44	Reg	Y
2000	2414	00073462	National Incident Management S	Harrison, Leslie	F	05/03/82	13	5	86,189.00	19,133.96	Term	Y
3000	3100	00007419	Emergency Operation Info Spec	Hackney, David	F	08/15/87	11	6	62,200.00	13,808.40	Reg	Y
3000	3100	00010514	Emergency Operations&Info Spec	Bellille, Eustace	F	03/17/08	9	5	50,162.00	11,135.96	Reg	Y
3000	3100	00010666	Emergency Operations&Info Spec	Harris, Robert	F	07/11/05	11	5	60,477.00	13,425.89	Reg	Y
3000	3100	00011442	Supvy Emerg Oper & Info Spec.	Smith, Bobby	F	08/04/86	12	0	73,836.58	16,391.72	Reg	Y
3000	3100	00015760	Emergency Operation Info Spec	Bentley, Gena	F	04/07/14	9	6	51,583.00	11,451.43	Reg	Y
3000	3100	00016080	Staff Assistant	Franklin, Carolyn	F	06/15/76	12	8	80,712.00	17,918.06	Reg	Y
3000	3100	00016549	Emergency Operations&Info Spec	Davis, Charles	F	07/09/80	11	8	65,646.00	14,573.41	Reg	Y
3000	3100	00016861	Emergency Operation Info Spec	Stewart, Ricardo	F	02/25/80	11	8	65,646.00	14,573.41	Reg	Y
3000	3100	00018125	Emergency Operations&Info Spec	Harley, Stephanie	F	12/16/13	9	2	45,899.00	10,189.58	Reg	Y
3000	3100	00019028	Chief, Operations Division	Spriggs, Timothy	F	08/02/10	15	0	137,917.00	30,617.57	Reg	Y
3000	3100	00019500	Emergency Operations&Info Spec	Rodgers Jr., Billy	F	11/18/13	9	10	57,267.00	12,713.27	Reg	Y
3000	3100	00021430	Emergency Operation Spec	Kornreich, Kevin	F	02/21/06	9	7	53,004.00	11,766.89	Reg	Y
3000	3100	00023961	Supvy Emerg Oper & Info Spec.	Sneed Jr., Robert	F	03/19/07	12	0	71,030.86	15,768.85	Reg	Y
3000	3100	00024310	Telecommunications Spec	Curry, William	F	11/13/85	13	6	88,637.00	19,677.41	Reg	Y
3000	3100	00026092	Deputy Chief of Operations	Payne, Kerry	F	03/14/88	13	0	81,685.06	18,134.08	Reg	Y
3000	3100	00026503	Emergency Operations&Info Spec	Scott II, Renaud	F	10/27/08	11	3	57,031.00	12,660.88	Reg	Y
3000	3100	00027054	Emergency Operations&Info Spec	Lewis III, Robert	F	03/10/14	9	10	57,267.00	12,713.27	Reg	Y
3000	3100	000272950	Emergency Operations&Info Spec	Boone, William	F	02/28/11	9	0	57,269.03	12,713.27	Reg	Y
4000	4100	00045220	Grants Program Manager	Ross, Cembrye	F	07/15/13	12	10	84,828.00	18,831.82	Reg	Y
4000	4100	00045237	Chief, Grants Division	Madden, Charles	F	04/27/09	15	0	118,450.00	26,295.90	Reg	Y
4000	4100	00045242	Grants Specialist	Samee, Sonia	F	02/17/09	13	10	98,429.00	21,851.24	Term	Y
4000	4100	00045254	Finance/Program Analyst	Vacant	V		14	1	90,292.00	20,044.82	Reg	Y
4000	4100	00045269	Grants Specialist	Vacant	V		13	1	76,397.00	16,960.13	Reg	Y
4000	4100	00045279	Grants Management Officer	Reed, Tristan	F	04/27/09	14	0	112,725.26	25,025.01	Reg	Y
4000	4100	00048762	Grants Program Manager	Coleman, Bettina	F	07/19/10	13	5	86,189.00	19,133.96	Reg	Y
4000	4100	00048765	Grants Program Manager	Alsop, Vermechia	F	01/21/09	13	4	83,741.00	18,590.50	Reg	Y
4000	4100	00048766	Grants Specialist	Cuyler, Siobhan	F	03/29/10	13	9	95,981.00	21,307.78	Term	Y
4000	4100	00048769	Grants Program Manager	Cooper, Sherelle	F	12/17/12	12	10	84,828.00	18,831.82	Term	Y
4000	4100	00048771	Grants Program Manager	Hull, Bryan	F	06/16/14	12	1	66,306.00	14,719.93	Reg	Y
4000	4100	00071851	Grants Program Manager	Shackelford, Jerica	F	08/30/10	13	3	81,293.00	18,047.05	Reg	Y
4000	4100	00072956	Grants Specialist	Jackson, Corey	F	11/22/10	13	8	93,533.00	20,764.33	Term	Y
4000	4102	00073611	General Counsel	Hildum, Robert	F	02/20/07	2	0	127,308.00	28,262.38	Reg	Y
4000	4106	00075242	Community Outreach Specialist	Cruz, Joiner	F	01/26/04	11	4	58,754.00	13,043.39	Term	Y
4000	4132	00076859	Fusion Cntr Operations Manager	Thomas, Jorhena	F	11/19/12	15	0	126,871.00	28,165.36	Reg	Y
4000	4132	00077771	Staff Assistant	Vacant	V		11	0	53,585.00	11,895.87	Reg	Y
4000	4163	00048775	Statewide Comm Interop Coord	Wobbleton, Jeffrey	F	11/19/12	13	10	98,429.00	21,851.24	Term	Y
4000	4182	00077401	Supervisory Intelligence Analy	Greene, Makaria	F	02/25/15	14	0	112,725.00	25,024.95	Reg	Y
4000	4182	00077539	Fusion Intelligence Specialist	Hoover, Athena	F	05/06/13	12	2	68,364.00	15,176.81	Term	Y
4000	4182	00077540	Supervisory Intelligence Analy	Brocker, Rebecca	F	03/25/13	14	0	111,844.00	24,829.37	Reg	Y
4000	4182	00077541	Supervisory Intelligence Analy	Greenberg, Amanda	F	03/11/13	14	0	108,162.00	24,011.96	Reg	Y
4000	4182	00077728	Supervisory Intelligence Analy	Vacant	V		14	0	112,725.00	25,024.95	Reg	Y
4000	4182	00077877	Fusion Intelligence Analyst	Campbell, Fleming	F	05/20/13	12	2	68,364.00	15,176.81	Term	Y
4000	4182	00077970	Fusion Intelligence Analyst	Cross, Katherine	F	11/17/14	12	1	66,306.00	14,719.93	Reg	Y
4000	4182	00077971	Fusion Intelligence Analyst	Horsley, Elizabeth	F	06/17/13	12	2	68,364.00	15,176.81	Term	Y
4000	4182	00082016	Program Analyst	Vacant	V		9	0	44,478.00	9,874.12	Reg	Y
4000	4182	00085111	Fusion Intelligence Analyst	Lagomarsino, Jessica	F	07/16/12	12	1	66,306.00	14,719.93	Term	Y
4000	4182	00085112	Fusion Intelligence Analyst	Nguyen, Brian	F	01/12/15	12	1	66,306.00	14,719.93	Reg	Y
4000	4182	00085113	Fusion Intelligence Analyst	Fischhoff, Alexander	F	10/21/13	12	1	66,306.00	14,719.93	Reg	Y
4000	4182	00085114	Fusion Intelligence Analyst	Vacant	V		12	0	66,306.00	14,719.93	Reg	Y
4000	4182	00085179	Fusion Intelligence Analyst	Jackson, Adrienne	F	11/17/14	9	5	50,162.00	11,135.96	Reg	Y
4000	4182	00085180	Fusion Intelligence Analyst	Gardener, Jennifer	F	11/17/14	9	5	50,162.00	11,135.96	Reg	Y
4000	4182	00085181	Fusion Intelligence Analyst	Del Toro, Jennifer	F	11/17/14	9	7	53,004.00	11,766.89	Reg	Y
4000	4182	00085182	Fusion Intelligence Analyst	Vacant	V		9	0	44,478.00	9,874.12	Reg	Y
4000	4313	00002939	Emergency Planning Specialist	Young, Chelsea	F	12/16/13	11	6	62,200.00	13,808.40	Term	Y
4000	4313	00028225	NCR Incident Coord. Specialist	Hauser, Eric	F	07/06/99	12	4	72,480.00	16,090.56	Reg	Y
4000	4313	00073707	Plans & Preparedness Officer	Akasa, Annah	F	05/20/13	14	3	96,076.00	21,328.87	Term	Y
4000	4313	00075240	Hazard Mitigation Spec	Lucas, Donte	F	08/12/13	12	5	74,538.00	16,547.44	Term	Y
4000	4FA0	00004653	Emergency Prep Research Anyst	Richardson, Jacqueline	F	12/05/83	12	9	82,770.00	18,374.94	Reg	Y
4000	4FA0	00007908	Program Analyst	Robinson, Marcel	F	08/19/02	13	7	91,085.00	20,220.87	Reg	Y
4000	4FA0	00016885	Administrative Officer	Gill, Adriane	F	01/19/10	14	0	110,000.00	24,420.00	Reg	Y
4000	4FA0	00016991	Emergency Ops & Info Spec	Banks, Patricia	F	08/23/81	12	6	76,596.00	17,004.31	Reg	Y
4000	4FA0	00020270	Communication Mgmt Spec	Benefield, Steven	F	06/28/73	11	8	65,646.00	14,573.41	Reg	Y
4000	4FA0	00028224	Assist Dir for Administration	Greene, Johnny	F	02/25/80	15	0	128,750.00	28,582.50	Reg	Y

Q26 HSEMA

FY2014

FY	PO Number	Contract ID	Vendor Name	Description	PO Amount	Amount Spent	Contract Term	Competitively Bid (Y/N)	Contract Monitor	Monitoring Results	Fund Type
2014	PO483283	DCTO-2008-C-0135	OST, INC.	FY14 PRIORITY 1-HSEMA-ITSA/CONTINUATION SYSTEM ADMIN LEVEL 2	\$133,240.80	\$129,162.86	12 Months	Y	Josh Jack	Vendor's performance was satisfactory	FEDERAL
2014	PO484002	DCTO-2008-C-0135	OST, INC.	FY14 PRIORITY 1 HSEMA ITSA/CONTINUATION SR TECH PROJECT MANAGER LEVEL 3	\$197,051.00	\$197,051.00	12 Months	Y	Josh Jack	Vendor's performance was satisfactory	FEDERAL
2014	PO484003	DCTO-2008-C-0135	OST, INC.	FY14-PRIORITY 1- HSEMA ITSA/CONTINUATION: BUSINESS ANALYST 4	\$107,508.00	\$103,081.20	12 Months	Y	Josh Jack	Vendor's performance was satisfactory	FEDERAL
2014	PO484007	DCTO-2008-C-0135	OST, INC.	FY14-PRIOROTY 1- HSEMA-ITSA CONTINUATION DEVELOPER LEVEL 3	\$29,534.78	\$29,534.78	12 Months	Y	Josh Jack	Vendor's performance was satisfactory	FEDERAL
2014	PO484008	DCTO-2008-C-0135	OST, INC.	FY14 ITSA CONTINUATION HSEMA: SYSTEM ENGINEER LEVEL 4	\$209,123.20	\$207,916.72	12 Months	Y	Josh Jack	Vendor's performance was satisfactory	FEDERAL
2014	PO484041	DCTO-2008-C-0135	OST, INC.	FY14 HSEMA ITSA : IT CLERK 3	\$65,700.00	\$65,700.00	12 Months	Y	Josh Jack	Vendor's performance was satisfactory	FEDERAL
2014	PO484445	N/A	DICTATION SALES AND SERVICES,	FY2014 - BNO -DI VOICE RECORDER MAINTENANCE AND SERVICE AGREEMENT	\$3,750.00	\$1,953.13	N/A	N/A	N/A	N/A	FEDERAL
2014	PO484750	N/A	COMMUNICATIONS LAB	EMNET SERVICEFOR THE EMERGENCY ALERT SYSTEM (EAS) & THE NATIONAL WARNING SYSTEM (NAWAS)	\$62,086.00	\$62,086.00	N/A	N/A	N/A	N/A	FEDERAL
2014	PO485248	CW20674	MB STAFFING SERVICES LLC	ADMINISTRATIVE SUPPORT 2014	\$740,000.00	\$671,391.61	12 Months	Y	Tim Spriggs	Vendor's performance was satisfactory	FEDERAL
2014	PO485442	N/A	DEFENSE INFORMATION TECHNOLOGY	SATELLITE COMMUNICATIONS SERVICE	\$5,590.00	\$5,590.00	N/A	N/A	N/A	N/A	FEDERAL
2014	PO485751	DCPO-2011-C-0178	IMTECH CORPORATION	AV ANNUAL SUPPORT	\$100,689.21	\$100,689.21	12 Months	N	Josh Jack	Vendor's performance was satisfactory	FEDERAL
2014	PO485878	N/A	CAPITOL DOCUMENT SOLUTIONS LLC	HSEMA ANNUAL PRINTER MAINTENANCE	\$37,500.00	\$37,500.00	N/A	N/A	N/A	N/A	LOCAL
2014	PO485946	N/A	GLOBALSTAR, LLC	SATELLITE INTERCONNECTED PHONE SERVICE	\$8,918.16	\$5,253.39	N/A	N/A	N/A	N/A	FEDERAL
2014	PO486207	N/A	GENERAL SERVICE ADMINISTRATION	FY14 FEDERAL GOVERNMENT GENERAL SERVICES ADMIN - VEHICLE LEASE AND SERVICES	\$81,040.00	\$79,332.25	N/A	N/A	N/A	N/A	FEDERAL
2014	PO486254	CW27130	CAPITAL SERVICES AND SUPPLIES	MOVER SERVICES	\$8,750.00	\$8,750.00	12 Months	Y	N/A	N/A	LOCAL
2014	PO486281	N/A	ALS OFFICE PRODUCTS	FY14 - BNO- OFFICE SUPPLIES	\$45,000.00	\$44,519.77	N/A	N/A	N/A	N/A	LOCAL
2014	PO486455	N/A	GRAYHOUND TRASH REMOVAL INC.	FY 2014 -BNO - BLANKET PURCHASE ORDER FOR EMERGENCY SANITARY EQUIPMENT AND ON SITE DELIVERY AND CLEANING SERVICE.	\$40,000.00	\$26,525.00	N/A	N/A	N/A	N/A	FEDERAL
2014	PO486583	DCBN-2007-C-7014	THE CNA CORPORATION	EXTENSION OF CNA CONTRACT DCBN-2007-C-7014	\$331,686.17	\$331,686.17	12 Months	Y	Jaime Quarells	Vendor's performance was satisfactory	FEDERAL
2014	PO486588	CW17029;PO467543	EDGE360 LLC	CITY WIDE CCTV PLATFORM	\$125,713.28	\$125,713.28	12 Months	Y	Josh Jack	Vendor's performance was satisfactory	FEDERAL
2014	PO486601	VA-110418-AVYA	AVAYA, INC.	AVAYA 24/7 WARRANTY SUPPORT	\$28,707.48	\$28,707.48	N/A	N/A	N/A	N/A	FEDERAL
2014	PO486768	N/A	DUTCHMILL CATERERS	BLANKET 2 PURCHASE AGREEMENT FOR EOC ACTIVATIONS	\$10,000.00	\$8,880.15	N/A	N/A	N/A	N/A	FEDERAL
2014	PO487014	DCTO-2011-C-0178	IMTECH CORPORATION	AV ANNUAL SUPPORT	\$9,153.57	\$9,153.57	12 Months	N	N/A	N/A	FEDERAL
2014	PO487036	N/A	FIRST FEDERAL CORPORATION	TAPE BACKUP STORAGE SERVICE	\$3,369.86	\$2,915.37	N/A	N/A	N/A	N/A	FEDERAL
2014	PO487220	N/A	COMCAST CABLEVISION	CABLE AND TRANSPORT ADAPTER SERVICE	\$6,239.40	\$6,239.40	N/A	N/A	N/A	N/A	FEDERAL
2014	PO487612	N/A	WASH METRO AREA TRANSIT AUTH'Y	BLANKET PURCHASE AGREEMENT - EMERGENCY CONTINGENCY CONTRACT WITH WMATA	\$98,000.00	\$49,219.00	N/A	N/A	N/A	N/A	FEDERAL
2014	PO487980	n/a	MIDTOWN PERSONNEL, INC.	ADMIN SUPPORT	\$13,000.00	\$12,991.88	N/A	N/A	N/A	N/A	FEDERAL
2014	PO488173	DCTO-2008-C-0135	OST, INC.	HSEMA-ITSA DEVELOPER LEVEL 4	\$121,926.72	\$121,926.72	12 Months	Y	Josh Jack	Vendor's performance was satisfactory	FEDERAL
2014	PO488929	n/a	HUBBARD RADIO WASHINGTON, DC	WTOP RADIO CONTINUATION OF PO481136	\$17,600.00	\$17,600.00	N/A	N/A	N/A	N/A	FEDERAL
2014	PO489025	n/a	ROSS PROFESSIONAL SERVICES	ADMIN SUPPORT	\$40,000.00	\$27,493.75	N/A	N/A	N/A	N/A	FEDERAL
2014	PO489170	N/A	IDSII INTERNATIONAL, INC.	SOP FOR HAZMAT REPORTING SYSTEM	\$22,000.00	\$22,000.00	N/A	N/A	N/A	N/A	FEDERAL
2014	PO489357	VA-090202	DELL MARKETING L.P.	TEST ULTRA-THIN/PORTABLE LAPTOPS	\$4,141.40	\$4,141.40	N/A	N/A	N/A	N/A	FEDERAL
2014	PO489388	N/A	CBS OUTDOOR	CBS OUTDOORS	\$57,336.00	\$0.00	N/A	N/A	N/A	N/A	FEDERAL
2014	PO489427	N/A	K2SHARE, LLC	HSEMA GRANTS MANAGEMENT SYSTEM	\$76,725.00	\$76,725.00	N/A	N/A	N/A	N/A	FEDERAL
2014	PO489429	N/A	TYCO FIRE & SECURITY (US) MGT.	MONITORING AND MAINTENANCE SERVICES	\$7,740.00	\$7,740.00	N/A	N/A	N/A	N/A	FEDERAL

Q26 HSEMA

FY	PO Number	Contract ID	Vendor Name	Description	PO Amount	Amount Spent	Contract Term	Competitively Bid (Y/N)	Contract Monitor	Monitoring Results	Fund Type
2014	PO490164	N/A	HOLDER ENTERPRISES, INC.	BLANKET 1 PURCHASE AGREEMENT FOR CATERING FOR EOC ACTIVATIONS	\$10,000.00	\$8,644.40	N/A	N/A	N/A	N/A	FEDERAL
2014	PO491248	DCSS-2013-D-615-008s	METROPOLITAN OFFICE PRODUCTS	BPA FOR OFFICE SUPPLIES	\$5,000.00	\$4,281.95	12 Months	Y	N/A	N/A	FEDERAL
2014	PO491295	VA-090202-DELL	DELL MARKETING L.P.	MICROSOFT VISIO AND PROJECT SOFTWARE	\$6,980.00	\$6,980.00	N/A	N/A	N/A	N/A	FEDERAL
2014	PO491572	N/A	SUPRETECH, INC.	DESKTOP CENTRAL/MANAGEENGINE DESKTOP 5BNUA3	\$4,312.00	\$4,312.00	N/A	N/A	N/A	N/A	FEDERAL
2014	PO492106	VA-090202-Dell	DELL MARKETING L.P.	LAPTOPS FOR PLANNING AND TRAINING DIVISION	\$19,247.38	\$19,247.38	N/A	N/A	N/A	N/A	FEDERAL
2014	PO493149	DCTO-2008-C-0135	OST, INC.	FY14 HSEMA ITSA : IT ADMINISTRATIVE SUPPORT 1	\$47,832.36	\$47,832.36	12 Months	Y	Josh Jack	Vendor's performance was satisfactory	FEDERAL
2014	PO494195	CW20674/DCSS-2008-D-96130-275	MB STAFFING SERVICES LLC	ADMINISTRATIVE SUPPORT 2014	\$56,000.00	\$56,000.00	12 Months	Y	N/A	N/A	FEDERAL
2014	PO494401	VA-090202-DELL	DELL MARKETING L.P.	LAPTOPS FOR WASHINGTON REGIONAL THREAT ANALYSIS CENTER - HSEMA -	\$3,171.55	\$3,171.55	N/A	N/A	N/A	N/A	FEDERAL
2014	PO494561	VA-090202_Dell	DELL MARKETING L.P.	DESKTOPS FOR HSEMA'S EOC - 3BNUA2	\$59,201.60	\$59,158.06	N/A	N/A	N/A	N/A	FEDERAL
2014	PO495202	CW14895	SKYLINE TECHNOLOGY SOLUTIONS	ANNUAL MAINTENANCE - OPTION YEAR TWO - PO462066	\$38,682.68	\$38,682.68	12 Months	N	N/A	N/A	FEDERAL
2014	PO495226	VA-090202-Dell	DELL MARKETING L.P.	DELL LAPTOPS - 6BNUA1 -	\$33,989.10	\$33,989.10	N/A	N/A	N/A	N/A	FEDERAL
2014	PO495319	CW22499	THE HAMILTON GROUP	LOGO SHIRTS FOR HSEMA PERSONNEL	\$9,800.00	\$9,800.00	12 Months	Y	N/A	N/A	FEDERAL
2014	PO495398	VA-090202	DELL MARKETING L.P.	REPLACEMENT SERVERS - HSEMA- 3BNUA2	\$32,482.32	\$32,482.32	N/A	N/A	N/A	N/A	FEDERAL
2014	PO495762	CW22499	THE HAMILTON GROUP	COPY OF LOGO SHIRTS FOR HSEMA PERSONNEL	\$5,655.00	\$5,655.00	12 Months	Y	N/A	N/A	FEDERAL
2014	PO497079	N/A	SUPRETECH, INC.	PRINTER FOR ANNEX	\$15,284.50	\$15,284.50	N/A	N/A	N/A	N/A	FEDERAL
2014	PO498220	N/A	NATIONAL EMERGENCY MGMT.	2015 NEMA MEMBERSHIP DUES	\$3,200.00	\$3,200.00	N/A	N/A	N/A	N/A	FEDERAL
2014	PO498497	N/A	MARCON INTERNATIONAL DBA	HSEMA EOC KEY CONTROL SYSTEM	\$4,987.50	\$4,987.50	N/A	N/A	N/A	N/A	FEDERAL
2014	PO498674	VA-140331-DELL	DELL MARKETING L.P.	DELL LAPTOPS FOR HSEMA - AGENCY WIDE -	\$2,992.29	\$2,992.29	N/A	N/A	N/A	N/A	FEDERAL
2014	PO498848	VA-140331-DELL	DELL MARKETING L.P.	DELL 14 5000 SERIES LAPTOPS	\$19,260.12	\$19,260.12	N/A	N/A	N/A	N/A	FEDERAL
2014	PO498887	CW22657	SUPRETECH, INC.	ADOBE ACROBAT PRO SOFTWARE	\$9,324.00	\$9,324.00	12 Months	N	N/A	N/A	FEDERAL
2014	PO499023	VA-140331-DELL	DELL MARKETING L.P.	DELL COMPUTER AND LAPTOPS FOR INTEL ANALYST - 8BNUA2	\$16,663.30	\$16,663.30	N/A	N/A	N/A	N/A	FEDERAL
2014	PO499284	N/A	ALS OFFICE PRODUCTS	WRTAC OFFICE SUPPLIES	\$9,441.66	\$9,441.66	N/A	N/A	N/A	N/A	FEDERAL
2014	PO499540	VA-140331-DELL	DELL MARKETING L.P.	LAPTOP COMPUTER FOR GRANTS DIVISION - HSEMA	\$16,808.75	\$15,946.76	N/A	N/A	N/A	N/A	FEDERAL
2014	PO499760	N/A	SONEXIS TECHNOLOGY, INC.	HSEMA ANNUAL CONFERENCE BRIDGE MAINTENANCE SUPPORT	\$17,640.00	\$17,640.00	N/A	N/A	N/A	N/A	FEDERAL
2014	PO499854	n/a	HEALTH & SAFETY INFO. CORP.	RE-PRINTING OF "IT'S A DISASTER MANUAL"	\$20,000.00	\$20,000.00	N/A	N/A	N/A	N/A	FEDERAL
2014	PO499890	N/A	BABEL STREET INC.	BABEL X LICENSE OPEN SOURCE DATA COLLECTION	\$4,020.00	\$4,020.00	N/A	N/A	N/A	N/A	FEDERAL
2014	PO499947	CW22089	MVS INC	HSEMA SERVER BACKUPS AND DATA CARTRIGES	\$10,529.65	\$10,529.65	12 Months	Y	N/A	N/A	FEDERAL
2014	PO501979	CW17029	EDGE360 LLC	CITYWIDE CCTV PLATFORM (AUGUST - SEPTEMBER)	\$115,090.06	\$115,090.06	12 Months	Y	Josh Jack	Vendor's performance was satisfactory	FEDERAL
2014	PO504139	cw22089	MVS INC	HSEMA ANNEX KONICA 754E PRINTER COMPONENTS	\$10,521.55	\$10,521.55	12 Months	N	N/A	N/A	LOCAL
2014	PO504255	CW22144	ALS OFFICE PRODUCTS	HSEMA OFFICE SUPPLIES	\$9,771.63	\$8,241.63	12 Months	Y	N/A	N/A	FEDERAL
2014	PO504463	N/A	NESTLE WATERS/DEER PARK	WATER FOR HSEMA	\$5,080.42	\$5,080.42	N/A	N/A	N/A	N/A	FEDERAL
2014	PO504688	N/A	VERIZON	VERIZON REVERSE 911 DATABASE	\$2,051.00	\$0.00	N/A	N/A	N/A	N/A	FEDERAL
2014	PO504773	CW22657	SUPRETECH, INC.	WRTAC PRINTER	\$23,703.90	\$23,703.90	12 Months	Y	N/A	N/A	FEDERAL
2014	PO504803	N/A	ASCEL BIO INCORPORATED	PUBLIC HEALTH THREAT AWARENESS SOFTWARE FOR THE WRTAC	\$4,583.40	\$4,583.30	N/A	N/A	N/A	N/A	FEDERAL
2014	PO505030	DCPO-2011-C-0178	IMTECH CORPORATION	AV ANNUAL SUPPORT	\$121,422.20	\$121,422.20	12 Months	Y	Josh Jack	Vendor's performance was satisfactory	FEDERAL
2014	PO505048	N/A	LEXISNEXIS RISK SOLUTIONS FL	ONLINE INVESTIGATION TOOL FOR THE WRTAC	\$1,180.00	\$0.00	N/A	N/A	N/A	N/A	FEDERAL

FY 2015

FY	PO Number	Contract ID	Vendor Name	Description	PO Amount	Amount Spent	Contract Term	Competitively Bid (Y/N)	Contract Monitor	Monitoring Results	Fund Type
2015	PO507239	CW25965	ROSS PROFESSIONAL SERVICES	ADMINISTRATIVE SUPPORT STAFF	\$45,000.00	\$12,087.04	12 Months	Y	N/A	N/A	FEDERAL
2015	PO507515	DCTO-2008-C-0135	OST, INC.	ITSA - FY15 - HSEMA - P1 - .NET ENGINEER	\$84,453.60	\$53,989.98	12 Months	Y	N/A	N/A	FEDERAL

Q26 HSEMA

FY	PO Number	Contract ID	Vendor Name	Description	PO Amount	Amount Spent	Contract Term	Competitively Bid (Y/N)	Contract Monitor	Monitoring Results	Fund Type
2015	PO508510	N/A	BABEL STREET INC.	BABEL X LICENSE OPEN SOURCE DATA COLLECTION	\$16,080.00	\$16,080.00	12 Months	N/A	N/A	N/A	FEDERAL
2015	PO508527	DCTO-2008-C-0135	OST, INC.	ITSA - FY15 - HSEMA - P1 - PROJECT MANAGER 3	\$97,550.00	\$58,725.10	12 Months	Y	N/A	N/A	FEDERAL
2015	PO508528	DCTO-2008-C-0135	OST, INC.	ITSA - FY15 - HSEMA - P1 - .NET DEVELOPER	\$78,970.00	\$39,169.12	12 Months	Y	N/A	N/A	FEDERAL
2015	PO508529	DCTO-2008-C-0135	OST, INC.	ITSA - FY15 - HSEMA - P1 - IT CLERK LEVEL 3	\$11,680.00	\$11,680.00	12 Months	Y	N/A	N/A	FEDERAL
2015	PO508616	N/A	WASH METRO AREA TRANSIT AUTH	EMERGENCY CONTINGENCY CONTRACT WITH WMATA	\$15,000.00	\$0.00	12 Months	N/A	N/A	N/A	FEDERAL
2015	PO509330	DCTO-2008-C-0135	OST, INC.	ITSA - FY15 - HSEMA - P1 - SYSTEM ADMIN LEVEL 1	\$11,454.00	\$10,365.87	12 Months	Y	N/A	N/A	FEDERAL
2015	PO510955	CW20674	MB STAFFING SERVICES LLC	OPERATIONS SPECIALIST FOR MAJOR EVENTS AND EMERGENCY INCIDENTS	\$550,000.00	\$166,252.49	12 Months	Y	Tim Spriggs	Vendor's performance is satisfactory	FEDERAL
2015	PO510967	N/A	AVAYA, INC.	AVAYA FULL COVERAGE 24X7 + SA ESSENTIAL	\$32,333.64	\$32,333.64	12 Months	N/A	N/A	N/A	FEDERAL
2015	PO510975	N/A	GENERAL SERVICE ADMINISTRATION	GSA GOVERNMENT VEHICLES LEASE, FUEL, MILEAGE, INSTALLATIONS, AND REPAIRS	\$71,480.00	\$10,755.85	12 Months	N/A	N/A	N/A	FEDERAL
2015	PO511213	CW33317	DUTCHMILL CATERERS	BLANKET PURCHASE AGREEMENT FOR CATERING #1	\$15,000.00	\$6,193.80	12 Months	Y	N/A	N/A	FEDERAL
2015	PO511291	DCTO-2008-C-0135	OST, INC.	ITSA - FY15 - HSEMA - CUSTOMER SUPPPORT 2	\$47,500.00	\$13,537.50	12 Months	Y	N/A	N/A	FEDERAL
2015	PO511373	C12708	CAPITAL SERVICES AND SUPPLIES	BLANKET PURCHASE ORDER FOR OFFICE SUPPLIES	\$29,998.00	\$2,214.85	12 Months	Y	N/A	N/A	LOCAL
2015	PO511813	N/A	FIRST FEDERAL CORPORATION	9203120:INSTALLATION AND MAINTENANCE OF AUTOMATED LIBRARY EQUIPMENT	\$3,169.97	\$994.10	12 Months	N/A	N/A	N/A	LOCAL
2015	PO511877	N/A	COMCAST CABLEVISION	8402410:CATV SYSTEM HARDWARE	\$6,239.40	\$1,413.35	12 Months	N/A	N/A	N/A	FEDERAL
2015	PO511880	N/A	COMMUNICATIONS LAB	9157900:Telecommunication Services (Not Otherwise Classified)	\$61,231.00	\$61,231.00	12 Months	N/A	N/A	N/A	FEDERAL
2015	PO512040	N/A	LEXISNEXIS RISK SOLUTIONS FL	ONLINE INVESTIGATION TOOL FOR THE WRTAC FY15 (PO505048) 8BNUA3	\$1,416.00	\$118.00	12 Months	N/A	N/A	N/A	FEDERAL
2015	PO512041	CW17029	EDGE360 LLC	CITYWIDE CCTV PLATFORM	\$90,949.20	\$36,377.52	12 Months	Y	N/A	N/A	FEDERAL
2015	PO512066	C12386	CAPITAL SERVICES AND SUPPLIES	BLANKET PURCHASE - MOVER SERVICE FOR HSEMA	\$6,200.00	\$0.00	12 Months	Y	N/A	N/A	LOCAL
2015	PO512102	N/A	IDSI INTERNATIONAL, INC.	2093148:SOFTWARE, MAINFRAME, PLOT SERVER, LATEST VERSION OR RELEASE LISTED	\$22,000.00	\$22,000.00	12 Months	N/A	N/A	N/A	FEDERAL
2015	PO512177	N/A	DEFENSE INFORMATION TECHNOLOGY	SATELLITE COMMUNICATIONS SERVICE	\$5,243.12	\$2,916.68	12 Months	N/A	N/A	N/A	FEDERAL
2015	PO512180	N/A	ROADPOST USA INC	9157900:Telecommunication Services (Not Otherwise Classified)	\$5,853.12	\$1,451.86	12 Months	N/A	N/A	N/A	FEDERAL
2015	PO512264	N/A	CAPITOL DOCUMENT SOLUTIONS LLC	9203120:INSTALLATION AND MAINTENANCE OF AUTOMATED LIBRARY EQUIPMENT	\$40,500.00	\$10,011.25	12 Months	N/A	N/A	N/A	LOCAL
2015	PO513009	N/A	MAJOR POLICE SUPPLY/GENERAL SA	EMERGENCY LIGHTS AND SIREN INSTALLATION FOR GSA 2014 DODGE DURANGO	\$8,954.00	\$4,882.00	12 Months	N/A	N/A	N/A	FEDERAL
2015	PO513230	N/A	GRAYHOUND TRASH REMOVAL INC.	9777360:RENTAL OF PORTABLE TOILETS (REGULAR AND HANDICAP ACCESSIBLE) TO INCLUDE DELIVERY AND SET-UP AT SPECIFIC LOCATIONS	\$10,000.00	\$0.00	12 Months	N/A	N/A	N/A	FEDERAL
2015	PO513624	C12751-V2	AMERICAN BUSINESS SUPPLIES	6558525:FRAMES, MOUNTING, FOR OVERHEAD PROJECTION	\$753.74	\$0.00	12 Months	Y	N/A	N/A	FEDERAL
2015	PO513728	N/A	CLEAN HARBORS	9102737:GARBAGE/TRASH REMOVAL SERVICES FOR OHIO DEVELOPMENTAL CENTERS	\$5,000.00	\$0.00	12 Months	N/A	N/A	N/A	FEDERAL
2015	PO513736	N/A	TYCO FIRE & SECURITY (US) MGT.	7308600:Telephone Line Monitoring Systems	\$7,740.00	\$0.00	12 Months	N/A	N/A	N/A	FEDERAL
2015	PO514190	N/A	K2SHARE, LLC	9203120:INSTALLATION AND MAINTENANCE OF AUTOMATED LIBRARY EQUIPMENT	\$76,725.00	\$51,150.00	12 Months	N/A	N/A	N/A	FEDERAL
2015	PO514866	DCTO-2008-C-0135	OST, INC.	ITSA - FY15 - HSEMA - SYSTEM ADMIN LEVEL 1	\$57,270.00	\$0.00	12 Months	Y	N/A	N/A	FEDERAL
2015	PO515310	C12770-V2	METROPOLITAN OFFICE PRODUCTS	6157210:PLANNER/ORGANIZER, COMPLETE SET, DATED, ORIGINAL MATERIAL	\$5,000.00	\$0.00	12 Months	Y	N/A	N/A	FEDERAL
2015	PO515611	N/A	IMTECH CORPORATION	9203120:INSTALLATION AND MAINTENANCE OF AUTOMATED LIBRARY EQUIPMENT	\$8,611.83	\$0.00	12 Months	N/A	N/A	N/A	FEDERAL
2015	PO515792	N/A	ZOHO CORPORATION	9204520:MAINTENANCE AND LICENSE AGREEMENT SERVICES, MICROCOMPUTER SOFTWARE	\$6,098.00	\$0.00	12 Months	N/A	N/A	N/A	FEDERAL
2015	PO515832	N/A	DICTION SALES AND SERVICES,	9204520:MAINTENANCE AND LICENSE AGREEMENT SERVICES, MICROCOMPUTER SOFTWARE	\$3,900.00	\$0.00	12 Months	N/A	N/A	N/A	FEDERAL
2015	PO515834	VA-140331-DELL	DELL COMPUTER CORP	2041308:ADAPTERS, COMPUTER CABLE	\$1,019.84	\$0.00	12 Months	N/A	N/A	N/A	FEDERAL

**FEMA**

NOV 23 2014

MEMORANDUM FOR: Anne L. Richards
Assistant Inspector General for Audits
Office of Inspector General (OIG)
Department of Homeland Security

FROM: David J. Kaufman 
Associate Administrator for
Policy, Program Analysis and International Affairs

SUBJECT: Federal Emergency Management Agency (FEMA) Response
to OIG-14-147 Final Report: "District of Columbia's
Management of State Homeland Security Program Grants
Awarded During Fiscal Years 2010 Through 2012"

Thank you for the opportunity to review and comment on OIG-14-147 Final Report: "District of Columbia's Management of State Homeland Security Program Grants Awarded During Fiscal Years 2010 Through 2012". The final report contains eleven (11) recommendations, of which, FEMA concurred with 11 of 11 recommendations. This memorandum serves as FEMA's written response to recommendations 3 through 11, which are resolved and open. Recommendations 1 and 2 are resolved and closed. Also contained in our response are target completion dates for each recommendation.

OIG Recommendation #3: We recommend that the Assistant Administrator, Grant Programs Directorate, require DC HSEMA to review and remove the outdated DHS sole source requirement included in its subgrantee's terms and conditions.

Response: Concur. FEMA will require District of Columbia Homeland Security and Emergency Management Agency (DC HSEMA) to update the terms and conditions of its subgrantee agreement to reflect the requirements of 44 CFR Part 13, particularly by removing the requirement for FEMA to review sole source procurements. FEMA requested that a copy of the revised subgrantee agreement from DC HSEMA be provided by February 28, 2015.

FEMA requests the recommendation be resolved and open until DC HSEMA provides an example.

Estimated Completion Date: February 28, 2015

OIG Recommendation #4: We recommend that the Assistant Administrator, Grant Programs Directorate, require DC HSEMA to ensure that a cost analysis is performed and included in sole source procurement justifications, according to Federal regulations.

Response: Concur. FEMA will require DC HSEMA to revise its subrecipient monitoring protocol to include a procedure for ensuring that subgrantees conduct a cost analysis for sole source procurement justifications as outlined in 44 CFR 13.36.

FEMA requests the recommendation be considered resolved and open until DC HSEMA provides the revised protocol by February 28, 2015.

Estimated Completion Date: February 28, 2015

OIG Recommendation #5: We recommend that the Assistant Administrator, Grant Programs Directorate, require DC HSEMA to ensure that subgrantees review and justify any sole source contract for each grant award performance period to ensure selection of the best and most effective goods and service.

Response: Concur. FEMA will require DC HSEMA to revise its subrecipient monitoring protocol to include procedures for ensuring that subgrantees follow the procurement requirements of 44 CFR Part 13, particularly for sole source justifications.

FEMA requests the recommendation be considered resolved and open until DC HSEMA provides the revised protocol by February 28, 2015.

Estimated Completion Date: February 28, 2015

OIG Recommendation #6: We recommend that the Assistant Administrator, Grant Programs Directorate, require DC HSEMA to direct subgrantees to establish and maintain property management records and policies in accordance with Federal requirements, conduct the required 2-year inventory inspections, and reconcile inventory inspection results with property records.

Response: Concur. In its letter, dated September 26, 2014, to the DHS Office of Inspector General, DC HSEMA noted that it provides sub-grantees with the required inventory management standards in their subgrantee agreements, subgrantee handbook, periodic training and during monitoring visits. However, to strengthen its internal controls, FEMA will require DC HSEMA to revise its subrecipient monitoring protocol to include specific procedures for ensuring that grantees establish and maintain property management records and policies in accordance with Federal requirements, conduct the required 2-year inventory inspections, and reconcile inventory inspection results with property records.

FEMA requests the recommendation be considered resolved and open until DC HSEMA provides the revised protocol by February 28, 2015.

Estimated Completion Date: February 28, 2015

OIG Recommendation #7: We recommend that the Assistant Administrator, Grant Programs Directorate, require DC HSEMA to monitor subgrantees to ensure compliance with property management requirements.

Response: Concur. FEMA will require DC HSEMA to revise its subrecipient monitoring protocol to include procedures for ensuring that grantees comply with property management requirements.

FEMA requests the recommendation be considered resolved and open until DC HSEMA provides the revised protocol by February 28, 2015.

Estimated Completion Date: February 28, 2015

OIG Recommendation #8: We recommend that the Assistant Administrator, Grant Programs Directorate, require DC HSEMA to implement procedures to ensure compliance with Federal requirements for personnel costs charged to Federal awards by requiring employees to prepare activity reports or timesheets signed by employees.

Response: Concur. FEMA will require DC HSEMA to provide evidence for procedures to ensure compliance with Federal requirements for personnel costs charged to Federal awards by requiring employees to prepare activity reports or timesheets signed by employees.

FEMA requests the recommendation be considered resolved and open until DC HSEMA provides such evidence by February 28, 2015.

Estimated Completion Date: February 28, 2015

OIG Recommendation #9: We recommend that the Assistant Administrator, Grant Programs Directorate, require DC HSEMA to verify that the personnel costs claimed against the FY 2011 UASI grant award were expended on inauguration activities by providing documentation that adequately supports the questioned \$1.3 million as valid charges to the FEMA award, or return to FEMA the amount not supported.

Response: Concur. FEMA will require DC HSEMA to verify the personnel costs claimed against the FY 2011 UASI grant award were expended on inauguration activities by providing documentation that adequately supports the questioned \$1.3 million as valid charges to the FEMA award, or return to FEMA the amount not supported.

FEMA requested that the recommendation be considered resolved and open until the actions are implemented

Estimated Completion Date: February 28, 2015

OIG Recommendation #10: We recommend that the Assistant Administrator, Grant Programs Directorate, require DC HSEMA to establish effective internal controls for documenting the review and approval of revisions made to Project Management Plans submitted by subgrantees.

Response: Concur. FEMA will require DC HSEMA to provide evidence to show that changes of Project Management Plans (PMP) are reviewed and approved by the Urban Area Working Group (UAWG). If such process does not exist, FEMA requires DC HSEMA to establish protocols that includes the review and approval of PMP's by the UAWG.

FEMA requested that the recommendation be considered resolved and open until the actions are implemented.

Estimated Completion Date: February 28, 2015

OIG Recommendation #11: We recommend that the Assistant Administrator, Grant Programs Directorate, require DC HSEMA reevaluate its monitoring and oversight efforts to ensure subgrantees are submitting valid information in reports and adhering to internal policies and procedures.

Response: Concur. FEMA will require DC HSEMA to provide evidence that it reevaluates its monitoring and oversight efforts to ensure subgrantees are submitting valid information in reports and adhering to internal policies and procedures. DC HSEMA must provide such evidence to FEMA by February 28, 2015.

FEMA requests that the recommendation be considered resolved and open until the actions are implemented.

Estimated Completion Date: February 28, 2015

Thank you again for the opportunity to comment on OIG-14-147 Final Report: "District of Columbia's Management of State Homeland Security Program Grants Awarded During Fiscal Years 2010 Through 2012" and for the work that you and your team have done to better inform us throughout this audit so that we may enhance the program's overall effectiveness. Please direct any questions regarding this response to Gary McKeon, FEMA's Audit Liaison Office Division Director. His contact number is 202-646-1308.

Q28 HSEMA

HSEMA Database List				
Type	Description	Age	Upgrades	Public (Y/N)
MS SQLServer	Production WebEOC database. Application front end is utilized by district agencies and public agencies during events.	9 years	none	N
MS SQLServer	Database for Citywide CCTV Camera system integrated environment	4 years	none	N
MS SQLServer	Redundant Database for Citywide CCTV Camera system integrated environment	4 years	none	N
MS SQLServer	Cluster Database for Citywide CCTV Camera system integrated environment	1 years	none	N
MS SQLServer	Production database for HSEMA Training Tracking system. Application front end available to public.	4 years	none	Y
MS SQLServer	Production database for HSEMA Destiny Risk Orientation system. Application front end available to DC Employees.	2 years	none	N
PostgressSQL	Database for the NCR Situtational Awareness Dashboard. For Regional partner agency access, not public users.	2 years	none	N



Homeland Security and Emergency Management Agency HSEMA (BNO)

MISSION

The mission of the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) is to support and coordinate homeland security and emergency management efforts, ensuring that the District of Columbia's all-hazards emergency operations are prepared to protect against, plan for, respond to, and recover from natural and man-made hazards.

SUMMARY OF SERVICES

HSEMA plans and prepares for emergencies, coordinates emergency response and recovery efforts, provides training and conducts exercises for emergency first responders, employees and the public, provides emergency preparedness information to the public, and disseminates emergency information.

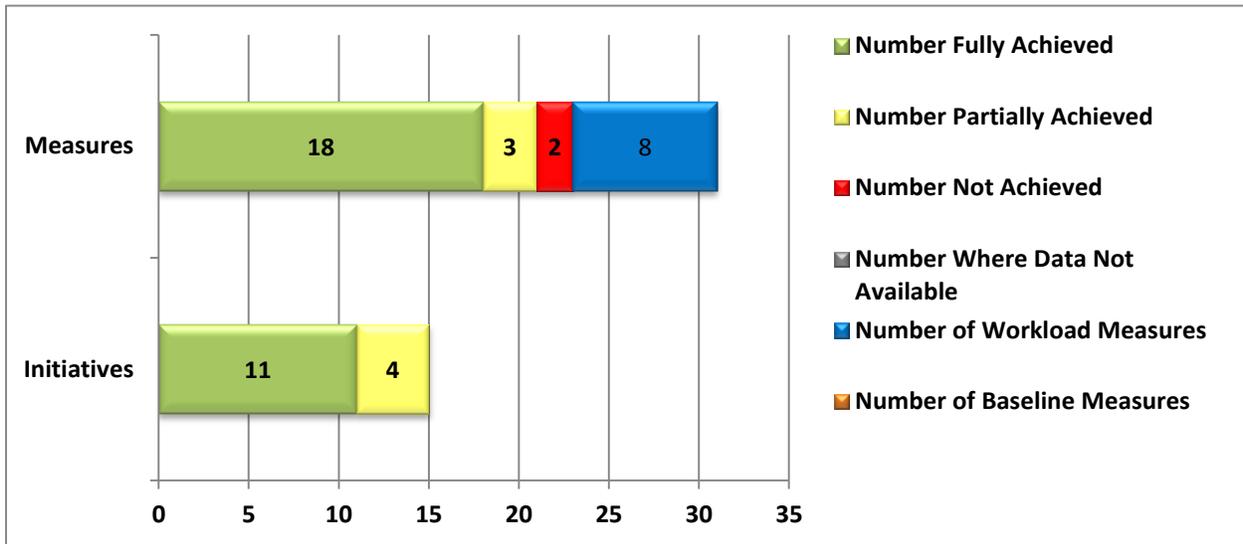
ACCOMPLISHMENTS:

- ✓ Created and implemented the District Preparedness System, a comprehensive planning and preparedness system.
- ✓ Hosted and participated in a two day functional hurricane exercise 3.
- ✓ Conducted the second Logistics Capability Assessment Tool.

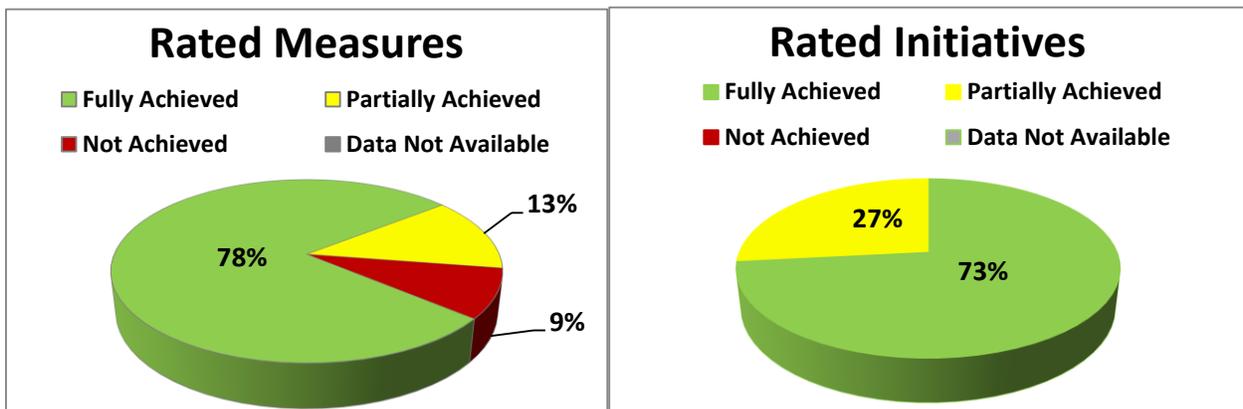


OVERALL AGENCY PERFORMANCE

TOTAL MEASURES AND INITIATIVES



RATED MEASURES AND INITIATIVES



Note: Workload and Baseline Measurements are not included

Default KPI Rating:	
>= 100%	Fully Achieved
75 - 99.99%	Partially Achieved
< 75%	Not Achieved



Performance Initiatives – Assessment Details

Performance Assessment Key:



Fully achieved



Partially achieved



Not achieved



Data not reported

Agency Management

OBJECTIVE 1: Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled.

INITIATIVE 1.1: Build agency capacity and capability by establishing agency wide professional development requirements.

- **Fully achieved:** This initiative sought to develop comprehensive training requirements for HSEMA employees by aligning District training requirements, agency performance measurements, federal grant requirements (i.e., National Incident Management System and Stafford Act), Emergency Management Accreditation Program, and the FEMA Qualification System. Although this initiative has been completed, implementation remains an ongoing process.

INITIATIVE 1.2: Create employee handbook, which provides guidelines for new employees and benchmarks for current staff.

- **Partially achieved.** HSEMA has created an initial draft of the employee handbook as well as developed a new system for creating, reviewing, and disseminating proposed policies, procedures, and forms. The new system allows for a consistent streamlined approach to policy creation and has resulted in the dissemination of a new information technology, Freedom of Information Act, and social media policies. A finalized employee handbook will be completed by June 2015.

OBJECTIVE 2: Ensure that the District of Columbia's overall homeland security objectives are addressed as part of the NCR Urban Area Security Initiative homeland security grant awards decision-making process.

INITIATIVE 2.1: Advance HSEMA to be the focal point for regional information sharing and operations in the National Capital Region (NCR).

- **Fully achieved.** HSEMA facilitated the creation of and is the executive sponsor for the National Capital Region (NCR) Information Collection & Coordination Center (IC3). The primary mission of IC3 will be maintaining regional situational awareness within the NCR by monitoring emerging incident or potential incidents that have regional operational consequences, and providing prompt notification to relevant partners. In FY 2015, HSEMA will facilitate the integration of the IC3 which will be operating out of the Joint All Hazard Operations Center. The IC3 will maintain a 24 hour, 365 day, all -hazard regionally focused watch capability.

Homeland Security Grants

OBJECTIVE 1: Improve the District's and the Region's administration of grant funding for preparedness, response, and recovery capabilities.

INITIATIVE 1.1: Improve the competitiveness of District agencies in receiving Urban Area Security Initiative grants by providing technical assistance.

- **Fully achieved:** The DC Emergency Response System Program Management Office (PMO) was established in 2014 to work in conjunction with the SAA to provide technical assistance to agencies in the management and execution of projects funded with grants from the Urban Area Security Initiative and the State Homeland Security Program. The PMO coordinated with District sub



grantees and the NCR PMO to ensure that all project management issues were addressed, and each project was appropriately prepared for execution when grant funding was received. In 2014, the District received a larger share of UASI funding than it had in recent years.

INITIATIVE 1.2: Improve on risk-based approach to selection of grant proposals.

Fully Achieved: In 2014, the DCERS PMO worked with public safety agencies throughout the District to update the District's Homeland Security and Emergency Management Strategy, and developed the District's first Playbook to guide implementation of its strategic goals and objectives. Building upon the risk based approach established in 2013; the Playbook aggregates the threat and hazard information from the DC THIRA, the NCR THIRA, the District Hazard Vulnerability Assessment, and AARs from incidents and exercises throughout the year. Working with newly established prioritization processes, the DCERS will utilize this consolidated data set to determine the grant investments that will most efficiently close the identified gaps in District preparedness and move the City towards its strategic goals and objectives.

Operations Division

OBJECTIVE 1: Ensure a common operating picture during emergencies to facilitate informed decision-making and response.

INITIATIVE 1.1: Integrate the Joint All Hazard Operation Center (JAHOC) and the Washington Regional Threat Analysis Center (WRTAC) into the new Emergency Operation Center (EOC)/Incident Command Structure (ICS).

Fully Achieved: The JAHOC and WRTAC have established SOPs that guide interaction in both steady and active states. Additionally, the WRTAC developed a portfolio of products and services that it will provide to the JAHOC and EOC during activations. This portfolio was integrated into the FY14 update of the District Response Plan.

INITIATIVE 1.2: Improve disaster logistics capability for the District Government.

Fully achieved: HSEMA hosted and lead District agencies in using the national LCAT. FEMA commended the District for being a national example for leading an LCAT program.

INITIATIVE 1.3: Refine a method for operationalizing social media information pertaining to disasters, emergencies, and events in the District and NCR.

Partially achieved: The District is currently developing a Crisis Communication Plan that will include protocols to review and analyze social media information to visualize spikes and prevalent themes in social conversations, which will contribute to relief and response actions during emergency events in the District and NCR.

OBJECTIVE 2: Coordinate and integrate all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from disasters.

INITIATIVE 2.1: Improve Emergency Operation Center (EOC) performance through the continued implementation of the Incident Command System (ICS).

Fully achieved: The District has identified training requirements and a yearly training plan for HSEMA and emergency liaison officers. A number of training activities were conducted based on EOC positions, scenarios, and recommendations from after-action reports including additional training with the Federal Emergency Management Agency Incident Management Assistance Teams. Specifically, the EOC ICS structure was implemented during the East Coast CATEX Power Restoration Functional Exercise, the HSEMA & FEMA Region III IMAT Transition and Coordination Workshop, Hurricane Exercise Series Tabletop Exercise and Functional Exercise, and the African Summit No-Notice Drill.



Plans and Preparedness

OBJECTIVE 1: Est., promulgates, and institutionalize a standard prep. plan. system that delineates the structure, plans, process, and personnel needed to effectively execute the Districts prep. Planning activities.

INITIATIVE 1.1: Institute a District-wide emergency preparedness organization that promotes interagency coordination and collaboration that integrates the EPC and creates preparedness standing and working committees.

Fully achieved: HSEMA stood up the District of Columbia Emergency Response System (DCERS) Committee along with individual mission area subcommittees. DCERS meets monthly to discuss strategies, set priorities, and provide input and guidance to relevant City departments and agencies on issues of emergency preparedness. The creation of DCERS is a key element of the new District Preparedness System, which aligns the District's preparedness operations with those of its regional partners, allowing for streamlined integration with regional emergency response system groups and positioning the District of Columbia to contribute to the preparedness of the region in a coordinated manner.

INITIATIVE 1.2: Develop and/or update all-hazard prep. Plans that adhere to District, federal, and regional doctrine, generally accepted emergency management standards, principles, and best practices (SDCPA CE2.2)

Partially achieved: In FY 2014, HSEMA began the development of the District Preparedness System (DPS), which will be completed over the next several years. The DPS will define and develop supporting plans to address all-hazards response, recovery, mitigation, prevention, and protection (including hazard mitigation plans that deal with climate-related events such as extreme heat, storms and floods) and enhance operational efficiency through effective planning and management of key initiatives, assets and resources. The governing documents that outline the structure of the DPS are in their final stages of development including the District of Columbia Homeland Security and Emergency Management Strategy and Playbook as well as the District Preparedness System Framework. During FY 2015, HSEMA will continue to refining and complete several key operational plans including a Crisis Communication Strategy, Mass Care Planning guidance, an Evacuation Plan, and a Damage Assessment Plan.

OBJECTIVE 2: Identify the District's greatest risks, prioritize our prep. efforts according to those risks, and enhance capabilities that address the risks through the engagement of partners when appropriate.

INITIATIVE 2.1: : Provide technical assistance to District agencies as they conduct annual reviews, updates, training, and exercise of their agency continuity of operation plans (COOP).

Fully achieved: HSEMA completed outreach to all District Agencies and the City Council by phone, email and/or during planning meetings. Overall, 81 different outreach initiatives were completed to review, exercise, and train on District COOP plans.

INITIATIVE 2.2: Engage all partners in the East Coast CATEX Power Restoration exercise series.

Fully Achieved: In conjunction with District and regional partners, HSEMA stood up the Emergency Operations Center EOC for a partial activation in support of the CATEX exercise series on October 29, 2013. The exercise focused on Pre-incident Fleet Movement Coordination/Reconciliation, response and Post Incident Coordination. The exercise evaluated the role of the Electric Utility Liaison Officer (ELO) and operational information flow. Additional areas of focus for the District included: identification of critical infrastructure/key resources (CIKR) in advance of a catastrophic hurricane event; identification of potential resources for power restoration and recovery and



identification of current disaster declaration policies and coordination protocols pertaining to power restoration within the District of Columbia.

OBJECTIVE 3: Ensure compliance with Homeland Security Exercise and Evaluation Program (HSEEP) requirements and the National Incident Management System (NIMS).

INITIATIVE 3.1: HSEMA will develop and maintain a progressive exercise program consistent with the National Exercise Program base plan.

Fully Achieved: HSEMA completed the following exercises in FY 2014: October 28-29, 2013 - East Coast CATEX Power Restoration Functional Exercise (FE); January 28, 2014 - HSEMA & FEMA Region III IMAT Transition and Coordination Workshop; April 23, 2014 - HSEMA Hurricane Exercise Series Tabletop Exercise (TTX); June 4-5, 2014 - Hurricane Exercise Series Functional Exercise (FE); August 4, 2014 - HSEMA African Summit No-Notice Drill; July 22, 2014 - EMI Stadium and Arena Virtual Tabletop Exercise (VTTX); and September 17, 2014 – Command and Control Table Top Exercise (TTX). Due to scheduling conflicts with key participating District stakeholders, the Command and Control Full Scale Exercise scheduled for September 2014 was conducted in October 2014.

OBJECTIVE 4: Increase awareness to the public and District agencies on community preparedness, resiliency and emergency management.

INITIATIVE 4.1: Develop Ward Ambassador Program that aligns HSEMA employees with each Ward.

Partially achieved: HSEMA is developing the Ward Ambassador Program which will create a stronger relationship between the Agency and the Ward communities to allow quicker, more efficient response and recovery in the event of a man-made or natural disaster. Currently, initial drafts of the Ward Ambassador Program Implementation Plan and a Community Outreach Standard Operation Procedure have been completed. The Ward Ambassador will be completed by March 2015.


Key Performance Indicators – Details
Performance Assessment Key:

● Fully achieved
 ● Partially achieved
 ● Not achieved
 ● Data not reported
 ● Workload Measure

	KPI	Measure Name	FY 2013 YE Actual	FY 2014 YE Target	FY 2014 YE Revised Target	FY 2014 YE Actual	FY 2014 YE Rating	Budget Program	
Agency Management									
	●	1.1	Percentage of documents reviewed by Executive Secretariat for compliance of Agency policy within 48 business hours	90%	95%		97.73%	102.87%	Agency Management
	●	2.1	Number of emergency preparedness media or public information messaging plans completed	NA	12		17	141.67%	Agency Management
	●	2.2	Percent increase of recipients of DC Alerts	7.02%	3%		1.01% ¹	33.62%	Agency Management
Operations Division									
	●	1.1	Number of District special events supported each quarter	46	4		55	1375%	Operations
	●	1.2	Number of unannounced tests of the Emergency Alert System completed annually	366	365		1001	274.25%	Operations

¹ Please note that in FY14, the Alert DC system was changed causing dormant users to be purged from the system. There was a consistent addition of new users but the number of overall users changed due to the purging.



	KPI	Measure Name	FY 2013 YE Actual	FY 2014 YE Target	FY 2014 YE Revised Target	FY 2014 YE Actual	FY 2014 YE Rating	Budget Program
●	2.1	Number of Emergency Liaison Officer contact information validated and/or updated quarterly	114	100		205	205%	Operations
●	2.2	Number of HSEMA Operations Center System Checklist Tests	1098	1095		1298	118.54%	Operations
●	2.3	Number of system tests of the HSEMA Operations Center COOP Site	119	100		180	180%	Operations
●	2.4	Percent of WAWAS participants who comply with daily roll call system tests.	NA	90%		92.01%	102.23%	Operations
●	2.5	Percentage of WRTAC analytic products on the WRTAC production plan that are completed answering a Key Stakeholder Standing Information Need (SIN), special request or a DHS Homeland Security SIN	NA	90%		97.98%	108.87%	Operations



	KPI	Measure Name	FY 2013 YE Actual	FY 2014 YE Target	FY 2014 YE Revised Target	FY 2014 YE Actual	FY 2014 YE Rating	Budget Program	
Plans and Preparedness									
	●	1.1	Number of critical infrastructure program outreach meetings, seminars, workshops to Critical Infrastructure Key Resource (CIKR) partners.	39	20		28	140%	Plans and Preparedness
	●	1.2	Number of reviewed and/or updated HSEMA plans annually	40	25		44	176%	Plans and Preparedness
	●	1.3	Percentage of HSEMA corrective action items in after action reports successfully addressed in compliance with HSEEP.	100%	100%		42.96%	42.96%	Plans and Preparedness
	●	2.1	Number of outreach initiatives to District government agencies regarding COOP plan review, exercise, and training.	71	80		81	118.54%	Plans and Preparedness
	●	3.1	Number of exercises completed in compliance with FEMA Emergency Management Performance Grants (EMPG) Program Guidelines.	8	3		11	366.67%	Plans and Preparedness



	KPI	Measure Name	FY 2013 YE Actual	FY 2014 YE Target	FY 2014 YE Revised Target	FY 2014 YE Actual	FY 2014 YE Rating	Budget Program
●	3.2	Percentage of After Action Reports (AAR) completed after every exercise.	100%	100%		100%	100%	Plans and Preparedness
●	3.3	Percentage of all training classes and exercises compliant with National Incident Management System (NIMS) standards and guidelines.	100%	90%		92.86%	103.17%	Plans and Preparedness
●	3.4	Percentage of all training classes and exercises that incorporate requirements for the District special needs population.	100%	100%		100%	100%	Plans and Preparedness
●	4.1	Number of events attended by HSEMA Outreach Division.	274	55		228	414.55%	Plans and Preparedness
Homeland Security Grants								
●	1.1	Percentage of grant dollars spent within the timeframe of the grants	96.72%	100%		99.82%	99.82%	Homeland Security Grant
●	1.2	Number of audit exceptions reported in the annual DC Single Audit.	3	1		1	100%	Homeland Security Grant
●	1.3	Percentage of sub grants issued within 45 days of award receipt.	94.2%	90%		85.35%	94.83%	Homeland Security Grant



	KPI	Measure Name	FY 2013 YE Actual	FY 2014 YE Target	FY 2014 YE Revised Target	FY 2014 YE Actual	FY 2014 YE Rating	Budget Program	
	●	1.4	Number of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award.	20	25		24	96%	Homeland Security Grant
Agency Workload Measures									
	●	1.1	Number of Alert DC messages disseminated.	6,624	Target Not Required		5,694	Workload measure not rated	Agency Management
	●	1.2	Homeland security grant dollars managed	\$196,680,927	Target Not Required		\$188,119,910	Workload measure not rated	Agency Management
	●	1.3	Number of grant projects managed.	456	Target Not Required		390	Workload measure not rated	Agency Management
	●	1.4	Number of special events that have been processed by the Mayor's Special Events Task Group (MSETG).	91	Target Not Required		109	Workload measure not rated	Agency Management
	●	1.5	Number of partial and full Emergency Operations Center activations	42	Target Not Required		13	Workload measure not rated	Agency Management
	●	1.6	Number of Heat Emergency Plan Activations.	17	Target Not Required		31	Workload measure not rated	Agency Management
	●	1.7	Number of trainings provided to first responders, District employees, and the public.	36	Target Not Required		33	Workload measure not rated	Agency Management



	KPI	Measure Name	FY 2013 YE Actual	FY 2014 YE Target	FY 2014 YE Revised Target	FY 2014 YE Actual	FY 2014 YE Rating	Budget Program
●	1.8	Number of individuals trained at HSEMA.	953	Target Not Required		1,095	Workload measure not rated	Agency Management



FY 2015 PERFORMANCE PLAN
Homeland Security and Emergency Management Agency

MISSION

The Mission of the District of Columbia Homeland Security and Emergency Management Agency is to lead the planning and coordination of homeland security and emergency management efforts to ensure that the District of Columbia is prepared to prevent, protect against, respond to, mitigate, and recover from all threats and hazards.

SUMMARY OF SERVICES

HSEMA plans and prepares for emergencies; coordinates emergency response and recovery efforts; provides training and conducts exercises for emergency first responders, employees and the public; provides emergency preparedness information to the public; and disseminates emergency information.

PERFORMANCE PLAN DIVISIONS

- Planning and Preparedness
- Operations
- Finance / Administration and Homeland Security Grants
- Agency Management / Office of the Director

Planning and Preparedness Division

SUMMARY OF SERVICES

The Plans and Preparedness Division encompasses services including comprehensive planning, training and exercising, and disaster recovery, to promote resiliency in government agencies, our communities, and critical infrastructure. The Division utilizes a “whole community” approach to engage key stakeholders in developing plans and processes that support a robust emergency management system. Within Training and Exercise, HSEMA offers training courses, hazard and capabilities-based exercises, and plan validations that test and bolster individual and institutional readiness, in accordance with local, District, and national standards, including the National Incident Management System and Incident Command System. The Planning and Preparedness Division, is also responsible for the administration of post-disaster long-term recovery and mitigation programs to ensure District residents and businesses have sufficient support and resources to recover, rebuild and sustain critical operations in the aftermath of a disaster.

OBJECTIVE 1: Establish, promulgate, and institutionalize a standardized preparedness planning system that delineates the structure, plans, process, and personnel needed to effectively execute the District’s preparedness planning activities.

INITIATIVE 1.1: Continue implementation of District-wide emergency preparedness organization that promotes interagency coordination, integrates the Emergency Preparedness Council, and creates preparedness committees.

The District of Columbia Emergency Response System (DCERS) has been promulgated to facilitate effective emergency preparedness integration of multi-agency coordination



and collaboration. In 2015, HSEMA will refine the structures that support the DCERS. This will include the Mission Area Committees, sub-committees, and working groups that will be tasked with developing, implementing, and evaluating the initiatives and tasks outlined in the DCERS Play Book as well as the promulgation of District Preparedness System (DPS) Organization Charter.

Completion Date: September 2015.

INITIATIVE 1.2: Continue to develop and update all-hazard preparedness plans that adhere to District, federal, and regional doctrine, generally accepted emergency management standards, principles, and best practices.

In 2013, the District Preparedness Framework (Framework) and the Mission Area Base Plans, the District Response Plan and the District Recovery Plan, were finalized. In 2015, the following supporting documentation will be developed for the mission areas below:

- Framework: District Protection/Prevention Plan, District Mitigation Plan, District Preparedness Planning Toolkit, Information Integration and Governance White Paper, and SharePoint Site Governance Model.
- Protection/Prevention: District Protection/Prevention Base Plan, Critical Infrastructure and Key Resources (CIKR) Plan, and the Information and Intelligence Annex.
- Mitigation: Update the District All-Hazard Mitigation Plan and create the Enhanced Risk Assessment.
- Response: District Evacuation Plan, District Mass Care Plan, District Terrorism Plan, District Damage Assessment Plan, District Crisis Communications Plan, District Resource Management Plan, ESF Operational Plans, Military Support to Civil Authority Plan, and the Business Emergency Management Operations Center (BEMOC) Plan.
- Recovery: Operational Plan for standing up Recovery Steering Committee, develop SOPs, checklists, and other tools that support the Recovery Base Plan and Operational Plan, and Recovery Support Function (RSF) Operational Plans.

Completion Date: September 2016.

INITIATIVE 1.3: Strengthen our commitment to the Whole Community by updating and revamping our access and functional needs programing and planning efforts.

This initiative will involve dedicating a staff member to work exclusively on access and functional needs issues and programs related to emergency management including ensuring that the District Preparedness Program and all related plans are compliant with the Americans with Disabilities Act (ADA) and other vulnerable population considerations.

Completion Date: September 2015



OBJECTIVE 2: Identify the District’s greatest risks, prioritize our preparedness efforts according to those risks, and enhance capabilities that address the risks through the engagement of District, regional, federal and private sector partners when appropriate.

INITIATIVE 2.1: Provide technical assistance to District agencies as they conduct annual reviews, updates, training, and exercise of their agency continuity of operation plans (COOP).

This initiative will support the 80 District agencies responsible for updating their COOP plans annually, exercising the COOP, evaluating, and if necessary revising their COOP plans. HSEMA will provide technical support for each of the 80 agencies as they fulfill new requirements as stipulated in a Mayor’s Order issued in 2012.

Completion Date: September 2015.

OBJECTIVE 3: Ensure compliance with Homeland Security Exercise and Evaluation Program (HSEEP) requirements and the National Incident Management System (NIMS).¹

INITIATIVE 3.1: HSEMA will develop and maintain a progressive exercise program consistent with the National Exercise Program base plan.

The Homeland Security Exercise and Evaluation Program (HSEEP) and the NIMS constitutes national standards and recommended methodologies for all exercises and conduct of emergency operations. HSEMA will develop and maintain a progressive exercise and training program consistent with the Department of Homeland Security Federal Emergency Management Agency (FEMA) standards. Pursuant to the FEMA Emergency Management Performance Grant (EMPG) requirements, the annual exercise program will include no less than four exercises of any type and one full-scale exercise or major real world event subject to FEMA approval within a 12-month period.

Completion Date: September 2015.



KEY PERFORMANCE INDICATORS

Planning and Preparedness Division

Measures	FY 2013 Actual	FY 2014 Target	FY 2014 YTD	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of critical infrastructure program outreach meetings, seminars, workshops to Critical Infrastructure Key Resource (CIKR) partners	39	20	22	25	25	25
Number of reviewed and/or updated HSEMA plans annually	40	25	34	25	25	25
Number of outreach initiatives to District government agencies regarding COOP plan review, exercise, and training	71	80	69	80	80	80
Percent of HSEMA corrective action items in After Action Reports successfully addressed in compliance with HSEEP ²	100%	100%	40.88%	100%	100%	100%
Number of exercises completed in compliance with FEMA Emergency Management Performance Grants (EMPG) program guidelines	8	3	4	3	3	3
Percent of After Action Reports (AAR) completed after every exercise ³	100%	100%	100%	100%	100%	100%
Percent of all training classes and exercises compliant with National Incident Management System (NIMS) standards and guidelines	100%	90%	91.67%	90%	90%	90%
Percent of all training classes and exercises that incorporate requirements for the District's special needs population	100%	100%	100%	100%	100%	100%

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 YTD
Number of trainings provided to first responders, District employees, and the public ¹	44	36	24
Number of individuals trained at HSEMA	680	953	697

¹ Includes training provided to foster parents, children, senior groups, neighborhood associations, colleges and universities, Business Improvement Districts, faith-based organizations, and deaf and hard of hearing residents, etc.



Operations Division

SUMMARY OF SERVICES

The Operations Division provides situational awareness, logistical and resource support, and a field command operation to coordinate critical incident response, mitigation, and recovery to emergencies, severe weather conditions, disasters and other major events impacting quality of life. The Operations Division also provides a command and control element that supports District and Federal agencies during special events such as Independence Day on the National Mall, Capital Pride, and Presidential Inauguration, etc. The Operations Division manages the District's Emergency Operations Center (EOC), a central facility for command and control of emergency operations that coordinates interagency response to and recovery from major emergencies. The EOC works closely with Emergency Support Function agencies in preparation for and during EOC activations. On a day-to-day basis, the 24/7 Joint All Hazards Operation Center (JAHOC) within the EOC serves as the central hub of communications, processing information from a myriad of sources, analyzing and disseminating it to District, regional, Federal partners, businesses, and the public to create a common operating picture, and to provide relevant and useful information for taking protective actions.

Additionally, within the Operations Division is the Washington Regional Threat Analysis Center (WRTAC) which provides tactical and strategic intelligence (collection, analysis, and dissemination), to support District law enforcement agencies, other first responders, homeland security, emergency management, public health and the private sector. The WRTAC also provides intelligence support to deliberate and crisis planning, works to increase situational awareness, and provides real-time threat warning during operations for the EOC and the JAHOC, as well as to HSEMA and DC City Cabinet leadership.

OBJECTIVE 1: Ensure a common operating picture during emergencies to facilitate informed decision-making and response.

INITIATIVE 1.1: Finalize, socialize, and exercise the Field Operations Guide (FOG) and State Operations Guide (SOG).

HSEMA will implement the newly created District Response Plan (DRP), SOG, and FOG by engaging stakeholders through seminars, workshops, and tabletop, functional, and full scale exercises. At the completion of each phase of the exercise series and response to real-world events, the lessons learned will be integrated into the process, resulting in further refined plans.

Completion Date: September 2015

INITIATIVE 1.2: Improve disaster logistics capability for the District Government.

In 2014, HSEMA used the national Logistics Capability Assessment Tool (LCAT) to identify three priorities. As a result, in 2015, HSEMA will identify a full-time logistics staff member to begin the development a comprehensive tracking of commodities; conduct a series of Commodities Points of Distribution (CPOD) train the trainer classes to increase our training personnel cadre; and conduct a federal staging area training and CPOD training during the month of September 2015 with actual commodities distribution



to show the transition and the resources needed to conduct the moving from the FEMA staging to the locals staging area.

Completion Date: September 2015.

INITIATIVE 1.3: Refine crisis communication strategy that makes use of social media and other new technology.

This initiative will include the creation of a Crisis Communications Plan that will provide effective formal standard strategy and structure for a unified approach to managing accurate, timely, and critical communications to the public during emergencies or disasters.

Completion Date: September 2015.

INITIATIVE 1.4: Integrate National Capital Region (NCR) Information Collection & Coordination Center (IC3) into the JAHOC and EOC functions.

This initiative will facilitate the integration of the IC3 which will be operating out of the Joint All Hazard Operations Center (JAHOC). The IC3 will maintain a 24 hour, 365 day, all-hazard regionally focused watch capability. The primary mission of IC3 will be to provide regional situational awareness and monitor emerging incidents or potential threats, whether natural or manmade, with possible operational consequences to the surrounding jurisdictions. Additionally, HSEMA will finalize the IC3 standard operating procedure and integrate IC3 personnel into JAHOC operations. The overall objective of the IC3 will be to enhance information sharing and situational awareness among NCR partners.

Completion Date: September 2015

OBJECTIVE 2: Coordinate and integrate all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

INITIATIVE 2.1: Improve Emergency Operation Center (EOC) performance through the continued implementation of the Incident Command System (ICS).

In the next phase of the implementation of the ICS in the EOC, HSEMA will identify ICS training requirements and create a yearly training plan for HSEMA staff, emergency liaison officers, and the District's Executive Leadership. Training activities will be conducted based on EOC positions, scenarios, and recommendations from after-action reports to include additional training with the Federal Emergency Management Agency Incident Management Assistance Teams (IMAT).

Completion Date: September 2015.



KEY PERFORMANCE INDICATORS

Operations Division

Measures	FY 2013 Actual	FY 2014 Target	FY 2014 YTD	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of Emergency Liaison Officer contact information validated and/or updated quarterly ⁴	114	100	163	100	100	100
Number of District special events supported each quarter	46	4	33	4	4	4
Number of unannounced tests of the Emergency Alert System completed annually	366	365	819	365	365	365
Number of HSEMA Operations Center System Checklist Tests ⁵	1098	1095	749	1,095	1,095	1,095
Number of system tests of the HSEMA Operations Center COOP Site ⁶	119	100	108	100	100	100
Percent of WAWAS participants who comply with daily roll call system tests	0	90%	93.84%	90%	90%	90%
Percent of WRTAC analytic products on the WRTAC production plan that are completed answering a Key Stakeholder Standing Information Need (SIN), special request or a DHS Homeland Security SIN	N/A	90%	97.22%	90%	90%	90%

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 YTD
Number of partial and full Emergency Operations Center activation	8 ²	42	5
Number of Heat Emergency Plan Activations ³	25	17	12

² For FY12, HSEMA held full/partial activations during the following events: January 26th Severe snow storm, State of the Union- 1/12/12, DC Elections 4/13/12, IMF meeting demonstration (4/12 and 9/12), Independence Day (7/4/12), Derecho Storm (6/12-7/12), and 9/11 Anniversary (9/11/12).

³ Heat emergency plan is activated when the heat index (an accurate measure of how hot it feels when the effects of humidity are added to the high temperatures) reaches 95 degrees.



Finance / Administration and Homeland Security Grants Division

SUMMARY OF SERVICES

The Finance / Administration and Homeland Security Grants Division is responsible for financial management, procurement and serves as the State Administrative Agent for the federal homeland security grant programs that are awarded to the District of Columbia, and also for those grant programs awarded to the NCR, which encompasses neighboring counties in Maryland and Virginia. A regional policy advisory group and representatives from the District, Maryland and Virginia jurisdictions plan and coordinate the regional grant programs administered by the Division including the NCR Urban Area Security Initiative, Nonprofit Security Grant Program and Regional Catastrophic Planning Grant Program grant programs that are administered by the Homeland Security Grants Division. The Division is also responsible for several local grant programs awarded by the U.S. Department of Homeland Security including the State Homeland Security Program, Citizen Corps Program, Buffer Zone Protection Program, Emergency Management Performance Grant, Emergency Operations Center Grant, Public Safety Interoperable Communications Grant, and Interoperable Emergency Communications Grant Program.

The Division provides programmatic oversight to the numerous individual grant-funded homeland security projects in the District of Columbia and the NCR to ensure that the projects are making progress, meeting milestones, and comply with the applicable grant guidance. The Division tracks the financial status of sub-grants and authorizes reimbursement payments for the allowable expenses that these projects incur and provides programmatic and financial status updates for these grant programs to local and regional governance bodies. Finally, the Division is responsible for writing and submitting the annual grant applications for all local and regional homeland security grant programs.

OBJECTIVE 1: Improve the District's and the Region's administration of grant funding and management of grant funded projects for preparedness, response, and recovery capabilities.

INITIATIVE 1.1: Improve the competitiveness of District agencies in receiving Urban Area Security Initiative grants by providing technical assistance.

The State Administrative Agent and District of Columbia Emergency Response System (DCERS) Program Management Office (PMO) will provide technical assistance to District agencies to assist them with the management and reporting of their projects. The technical assistance will support agencies in creating defined metrics, allocating funding, meeting deadlines, achieving established goals and objectives, and improving other causes factored into the National Capital Region Scorecard.

Completion Date: September 2015.

Supervisor: Nicole Chapple

INITIATIVE 1.2: Improve on risk-based approach to selection of grant proposals.

Grant investments will be aligned to the goals, objectives, and initiatives established in the DC Homeland Security and Emergency Management Strategy and Playbook. The Strategy and Playbook were created based on the Threat Hazard Identification Risk



Analysis Report and after action reports, which incorporate a risk based approach for the election of grant funded initiatives. These goals will be organized by mission area, prioritized by the DC ERS, and tracked through established performance metrics to ensure progress towards the District's Homeland Security and Emergency Management goals.

Completion Date: September 2015.

KEY PERFORMANCE INDICATORS

Finance / Administration and Homeland Security Grants Division

Measures	FY 2013 Actual	FY 2014 Target	FY 2014 YTD ⁴	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of grant dollars spent within the timeframe of the grants	96.72%	100%	N/A	98%	98%	98%
Number of audit exceptions reported in the annual DC Single Audit ⁷	3	1	N/A	1	1	1
Percent of subgrants issued within 45 days of award receipt	94.20%	90%	N/A	90%	90%	90%
Number of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award ⁸	20	25	20	25	25	25

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 YTD
Homeland security grant dollars managed	\$268,284,524	\$196,680,927	\$180,431,070
Number of grant projects managed	518	456	471

⁴ The Finance/Administration and Homeland Security Grants Division KPIs are measured annually; as a result we do not have a YTD number.



Agency Management / Office of the Director

SUMMARY OF SERVICES

The Agency Management / Office of the Director is responsible for resource management, technology infrastructure, human capital development, accreditation process management, special events planning, public information and communications programs, community outreach, operations support, policy support, and executive direction to internal agency divisions. The office coordinates citywide incident command and control for the Executive, as well as provides leadership to the National Capital Region (NCR) as members of the NCR Senior Policy Group.⁹ HSEMA also maintains a strong outreach program designed to educate and equip community residents and businesses to deal with hazards and the potential for disasters.

HSEMA manages the administration of the Mayor's Special Events Task Group (MSETG), a body responsible for organizing the City's public safety planning efforts for events requiring interagency coordination. The organizers of proposed special events are required to present event proposals to the MSETG and receive the concurrence of the group prior to the issuance of permits or licenses by the permit-granting agencies. Additionally, HSEMA is responsible for the administration of the Community Events Funding Assistance Program. The fund provides limited financial assistance to District of Columbia community-based, nonprofit organizations that are engaged in programs fostering the development of quality activities in local communities. Funding is for the exclusive purpose of offsetting some of the costs of City services required for conducting special events, and is provided through direct reimbursement to City agencies providing public services.

OBJECTIVE 1: Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled.

INITIATIVE 1.1: Build agency capacity and capability by establishing agency wide professional development requirements.

HSEMA will continue to enhance its professional development process by establishing competency measurements for all employees that align with District training requirements, agency performance measurements, federal grant requirements (i.e., NIMS) and the Emergency Management Accreditation Program. In addition, HSEMA employees will achieve the competency standards set forth by FEMA for incident management teams utilizing the FEMA Qualification System through the District All Hazards Incident Management Team Certification/Credentialing Program. HSEMA will fully implement the performance management system consistent with HR chapter 14 regulations.

Completion Date: September 2016.

INITIATIVE 1.2: Continue refining employee handbook and policies.

This handbook will include human resource processes, acquisition processes, awards, safety measures, performance management and training requirements and schedule, employee conduct and rights. HSEMA will commit a staff member to provide human resources support and administrative guidance.

Completion Date: September 2015.



OBJECTIVE 2: Increase awareness to the public and District agencies on community preparedness, resiliency, and emergency management.

INITIATIVE 2.1: Develop Ward Ambassador Program that aligns HSEMA employees with each Ward.

HSEMA will continue the creation of resource books that catalog and map assets in each Ward and include comprehensive information on the neighborhoods, businesses and residents. Additionally, HSEMA will assign each HSEMA team member to a Ward in order to facilitate and create relationships with Ward residents, community leaders, business and local organizations. These relationships and resource books will assist in more quickly responding to and recovering from emergency incidents.

Completion Date: September 2015.

OBJECTIVE 3: Ensure that the District of Columbia's overall homeland security objectives are addressed as part of the National Capital Region Urban Area Security Initiative homeland security grant awards decision-making process.

INITIATIVE 3.1: Work with the National Capital Region (NCR) ERS to improve funding opportunities for the District.

Through the NCR ERS, the DCERS will work with the regional Emergency Response System committees of Northern Virginia and Maryland, to optimize funding opportunities and promote regional preparedness in alignment with the goals and priorities of the District.

OBJECTIVE 4: Oversee the implementation of agency-wide priorities.

INITIATIVE 4.1: Conduct agency sustainability assessment using OCA approved criteria developed by DDOE and OP in accordance with Mayor's Order 2013-209 (Sustainable DC Governance Goal 1, Action 1.2; Built Environment Goal 3)

Within one hundred twenty (120) days after the City Administrator approves sustainability assessment criteria developed jointly by the District Department of the Environment and the Office of Planning, each agency head subject to the authority of the mayor shall use the criteria to evaluate the sustainability of their respective operations in accordance with the requirements of Mayor's Order 2013-209, the Sustainable DC Transformation Order, and submit to his or her responsible Deputy Mayor and the Office of the City Administrator the results of the agency's internal assessment.

Completion Date: April 2015



KEY PERFORMANCE INDICATORS

Agency Management / Office of the Director

Measures	FY 2013 Actual	FY 2014 Target	FY 2014 YTD	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent increase of recipients of DC Alerts	7.02%	3%	1.22%	3%	3%	3%
Percent of documents reviewed by Executive Secretariat for compliance of Agency policy within 48 business hours	Baseline	95%	97.37%	95%	95%	95%
Number of emergency preparedness media or public information messaging plans completed	Baseline	12	15	12	12	12
Number of community outreach events attended by HSEMA	274	150	182	150	150	150

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 YTD
Number of Alert DC messages disseminated	5,770	6,624	4,508
Number of special events that have been processed by the Mayor's Special Events Task Group	102	91	76

¹ HSEEP is a capabilities and performance-based exercise program, which provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning. HSEEP Policy and Guidance is presented in detail in HSEEP Volumes I-III, US Department of Homeland Security. Adherence to the policy and guidance presented in the HSEEP Volumes ensures that exercise programs conform to established best practices and helps provide unity and consistency of effort for exercises at all levels of government. https://hseep.dhs.gov/pages/1001_About.aspx.

² The Planning and Preparedness Division will review and examine each HSEMA corrective action to ensure that corrective actions are valid and appropriate for implementation. Corrective actions may be implemented as part of a short term or long-term strategy, or tabled until resources are available.

³ The AARs may be a short AAR, Summary with Evaluations, Quick look, or full AAR depending on depth and breadth of exercise.

⁴ This key performance indicator responds to DC Auditor Report (March 3, 2009) recommendation that HSEMA should regularly track and update the lists of Emergency Liaison Officers (ELOs).

⁵ Operations Division performs tests on the following systems three times daily: HMARS, RITTIS Login, TTDY, EMNET, RICCS, RSAN, Alert DC, Maryland Circuit, DCIO1 Radio Drop, WAWAS, NAWAS, DCFD Radio, MPD Radio, Conference Call System, Desk Telephone, WebEOC Login, HSEMA TAC1 800 Radio Group, Fax Machine, HSEMA Computer Monitors, Security Cameras/ Monitors, Copier Machine, Hotlines, Activu System, HSEMA Clocks.

⁶ This key performance indicator responds to Mayor's Order 2012-61 (April 27, 2012), which mandates that each District of Columbia cabinet-level agency shall create or update their Continuity of Operations Plan (COOP), update the plan annually, exercise the COOP annually, evaluate, and if necessary, revise the COOP.

⁷ DHS grants are audited annually in the District of Columbia's Single Audit of federal grant expenditures; it can be concluded that the fewer number of audit exceptions reported is an indicator of stronger management and oversight by HSEMA.

⁸ Pursuant to 11.4 of the Grants Manual and Source Book all District agencies must complete monitoring reports. All District agencies should be in compliance with this standard. The standard is 100%. This measure was previously tracked as a percentage, but did not accurately reflect the progress of HSEMA and tracking has been changed to raw numbers starting in FY13. This action has been approved by the Office of the City Administrator.

⁹ The National Capital Region (NCR) Senior Policy Group is comprised of homeland security and emergency management representatives from the District, Maryland and Virginia. They coordinate the regional Urban Area Security Initiative and other homeland security grants awarded to the NCR by the Department of Homeland Security. (Not in budget book.)

GOVERNMENT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2012-82
June 15, 2012

SUBJECT: Re-establishment – Mayor's Emergency Preparedness Council (EPC)

ORIGINATING AGENCY: Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by Section 422(2) of the District of Columbia Home Rule Act, as amended, 87 Stat. 790, Pub. L. 93-198, D.C. Code 2001 § 1-204.22(2) (2011 Supp.), and the District of Columbia Public Emergency Act of 1980, as amended, D.C. Law 3-149, D.C. Official Code § 7-2301 *et seq.* (2011 Supp.), it is hereby **ORDERED** that:

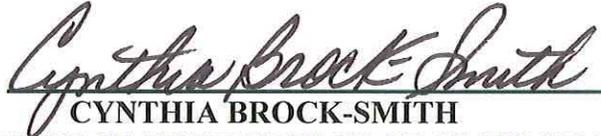
1. The Emergency Preparedness Council (“EPC”) shall continue to operate and serve the District of Columbia, to continually re-examine the overall state of emergency and disaster readiness of the District of Columbia, to provide a consistent network of District agency expertise to make the District of Columbia Government a national leader in comprehensive emergency management and homeland security, and to make recommendations on improving District planning for, response to, and recovery from emergency and disaster events as well as emerging threats.
2. The EPC shall consist of the chief executives of those agencies and departments that have a direct or indirect role in planning for, responding to, or recovering from a major emergency or disaster affecting the District of Columbia, as identified in the District Response Plan (“DRP”) and its sixteen Emergency Support Functions (“ESFs”).
3. The EPC shall be co-chaired by the Director of the Homeland Security and Emergency Management Agency (“HSEMA”) and the Deputy Mayor for Public Safety and Justice. The Chairperson of the D.C. Council and the Chairperson of the D.C. Council Committee on the Judiciary shall also be full members of the EPC.
4. The EPC shall be made up of representatives from those District agencies that have primary and support responsibilities for each specific Emergency Support Functions (“ESFs”) as listed in the District Response Plan. Each agency director shall ensure that his or her department is represented at all EPC meetings.
5. Membership: The following officials of the Government of the District of Columbia shall serve as members of the EPC:

- a. Regular Members:
 - Mayor
 - City Administrator
 - Deputy Mayor for Public Safety and Justice
 - Deputy Mayor for Health and Human Services
 - Chief Financial Officer
 - Director, Homeland Security and Emergency Management Agency
 - Attorney General for the District of Columbia
 - Chief, Metropolitan Police Department
 - Fire Chief, Fire & Emergency Medical Services Department
 - Chief Medical Examiner
 - Director, Department of Health
 - Director, Department of Human Services
 - Director, Department of Consumer and Regulatory Affairs
 - Chief Technology Officer
 - Director, Serve DC
 - Chief Procurement Officer
 - Director, Executive Office of Communications
 - Director, Office of Unified Communications
 - Director, Department of General Services
 - Director, Department of Public Works
 - Director, District Department of Transportation
 - Chair, Committee on the Judiciary, Council of the District of Columbia
 - b. Ex-Officio Members:
 - Commanding General, D.C. National Guard
 - Deputy Mayor for Planning and Economic Development
 - Deputy Mayor for Education
 - Local Administrator of the Emergency Medical Services for Children (“EMSC”) Grants
6. From time to time the EPC shall also invite business associations, schools and universities, civic and community organizations, and other local and regional representatives, as well as Federal agencies that would normally provide support to the District under the Federal Response Plan (FRP) to participate in the EPC. Examples include the American Red Cross, DC Hospital Association, DC Consortium of Colleges and Universities, Business Improvement Districts and other organizations identified by the EPC.
 7. The EPC shall convene a minimum of once every quarter for the purpose of discussing issues, resolving problems and providing input and guidance to city departments and agencies on issues of emergency preparedness.

8. The District of Columbia Homeland Security and Emergency Management Agency is responsible for conducting annual emergency preparedness exercises. HSEMA also produces after-action reports for each exercise. The EPC shall review HSEMA's after-action reports and identify any policies and programs to improve the District's overall state of readiness to respond to any major emergency or disaster.
9. Based on need, the EPC may further divide into smaller working groups by common function or area of expertise to discuss and resolve issues of common concern and report to the EPC as a whole.
10. The EPC shall periodically review the DRP and identify potential changes to revise the DRP.
11. The EPC may at any time identify significant emerging emergency management issues in the District of Columbia and make recommendations to the Mayor, individual District agencies or the D.C. Council, where appropriate.
12. This Order supersedes Mayor's Orders 2002-1 and 2003-121 and any other previous Mayor's Orders to the extent of any inconsistency therein.
13. **EFFECTIVE DATE:** This Order shall become effective immediately.



VINCENT C. GRAY
MAYOR

ATTEST: 

CYNTHIA BROCK-SMITH
SECRETARY OF THE DISTRICT OF COLUMBIA



Government of the District of Columbia Community Events Funding Assistance Program

I. PURPOSE

It is the purpose of the Community Events Funding Assistance Program (CEFAP) to provide limited financial assistance to District of Columbia community-based nonprofit organizations that are engaged in programs fostering the development of quality activities in the communities of the District of Columbia, in conducting special events on public roadways under the jurisdiction of the District of Columbia and processed through the Mayor's Special Events Task Group. Funding is for the exclusive purpose of offsetting some of the costs of city services required for conducting such special events, and will be provided through direct reimbursement to city agencies providing public services that are necessary to protect public health and safety, as determined by relevant city agencies.

The District of Columbia recognizes that such special events contribute to the spirit and vitality of the city while reflecting the city's diverse and rich heritage, through the creation of unique venues for expression and entertainment that are not normally provided as a part of governmental services. The District of Columbia also recognizes that tax-exempt nonprofit organizations that benefit the community are central to the quality of life in the District and that such organizations often develop the resources to provide essential services to the residents of the District through conducting special events. In order to expand the access of all its residents to a wide range of cultural experiences, the District of Columbia will provide funding assistance to local community-based non-profit organizations incorporated in the District of Columbia in support of events meeting the requirements of and successfully processed through the Mayor's Special Events Task Group.

II. DEFINITION

For the purpose of the Community Events Funding Assistance Program, a community event is defined as a planned time of public celebration honoring some happening, fact, or concept marked by special observance, and featuring a program of cultural, historical, or neighborhood significance.

III. ELIGIBILITY CRITERIA

The program provides funding for reimbursable city special event user fees to established 501(c)(3) organizations incorporated in the District of Columbia that serve District of Columbia residents with year-round programs and services, and can demonstrate a record of programmatic and administrative stability. Funding eligibility will be based on the following:

- Applicant organization must be officially recognized by the IRS as having a non-profit status under Section 501(c) (3) of the Internal Revenue Code at the time of application.
- Applicant organization must be incorporated in the District of Columbia at the time of application.
- Applicant organization must be the primary financial administrator and event producer.
- Applicant organization must have been in active service to the public in the District of Columbia for at least one year prior to the date of application.
- Applicant organization must have its principal office base of operations and the actual event must be produced in the District of Columbia.
- Applicant organization must have no outstanding debts (i.e., special event user fees, permit fees, application fees, etc.) with any entity of the Government of the District of Columbia.

- Applicant organization must be in compliance with the District's Clean Hands Certification Act, having no outstanding debts (i.e., fines, fees, penalties, taxes, assessed interest, etc.) payable to the District of Columbia.
- Applicant organization must be in good standing with the Corporations Division at the time of application.
- Funds provided through the program are only available for reimbursement of city services for events held on public roadways under the jurisdiction of the District of Columbia and successfully processed through the Mayor's Special Events Task Group. District agencies will determine the level of city services required to safely and effectively administer special events to cover the costs to the District for providing police, fire, and other public services that are necessary to protect public health and safety.
- Applicant organization must demonstrate cultural, historical, and/or neighborhood significance of event.
 - Neighborhood events: events that are held in and highlight the neighborhoods of the District of Columbia.
 - Cultural/historical events: events that highlight the District of Columbia's cultural diversity and/or historical significance.
- Event must have conditional approval from the Mayor's Special Events Task Group.
- Events that are held for or in aid of any religious sect, church creed, or sectarian purpose will not be eligible for funding.
- Events that are conducted solely as fundraisers or include the charge of an entrance or admission fee will not be eligible for funding.
- Events that are held for or in aid of any political advocacy efforts whether for or against a political candidate, ballot measure, or bill will not be eligible for funding.
- Events that are not open to the public will not be eligible for funding.

IV. FUNDING CRITERIA

The following funding criteria will be applicable:

- The application is submitted in completion, using the most current funding application form. This ensures that all submitted applications can be equally assessed using the same evaluation criteria, same evaluation process and based upon similar submitted information.
- The application is duly signed by an authorized official of the organization submitting the application.
- Applicant organization must demonstrate a need for the funds requested.
- Only one application per organization will be considered in a calendar year. Funding is provided on a year-to-year basis. The applicant organization must apply each year for funding assistance.
- Approval of an application in one year or several consecutive years does not commit the District of Columbia to future funding.

V. EVALUATION CRITERIA

All applications received for consideration will be reviewed and the following evaluation criteria applied:

- *Community Impact:* Community outreach projects and programs that serve District residents.
- *Cultural, historical and/or neighborhood significance:* Celebration of cultural richness, historical significance, and/or significance of neighborhood’s uniqueness.
- *Organizational Capacity/Ability to produce a well planned, safe event:* Proven track record of successfully and effectively managing and administering the event. Operational experience, managerial abilities and experience in creating, producing and promoting well-planned, safe events.
- *Financial/Budgetary Capabilities:* Ability to produce a cost-effective or break-even event; efforts and success in securing financial support for the event from diversified sources.

VI. FUNDING CLASSIFICATION

For classification purposes, in determining the maximum amount of funding assistance that will be provided, the evaluation of the application will be based on the planned level of attendance anticipated at the event over the entire period of the event. Unless such estimate shall appear to have been made in palpable bad faith or otherwise grossly in error, the determination shall be guided by the estimate provided by the applicant. Events are divided into five categories based on estimated attendance. The categories allow events that are generally similar in size, budget, and community impact to be considered accordingly. Subject to availability of funds and these guidelines, each category shall be awarded the percentage of available funds as shown in the following table.

Maximum Eligible Funding	Event Category
\$27,677	A: Events with a total estimated attendance of 50,000 and over
\$18,451	B: Events with a total estimated attendance ranging from 20,000 to 49,000
\$ 9,225	C: Events with a total estimated attendance ranging from 10,000 to 19,999
\$ 4,612	D: Events with a total estimated attendance ranging from 2,000 to 9,999
\$ 2,309	E: Events with a total estimated attendance up to 1,999

VII. PROGRAM GUIDELINES

- Funding will be provided through direct reimbursement to city agencies providing public services that are necessary to protect public health and safety.
- Funding is not guaranteed beyond the current fiscal year in which it is approved.
- Funding will be awarded on a first-come-first-serve basis as funding is available.
- Requests received from the Executive Office of the Mayor (EOM) will be considered in accordance with the funding eligibility requirements or as determined by the EOM.

VIII. DOCUMENTATION REQUIREMENTS

Application must include one complete set of the following required eligibility documents:

- U.S. Internal Revenue Service Determination Letter of 501(c)(3) status
- Current (within 90 days of application) Certification of Good Standing from the Corporations Division of the District of Columbia Department of Consumer and Regulatory Affairs
- Current (within 90 days of application) Clean Hands Certification
- Invoice(s) of agency(ies) detailing special event user fees for which applicant organization seeks funding assistance

Q50a HSEMA

Mayor's Special Events Task Group Participating Agencies and Representatives	
<u>Name</u>	<u>Agency</u>
Gethers, Keith	Alcohol Beverage Regulatory Administration
Jackson, Johnnie	Alcohol Beverage Regulatory Administration
Stewart, Craig	Alcohol Beverage Regulatory Administration
Parker, Vincent	Department of Consumer & Regulatory Affairs
Stewart, LaVerne	Department of Consumer & Regulatory Affairs
Akintoye, Josiah	Department of Health
Duray, Paul	Department of Health
Williams, Aisha	Department of Health
Hester, Betty	Department of Parks and Recreation
Ellis, Wanda	Department of Transportation
Winfield, Vanessa	Department of Transportation
Pearson, Curtis	District Department of Transportation (PSRA)
Jain, Rahul	District Department of Transportation (TOA)
Wood, Jose	District Department of Transportation (TOA)
Johnson, Candace	Events DC
Greenfield, Danielle	Executive Office of the Mayor
King, Alexandra	Executive Office of the Mayor - Serve DC
Grollman, Elliott	Federal Protective Service
Carter, Juan	Fire & Emergency Medical Services
Hazel, Aaron	Fire & Emergency Medical Services
Taylor, Herbert	Fire & Emergency Medical Services
Adams, Nikelle	Homeland Security & Emergency Management
Mitchell, Tanya	Homeland Security & Emergency Management
Payne, Kerry	Homeland Security & Emergency Management
Robert Sneed	Homeland Security & Emergency Management
Glover, Robert	Metropolitan Police Department
Scott, Zachery	Metropolitan Police Department
Woodson, Paulette	Metropolitan Police Department
Thalhamer, Keith	National Gallery of Art
Lee, Leonard	National Park Service
Richardson, Marisa	National Park Service
Williams, Raynard	Office of Motion Picture, Television, and Development
Medlock, Beverly	Office of Protection Service Operation for K-9
Flythe, Vincent	Office of Tax and Revenue
Richey, Patricia	Office of Tax and Revenue
Parker, Steve	Protective Service Police Department
Harvey, Darren	Smithsonian Institute
Byrd, Kaylana	U.S. Capitol Police
Palk, Mary	U.S. Capitol Police
Johnson, Michael	U.S. Park Police
Branch, Ron	Washington Convention Center
Hester, Bob	Washington Metro Area Transit Authority
Paxton, Jenny	Washington Metro Area Transit Authority
Warren, J.Q.	Washington Metro Area Transit Authority

Q50b HSEMA

Homeland Security and Emergency Management Agency
 Mayor's Special Events Task Group (MSETG) Meeting Activity Report (FY 2014 to Present)

Event	Event Date	Presentation Date
Janney 5K Fun Run	Saturday, December 07, 2013	Monday, October 28, 2013
GWU Homecoming Tailgate	Saturday, February 08, 2014	Monday, October 28, 2013
Walk for Lupus Now	Saturday, April 19, 2014	Monday, October 28, 2013
PanCAN Strides Walk	Saturday, June 14, 2014	Monday, October 28, 2013
BET Honors	Saturday, February 08, 2014	Monday, October 28, 2013
National Law Enforcement Run to Remember 5k	Saturday, October 11, 2014	Monday, December 09, 2013
DSNMC Race for Respect 5K & Kids Dash	Sunday, March 30, 2014	Monday, December 09, 2013
Lawyers Have Heart 10K	Saturday, June 14, 2014	Monday, December 09, 2013
Sakura Matsuri (Japanese Street Festival)	Saturday, April 12, 2014	Monday, December 09, 2013
Winter Haven Outreach	Saturday, January 25, 2014	Monday, December 09, 2013
Race for Hope	Sunday, May 04, 2014	Monday, January 13, 2014
Scope it Out 5k	Sunday, March 23, 2014	Monday, January 13, 2014
Race for Every Child	Saturday, September 13, 2014	Monday, January 13, 2014
Light the Night Walk	Saturday, October 18, 2014	Monday, January 13, 2014
Tour de Cure	Saturday, September 27, 2014	Monday, January 13, 2014
Beattle Mania	Tuesday, February 11, 2014	Monday, January 13, 2014
National Police Week 5K	Saturday, May 10, 2014	Monday, January 27, 2014
Strong Dawg Challenge	Saturday, March 22, 2014	Monday, January 27, 2014
St. Patrick's Day Parade	Sunday, March 16, 2014	Monday, January 27, 2014
Avon Walk for Breast Cancer	Saturday, May 03, 2014	Monday, January 27, 2014
National Cherry Blossom Festival Parade	Saturday, April 12, 2014	Monday, January 27, 2014
Emancipation Day Parade and Street Festival	Wednesday, April 16, 2014	Monday, January 27, 2014
Hearth of Petworth	Saturday, May 10, 2014	Monday, February 10, 2014
Capital Pride Parade	Saturday, June 07, 2014	Monday, February 10, 2014
Capital Pride Festival	Sunday, June 08, 2014	Monday, February 10, 2014
Nike Women's Half Marathon	Sunday, April 27, 2014	Monday, February 10, 2014
DC Funk Parade	Saturday, May 03, 2014	Monday, February 10, 2014
Red Bull Soapbox	Saturday, June 21, 2014	Monday, February 10, 2014
The Post Hunt	Sunday, June 01, 2014	Monday, February 24, 2014
Thunder Alley	Saturday, May 24, 2014	Monday, February 24, 2014
Capitol Hill Classic 10K	Sunday, May 18, 2014	Monday, February 24, 2014
National Capital Barbecue Battle	Saturday, June 21, 2014	Monday, February 24, 2014
Congress Heights Day Parade and Festival	Saturday, May 03, 2014	Monday, February 24, 2014
Ringling Brothers and Barnum and Bailey Circus Animal Walk	Wednesday, March 19, 2014	Monday, February 24, 2014
Nation's Triathlon	Sunday, September 07, 2014	Monday, March 10, 2014
Taste of DC	Saturday, October 11, 2014 - Saturday, October 12, 2014	Monday, March 10, 2014
Best Buddies Challenge	Saturday, October 18, 2014	Monday, March 10, 2014
Army Ten-Miler	Sunday, October 12, 2014	Monday, March 10, 2014
Freedom 5K	Saturday, September 20, 2014	Monday, March 10, 2014
AIDS Walk Washington	Saturday, October 25, 2014	Monday, March 24, 2014
Turkish Festival	Sunday, September 28, 2014	Monday, March 24, 2014
Jammin DC Caribbean Music and Arts Festival	Sunday, September 14, 2014	Monday, March 24, 2014
National Asian Heritage Festival	Saturday, May 17, 2014	Monday, March 24, 2014
H Street Festival	Saturday, September 20, 2014	Monday, March 24, 2014
Army Ten-Miler	Sunday, October 12, 2014	Monday, April 14, 2014
National Memorial Day Parade	Monday, May 26, 2014	Monday, April 14, 2014
VA Occupational Awareness Day	Wednesday, May 21, 2014	Monday, April 14, 2014
17th Street Festival	Saturday, September 13, 2014	Monday, April 14, 2014
National Race to End Women's Cancer	Sunday, November 02, 2014	Monday, April 14, 2014
The Color Run 5K	Saturday, July 12, 2014	Monday, April 14, 2014
July 4th at the National Archives	Friday, July 04, 2014	Monday, April 28, 2014
Frank R. Williams Scholarship Fund 5K	Saturday, April 25, 2015	Monday, April 28, 2014
AAFP 5K Family Fun Run/Walk	Saturday, October 25, 2014	Monday, April 28, 2014
Pride Dance Festival	Saturday, June 07, 2014	Monday, April 28, 2014
Fiesta DC Parade & Festival	Sunday, September 21, 2014	Monday, April 28, 2014
Ford's Theatre Annual Gala	Sunday, June 22, 2014	Monday, May 12, 2014
Palisades Fourth of July Parade	Friday, July 04, 2014	Monday, May 12, 2014
Barracks Row Fall Festival on Capitol Hill	Saturday, September 27, 2014	Monday, May 12, 2014
Thanksgiving Day Trot for Hunger	Thursday, November 27, 2014	Monday, May 12, 2014
Capital Challenge Walk MS	Saturday, September 20 2014 - Sunday, September 21, 2014	Monday, May 12, 2014
Microsoft WPC Celebration	Wednesday, July 16, 2014	Wednesday, May 21, 2014
AAFP 5K Family Fun Run/Walk	Saturday, October 25, 2014	Monday, June 09, 2014
Beat the Deadline 5k	Saturday, September 06, 2014	Monday, June 09, 2014
Bastille Day	Saturday, July 12, 2014	Monday, June 09, 2014
Taste of Georgetown	Saturday, September 13, 2014	Monday, June 09, 2014
Foggy Bottom/West End Neighborhood Block Party	Sunday, October 19, 2014	Monday, June 09, 2014
Microsoft WPC Celebration	Wednesday, July 16, 2014	Monday, June 09, 2014
The Color Run 5K	Saturday, November 01, 2014	Monday, June 09, 2014
DC Under the Stars	Thursday, July 10, 2014	Monday, June 09, 2014
Washington Kastles FunFest	July 9-10, July 13-16, July 21-23, July 24, 2014	Monday, June 23, 2014
Community Health and Wellness Back to School Festival	Saturday, August 16, 2014	Monday, June 23, 2014
Oxon Run Community Health 5K Walk/Run	Saturday, September 20, 2014	Monday, June 23, 2014
Tour de Cure	Saturday, September 27, 2014	Monday, June 23, 2014
The Ride to Conquer Cancer	Saturday, September 13 - Sunday, September 14, 2014	Monday, June 23, 2014
NPS Battle of Ft. Stevens	Friday, July 11 - Sunday, July 13, 2014	Monday, June 23, 2014
Dupont Dash	Sunday, September 28, 2014	Monday, June 23, 2014
Washington International Horse Show	Tuesday, October 21 - Sunday, October 26, 2014	Monday, July 14, 2014
Adams Morgan Day Festival	Sunday, September 14, 2014	Monday, July 14, 2014

Q50b HSEMA

Event	Event Date	Presentation Date
Dedication for the American Veteran's Disabled for Life Memorial	Sunday, October 05, 2014	Monday, July 14, 2014
Snallygaster	Saturday, September 13, 2014	Monday, July 14, 2014
Columbia Heights Neighborhood Festival	Saturday, October 04, 2014	Monday, July 14, 2014
Marine Corps Marathon	Sunday, October 26, 2014	Monday, July 28, 2014
Light the Way 5k	Saturday, September 20, 2014	Monday, July 28, 2014
Prevent Cancer Foundation 5k	Sunday, September 21, 2014	Monday, July 28, 2014
Race for Respect Benefiting the DCMDSA	Saturday, May 30, 2015	Monday, July 28, 2014
Sprint Four the Cure	Saturday, September 20, 2014	Monday, August 11, 2014
High Heel Race	Tuesday, October 28, 2014	Monday, August 11, 2014
The Big Build	Saturday, September 20, 2014	Monday, August 11, 2014
Columbia Heights Neighborhood Festival	Saturday, October 11, 2014	Monday, August 11, 2014
Light the Way 5k	Saturday, September 20, 2014	Monday, August 11, 2014
HBO Valor Concert	Tuesday, November 11, 2014	Monday, August 25, 2014
Dedication for the American Veteran's Disabled for Life Memorial	Sunday, October 05, 2014	Monday, August 25, 2014
The Big Build	Saturday, September 20, 2014	Monday, September 08, 2014
GWU Home Opener Tailgate	Friday, November 14, 2014	Monday, September 08, 2014
Rock n' Roll USA Marathon	Friday, March 14, 2014	Monday, September 08, 2014
St. Patrick's Day 8K and Lil' Leprechaun Leap	Sunday, March 08, 2015	Monday, September 08, 2014
Capitol Hill Classic 10K/3K/Kid Dash	Sunday, May 17, 2015	Monday, September 08, 2014
Jingle All the Way 8k	Sunday, December 07, 2014	Monday, September 08, 2014
The Reenactment of the Grand Review Parade	Sunday, May 17, 2015	Monday, September 08, 2014
Columbia Heights Neighborhood Festival	Saturday, October 11, 2014	Monday, September 08, 2014
Scope it Out 5k	Sunday, March 22, 2015	Monday, September 22, 2014
The Alumni Run Race	Sunday, March 29, 2015	Monday, September 22, 2014
Walk to End Lupus Now	Saturday, April 18, 2015	Monday, September 22, 2014
Sakura Matsuri (Japanese Street Festival)	Saturday, April 11, 2015	Monday, September 22, 2014
Howard University Homecoming Community Walk/Run	Saturday, October 11, 2014	Monday, September 22, 2014
Howard University Homecoming Yard Fest	Friday, October 17, 2014	Monday, September 22, 2014
Howard University Homecoming Parade	Saturday, October 18, 2014	Monday, September 22, 2014
Howard University Homecoming Game Day Yard Fest	Saturday, October 18, 2014	Monday, September 22, 2014
HBO Concert for Valor	Tuesday, November 11, 2014	Monday, September 22, 2014
Jingle All the Way 5K	Sunday, December 07, 2014	Monday, October 27, 2014
Macy's Holiday Window Unveiling	Saturday, November 22, 2014	Monday, October 27, 2014
Cupid's Undie Run	Saturday, February 14, 2015	Monday, October 27, 2014
NHL Winter Classic	Thursday, January 01, 2015	Monday, October 27, 2014
BET Honors	Saturday, January 24, 2015	Monday, October 27, 2014
St. Patrick's Day Parade	Sunday, March 15, 2015	Monday, November 10, 2014
Race for Hope DC	Sunday, May 03, 2015	Monday, November 10, 2014
Janney 5K Fun Run	Saturday, December 06, 2014	Monday, November 10, 2014
Arab-American Turaath Festival	Saturday, April 25, 2015	Monday, November 10, 2014
The Alumni Run Race	Sunday, March 29, 2015	Monday, November 10, 2014
Dr. Martin Luther King Jr. Holiday Peace Parade	Monday, January 19, 2015	Monday, November 10, 2014
Cupid's Undie Run	Saturday, February 15, 2014	Monday, November 24, 2014
PanCAN Strides Walk	Saturday, June 13, 2015	Monday, November 24, 2014
Capital Pride Parade	Saturday, June 13, 2015	Monday, November 24, 2014
Capital Pride 40th Anniversary Viewing Party	Saturday, June 13, 2015	Monday, November 24, 2014
Capital Pride Festival	Sunday, June 14, 2015	Monday, November 24, 2014
The Reenactment of the Grand Review Parade	Sunday, May 17, 2015	Monday, November 24, 2014
The Reenactment of Lincoln's Funeral Processional	Saturday, April 18, 2015	Monday, November 24, 2014
Ford's Theatre Abraham Lincoln Candlelight Vigil	Tuesday, April 14 - Wednesday, April 15, 2015	Monday, December 08, 2014
Walk MS	Saturday, April 25, 2015	Monday, December 08, 2014
Tenleytown 5K	Saturday, March 28, 2015	Monday, December 08, 2014
Sakura Matsuri (Japanese Street Festival)	Saturday, April 11, 2015	Monday, December 08, 2014
National Police Week 5K	Saturday, May 09, 2015	Monday, December 08, 2014
Broccoli City Festival	Saturday, April 25, 2015	Monday, December 08, 2014
Walk to End Lupus Now	Saturday, April 18, 2015	Monday, January 12, 2015
National Cherry Blossom Festival Parade	Saturday, April 11, 2015	Monday, January 12, 2015
National Capital Barbecue Battle	Saturday, June 27 - Sunday, June 28, 2015	Monday, January 12, 2015
Race for Every Child	Saturday, October 03, 2015	Monday, January 12, 2015
The Navy Mile on Pennsylvania Avenue	Sunday, October 04, 2015	Monday, January 12, 2015
Capital Challenge Walk MS	Saturday, September 26 - Sunday September 27, 2015	Monday, January 26, 2015
Avon 39 The Walk for Breast Cancer	Saturday, May 2 - Sunday, May 3, 2015	Monday, January 26, 2015
National Law Enforcements Run to Remember 5K	Saturday, October 10, 2015	Monday, January 26, 2015
National Asian Heritage Festival	Saturday, May 16, 2015	Monday, January 26, 2015
H Street Festival	Saturday, September 19, 2015	Monday, January 26, 2015
Chinese New Year Parade	Sunday, February 22, 2015	Monday, January 26, 2015
Capital Pride Parade	Saturday, June 13, 2015	Monday, January 26, 2015
Capital Pride Festival	Sunday, June 14, 2015	Monday, January 26, 2015
The Navy Mile on Pennsylvania Avenue	Sunday, October 04, 2015	Monday, February 09, 2015
Wonderland Ballroom Sundress Fest	Sunday, May 03, 2015	Monday, February 09, 2015
Taste of DC	Saturday, October 10 - Sunday, October 11, 2015	Monday, February 09, 2015
National Capital Area Kidney Walk	Wednesday, May 06, 2015	Monday, February 09, 2015
Smithsonian Folklife Festival	Wednesday, June 24 - Sunday July 5, 2015	Monday, February 09, 2015
National Race to End Women's Cancer	Sunday, November 08, 2015	Monday, February 09, 2015
DC Metro HBCU Alumni Alliance 5K Run/Walk	Saturday, June 27, 2015	Monday, February 23, 2015
Celebrate Petworth	Saturday, June 06, 2015	Monday, February 23, 2015
DC Funk Parade	Saturday, May 02, 2015	Monday, February 23, 2015
Emancipation Day Parade and Festival	Thursday, April 16, 2015	Monday, February 23, 2015



DISTRICT OF COLUMBIA MAYOR'S SPECIAL EVENTS TASK GROUP



Special Events Planning Guide



2015 2nd Edition

February 1, 2015



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

Table of Contents

Introduction 4

 Special Event Definition 4

 MSETG Participating Agencies 4

MSETG Planning Requirements 5

 Presentation Process 5

 Site Plan/Route Map 6

 General Requirements 8

 Community Impact 9

 General Considerations 9

 Weather 9

 Composition of the Expected Crowd 9

 Bus Parking and Transportation 10

 Lost and Found Service 10

 Communications Systems 10

 Stages 10

 EMERGENCY MEDICAL SERVICES/FIRST AID 10

 Crowd Control 10

 Metrorail Service 10

 ADA Compliance 10

 Public Disclosure Information 11

 Special Event Calendar 11

Agency-Specific Requirements 12

 Department of Consumer and Regulatory Affairs 12

 Special Event License 12

 Special Event Permit Application for Temporary Structures 13

 Corporate Registration License 13

 Electrical, Plumbing, Construction Permits 13



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

Metropolitan Police Department..... 13

 Parade/Processional Event Permits..... 13

 Street Closures 14

 Reimbursable Detail Information..... 15

Department of Transportation 16

 Public Space Occupancy Permits/ Insurance Requirements 16

 Traffic Control Plans..... 16

Alcoholic Beverage Control Regulation Administration 17

 Temporary Alcoholic Beverage Control License 17

Office of Tax and Revenue 18

 Tax Registration License..... 18

 Tax and Revenue Reporting Requirements 18

Department of Fire and Emergency Medical Services..... 19

 Emergency Medical Services Requirements 19

 Vending Requirements 19

 Fireworks Display Permit 20

Department of Health..... 20

 Food Safety and Hygiene Inspection Services Division..... 20

 Health Emergency Preparedness and Response Administration Requirements..... 22

Serve DC..... 23

Department of Parks and Recreation 23

 District Parks and Recreation Facilities Use Permit 23

National Park Service 24

 Federal Parks Use Permit..... 24

U.S. Capitol Police 24

 U.S. Capitol Permit 24

Robert F. Kennedy Memorial Stadium and Parking Lots 24

DC Water..... 24



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

Misting Tent Request 24

Fire Hydrant Use Permit..... 25

Drinking Water Station/Water Bubblers Use Permit 25

Temporary Discharge to Sewers Permit 25

“Wendy the Waterdrop” Appearance 25

Schedule of Fees 26

 Department of Consumer and Regulatory Affairs 26

 Metropolitan Police Department..... 26

 Alcoholic Beverage Regulation Administration 26

 Department of Fire and Emergency Medical Services..... 26

 Department of Health – Health Emergency Preparedness and Response Administration 27

 Department of Health – Food Safety and Hygiene Inspection Services Division 27

 Department of Public Works..... 27

 Department of Transportation 28



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

Introduction

As the nation's capital, Washington, D.C. hosts numerous special events that reflect the city's diverse and rich heritage while contributing to the spirit and vitality of the city. The Government of the District of Columbia provides essential municipal services in support of special events to ensure events occurring on public space in the District of Columbia are conducted in a manner that protects public health and safety. Coordinating the city's public safety planning efforts for events requiring interagency coordination is the responsibility of the Mayor's Special Events Task Group (MSETG). The MSETG is responsible for providing interagency reviews and assessments of the operational, public safety and logistical components of proposals for special events.

Special Event Definition

For the purpose of this guide, a special event is considered to be, although not limited to, a parade, walk, run, bike ride, procession (excluding First Amendment and funeral processions), or festival requiring interagency coordination for the temporary use of public roadways under the ownership or control of the District of Columbia that requires changing, restricting, or adapting the normal and usual regulations or controls of such space held open for use by the general public, but not including sidewalks and parks, for activities of a recreational, entertainment, amusement, educational, or civic nature not solely conducted for vending, marketing or commercial purposes, and subject to the special event user fees for permits and licenses to cover the costs to the District for providing public services and personnel necessary to protect public health and safety.

Activities protected by the First Amendment to the United States Constitution, including assemblages organized to consult for the common good, petition the government, exercise worship or religion, or demonstrate as a public display of sentiment for or against a person or cause for the purposes of speech making or address do not require the approval of the MSETG. Organizers of First Amendment activities should contact the Special Operations Division of the Metropolitan Police Department on (202) 671-6522.

MSETG Participating Agencies

Homeland Security and Emergency Management Agency	National Park Service
Department of Fire and Emergency Medical Services	U.S. Capitol Police
District Department of Transportation	National Gallery of Arts
Department of Health	Metropolitan Police Department
Executive Office of the Mayor	Department of Public Works
DC Water	Department of Consumer and Regulatory Affairs
Office of Motion Pictures and Television Development	Department of Parks and Recreation
Washington Metropolitan Area Transit Authority	Office of Tax and Revenue
Events DC	Alcoholic Beverage Regulation Administration
U.S. Park Police	Smithsonian Institute
U.S. Department of Homeland Security – Federal Protective Service	Department of General Services



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

MSETG Planning Requirements

Presentation Process

The MSETG meets to review presentations of proposed events the second and fourth Monday of each month, except on government holidays. The organizers of proposed special events are required to present event proposals to the MSETG and receive the concurrence of the group prior to the issuance of permits or licenses by the permit-granting agencies. It should be noted that the applicable permit-granting agencies have the final authority for ensuring compliance with requirements relative to any activities under their respective jurisdictional authority. Presentation requests in the form of a Letter of Intent (LOI) must be received no less than **ONE HUNDRED EIGHTY (180) DAYS** prior to the date of the event and are accepted up to one year prior to the proposed date of the event. The LOI should be addressed to D.C. Mayor's Special Events Task Group; 2720 Martin Luther King, Jr. Avenue SE, 2nd Floor; Washington DC 20032. The LOI may be submitted to loi.msetg@dc.gov.

The LOI must minimally contain the following information:

- Name/title of the proposed event
- Organizer/sponsor of the proposed event
- Purpose/intent of the proposed event
- Proposed date(s) of the event
- Beginning and ending times of the proposed event
- Proposed location/route (narrative and map) of the event
- Proposed street closures (include streets to be closed as well as closing and reopening times)
- Primary Contact person (include telephone number and email address)
- Event organization telephone number and website for public notice
- Expected number of attendees/participants

The MSETG is not required to act upon an incomplete LOI. An organizer submitting an incomplete LOI will not be granted a presentation and will not have administrative recourse rights to a presentation if the required information as set forth herein is not provided. It is therefore important to provide all required information and documentation in a timely manner throughout the review process.

Once the LOI has been received by the MSETG, the organizer of the event will be contacted for the purpose of scheduling a date for a presentation to the MSETG. The presentation of the event to the MSETG should minimally include the following:

- Purpose of the event
- Proposed date of the event
- Proposed location/route (include detailed narrative and map of route for processional events)
- Proposed beginning and ending times of the event
- Street closure requests (must include specific block(s) to be closed with names of intersecting streets)
- Street closure timelines (must include times for set-up and breakdown of event)
- Set-up and dismantling timelines
- Detailed event plan with activity/programmatic timelines
- Detailed site plan/diagram of entire event set-up (each street closure must include an unobstructed 20 feet emergency access lane, location of fire hydrants, stages, tents, equipment, fencing, etc.)



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

- Information relative to any staging or equipment set-up on public space
- Expected number of attendees/participants
- Ward(s) hosting event
- Expected Dignitaries/VIPs
- Contact information for event organizer
- Telephone number and website for public information

The MSETG meeting confirmation will provide additional detailed presentation package requirements.

Site Plan/Route Map

The required site plan and/or route map (see samples on page 7 labeled as figure 1 and figure 2, respectively) must be included with the presentation package to provide a visual representation of all the infrastructure and operational event elements of the proposal.

The final permits issued by the District will only be valid for the venue areas and event elements described in the presentation, site plan, and/or route map and approved by the MSETG. Modifications requested may be required during the review process and will be incorporated in the final permits. Following are guidelines to assist in the development of the site plan or route map:

It is the responsibility of the event organizer to provide a legible site plan sized to scale to the MSETG for review of an event. The site plan must minimally include the following:

- An outline of the entire event venue including the names of the street or areas that are part of the venue and the surrounding area.
- If the event involves a moving route of any kind, indicate the direction of travel and all street closures.
- The location of fencing, carriers, and/or barricades. Indicate any removable fencing for emergency access.
- The provision of a minimum twenty (20') feet emergency access lane throughout the venue.
- The location of first aid facilities and ambulances.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers, dumpsters, and any other temporary structures.
- The booth identification of all vendors cooking with flammable gases or barbecue grills.
- Generator locations and/or sources of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- The location of all fire hydrants.
- Other related event components not listed above.
- Site plan key containing defined symbols for the information listed above.



MAYOR'S SPECIAL EVENTS TASK GROUP Special Events Planning Guide

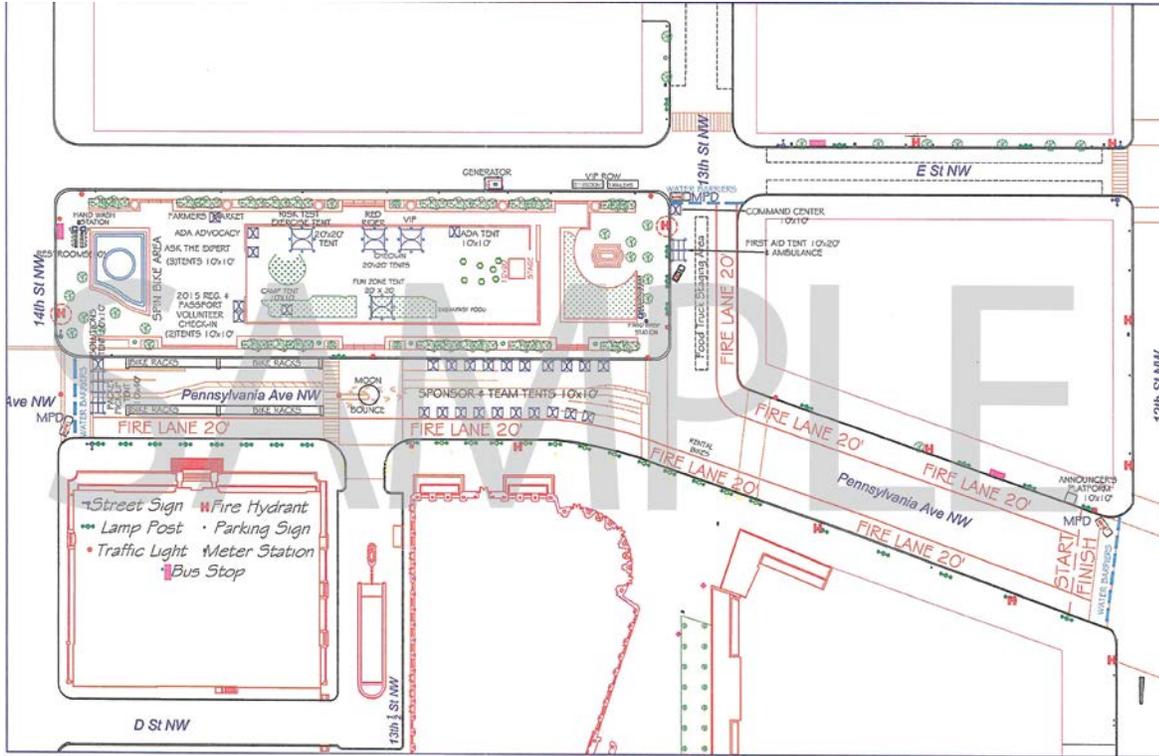


Figure 1

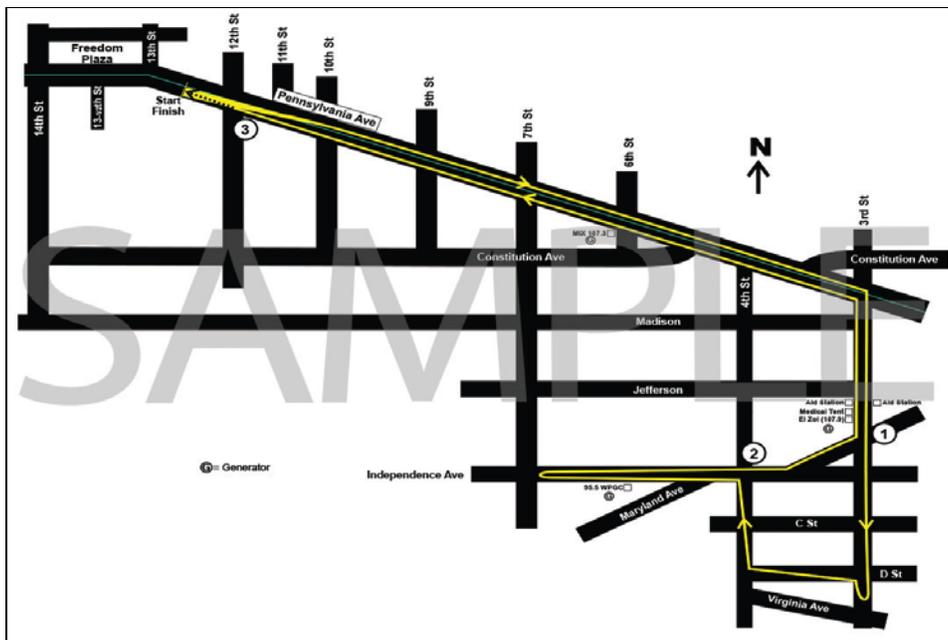


Figure 2



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

Thirty-five (35) hard copies of the presentation must be submitted to the MSETG no later than the Wednesday before the scheduled presentation date. The organizer will be required to give a brief presentation and upon completion, a roundtable discussion will begin to include, but not limited to the following subjects:

- | | |
|---|---|
| <input type="checkbox"/> Venue Design/Site Plan | <input type="checkbox"/> Environmental Impact Issues |
| <input type="checkbox"/> Event Timeline | <input type="checkbox"/> Recycling/Trash Plan |
| <input type="checkbox"/> Event Components (i.e., music, exhibits, etc.) | <input type="checkbox"/> Insurance Requirements |
| <input type="checkbox"/> Set-up and Dismantle Plan | <input type="checkbox"/> Traffic Control Plan |
| <input type="checkbox"/> VIP/Dignitary Plan | <input type="checkbox"/> Americans with Disabilities (ADA) Compliance |
| <input type="checkbox"/> Alcohol Management | <input type="checkbox"/> Community Support/Issues |
| <input type="checkbox"/> Food Concessions | <input type="checkbox"/> Health and Medical Plan |
| <input type="checkbox"/> Parking/Transportation | <input type="checkbox"/> Additional Required Permits/Approvals |

Subsequent to the presentation, the organizer is advised of the MSETG's decision and provided a checklist of next steps for permitting and licensure requirements with the relevant agencies' representatives based on information provided during the meeting with the MSETG. In determining whether to grant or deny an event proposal, the MSETG will minimally consider the potential community impact of the event, as well as the effect the proposed event will have on the health and safety of the public, the environment, transportation management, conflicts with previously scheduled events, and the required manpower and resources of the city. The MSETG's approval of an event proposal is contingent on the support of the affected communities and the organizer's compliance with all terms, conditions, and provisions of current District and Federal agencies' rules, laws, regulations, codes, and public safety requirements.

The MSETG's approval of an event does not presume to give authority to violate or cancel the public safety requirements of any District or Federal agency, or the provisions of any District or Federal law, regulation, or code governing the use of public property. It is the responsibility of event organizers to comply with the public safety requirements of District and Federal agencies, and all applicable District and Federal laws, regulations, and codes in cooperation with District and Federal agencies. All terms, conditions and provisions of current District and Federal laws, regulations, and codes, shall remain in full force and effect.

Failure to comply with District and Federal laws, regulations, and codes, as well as failure to adhere to the requirements, guidelines and procedures of any District, Federal, or member agency of the MSETG may result in denial, suspension, or revocation of licenses and permits, or summary termination of the event.

The District of Columbia reserves the right to make changes to any of the subjects included herein.

General Requirements

The MSETG has been established to ensure that any changes, restrictions, or adaptations to public roadways, resulting from a special event are managed in a safe and prudent manner in order to protect public health, safety, and welfare, and to ensure minimal impact on the public and citizens of the District of Columbia. It is the responsibility of the event organizer to comply with the requirements of the MSETG and the member agencies of the MSETG, in addition to the following minimum general requirements:

- Acquire adequate financing to conduct the event.
- Submit Letter of Intent to the MSETG at least 180 days prior to the planned date of the event.
- Secure conditional approval of the MSETG.



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

- ❑ Secure all necessary contracts, permits, and licenses required to conduct the event.
- ❑ Acquire necessary public liability insurance coverage and/or bonding required for the event, with minimal coverage as outlined under the *Public Space Occupancy Permits* section of this guide.
- ❑ Ensure that all streets are accessible to emergency vehicles and equipment at all times via a minimum 20 foot dedicated and unobstructed emergency lane, and as may be further determined by the Department of Fire and Emergency Medical Services.
- ❑ Ensure that event site plan is designed and implemented in a manner that does not allow the traversing of vehicular traffic (except as approved for parades) through the site of the event, and in compliance with requirements of the Metropolitan Police Department.
- ❑ Conduct the event in accordance with appropriate and relevant District and Federal laws, regulations, codes, and guidelines.

Community Impact

Event organizers are required to meet with representatives of the communities affected by the event as noted herein in an effort to determine the impact of the event on their respective communities and develop mitigation strategies addressing the concerns of those communities. Event organizers of processional events (i.e., walks, runs, bike rides, etc.) are required to present proposals approved by the MSETG to the applicable Advisory Neighborhood Commissions (ANCs). In order to ensure that great weight is given to the ANCs relative to the community impact of the routes, event organizers are required to provide the MSETG with documentation of the position of the ANCs on the route traversing their respective ANCs. The community consent requirement for stationary events requiring a special event license (i.e., street festivals) is seventy-five percent (75%) approval of the residential/business establishments within a 300 foot radius of the site of the event. Event organizers must present the required signatures to the Department of Consumer and Regulatory Affairs.

General Considerations

In developing a plan for a special event, several factors should be considered by the event organizer. In addition to the scope of the event, community impact, municipal support and public safety requirements, general planning considerations should include, but not be limited to the following factors in planning for a safe and successful event.

Weather

Washington, D.C. is subject to hot, humid weather from May 30 through October 15. Thunderstorms and rain showers are frequent in the summer months. Cold weather may set in as early as the middle of November and continue through April. Cold rains and snowfalls are also prevalent during this period. The MSETG strongly urges special event organizers to consider weather conditions carefully. Hot, humid weather can produce health hazards to participants in outdoor events. The effects of heat and humidity are cumulative, and careful planning should include some analysis of the probable impact of exposure to weather conditions. Cold weather also requires adequate protection from the elements.

Composition of the Expected Crowd

Elderly citizens and small children require adequate planning, particularly if lengthy marches are part of the event. Organizers should make provisions for those who will have difficulty walking long distances. Event organizers are responsible for providing adequate water supply, sanitary facilities, and portable restrooms (1 for every 300 persons with a minimum of 10% being ADA compliant) to meet sanitation requirements. Food provisions should



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

be considered as well, especially if the time period of the event is lengthy. Please keep in mind that persons from outside the District are often unfamiliar with local resources and services.

Bus Parking and Transportation

Large events involving many buses require active liaison efforts with the Metropolitan Police Department, the District Department of Transportation, and the Washington Metropolitan Area Transit Authority to ensure adequate parking areas, bus identification, and drop-off/pick-up points are well planned and coordinated.

Lost and Found Service

Event organizers should exercise special care to provide well identified signs, announcement by public address systems or pre-event handouts that clearly designate such services. In setting up a lost and found service, it is important for event organizers to assign individuals who will remain at the lost and found area until the event is fully terminated.

Communications Systems

Communications systems may include portable radios, cellular telephones, and adequate public address systems. Use of such equipment is dependent upon crowd size, routes, and geographical terrain. It is required that a large event (over 10,000 people) include provisions for a clearly identified logistical command post with an effective communications system.

Stages

For large crowds, it is essential that staging be of sufficient height and visibility to project the activities to the crowd adequately. Security for the stage should be carefully planned. For large activities, snow fencing should be considered for stage security. In setting up the stage, always leave a well identified emergency access route. Although problems of crowd control are not expected, such a route is especially important when emergency medical care is needed by participants near the front of the crowd.

Emergency Medical Services/First Aid

On-site, trained, professional and licensed personnel allow event organizers to be proactive when it comes to providing immediate emergency medical assistance.

Crowd Control

Adequate training of event marshals/personnel and the use of fencing equipment are measures to consider in the management of crowds.

Metrorail Service

Special schedules are operated on weekends and holidays. Metrobuses may need to be re-routed or Metrorail service may need to be supplemented in order to facilitate certain events.

ADA Compliance

Events are required to meet the American with Disabilities Act (ADA) standards for accessibility. Site plans should depict ADA elements, including, but not limited to, ADA-compliant portable toilets, accessible paths of travel, etc. The minimum required number of accessible portable toilets is 10% of the total, but in no event less than one for each location. If a single unit is placed, it must be accessible.



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

Public Disclosure Information

The District recognizes that the public has a legitimate interest in possessing information concerning special events, particularly as they directly relate to potential impacts of events on the surrounding areas. In this regard, the following information provided in your event proposal, special event application/permit, and any supporting documents included therein are subject to public disclosure:

- Event Title
- Event Summary
- Name and Contact Information for Event Organizer(s)
- Event Website Address
- Dates and Times of the Event
- Location of the Event
- Projected Attendance/Participants
- Participation/Attendance Fee(s)
- Additional Public Contacts
- Community Outreach Efforts

In addition, the final permit issued by the District and any invoices for District services as well as other rates/fees charged by the District and documentation regarding payments made to the District in connection with a special event are subject to public disclosure.

Special Event Calendar

The Special Events Division of the Homeland Security and Emergency Management Agency (HSEMA) maintains the MSETG's Calendar of Special Events which details the events approved by the MSETG. Information contained in the LOI, presentation package, and/or special event application/permit will be used in developing the MSETG Calendar of Special Events. The calendar may be accessed at www.hsema.dc.gov/service/special-events.

Events are added to the calendar as they are approved by the MSETG.



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

Agency-Specific Requirements

In addition to the MSETG presentation requirements, District and Federal agencies have separate agency-specific requirements that must be met in order to conduct a Special Event in the District of Columbia.

Department of Consumer and Regulatory Affairs

Special Event License

DCRA requires organizers of all non-processional special events produced on public space to obtain a Special Event License. A Special Event Application/Questionnaire, available at www.dkra.dc.gov, must be submitted at least thirty (30) days (sixty (60) days recommended) prior to the date of the Special Event to:

Department of Consumer and Regulatory Affairs/Business Regulation Administration
 Special Events and Vending Coordinator
 1100 4th Street, SW
 Washington, DC 20024
 (202) 442-4310

The requirements of the Department of Consumer and Regulatory Affairs for the issuance of a Special Event License include, but are not limited to:

- ❑ A completed *Special Event Application/Questionnaire* (available at www.dkra.dc.gov).
- ❑ Liability insurance from an insurance company, as specified by the Department of Consumer and Regulatory Affairs and the Public Space Regulation Administration of the Department of Transportation.
- ❑ Clean Hands Certification
- ❑ Good Standing Certification
- ❑ A description of the event, the location, date and time of the event, date and time of completion the construction and set-up of sales booths, equipment, amusement equipment, etc. The event site will be inspected and must be approved by inspectors of the Department of Consumer and Regulatory Affairs.
- ❑ A consent list of 75% of the resident housekeepers and occupants of business and other establishments within a distance of 300 feet from the perimeter of the location where the event is to take place, and as specified by the Department of Consumer and Regulatory Affairs. The signatures of building managers/owners will be accepted for multi-unit buildings.
- ❑ An electrical permit, if any electrical apparatus, including but not limited to sound equipment, will be used as part of the event. Only a D.C. licensed and bonded electrical contractor can obtain this permit.
- ❑ A construction permit, if the set-up will include construction of a tent, stands or booths, stages, etc., as specified by the Department of Consumer and Regulatory Affairs.
- ❑ A copy of the event site plan.



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

Special Event Permit Application for Temporary Structures

DCRA also requires the submission of a Special Event Permit Application for any Special Event utilizing temporary structures, such as tents, stages, fences, bleachers, etc. This Application is available at www.dkra.dc.gov and must be submitted thirty (30) days prior to the date of the Special Event to:

Department of Consumer and Regulatory Affairs/Business Regulation Administration
 Special Events and Vending Coordinator
 1100 4th Street, SW
 Washington, DC 20024
 (202) 442-4310

Corporate Registration License

A corporation may sponsor an event in the District of Columbia. To do so, the corporation must be in good standing with the Business and Professional Licensing Administration – Corporations Division of the Department of Consumer and Regulatory Affairs. The Corporations Division of the Department of Consumer and Regulatory Affairs processes, examines, and certifies limited partnership and corporation documents for legality and adherence to statutory requirements. The division also provides standing certificates to verify the status of registered entities. Corporate forms can be processed through the internet via the DCRA's website at www.dkra.dc.gov. Ten (10) working days are required to grant a corporation authority to operate. To apply for this type of registration and/or certificate, please contact:

Department of Consumer and Regulatory Affairs
 Business and Professional Licensing Administration/Corporations Division
 1100 4th Street, SW
 Washington, DC 20024
 (202) 442-4432, (202) 442-4523 (fax)

Electrical, Plumbing, Construction Permits

Event organizers must obtain a permit for any type of electrical, plumbing, or construction work that needs to be performed from the Permit Processing Division of the Department of Consumer and Regulatory Affairs. To begin the permit application process, please contact:

Department of Consumer and Regulatory Affairs
 Permit Processing Division
 1100 4th Street SW
 Washington, DC 20024
 (202) 442-9455

Metropolitan Police Department

Parade/Processional Event Permits

Event organizers must obtain permits for parades, walks, runs, bike rides, marathons, and other processional events from the Special Operations Division of the Metropolitan Police Department. For purposes of this guide, a "parade" is any procession (with the exception of First Amendment activities) consisting of persons, animals, vehicles, or a combination of persons, animals, and vehicles traveling in unison and with a common purpose upon



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

any public street, highway, or other public way, within the territorial jurisdiction of the Metropolitan Police Department, in a manner that requires changing, restricting, or adapting the normal and usual regulations or controls of such space held open for use by the general public. Parades, therefore, include although are not limited to walks, runs, bike rides, and marathons.

The requirements of the Metropolitan Police Department for the issuance of parade permits (excluding First Amendment activities) include, but are not limited to:

- Approval of the MSETG to conduct the event.
- Route approval with Traffic Control Plan from the District Department of Transportation.
- A completed application (available at www.mpdc.dc.gov) filed at least 15 business days prior to the date of the event.
- Original signatures on the application. (Photocopies and facsimile copies will not be accepted.)
- The conduct of the parade will not substantially interrupt the safe and orderly movement of other vehicular and pedestrian traffic contiguous to its route.
- The conduct of the parade will not divert such numbers of police officers from their normal police duties that the city would be deprived of reasonable police protection.
- The concentration of persons, animals, and vehicles in the assembly and disbanding areas and along the parade route will not substantially interfere with the movement of police, fire ambulance, and other emergency vehicles on the streets.
- The parade is scheduled to move from its assembly location to its disbanding location expeditiously and without unreasonable delays en route.
- The parade will not substantially interfere with any other parade for which a permit has already been granted.
- The applicant has provided for the services of the number of parade monitors and police officers that the Metropolitan Police Department considers necessary to ensure that the parade will be conducted in conformity with the parade permit.
- The applicant has not materially misrepresented any facts of information set forth in the application for a parade permit.
- The applicant has furnished proof that, if the assembly or disbanding locations or the route of the parade, encroach upon, occupy, or traverse any area within the jurisdiction of the federal or local governments, permits or permission have been obtained from the appropriate authorities.
- The parade is not to be held for the sole purpose of advertising for private gain any product, merchandise, contest, or event.
- The parade does not endanger public safety.

Street Closures

Street closures are routinely granted by the District of Columbia for special events. In order to ensure pedestrian and motor vehicle safety, street closures designed to split a festival or allow traffic to traverse between a separation of the festival area(s) are considered a public safety hazard and will not be considered for approval.

In the interest of public safety and to prevent the intrusion of motor vehicles into areas designated for pedestrians and equipment (e.g. tables, tents, chairs, vendors, etc.), the Metropolitan Police Department requires that all event organizers completely barricade roadways with barriers capable of stopping an oncoming vehicle (e.g., Type



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

III water-filled traffic barriers). The event organizer is fully responsible for the renting, insuring, transportation, installation, and removal of the barriers. The barriers are to be positioned in such a manner as directed by the Metropolitan Police Department and in compliance with District of Columbia Fire and EMS Department's requirements for an emergency access lane for emergency response and rescue vehicles. Should a special event be required to have Type III traffic barriers for street closures, and the organizer fails to supply those barriers, the Metropolitan Police Department will not implement any street closures for that special event irrespective of any permits being issued for that special event. Further, the special event will not be allowed to take place on the street surface.

Moving vehicles are not allowed in a closed venue area except when approved as part of a parade. If a stationary vehicle is part of the event plans for a closed venue, the keys must be removed from the vehicle until the event is over and it is safe to drive in the venue area. The presence of stationary vehicles within the venue must be indicated on the event site map when presented to the MSETG. Any planned usage of motorized carts to provide supplies and services within the venue must also be detailed in the event presentation package.

Reimbursable Detail Information

Should a special event take place on a recognized Federal or District Government Holiday, the Event Organizer **MAY** be invoiced at a higher rate due to required Holiday Pay overtime rates.

Additionally, the Metropolitan Police Department **MAY** invoice at a higher reimbursable rate for specialized assets (e.g., K9, Harbor Patrol, or Helicopter Unit) required for public safety during a special event.

The organizer is **FULLY** responsible for all expenses associated with services provided by the Metropolitan Police Department. Should the special event exceed the original Estimate for Police Services, the Event Organizer will be invoiced for any overage amount. This may occur if the Event Organizer fails to keep within permitted hours for cleanup and breakdown. The Metropolitan Police Department will maintain a public safety presence **ANY** time a portion of the Special Event remains active on the street, to include setup, breakdown, and cleanup activities.

Should an Event Organizer have **ANY** outstanding balances from any previous special events, the Metropolitan Police Department will not provide support to the special event being presented to the MSETG. Outstanding balances related to police services must be settled PRIOR to the MSETG presentation date. For example: If an Event Organizer has an outstanding balance from the previous year's special event, that balance must be settled before the current year's presentation; **OR**, should an Event Organizer that hosts multiple special events throughout the year, as long as the organizer has an outstanding balance for any prior special event within the same year, the balance must be settled prior to the current presentation to the MSETG.

To begin the permit application process and ensure that the requirements set forth by the Metropolitan Police Department are met, please contact:

Metropolitan Police Department - Special Operations Division
2850 New York Avenue, NE
Washington, DC 20002
(202) 671-6522



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

Department of Transportation

Public Space Occupancy Permits/ Insurance Requirements

Applicants seeking a *Parade Permit* or *Special Event License* will need to obtain *Reserved* or *No Parking* signs and/or apply for a public space occupancy permit for any equipment, structures or fixtures associated with the event. Applicant must have received conditional approval from the MSETG and complied with the respective permitting and licensing requirements of MPD and/or DCRA. Please note that Reserved and No Parking signs must be posted at least 24 hours in advance in commercial areas and 72 hours in advance in residential areas.

The requirements for the issuance of a public space occupancy permit include, but are not limited to:

- ❑ A completed application or submission into DDOT's online permitting system (available at www.tops.ddot.dc.gov) at least (30) thirty days prior to the date of the event.
- ❑ A complete site plan to scale depicting the current public space and the location and dimensions of any and all proposed structures (e.g. stages, portable toilets, vendor booths).
- ❑ It is required that event organizers furnish a public liability insurance policy made out in the name of, and for the sole benefit of the *DISTRICT OF COLUMBIA, A MUNICIPAL CORPORATION*, and its officers and employees, covering all use of public space by the permittee. Coverage shall be in the following amounts:
 - \$ 500,000.00 - Each individual
 - \$ 1,000,000.00 - Each accident
 - \$ 500,000.00 - Property damage

Information on the insurance requirements can be found in more detail at:

<http://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/insurance.pdf>

- ❑ Traffic Control Plans (TCP) will be required with permit requests involving street closures and/or disruptions to the pedestrian/vehicular traffic flow.

For additional information regarding public space permits, please contact:

Department of Transportation
 Public Space Regulation Administration
 1100 4th Street, SW
 2nd Floor Permit Office
 Washington, DC 20024
 (202) 442-4670

Traffic Control Plans

Traffic Control Plans are documented strategic safety plans on how pedestrian and vehicular traffic will be managed in and around a special event. Event organizers are required to submit a traffic control plan to the Department of Transportation that conforms to the Manual on Uniform Traffic Control Devices (MUTCD). Event organizers are responsible for the acquisition, installation and maintenance of traffic control devices as determined by the Department of Transportation. The event organizer shall remove all traffic control devices following the conclusion of the special event.



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

A traffic control plan must be submitted by the event organizer at least one month (30 calendar days) in advance of the event for approval by DDOT. Any missing or insufficient information will delay approval.

APPROVAL: When a Traffic Control Plan (TCP) is submitted as part of a public space application for a special event it will be reviewed by the Traffic Work Zone Group of PSRA Plan Review Division.

INSPECTION: DDOT reserves the right to periodically inspect special event areas in public space to ensure compliance, that safety measures are in place, and that the measures conform to the approved TCP and criteria listed on the Traffic Control Plan Inspection Criteria document.

REVIEW: TCPs shall be subject to review and verification by DDOT staff for conformance to submission requirements.

To ensure requirements set forth by the District Department of Transportation are being met, please contact:

District Department of Transportation
Public Space Regulation Administration
1100 4th Street, SW
2nd Floor Permit Office
Washington, DC 20024
(202) 442-4670

Alcoholic Beverage Control Regulation Administration

Temporary Alcoholic Beverage Control License

If alcoholic beverages are planned to be provided at a Special Event, a Temporary Alcoholic Beverage Control License must be obtained. If there is a charitable beneficiary involved in the provision of alcoholic beverages, please include this information in the presentation to the MSETG. To begin the permit application process, please contact:

Alcoholic Beverage Control Regulation Administration
2000 14th Street NW, Suite 400S
Washington, DC 20009
(202) 442-4423

There are two types of temporary licenses needed for selling, serving and consuming distributing alcoholic beverages:

- A class "F" license authorizes an individual or group to sell and serve beer and wine.
- A class "G" license authorizes an individual or group to sell and serve spirits, beer and wine.

In order to obtain a temporary Alcoholic Beverage Control License, you must file in person 14 days prior to the date of the event. The following documents must be submitted along with your application for an Alcohol Beverage Control License:

- A letter of authorization from the true and actual owner or designated agent of the property upon which the event is to take place, giving permission to sell alcoholic beverages:



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

- ❑ A completed FBI Stipulation Form LII-ABC-5, which must be notarized.
- ❑ A copy of the Special Event License.

When submitting an application for an Alcoholic Beverage Control License, the applicant or designee to manage the event must have a completed criminal history report (PD-70). This report can be obtained from the Metropolitan Police Department located at 300 Indiana Avenue, N.W., #3055, Washington, D.C.

Office of Tax and Revenue

Tax Registration License

Sponsors of special events are required to pay District of Columbia taxes on items sold, even if listed as nonprofit organizations. Tax-exempt organizations are not required to pay income taxes, but are required to pay all sales taxes. In cooperation with the Office of Tax and Revenue, the Department of Consumer and Regulatory Affairs provides registration services. To apply for this type of registration, please contact:

Office of Tax and Revenue
 1101 4th Street, SW
 Washington, DC 20024
 (202) 727-4829

Tax and Revenue Reporting Requirements

All events are subject to the following obligations and penalties mandated by the Office of Tax and Revenue:

- ❑ Event organizers shall submit to the Office of Tax and Revenue:
 - At least 30 days before the beginning of an event, a preliminary list of all vendors and exhibitors, including their names, addresses, representatives, and telephone numbers; and
 - Within 10 days after the last day of an event, a final list of all vendors and exhibitors, including their names, addresses, representatives, and telephone numbers, if not previously provided.
- ❑ Before the event, the event organizer shall provide to vendors and exhibitors such information regarding their District tax obligations, filing deadlines, and other such requirements as is supplied by the District after the preliminary list of vendors and exhibitors is submitted as noted herein.
- ❑ Event organizers shall provide access to officials of the Office of Tax and Revenue to the event premises and activities to monitor vendor and exhibitor sales.
 - An event organizer who fails to submit the preliminary vendor and exhibitor list as noted herein, shall pay a penalty in the amount of \$1,000, plus \$50 for each day the list is late, which penalty shall not exceed \$2,500.
 - An event organizer who fails to submit the final vendor and exhibitor list as noted herein, shall pay a penalty in the amount of \$1,000, plus \$50 for each day the list is late, which penalty shall not exceed \$10,000.



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

To ensure requirements set forth by the Office of Tax and Revenue are being met, please contact:

Office of Tax and Revenue
1101 4th Street, SW
Washington, DC 20024
(202) 727-4829

Department of Fire and Emergency Medical Services

Emergency Medical Services Requirements

The Department of Fire and EMS mandates that all streets remain accessible to emergency vehicles and equipment at all times via a minimum 20 ft. dedicated and unobstructed emergency lane, and/or as may be further determined by the Department of Fire and EMS.

An essential requirement when planning a special event is the adequate provision of first aid and/or emergency medical services. It is imperative that normal emergency medical services operations for the city are not hindered by the staging of a special event. The Department of Fire and EMS (EMS Special Events Coordinator) as well as the Department of Health must review and approve your plans for first aid and/or emergency medical services to ensure that provisions are in place for coverage by proper licensed/certified personnel. To ensure safety of persons attending a special event, the Emergency Medical Service provider (if services are not provided by the Department of Fire and EMS) must be able to initiate an Incident Action Plan (as required by the U.S. Department of Homeland Security) that is appropriate for the event. All events must have an Incident Action Plan on file with the Department of Fire and EMS. Additionally, the provider must have direct radio communications capability with the Department of Fire and EMS, local and applicable Federal law enforcement agencies, and the District of Columbia's Homeland Security and Emergency Management Agency. The following guideline, established according to the number of people anticipated at an event, will ensure that appropriate emergency medical coverage is provided throughout your event:

NOTE: Special high-activity events such as concerts, marathons, 5K and 10K races, as well as other events staged during periods of extreme temperatures, or potentially affecting a high number of special needs individuals (e.g., elderly or young children) will be required to obtain first aid and/or emergency medical services and other Fire/EMS assets as determined by the Department of Fire and EMS and the Department of Health.

To ensure requirements for the provision of first aid and/or emergency medical services are being met, please contact:

Department of Fire and Emergency Medical Services
Emergency Medical Services – Special Events Coordinator
1338 Park Road, NW
Washington, DC 20010
(202) 673-3274

Vending Requirements

During event planning, provisions must be made by the event organizer to ensure food vendors/vending spaces and the merchandise vendors/vending spaces remain separate at all times while vending is taking place as



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

required by the Office of the Fire Marshal of the Department of Fire and Emergency Medical Services. To ensure requirements set forth by the Office of the Fire Marshal are being met, please contact:

Department of Fire and Emergency Medical Services
 Office of the Fire Marshal
 1100 4th Street, SW, 2nd Floor (Permit Center)
 Washington, DC 20024
 (202) 727-1600

Fireworks Display Permit

If an event includes any type of fireworks display, the event organizer must obtain permits for the use of fireworks from the Department of Fire and Emergency Medical Services – Office of the Fire Marshal. To begin the permit application process, please contact:

Department of Fire and Emergency Medical Services
 Office of the Fire Marshal
 1100 4th Street, SW, 2nd Floor (Permit Center)
 Washington, DC 20024
 (202) 727-1600

Department of Health

Food Safety and Hygiene Inspection Services Division

Successful ventures in food service at special events can be assured when diligently following the requirements as outlined in the DCMR Title 25-A, also known as the DC Food Code. To confirm that all food vendors understand how to ensure food safety, it is critical that all potential vendors read, understand, and then sign-off on the ***Food Services Guidelines/Requirements for Special Events Vendors*** prior to the event. Each vendor must sign the Food Safety Division's (FSD) form acknowledging their receipt of the *Guidelines* prior to the event. The *Guidelines* highlight the major requirements. The FSD will have inspectors on-site during the special event to ensure that all of the requirements as stated in the Food Code are being met. If, during the inspections, the sanitarian finds that the food or operations threatens the health or safety of the patrons, the vendor will be required to dispose of the food and/or discontinue the operation. During the day(s) of the event, there will be one (1) sanitarian conducting inspections for every ten (10) vendors. Every attempt will be made for all food service operators to be inspected prior to conducting any sales.

To meet the critical requirements of the Food Code, it is required that all vendors have enough hot water (100°F) for hand-washing, and enough hot water for ware-washing (110°F), during all hours of the special event (DCMR 25 § 401 & § 2402). **If the vendor is unable, the Event Organizer will be responsible for providing an approved method of supplying sufficient hot water for all vendors.**

So that the Event Organizer will have a sufficient number of copies of FSD's *Guidelines* available for the vendors, please provide a list of the potential vendors to FSD. Please provide the following information:



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

- Name of Lead Vendor
- Name(s) of additional vendors
- Trade Name or Food Establishment association
- Contact telephone number
- On-site cell phone number during event
- Contact email address
- Contact mailing address
- Menu/Food items to be offered for sale
- Also include the name of the event, dates/times of event, and name of Event Organizer.

Email this information to **food.safety@dc.gov** or fax to **(202) 535-1359**.

For events where food is not offered for sale, but is to be distributed for free/at no cost to either the participants or spectators, the FSD would like to remind vendors to maintain sanitary conditions to the best of their ability and include signage indicating that patrons consume such food items at their own risk.

Event Organizers with any questions about food operations prior to a special event, and to ensure requirements are being met, are strongly encouraged to contact:

Food Safety and Hygiene Inspection Services Division
899 North Capitol Street, NE
Washington, DC 20002
(202) 535-2180
Food.safety@dc.gov



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

Health Emergency Preparedness and Response Administration Requirements

The Department of Health, in conjunction with the Department of Fire and Emergency Medical Services, requires that all event coordinators submit a *Health, Medical and Safety Plan* to the Department of Health. The Health Emergency Preparedness and Response Administration (HEPRA) within the Department of Health (DOH) has created guidelines to provide assistance in creating the *Health, Medical and Safety Plan*. The guidelines cover planning for all types of events and include a detailed matrix identifying medical assets such as first aid stations, transport ambulances, supplies and equipment which might be needed depending on the event size, duration, and other dynamic factors at play.

Event Type	Crowd Size (Anticipated)	CPR & 911 Access	Medical Aid Station (BLS)	Medical aid Station (ALS)	Medical Aid Station (with Physician)	Ambulance(s) (BLS or ALS)	Mobile Med Teams
Concert/ Music Festival	<2,500	X	X	*			
	2,500-15,000	X		X		BLS *	*
	15,000-50,000	X		X	*	ALS (1)	X
	>50,000	X			X	ALS (1)	X
Athletic/ Sporting Event	<2,500	X	X	*			
	2,500-15,000	X		X	*	BLS (1)	X
	15,000-50,000	X			X	ALS (1)	X
	>50,000	X			X	ALS (1)	X
Parade/ Block Party/Street Fair/Outside Venue	<2,500	X	*				*
	2,500-15,000	X	X	*		BLS *	X
	15,000-50,000	X		X		ALS (1)	X
	>50,000	X			X	ALS (1)	X
Conference or Convention	<2,500	X	*				
	2,500-15,000	X	X	*		BLS *	*
	15,000-50,000	X		X	*	ALS (1)	X
	>50,000	X	X	*	X	ALS (1)	X

X= Required

*= Recommended

(1) = Multiple Units may be required depending on history and size of event ALS = Advanced Life Support (see Annex C for list of service providers) BLS = Basic Life Support (see Annex C for list of service providers)

EMT = Emergency Medical Technician

Once the plan has been approved, the Department of Health may post information about the event on the Healthcare Information System (HIS) so that local healthcare facilities can be aware of the date and time of your event. This system will allow the healthcare facilities to be informed of the anticipated crowd size, so they will be able to plan how the event may impact their respective facilities.



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

The *D.C. DOH Special Events Health, Medical and Safety Planning Guide* is posted at the DOH-HEPRA website at <http://doh.dc.gov/page/special-event-medical-planning>. The guide can also be acquired by contacting the DOH Special Events Coordinator, Aisha Williams at aisha.williams@dc.gov or (202) 671-0745. Please contact Aisha Williams at DOH-HEPRA for assistance needed in developing your Health, Medical & Safety Plan.

Serve DC

Volunteer Services

Serve DC – The Mayor's Office on Volunteerism provides free training to organization staff and volunteers on topics such as CPR/AED, first aid, traffic and crowd management, spontaneous volunteer management, and more. Serve DC also maintains a database of individuals who have taken its flagship Community Emergency Response Team (CERT) training and can be requested to provide support in a public-safety or emergency-preparedness capacity at special events.

Event organizers interested in scheduling group training or requesting CERT volunteers for an event, should contact Serve DC within 90 days of the event date:

Serve DC – The Mayor's Office on Volunteerism
 Frank D. Reeves Municipal Center
 2000 14th Street, NW Suite 101
 Washington, DC 20009
 (202) 727-7925
www.serve.dc.gov

Department of Parks and Recreation

District Parks and Recreation Facilities Use Permit

Event organizers requiring the use of any District of Columbia parks or recreation facilities, must obtain a permit from the D.C. Department of Parks and Recreation. To begin the permit application process, please contact:

Department of Parks and Recreation
 Permit Office
 3140 16th Street, NW
 Washington, DC 20010
 (202) 673-7449

The following information must be provided at the time of inquiry:

- Date of Event
- Type of Event
- Expected Attendance
- Event Details of Activities (i.e., live band, animals, games, food, etc.)

The agency will exercise discretion to suggest alternate sites for any event expecting to exceed site capacity.



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

National Park Service

Federal Parks Use Permit

If any portion of the event will be held on parkland of the Federal government, a permit must be obtained from the National Park Service of the U.S. Department of the Interior. To begin the permit application process, please contact:

National Park Service
Park Programs/Permit Office
900 Ohio Drive, SW
Washington, DC 20242
(202) 245-4715

U.S. Capitol Police

U.S. Capitol Permit

If any portion of the event will be held on the grounds of the U.S. Capitol complex, a permit must be obtained from the U.S. Capitol Police. To begin the permit application process, please contact:

U.S. Capitol Police
Special Events Unit
119 D Street, NE
Washington, DC 20510
(202) 224-8891

Robert F. Kennedy Memorial Stadium and Parking Lots

If any portion of the event will be held at RFK Memorial Stadium or on the parking lots of the stadium, please contact:

Events DC
Director of Event Operations
2400 East Capitol Street, SE
Washington, DC 20003
(202) 608-1165

DC Water

Misting Tent Request

DC Water provides a misting tent as a service to the community (minimum group size-100 participants). DC Water recommends applying for a permit at least two weeks before the Misting Tent is needed. It typically takes one to two weeks for DC Water to process an application.



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

Event organizers interested in having the DC Water Misting Tent setup at the Special Event, please request the tent at http://www.dewater.com/about/tent_request_form.cfm.

Fire Hydrant Use Permit

If a water source is needed for drinking, cooking, misting tents or for similar purposes, DC Water recommends using a water truck, or an on-site water storage tank. If these water sources are not available or are prohibited at the event site and the use a fire hydrant as a temporary water source is required, a Fire Hydrant Use Permit must first be obtained from DC Water. This permit will authorize the applicant to operate a particular fire hydrant for the purpose of obtaining water on a temporary basis for the duration of the event.

Event organizers interested in using fire hydrants during a Special Event should apply for a Fire Hydrant Use Permit prior to the Special Event at http://www.dewater.com/business/permits/fire_hydrant_use.cfm.

Drinking Water Station/Water Bubblers Use Permit

A water bubbler is a device that is attached to a fire hydrant and acts as a drinking water fountain or bubbler. In certain cases, such as community events, DC Water allows customers to rent a water bubbler for drinking water, washing, cooking and recreational use.

Event organizers interested in using a water bubbler at a Special Event should apply for a Water Bubbler Use Permit at: http://www.dewater.com/business/permits/water_bubbler_permit.cfm.

Temporary Discharge to Sewers Permit

To discharge any water or wastewater from an event, a Temporary Discharge to Sewers Permit must be obtained to ensure the proposed discharge location is acceptable for the volume and type of waste being disposed. Any special restrictions, treatment, and/or monitoring requirements for the discharge will be identified in the permit and are assessed on a case by case basis.

To discharge any water or wastewater from a Special Event, please apply for a Temporary Discharge to Sewers Permit at: http://www.dewater.com/business/permits/groundwater_temporary_discharge.cfm.

“Wendy the Waterdrop” Appearance

DC Water has a waterdrop mascot named Wendy. Wendy can be scheduled for special events, and requests must be submitted two-three weeks in advance. Wendy should generally be used in good weather, and if inclement weather is predicted, she must be used indoors.

To have a special appearance by “Wendy the Waterdrop” at a Special Event, please request the appearance at nija.ali@dewater.com or (202) 787-2206.



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

Schedule of Fees

Special event organizers shall be responsible for the costs of services, as determined by the agencies, incurred by the city for administering the special event at the rates and costs including, but not limited to those listed herein. **Rates are subject to change. Additional rates may apply. All fees are to be paid directly to the billing agencies within the timeline established by each respective agency.**

Department of Consumer and Regulatory Affairs

Special Event User Fee, which covers the cost of services provided for the following categories of the Department of Consumer and Regulatory Affairs for monitoring health and food practices, safety conditions, and alcoholic beverage control at special events, including sanitarians, building inspectors, electrical inspectors, plumbing inspectors, and licensing investigators:

<i>Rate per employee, per hour (for a minimum of 4 hours)</i>	<i>\$ 54.35</i>
<i>Special Events License Cost, per day</i>	<i>\$330.00</i>
<i>Expediting Fee (for applications submitted 15 – 29 days before event)</i>	<i>\$100.00</i>
<i>Expediting Fee (for applications submitted 14 or fewer days before event)</i>	<i>\$200.00</i>

Metropolitan Police Department

Special Event User Fee, which covers the cost of police services for special events:

<i>Rate per officer, per hour (for a minimum of four (4) hours)</i>	<i>\$ 65.45</i>
---	-----------------

Alcoholic Beverage Regulation Administration

Special Event User Fee, which covers the cost of services provided by Alcoholic Beverage Regulation Administration investigators for monitoring the control, sale, service, and consumption of alcoholic beverages at special events:

<i>Rate per employee, per hour (for a minimum of 4 hours)</i>	<i>\$ 54.35</i>
---	-----------------

Department of Fire and Emergency Medical Services

On -Site Permitting and monitoring, which covers the time required to perform an inspection of the site and/or the activities or equipment in use during the event that are to be inspected:

<i>Rate per Inspector, per hour (for a minimum of 4 hours)</i>	<i>\$ 88.00</i>
--	-----------------

On-Site Monitoring Fee, which covers monitoring of the special event to ensure the safety of the public:

<i>Rate per Inspector, per hour (for a minimum of 4 hours)</i>	<i>\$ 65.00</i>
--	-----------------

One Advanced Life Support Unit (includes two EMS providers and one supervisor):

<i>Cost per hour (for a minimum of 4 hours)</i>	<i>\$200.00</i>
---	-----------------



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

EMS bicycle teams and EMS ambulance carts (includes two EMS providers, and either two bicycles or one cart):

Cost per hour (for a minimum of 4 hours) \$130.00

Use of fire truck/boat, four to five firefighters and equipment for parades, festivals, and other special events:

Cost per hour (for a minimum of 4 hours) \$400.00

Department of Health – Health Emergency Preparedness and Response Administration

Advanced Medical Aid Station (includes two (2) nurses, each at \$70/hour, one (1) emergency operations staff member at \$50/hour, and medical supplies and equipment at \$500/station):

Total First Hour Cost \$690.00

Additional Hourly Cost \$190.00

Basic Medical Aid Station (includes one (1) nurse at \$70/hour, one (1) emergency operations staff member at \$50/hour, and medical supplies and equipment at \$300/station):

Total First Hour Cost \$420.00

Additional Hourly Cost \$120.00

Command Vehicle Station: In addition to the above fees, if the number of participants at the Special Event is expected to equal or exceed five thousand (5,000) and the event presents a significant risk of overwhelming the District of Columbia's emergency medical services and care system, a command vehicle station may be required at the following costs (which includes one (1) emergency operations staff member at \$50/hour and one (1) command vehicle at \$100/event):

Total First Hour Cost \$150.00

Additional Hourly Cost \$ 50.00

Department of Health – Food Safety and Hygiene Inspection Services Division

Food vendor inspection (one (1) inspector for every ten (10) vendors)

Rate per inspector, per hour (for a minimum of 4 hours) \$ 54.35

Department of Public Works

Clean-up (pre and post), trash removal, which covers the cost of public space cleaning and trash removal:

Rate per person per hour \$ 32.00

Equipment per hour \$ 40.00

Disposable trash bags, per case \$ 46.00

Trash cans, per can \$ 5.50

Recycle bin, per bin \$ 5.50

Tonnage collection, per ton \$ 79.23



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

Towing Service

<i>Cost for minimum of 4 hours (includes 1 tow truck, 1 driver, 1 supervisor for first and last hour)</i>	\$519.00
<i>Additional Tow truck per hour</i>	\$ 83.22
<i>Additional driver per hour</i>	\$ 37.59
<i>Additional supervisor per hour</i>	\$ 38.75

Department of Transportation

Note: A 10% Technology Fee will be added to all public space permit fees.

Flag Installation and Removal, which covers the cost of installation and removal of flags from city street light poles:

<i>Rate per person, per hour</i>	\$ 57.00
----------------------------------	----------

Temporary Sign Installation, which covers the cost of installing temporary "No Parking" signs:

<i>Rate per person, per hour</i>	\$ 36.00
----------------------------------	----------

Traffic Control Officer Assistance:

<i>Rate per person, per hour</i>	\$ 50.00
----------------------------------	----------

<i>Rate per Supervisor, per hour</i>	\$ 66.00
--------------------------------------	----------

Variable Message Boards, which covers labor to deliver, program, and rent per day:

<i>Rate per board and program, per day</i>	\$ 90.00
--	----------

<i>Rate per relocated board and program, per day</i>	\$150.00
--	----------

Traffic Cones Rental Fee:

<i>Rate per cone, per day to drop in one location</i>	\$ 5.00
---	---------