

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



Responses to Fiscal Year 2018 Performance Oversight Pre-Hearing Questions

Dr. Christopher Rodriguez

Director, Homeland Security and Emergency Management Agency

Submission to

Committee on the Judiciary and Public Safety

Chairman Charles Allen

Council Member, Ward 6

February 11, 2019

Committee on the Judiciary and Public Safety

John A. Wilson Building

1350 Pennsylvania Ave., NW, Suite 109

Washington, DC 20004



General Questions

- 1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all senior personnel, and note the date that the information was collected on the chart.**

See attachment “Q1 HSEMA.”

- a. Please provide an explanation of the roles and responsibilities of each division and subdivision.**

Executive Office of the Director:

Provides executive leadership and administrative authority over HSEMA.

Office of the Chief of Staff:

Drives the Director’s strategic priorities. Develops and standardizes processes and procedures across HSEMA.

Office of Public Affairs:

Manages internal and external communications for HSEMA. Spearheads outreach to District residents and visitors.

Office of Legal Affairs:

Provides legal counsel and policy advice to the HSEMA director. Oversees the work of the Mayor’s Special Events Task Group. Supports the work of the Homeland Security Commission.

Administration Division:

Manages HSEMA’s day-to-day enterprise activities. Key personnel and functions include:

- Chief Administrative Officer and Deputy Chief Administrative Officer: Manages HSEMA’s day-to-day administrative functions.
- Grants Management Bureau: Manages the federal homeland security grant programs awarded to the District and the National Capital Region.
- Facility and Security Bureau: Manages building and personnel security, access to Agency facilities, HSEMA’s vehicle fleet, and the Agency’s warehouse.
- Finance Bureau: Manages HSEMA’s finances in accordance with District policies and priorities.
- Information Technology (IT) Bureau: Manages, in coordination with OCTO, HSEMA’s IT systems and other technology needs.
- Human Resources Bureau: Manages, in coordination with DCHR, the recruitment and hiring of new HSEMA staff and contractors. Manages personnel issues across the agency.



Homeland Security and Preparedness Division:

Manages HSEMA's emergency preparedness and intelligence activities. Key personnel and elements include:

- Chief of Homeland Security and Preparedness: Oversees the daily activities of the Homeland Security and Preparedness Division.
- National Capital Regional Threat Intelligence Consortium (NTIC): Serves as the District's fusion center, providing tactical and strategic intelligence support to our law enforcement, homeland security, emergency management, public health and private sector partners. This year, HSEMA rebranded the fusion center (formerly known as the Washington Regional Threat Analysis Center, or WRTAC), renaming it the National Capital Region Threat Intelligence Center to reflect the role it plays in driving regional intelligence production.
- Planning, Training, and Exercise Bureau: Provides training and exercise opportunities to the District. Develops the District's corrective action program. Creates planning products to meet the needs of HSEMA and key stakeholders within the District.
- National Capital Region (NCR) Watch Bureau: Provides around-the-clock alert notifications and develops a common operating picture supporting coordination and collaboration on emerging incidents across the National Capital Region (NCR).
- Long-Term Risk Reduction Bureau: Manages the District's long-term recovery program. Administers and oversees the District's Hazard Mitigation Program
- Preparedness Evaluation Bureau: Administers the annual Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review along with other after-action reports and evaluations as needed.
- Disability Integration Coordinator: Ensures the District's emergency management program effectively meets the needs of people with disabilities and those with access and functional needs.

Operations Division:

Manages HSEMA's steady-state and emergency operations activities. Key personnel and elements include:

- Chief of Operations: Oversees the Operation Division's daily activities.
- Emergency Operations Center (EOC) Bureau: Manages the District's Emergency Operation Center, oversees the District's Qualifications System, and processes EMAC requests.
- Joint All Hazards Operation Center (JAHOC) Bureau: As the District's watch center, the JAHOC maintains 24/7 coverage of the District. Provides situational awareness of and coordinates resource requests for security and other incidents within DC.



b. Please provide a narrative explanation of any changes to the organizational chart made during the previous year.

In August 2018, HSEMA realigned several elements of the Agency to improve the efficiency and effectiveness of daily operations. The realignment involved two major organizational changes:

(1) **The integration of our intelligence and preparedness functions.** To better prepare the city for disasters and other emergencies, we believed it was necessary to fully integrate the work of intelligence analysts (who warn of threats) and emergency planners (who prepare for threats). As such, we merged our Intelligence and Preparedness Divisions into the **Homeland Security and Preparedness Division**.

(2) **The consolidation of all administrative functions in one division.** In addition, HSEMA placed all its administrative functions – including HR, Finance, Security, and Grants Management – in one division (now the Administration Division) led by HSEMA's first Chief Administrative Officer.

2. Please provide a current Schedule A for the agency which identifies each position by program and activity codes, with the employee's name, title/position, salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please separate salary and fringe and indicate whether the position must be filled to comply with federal or local law.

See attachment "Q2 HSEMA" for schedule A information compiled on January 25, 2019.

3. Please list all employees detailed to or from your agency. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

As of January 31, 2019, HSEMA has two employees detailed to other agencies. Timothy Spriggs is detailed to the Department of Public Works from September 24, 2018 to April 1, 2019. Jennifer Del Toro is on a detail to the Executive Office of the Mayor (DMPSJ) that began on September 24, 2018. In addition, John Mein has been detailed to HSEMA from the Office of Neighborhood Safety and Engagement from January 28, 2019 to April 1, 2019. Each of these details are necessary for the good of the District, to improve performance, and to help meet the immediate needs of the District government.



4. Please provide the Committee with:

- a. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle collisions involving the agency's vehicles in FY18 and FY19, to date; and**

Included below is a current vehicle and accident list as of January 24, 2019.

Vehicle	Tag	Acquisition	Assignment	FY18 and FY19 Accidents
2017 Chevrolet Tahoe	G62-0841U	Leased	Chris Rodriguez	9/24/2018
2014 Ford Explorer	G62-3599N	Leased	Chris White	None
2016 Dodge Durango	G62-0057S	Leased	Robert Sneed	None
2016 Dodge Durango	G62-2285R	Leased	Rashad Young	11/14/2018
2014 Dodge Durango	G62-0760P	Leased	EOM	None
2018 Chevy Tahoe	G62-1664V	Leased	Clint Osborn	None
2015 Chevrolet Tahoe	G62-0905R	Leased	Frederick Goldsmith	None
2014 Dodge Durango	G62-2532P	Leased	Donte Lucas	None
2018 Chevy Tahoe	G62-3993S	Leased	Fleet	None
2018 Chevy Silverado	G63-0971V	Leased	Fleet	4/30/2018
2016 Chevrolet Suburban	G62-1294S	Leased	Fleet	None
2014 Chevrolet Suburban	G62-1071N	Leased	Fleet	None
2014 Ford Expedition	G62-2542P	Leased	Fleet	None
2013 Ford Explorer	G42-1002L	Leased	Fleet	None
2010 Dodge Avenger	G12-0557H	Leased	Fleet	None
2011 Chevrolet Tahoe	DC7889	Owned	Fleet	None
2010 Mercedes Sprinter	DC7901	Owned	Office of Public Affairs	None
2009 Freightliner Bus	DC8362	Owned	Operation Division	10/5/2018



The four accidents in FY18 and FY19, to date, involved the following:

- 4/30/18 – The operator of the agency vehicle turned a corner too sharply, striking a fixed object, and damaged the quarter panel. No other vehicles were involved.
- 9/24/18 – The operator of the agency vehicle struck the rear of another vehicle. The other vehicle sustained only minor damage and the agency vehicle was unscathed.
- 10/5/2018 – A non-agency vehicle struck the parked agency vehicle and left the scene, leaving only minor damage to the agency vehicle.
- 11/14/2018 – The agency vehicle was side swiped by a bus attempting to turn a corner. There was only minor damage to the agency vehicle, which was repaired at no cost to the agency.

b. A list of travel expenses, arranged by employee for FY18 and FY19, to date, including the justification for travel.

Below are charts including all travel expenses. All travel was allowable and paid for through federal grants. No local funds were used.

FY 2018

Name	Destination	Justification	Date	Expense
Akasa, Annah	Long Beach, CA	Emergency Managers Conference (IAEM)	11/12/2017 - 11/15/2017	\$716.29
Alsop, Vermeica	Long Beach, CA	Emergency Managers Conference (IAEM)	11/10/2017- 11/16/2017	\$1,828.16
Alsop, Vermeica	Township, NJ	Mitigation Emergency Managers Course	3/14/2018 - 3/15/2018	\$440.22
Alsop, Vermeica	Nazareth, PA	Emergency Planning Course	5/15/2018 – 5/17/2018	\$563.00
Alsop, Vermeica	New York City, NY	National Homeland Security Conference	7/8/2018 – 7/13/2018	\$2,475.20
Baker, Brian	Long Beach, CA	Emergency Managers Conference (IAEM)	11/12/2017 - 11/16/2017	\$2,305.46
Baker, Brian	Tampa, FL	Governors Homeland Security Advisors Council Meeting	1/30/2018 – 2/3/2018	\$933.73
Baker, Brian	Monterey, CA	Center for Homeland Defense and Security Apex	2/20/2018 – 2/23/2018	\$1,232.18
Baker, Brian	Seattle, WA	Big City Emergency Managers Meeting	3/11/2018 – 3/16/2018	\$2,303.68
Bradley, Nickea	Philadelphia, PA	Flood Insurance Roundtable Meeting	11/30/2017 – 11/30/2017	\$196.20
Campbell, Kimberly	San Diego, CA	7th Annual All Hazards Incident Management Team Symposium	12/3/2017 - 12/8/2017	\$1,096.08
Campbell, Kimberly	Hilo, HI	Deployment to Hilo to Support Kilauea Volcano Response	7/31/2018 – 8/25/2018	\$8,508.06
Coleman, Bettina	Long Beach, CA	2017 International Association of Emergency Managers Conference	11/10/2017- 11/16/2017	\$3,110.34



Name	Destination	Justification	Date	Expense
Crawford, Elijah	Kissimmee, FL	26 th Annual Administrative Professional Conference	9/28/2018 – 10/4/2018	\$5,663.79
Crawley, Lorien	Chicago, IL	Society of Human Resource Management	6/16/2018 – 6/21/2018	\$4,045.72
Crispino, Anthony	Burlington, WI	LDV Pre-Construction Meeting	8/5/2018 – 8/8/2018	\$1,230.86
Del Toro, Jennifer	San Diego, CA	ESRI User Conference & Award Ceremony	7/10/2018 – 7/12/2018	\$2,311.86
Fikar, Dominique	Ithaca, NY	Cornell University Nonprofit & Government Career Info.	2/28/2018 – 3/4/2018	\$539.87
Gardner, Russell	Midlothian, VA	Public Assistance New Delivery Model Class	2/25/2018 – 2/27/2018	\$515.26
George, Margaret	Ocean City, MD	Maryland Human Trafficking Investigators Seminar	5/15/2018 – 5/18/2018	\$568.43
Gross, Travis	Chicago, IL	AIRIP Global Intelligence Conference	6/25/2018 – 6/28/2018	\$1,930.31
Gross, Travis	Greensboro, NC	North Carolina Drone Summit & Flight Expo	8/4/2018 – 8/7/2018	\$492.88
Guddemi, Charles	Los Angeles, CA	Unmanned Aircraft Systems Integration Conference	12/4/2017 - 12/7/2017	\$1,082.19
Guddemi, Charles	National Harbor, MD	Association of Unmanned Vehicle Systems International Conference	2/6/2018 – 2/8/2018	\$52.00
Guddemi, Charles	Baltimore, MD	FAA UAS Symposium 3 rd Annual Convention	3/6/2018 – 3/8/2018	\$159.18
Guddemi, Charles	Denver, CO	Xponential Conference	4/30/2018 – 5/3/2018	\$1,476.40
Guddemi, Charles	Greensboro, NC	North Carolina Drone Summit & Flight Expo	8/5/2018 – 8/7/2018	\$982.46
Harrison, Leslie	San Diego, CA	17th Annual All Hazards Incident Management Teams Association	12/4/2017 - 12/8/2017	\$2,076.35
Harrison, Leslie	Baltimore, MD	Business Writing and Grammar Skills	12/13/2017 - 12/14/2017	\$139.88
Hewitt, Megan	Emmitsburg, MD	Foundation of Emergency Management Training	1/28/2018 – 2/9/2018	\$1,194.20
Huggins, Briana	New York, NY	New York City & Pennsylvania Emergency Operations Center Site Visits	2/21/2018 – 2/22/2018	\$298.95
Jackson, Corey	Midlothian, VA	Virginia Department of Emergency Management New Model Training	2/25/2018 – 2/28/2018	\$772.82
Jones, Gelinda	Philadelphia, PA	ESRI Public Sector GIS Conference	12/4/2017 – 12/7/2017	\$1,085.14
Jones, Gelinda	New York, NY	New York City & Pennsylvania Emergency Operations Center Site	2/21/2018 – 2/22/2018	\$298.95
Jones, Gelinda	Houston, TX	Houston & San Antonio Texas Emergency Operations Center Site Visit	5/7/2018 – 5/10/2018	\$1,624.50
Jones, Gelinda	Atlanta, GA	Intermedix 2018 Preparedness Summit	5/7/2018 – 5/10/2018	\$257.66
Jones, Gelinda	Burlington, WI	Command Vehicle Pre-Construction Meeting	8/5/2018 – 8/8/2018	\$242.64



Name	Destination	Justification	Date	Expense
Lucas, Donte	Redlands, CA	Big City Emergency Management Conference	12/11/2017–12/15/2017	\$1,416.40
Lucas, Donte	New York, NY	New York City & Pennsylvania Emergency Operations Center Site Visits	2/21/2018 - 2/22/2018	\$315.95
Lucas, Donte	Houston, TX	Houston & San Antonio Texas Emergency Operations Center Site Visits	3/7/2018 – 3/9/2018	\$1,608.94
Lucas, Donte	Seattle, WA	Big City Emergency Managers Emerging Leaders Meeting	3/11/2018 – 3/13/2018	\$1,163.32
Massa, Elizabeth	Anaheim, CA	Law Enforcement Intelligence Association of Law Enforcement Intelligence Analyst Annual Training	4/8/2018 - 4/13/2018	\$1,990.28
Nichting, Claire	Huntsville, AL	FBI Analytic Writing for Fusion Center	3/18/2018-3/31/2018	\$2,859.61
Osborne, Clint	New York, NY	National Homeland Security Conference	7/8/2018-7/13/2018	\$2,694.10
Pierce, Justin	Philadelphia, PA	Regional Interagency Steering Committee Regional Advisory Council	11/27/2017 - 11/29/2017	\$731 .87
Pierce, Justin	Harrisburg, PA	FEMA Region 3 Training and Exercise Workshop	2/5/2018-2/6/2018	\$358.66
Pierce, Justin	Reisterstown, MD	EMAC Deployment	5/29/2018-6/14/2018	\$1,618.44
Pierce, Justin	Emmitsburg, MD	Foundations of Emergency Management Training	1/28/2018-2/9/2018	\$4,960.64
Quarles, Ronnisha	Emmitsburg, MD	Foundations of Emergency Management Training	1/28/2018-2/9/2018	\$1,196.40
Quarrelles, Jamie	Long Beach, CA	2017 International Association of Emergency Managers	11/10/2017 - 11/16/2017	\$3,508.02
Quarrelles, Jamie	Harrisburg, PA	FEMA Regional Training & Exercise Planning Workshop	2/5/2018-2/7/2018	\$643.49
Rinonos, David	Emmitsburg, MD	Foundations of Emergency Management Training	1/28/2018-2/19/2018	\$1,179.24
Rodriguez, Christopher	Tampa, FL	Governors Homeland Security Advisors Council Winter Meeting	2/1/2018-2/2/2018	\$737.08
Rodriguez, Christopher	Seattle, WA	Big City Emergency Managers Spring Meeting	3/13/2018-3/16/2018	\$1,532.48
Rodriguez, Christopher	San Diego, CA	2018 ESRI National Security and Public	7/8/2018-7/10/2018	\$1,651.26
Rodriguez, Christopher	Savannah, GA	NEMA 2018 Emergency Management Policy and Leadership	9/30/2018-10/4/2018	\$1,586.73
Ruesch, Emily	New York, NY	National Homeland Security Conference	7/8/2018-7/13/2018	\$2,696.25
Samee, Sonia	San Diego, CA	2017 Grant Professionals Association GPA Conference	11/7/2017 – 11/12/2017	\$2,590.39
Samee, Sonia	Long Beach, CA	2017 International Association of Emergency Managers Conference (IAEM)	11/12/2017 - 11/20/2017	\$2,550.70



Name	Destination	Justification	Date	Expense
Samee, Sonia	St. Louis, MO	Government Finance Officers Association Annual Conference	5/4/2018-5/10/2018	\$4,123.26
Samee, Sonia	New York, NY	2018 National Homeland Security Conference	7/8/2018-7/13/2018	\$2,441.17
Samee, Sonia	Hilo, Hawaii	Deployment to Hilo to support Kilauea Volcano Disaster	7/28/2018-8/22/2018	\$8,318.84
Schilling, Page	Boston, MA	Northeast Regional Intel Conference	6/10/2018-6/13/2018	\$1,557.93
Scott, Delores	New York, NY	New York City & Pennsylvania Emergency Operations Center Site Visits	2/21/2018-2/22/2018	\$298.95
Scott, Delores	New York, NY	2018 National Homeland Security Conference	7/8/2018-7/12/2018	\$2,080.26
Scott, Mark	Titusville, FL	2017 Annual Critical Infrastructure Protection and Resilience North America Conference	12/5/2017 - 12/8/2017	\$875.73
Scott, Mark	New York, NY	2018 National Homeland Security Conference	7/9/2018-7/11/2018	\$1,513.08
Shackelford, Jerica	San Diego, CA	2017 Grant Professionals Association GPA Conference	11/8/2017 - 11/14/2017	\$2,212.51
Shackelford, Jerica	Austin, TX	NIMS ICS All-Hazards Commander Course	5/20/2018-5/25/2018	\$2,096.85
Shackelford, Jerica	Tel Aviv, Israel	Counter-Terrorism & Cybersecurity Training	6/21/2018-7/1/2018	\$293.84
Shackelford, Jerica	New York, NY	2018 National Homeland Security Conference	7/9/2018-7/13/2018	\$2,516.52
Sneed, Robert	Burlington, WI	Command Vehicle Pre-Construction Meeting	8/5/2018-8/8/2018	\$291.91
Speranza, Carrie	Long Beach, CA	2017 International Association of Emergency Managers	11/10/2017 - 11/16/2017	\$2,748.13
Spriggs, Timothy	Long Beach, CA	2017 International Association of Emergency Managers	11/12/2017-11/16/2017	\$2,595.34
Spriggs, Timothy	New York, NY	New York City & Pennsylvania Emergency Operations Center Site Visits	2/21/2018-2/22/2018	\$298.95
Spriggs, Timothy	Houston, TX	Houston & San Antonio TX Emergency Operations Center Site Visits	3/7/2018-3/9/2018	\$2,115.81
Temple, Erika	Harrisburg, PA	FEMA Region III Training & Exercise Planning Workshop	2/5/2018-2/7/2018	\$678.88
Temple, Erika	San Diego, CA	2018 ATD International Conference & Exposition	5/3/2018-5/10/2018	\$6,429.86
Terry, Andre	Chicago, IL	2018 Society of Human Resource Management	6/16/2018-6/21/2018	\$3,947.17
White, Christopher	Tel Aviv, Israel	Counter-Terrorism & Cybersecurity Training	6/20/2018-6/30/2018	\$100.00
White, Christopher	Savannah, GA	2018 National Emergency Management Association Annual Forum	9/30/2018-10/4/2018	\$1,792.69



Name	Destination	Justification	Date	Expense
White, Lisa	San Diego, CA	17th Annual All Hazards Incident Management Teams Association Training & Education Symposium	12/4/2017 - 12/8/2017	\$2,074.04
White, Lisa	Reisterstown, MD	NCR TEPW Planning Meeting	10/31/2017-10/31/2017	\$63.02
White, Lisa	Baltimore, MD	SkillPath two-day Business Writing Skills Workshop	12/13/2017-12/14/2017	\$452.16
Wilson, LaRae	Milwaukee, WI	Pre-Construction Mobile Command Bus Meeting LDV	8/5/2018-8/8/2018	\$249.00
Woodall, Kenneth	New York, NY	New York City & Pennsylvania Emergency Operations Center Site Visits	2/21/2018-2/22/2018	\$298.95
Worrell, Andrew	Emmitsburg, MD	Foundations of Emergency Management Training	1/28/2018-2/10/2018	\$1,131.31
Young, Chelsea	Long Beach, CA	2017 International Association of Emergency Managers Conference and EMEX	11/9/2017 - 11/16/2017	\$3,144.13
Young, Chelsea	Hilo, Hawaii	2018 Deployment to Hilo to Support Kilauea Response	7/31/2018-8/24/2018	\$8,541.06

FY 2019

Name / Position	Destination	Justification	Date	Expense
Alsop, Vermeica	Philadelphia, PA	FEMA Region III Developing Quality Applications Elements	10/14/2018-10/18/2018	\$1,350.20
Bradley, Nickea	Philadelphia, PA	FEMA Region III Developing Quality Applications Elements	10/15/2018-10/16/2018	\$383.15
Bradley, Nickea	Davis, WV	State Hazard Mitigation Officers	10/15/2018-11/16/2018	\$452.96
Coleman, Bettina	Grand Rapids, MI	IAEM 66 th Annual Conference	10/19/2018-10/25/2018	\$1,678.21
George, Margaret	Ocean City, MD	Maryland Human Trafficking Professionals Seminar	10/28/2018-10/30/2018	\$436.56
Harley, Stephanie	Redlands, CA	Big City Emerging Leaders Program	12/9/2018-12/14/2018	\$1,473.04
Huggins, Briana	Philadelphia, PA	HMA Developing Quality Applications	10/14/2018-10/18/2018	\$1,256.91
Huggins, Briana	Chicago, IL	2018 Grants Professional Association Conference	11/6/2018-11/11/2018	\$3,261.55
Miller, Sonia	Oklahoma City, OK	2018 Homeland Security Information Network Intelligence Seminar	12/11/2018-12/13/2018	\$1,586.15
Osborne, Clint	New York City, NY	Big City Emergency Managers 2018 Fall Meeting	10/15/2018-10/19/2018	\$1,586.15
Reed, Tristan	Chicago, IL	Grants Professionals Association Annual Conference	11/7/2018-11/10/2018	\$1,992.39
Scott, Delores	Grand Rapids, MI	IAEM 66 th Annual Conference	10/21/2018-10/24/2018	\$789.07



Name / Position	Destination	Justification	Date	Expense
Scott, Mark	Reisterstown, MD	State Mitigation Planning Workshop	11/1/2018-11/2/2018	\$91.50
Shackleford, Jerica	Grand Rapids, MI	International Association of Emergency Managers 66 th Annual Conference	10/21/2018-10/25/2018	\$1,138.38
Shackleford, Jerica	Chicago, IL	Grants Professional Association Conference	11/6/2018-11/11/2018	\$2,602.66
Speranza, Carrie	Grand Rapids, MI	2018 International Association of Emergency Managers Annual Conference	10/19/2018-10/25/2018	\$2,560.00
Stewart, Jonathan	New York, NY	Big City Emergency Association of Emergency Managers Annual Conference	10/15/2018-10/19/2018	\$1,822.06
White, Christopher	New York, NY	Big City Emergency Managers Fall 2018 Meeting	10/15/2018-10/19/2018	\$1,967.50
Wilson, LaRae	Redlands, CA	Big City Emerging Leaders Program	12/9/2018-12/14/2018	\$1,530.55

5. For FY18 and FY19, to date, please list all intra-District transfers to or from the agency and the purpose for each transfer.

There were no intra-District transfers to HSEMA in FY18 or FY19. Intra-District transfers from HSEMA to other agencies are listed below.

FY 2018

From	To	Purpose	Amount
HSEMA	Office of the Chief Technology Officer	Annual IT Assessment	\$69,415
HSEMA	Office of the Chief Technology Officer	Microsoft Office 365	\$23,527
HSEMA	DC Human Resources	Compliance Services	\$2,380
HSEMA	Office of Finance Resource Management	RTS Cost	\$18,039
HSEMA	Office of Finance Resource Management	Agency Purchase Cards	\$257,606
HSEMA	Office of the Chief Financial Officer	FY 2017 Single Audit	\$185,148
HSEMA	Office of Disability Rights	Sign Language Services	\$2,380



FY 2019

From	To	Purpose	Amount
HSEMA	Office of the Chief Technology Officer	Annual IT Assessment	\$108,075
HSEMA	DC Human Resources	Compliance Services	\$2,440
HSEMA	Office of Finance Resource Management	RTS Cost	\$10,000
HSEMA	Office of Finance Resource Management	Agency Purchase Cards	\$75,000
HSEMA	Department of Public Works	Annual Fleet Maintenance	\$39,467

6. For FY18 and FY19, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:
- 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;
 - Expenditures of funds, including the purpose of each expenditure; and
 - The current fund balance.

HSEMA does not maintain, use, or have available for use any special purpose revenue funds.

7. For FY18 and FY19, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

See attachment "Q7 HSEMA."

8. Please list all memoranda of understanding ("MOU") entered into by your agency during FY18 and FY19, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

FY 2018

Agency	Purpose	Date Entered	Date Terminated
District of Columbia Department of Health	Medical Reserve Corps (Continuation) (DCERS)	October 4, 2017	May 31, 2019
District of Columbia Department of Human Services	Family Assistance Center (Continuation) (DCERS)	October 19, 2017	September 30, 2018
District of Columbia Fire and Emergency Medical Services	Planning, Training & Exercise Overtime (Continuation) (DCERS)	October 4, 2017	September 30, 2018



Agency	Purpose	Date Entered	Date Terminated
District of Columbia Office of the Chief Medical Examiner	Field-Deployable Forensic Processing Unit (Continuation) (DCERS)	January 5, 2018	September 30, 2018
District of Columbia Metropolitan Police Department	Law Enforcement Homeland Security Capabilities (Continuation)	October 11, 2017	September 30, 2018
District of Columbia Fire and Emergency Medical Services	Tactical Medical Equipment and Ballistic Protection for Fire/Rescue - District of Columbia (CCA)	October 2, 2017	May 31, 2018
District of Columbia Office of the Chief Medical Examiner	Decedent Tracking (DCERS/DC 5%)	January 5, 2018	September 30, 2018
District of Columbia Human Resources	Enhanced Suitability Screening	October 1, 2017	September 30, 2018
District of Columbia Metropolitan Police Department	Law Enforcement Homeland Security Capabilities (Continuation)	September 27, 2018	September 30, 2019
District of Columbia Metropolitan Police Department	License Plate Reader Program (Continuation)	September 27, 2018	September 30, 2020
District of Columbia Office of Unified Communications	Interoperable Communications Planning, Training, and Exercises (Continuation)	September 27, 2018	September 30, 2019
Serve DC	Citizen Preparedness and Volunteer Management (Continuation)	September 27, 2018	September 30, 2019
Serve DC	Volunteers and Donations Management - District of Columbia (Continuation)	September 27, 2018	September 30, 2019
District of Columbia Department of Human Services	Mass Care Program Development (DCERS)	September 27, 2018	September 30, 2019
District of Columbia Fire and Emergency Medical Services	CBRNE Detection (Continuation)	September 27, 2018	September 30, 2019
District of Columbia Fire and Emergency Medical Services	Planning, Training & Exercise Overtime (Continuation) (DCERS)	September 27, 2018	September 30, 2019
District of Columbia Office of Unified Communications	Radio Cache - District of Columbia (Continuation)	September 27, 2018	September 30, 2020
District of Columbia Office of the Chief Medical Examiner	Fatality Management Logistics and Equipment Cache (Continuation) (DCERS)	February 7, 2018	September 30, 2018
District of Columbia Fire and Emergency Medical Services	STC Overtime and Backfill - District of Columbia	August 15, 2018	August 15, 2018
DC Health	Patient Tracking - District of Columbia (Continuation) (DCERS)	September 27, 2018	September 30, 2019



Agency	Purpose	Date Entered	Date Terminated
DC Health	Medical Reserve Corps (Continuation) (DCERS)	September 27, 2018	May 31, 2020
Department of General Services	AE Design Services	May 14, 2018	March 30, 2019

FY 2019

Agency	Purpose	Date Entered	Date Terminated
District of Columbia Office of Unified Communications	CAD Information Sharing and Interoperability (Continuation)	October 16, 2018	September 30, 2020
District of Columbia Human Resources	Enhanced Suitability Screening	October 1, 2018	September 30, 2019

- 9. Please summarize and provide the status of all existing capital projects and those in the financial plan, including a brief description, the amount budgeted by fiscal year, actual dollars spent, and any remaining balances (by type of funds). In addition, please provide:**

- a. An update on all capital projects concluded in FY17, FY18, and FY19, to date, including the amount budgeted, actual dollars spent, any remaining balances, and whether the project had an impact on the operating budget of the agency. If so, please provide an accounting of such impact.**

HSEMA did not receive any capital funds during FY17, FY18, nor FY19, nor have any capital projects been concluded during these periods.

- 10. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY18 and FY19, to date. For each, include a description of the need, the amount of funding requested, and whether the request was approved or denied.**

See attachment “Q10 HSEMA.”

- 11. Please list, in chronological order, each reprogramming in FY18 and FY19, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, and within the agency. For each reprogramming, list the date, amount, program and activity codes, rationale, and reprogramming number.**

See attachment “Q11 HSEMA.”

- 12. Please list each grant or sub-grant received or distributed by your agency in FY18 and FY19, to date. List the date, amount, source, purpose of the grant or sub-grant received or distributed, and amount expended.**

Please see attachment “Q12 HSEMA.”

- a. How many FTEs are dependent on grant funding at your agency? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs?**

All of HSEMA’s FTEs are either fully or partially dependent on grant funding (total of 140 FTEs). Grant-funded employees work in support of the federal grant program’s goals, which are emergency preparedness and response, building



homeland security capabilities, and reducing or eliminating long-term risk to people and property from natural hazards.

The current grant programs are multi-year and will not expire this fiscal year. Continued funding is dependent on Congress appropriating FY2019 grants. HSEMA is currently working with OFRA as well as our partners in the federal agencies FEMA and DHS to ensure that the District continues to receive the homeland security grant funding necessary to further our mission.

- 13. Please list each contract, procurement, and lease, entered into, extended, and option years exercised by the agency during FY18 and FY19, to date. For each contract, please provide the following information, where applicable:**
- a. The name of the contracting party;**
 - b. The nature of the contract, including the end product or service;**
 - c. The dollar amount of the contract, including amount budgeted and amount spent;**
 - d. The term of the contract;**
 - e. Whether the contract was competitively bid;**
 - f. The name of the agency's contract monitor and the results of any monitoring activity; and**
 - g. The funding source.**

See attachment "Q13 HSEMA."

- 14. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to significant financial liability or will result in a change in agency practices, and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success. For those identified, please include an explanation about the issues involved in each case.**

The agency is not a named party in any pending lawsuits.

- 15. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY18 or FY19, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).**

The agency has not entered into any settlements in FY19. The agency entered into one settlement in FY18 in a matter brought at the Office of Human Rights. In Case No. 16-481 DC (CN), the agency settled an EEO complaint, lodged by a former employee, for \$984.54.



- 16. Please list the administrative complaints or grievances that the agency received in FY18 and FY19, to date, broken down by source. Please describe any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY18 or FY19, to date, describe the resolution.**

The agency did not receive any administrative complaints or grievances in FY18. At the beginning of FY19, the agency received notification that an informal complaint had been filed with another agency's Equal Employment Opportunity (EEO) counselor. No additional information has been shared at this time.

- 17. Please list and describe any complaints or allegations of sexual harassment or other forms of sexual misconduct received by the agency in FY18 and FY19, to date, whether or not those complaints or allegations were resolved.**

To date, the agency has not received any complaints or allegations of sexual harassment or other forms of sexual misconduct in FY18 and FY19.

- 18. Please list and describe any ongoing investigations, audits, or reports on or of the agency, or any investigations, studies, audits, or reports on the agency that were completed in FY18 and FY19, to date.**

During FY 2018, HSEMA participated in the FY 2017 DC Single Audit of Federal Awards Programs, which resulted in five findings. HSEMA submitted a corrective action plan to the Office of the City Administrator and the Office of the Chief Financial Officer. The corrective actions have been fully implemented. Also, Federal Emergency Management Agency (FEMA) Region 3 completed a monitoring visit on HSEMA's management of FEMA grant programs. The site visit occurred in March 2018. HSEMA presented its corrective actions and the final corrective action implementation was documented and submitted to FEMA Region 3 in November 2018.

- 19. Please describe any spending pressures the agency experienced in FY18 and any anticipated spending pressures for the remainder of FY19. Include a description of the pressure and the estimated amount. If the spending pressure was in FY18, describe how it was resolved, and if the spending pressure is in FY19, describe any proposed solutions.**

The agency did not experience any spending pressures in FY18 and does not anticipate any spending pressures in FY19.

- 20. Please provide a copy of the agency's FY18 performance plan. Please explain which performance plan objectives were completed in FY18 and whether they were completed on time and within budget. If they were not, please provide an explanation.**

See attachment entitled "Q20 HSEMA Part 1" for the agency's FY18 performance plan. Final reporting for FY18 is included in our FY18 Performance Accountability Report, attached as "Q20 HSEMA Part 2."

HSEMA fully met all but two of its key performance indicators (KPIs) in FY18. The first of these measures, "Percent of employees with activation responsibilities certified in their EOC activation role" was nearly met at 73 percent. HSEMA was unable to fully meet this KPI due to changes in FEMA's guidelines for EOC credentialing in FY18 that necessitated



changes to our credentialing program mid-year. These new requirements are being incorporated into our program and HSEMA anticipates that we will be able to meet this KPI for FY19. Similarly, the agency did not fully meet its KPI goal of 95 percent for “Percent of employees funded through the FEMA Emergency Management Performance Grants (EMPG) program that have completed the EMPG training requirements.” During the year, several new employees were moved to EMPG funding and were still in the process of completing their training at the end of FY18.

HSEMA also completed all but two of our strategic initiatives. While the majority of the agency’s “District Preparedness System Governance Alignment” initiative has been completed, the updated charters have not yet been fully finalized. Similarly, the initiative focused on “Socialization Training for Incorporation of Disability and Access and Functional Needs Considerations in Preparedness Activities” is tied to settlement negotiations that are still underway. All initiatives were within budget.

21. Please provide a copy of your agency’s FY19 performance plan as submitted to the Office of the City Administrator.

See attachment entitled “Q21 HSEMA” for our FY19 Performance Plan.

22. Please describe any regulations promulgated by the agency in FY18 or FY19, to date, and the status of each.

The agency did not promulgate any regulations in FY18 or FY19, to date.

23. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or for which it contracted in FY18 and FY19, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee if the study, research paper, report, or analysis is complete.

See attachment “Q23 HSEMA” for the list of all studies, research papers, reports, and analyses. Due to the sensitive nature of HSEMA’s non-public documents, only the Public Safety Bulletins, posted online at <https://hsema.dc.gov/psb> are available for Council review.

24. Please separately list each employee whose salary was \$100,000 or more in FY18 and FY19, to date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

See attachment “Q24 HSEMA.”

25. Please list in descending order the top 25 overtime earners in your agency in FY18 and FY19, to date, if applicable. For each, state the employee’s name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned.

See attachment “Q25 HSEMA.”



- 26. For FY18 and FY19, to date, please provide a list of employee bonuses or special pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.**

In FY18 and FY19, to date, the following employees have received bonuses:

Agency Code	Fiscal Year	Employee Name	Position Title	Bonus Pay	Special Award	Reason
BN0	18	Rodriguez, Christopher Ryan	Director, Homeland Sec. & EMA	\$5,000.00		New Hire
BN0	18	Davis, Charles	Emergency Operations & Info Spec	\$25,000.00		Retirement
BN0	18	Greene, Johnny	Assistant Director for Administration	\$25,000.00		Retirement

- 27. Please provide each collective bargaining agreement that is currently in effect, and differs from that submitted last year, for agency employees. Please include the bargaining unit and the duration of each agreement. Please note if the agency is currently in bargaining and its anticipated completion.**

National Association of Government Employees (NAGE), Local R3-07 – Effective April 12, 2018, the Parties agreed to continue with their existing collective bargaining agreement (CBA). See attachment “Q27 HSEMA” for the memorandum of understanding verifying this agreement. The current CBA, originally effective October 1, 2014 through September 20, 2017, remains in effect until September 30, 2020.

- 28. If there are any boards or commissions associated with your agency, please provide a chart listing the names, confirmation dates, terms, wards of residence, and attendance of each member. Include any vacancies. Include the Local Emergency Planning Council.**

HSEMA is currently working closely with Department of Energy & Environment (DOEE) to conduct a reboot of the Local Emergency Planning Council (LEPC) with DOEE taking the lead. The two agencies will collaborate to make the more participative and relevant to the risks and hazards faced by the District. A formal announcement of the reboot will be made at the Emergency Preparedness Committee meeting on February 12, 2019. Thereafter, HSEMA and DOEE will conduct a kick-off with all stakeholders during the third quarter of FY19.



Information for the Homeland Security Commission is included in the chart below:

Commissioner	Confirmation Date/Term Beginning	Term End	Residence	Attendance
Rebecca Katz* (Term concluded on February 22, 2018)	June 28, 2016	February 22, 2018	Bethesda, MD	December 8, 2017
Susan Reinertson* (Term concluded on February 22, 2018. Ms. Reinertson served in a hold-over capacity through August 21, 2018)	June 28, 2016	February 22, 2018	Alexandria, VA	December 8, 2017; April 20, 2018; June 21, 2018; August 20, 2018
David Heyman (HSC Chair)	May 22, 2017	February 22, 2019	Ward 4	December 8, 2017; April 20, 2018; June 21, 2018; August 20, 2018; November 16, 2018
Philip McNamara	July 11, 2017	February 22, 2019	Ward 1	December 8, 2017; April 20, 2018; November 16, 2018
Meloyde Batten-Mickens	December 8, 2017	February 22, 2020	Fort Washington, MD	December 8, 2017; June 21, 2018; August 20, 2018; November 16, 2018; January 17, 2019
Brad Belzak	December 8, 2017	February 22, 2020	Ward 2	December 8, 2017; April 20, 2018; June 21, 2018; August 20, 2018; November 16, 2018; January 17, 2019
Edward Pearson	December 18, 2018	February 22, 2022	Ward 7	January 17, 2019
Joanna Turner	December 18, 2018	February 22, 2022	Ward 6	January 17, 2019
Brian Baker* (Official status as Commissioner is pending his swearing in)	December 18, 2018	February 22, 2022	Ward 6	January 17, 2019

29. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Provide a description of whether the agency is in compliance with these requirements, and if not, why not (e.g. the purpose behind the requirement is moot, etc.).

The “Homeland Security, Risk Reduction, and Preparedness Amendment Act of 2006” requires the Executive to submit to the Council of the District of Columbia an annual report describing the current level of preparedness in the District. Work on the 2018 annual report is currently underway.



Agency Operations

30. Please describe any initiatives that the agency implemented in FY18 or FY19, to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

See attachment entitled “Q20 HSEMA Part 2” for our FY18 Performance Accountability Report (PAR). As described in the PAR, HSEMA developed a new agency Strategic Plan, oversaw the full accreditation of the District’s emergency management program by the Emergency Management Accreditation Program, and coordinated the District’s play in FEMA’s National Level Exercise, the largest ever District preparedness exercise.

Additionally, see attachment entitled “Q30 HSEMA” for HSEMA’s FY19 Performance Plan with first quarter reporting information, detailing our initiatives and progress in the current fiscal year.

31. What are the agency’s top five priorities? Please explain how the agency expects to address these priorities in FY19. How did the agency address its top priorities listed for this question last year?

In FY19, HSEMA will continue to address the top five priorities introduced in FY18, building upon our progress over the past year:

- *Strengthening HSEMA’s organizational performance* – HSEMA will improve organizational performance by automating key administrative functions and by integrating our intelligence and emergency preparedness capabilities. In FY18, we focused on improving performance by reducing process and programmatic complexity through streamlining internal policies, practices and procedures.
- *Optimizing the way HSEMA spends grant dollars* – HSEMA will optimize the way it spends grant money by evaluating return on investment for key grant programs. In FY18, the Agency began this work by closely examining current spending, preparing for federal budget cuts potentially impacting our grant programs, and implementing an annual budgeting cycle to better track spending.
- *Building a regional intelligence capability* – HSEMA will build the capabilities of the National Capital Region Threat Intelligence Consortium (NTIC) by standing up a cybersecurity center and by acquiring technology to improve situational awareness of the District and the region. In FY18, HSEMA focused on hiring and training new analysts and improving the quality of our analytic products. We also rebranded the NTIC from WRTAC to better reflect its regional intelligence nature.
- *Develop a whole of community approach to disaster management and disaster preparedness* – HSEMA will focus on improving outreach to two key constituencies in the District – the business and faith-based communities. In FY18, the Agency focused on overall outreach to District residents via the Ready DC campaign.
- *Become a more anticipatory organization* – HSEMA will become a more anticipatory agency by proactively acquiring and utilizing new technology to improve our operational and preparedness capabilities. In FY18, to better serve the Executive Office of the Mayor, the agency proactively created a suite of weather-related products to help the District better prepare for the impacts of severe weather events.



32. Please list each new program implemented by the agency during FY18 and FY19, to date. For each initiative, please provide:

- a. A description of the initiative;**
- b. The funding required to implement the initiative; and**
- c. Any documented results of the initiative.**

School Safety Initiative

- Description: The School Safety Initiative is a collaborative effort undertaken by District agencies to enhance school safety and security efforts through the Emergency and Safety Alliance (ESA). The ESA is an interagency team comprised of representatives from District government agencies.
- Funding: There is no additional funding associated with this initiative. It is completely supported through existing resources.
- Results: This project has already accomplished several goals:
 - HSEMA's NTIC launched a new tool, a school resource packet, highlighting threat issues for students and school personnel. The tool helps secure schools and raises awareness of emerging issues, safety trends, and available resources. To date NTIC has circulated three resource packets.
 - HSEMA, in collaboration with DCPS, the U.S. Department of Homeland Security (DHS), and DGS, has conducted an all-hazards risk assessment and completed school security assessments of seven school campuses.
 - HSEMA and DCPS are finalizing the School Emergency Preparedness Playbook. This Playbook provides guidance to assist schools in developing new plans or updating existing plans using national best practices for emergency management.
 - HSEMA is collaborating with DCPS to provide planning, training and exercise support in assisting the River Terrace Education Campus (RTEC) with emergency response protocols and capabilities. RTEC is a public school catering to students with disabilities.

Food Defense Initiative:

- Description: The Food Defense Workshop will consist of an exercise with private sector partners with the goal of gathering data from grocery stores on their resilience of their food defense plans. To gauge their resilience, we will ask them to identify what they perceive as the greatest threats to their plans. We also plan to educate retail store proprietors on the risks of intentional tampering. The data collected will be used to inform an intelligence assessment co-authored by FBI, USDA, FDA, and contributions from DC Health.
- Funding: There is no additional funding associated with this initiative. It is completely supported through existing resources.
- Results: The Food Defense Initiative will be hosting a private sector workshop on March 7, 2019 in partnership with USDA, FDA, the FBI, and DC Health to test the food defense plans of grocery stores in the region. This workshop is designed to educate retailers about the threats of intentional adulteration.



Interfaith Preparedness & Advisory Group (IPAG)

- Description: The IPAG mission is to provide a platform for Faith-Based Organizations to exchange information collectively and with professionals concerning threats, vulnerabilities, best security practices, and protective measures related to the safety and security of their congregations and facilities.
- Funding: There is no additional funding associated with this initiative. It is completely supported through existing resources.
- Results: The IPAG is hosting its inaugural quarterly meeting on February 28, 2019 from 6-8pm. The keynote speaker will be John Cohen, the former undersecretary for Intelligence & Analysis at the U.S. Department of Homeland Security.

Museum Partnership Strategic Initiative

- Description: The Museum Partnership Strategic Initiative (MPSI) is a project designed to engage District public and private museums of varying scales, sizes, and subject matters with the goal of increasing interconnectedness and raising the collective level of security for this sector.
- Funding Requirements: There is no additional funding associated with this initiative. It is completely supported through existing resources.
- Results: Through this initiative, the NTIC has built relationships with existing museums with whom we had no previous engagement, strengthened existing relationships and catalyzed information sharing through participants' use of NTIC-created be on the lookout and suspicious activity reporting templates.

Updated Training for Emergency Liaison Officers (ELO)

- Description: During emergencies and planned major events, District agencies and outside partners send staff to the District's Emergency Operations Center (EOC) to coordinate operations and foster collaboration. This role is known as the Emergency Liaison Officer (ELO). This initiative is designed to improve the training course that HSEMA provides to all ELOs by taking feedback from ELOs and incorporating lessons learned during the very previous two years to provide better and more effective training for ELOs.
- Funding Requirements: There is no additional funding associated with this initiative. It is completely supported through existing resources.
- Results: HSEMA delivered the first course to ELOs on 1/23/2019 and received overwhelmingly positive feedback from the participants.

Joint All-Hazards Operations Center Enhancements

- Description: HSEMA is working to enhance the District's JAHOC operations by increasing hands-on training opportunities; developing additional watch and warning capabilities; expanding representation of other District agencies; and integrating the fusion center's intelligence capabilities into daily watch and warning operations.
- Funding Requirements: There is no additional funding associated with this initiative. It is completely supported through existing resources.



- Results: Though this initiative is in the early stages, HSEMA has expanded our supervisor staffing in the JAHOC to provide one-on-one training opportunities for staff. The agency has also added three staff members to each shift to enhance existing capabilities and expand our services. HSEMA implemented an updated training program for JAHOC watch. The agency has also integrated an intelligence analyst into the JAHOC.

Incident Coordination and Support Teams

- Description: Building upon the success of the team that manages the District's Emergency Operations Center, HSEMA is working with a number of District agencies and outside partners, chiefly FEMS, to build deployable incident management teams. HSEMA is also updating the agency fleet to support collaboration at incidents and events.
- Funding Requirements: There is no additional funding associated with this initiative. It is completely supported through existing resources.
- Results: This initiative is still in the design and funding stages, but HSEMA has increased the frequency with which we are deploying incident coordination and support staff to incidents, specifically residential fires with displacements.

33. What are the top metrics regularly used by the agency to evaluate its operations? Please be specific about which data points are monitored by the agency.

See attachment entitled "Q20 HSEMA Part 1" for HSEMA's FY18 Performance Accountability Report information and "Q30 HSEMA" for a copy of the FY19 performance plan with first quarter reporting information. Among other measures, HSEMA monitors the increase in subscribers to our fusion center analytic products, the number of planning processes completed in accordance with the Emergency Management Accreditation Program requirements, and the increase in subscribers to the AlertDC program.

34. Please list any task forces and organizations of which the agency is a member.

Nationally, HSEMA is a member of the National Emergency Management Association (NEMA), the Big City Emergency Managers (BCEM), and the National Governors Association Homeland Security Advisory Council. The agency also participates as the state representative on various Federal Emergency Management Agency (FEMA) committees and working groups, such as the Modeling and Data working group.

Locally, HSEMA manages the District Preparedness System and serves as co-chair of the District's Emergency Preparedness Committee (EPC) and manages all four working subcommittees of the EPC. HSEMA is also an active participant in the following District-level task forces and working groups:

- Emergency and Safety Alliance
- Resilient DC Cabinet;
- Interagency Council on Homelessness;
- Smarter DC Tiger Team;
- Safe Passage to Schools;



- DC Department of Health Director's Opioid Committee;
- DC Health and Medical Coalition; and
- DC Human Trafficking Task Force.

In accordance with Mayor's Order 2018-084 dated October 22, 2018, HSEMA is the chair and coordinating agency for the Mayor's Unmanned Aerial Systems (UAS) working group, which is tasked with evaluating and making recommendations for a comprehensive program to incorporate UAS in the District's airspace. The working group will consider both public safety and commercial applications for the technology.

HSEMA administers the Statewide Interoperability Executive Council (SIEC), the mechanism through which the District manages public safety and emergency communications interoperability enhancement efforts. Under the District Statewide Communications Interoperability Plan, the SIEC provides policy-level direction to District and regional partners on the development and maintenance of interoperable emergency communications. The SIEC oversees the Interoperable Communications Committee (ICC), a board made up of representatives from key SIEC agencies and other interested District, federal, and regional agencies. The Statewide Interoperability Coordinator serves as the liaison between the SIEC and ICC, while also coordinating and overseeing interoperability policy and procedures.

HSEMA is represented on all of the National Capital Region Regional Emergency Support Function (RESF) committees of the Metropolitan Washington Council of Governments (MWCOG), as well as the Homeland Security Executive Committee (HSEC), the HSEC Advisory Council, HSEC Cyber Working Group, HSEC Fusion Center Working Group, the Complex Coordinated Attacked (CCA) Working Group, and the Interoperability Working Group. HSEMA also participates on or co-chairs several subcommittees for the National Special Security Events (NSSE) planning team. HSEMA regularly attends and participates at the meetings of the following associations: Hotel Association of Washington DC – Security Directors, Apartment Office Building Association – Emergency Preparedness Committee, the Consortium of University Police Chiefs, National Fusion Center Association Cyber Intelligence Network, Railway Alert Network, Amtrak Rail and Information Sharing Group, the Association of Metropolitan Water Agencies, Mid-Atlantic First Financial Sector, U.S. Department of Homeland Security – Sector Specific - Food and Agriculture Subcommittee, Maryland Center for School Safety Statewide School Safety Weekly Conference Call, the DC Venue Group, the Washington Nationals Security, and the Capital One Center Security. HSEMA also serves as a member of Infraguard, the Washington-Baltimore High Intensity Drug Trafficking Area Program, and the Joint Force Headquarters-National Capital Region Joint Operations Information Group.

35. Please explain the impact on your agency of any legislation passed at the federal level during FY18 and FY19, to date, which significantly affected agency operations.

There has been no impact significantly affecting agency operations of any legislation passed at the federal level during FY18 and FY19, to date.



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

- a. A detailed description of the information tracked within each system; and**
- b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system.**

The table below includes information on all electronic databases maintained by HSEMA.

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	2 Yr	Updated in 2018	N
MS SQLServer	Database for Citywide closed circuit television (CCTV) camera system integrated environment	6 Yr	None	N
MS SQLServer	Redundant Database for Citywide CCTV camera system integrated environment	6 Yr	None	N
MS SQLServer	Production database for HSEMA Training Tracking system - Application front end available to the public	6 Yr	None	Y
MS SQLServer	Production database for HSEMA Destiny Risk Orientation system - Application front end available to the public	5 Yr	None	Y
MS SQLServer	Production ManageEngine ServiceDesk - Application front end is utilized by DC HSEMA for Helpdesk ticketing	4 Yr	None	N
MS SQLServer	Production ManageEngine DesktopCentral - Application front end is utilized by DC HSEMA for Desktop Management	4 Yr	None	N
MS SQLServer	Doubletake Database - Utilized to replicate data to OCTO DR Environment	1 Yr	None	N



37. Please provide a detailed description of any new technology acquired in FY18 and FY19, to date, including the cost, where it is used, and what it does. Please explain if there have been any issues with implementation.

In FY18, HSEMA acquired ESRI's ArcGIS software licensed to be used in the fusion center to bolster existing mapping capabilities provided by Office of the Chief Technology Officer (OCTO). ArcGIS is a geographic information system (GIS) for working with maps and geographic information and a portion of their software is already available through OCTO. HSEMA purchased additional services to provide greater infrastructure for making maps and geographic information available throughout an organization, across a community, and openly on the web. The cost to procure the software was \$28,958.20. To most effectively utilize the ESRI ArcGIS information and other visual data, the NTIC also procured the i2 Analyst's Notebook software, a visual intelligence analysis environment that can optimize the value of massive amounts of information collected. The cost of the notebook software was \$16,824.00.

In FY19, HSEMA procured a training management solution from Meridian Knowledge Solutions. The system will act as a repository for trainings offered and completed by HSEMA staff and other DC Government employees. The system allows personalized learning with secure, flexible and practical enterprise learning management solutions. The system will also serve a repository for employee training and certificate accreditation requirements for emergency operations and forward deployment. The cost of the system was \$93,000.

38. How did HSEMA promote awareness among the District's public and private sector partners regarding cybersecurity in FY18 and FY19, to date?

Under the District's Prevention/Protection Program, the Office of the Chief Technology Officer (OCTO) is the lead agency for cybersecurity. As the lead agency, OCTO is responsible for cybersecurity planning, training, and leading any cybersecurity response or initiatives. The upcoming FY18 Prevention/Protection training program will involve Cybersecurity training created by OCTO and taught by OCTO for members of the program, with the goal of pushing the training out to District public/private partners.

Information sharing, including cybersecurity information, is part of the HSEMA Business Emergency Management Operation Center (BEMOC), a program that facilitates the interaction between the public and private sectors before, during, and after an emergency. Once they have been approved for dissemination, relevant cybersecurity bulletins and reports are passed along to BEMOC members (businesses and other private sector groups).

In addition to this programmatic work, the NTIC produced and disseminated four cybersecurity awareness bulletins in FY 2018 to vetted private sector partners and government personnel. In addition, the NTIC provided information for two Public Safety Bulletins on cybersecurity issues for public dissemination through HSEMA's social media. In August 2018, HSEMA hired a Cyber Program Manager tasked with the creation of the new NTIC Cyber Center to expand the NTIC's cyber threat analysis, preparation, outreach, and training capabilities. The NTIC Cyber Center is a group dedicated to making the



National Capital Region (NCR) more resilient to cyber-attacks by sharing analyses of current and emerging cyber threats, promoting the widespread adoption of best practices, and encouraging incident reporting.

The NTIC continues to serve on the National Fusion Center Association Cyber Intelligence Network, representing the NCR in discussions of cyber threats and vulnerabilities with both private and government partners. The NTIC has established a liaison partnership with OCTO, and a partnership with USDHS Intelligence and Analysis Analysts to help coordinate information sharing to protect the District's cyber infrastructure. The NTIC continues to grow its network and hopes to build stronger relationships with the cyber private sector in the District.

39. How does HSEMA ensure collective situational awareness and coordination among District agencies and federal partners in the area of cybersecurity?

HSEMA, through the NTIC, works towards ensuring situational awareness regarding cyber threats is shared with OCTO's Security Operations Center (SOC), through working with the national fusion center network, the Department of Homeland Security (USDHS), and the Multi-State Information Sharing Analysis Center (MS-ISAC). Details are included below:

- As the District's fusion center, the NTIC participates in the National Fusion Center Association (NFCA) Cyber Intelligence Network (CIN) to gain collective situational awareness on cyber-related reporting around the nation (among fusion centers) and to help coordinate a cyber-response with federal partners (if needed).
- HSEMA has a memorandum of understanding with the OCTO SOC to share threat information (both unclassified and classified level) and provide a liaison partnership between the two agencies. The MOU was signed in September 2017.
- NTIC analysts are members of the Multi-State Information Sharing Analysis Center (MS-ISAC). The ISAC is designed to share information on cyber threats to State, Local, Tribal, and Territorial (SLTT) entities between SLTT and federal partners.
- NTIC analysts work with USDHS entities, including the National Cybersecurity and Communications Integration Center (NCCIC) and Office of Intelligence and Analysis on cyber related issues.
- The NTIC produced six situational awareness products on cybersecurity over FY18, reaching more than 1,200 vetted private and government partners in the District.

a. What protocols are in place for interagency communications regarding cybersecurity?

HSEMA has a memorandum of understanding with OCTO for information sharing and has built relationships with key government entities within the District, regionally, and nationally to help facilitate communication regarding cyber security.



HSEMA is also part of the Smarter DC Tiger Team, a working group of agency representatives that is focused on building a smarter and more connected city using the emerging internet of things and connected device technologies. While cybersecurity is not the focus of the Tiger Team, the group does discuss cybersecurity information.

b. What cyber awareness outreach and training does HSEMA conduct?

When requested, the NTIC provides cyber awareness outreach to private sector partners through previously established relationships, including ones with the District's Business Improvement Districts. In addition, as mentioned earlier, the NTIC provided information for two Public Safety Bulletins on cybersecurity issues for public dissemination through HSEMA's social media.

c. How, specifically, does HSEMA share jurisdiction with OCTO regarding cybersecurity?

In the District, OCTO has sole jurisdiction over cybersecurity planning, preparedness, and response. As the lead for the District's planning and coordination of homeland security and emergency management efforts, HSEMA helps coordinate OCTO's planning and interaction with other District agencies.

In addition, HSEMA, through the NTIC, shares information received through government entities (both at the unclassified and classified levels) with OCTO to help ensure the safety and security of the District's cyber infrastructure. In turn, OCTO shares threat information received with the NTIC for timely notification and to gain assistance through government entities.

40. Please describe the activities of the Homeland Security Commission in FY18 and FY19, to date.

In FY18 and FY 19, the HSC held five quarterly meetings in on December 8, 2017; April 20, 2018; June 21, 2018; August 20, 2018; and November 16, 2018. Throughout 2018, the Commission held additional fact-finding meetings to hone research and information gathering for the 2017-2018 annual report. In total, the Commission held 14 meetings between October 2017 and December 2018.

The HSC, chaired by David Heyman, is currently finalizing its 2017-2018 annual report. In December 2018, the HSC welcomed two new Commissioners, Joanna Turner and Edward Pearson. A third new Commission member, Brian Baker, has been confirmed, but not yet sworn in. We anticipate that his swearing in will take place in February, prior to the next HSC meeting. Once Mr. Baker is sworn in, the Commission will be fully staffed with seven active members.



- a. In August 2017, the Office of the District of Columbia Auditor hosted an event with past and present Homeland Security Commission members. What, if anything, has the Commission done differently based on this discussion?**

On August 30, 2017, several current and former members of the Homeland Security Commission (HSC) engaged in a discussion with Kathleen Patterson, District of Columbia Auditor, on the Commission's role in making recommendations to the District government and improving security preparedness within the District. The discussion reaffirmed the mission of the HSC and encouraged the serving HSC Commissioners to produce a useful and operable annual report.

This discussion, in combination with strong efforts from HSEMA staff to provide ongoing administrative support, prompted the HSC's active trajectory in 2017 and 2018. Following the event, the HSC participated in two quarterly meetings in 2017 (FY18). In 2018, the HSC held four quarterly meetings and conducted several additional fact-finding meetings throughout the year. The HSC is currently finalizing its 2017-2018 annual report to the Mayor.

Since the August 2017 discussion, HSEMA has committed to utilizing the HSC's recommendations by incorporating them into the District Preparedness System and the District preparedness program, as appropriate.

- b. How does HSEMA use the Commission's past reports to inform policy and operations?**

HSEMA uses the Commission's past reports as a resource to inform policy and operations within the agency, particularly through resource allocation, product development, and the identification of gaps within the District's Risk Assessments. For example, HSEMA is considering the 2013 cybersecurity report as it develops its own cyber capabilities through the National Capital Region Threat Intelligence Consortium's Cyber Center.

41. Please provide an update on Alert DC.

- a. How does the agency track the number of subscribers? How has this number changes over the past two fiscal years?**

The agency tracks subscribers through Everbridge, the alerting platform powering AlertDC. HSEMA achieved significant growth in general public subscribers and the agency attributes this growth to the new ReadyDC print/digital campaign launched in FY18 Q4. In FY18, the agency experience nearly 400% growth with nearly 14,700 new subscribers; in contrast, in FY17, the agency gained approximately 3,600 new subscribers.



b. How has this program been used to communicate important information?

During FY18, AlertDC was used to communicate 8,318 alerts to subscribers. Alerts range widely in topic, for example: silver alerts, emergency water outages, traffic advisories, street closures, special event information, hypothermia/cold emergency alerts, and more. As previously mentioned, HSEMA also used the same alerting technology to set up a private group for the Capper fire residents to provide text updates. So far in FY19, Alert DC has sent approximately 2,300 alerts.

c. Has the agency identified any ways to improve upon this program in FY18 and FY19, to date?

From August through October 2018, signing up for AlertDC was the primary call to action in HSEMA's new ReadyDC campaign, "Be a ReadyDC Hero." During this time period, AlertDC received more than 10,000 new subscribers, attributing to significant growth. To help increase the AlertDC profile, it was added as a prominent feature during the HSEMA app update. In FY19, HSEMA's Office of Public Affairs and Operations are gathering subscriber feedback and implementing infrastructure changes with the intention of streamlining the registration process.

42. Please provide a list of all major special events that HSEMA monitored in FY18 and FY19, to date.

a. Please describe how the agency responded to each event.

Below is a list of major special events as of February 7, 2019.

Date	Event	Response Overview
October 7-8, 2017	Taste of DC	HSEMA deployed the Mobile Command Center and facilitated operational coordination amongst the event organizer and public safety departments/agencies including MPD, FEMS, DC Health, and DCRA.
January 30, 2018	2018 State of the Union Address	HSEMA administered an Emergency Operations Center (EOC) full activation, providing coordination and support to the Federal unified command and supporting entities.
March 10, 2018	Rock N' Roll Marathon	HSEMA deployed the Mobile Command Center and facilitated operational coordination among the event organizer and public safety departments/agencies including MPD, FEMS, DPW, U.S. Park Police (USPP), and DDOT.
March 11, 2018	St. Patrick's Day Parade	HSEMA deployed the Mobile Command Center and facilitated operational coordination among the event organizer and public safety departments/agencies including MPD, FEMS, DPW, USPP, and DDOT.



Date	Event	Response Overview
April 14, 2018	DC Emancipation Day, National Cherry Blossom Festival Parade, Sakura Matsuri Japanese Street Festival	HSEMA deployed the Mobile Command Center and facilitated operational coordination among the event organizer and public safety departments/agencies including MPD, FEMS, DPW, USPP, and DDOT.
May 19, 2018	DC Bike Ride	HSEMA deployed the Mobile Command Center and facilitated operational coordination among the event organizer and public safety departments/agencies including MPD, FEMS, USPP, and DDOT.
May 28, 2018	National Memorial Day Parade	HSEMA deployed the Mobile Command Center and facilitated operational coordination among the event organizer and public safety departments/agencies including MPD, FEMS, DPW, USPP, DPW, and DDOT.
June 2, 2018	Washington Capitals Stanley Cup Game 3	HSEMA deployed the Mobile Command Center and facilitated operational coordination among the event organizer and public safety departments/agencies including MPD, FEMS, DPW, and DDOT.
June 4, 2018	Washington Capitals Stanley Cup Game 4	HSEMA deployed the Mobile Command Center and facilitated operational coordination among the event organizer and public safety departments/agencies including MPD, FEMS, DPW, and DDOT.
June 12, 2018	Washington Capitals Stanley Cup Parade	HSEMA deployed the Mobile Command Center and facilitated operational coordination among the event organizer and public safety departments/agencies including MPD, FEMS, DPW, USPP, and DDOT. HSEMA activated the EOC for a partial activation, providing coordination and support to the Federal unified command and supporting entities.
July 4, 2018	Independence Day Celebration	HSEMA deployed the Mobile Command Center and facilitated operational coordination among the event organizer and public safety departments/agencies including MPD, FEMS, DPW, USPP, and DDOT. HSEMA activated the EOC for a full activation, providing coordination and support to the Federal unified command and supporting entities.



Date	Event	Response Overview
July 13-17, 2018	Major League Baseball 89 th All Star Game	HSEMA deployed the Mobile Command Center and facilitated operational coordination among the event organizer and public safety departments/agencies including MPD, FEMS, DPW, and DDOT. HSEMA activated the EOC for a full activation, providing coordination and support to the Federal unified command and supporting entities.
July 28, 2018	Ethiopian Prime Minister Visit	HSEMA deployed an ELO to work in the Washington Convention Center Unified Command Center with FEMS, DDOT, and MPD.
Sept 8, 2018	Susan G. Komen Race	HSEMA deployed the Mobile Command Center and facilitated operational coordination among the event organizer and public safety departments/agencies including MPD, FEMS, DPW, and DDOT.
Sept 9, 2018	Adams Morgan Day	HSEMA deployed the Mobile Command Center and facilitated operational coordination among the event organizer and public safety departments/agencies including MPD, FEMS, DPW, and DDOT.
Sept 29-30, 2018	Fiesta DC Parade and Festival	HSEMA deployed the Mobile Command Center and facilitated operational coordination among the event organizer and public safety departments/agencies including MPD, FEMS, DPW, and DDOT.
Oct 13, 2018	H Street Festival	HSEMA deployed the Mobile Command Center and facilitated operational coordination among the event organizer and public safety departments/agencies including MPD, FEMS, DPW, and DDOT.
Dec 3-5, 2018	George H.W. Bush State Funeral	HSEMA activated the EOC (full activation), providing coordination and support to the Federal unified command and supporting entities.
Jan 21, 2019	Martin Luther King Jr Parade	HSEMA deployed ELOs to work in the Unified Command Center.
Feb 5, 2019	2019 State of the Union Address	HSEMA administered an Emergency Operations Center (EOC) full activation, providing coordination and support to the Federal unified command and supporting entities.



43. How did HSEMA improve its engagement with the Council in FY18 and FY19, to date?

Director Christopher Rodriguez and HSEMA staff worked closely with Councilmember Allen during the immediate response to the Arthur Capper Fire. In addition, HSEMA works hard to ensure that any Council questions are answered in a timely and thorough manner and encourages all Councilmembers to sign up for AlertDC to receive timely notifications about activities throughout the city. Further, the agency continues to work closely with the Mayor's Office of Policy and Legislative Affairs on any outstanding concerns from Council.

a. In an emergency situation, what is the formal protocol for notifying members of the Council about HSEMA's response plans?

HSEMA encourages all Councilmembers to sign up for AlertDC to customize the alerts that they receive on a daily basis. In addition, during larger scale emergencies that include level 2 or higher activation of the Emergency Operations Center, the Joint Information Center's (JIC) Legislative Affairs Unit is responsible for communicating with Council. During multi-day activations, the JIC hosts a daily call for Council and staff to update them on the District's response.

b. How can HSEMA and the Council work together to help keep constituents informed and apprised of important information?

HSEMA encourages the Council to promote AlertDC (alertdc.dc.gov) and ReadyDC (ready.dc.gov), the District's personal preparedness campaign, in its constituent communications. ReadyDC asks residents to become a preparedness partner by being aware, making a plan, building a kit, and staying informed.

44. Please describe what the agency has done in FY18 and FY19, to date, to engage the public in emergency preparedness.

Engaging with residents, businesses, and visitors is the main responsibility of HSEMA's community outreach team. In FY18, the community outreach team conducted 205 events promoting ReadyDC. During these events, outreach specialists shared the importance of building a kit, making a plan, being aware, and staying informed. Events ranged from tabling events at senior centers to interactive trainings with MPD/FEMS. Social media outreach included daily posts providing emergency preparedness tips and resources. Four Twitter Chats were held in FY18 and provided an opportunity for HSEMA and local, regional, and federal partners to provide resources and begin the conversation about personal preparedness, pet preparedness, winter preparedness, and hurricane preparedness. The pet preparedness Twitter Chat earned 1,541,019 impressions from individuals on Twitter.

In FY18, HSEMA outreach tried new approaches to engaging with the public, including hosting pop-up events at local dog parks in June to promote National Pet Preparedness Month and around the holidays distributing hand warmers. To date in FY19, HSEMA community outreach has conducted 53 events. Social media outreach efforts for FY19 include a winter preparedness Twitter Chat scheduled for later this month as well as daily content to encourage residents to be aware, make a plan, build a kit, and stay informed.



45. Please describe the structure, membership, and responsibilities associated with the Mayor’s Special Events Task Group (“MSETG”).

As the nation’s capital, Washington, D.C. hosts numerous special events requiring essential municipal services to ensure events occurring on public roadways in the District are conducted in a manner that protects public health and safety. Coordinating the city’s interagency public safety planning efforts is the responsibility of the Mayor’s Special Events Task Group (MSETG). The MSETG’s structure is based on the functional areas of responsibilities listed below in support of the city’s two special event licensing and permitting agencies (i.e., MPD for processional events and DCRA for stationary events).

Functional Area(s) of Responsibility	Lead Agency(ies)
Security	Metropolitan Police Department
Transportation, Public Space, and Public Works	Department of Transportation <i>and</i> Department of Public Works
Licensing, Permitting, and Inspections	Department of Consumer and Regulatory Affairs
Health and Medical	Department of Health <i>and</i> Fire and Emergency Medical Services Department
Unified Command and Communications	Homeland Security and Emergency Management Agency

In order to ensure effective deliberation and working representation of agencies with primary and supporting functions, the MSETG’s membership includes the following:

MSETG Membership	
Homeland Security and Emergency Management Agency	Department of Consumer and Regulatory Affairs
Department of Fire and Emergency Medical Services	Alcoholic Beverage Regulation Administration
Metropolitan Police Department	Office of Risk Management
District Department of Transportation	Department of Health
Executive Office of the Mayor	Department of Public Works
DC Water	Office of Tax and Revenue
National Park Service	Department of Parks and Recreation
Washington Metropolitan Area Transit Authority	Office of Cable Television, Film, Music, and Entertainment
Events DC	Smithsonian Institute
U.S. Park Police	U.S. Capitol Police



MSETG Membership	
U.S. Department of Homeland Security – Federal Protective Service	Department of General Services – District Protective Services Police Department
National Gallery of Art	Department of Energy and Environment

- a. Please describe the work of the MSETG in FY18 and FY19, to date, including any changes to its reporting structure within the Executive branch, membership, operations, policies, procedures, and member agency fees.**

The MSETG held bi-monthly meetings during FY18 and FY19, to date, for the purpose of providing interagency reviews and assessments of the operational, public safety, and logistical components of proposals for special events occurring on public roadways under the jurisdiction of the District of Columbia. The Meeting Activity Report (attachment “Q45a HSEMA part 1”) provides a list of the event proposals reviewed and assessed by the MSETG for production during FY18 and FY19, to date. The MSETG’s reporting structure within the Executive Branch remains under the Executive Office of the Mayor (via the Mayor’s Office of Community Affairs). There were no changes to the MSETG’s membership, operations, or procedures. The infographic of the MSETG’s interagency coordination (attachment “Q45a HSEMA Part 2”) provides an overview of the steps involved in the processing of special event proposals. Information relative to agency-specific requirements and fees is provided in the MSETG Special Events Planning Guides (attachments “Q45a HSEMA Part 3” for 2018 and “Q45a HSEMA Part 4” for 2019).

The special event user fees as determined by each respective agency incurring costs associated with the production of special events are provided in the MSETG Planning Guide beginning on page 32.

- b. Please describe the reason for any fee increases in FY18 and FY19, to date (if necessary to answer the question, consult with agency partners).**

The MSETG does not have a role in the determination or the assessment of agency-specific special event user fees. MPD, however, reported of a 3 percent fee increase in both FY18 and FY19 in accordance with 24 DCMR § 720.

- c. Is the fee structure standard, or does it change based on the size and scale of the event?**

The special event fees are standard. The agencies’ special event user fees are based on a level of cost-recovery and therefore do not vary based on the size or scale of an event. The agencies’ application of cost-recovery fees is based on the direct provision of services and imposed under a fee-for-service structure.



d. Does HSEMA consider whether the fees assessed burden small-scale District special event organizers? How does HSEMA defray costs?

HSEMA does not make assessments of the impact of agencies' application of their respective cost-recovery special event user fees on any special event organizers. These fees are assessed in accordance with 24 DCMR § 720. HSEMA has been delegated the administration of the Community Events Fund (established by EOM) for the exclusive purpose of offsetting some of the costs for conducting events that are not produced for profit or gain through direct reimbursement to city agencies providing public services that are required for all events and necessary to protect public health and safety.

e. What did HSEMA budget for its Community Events Fund in FY18? FY19? How many special events were funded from the Fund, which, and in what amounts? What is the Fund balance?

The FY18 budget for the Community Events Fund was \$120,000. The amounts identified below were allocated for the following events through direct reimbursement to agencies:

Event	Amount
Funk Parade	\$23,525.45
St. Patrick's Day Parade	\$25,393.64
17th Street Festival	\$3,520.80
Capital Pride Celebration	\$25,554.17
Barracks Row Fall Festival	\$4,534.97
DC State Fair	\$4,135.11
Fiesta DC	\$33,335.86
Total	\$120,000.00
Balance	\$0

The FY19 budget for the Community Events Fund is \$120,000. There have been no funds allocated to date for FY19.

How many of those events were small fundraising events that benefit a District agency?

None. The delegation of authority to HSEMA for the administration of the Community Events Fund established by the Executive Office of the Mayor authorizes the defraying of costs for an event in the District of Columbia that is held during a planned time of public celebration marked by special observance, or that features a program or other activity of cultural, historical, or neighborhood significance that is "not being conducted for profit or gain." Fundraising events, by their very nature, are events conducted for gain.



Why does the MSETG Special Events Planning Guide still provide that “Events that are conducted solely as fundraisers or include the charge of an entrance or admission fee will not be eligible for funding.”, even though the Council appropriated funding specifically for this purpose in FY19?

The “Fiscal Year 2019 Local Budget Act of 2018” included an additional \$50,000 in funds for HSEMA. The Report on this Bill, dated May 15, 2018, described these funds as “\$50,000 at the Homeland Security and Emergency Management Agency to provide financial assistance to defray the cost of fees for small special events.” Neither the report nor the legislation itself mention events conducted solely as fundraisers.

However, because we are aware of the Committee’s intent for these funds, we have worked with the Mayor’s Office of Community Affairs to transfer this \$50,000 to that office, so these funds can be used to help defray the costs of certain events that do not meet the eligibility requirements of the Community Events Fund.

f. Does the MSETG publish hearing agendas in advance of the day of the hearing? If not, why not?

The MSETG provides meeting agendas to MSETG member agencies and event organizers scheduled for presentations in advance of the day of the meeting.

g. Does the MSETG require event organizers to submit after-action reports once their event is complete? How is an organizer’s performance taken into consideration in a subsequent application?

The MSETG encourages event organizers to submit after-action reports subsequent to the production of their events. The submission of an after-action report is used as a method of documenting key successes and determining areas of improvement for future planned productions of events.

When there are issues or problems identified in an after-action report or during an event, event organizers are required to participate in after-action meetings with the MSETG to establish action items and implement measures that will specifically address identified deficiencies prior to the MSETG’s consideration of the event for approval in a subsequent year.

h. What new requirements did the MSETG or its member agencies impose upon event organizers in FY18 and FY19, to date, related to homeland security concerns (e.g. sandbags, placement of vehicles to block access)?

MPD implemented two new public safety and security requirements in FY18. The use of water barricades to maintain road closures has been replaced with the use of heavy blocking vehicles in designated areas as determined by MPD. MPD also implemented a “Clear Route” initiative which requires processional routes to be cleared of any vehicles along the route.



i. What are the policies and procedures for requiring event organizers to tow vehicles in event spaces?

MPD's implementation of the "Clear Route" initiative requires event organizers to secure the towing services of DPW to support enforcement of the policy. As the agency responsible for enforcing policies and procedures related to vehicle towing, DPW would be the appropriate agency to detail the requirements for event organizers.

46. How has HSEMA adapted its operations to account for increased development in waterfront areas and increased use of the water itself? Does HSEMA play a coordinating role for other District government agencies on waterfront issues? If not, why not?

HSEMA has made an effort to create a strong working relationship with the security staff and businesses in the District Wharf. On October 2, 2017, HSEMA hosted the District Wharf Grand Opening Table Top Exercise (TTX). The Exercise partnered senior Wharf security and public safety officials with counterparts representing the District and Federal departments and agencies who fulfill primary emergency support function roles. The gathering facilitated discussion on emergency and disaster response authorities, policy, and procedure and associated considerations such as site features and evacuation protocol. Wharf officials were also provided a tour of the JAHOC to help them understand the District's 24/7 operational coordination and communications capabilities. Ultimately, the event forged relationships amongst critical stakeholders that will facilitate quick and coordinated responses to emergencies or hazards.

In addition, as the lead agency in the District for alerting and warning, HSEMA closely monitors the flooding hazards associated with the Potomac and Anacostia Rivers. Through AlertDC notifications, we incorporate flood watches and warnings to both internal and external partners and to the community with timing and estimates of the flooding and protective measures, when appropriate. Through our public-private partnerships program we maintain strong relationships with the Georgetown BID and the District Wharf security team and we communicate directly with these partners when we expect to see significant flooding. This allows those properties to implement protective measures like the Georgetown BID's privately managed floodwall.

HSEMA also incorporates flooding and flood response into our District-level exercises. In May 2018, HSEMA led the District's play in the FEMA-hosted National Level Exercise. This exercise scenario included significant flooding and HSEMA conducted coordinating calls for District agencies and private sector partners. This led directly into the District's response to Hurricane Florence, where we stood up a working group of District and federal agencies to implement temporary levees in preparation for significant flooding in neighborhoods adjacent to the Wharf and Capital Waterfront.



47. In June 2017, the Office of the Inspector General audited HSEMA's management of Continuity of Operations Planning. Please discuss any changes the agency made based on the report's recommendations.

In 2017, HSEMA went through an Office of the Inspector General Audit of the Continuity of Operations Planning Program. The report, OIG Project Number, 16-1-10BN was completed in June 2017. The report made two recommendations for HSEMA to follow, in order to meet the mission of Mayoral Order 2012-61. The recommendations are listed below:

1. *Provide a more comprehensive annual report to the Deputy Mayor for Public Safety and Justice that includes information and metrics on the status of agencies' COOP planning and performance.*

Response: Attachment "Q47 HSEMA" includes a comprehensive breakdown of the COOP program status of every District cabinet-level agency, including the most current plan version and the most recent exercise performed. As of January 28, 2019, 65 percent of Tier 1 agencies, 40 percent of Tier 2 agencies and 23 percent of Tier 3 agencies are in full compliance with Mayoral Order 2012-61 for calendar year 2018.

2. *Develop and implement policies and procedures to fulfill the requirements of the Mayor's Order that include reviewing all COOP plans and AARs; providing COOP assistance and guidance; and establishing an outreach process with accurate contact information to communicate with all pertinent agencies.*

Response: HSEMA developed a one-page COOP evaluation form, see attached "Q47 HSEMA," which illustrates whether an agency's plan contains the necessary updated information (e.g. essential functions, personnel requirements, IT requirements, facility requirements, performance of an exercise, identification of a COOP coordinator, etc.) to be in full compliance with Mayoral Order 2012-61. The date on which each agency received its respective evaluation from HSEMA can be found in attachment "Q47 HSEMA."

HSEMA developed a standard operating procedure outlining the agency's internal processes to ensure stakeholders are supported throughout the year and complete their requirements in a timely manner.

HSEMA developed a COOP Toolkit which provides guidance to agencies on how to update their COOP plans, develop and conduct an annual COOP exercise, and draft an after-action report (AAR).

HSEMA conducted two separate four-hour COOP workshops. These events were designed with four primary goals:

1. To serve as a workshop, educating coordinators on the importance of maintaining their agency's COOP capabilities
2. To guide coordinators in the evaluation of their COOP plans



3. To educate agencies on how to utilize FEMA's Homeland Security Exercise and Evaluation Program (HSEEP) as the national best practice for designing and conducting exercises
4. To provide a tabletop exercise (TTX), at which COOP coordinators were given the opportunity to test their COOP plans against winter weather emergency scenario

At the end of the event, COOP coordinators completed a survey which helped them to evaluate and update their respective COOP plans. Using this information, HSEMA drafted an individualized AAR for each agency that attended. Over the course of two days, a total of 52 COOP Coordinators from 40 agencies participated in the workshops.

a. Is HSEMA fully compliant with Mayor's Order 2012-61?

Yes, HSEMA is fully compliant with Mayor's Order 2012-61.

b. How does HSEMA work with individual District agencies to ensure they develop a Continuity of Operations Plan ("COOP")?

HSEMA works with agencies in a multitude of ways to ensure they develop a COOP program that complies with both District standards and federal best practices. This includes, but is not limited to, the following: COOP plan section-by-section document review, facilitation of training seminars to agency staff, facilitation of collaborative workshops, facilitation and evaluation of discussion-based Tabletop Exercises, facilitation and evaluation of operations-based exercises, and development of After Action Reports and Improvement Plans. All of the aforementioned services are specifically tailored to meet the unique needs of a particular agency. In addition, HSEMA socializes its comprehensive COOP services via direct email to agency COOP coordinators as well as presentations at Mayoral Cabinet meetings, Risk Council meetings, and Emergency Preparedness Council meetings.

c. Please provide a chart of District agencies, noting whether they have been fully COOP compliant in FY18 and FY19, to date.

See attachment "Q47 HSEMA."

d. Please provide a copy of the most recent COOP annual report that HSEMA produced.

See attachment "Q47 HSEMA."



48. How does HSEMA support religious institutions with security and preparedness?

In FY2018, HSEMA in collaboration with the Mayor's Office of Religious Affairs, initiated the creation of an Interfaith Preparedness and Advisory Group (IPAG). The IPAG is a new joint effort to encourage dialogue with the District's faith-based organizations (FBOs) to help them enhance their safety and security. The IPAG mission is to provide a platform for FBOs to exchange information collectively and with professionals concerning threats, vulnerabilities, best security practices, and protective measures related to the safety and security of their congregations and facilities. The first IPAG meeting is at the end of February 2019.

At HSEMA, the IPAG's activities will be managed by the Office of Public Affairs and the Homeland Security and Preparedness Division (HSP). HSEMA will facilitate the production of content for quarterly meetings and share and disseminate information relevant to the safety of faith-based communities. The IPAG will support religious institutions by:

- **Security Grant Funding** – The IPAG will provide a platform for HSEMA to engage FBOs on procedures to apply for FEMA's Nonprofit Security Grants and other federal funding. These funds are distributed annually to NCR FBOs to build resilience and emergency preparedness.
- **Analytic Support** – HSP will field all analytic requests from the IPAG and produce products to promote and encourage two-way communication with faith-based communities. Most products will be produced in response to incidents, but HSP will also include general threat briefs to build security consciousness.
- **Intelligence Briefings** – The IPAG will meet with senior District leadership on a quarterly basis and may also convene ad hoc meetings to address specific threats, meetings either initiated by HSP or at the IPAG's request. HSP will draft, as needed, security and threat talking points for the HSEMA Director and facilitate these meetings/teleconferences with the Communications Division.

Cyber Security – HSP will monitor current and emerging cyber threats impacting FBOs and produce timely and actionable intelligence to help faith-based communities mitigate cyber risk. Additionally, HSP will provide training opportunities and exercises designed to strengthen and improve their overall cybersecurity posture.

In addition, HSEMA serves as the recipient and pass-through entity for the Nonprofit Security Grant Program (NSGP) for the National Capital Region. HSEMA collects applications, submits them to FEMA, receives the federal award, and issues subawards to the selected nonprofits. HSEMA grant program management staff support NSGP subrecipients in compliance with federal regulations.



a. Has the \$976,500 in security and preparedness grants for District non-profit organizations operating at faith-affiliated institutions been distributed?

The subawards for the District non-profit organizations that were selected by FEMA to receive FY2018 NSGP awards were issued on 10/22/2018:

- Jewish Policy Center - \$30,000
- Washington National Cathedral - \$50,000
- New Bethel Baptist Church - \$75,000
- Sixth & I Synagogue Inc. - \$81,500
- The Georgetown Synagogue – Keshet Israel Congregation - \$140,000
- Adas Israel Congregation - \$150,000
- Edlavitch Jewish Community Center of Washington, DC Inc. - \$150,000
- Milton Gottesman Jewish Day School of the Nation's Capital, North Campus - \$150,000
- The National Presbyterian Church Inc. - \$150,000

b. What improvements have already been made at each institution, and what are planned?

No project implementation has started at this time – subrecipients are in the process of receiving federal approval of the Environmental/Historic Preservation (EHP) review by FEMA. FEMA's EHP process was affected by the partial federal government shutdown. HSEMA grant program management staff is working with the nonprofit subrecipients to get any outstanding EHP review requests completed and sent to FEMA. Project initiation will commence when the subrecipients receive EHP review and approval from FEMA

49. What was HSEMA's after-action process in response to the Arthur Capper Senior Apartments fire that took place on September 19, 2018?

HSEMA conducted an internal review meeting on October 5, 2018 that focused on internal agency activities during and after the fire. In addition, HSEMA conducted a series of agency-specific interviews from October 17-19 culminating in a city-wide review meeting on October 22, 2018. The city-wide meeting included all of the responding agencies and operational partners in order to capture initial lessons learned and to develop an after action report. During resident meetings at the end of November and in early December 2018, HSEMA also surveyed residents on their perceptions of the District's support following the Capper Fire and the results of that survey will appear in the after action report.

a. What lessons did HSEMA learn from the Capper fire? Did the agency produce an after-action report or analysis? If so, please submit the report or analysis to the Committee.

HSEMA's internal review on October 5, 2018 identified several strengths that the agency is already building upon, including:

- The decision to immediately deploy staff to the EOC to support field operations and begin preparing for the recovery and rehousing of Capper residents;
- The incident coordination and support provided to DHS and other agencies at the hotels following the event; and



- Using HSEMA’s alerting tools to provide tailored alerts to Capper residents and service providers following the emergency.

The agency also identified areas for improvement, including:

- The need for enhanced safety guidance and equipment for agency staff operating in the field;
- Updating the checklists and guides that we use to support and coordinate incidents at the unified command to account for uniquely vulnerable populations; and
- Consistently routing all information and resource requests pertaining to an incident to the JAHOC to maintain a comprehensive picture of the incident during response.

HSEMA is still in the process of completing the District-wide after-action report, utilizing the input from all of the responding agencies, key operational partners, and the resident surveys. As part of this process, HSEMA will be reaching out to Councilmember Allen and Councilmember Bonds in the coming weeks for their input.

b. Did the agency’s understanding of its interagency coordination role change in response to the fire?

HSEMA’s interagency coordination role is clearly outlined in the District’s emergency plans: to coordinate and support the District’s response in conjunction with the lead operational agency. As the Capper Fire evolved, this transitioned from initially supporting FEMS with on-scene coordination for life safety to supporting DHS with sheltering and, eventually, to assisting DMHHS during the rehousing phase. For example, HSEMA deployed staff members to support the DHS and Office of the Tenant Advocate overnight operations at the two primary hotel sites and disseminated information from DMHHS to displaced residents through a text message service created using resident contact information provided by DHS. HSEMA is still participating in the DMHHS-led Arthur Capper Task Force rehousing calls and providing alerts and notifications to Capper residents on community activities.

c. Has HSEMA changed any internal policies on how it responds to large-scale events following the Capper Fire? Specifically, with regard to its responses to vulnerable populations? If so, please outline these changes.

HSEMA has made two significant updates to internal practices as a result of the Capper Fire.

- First, the agency has established more structured assignments for our senior leadership team during events to leverage our team’s experience and relationships and ensure that we have the best people for each role where they need to be.
- Second, HSEMA continues its multi-agency disability integration initiative to assure that all aspects of our emergency management program are accessible to all members of the community.



d. Has HSEMA conducted any tabletop exercises or drills to practice how to respond to future large-scale events? If so, please explain.

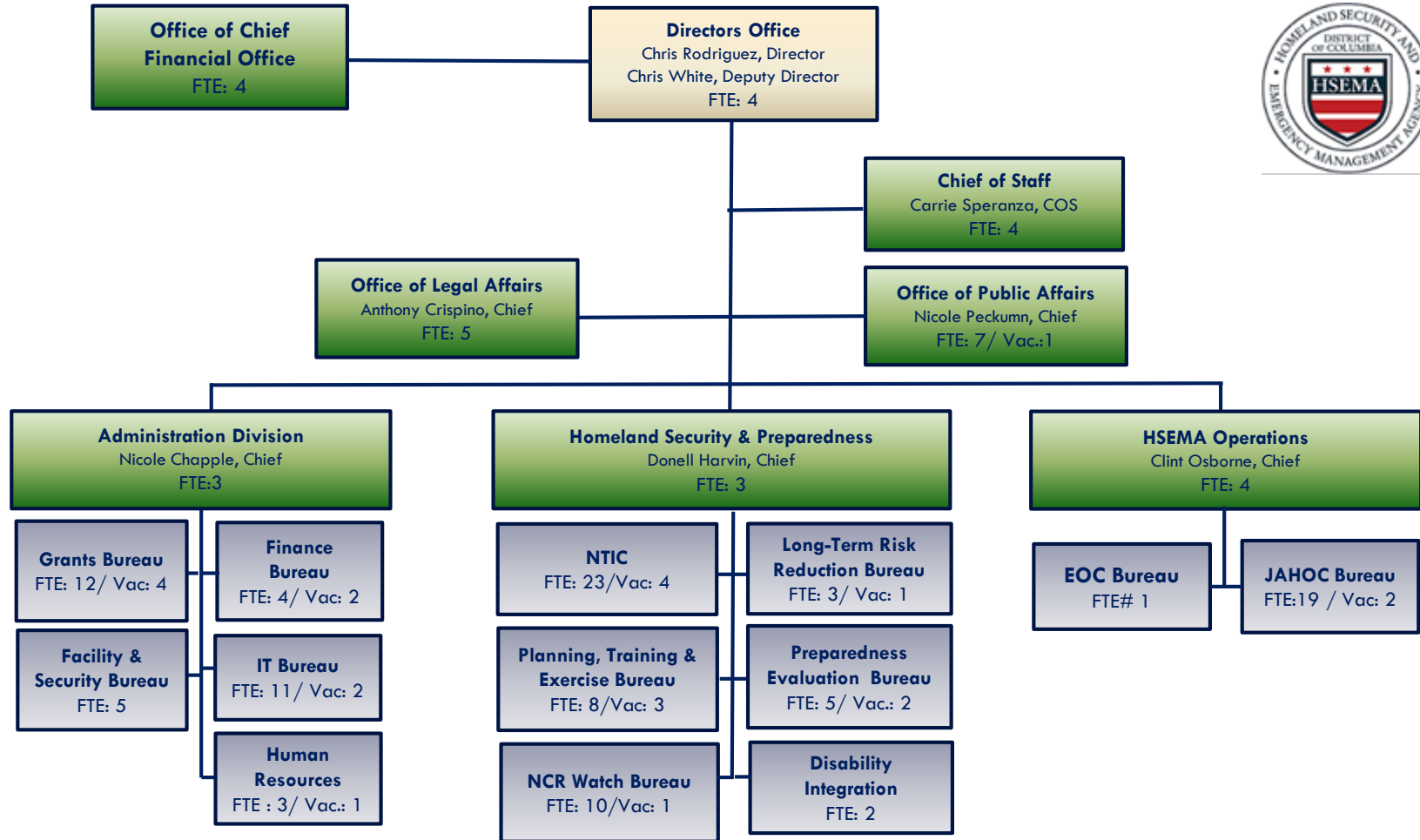
HSEMA has conducted three internal training and exercise activities to better prepare the agency to handle future large-scale incidents:

- *October 26, 2018: EOC Planning Section Snow Coordination Drill*
This exercise focused on ensuring that the Planning Section in the EOC can produce situation reports and operations plans swiftly and consistently during a 24-hour activation. Situation reports summarize the conditions in the District following an emergency to distill key information and identify gaps for decision makers, so that they can set strategy and assign resources for emergency operations. Operations plans ensure that emergency services are being provided in a consistent and coordinated way to the community. Both of these products represent the primary missions of the EOC that HSEMA must regularly exercise to remain operationally ready.
- *October 29, 2018: HSEMA Senior Leadership Team Snow Coordination Exercise*
This exercise focused on ensuring that HSEMA's Senior Leadership Team, consisting of the Director, all Division Chiefs, and select Bureau Chiefs, were prepared for winter weather operations. During the exercise, HSEMA staff worked through different winter storm scenarios to ensure that the agency is prepared to coordinate with the various District agencies that are active during winter weather events. Participants also reviewed, updated, and adjusted the production schedule of situation reports that consolidate information from across the District during winter weather events. HSEMA has since implemented the decisions made during this exercise through four different winter storm activations in Q1 and Q2 of 2019, including implementing better, more informative products.
- *January 7, 2019: No-Notice Senior Leadership Team Drill for a Multi-Story Residential Building Fire Involving Vulnerable Populations*
Following up on the Capper fire, HSEMA established additional protocols around internal agency response to major incidents. During this exercise, staff split off into prescribed teams and tested key tools and checklists. Following the drill, the team conducted an exercise analysis and updated the tools and checklists in advance of future incidents.





FY 2019/20 Organization Chart



Agency FTE Count: 140
 Filled: 117
 Vacant: 23
 As of January 25, 2019

Q2 HSEMA

**Homeland Security and Emergency Management Agency
FY 2019 SCHEDULE A**

Vacancy Status	FTE
Filled	117.00
Vacant	23.00
Total	140.00

Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Reg/Temp/Term	Filled by Local/Federal Law
1000	1310	F	Program Analyst	Adams, Nikelle L.	10/6/2014	12	4	87,376.00	20,096.48	1.00	Reg	Local/Federal
3000	3100	F	Plans & Preparedness Officer	Akasa, Annah	5/20/2013	14	0	137,628.60	31,654.58	1.00	Reg	Local/Federal
2000	2100	F	Grants Program Manager	Alsop, Vermecia R	1/21/2009	13	6	106,858.00	24,577.34	1.00	Reg	Federal
2000	2104	F	Community Outreach Specialist	Baron, Adam	4/30/2018	13	1	92,093.00	21,181.39	1.00	Term	Federal
4000	4305	F	Staff Assistant	Bazel, Nicolette D	3/5/2018	12	3	78,492.00	18,053.16	1.00	Term	Federal
4000	4402	F	Comm Mgmt Spec	Benefield, Steven W	6/28/1973	11	9	81,211.00	18,678.53	1.00	Reg	Local/Federal
3000	3100	F	Emergency Operations & Info Spec	Bentley, Gena	4/7/2014	9	7	63,898.00	14,696.54	1.00	Reg	Local/Federal
2000	2113	F	Emergency Planning Specialist	Bernet, Courtney Graf	12/10/2018	12	9	99,786.00	22,950.78	1.00	Term	Federal
4000	4124	F	Accounts Payable Technician	Billings, Sharita	5/31/2016	8	1	48,745.00	11,211.35	1.00	Reg	Local/Federal
3000	3100	F	Emergency Operations&Info Spec	Boone, William E	2/28/2011	9	10	69,037.00	15,878.51	1.00	Reg	Local/Federal
1000	1320	F	Program Analyst	Bowen, Whitney S	3/25/2013	13	7	101,523.00	23,350.29	1.00	Reg	Local/Federal
3000	3100	F	Emergency Operations & Info Spec.	Bowen-Thompson, Charmaine	1/22/2019	11	4	70,831.00	16,291.13	1.00	Reg	Local/Federal
2000	2100	F	Hazard Mitigation Officer	Bradley, Nickea	8/7/2017	14	3	115,821.00	26,638.83	1.00	Term	Local/Federal
1000	1306	F	Community Outreach Specialist	Brannum, Robert V	7/11/2011	6	0	100,312.34	23,071.84	1.00	Reg	Local/Federal
1000	1309	F	External Affairs Manager	Case-Herron, Sarah	4/21/2015	14	0	105,060.00	24,163.80	1.00	Reg	Federal
4000	4FA0	F	Policy Manager	Chapple, Nicole A	11/19/2012	15	0	162,705.37	37,422.24	1.00	Reg	Local/Federal
4000	4305	F	Information Technology Spec.	Cherinet, Hirut A	5/12/2014	12	3	84,894.00	19,525.62	1.00	Term	Federal
4000	4100	F	Grants Program Manager	Coleman, Bettina R	7/19/2010	13	6	106,858.00	24,577.34	1.00	Reg	Federal
4000	4305	F	Information Technology Special	Cook, Erin	10/1/2018	11	6	69,327.00	15,945.21	1.00	Term	Federal
4000	4100	F	Grants Program Manager	Cooper, Sherelle D	12/17/2012	12	9	99,786.00	22,950.78	1.00	Term	Federal
1000	1320	F	Executive Assistant	Crawford, Elijah A	12/3/2012	13	5	96,065.00	22,094.95	1.00	Reg	Local/Federal
4000	4FA2	F	Administrative Officer	Crawley, Lorien	6/30/2014	13	3	90,607.00	20,839.61	1.00	Reg	Local/Federal
1000	1309	F	Attorney Advisor	Crispino, Anthony D	1/3/2012	14	10	153,192.00	35,234.16	1.00	Reg	Local/Federal
1000	1306	F	Community Outreach Specialist	Cruz, Joiner C	1/26/2004	11	7	77,059.00	17,723.57	1.00	Term	Federal
4000	4305	F	Telecommunications Spec-COMSEC	Curry, William W	11/13/1985	13	7	109,811.00	25,256.53	1.00	Reg	Local/Federal
4000	4100	F	Grants Specialist	Cuyler, Siobhan Taneisha	3/29/2010	13	9	115,717.00	26,614.91	1.00	Term	Federal
5000	5182	F	Fusion Intelligence Analyst	Del Toro, Jennifer K	11/17/2014	12	5	89,858.00	20,667.34	1.00	Reg	Federal
5000	5182	F	Fusion Intelligence Analyst	DeLange, Rachel E	1/7/2019	9	4	58,759.00	13,514.57	1.00	Term	Federal
5000	5182	F	Fusion Intelligence Analyst	DelGizzi, Jesse	12/17/2018	11	9	81,211.00	18,678.53	1.00	Term	Federal
5000	5182	F	Fusion Intelligence Analyst	Ehlman, Sarah E.	1/7/2019	9	4	58,759.00	13,514.57	1.00	Term	Federal
4000	4305	F	Information Technology Spec.	El Baamrani, Hamid	9/4/2018	12	3	84,894.00	19,525.62	1.00	Term	Federal
5000	5101	F	Information Collection (IC3) W	Evans, Tasha S.	8/20/2018	11	3	68,755.00	15,813.65	1.00	Term	Federal
4000	4305	F	Information Technology Spec.	Feast, Tajuana	11/30/2015	12	4	87,376.00	20,096.48	1.00	Term	Federal
3000	3100	F	Staff Assistant	Franklin, Carolyn	6/15/1976	12	7	94,822.00	21,809.06	1.00	Reg	Local/Federal
5000	5182	F	Fusion Intelligence Analyst	Gabry, Matthew R.	10/5/2015	12	1	79,930.00	18,383.90	1.00	Term	Federal
4000	4101	F	Emergency Planning Officer	Gardner, Russell	2/11/1980	14	4	119,308.00	27,440.84	1.00	Reg	Local/Federal
5000	5182	F	Fusion Intelligence Analyst	George, Margaret	3/20/2017	11	1	64,603.00	14,858.69	1.00	Term	Federal
4000	4FA0	F	Administrative Officer	Gill, Adriane	1/19/2010	14	0	122,603.97	28,198.91	1.00	Reg	Local/Federal
4000	4402	F	Community Outreach Specialist	Gilmore, Edward James	1/2/2015	6	0	100,312.34	23,071.84	1.00	Reg	Local/Federal
3000	3100	F	Deputy Chief of Operations	Goldsmith, Frederick W.	3/3/2008	14	0	124,443.57	28,622.02	1.00	Reg	Local/Federal
5000	5182	F	Staff Assistant	Gross, Travis A	3/19/2018	12	1	73,906.00	16,998.38	1.00	Term	Federal

Q2 HSEMA

Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Reg/Temp/Term	Filled by Local/Federal Law
3000	3363	F	Statewide Communications Inter	Guddemi, Charles	8/21/2017	14	10	140,230.00	32,252.90	1.00	Term	Federal
3000	3100	F	Emergency Operation Info Spec	Hackney, David	8/15/1987	11	7	77,059.00	17,723.57	1.00	Reg	Local/Federal
3000	3100	F	Supvy Emerg Ops. & Info Spec.	Harley, Stephanie N	12/16/2013	12	0	89,250.00	20,527.50	1.00	Reg	Local/Federal
1000	1310	F	Staff Assistant	Harrell, Shontae	6/25/2018	12	3	78,492.00	18,053.16	1.00	Term	Local/Federal
4000	4402	F	Staff Assistant	Harris, Jason Burnell	2/11/2015	12	4	80,785.00	18,580.55	1.00	Reg	Federal
3000	3100	F	Supvy Emerg Oper & Info Spec.	Harris, Robert S	7/11/2005	12	0	91,800.00	21,114.00	1.00	Reg	Local/Federal
2000	2103	F	National Incident Management S	Harrison, Leslie C	5/3/1982	13	6	106,858.00	24,577.34	1.00	Term	Federal
2000	2102	F	Assistant Director for Intelligence	Harvin, Donell	8/12/2014	15	0	149,000.00	34,270.00	1.00	Reg	Local/Federal
4000	4402	F	NCR Incident Coord. Specialist	Hauser, Eric	7/6/1999	12	6	92,340.00	21,238.20	1.00	Reg	Local/Federal
5000	5101	F	Information Collection (IC3) W	Hewitt, Megan	5/30/2017	11	4	70,831.00	16,291.13	1.00	Term	Federal
4000	4FA1	F	Staff Assistant	Hill, Monica	6/29/2015	11	5	72,907.00	16,768.61	1.00	Reg	Local/Federal
5000	5182	F	Fusion Intelligence Analyst	Hoodjer, Steven	12/17/2018	9	7	63,898.00	14,696.54	1.00	Term	Federal
4000	4FA1	F	Program Analyst	Huggins, Briana	3/7/2016	12	4	87,376.00	20,096.48	1.00	Reg	Local/Federal
5000	5101	F	Information Collection (IC3) W	Jackson, Latesha L.	8/20/2018	11	3	68,755.00	15,813.65	1.00	Term	Federal
1000	1306	F	Public Affairs Specialist	Johnson, Robyn T	4/18/2006	13	6	106,858.00	24,577.34	1.00	Reg	Local/Federal
2000	2308	F	Staff Assistant	Jones, Cynthia J	10/1/2018	9	10	63,835.00	14,682.05	1.00	Term	Federal
4000	4305	F	Supervisory IT Specialist	Jones, Gelinda Delast	8/15/2011	15	0	126,072.00	28,996.56	1.00	Reg	Local/Federal
5000	5101	F	Fusion Intelligence Analyst	Kornreich, Kevin	2/21/2006	11	4	70,831.00	16,291.13	1.00	Reg	Federal
2000	2105	F	Emergency Planning Specialist	Lampson, Alexandra V	1/7/2019	11	4	70,831.00	16,291.13	1.00	Term	Federal
4000	4305	F	Geographic Information Systems	Lescure, William	5/4/2015	13	3	97,999.00	22,539.77	1.00	Reg	Federal
3000	3100	F	Emergency Operations & Info Spec	Lewis III, Robert L.	3/10/2014	11	5	72,907.00	16,768.61	1.00	Reg	Local/Federal
3000	3100	F	Deputy Chief of Operations	Lucas, Donte O	8/12/2013	14	0	126,072.00	28,996.56	1.00	Reg	Local/Federal
3000	3100	F	Emergency Operations & Info Spec	Lyburn, Niya L	12/10/2018	11	7	77,059.00	17,723.57	1.00	Term	Local/Federal
4000	4100	F	Chief, Grants Division	Madden, Charles E.F.	4/27/2009	15	0	132,022.19	30,365.10	1.00	Reg	Federal
5000	5182	F	Supervisory Intelligence Analy	Marcenelle, Madeline	5/30/2017	13	0	107,100.00	24,633.00	1.00	Reg	Federal
5000	5133	F	Supervisory Intelligence Analy	Mazzeo, Krista	8/6/2018	14	0	142,800.00	32,844.00	1.00	Reg	Federal
1000	1306	F	Community Outreach Specialist	McCall, Kimberly	4/18/2006	13	6	106,858.00	24,577.34	1.00	Reg	Local/Federal
5000	5101	F	Information Collection (IC3) W	McCrimmom, Rhonda R	1/7/2019	11	4	70,831.00	16,291.13	1.00	Term	Federal
3000	3100	F	Emergency Operations & Info Spec	McMahan, Alexander	8/22/2016	11	5	72,907.00	16,768.61	1.00	Reg	Local/Federal
5000	5132	F	Program Analyst	Miller, Sonia A	10/15/2018	12	4	87,376.00	20,096.48	1.00	Reg	Federal
1000	1310	F	Emergency Management Program O	Mitchell, Tanya L	8/26/1992	14	8	123,200.00	28,336.00	1.00	Reg	Local/Federal
5000	5101	F	Information Collection (IC3) W	Moss, Tenese R.	8/20/2018	11	3	68,755.00	15,813.65	1.00	Term	Federal
5000	5182	F	Fusion Intelligence Analyst	Nichting, Claire	3/20/2017	11	2	66,679.00	15,336.17	1.00	Term	Federal
4000	4124	F	Agency Fiscal Officer	Nitz, John	11/19/2012	16	10	185,217.00	42,599.91	1.00	Reg	Local/Federal
4000	4124	F	Budget Officer	Norman, Anthony G	10/22/2001	14	5	122,796.00	28,243.08	1.00	Reg	Local/Federal
3000	3100	F	Plans and Preparedness Officer	Osborn, William	1/9/2017	15	0	148,134.60	34,070.96	1.00	Reg	Local/Federal
3000	3100	F	Emergency Operations & Info Spec	Paulus, Curice O	12/17/2018	11	4	70,831.00	16,291.13	1.00	Term	Local/Federal
1000	1306	F	Policy Manager	Peckumn, Nicole	2/20/2018	15	0	139,461.90	32,076.24	1.00	Reg	Federal
5000	5182	F	Fusion Intelligence Analyst	Peri, David	12/17/2018	11	9	81,211.00	18,678.53	1.00	Term	Federal
3000	3100	F	Emergency Operations & Info Spec	Peterson, Tiffany N.	3/21/2016	9	10	69,037.00	15,878.51	1.00	Reg	Local/Federal
5000	5132	F	Training and Emergency Exercis	Pierce, Justin	8/8/2016	14	0	138,679.20	31,896.22	1.00	Reg	Federal
4000	4305	F	Supervisory IT Specialist	Plavan, Timur	2/22/2016	14	0	106,080.00	24,398.40	1.00	Reg	Local/Federal
2000	2103	F	Trng. & Emerg. Exer. Officer	Quarrelles, Jamie C	6/6/1992	14	9	126,423.00	29,077.29	1.00	Reg	Federal
5000	5182	F	Fusion Intelligence Analyst	Rano, Shannon	3/19/2018	9	5	60,472.00	13,908.56	1.00	Term	Federal
4000	4100	F	Grants Management Officer	Reed, Tristan F	4/27/2009	14	0	125,641.50	28,897.55	1.00	Reg	Federal
5000	5101	F	Information Collection (IC3) W	Rinonos, David	5/30/2017	11	4	70,831.00	16,291.13	1.00	Term	Federal
3000	3100	F	Emergency Operations & Info Spec	Rodgers Jr., Billy F.	11/18/2013	11	5	72,907.00	16,768.61	1.00	Reg	Local/Federal

Q2 HSEMA

Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Reg/Temp/Term	Filled by Local/Federal Law
1000	1320	F	Director, Homeland Sec. & EMA	Rodriguez, Christopher Ryan	10/23/2017	PS2	0	225,915.78	51,960.63	1.00	Reg	Local/Federal
5000	5182	F	Fusion Intelligence Analyst	Rom, Sheila A	1/7/2019	9	10	69,037.00	15,878.51	1.00	Term	Federal
4000	4100	F	Grants Program Manager	Ross, Cembrye Alma	7/15/2013	12	8	97,304.00	22,379.92	1.00	Reg	Federal
2000	2105	F	Program Coordinator (State)	Ruesch, Emily	2/21/2017	14	7	129,769.00	29,846.87	1.00	Term	Federal
5000	5182	F	Supervisory Intelligence Analy	Schilling, Paige	3/19/2018	13	0	102,000.00	23,460.00	1.00	Reg	Federal
2000	2308	F	Program Coordinator	Scott, Delores	11/2/2015	14	9	126,423.00	29,077.29	1.00	Term	Federal
2000	2134	F	Critical Infrastructure Spec	Scott, Mark	5/15/2017	14	6	126,282.00	29,044.86	1.00	Term	Federal
3000	3100	F	Emergency Operations&Info Spec	Senhouse, Eustace M	3/17/2008	11	3	68,755.00	15,813.65	1.00	Reg	Local/Federal
1000	1320	F	Program Coordinator	Shackelford, Jerica D	8/30/2010	14	6	116,754.00	26,853.42	1.00	Term	Local/Federal
3000	3100	F	Deputy Chief of Operations	Sneed Jr., Robert W	3/19/2007	13	0	107,161.20	24,647.08	1.00	Reg	Local/Federal
1000	1320	F	Chief of Staff	Speranza, Carrie	11/14/2016	15	0	142,800.00	32,844.00	1.00	Reg	Local/Federal
3000	3100	F	Chief, Operations Division	Spriggs, Timothy W	8/2/2010	15	0	162,636.40	37,406.37	1.00	Reg	Local/Federal
3000	3100	F	Emergency Operations & Info Spec	Stanton, Nyema	3/21/2016	11	7	77,059.00	17,723.57	1.00	Reg	Local/Federal
1000	1312	F	Program Coordinator (State)	Stewart, Jonathan	2/21/2017	14	9	136,743.00	31,450.89	1.00	Term	Federal
5000	5182	F	Fusion Intelligence Analyst	Tamm, Erik	4/3/2017	13	1	92,093.00	21,181.39	1.00	Term	Federal
2000	2113	F	Training and Emergency Exercis	Temple, Erika	05/16/16	14	0	104,702.00	24,081.46	1.00	Temp	Local/Federal
5000	5182	F	Fusion Intelligence Analyst	Tepper, Alexandria	6/12/2017	12	1	79,930.00	18,383.90	1.00	Term	Federal
4000	4FA2	F	Human Resources Specialist	Terry, Andre R	8/13/2012	14	5	113,531.00	26,112.13	1.00	Reg	Local/Federal
5000	5101	F	Information Collection (IC3) W	Washington, Amber D	8/20/2018	11	3	68,755.00	15,813.65	1.00	Term	Federal
1000	1320	F	Deputy Director	White, Christopher	3/5/2018	16	0	177,480.00	40,820.40	1.00	Reg	Local/Federal
2000	2106	F	Comm Emerg Trng & Exercise Spe	White, Lisa L.	5/20/2013	12	4	87,376.00	20,096.48	1.00	Reg	Federal
2000	2313	F	Plans and Preparedness Officer	White, Patrice N	2/1/1988	15	0	145,765.50	33,526.07	1.00	Reg	Federal
3000	3100	F	Emergency Operations & Info Spec	Wiggins Sr., Brian	1/22/2018	9	10	69,037.00	15,878.51	1.00	Reg	Local/Federal
2000	2103	F	Emergency Planning Specialist	Williams, Ladona R.	6/24/2002	9	7	63,898.00	14,696.54	1.00	Reg	Federal
1000	1320	F	Emergency Operations & Info Spec	Wilson, LaRae Mechelle	3/21/2016	11	7	77,059.00	17,723.57	1.00	Reg	Local/Federal
4000	4124	F	Budget Analyst	Withrow, Andre	4/9/2000	11	6	74,984.00	17,246.32	1.00	Reg	Local/Federal
4000	4402	F	Logistics Management Specialist	Woodall, Kenneth	8/25/2014	13	10	118,670.00	27,294.10	1.00	Term	Federal
4000	4100	F	Grants Program Manager	Woodall, Rachel	8/7/2017	12	10	102,268.00	23,521.64	1.00	Term	Federal
5000	5101	F	Program Manager	Worrell, Andrew	7/11/2016	13	7	101,523.00	23,350.29	1.00	Term	Federal
4000	4FA2	V	Assist Dir. for Administration			15	1	139,462.00	32,076.26	1.00	Reg	Local/Federal
2000	2106	V	Critical Infrastructure Spec.			14	0	108,847.00	25,034.81	1.00	Reg	Federal
2000	2113	V	Critical Infrastructure Spec.			14	0	108,847.00	25,034.81	1.00	Reg	Federal
2000	2103	V	Emergency Exer. & Trng. Spec.			12	1	79,930.00	18,383.90	1.00	Reg	Federal
3000	3100	V	Emergency Operations & Info Spec			11	0	64,603.00	14,858.69	1.00	Reg	Local/Federal
2000	2103	V	Emergency Planning Specialist			11	0	64,603.00	14,858.69	1.00	Reg	Federal
2000	2105	V	Emergency Planning Specialist			11	0	64,603.00	14,858.69	1.00	Reg	Federal
5000	5182	V	Fusion Intelligence Analyst			13	0	92,093.00	21,181.39	1.00	Reg	Federal
5000	5182	V	Fusion Intelligence Analyst			9	0	53,620.00	12,332.60	1.00	Reg	Federal
5000	5182	V	Fusion Intelligence Analyst			12	0	79,930.00	18,383.90	1.00	Reg	Federal
4000	4305	V	GIS Data Analyst III			13	0	85,149.00	19,584.27	1.00	Reg	Federal
4000	4100	V	Grants Financial Management Of			14	1	125,642.00	28,897.66	1.00	Reg	Federal
4000	4100	V	Grants Program Manager			12	0	79,930.00	18,383.90	1.00	Reg	Federal
4000	4100	V	Grants Program Manager			12	0	79,930.00	18,383.90	1.00	Reg	Federal
5000	5101	V	Information Collection (IC3) W			11	0	64,603.00	14,858.69	1.00	Reg	Federal
4000	4305	V	Information Technology Spec			13	0	92,093.00	21,181.39	1.00	Reg	Federal
4000	4FA1	V	Program Analyst			13	0	92,093.00	21,181.39	1.00	Reg	Local/Federal
2000	2100	V	Program Analyst			12	0	79,930.00	18,383.90	1.00	Reg	Federal

Q2 HSEMA

Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Reg/Temp/Term	Filled by Local/Federal Law
4000	4100	V	Program Analyst			12	0	79,930.00	18,383.90	1.00	Reg	Federal
5000	5182	V	Program Analyst			9	0	49,570.00	11,401.10	1.00	Reg	Federal
4000	4FA1	V	Program Analyst			12	0	79,930.00	18,383.90	1.00	Reg	Local/Federal
1000	1306	V	Program Coordinator			14	0	100,639.00	23,146.97	1.00	Reg	Federal
1000	1306	V	Staff Assistant			12	0	73,906.00	16,998.38	1.00	Reg	Local/Federal
								\$ 13,518,123.46	\$ 3,109,168.42	140.00		

Q7 HSEMA

FY 2018

Tran ID	Tran Date	Post Date	Merchant	Debit Amount	Credit Amount	Purpose
BENEFIELD, STEVE		*****2998				
2663176253001	08/31/2018	09/03/2018	GRAINGER	\$246.51	\$0.00	Supplies
2668278814001	09/11/2018	09/12/2018	PROSHRED SECURITY	\$800.00	\$0.00	Services
2676595051001	09/24/2018	09/25/2018	SQU*SQ *CENTRAL SAFE A	\$1,180.00	\$0.00	Services
CRAWFORD, ELIJAH		*****5039				
2581266753001	04/13/2018	04/16/2018	INT*IN *AD BOX PROMO A	\$4,000.00	\$0.00	Services
2581266754001	04/14/2018	04/16/2018	THE HAMILTON GROUP	\$541.93	\$0.00	Services
2585672022001	04/20/2018	04/23/2018	SQU*SQ *DCNG MILITARY	\$80.00	\$0.00	Services
2588068245001	04/25/2018	04/26/2018	SQ *SQ *EYEMAGINATION	\$450.00	\$0.00	Services
2588068246001	04/25/2018	04/26/2018	INT*IN *SUPRETECH, INC	\$1,522.80	\$0.00	Services
2588068247001	04/25/2018	04/26/2018	EB MID-ATLANTIC MARKE	\$325.00	\$0.00	Conference Registration
2588958188001	04/26/2018	04/27/2018	ADMIN PROF CONFERENCE	\$2,768.00	\$0.00	Conference Registration
2588958189001	04/26/2018	04/27/2018	ASAP PACE MEMBERSHIP	\$450.00	\$0.00	Membership Dues
2590079987001	04/26/2018	04/30/2018	AMERICAN AIRLINES	\$520.40	\$0.00	Travel
2590079988001	04/27/2018	04/30/2018	INTERNATIONAL ASSOCIAT	\$250.00	\$0.00	Membership Dues
2612225361001	06/05/2018	06/06/2018	ADMIN PROF CONFERENCE	\$99.00	\$0.00	Conference Registration
2627539291001	06/29/2018	07/02/2018	THE HAMILTON GROUP	\$34.15	\$0.00	Services
2639886060001	07/24/2018	07/25/2018	CSG NEMA ONLINE	\$550.00	\$0.00	Conference Registration
2639886061001	07/24/2018	07/25/2018	CSG NEMA ONLINE	\$550.00	\$0.00	Conference Registration
2658001819001	08/22/2018	08/24/2018	AMERICAN AIRLINES	\$322.39	\$0.00	Travel
2658001820001	08/22/2018	08/24/2018	AMERICAN AIRLINES	\$61.68	\$0.00	Travel
2659065649001	08/24/2018	08/27/2018	NATIONAL EMERGENCY TRA	\$123.47	\$0.00	Travel
2663176062001	08/30/2018	09/03/2018	AMTRAK .CO24	\$291.00	\$0.00	Travel
2665616924001	09/06/2018	09/07/2018	AUTOZONE 6539	\$7.49	\$0.00	Supplies
2666732678001	09/08/2018	09/10/2018	AUTOZONE #1156	\$0.00	(\$7.49)	Supplies
2666732679001	09/07/2018	09/10/2018	AMERICAN BUSINESS SUPP	\$3,952.15	\$0.00	Equipment
GILL, ADRIANE		*****6195				
2574159801001	04/03/2018	04/04/2018	COMTECH SYSTEMS INC	\$2,500.00	\$0.00	IT Hardware Maintenance
2574951729001	04/04/2018	04/05/2018	SQ * *SQ *PTS, INC.	\$1,917.00	\$0.00	Supplies
2574951730001	04/03/2018	04/05/2018	LEXISNEXIS RISK SOL EP	\$128.95	\$0.00	Services
2576831487001	04/06/2018	04/09/2018	AMTRAK .CO09	\$102.00	\$0.00	Travel
2576831488001	04/06/2018	04/09/2018	AMTRAK .CO09	\$98.00	\$0.00	Travel
2576831489001	04/08/2018	04/09/2018	THE HAMILTON GROUP	\$2,000.00	\$0.00	Supplies
2576831490001	04/08/2018	04/09/2018	THE HAMILTON GROUP	\$900.00	\$0.00	Supplies
2577504336001	04/09/2018	04/10/2018	HAINES CRISS CROSS REA	\$2,225.00	\$0.00	Services
2578325325001	04/09/2018	04/11/2018	SOUTHWEST	\$511.96	\$0.00	Travel
2578325326001	04/09/2018	04/11/2018	AMERICAN IMMIGRATION L	\$525.00	\$0.00	Services
2578325327001	04/09/2018	04/11/2018	ATD	\$3,105.00	\$0.00	Conference Registration
2579208390001	04/10/2018	04/12/2018	MIT PROFESSIONAL INST	\$3,400.00	\$0.00	Course Registration
2579208391001	04/11/2018	04/12/2018	BUILD.COM	\$88.23	\$0.00	Supplies
2579208392001	04/11/2018	04/12/2018	GWU EXTERNAL RELATIONS	\$589.37	\$0.00	Services
2583630402001	04/17/2018	04/19/2018	AMTRAK .CO10	\$17.00	\$0.00	Travel
2584536981001	04/19/2018	04/20/2018	DTV	\$432.21	\$0.00	Services
2586358977001	04/23/2018	04/24/2018	MENTIMETER	\$299.85	\$0.00	Services
2587185757001	04/24/2018	04/25/2018	GOVERNMENT FINANCE OFF	\$480.00	\$0.00	Conference Registration
2587185758001	04/24/2018	04/25/2018	WW GRAINGER	\$575.02	\$0.00	Equipment
2591557904001	05/01/2018	05/02/2018	AMAZON MKTPLACE PMTS W	\$42.99	\$0.00	Supplies
2592419133001	05/02/2018	05/03/2018	SQ * *SQ *PTS, INC.	\$1,917.00	\$0.00	Supplies
2592419134001	05/01/2018	05/03/2018	MYFONTS INC	\$271.70	\$0.00	Services
2592419135001	05/01/2018	05/03/2018	MGTCON3131180501155212	\$1,778.00	\$0.00	Course Registration
2598780859001	05/11/2018	05/14/2018	GRANT PROFESSIONALS AS	\$518.00	\$0.00	Conference Registration
2598780860001	05/10/2018	05/14/2018	AMERICAN AIRLINES	\$380.40	\$0.00	Travel
2599435894001	05/14/2018	05/15/2018	INT*IN *SUPRETECH, INC	\$1,216.32	\$0.00	Supplies
2599435895001	05/14/2018	05/15/2018	INT*IN *SUPRETECH, INC	\$1,693.26	\$0.00	Supplies

Q7 HSEMA

Tran ID	Tran Date	Post Date	Merchant	Debit Amount	Credit Amount	Purpose
2599435896001	05/14/2018	05/15/2018	INT*IN *SUPRETECH, INC	\$1,155.57	\$0.00	Supplies
2601121394001	05/16/2018	05/17/2018	SKILLPATH / NATIONAL	\$946.00	\$0.00	Course Registration
2602002300001	05/16/2018	05/18/2018	LEXISNEXIS RISK SOL EP	\$257.90	\$0.00	Services
2604573012001	05/21/2018	05/23/2018	MANDERS DECORATING CO	\$3,000.00	\$0.00	Services
2604573013001	05/22/2018	05/23/2018	UNIVERSITY OF THE DIST	\$3,000.00	\$0.00	Services
2604573014001	05/22/2018	05/23/2018	QUEENSTOWN RV	\$1,339.16	\$0.00	Maintenance and Repairs
2605429732001	05/23/2018	05/24/2018	THE HAMILTON GROUP	\$90.00	\$0.00	Supplies
2606278141001	05/23/2018	05/25/2018	AMERICAN AIRLINES	\$269.39	\$0.00	Travel
2607286908001	05/25/2018	05/28/2018	SOCIETY FOR HUMAN RESO	\$209.00	\$0.00	Membership Dues
2608105030001	05/29/2018	05/30/2018	NATIONAL UASI ASSOCIATI	\$625.00	\$0.00	Conference Registration
2608836840001	05/29/2018	05/31/2018	AMERICAN AIRLINES	\$449.40	\$0.00	Travel
2609633918001	05/31/2018	06/01/2018	CRYSTAL CENTRAL LLC	\$132.96	\$0.00	Supplies
2617367508001	06/12/2018	06/14/2018	AMERICAN AIRLINES	\$302.40	\$0.00	Travel
2617367509001	06/12/2018	06/14/2018	AMERICAN AIRLINES	\$15.13	\$0.00	Travel
2618229663001	06/14/2018	06/15/2018	MONA ELECTRIC GROUP IN	\$920.00	\$0.00	Maintenance and Repairs
2619918699001	06/18/2018	06/19/2018	NATIONAL EMERGENCY TRA	\$142.35	\$0.00	Services
2619918700001	06/18/2018	06/19/2018	NATIONAL EMERGENCY TRA	\$302.04	\$0.00	Services
2619918701001	06/18/2018	06/19/2018	NATIONAL EMERGENCY TRA	\$302.04	\$0.00	Services
2620698366001	06/19/2018	06/20/2018	R J GENERAL CORPORATIO	\$139.05	\$0.00	Supplies
2621546370001	06/19/2018	06/21/2018	NATIONAL EMERGENCY TRA	\$0.00	(\$18.88)	Services
2624858741001	06/26/2018	06/27/2018	NATIONAL UASI ASSOCIATI	\$625.00	\$0.00	Conference Registration
2625693884001	06/26/2018	06/28/2018	LEXISNEXIS RISK SOL EP	\$128.95	\$0.00	Services
2625693885001	06/26/2018	06/28/2018	AMTRAK .CO17	\$44.00	\$0.00	Travel
2625693886001	06/27/2018	06/28/2018	METROPOLITAN OFFICE PR	\$436.54	\$0.00	Supplies
2626518344001	06/28/2018	06/29/2018	DTV	\$185.78	\$0.00	Services
2627539434001	06/30/2018	07/02/2018	THE HAMILTON GROUP	\$3,642.00	\$0.00	Supplies
2630181752001	07/06/2018	07/09/2018	AMTRAK .CO18	\$172.00	\$0.00	Travel
2643190011001	07/30/2018	07/31/2018	BUDGET.COM PREPAY RESE	\$2,677.39	\$0.00	Travel
2643937686001	07/30/2018	08/01/2018	MANAGEMENT CONCEPTS IN	\$0.00	(\$949.00)	Course Registration
2645588419001	08/02/2018	08/03/2018	INT*IN *AD BOX PROMO A	\$4,930.00	\$0.00	Supplies
2645588420001	08/02/2018	08/03/2018	DELTA	\$709.60	\$0.00	Travel
2645588421001	08/02/2018	08/03/2018	THE HAMILTON GROUP	\$4,800.00	\$0.00	Supplies
2645588422001	08/02/2018	08/03/2018	THE HAMILTON GROUP	\$75.00	\$0.00	Supplies
2646613295001	08/03/2018	08/06/2018	NATIONAL EMERGENCY TRA	\$97.96	\$0.00	Services
2647238682001	08/06/2018	08/07/2018	DOUBLETREE HILO	\$1,198.45	\$0.00	Travel
2647238683001	08/06/2018	08/07/2018	DOUBLETREE HILO	\$1,138.45	\$0.00	Travel
2648830307001	08/08/2018	08/09/2018	PROSHRED SECURITY	\$160.00	\$0.00	Services
2649665556001	08/08/2018	08/10/2018	HAMPTON INN BURLINGTON	\$296.64	\$0.00	Travel
2650696582001	08/10/2018	08/13/2018	INTERNATIONAL ASSOCIAT	\$395.00	\$0.00	Membership Dues
2650696583001	08/10/2018	08/13/2018	INTERNATIONAL ASSOCIAT	\$190.00	\$0.00	Membership Dues
2650696584001	08/12/2018	08/13/2018	DOUBLETREE HILO	\$1,366.14	\$0.00	Travel
2650696585001	08/12/2018	08/13/2018	DOUBLETREE HILO	\$1,366.14	\$0.00	Travel
2651330599001	08/14/2018	08/14/2018	AMERICAN AIRLINES	\$0.00	(\$15.13)	Travel
2654864875001	08/17/2018	08/20/2018	DOUBLETREE HILO	\$1,138.45	\$0.00	Travel
2654864876001	08/17/2018	08/20/2018	DOUBLETREE HILO	\$1,188.45	\$0.00	Travel
2657144429001	08/22/2018	08/23/2018	DOUBLETREE HILO	\$1,138.45	\$0.00	Travel
2657144430001	08/22/2018	08/23/2018	DOUBLETREE HILO	\$1,188.45	\$0.00	Travel
2659065806001	08/25/2018	08/27/2018	DOUBLETREE HILO	\$683.07	\$0.00	Travel
2659065807001	08/25/2018	08/27/2018	DOUBLETREE HILO	\$713.07	\$0.00	Travel
2666732931001	09/07/2018	09/10/2018	NATIONAL EMERGENCY TRA	\$328.84	\$0.00	Services
2666732932001	09/07/2018	09/10/2018	NATIONAL EMERGENCY TRA	\$328.84	\$0.00	Services
2666732933001	09/07/2018	09/10/2018	NATIONAL EMERGENCY TRA	\$100.38	\$0.00	Services
2669194967001	09/12/2018	09/13/2018	NATIONAL EMERGENCY TRA	\$0.00	(\$100.38)	Services
2672852784001	09/18/2018	09/19/2018	DUTCH MILL CATERING	\$234.10	\$0.00	Services
HUGGINS, BRIANA			*****5407 *****6430			
2609633860001	05/31/2018	06/01/2018	INT*IN *AD BOX PROMO A	\$2,235.00	\$0.00	Supplies
2609633861001	05/31/2018	06/01/2018	THE HAMILTON GROUP	\$255.00	\$0.00	Supplies

Q7 HSEMA

Tran ID	Tran Date	Post Date	Merchant	Debit Amount	Credit Amount	Purpose
2610730286001	06/01/2018	06/04/2018	INT*IN *SUPRETECH, INC	\$605.43	\$0.00	Equipment
2610730287001	06/01/2018	06/04/2018	INT*IN *SUPRETECH, INC	\$1,860.00	\$0.00	Equipment
2610730288001	06/02/2018	06/04/2018	DTV	\$222.23	\$0.00	Services
2612225427001	06/04/2018	06/06/2018	WALLACE GROUP OF NY	\$1,387.84	\$0.00	Services
2613095369001	06/06/2018	06/07/2018	CAPITAL PRIDE ALLIANCE	\$760.00	\$0.00	Registration
2613963414001	06/07/2018	06/08/2018	FEDEX	\$14.15	\$0.00	Postage
2615056181001	06/07/2018	06/11/2018	SOUTHWEST	\$410.96	\$0.00	Travel
2615056182001	06/07/2018	06/11/2018	INT*IN *SUPRETECH, INC	\$872.44	\$0.00	Equipment
2615056183001	06/07/2018	06/11/2018	INT*IN *SUPRETECH, INC	\$206.00	\$0.00	Services
2617367470001	06/13/2018	06/14/2018	THE HAMILTON GROUP	\$225.00	\$0.00	Supplies
2617367471001	06/13/2018	06/14/2018	THE HAMILTON GROUP	\$90.00	\$0.00	Supplies
2617367472001	06/13/2018	06/14/2018	EVENTS DC SPORT AND EN	\$900.00	\$0.00	Services
2618229604001	06/14/2018	06/15/2018	THOMSON WEST	\$282.10	\$0.00	Membership Dues
2618229605001	06/14/2018	06/15/2018	NATIONAL UASI ASSOCIATI	\$675.00	\$0.00	Conference Registration
2618229606001	06/14/2018	06/15/2018	NATIONAL UASI ASSOCIATI	\$175.00	\$0.00	Conference Registration
2619276797001	06/15/2018	06/18/2018	CSG NEMA ONLINE	\$4,500.00	\$0.00	Membership Dues
2619276798001	06/15/2018	06/18/2018	STANDARD OFFICE SUPPLY	\$2,393.80	\$0.00	Equipment
2623447995001	06/22/2018	06/25/2018	PAYPAL	\$53.24	\$0.00	Membership Dues
2623447996001	06/22/2018	06/25/2018	ESRI	\$1,815.00	\$0.00	Course Registration
2629018946001	07/03/2018	07/05/2018	AMTRAK .CO18	\$193.00	\$0.00	Travel
2630181695001	07/06/2018	07/09/2018	AMTRAK .CO18	\$245.00	\$0.00	Travel
2630181696001	07/06/2018	07/09/2018	AMERICAN AIRLINES	\$988.10	\$0.00	Travel
2631573858001	07/10/2018	07/11/2018	SMK	\$360.00	\$0.00	Services
2633243740001	07/13/2018	07/13/2018	ULINE	\$50.52	\$0.00	Equipment
2634961070001	07/16/2018	07/17/2018	INT*IN *SUPRETECH, INC	\$1,622.08	\$0.00	Services
2636570873001	07/17/2018	07/19/2018	NATIONAL BUILDING MUSE	\$173.95	\$0.00	Supplies
2637425372001	07/19/2018	07/20/2018	CHAMPION AWARDS	\$156.00	\$0.00	Supplies
2640709067001	07/25/2018	07/26/2018	DTV	\$180.98	\$0.00	Services
2640709068001	07/25/2018	07/26/2018	THOMSON WEST	\$96.72	\$0.00	Services
2640709069001	07/25/2018	07/26/2018	WWW.NCDRONESUMMIT.COM/	\$150.00	\$0.00	Conference Registration
2641543585001	07/25/2018	07/27/2018	AMERICAN AIRLINES	\$412.40	\$0.00	Travel
2641543586001	07/26/2018	07/27/2018	CHAMPION AWARDS	\$210.00	\$0.00	Supplies
2641543587001	07/26/2018	07/27/2018	EB ELEMENTS OF AN ACT	\$44.28	\$0.00	Conference Registration
2642564812001	07/26/2018	07/30/2018	UNITED AIRLINES	\$1,066.00	\$0.00	Travel
2642564813001	07/26/2018	07/30/2018	UNITED AIRLINES	\$1,407.30	\$0.00	Travel
2642564814001	07/26/2018	07/30/2018	UNITED AIRLINES	\$42.00	\$0.00	Travel
2642564815001	07/26/2018	07/30/2018	UNITED AIRLINES	\$112.00	\$0.00	Travel
2642564816001	07/26/2018	07/30/2018	UNITED AIRLINES	\$67.00	\$0.00	Travel
2642564817001	07/26/2018	07/30/2018	UNITED AIRLINES	\$139.00	\$0.00	Travel
2642564818001	07/26/2018	07/30/2018	UNITED AIRLINES	\$79.00	\$0.00	Travel
2642564819001	07/26/2018	07/30/2018	UNITED AIRLINES	\$55.00	\$0.00	Travel
2642564820001	07/27/2018	07/30/2018	INT*IN *SUPRETECH, INC	\$2,609.88	\$0.00	Supplies
2642564821001	07/27/2018	07/30/2018	AVIS.COM PREPAY RESERV	\$1,556.44	\$0.00	Travel
2642564822001	07/27/2018	07/30/2018	AMERICAN IMMIGRATION L	\$525.00	\$0.00	Conference Registration
2642564823001	07/27/2018	07/30/2018	UNITED AIRLINES	\$625.00	\$0.00	Travel
2642564824001	07/27/2018	07/30/2018	LEXISNEXIS RISK SOL EP	\$128.95	\$0.00	Services
2646613321001	08/03/2018	08/06/2018	DOUBLETREE HILO	\$1,188.45	\$0.00	Travel
2648830324001	08/08/2018	08/09/2018	DOUBLETREE HILO	\$1,188.45	\$0.00	Travel
2649665562001	08/09/2018	08/10/2018	STK*SHUTTERSTOCK	\$4,200.00	\$0.00	Supplies
2649665563001	08/09/2018	08/10/2018	PROJECT MANAGMNT ACADE	\$1,895.00	\$0.00	Course Registration
2650696600001	08/10/2018	08/13/2018	GRAINGER	\$658.51	\$0.00	Supplies
2650696601001	08/12/2018	08/13/2018	DOUBLETREE HILO	\$950.76	\$0.00	Travel
2653796537001	08/16/2018	08/17/2018	OURISMAN CHEVROLET BUI	\$1,521.95	\$0.00	Maintenance and Repairs
2654864890001	08/16/2018	08/20/2018	SOUTHWEST	\$360.97	\$0.00	Travel
2654864891001	08/18/2018	08/20/2018	DTV	\$180.98	\$0.00	Services
2654864892001	08/17/2018	08/20/2018	UNIVERSITY OF THE DIST	\$3,490.00	\$0.00	Services
2655517444001	08/20/2018	08/21/2018	DOUBLETREE HILO	\$1,901.52	\$0.00	Travel

Q7 HSEMA

Tran ID	Tran Date	Post Date	Merchant	Debit Amount	Credit Amount	Purpose
2655517445001	08/20/2018	08/21/2018	BALL & BALL COMM INC	\$554.00	\$0.00	Maintenance and Repairs
2655517446001	08/21/2018	08/21/2018	SMARTSIGN	\$1,048.95	\$0.00	Supplies
2657144449001	08/22/2018	08/23/2018	DOUBLETREE HILO	\$475.38	\$0.00	Travel
2662189268001	08/30/2018	08/31/2018	AFCEA INTERNATIONAL	\$150.00	\$0.00	Conference Registration
2666732963001	09/07/2018	09/10/2018	SP * LEARNINGTREEINTER	\$3,664.00	\$0.00	Course Registration
2666732964001	09/07/2018	09/10/2018	EB REFLECTIONS ON 91	\$44.28	\$0.00	Conference Registration
2666732965001	09/07/2018	09/10/2018	HOO	\$1,188.00	\$0.00	Services
2668278812001	09/11/2018	09/12/2018	AMAZON.COM	\$146.09	\$0.00	Supplies
2672003059001	09/17/2018	09/18/2018	INT*IN *SUPRETECH, INC	\$1,622.23	\$0.00	Equipment
2675860553001	09/21/2018	09/24/2018	THOMSON WEST	\$96.71	\$0.00	Services
2675860554001	09/21/2018	09/24/2018	THOMSON WEST	\$96.72	\$0.00	Services

LUCAS, DONTE

*****3154

2610730127001	06/02/2018	06/04/2018	HILTON GARDEN INN	\$234.84	\$0.00	Travel
2610730128001	06/02/2018	06/04/2018	HILTON GARDEN INN	\$117.42	\$0.00	Travel
2615056017001	06/09/2018	06/11/2018	HILTON GARDEN INN	\$587.10	\$0.00	Travel
2615056018001	06/09/2018	06/11/2018	HILTON GARDEN INN	\$587.10	\$0.00	Travel
2617367350001	06/13/2018	06/14/2018	HILTON GARDEN INN	\$0.00	(\$587.10)	Travel
2617367351001	06/13/2018	06/14/2018	HILTON GARDEN INN	\$0.00	(\$117.42)	Travel
2619276660001	06/15/2018	06/18/2018	HILTON GARDEN INN	\$469.68	\$0.00	Travel
2619276661001	06/15/2018	06/18/2018	HILTON GARDEN INN	\$469.68	\$0.00	Travel
2627539193001	06/30/2018	07/02/2018	HILTON GARDEN INN	\$0.00	(\$469.68)	Travel
2650696312001	08/10/2018	08/13/2018	BUDGET.COM PREPAY RESE	\$1,043.48	\$0.00	Travel

FY 2019

Tran ID	Tran Date	Post Date	Merchant	Debit Amount	Credit Amount	Purpose
BENEFIELD, STEVE			*****2998			
2692191582001	10/17/2018	10/18/2018	HERMAN BORN AND SONS	\$1,884.94	\$0.00	Maintenance and Repairs
2699026244001	10/26/2018	10/29/2018	OURISMAN DODGE INC	\$65.00	\$0.00	Maintenance and Repairs
2706792530001	11/08/2018	11/09/2018	OURISMAN CHEVROLET BUI	\$512.73	\$0.00	Maintenance and Repairs
2719604258001	12/01/2018	12/03/2018	NATIONAL EMERGENCY TRA	\$126.52	\$0.00	Travel
2726740107001	12/12/2018	12/13/2018	INT*IN *AD BOX PROMO A	\$2,795.00	\$0.00	Supplies
2726740108001	12/12/2018	12/13/2018	INT*IN *SUPRETECH, INC	\$102.69	\$0.00	Supplies
2726740109001	12/12/2018	12/13/2018	INT*IN *SUPRETECH, INC	\$1,050.03	\$0.00	Supplies
2726740110001	12/12/2018	12/13/2018	THE CALVIN PRICE	\$343.46	\$0.00	Equipment
2727674034001	12/13/2018	12/14/2018	INT*IN *ACSI TRANSLATI	\$320.00	\$0.00	Services
2731756579001	12/20/2018	12/21/2018	THE HAMILTON GROUP	\$70.00	\$0.00	Supplies
2731756580001	12/20/2018	12/21/2018	PROSHRED SECURITY	\$160.00	\$0.00	Services

CRAWFORD, ELIJAH

*****5039

2745443043001	01/17/2019	01/21/2019	UNITED AIRLINES	\$728.60	\$0.00	Travel
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HILL, MONICA

*****1836

2738017278001	01/07/2019	01/09/2019	AMERICAN BUSINESS SUPP	\$594.34	\$0.00	Supplies
2738017279001	01/09/2019	01/09/2019	APL *APPLE ONLINE STORE	\$104.94	\$0.00	Supplies
2739758149001	01/10/2019	01/11/2019	APL *APPLE ONLINE STORE	\$0.00	(\$5.94)	Supplies
2739758150001	01/09/2019	01/11/2019	INT*IN *AD BOX PROMO A	\$1,325.00	\$0.00	Supplies
2743376237001	01/16/2019	01/17/2019	INT*IN *SUPRETECH, INC	\$922.19	\$0.00	Supplies
2743376238001	01/16/2019	01/17/2019	INT*IN *SUPRETECH, INC	\$1,946.31	\$0.00	Supplies
2744298488001	01/17/2019	01/18/2019	INT*IN *SUPRETECH, INC	\$3,131.77	\$0.00	Supplies
2747642575001	01/23/2019	01/24/2019	SP * POWERBX	\$544.64	\$0.00	Supplies
2748552962001	01/24/2019	01/25/2019	INT*IN *FOUNDATION FOR	\$1,765.80	\$0.00	Supplies
2748552963001	01/24/2019	01/25/2019	EVENTSDC	\$750.00	\$0.00	Services

HUGGINS, BRIANA

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2685141489001	10/04/2018	10/08/2018	SOUTHWEST	\$319.96	\$0.00	Travel
2685141490001	10/05/2018	10/08/2018	AMERICAN AIRLINES	\$0.00	(\$210.29)	Travel
2685822501001	10/08/2018	10/09/2018	INTERNATIONAL ASSOCIAT	\$715.00	\$0.00	Conference Registration

Q7 HSEMA

Tran ID	Tran Date	Post Date	Merchant	Debit Amount	Credit Amount	Purpose
2686660481001	10/09/2018	10/10/2018	INTERNATIONAL ASSOCIAT	\$762.00	\$0.00	Conference Registration
2687565682001	10/09/2018	10/11/2018	SOUTHWEST	\$444.78	\$0.00	Travel
2687565683001	10/09/2018	10/11/2018	AMERICAN AIRLINES	\$501.00	\$0.00	Travel
2687565684001	10/10/2018	10/11/2018	INT*IN *AD BOX PROMO A	\$1,325.00	\$0.00	Supplies
2689664792001	10/11/2018	10/15/2018	AMTRAK .CO28	\$194.00	\$0.00	Travel
2689664793001	10/11/2018	10/15/2018	AMTRAK .CO28	\$194.00	\$0.00	Travel
2689664794001	10/12/2018	10/15/2018	SOUTHWEST	\$263.96	\$0.00	Travel
2690401632001	10/15/2018	10/16/2018	GRANT PROFESSIONALS AS	\$609.00	\$0.00	Conference Registration
2690401633001	10/15/2018	10/16/2018	SPROUT SOCIAL, INC	\$249.00	\$0.00	Services
2693134066001	10/18/2018	10/19/2018	THOMSON WEST	\$1,180.79	\$0.00	Services
2695071748001	10/22/2018	10/23/2018	INT*IN *SUPRETECH, INC	\$186.25	\$0.00	Supplies
2695931361001	10/23/2018	10/24/2018	GRANT PROFESSIONALS AS	\$870.00	\$0.00	Conference Registration
2695931362001	10/23/2018	10/24/2018	NAT FUSION CTR ASSN	\$350.00	\$0.00	Conference Registration
2695931363001	10/23/2018	10/24/2018	NAT FUSION CTR ASSN	\$350.00	\$0.00	Conference Registration
2697841156001	10/25/2018	10/26/2018	METRO STAMP AND SEAL C	\$70.95	\$0.00	Supplies
2699026243001	10/25/2018	10/29/2018	LEXISNEXIS RISK SOL EP	\$386.85	\$0.00	Services
2701379610001	10/31/2018	11/01/2018	AMZN MKTP US	\$168.99	\$0.00	Supplies
2701379611001	10/30/2018	11/01/2018	SOUTHWEST	\$623.96	\$0.00	Travel
2701379612001	10/31/2018	11/01/2018	INT*IN *ACSI TRANSLATI	\$960.00	\$0.00	Services
2702211281001	11/01/2018	11/02/2018	GRAHAM STAFFING SERVIC	\$1,300.00	\$0.00	Services
2703338297001	11/03/2018	11/05/2018	RESIDENCE INN BALTIMOR	\$116.28	\$0.00	Travel
2703338298001	11/03/2018	11/05/2018	RESIDENCE INN BALTIMOR	\$116.28	\$0.00	Travel
2703338299001	11/03/2018	11/05/2018	RESIDENCE INN BALTIMOR	\$116.28	\$0.00	Travel
2703338300001	11/03/2018	11/05/2018	RESIDENCE INN BALTIMOR	\$116.28	\$0.00	Travel
2703338301001	11/03/2018	11/05/2018	RESIDENCE INN BALTIMOR	\$116.28	\$0.00	Travel
2703338302001	11/03/2018	11/05/2018	RESIDENCE INN BALTIMOR	\$116.28	\$0.00	Travel
2704081686001	11/05/2018	11/06/2018	NATIONAL EMERGENCY TRA	\$100.38	\$0.00	Services
2705830811001	11/08/2018	11/08/2018	COMCAST	\$670.07	\$0.00	Services
2705830812001	11/08/2018	11/08/2018	COMCAST	\$1,288.27	\$0.00	Services
2707988390001	11/09/2018	11/12/2018	INT*IN *SUPRETECH, INC	\$1,787.18	\$0.00	Supplies
2709534153001	11/13/2018	11/14/2018	INT*IN *SUPRETECH, INC	\$4,406.01	\$0.00	Supplies
2710472900001	11/14/2018	11/15/2018	INT*IN *FOUNDATION FOR	\$1,652.50	\$0.00	Supplies
2711424887001	11/15/2018	11/16/2018	SPROUT SOCIAL, INC	\$249.00	\$0.00	Services
2711424888001	11/15/2018	11/16/2018	WEB	\$39.00	\$0.00	Services
2712619360001	11/18/2018	11/19/2018	WIX.COM, INC.	\$300.00	\$0.00	Services
2713260827001	11/19/2018	11/20/2018	WEB	\$0.00	(\$39.00)	Services
2714667040001	11/20/2018	11/23/2018	AMERICAN AIRLINES	\$550.60	\$0.00	Travel
2714667041001	11/20/2018	11/23/2018	AMERICAN AIRLINES	\$550.60	\$0.00	Travel
2714667042001	11/21/2018	11/23/2018	NATIONAL EMERGENCY TRA	\$126.52	\$0.00	Services
2715765168001	11/26/2018	11/27/2018	INT*IN *SUPRETECH, INC	\$2,268.05	\$0.00	Supplies
2718386844001	11/28/2018	11/30/2018	SOUTHWEST	\$696.78	\$0.00	Travel
2718386845001	11/29/2018	11/30/2018	TEEM TECHNOLOGIES	\$1,250.00	\$0.00	Services
2726740106001	12/12/2018	12/13/2018	E-ZPASS MD MPC	\$18.00	\$0.00	Services
2727674024001	12/13/2018	12/14/2018	DTV	\$365.86	\$0.00	Services
2728798219001	12/15/2018	12/17/2018	COMCAST	\$755.89	\$0.00	Services
2728798220001	12/14/2018	12/17/2018	AMAZON.COM*M21PF4420	\$47.99	\$0.00	Supplies
2728798221001	12/15/2018	12/17/2018	SPROUT SOCIAL, INC	\$249.00	\$0.00	Services
2730999032001	12/19/2018	12/20/2018	THOMSON WEST	\$96.72	\$0.00	Services
2735652700001	01/03/2019	01/04/2019	AOP BUSINESS SERVICES	\$29.10	\$0.00	Services
2740932456001	01/11/2019	01/14/2019	SMK	\$360.00	\$0.00	Services
2740932457001	01/12/2019	01/14/2019	DTV	\$172.63	\$0.00	Services
2742493990001	01/15/2019	01/16/2019	SPROUT SOCIAL, INC	\$249.00	\$0.00	Services
2747642686001	01/23/2019	01/24/2019	MONA ELECTRIC GROUP IN	\$178.00	\$0.00	Services

Q10 HSEMA

FY 2018 ADDITIONAL FUNDING REQUESTS

Agency Priority	Program Enhancement Description	Amount	FTEs
1	Fullfill federal grant match requirements in the Plans and Preparedness Division.	\$ 98,763	
	<i>TOTAL PROGRAM ENHANCEMENTS</i>	\$ 98,763	0.00

FY 2019 ADDITIONAL FUNDING REQUESTS

Agency Priority	Program Enhancement Description	Amount	FTEs
1	Fullfill federal grant match requirements for Emergency Management Performance and Hazard Mitigation Grants under the Plans and Preparedness Division.	\$ 144,662	
2	Support the Community Events Fund, which provides assistance to organizations by defraying the cost of security for small events under the Agency Management Division. (One-Time Funds Added to FY19 Budget)	\$ 50,000	
	<i>TOTAL PROGRAM ENHANCEMENTS</i>	\$ 194,662	0.00

Q11 HSEMA

FY 2018 REPROGRAMMING LIST							
LOCAL						Starting Budget	\$4,827,226
FISCAL YEAR	FUND	DATE	SOAR DOC #	Program	Activity	DESCRIPTION	AMOUNT
2018	0100	3/27/2018	BJBN2500	1000	1320	FY18 CONT 2.5M	\$2,500,000
2018	0100	9/30/2018	BJBNCF18	1000	1320	FY 18 CONTINGENCY REDUCTION	(\$34,974)
2018	0100	6/22/2018	BJCOLABN	1000	1320	FY18 COLA ALLOCATION	\$38,649
2018	0100	6/26/2018	BJCOLACO	1000	1320	FY 2018 COLA CORRECTION	(\$10,614)
2018	0100	9/30/2018	BJCONBN0	1000	1320	FY18 CONTINGENCY	(\$2,043,780)
2018	0100	9/30/2018	BJCONBN1	1000	1320	FY18 CONTINGENCY	(\$407,446)
2018	0100	9/30/2018	BJCONBN2	1000	1320	FY18 CONTINGENCY CASH REDUCTIN	(\$13,800)
						Final Budget	\$4,855,261

FEDERAL GRANT						Starting Budget	\$131,743,035
FISCAL YEAR	FUND	DATE	SOAR DOC #	Program	Activity	DESCRIPTION	AMOUNT
2018	8200	10/2/2017	APBN0102	3000	3100	REPROGRAM FROM 0408	\$45,000.00
2018	8200	10/2/2017	APBN0102	3000	3100	REPROGRAM TO 0702	(\$45,000.00)
2018	8200	10/23/2017	APBN0023	1000	1304	REPROGRAM FROM OTHER PCAS	\$17,500.00
2018	8200	10/23/2017	APBN0023	1000	1304	REPROGRAM TO OTHER PCAS	(\$12,500.00)
2018	8200	10/23/2017	APBN0023	1000	1305	REPROGRAM TO OTHER PCAS	(\$616.38)
2018	8200	10/23/2017	APBN0023	2000	2103	REPROGRAM FROM OTHER PCAS	\$69,588.00
2018	8200	10/23/2017	APBN0023	2000	2103	REPROGRAM TO OTHER PCAS	(\$64,295.29)
2018	8200	10/23/2017	APBN0023	2000	2105	REPROGRAM FROM OTHER PCAS	\$137,160.03
2018	8200	10/23/2017	APBN0023	2000	2105	REPROGRAM TO OTHER PCAS	(\$103,605.00)
2018	8200	10/23/2017	APBN0023	2000	2113	REPROGRAM FROM OTHER PCAS	\$442,628.41
2018	8200	10/23/2017	APBN0023	2000	2113	REPROGRAM TO OTHER PCAS	(\$278,150.00)
2018	8200	10/23/2017	APBN0023	2000	2116	REPROGRAM TO OTHER PCAS	(\$145,000.00)
2018	8200	10/23/2017	APBN0023	2000	2136	REPROGRAM TO OTHER PCAS	(\$31,199.00)
2018	8200	10/23/2017	APBN0023	2000	2400	REPROGRAM TO OTHER PCAS	(\$31,510.77)
2018	8200	10/30/2017	APBN0208	1000	1362	REPROGRAM FROM OTHER PCAS	\$50,000.00
2018	8200	10/30/2017	APBN0208	2000	2100	REPROGRAM FROM OTHER PCAS	\$150,000.00
2018	8200	10/30/2017	APBN0208	4000	4100	REPROGRAM FROM OTHER PCAS	\$130,609.60
2018	8200	10/30/2017	APBN0208	4000	4124	REPROGRAM FROM OTHER PCAS	\$5,000.00
2018	8200	10/30/2017	APBN0208	5000	5182	REPROGRAM FROM OTHER PCAS	\$63,800.87
2018	8200	10/30/2017	APBN0208	5000	5182	REPROGRAM TO OTHER PCAS	(\$399,410.47)
2018	8200	10/30/2017	APBN0209	1000	1304	REPROGRAM TO OTHER PCAS	(\$5,000.00)
2018	8200	10/30/2017	APBN0209	1000	1305	REPROGRAM TO OTHER PCAS	(\$2,983.63)
2018	8200	10/30/2017	APBN0209	1000	1306	REPROGRAM FROM OTHER PCAS	\$15,773.20
2018	8200	10/30/2017	APBN0209	1000	1308	REPROGRAM FROM OTHER PCAS	\$14,869.78
2018	8200	10/30/2017	APBN0209	1000	1308	REPROGRAM TO OTHER PCAS	(\$10,646.00)
2018	8200	10/30/2017	APBN0209	1000	1309	REPROGRAM FROM OTHER PCAS	\$19,478.58
2018	8200	10/30/2017	APBN0209	2000	2414	REPROGRAM TO OTHER PCAS	(\$5,015.90)
2018	8200	10/30/2017	APBN0209	4000	4100	REPROGRAM TO OTHER PCAS	(\$26,476.03)
2018	8200	11/7/2017	APBN0117	2000	2100	BUDGET CORRECTION	(\$150,000.00)
2018	8200	11/7/2017	APBN0117	4000	4100	BUDGET CORRECTION	\$150,000.00
2018	8200	11/13/2017	APBN0113	2000	2100	REPROGRAM FROM 4100F	\$150,000.00
2018	8200	11/13/2017	APBN0113	4000	4100	REPROGRAM TO 2119F	(\$150,000.00)
2018	8200	11/20/2017	APBN0400	2000	2400	REPROGRAM FROM OTHER PCAS	\$59,766.23
2018	8200	11/20/2017	APBN0400	2000	2400	REPROGRAM TO OTHER PCAS	(\$59,766.23)
2018	8200	11/20/2017	APBN0400	2000	2414	REPROGRAM FROM OTHER PCAS	\$6,247.52
2018	8200	11/20/2017	APBN0400	2000	2414	REPROGRAM TO OTHER PCAS	(\$6,247.52)
2018	8200	11/20/2017	APBN0400	3000	3114	REPROGRAM FROM OTHER PCAS	\$130,000.00
2018	8200	11/20/2017	APBN0400	3000	3114	REPROGRAM TO OTHER PCAS	(\$4,000.00)
2018	8200	11/20/2017	APBN0400	4000	4100	REPROGRAM TO OTHER PCAS	(\$148,332.17)
2018	8200	11/20/2017	APBN0400	5000	5132	REPROGRAM FROM OTHER PCAS	\$29,854.17
2018	8200	11/20/2017	APBN0400	5000	5132	REPROGRAM TO OTHER PCAS	(\$7,522.00)

Q11 HSEMA

FISCAL YEAR	FUND	DATE	SOAR DOC #	Program	Activity	DESCRIPTION	AMOUNT
2018	8200	11/29/2017	BFBN0429	4000	4100	BUDGET ESTABLISHMENT	\$276,824.80
2018	8200	12/6/2017	APBN0127	1000	1337	REP REQ FROM HSG17 4100F 0506	\$7,980.96
2018	8200	12/6/2017	APBN0127	1000	1362	REP REQ FROM HSG17 1362F 0702	\$38,000.00
2018	8200	12/6/2017	APBN0127	1000	1362	REP REQ TO HSG17 1362F 0409	(\$38,000.00)
2018	8200	12/6/2017	APBN0127	4000	4100	REP REQ TO HSG17 1362F 0111	(\$7,980.96)
2018	8200	12/11/2017	APBN0411	1000	1308	REPROGRAM FROM OTHER PCAS	\$83,000.00
2018	8200	12/11/2017	APBN0411	1000	1308	REPROGRAM TO OTHER PCAS	(\$83,000.00)
2018	8200	12/11/2017	APBN0411	3000	3101	REPROGRAM FROM OTHER PCAS	\$529,409.46
2018	8200	12/11/2017	APBN0411	3000	3101	REPROGRAM TO OTHER PCAS	(\$429,893.65)
2018	8200	12/11/2017	APBN0411	4000	4100	REPROGRAM TO OTHER PCAS	(\$141,254.44)
2018	8200	12/11/2017	APBN0411	4000	4102	REPROGRAM FROM OTHER PCAS	\$145,343.63
2018	8200	12/11/2017	APBN0411	4000	4102	REPROGRAM TO OTHER PCAS	(\$103,605.00)
2018	8200	12/19/2017	BFBN0418	2000	2100	BUDGET ESTABLISHMENT	\$2,395,787.25
2018	8200	12/19/2017	BFBN0419	2000	2100	BUDGET ESTABLISHMENT	\$127,670.00
2018	8200	12/19/2017	BFBN0419	2000	2100	BUDGET ESTABLISHMNET	\$1,302.00
2018	8200	12/19/2017	BFBN0420	2000	2100	BUDGET ESTABLISHMENT	\$150,000.00
2018	8200	12/19/2017	BFBN0421	2000	2100	BUDGET ESTABLISHMENT	\$254,578.72
2018	8200	12/22/2017	APBN0122	3000	3101	REP. REQ FROM HSG17 3101F 0125	\$79,685.00
2018	8200	12/22/2017	APBN0122	3000	3101	REP. REQ FROM HSG17 3101F 0408	\$10,000.00
2018	8200	12/22/2017	APBN0122	3000	3101	REP. REQ TO HSG17 3101F 0131	(\$79,685.00)
2018	8200	12/22/2017	APBN0122	3000	3101	REP. REQ TO HSG17 3101F 0133	(\$10,000.00)
2018	8200	1/3/2018	BFBN0103	2000	2100	BUDGET INCREASE REQ	\$243,750.00
2018	8200	1/9/2018	APBN0409	3000	3114	REPROGRAM FROM 0409	\$81,760.00
2018	8200	1/9/2018	APBN0409	3000	3114	REPROGRAM TO 0702	(\$81,760.00)
2018	8200	1/12/2018	BFFO0320	1000	1320	BUDGET INCREASE REQ	\$574,951.88
2018	8200	1/12/2018	BFFO0320	2000	2100	BUDGET INCREASE REQ	\$89,248.58
2018	8200	1/12/2018	BFFO0320	2000	2400	BUDGET INCREASE REQ	\$44,404.20
2018	8200	1/12/2018	BFFO0320	3000	3100	BUDGET INCREASE REQ	\$236,173.61
2018	8200	1/12/2018	BFFO0320	4000	4FA0	BUDGET INCREASE REQ	\$37,375.01
2018	8200	1/17/2018	APBN0417	1000	1305	REPROGRAM CORRECTION 112017	\$5,000.00
2018	8200	1/17/2018	APBN0417	5000	5132	TO CORRECT PCA ERROR 112017	(\$5,000.00)
2018	8200	1/18/2018	APBN0419	2000	2116	REPROGRAM FROM 0409	\$1,522.00
2018	8200	1/18/2018	APBN0419	2000	2116	REPROGRAM TO 0702	(\$1,522.00)
2018	8200	1/23/2018	APBN0423	1000	1313	REPROGRAM FROM 4100F 0506	\$248,023.00
2018	8200	1/23/2018	APBN0423	4000	4100	REPROGRAM TO 011,14,15 AND 20	(\$248,023.00)
2018	8200	1/25/2018	APBN0425	2000	2100	REPROGRAM FROM 0408	\$68,846.00
2018	8200	1/25/2018	APBN0425	2000	2100	REPROGRAM TO 0121 AND 0147	(\$68,846.00)
2018	8200	1/30/2018	BFBN0428	2000	2100	BUDGET ESTABLISHMENT	\$21,778.00
2018	8200	1/30/2018	BFBN0430	2000	2100	BUDGET ESTABLISHMENT	\$3,719.41
2018	8200	1/30/2018	BFBN0431	2000	2100	BUDGET ESTABLISHMENT	\$21,857.00
2018	8200	1/30/2018	BFBNO429	2000	2100	BUDGET ESTABLISHMENT	\$5,952.98
2018	8200	2/8/2018	APBN0408	3000	3115	REPROGRAM FROM 4100F	\$107,000.00
2018	8200	2/8/2018	APBN0408	4000	4100	REPROGRAM TO PCA 3115F	(\$107,000.00)
2018	8200	2/13/2018	APBN0413	3000	3115	REVERSE TO CORRECT PCA	(\$107,000.00)
2018	8200	2/20/2018	APBN0426	2000	2122	REPROGRAM FROM 4100F	\$150,000.00
2018	8200	2/20/2018	APBN0426	4000	4100	REPROGRAM TO 2122F	(\$150,000.00)
2018	8200	2/21/2018	APBN0221	3000	3115	REP REQ FROM 4100F HSG17F 0506	\$107,000.00
2018	8200	2/21/2018	APBN0221	4000	4100	REP. REQ. TO 3115F HSG17 0702	(\$107,000.00)
2018	8200	3/8/2018	BFBN0308	2000	2100	BUDGET DECREASE REQUEST	(\$35,155.56)
2018	8200	3/8/2018	BFBN0309	2000	2100	BUDGET DECREASE REQUEST	(\$5,633.80)
2018	8200	3/8/2018	BFBN0310	2000	2100	BUDGET DECREASE REQUEST	(\$44,421.09)
2018	8200	3/8/2018	BFBN0311	2000	2100	BUDGET DECREASE REQUEST	(\$57,591.62)
2018	8200	3/8/2018	BFBN0312	2000	2100	BUDGET DECREASE REQUEST	(\$0.25)
2018	8200	3/28/2018	BFBN0500	2000	2100	BUDGET INCREASE	\$0.25
2018	8200	3/28/2018	BFBN0501	4000	4100	BUDGET REDUCTION	(\$10,310.85)
2018	8200	3/28/2018	BFBN0502	2000	2100	BUDGET INCREASE	\$30,489.00
2018	8200	4/2/2018	BFBN0506	2000	2100	BUDGET ESTABLISHMENT	\$131,873.35

Q11 HSEMA

FISCAL YEAR	FUND	DATE	SOAR DOC #	Program	Activity	DESCRIPTION	AMOUNT
2018	8200	4/10/2018	BFBN0508	4000	4100	BUDGET REDUCTION	(\$12,508,218.13)
2018	8200	4/23/2018	APBN0520	3000	3103	REPROGRAM FROM 4100F	\$987,575.00
2018	8200	4/23/2018	APBN0520	4000	4100	REPROGRAM TO 0702	(\$987,575.00)
2018	8200	4/26/2018	APBN0522	3000	3114	REPROGRAM FROM 3114F AND 4100F	\$24,544.95
2018	8200	4/26/2018	APBN0522	3000	3114	REPROGRAM TO 5182F	(\$24,544.95)
2018	8200	4/26/2018	APBN0522	4000	4100	REPROGRAM TO 5182F	(\$1,875,796.00)
2018	8200	4/26/2018	APBN0522	5000	5182	REPROGRAM FROM 3114F AND 4100F	\$1,880,796.00
2018	8200	4/26/2018	APBN0522	5000	5182	REPROGRAM TO OTHER OBJECT	(\$5,000.00)
2018	8200	5/30/2018	APBN0530	1000	1306	REPROGRAM FROM 0702	\$2,500.00
2018	8200	5/30/2018	APBN0530	1000	1306	REPROGRAM TO 0402	(\$2,500.00)
2018	8200	6/11/2018	APBN0611	1000	1331	REPROGRAM FROM 4100F & 0506	\$604,378.00
2018	8200	6/11/2018	APBN0611	4000	4100	REPROGRAM TO 201, 408 & 702	(\$604,378.00)
2018	8200	6/12/2018	APBN0612	2000	2127	REPROGRAM FROM 4100F	\$20,000.00
2018	8200	6/12/2018	APBN0612	4000	4100	REPROGRAM TO 2127F, 0406	(\$20,000.00)
2018	8200	7/3/2018	APBN0703	1000	1331	REPROGRAM FROM 0408	\$12,546.42
2018	8200	7/3/2018	APBN0703	1000	1331	REPROGRAM TO 0702	(\$12,546.42)
2018	8200	9/20/2018	APBN0920	3000	3114	REP. REQ FROM 3114F HSG17 0702	\$47,378.00
2018	8200	9/20/2018	APBN0920	3000	3114	REP. REQ. TO 3114F HSG17 0409	(\$47,378.00)
2018	8200	9/30/2018	APBN0410	1000	1305	REPROGRAM FROM OTHER PCAS	\$46,550.65
2018	8200	9/30/2018	APBN0410	1000	1305	REPROGRAM TO OTHER PCAS	(\$7,918.84)
2018	8200	9/30/2018	APBN0410	1000	1306	REPROGRAM FROM OTHER PCAS	\$85,714.28
2018	8200	9/30/2018	APBN0410	1000	1306	REPROGRAM TO OTHER PCAS	(\$1,634.13)
2018	8200	9/30/2018	APBN0410	1000	1308	REPROGRAM FROM OTHER PCAS	\$417.12
2018	8200	9/30/2018	APBN0410	1000	1308	REPROGRAM TO OTHER PCAS	(\$116,059.18)
2018	8200	9/30/2018	APBN0410	1000	1309	REPROGRAM FROM OTHER PCAS	\$2,847.80
2018	8200	9/30/2018	APBN0410	1000	1309	REPROGRAM TO OTHER PCAS	(\$8,923.04)
2018	8200	9/30/2018	APBN0410	1000	1313	REPROGRAM FROM OTHER PCAS	\$227.90
2018	8200	9/30/2018	APBN0410	1000	1313	REPROGRAM TO OTHER PCAS	(\$11,783.28)
2018	8200	9/30/2018	APBN0410	1000	1337	REPROGRAM FROM OTHER PCAS	\$3,556.73
2018	8200	9/30/2018	APBN0410	1000	1337	REPROGRAM TO OTHER PCAS	(\$18,021.17)
2018	8200	9/30/2018	APBN0410	1000	1363	REPROGRAM FROM OTHER PCAS	\$15,901.75
2018	8200	9/30/2018	APBN0410	1000	1363	REPROGRAM TO OTHER PCAS	(\$16,220.80)
2018	8200	9/30/2018	APBN0410	4000	4100	REPROGRAM FROM OTHER PCAS	\$25,344.21
2018	8200	9/30/2018	APBN0430	1000	1304	REPROGRAM TO OTHER PCAS	(\$64,728.35)
2018	8200	9/30/2018	APBN0430	1000	1306	REPROGRAM TO OTHER PCAS	(\$5,500.00)
2018	8200	9/30/2018	APBN0430	1000	1308	REPROGRAM TO OTHER PCAS	(\$15,407.27)
2018	8200	9/30/2018	APBN0430	1000	1362	REPROGRAM TO OTHER PCAS	(\$43,271.04)
2018	8200	9/30/2018	APBN0430	2000	2100	REPROGRAM TO OTHER PCAS	(\$136,395.69)
2018	8200	9/30/2018	APBN0430	2000	2103	REPROGRAM FROM OTHER PCAS	\$10,635.06
2018	8200	9/30/2018	APBN0430	2000	2103	REPROGRAM TO OTHER PCAS	(\$305,942.54)
2018	8200	9/30/2018	APBN0430	2000	2105	REPROGRAM FROM OTHER PCAS	(\$1,085.45)
2018	8200	9/30/2018	APBN0430	2000	2105	REPROGRAM TO OTHER PCAS	(\$19,049.75)
2018	8200	9/30/2018	APBN0430	2000	2113	REPROGRAM FROM OTHER PCAS	\$5,934.92
2018	8200	9/30/2018	APBN0430	2000	2113	REPROGRAM TO OTHER PCAS	(\$280,302.54)
2018	8200	9/30/2018	APBN0430	2000	2115	REPROGRAM TO OTHER PCAS	(\$90,000.00)
2018	8200	9/30/2018	APBN0430	4000	4100	REPROGRAM FROM OTHER PCAS	\$945,112.65
2018	8200	9/30/2018	APBN0431	4000	4100	REPROGRAM FROM 4100F	\$79,000.00
2018	8200	9/30/2018	APBN0431	4000	4100	REPROGRAM TO OTHER COBJ	(\$79,000.00)
2018	8200	9/30/2018	BFBN0700	2000	2100	BUDGET REDUCTION	(\$1,152,592.17)
2018	8200	9/30/2018	BFBN0701	2000	2100	BUDGET REDUCTION	(\$2,389,166.51)
2018	8200	9/30/2018	BFBN0702	2000	2100	BUDGET REDUCTION	(\$131,873.35)
2018	8200	9/30/2018	BFBN0703	2000	2100	BUDGET REDUCTION	(\$467,250.56)
2018	8200	9/30/2018	BFBN0704	2000	2100	BUDGET REDUCTION	(\$358,398.55)
2018	8200	9/30/2018	BFBN0705	2000	2100	BUDGET REDUCTION	(\$131,250.00)
2018	8200	9/30/2018	BFBN0706	2000	2100	BUDGET REDUCTION	(\$142,920.63)
2018	8200	9/30/2018	BFBN0707	2000	2100	BUDGET REDUCTION	(\$147.48)
2018	8200	9/30/2018	BFBN0708	2000	2100	BUDGET REDUCTION	(\$13.41)

Q11 HSEMA

INTRA DISTRICT						Starting Budget	\$0
FISCAL YEAR	FUND	DATE	SOAR DOC #	Program	Activity	DESCRIPTION	AMOUNT
2018	0700	5/2/2018	BJBNEP52	1000	1305	2ND QTR EP0 REIMBURSEMENT	1,270.90
2018	0700	5/2/2018	BJBNEP52	1000	1306	2ND QTR EP0 REIMBURSEMENT	290.57
2018	0700	5/2/2018	BJBNEP52	1000	1308	2ND QTR EP0 REIMBURSEMENT	791.71
2018	0700	5/2/2018	BJBNEP52	1000	1313	2ND QTR EP0 REIMBURSEMENT	506.73
2018	0700	5/2/2018	BJBNEP52	1000	1320	2ND QTR EP0 REIMBURSEMENT	6,455.59
2018	0700	5/2/2018	BJBNEP52	1000	1337	2ND QTR EP0 REIMBURSEMENT	459.20
2018	0700	5/2/2018	BJBNEP52	2000	2100	2ND QTR EP0 REIMBURSEMENT	1,945.16
2018	0700	5/2/2018	BJBNEP52	2000	2103	2ND QTR EP0 REIMBURSEMENT	282.74
2018	0700	5/2/2018	BJBNEP52	2000	2105	2ND QTR EP0 REIMBURSEMENT	489.32
2018	0700	5/2/2018	BJBNEP52	2000	2113	2ND QTR EP0 REIMBURSEMENT	2,099.06
2018	0700	5/2/2018	BJBNEP52	2000	2400	2ND QTR EP0 REIMBURSEMENT	1,049.84
2018	0700	5/2/2018	BJBNEP52	2000	2414	2ND QTR EP0 REIMBURSEMENT	679.95
2018	0700	5/2/2018	BJBNEP52	3000	3100	2ND QTR EP0 REIMBURSEMENT	20,130.50
2018	0700	5/2/2018	BJBNEP52	3000	3101	2ND QTR EP0 REIMBURSEMENT	777.77
2018	0700	5/2/2018	BJBNEP52	3000	3102	2ND QTR EP0 REIMBURSEMENT	1,342.42
2018	0700	5/2/2018	BJBNEP52	4000	4100	2ND QTR EP0 REIMBURSEMENT	1,615.80
2018	0700	5/2/2018	BJBNEP52	4000	4102	2ND QTR EP0 REIMBURSEMENT	708.97
2018	0700	5/2/2018	BJBNEP52	4000	4FA0	2ND QTR EP0 REIMBURSEMENT	8,039.08
2018	0700	5/2/2018	BJBNEP52	5000	5182	2ND QTR EP0 REIMBURSEMENT	1,159.17
2018	0700	8/2/2018	BJBNESP8	1000	1305	3RD QTR EP0 REIMBURSEMENT	36,375.89
2018	0700	8/2/2018	BJBNESP8	1000	1306	3RD QTR EP0 REIMBURSEMENT	29,264.88
2018	0700	8/2/2018	BJBNESP8	1000	1313	3RD QTR EP0 REIMBURSEMENT	30,249.87
2018	0700	8/2/2018	BJBNESP8	1000	1320	3RD QTR EP0 REIMBURSEMENT	1,105.70
2018	0700	8/2/2018	BJBNESP8	1000	1337	3RD QTR EP0 REIMBURSEMENT	13,830.50
2018	0700	8/2/2018	BJBNESP8	1000	1363	3RD QTR EP0 REIMBURSEMENT	17,947.11
2018	0700	8/2/2018	BJBNESP8	2000	2103	3RD QTR EP0 REIMBURSEMENT	19,210.12
2018	0700	8/2/2018	BJBNESP8	2000	2105	3RD QTR EP0 REIMBURSEMENT	18,383.19
2018	0700	8/2/2018	BJBNESP8	2000	2113	3RD QTR EP0 REIMBURSEMENT	45,382.98
2018	0700	8/2/2018	BJBNESP8	2000	2414	3RD QTR EP0 REIMBURSEMENT	14,272.85
2018	0700	8/2/2018	BJBNESP8	3000	3100	3RD QTR EP0 REIMBURSEMENT	7,143.46
2018	0700	8/2/2018	BJBNESP8	3000	3101	3RD QTR EP0 REIMBURSEMENT	71,924.86
2018	0700	8/2/2018	BJBNESP8	3000	3102	3RD QTR EP0 REIMBURSEMENT	18,371.98
2018	0700	8/2/2018	BJBNESP8	5000	5132	3RD QTR EP0 REIMBURSEMENT	20,763.53
2018	0700	8/2/2018	BJBNESP8	5000	5182	3RD QTR EP0 REIMBURSEMENT	152,116.32
2018	0700	9/30/2018	BJBNPE18	4000	4FA0	ADJUST EP0 REIMBURSEMENT	0.10
2018	0700	9/30/2018	BJBNPE18	1000	1320	EP0 4TH QTR REIMBURSEMENT	17,038.89
2018	0700	9/30/2018	BJBNPE18	2000	2100	EP0 4TH QTR REIMBURSEMENT	895.27
2018	0700	9/30/2018	BJBNPE18	2000	2400	EP0 4TH QTR REIMBURSEMENT	430.38
2018	0700	9/30/2018	BJBNPE18	3000	3100	EP0 4TH QTR REIMBURSEMENT	8,191.20
2018	0700	9/30/2018	BJBNPE18	4000	4FA0	EP0 4TH QTR REIMBURSEMENT	782.38
						Final Budget	\$573,776

FY 2019 REPROGRAMMING LIST							
LOCAL				Starting Budget		\$5,153,405	
FISCAL YEAR	FUND	DATE	SOAR DOC #	Program	Activity	DESCRIPTION	AMOUNT
2019	0100						\$0
						Final Budget	\$5,153,405

Q11 HSEMA

FEDERAL GRANT						Starting Budget	\$137,068,542
FISCAL YEAR	FUND	DATE	SOAR DOC #	Program	Activity	DESCRIPTION	AMOUNT
2019	8200	10/4/2018	APBN0405	1000	1320	REPROGRAM TO CORRECT INDEX	\$0.00
2019	8200	10/4/2018	APBN0411	1000	1331	REPROGRAM FROM 4100F	\$553,712.00
2019	8200	10/4/2018	APBN0411	3000	3103	REPROGRAM FROM 4100F	\$987,575.00
2019	8200	10/4/2018	APBN0411	4000	4100	REPROGRAM TO OTHER PCAS	(\$1,541,287.00)
2019	8200	10/4/2018	APBN0412	2000	2127	REPROGRAM FROM 4100F	\$30,000.00
2019	8200	10/4/2018	APBN0412	4000	4100	REPROGRAM TO 2127F	(\$30,000.00)
2019	8200	11/9/2018	APBN0409	1000	1309	REPROGRAM FROM 4100	\$138,552.00
2019	8200	11/9/2018	APBN0409	2000	2308	REPROGRAM FROM 4100	\$260,387.00
2019	8200	11/9/2018	APBN0409	3000	3136	REPROGRAM FROM 4100	\$32,000.00
2019	8200	11/9/2018	APBN0409	4000	4100	REPROGRAM TO OTHER PCAS	(\$3,344,090.00)
2019	8200	11/9/2018	APBN0409	4000	4305	REPROGRAM FROM 4100	\$1,353,059.00
2019	8200	11/9/2018	APBN0409	4000	4402	REPROGRAM FROM 4100	\$405,000.00
2019	8200	11/9/2018	APBN0409	4000	4403	REPROGRAM FROM 4100	\$130,000.00
2019	8200	11/9/2018	APBN0409	5000	5101	REPROGRAM FROM 4100	\$1,025,092.00
2019	8200	11/15/2018	APBN0460	1000	1306	REPROGRAM FROM OTHER PCAS	\$930,724.93
2019	8200	11/15/2018	APBN0460	3000	3105	REPROGRAM FROM OTHER PCAS	\$71,000.00
2019	8200	11/15/2018	APBN0460	3000	3363	REPROGRAM FROM OTHER PCAS	\$189,102.00
2019	8200	11/15/2018	APBN0460	4000	4100	REPROGRAM TO OTHER PCAS	(\$1,384,872.58)
2019	8200	11/15/2018	APBN0460	5000	5132	REPROGRAM FROM OTHER PCAS	\$11,000.00
2019	8200	11/15/2018	APBN0460	5000	5132	REPROGRAM TO OTHER PCAS	(\$1,954.35)
2019	8200	11/15/2018	APBN0460	5000	5133	REPROGRAM FROM OTHER PCAS	\$185,000.00
2019	8200	11/15/2018	APBN0461	1000	1331	REPROGRAM FROM PCA 4100F	\$101,430.89
2019	8200	11/15/2018	APBN0461	4000	4100	REPROGRAM TO PCA 1331	(\$101,430.89)
2019	8200	11/15/2018	APBN0462	1000	1331	REPROGRAM FROM 4100F	\$71,549.50
2019	8200	11/15/2018	APBN0462	4000	4100	REPROGRAM TO 1331F	(\$71,549.50)
2019	8200	11/19/2018	APBN0470	1000	1331	TO CORRECT ERROR	(\$101,430.89)
2019	8200	11/19/2018	APBN0470	3000	3115	TO CORRECT ERROR	\$101,430.89
2019	8200	11/19/2018	APBN0471	1000	1331	TO CORRECT ERROR	(\$71,549.50)
2019	8200	11/19/2018	APBN0471	4000	4100	TO CORRECT ERROR	\$71,549.50
2019	8200	11/27/2018	APBN0472	1000	1331	REPROGRAM TO 4100F, 0506	(\$71,549.50)
2019	8200	11/27/2018	APBN0472	4000	4100	REPROGRAM FROM 1331F, 0702	\$71,549.50
2019	8200	11/28/2018	BFBN0473	4000	4100	BUDGET REDUCTION	(\$824,347.86)
2019	8200	11/29/2018	APBN0474	2000	2136	REPROGRAM TO OTHER PCAS	(\$32,000.00)
2019	8200	11/29/2018	APBN0474	2000	2313	REPROGRAM FROM OTHER PCAS	\$185,465.00
2019	8200	11/29/2018	APBN0474	3000	3114	REPROGRAM TO OTHER PCAS	(\$425,170.00)
2019	8200	11/29/2018	APBN0474	4000	4100	REPROGRAM FROM OTHER PCAS	\$271,705.00
2019	8200	12/6/2018	BFBN0475	4000	4100	BUDGET INCREASE	\$5,000,000.00
2019	8200	12/6/2018	BFBN0476	4000	4100	BUDGET REDUCTION	(\$29,587,113.79)
2019	8200	12/6/2018	BFBN0477	4000	4100	BUDGET REDUCTION	(\$947,629.09)
2019	8200	12/13/2018	APBN0478	1000	1308	REPROGRAM TO OTHER PCAS	(\$262,128.71)
2019	8200	12/13/2018	APBN0478	1000	1312	REPROGRAM FROM OTHER PCA	\$181,223.00
2019	8200	12/13/2018	APBN0478	1000	1363	REPROGRAM TO OTHER PCAS	(\$174,982.76)
2019	8200	12/13/2018	APBN0478	2000	2113	REPROGRAM TO OTHER PCAS	(\$259,420.69)
2019	8200	12/13/2018	APBN0478	3000	3102	REPROGRAM TO OTHER PCAS	(\$151,032.03)
2019	8200	12/13/2018	APBN0478	4000	4100	REPROGRAM TO OTHER PCAS	\$659,577.24
2019	8200	12/13/2018	APBN0478	5000	5132	REPROGRAM FROM OTHER PCA	\$88,000.00
2019	8200	12/13/2018	APBN0478	5000	5132	REPROGRAM TO OTHER PCAS	(\$81,236.05)
2019	8200	1/2/2019	APBN0479	3000	3103	REPROGRAM FROM 4100F	\$135,000.00
2019	8200	1/2/2019	APBN0479	4000	4100	REPROGRAM FROM 4100F	\$275,000.00
2019	8200	1/2/2019	APBN0479	4000	4100	REPROGRAM TO OTHER PCAS	(\$410,000.00)
						Final Budget	\$110,709,451

Q12 HSEMA

Grant Program	Recipient	Purpose	Award Date	End Date	Amount	Expended
Emergency Management Performance Grant (EMPG)	HSEMA	The purpose of the FY 2018 EMPG Program is to give grants 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.). The EMPG period starts 10/01/2017 and is available for 24 months.	8/29/2018	9/30/2019	\$3,067,376.00	\$2,100,661.00
Homeland Security Grant Program (HSGP): Urban Area Security Initiative (UASI) and State Homeland Security Program (SHSP)	HSEMA	The FY 2018 HSGP provides funding for planning, organization, equipment, training, and exercise needs of states and 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. It is composed of the UASI and SHSP. The FY 2018 HSGP provides funding for planning, organization, equipment, training, and exercise needs of states and 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. It is composed of the Urban Area Security Initiative (UASI) and State Homeland Security Program (SHSP).	9/1/2018	8/31/2021	\$56,730,000.00	\$1,549,958.00
Nonprofit Security Grant Program (NSGP)	HSEMA	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. DC had 26 successful applicants in FY 2018.	9/1/2018	8/31/2021	\$3,249,201.00	\$0.00

Grant Program	Subrecipient	Purpose	Award Date	End Date	Amount	Expended
Urban Area Security Initiative (UASI)	All Hazards Consortium	IT Support for HSEMA (Continuation) (DC 5%)	09/27/2018	9/30/2019	\$727,909.00	\$173,367.86
Urban Area Security Initiative (UASI)	DC Health	Patient Tracking - District of Columbia (Continuation) (DCERS)	09/27/2018	09/30/2019	\$187,200.00	\$0.00
Urban Area Security Initiative (UASI)	DC Health	Medical Reserve Corps (Continuation) (DCERS)	09/27/2018	05/31/2020	\$108,750.00	\$0.00
Urban Area Security Initiative (UASI)	District of Columbia Department of Human Services	Mass Care Program Development (DCERS)	09/27/2018	09/30/2019	\$150,000.00	\$0.00
Urban Area Security Initiative (UASI)	District of Columbia Fire and Emergency Medical Services	CBRNE Detection (Continuation)	09/27/2018	09/30/2019	\$658,750.00	\$0.00
Urban Area Security Initiative (UASI)	District of Columbia Fire and Emergency Medical Services	Planning, Training & Exercise Overtime (Continuation) (DCERS)	09/27/2018	09/30/2019	\$40,000.00	\$0.00

Q12 HSEMA

Grant Program	Subrecipient	Purpose	Award Date	End Date	Amount	Expended
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	Cybersecurity Program	09/27/2018	09/30/2020	\$1,500,000.00	\$0.00
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	Disabilities and Access and Functional Needs Support (DCERS)	09/27/2018	09/30/2019	\$260,387.00	\$62,644.75
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	District Logistics Coordination (Continuation) (DCERS)	09/27/2018	09/30/2019	\$405,000.00	\$60,201.64
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	Regional Preparedness Coordination (Continuation)	09/27/2018	09/30/2019	\$185,465.00	\$55,845.36
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	Credentialing (PIV-I/PACS) for Public Safety Personnel (Continuation) (DC 5%)	09/27/2018	09/30/2019	\$130,000.00	\$3,850.00
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	Regional Preparedness Program - District of Columbia (Continuation)	09/27/2018	09/30/2019	\$1,250,000.00	\$198,724.04
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	Information Collection and Coordination Center (IC3) Program (Continuation)	09/27/2018	09/30/2019	\$1,025,092.00	\$253,198.50
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	IT Support (Continuation) (DC 5%)	09/27/2018	09/30/2019	\$1,353,059.00	\$311,326.45
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	Policy and Legislative Affairs Support (Continuation) (DCERS)	09/27/2018	09/30/2019	\$138,552.00	\$42,208.38
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	State Program Manager - District of Columbia (Continuation) (DC 5%)	09/27/2018	09/30/2019	\$181,223.00	\$54,012.40
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	Intelligence Analysis - District of Columbia (Continuation)	09/27/2018	09/30/2020	\$1,955,796.00	\$0.00
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	Hazardous Materials Reporting (Continuation) (DC 5%)	09/27/2018	09/30/2019	\$32,000.00	\$32,000.00
Urban Area Security Initiative (UASI)	District of Columbia Metropolitan Police Department	License Plate Reader Program (Continuation)	09/27/2018	09/30/2020	\$1,100,000.00	\$0.00
Urban Area Security Initiative (UASI)	District of Columbia Office of Unified Communications	Radio Cache - District of Columbia (Continuation)	09/27/2018	09/30/2020	\$189,419.00	\$0.00
Urban Area Security Initiative (UASI)	Serve DC	Volunteers and Donations Management - District of Columbia (Continuation)	09/27/2018	09/30/2019	\$185,800.00	\$0.00

Q12 HSEMA

Grant Program	Subrecipient	Purpose	Award Date	End Date	Amount	Expended
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	Operations Support (DCERS)	09/28/2018	09/30/2019	\$71,000.00	\$0.00
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	District Preparedness Support (DCERS)	09/28/2018	09/30/2019	\$560,000.00	\$18,386.12
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	District Preparedness Evaluation (DCERS)	09/28/2018	09/30/2019	\$403,000.00	\$60,827.78
Urban Area Security Initiative (UASI)	Alexandria Health Department	Public Health Planning and MRC Program - City of Alexandria (Continuation) (NVERS)	10/15/2018	05/31/2020	\$105,000.00	\$0.00
Urban Area Security Initiative (UASI)	American Red Cross in the National Capital Region	Mass Care (Continuation)	10/15/2018	05/31/2020	\$254,363.00	\$0.00
Urban Area Security Initiative (UASI)	Arlington County Office of Emergency Management	Regional Preparedness Program - Arlington County (Continuation)	10/15/2018	12/31/2019	\$420,694.00	\$0.00
Urban Area Security Initiative (UASI)	Arlington County Office of Emergency Management	Volunteers and Donations Management - Arlington County (Continuation)	10/15/2018	05/31/2020	\$126,100.00	\$0.00
Urban Area Security Initiative (UASI)	Arlington County Public Health Division	Public Health Planning and MRC Program - Arlington County (Continuation) (NVERS)	10/15/2018	05/31/2020	\$117,000.00	\$0.00
Urban Area Security Initiative (UASI)	City of Alexandria Fire Department	Regional Preparedness Program - City of Alexandria (Continuation)	10/15/2018	12/31/2019	\$375,731.00	\$0.00
Urban Area Security Initiative (UASI)	City of Alexandria Fire Department	Volunteers and Donations Management - City of Alexandria (Continuation)	10/15/2018	05/31/2020	\$108,413.00	\$0.00
Urban Area Security Initiative (UASI)	City of Fairfax	Regional Preparedness Program - City of Fairfax (Continuation)	10/15/2018	12/31/2019	\$150,277.00	\$0.00
Urban Area Security Initiative (UASI)	City of Fairfax	Volunteers and Donations Management - City of Fairfax (Continuation)	10/15/2018	05/31/2020	\$22,000.00	\$0.00
Urban Area Security Initiative (UASI)	City of Manassas	Regional Preparedness Program - City of Manassas (Continuation)	10/15/2018	12/31/2019	\$127,398.00	\$0.00
Urban Area Security Initiative (UASI)	Fairfax County Department of Information Technology	CAD to CAD Maintenance (Continuation)	10/15/2018	06/30/2020	\$894,439.00	\$0.00
Urban Area Security Initiative (UASI)	Fairfax County Department of Information Technology	Interoperable Communications Infrastructure (ICI) (Continuation)	10/15/2018	05/31/2020	\$1,343,000.00	\$0.00
Urban Area Security Initiative (UASI)	Fairfax County Department of Information Technology	Geospatial Data Exchange (GDX) and CAD2GIS (Continuation)	10/15/2018	05/31/2020	\$352,750.00	\$0.00
Urban Area Security Initiative (UASI)	Fairfax County Department of Information Technology	Identity and Access Management Services (IAMS)	10/15/2018	05/31/2020	\$334,999.00	\$0.00
Urban Area Security Initiative (UASI)	Fairfax County Fire and Rescue Department	Radio Cache - Virginia (Continuation)	10/15/2018	05/31/2020	\$189,419.00	\$0.00
Urban Area Security Initiative (UASI)	Fairfax County Fire and Rescue Department	Incident Management Team (Continuation)	10/15/2018	05/31/2020	\$272,000.00	\$0.00

Q12 HSEMA

Grant Program	Subrecipient	Purpose	Award Date	End Date	Amount	Expended
Urban Area Security Initiative (UASI)	Fairfax County Health Department	Public Health Planning and MRC Program - Fairfax County (Continuation) (NVERS)	10/15/2018	05/31/2020	\$151,591.00	\$0.00
Urban Area Security Initiative (UASI)	Fairfax County Office of Emergency Management	Regional Preparedness Program - Fairfax County (Continuation)	10/15/2018	12/31/2019	\$416,908.00	\$0.00
Urban Area Security Initiative (UASI)	Fairfax County Office of Emergency Management	Volunteers and Donations Management - Fairfax County (Continuation)	10/15/2018	05/31/2020	\$242,600.00	\$0.00
Urban Area Security Initiative (UASI)	Fairfax County Office of Emergency Management	Mass Notification and Communications (Continuation)	10/15/2018	05/31/2020	\$1,775,000.00	\$0.00
Urban Area Security Initiative (UASI)	Fairfax County Office of Emergency Management	WebEOC (Continuation)	10/15/2018	05/31/2020	\$850,000.00	\$0.00
Urban Area Security Initiative (UASI)	Fairfax County Office of Emergency Management	EMNet (Continuation) (NVERS)	10/15/2018	05/31/2020	\$12,127.00	\$0.00
Urban Area Security Initiative (UASI)	Fairfax County Police Department	Intelligence Analysis - Virginia (Continuation)	10/15/2018	05/31/2020	\$1,193,329.00	\$0.00
Urban Area Security Initiative (UASI)	Fairfax County Police Department	AFIS (Continuation)	10/15/2018	06/30/2020	\$1,700,000.00	\$0.00
Urban Area Security Initiative (UASI)	Johns Hopkins University Applied Physics Laboratory	ESSENCE (Continuation)	10/15/2018	05/31/2020	\$229,500.00	\$0.00
Urban Area Security Initiative (UASI)	Loudoun County Health Department	Public Health Planning and MRC Program - Loudoun County (Continuation) (NVERS)	10/15/2018	05/31/2020	\$149,180.00	\$0.00
Urban Area Security Initiative (UASI)	Loudoun County Office of Emergency Management	Regional Preparedness Program - Loudoun County (Continuation)	10/15/2018	12/31/2019	\$242,234.00	\$0.00
Urban Area Security Initiative (UASI)	Loudoun County Office of Emergency Management	Volunteers and Donations Management - Loudoun County (Continuation)	10/15/2018	05/31/2020	\$9,000.00	\$0.00
Urban Area Security Initiative (UASI)	Maryland Department of Disabilities	Disabilities, Access, and Functional Needs Coordinator - MD (Continuation) (MDERS)	10/15/2018	05/31/2020	\$142,688.00	\$0.00
Urban Area Security Initiative (UASI)	Maryland Emergency Management Agency	Regional Preparedness Program - Maryland (Continuation)	10/15/2018	12/31/2019	\$789,218.00	\$0.00
Urban Area Security Initiative (UASI)	Maryland Emergency Management Agency	State Program Manager - Maryland (Continuation) (MD 5%)	10/15/2018	05/31/2020	\$108,453.00	\$0.00
Urban Area Security Initiative (UASI)	Maryland Emergency Management Agency	Maryland Regional Integration Program (MD 5%)	10/15/2018	05/31/2020	\$459,547.00	\$0.00
Urban Area Security Initiative (UASI)	Maryland Institute for Emergency Medical Services Systems	Maryland Emergency Response System (Continuation) (MDERS)	10/15/2018	05/31/2020	\$1,392,190.00	\$0.00
Urban Area Security Initiative (UASI)	Maryland Institute for Emergency Medical Services Systems	Training and Exercise Program (Continuation) (MDERS)	10/15/2018	05/31/2020	\$450,000.00	\$0.00
Urban Area Security Initiative (UASI)	Maryland State Police	Intelligence Analysis - Maryland (Continuation)	10/15/2018	05/31/2020	\$1,205,911.00	\$0.00
Urban Area Security Initiative (UASI)	Maryland State Police	Secure Video Sharing (Continuation)	10/15/2018	05/31/2020	\$1,368,500.00	\$0.00

Q12 HSEMA

Grant Program	Subrecipient	Purpose	Award Date	End Date	Amount	Expended
Urban Area Security Initiative (UASI)	Maryland State Police	Maryland Coordination and Analysis Center Support (Continuation) (MD 5%)	10/15/2018	05/31/2020	\$342,000.00	\$0.00
Urban Area Security Initiative (UASI)	Metropolitan Washington Council of Governments	NCR Homeland Security Program Staff Support (Continuation)	10/15/2018	05/31/2020	\$1,812,865.00	\$0.00
Urban Area Security Initiative (UASI)	Metropolitan Washington Council of Governments	Situational Awareness Dashboard (Continuation)	10/15/2018	05/31/2020	\$290,700.00	\$220,230.66
Urban Area Security Initiative (UASI)	Metropolitan Washington Council of Governments	Metrorail Station Emergency Response Exercise Series (Continuation)	10/15/2018	05/31/2020	\$267,750.00	\$3,361.23
Urban Area Security Initiative (UASI)	Metropolitan Washington Council of Governments	Bomb Squad Robotic Equipment (Continuation)	10/15/2018	05/31/2020	\$837,414.00	\$0.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Regional Preparedness Program - Montgomery County (Continuation)	10/15/2018	12/31/2019	\$588,500.00	\$0.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Volunteers and Donations Management - Montgomery County (Continuation)	10/15/2018	05/31/2020	\$241,900.00	\$0.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	LInX (Continuation)	10/15/2018	05/31/2020	\$1,147,500.00	\$0.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Radio Cache - Maryland (Continuation)	10/15/2018	05/31/2020	\$189,419.00	\$0.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Tactical Emergency Casualty Care (TECC) Kits (Continuation) (MDERS)	10/15/2018	05/31/2020	\$93,000.00	\$0.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Medical Resource Officers - Montgomery County (MDERS)	10/15/2018	05/31/2020	\$110,000.00	\$0.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Emergency Management Response Capability Enhancement (MDERS)	10/15/2018	05/31/2020	\$148,800.00	\$0.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Unmanned Aerial Systems (UAS) Capability - Montgomery County (MDERS)	10/15/2018	05/31/2020	\$60,000.00	\$0.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Public Access Bleeding Control (MDERS)	10/15/2018	05/31/2020	\$82,000.00	\$0.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Incident Command Support - Montgomery County (MDERS)	10/15/2018	05/31/2020	\$80,000.00	\$0.00

Q12 HSEMA

Grant Program	Subrecipient	Purpose	Award Date	End Date	Amount	Expended
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Tactical Equipment for Law Enforcement - Montgomery County (Continuation) (MDERS)	10/15/2018	05/31/2020	\$163,522.00	\$0.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Disaster Recovery Plan for Enterprise Resource Planning (Continuation) (MD 5%)	10/15/2018	05/31/2020	\$300,000.00	\$0.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Program Administration - Montgomery County (Continuation) (MD 5%)	10/15/2018	05/31/2020	\$80,000.00	\$0.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Fire Rescue Service Operations Enhancements - Montgomery County (MD 5%)	10/15/2018	05/31/2020	\$150,000.00	\$0.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	EOC Planning and Exercises - Montgomery County (MD 5%)	10/15/2018	05/31/2020	\$180,000.00	\$0.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	EOC Upgrades and Field Operations Equipment - Montgomery County (MD 5%)	10/15/2018	05/31/2020	\$88,000.00	\$0.00
Urban Area Security Initiative (UASI)	Northern Virginia Emergency Response System	Northern Virginia Emergency Response System Program Management Office (Continuation) (NVERS)	10/15/2018	05/31/2020	\$959,448.53	\$0.00
Urban Area Security Initiative (UASI)	Northern Virginia Emergency Response System	Patient Tracking - Northern Virginia (Continuation) (NVERS)	10/15/2018	05/31/2020	\$719,300.00	\$0.00
Urban Area Security Initiative (UASI)	Northern Virginia Emergency Response System	Metrorail Dulles Toll Road Response Plan Phase 2 (NVERS)	10/15/2018	05/31/2020	\$66,850.00	\$0.00
Urban Area Security Initiative (UASI)	Northern Virginia Emergency Response System	Management & Administration (NVERS)	10/15/2018	05/31/2020	\$99,771.00	\$0.00
Urban Area Security Initiative (UASI)	Northern Virginia Hospital Alliance	Hospital Preparedness Planning and Pharmaceutical Cache (Continuation) (NVERS)	10/15/2018	05/31/2020	\$272,669.00	\$0.00
Urban Area Security Initiative (UASI)	Prince George's County Fire/Emergency Medical Services Department	FirstWatch System Monitoring (Continuation)	10/15/2018	05/31/2020	\$314,500.00	\$0.00
Urban Area Security Initiative (UASI)	Prince George's County Fire/Emergency Medical Services Department	Mass Casualty Incident Response Support (Continuation) (MDERS)	10/15/2018	05/31/2020	\$45,000.00	\$0.00
Urban Area Security Initiative (UASI)	Prince George's County Fire/Emergency Medical Services Department	Incident Command Support - Prince George's County (MDERS)	10/15/2018	05/31/2020	\$130,000.00	\$0.00
Urban Area Security Initiative (UASI)	Prince George's County Office of Homeland Security	Regional Preparedness Program - Prince George's County (Continuation)	10/15/2018	12/31/2019	\$620,370.00	\$0.00
Urban Area Security Initiative (UASI)	Prince George's County Office of Homeland Security	Volunteers and Donations Management - Prince George's County (Continuation)	10/15/2018	05/31/2020	\$207,700.00	\$0.00

Q12 HSEMA

Grant Program	Subrecipient	Purpose	Award Date	End Date	Amount	Expended
Urban Area Security Initiative (UASI)	Prince George's County Office of Homeland Security	Radio System Fiber Connection - Prince George's County (Continuation) (MD 5%)	10/15/2018	05/31/2020	\$500,000.00	\$0.00
Urban Area Security Initiative (UASI)	Prince George's County Office of Homeland Security	Local Plan Development - Prince George's County (MD 5%)	10/15/2018	05/31/2020	\$115,000.00	\$0.00
Urban Area Security Initiative (UASI)	Prince George's County Office of Homeland Security	Functional Exercise - Prince George's County (MD 5%)	10/15/2018	05/31/2020	\$130,000.00	\$0.00
Urban Area Security Initiative (UASI)	Prince George's County Office of Homeland Security	EOC Enhancement - Prince George's County (MD 5%)	10/15/2018	05/31/2020	\$38,000.00	\$0.00
Urban Area Security Initiative (UASI)	Prince George's County Police Department	Tactical Equipment for Law Enforcement - Prince George's County (Continuation) (MDERS)	10/15/2018	05/31/2020	\$182,800.00	\$0.00
Urban Area Security Initiative (UASI)	Prince George's County Police Department	Unmanned Aerial Systems (UAS) Capability - Prince George's County (MDERS)	10/15/2018	05/31/2020	\$60,000.00	\$0.00
Urban Area Security Initiative (UASI)	Prince William County Department of Fire and Rescue	Regional Preparedness Program - Prince William County (Continuation)	10/15/2018	12/31/2019	\$400,500.00	\$0.00
Urban Area Security Initiative (UASI)	Prince William County Department of Fire and Rescue	Volunteers and Donations Management - Prince William County (Continuation)	10/15/2018	05/31/2020	\$163,300.00	\$0.00
Urban Area Security Initiative (UASI)	Prince William Health District	Public Health Planning and MRC Program - Prince William County (Continuation) (NVERS)	10/15/2018	05/31/2020	\$149,189.00	\$0.00
Urban Area Security Initiative (UASI)	University of Maryland Baltimore	Building Resilience Against Violent Extremism (Continuation) (MD 5%)	10/15/2018	05/31/2020	\$146,500.00	\$0.00
Urban Area Security Initiative (UASI)	University of Maryland Center for Advanced Transportation Technology	RITIS Operations & Maintenance (Continuation)	10/15/2018	05/31/2020	\$212,500.00	\$0.00
Urban Area Security Initiative (UASI)	Virginia Department of Emergency Management	Regional Preparedness Program - Virginia (Continuation)	10/15/2018	12/31/2019	\$610,000.00	\$0.00
Urban Area Security Initiative (UASI)	Virginia Department of Emergency Management	State Support for Virginia (Continuation) (VA 5%)	10/15/2018	05/31/2020	\$834,500.00	\$0.00
Urban Area Security Initiative (UASI)	Virginia Department of Emergency Management	Regional Coordination - Virginia (Continuation) (VA 5%)	10/15/2018	05/31/2020	\$757,000.00	\$0.00
Urban Area Security Initiative (UASI)	Virginia Department of Emergency Management	Fusion Center Support (Continuation) (VA 5%)	10/15/2018	05/31/2020	\$301,000.00	\$0.00
Urban Area Security Initiative (UASI)	Virginia Department of Emergency Management	State Program Manager - Virginia (Continuation) (VA 5%)	10/15/2018	05/31/2020	\$125,000.00	\$0.00
Urban Area Security Initiative (UASI)	Virginia Department of Emergency Management	WebEOC and ArcGIS (Continuation) (VA 5%)	10/15/2018	05/31/2020	\$320,000.00	\$0.00
Urban Area Security Initiative (UASI)	Virginia State Police	Fusion Center Support (Continuation) (VA 5%)	10/15/2018	05/31/2020	\$300,000.00	\$0.00
Urban Area Security Initiative (UASI)	Virginia State Police	Critical Infrastructure System for Data Collection and Prioritization	10/15/2018	05/31/2020	\$72,250.00	\$0.00
Urban Area Security Initiative (UASI)	District of Columbia Office of Unified Communications	CAD Information Sharing and Interoperability (Continuation)	10/16/2018	09/30/2020	\$255,000.00	\$0.00

Q12 HSEMA

Grant Program	Subrecipient	Purpose	Award Date	End Date	Amount	Expended
Urban Area Security Initiative (UASI)	Northern Virginia Emergency Response System	Medical Supplies for First Responders (Continuation) (NVERS)	12/05/2018	05/31/2020	\$447,874.47	\$0.00
State Homeland Security Program (SHSP)	All Hazards Consortium	District External Affairs Support (Continuation)	09/27/2018	09/30/2019	\$76,041.00	\$17,481.98
State Homeland Security Program (SHSP)	All Hazards Consortium	District Preparedness Specialist	09/27/2018	09/30/2019	\$74,976.00	\$18,525.68
State Homeland Security Program (SHSP)	All Hazards Consortium	District Action Officer	09/27/2018	09/30/2019	\$79,108.00	\$18,559.77
State Homeland Security Program (SHSP)	District of Columbia Homeland Security and Emergency Management Agency	Statewide Interoperability Coordinator (Continuation)	09/27/2018	09/30/2019	\$189,102.00	\$52,461.49
State Homeland Security Program (SHSP)	District of Columbia Homeland Security and Emergency Management Agency	Public Affairs Support (Continuation)	09/27/2018	09/30/2019	\$1,032,000.00	\$79,351.94
State Homeland Security Program (SHSP)	District of Columbia Homeland Security and Emergency Management Agency	Washington Regional Threat Analysis Center (WRTAC) (Continuation)	09/27/2018	09/30/2019	\$289,936.00	\$39,243.76
State Homeland Security Program (SHSP)	District of Columbia Homeland Security and Emergency Management Agency	Cybersecurity Intelligence Analysis (Continuation)	09/27/2018	09/30/2019	\$185,000.00	\$43,974.09
State Homeland Security Program (SHSP)	District of Columbia Metropolitan Police Department	Law Enforcement Homeland Security Capabilities (Continuation)	09/27/2018	09/30/2019	\$980,348.00	\$132,714.50
State Homeland Security Program (SHSP)	District of Columbia Office of Unified Communications	Interoperable Communications Planning, Training, and Exercises (Continuation)	09/27/2018	09/30/2019	\$200,000.00	\$0.00
State Homeland Security Program (SHSP)	Serve DC	Citizen Preparedness and Volunteer Management (Continuation)	09/27/2018	09/30/2019	\$550,000.00	\$105,577.00
State Homeland Security Program (SHSP)	University of Maryland Baltimore	Homeland Security Commission Support (Continuation)	09/27/2018	09/30/2019	\$105,948.00	\$15,676.25
State Homeland Security Program (SHSP)	Metropolitan Washington Council of Governments	District Preparedness Technical and Production Services Support (Continuation)	10/18/2018	06/30/2019	\$155,803.00	\$7,377.42
Nonprofit Security Grant Program (NSGP)	Adas Israel Congregation	Nonprofit Security - Adas Israel Congregation	10/22/2018	09/30/2020	\$150,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Alef Bet Montessori School	Nonprofit Security - Alef Bet Montessori School	10/22/2018	09/30/2020	\$150,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Bender JCC of Greater Washington	Nonprofit Security - Bender JCC of Greater Washington	10/22/2018	09/30/2020	\$75,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Chabad Lubavitch of Northern Virginia	Nonprofit Security - Chabad Lubavitch of Northern Virginia	10/22/2018	09/30/2020	\$131,651.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Chabad of Bethesda	Nonprofit Security - Chabad of Bethesda	10/22/2018	09/30/2020	\$150,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Chabad of Silver Spring	Nonprofit Security - Chabad of Silver Spring	10/22/2018	09/30/2020	\$150,000.00	\$0.00

Q12 HSEMA

Grant Program	Subrecipient	Purpose	Award Date	End Date	Amount	Expended
Nonprofit Security Grant Program (NSGP)	Charles E. Smith Jewish Day School	Nonprofit Security - Charles E. Smith Jewish Day School	10/22/2018	09/30/2020	\$150,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Congregation Adat Reyim	Nonprofit Security - Congregation Adat Reyim	10/22/2018	09/30/2020	\$150,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Congregation Olam Tikvah	Nonprofit Security - Congregation Olam Tikvah	10/22/2018	09/30/2020	\$74,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Edlavitch Jewish Community Center of Washington, DC	Nonprofit Security - Edlavitch Jewish Community Center of Washington, DC	10/22/2018	09/30/2020	\$150,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Gesher Jewish Day School	Nonprofit Security - Gesher Jewish Day School	10/22/2018	09/30/2020	\$150,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Jewish Council for the Aging	Nonprofit Security - Jewish Council for the Aging	10/22/2018	09/30/2020	\$150,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Jewish Policy Center	Nonprofit Security - Jewish Policy Center	10/22/2018	09/30/2020	\$30,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Jewish Social Service Agency	Nonprofit Security - Jewish Social Service Agency	10/22/2018	09/30/2020	\$134,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Kesher Israel Congregation	Nonprofit Security - Kesher Israel Congregation	10/22/2018	09/30/2020	\$140,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Magen David Sephardic Congregation	Nonprofit Security - Magen David Sephardic Congregation	10/22/2018	09/30/2020	\$123,750.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Melvin J. Berman Hebrew Academy	Nonprofit Security - Melvin J. Berman Hebrew Academy	10/22/2018	09/30/2020	\$130,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Milton Gottesman Jewish Day School of the Nation's Capital	Nonprofit Security - Milton Gottesman Jewish Day School of the Nation's Capital	10/22/2018	09/30/2020	\$150,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	National Presbyterian Church	Nonprofit Security - National Presbyterian Church	10/22/2018	09/30/2020	\$150,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	New Bethel Baptist Church	Nonprofit Security - New Bethel Baptist Church	10/22/2018	09/30/2020	\$75,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Ohev Sholom Talmud Torah Congregation	Nonprofit Security - Ohev Sholom Talmud Torah Congregation	10/22/2018	09/30/2020	\$105,300.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Sikh Foundation of Virginia	Nonprofit Security - Sikh Foundation of Virginia	10/22/2018	09/30/2020	\$150,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Sixth & I Historic Synagogue	Nonprofit Security - Sixth & I Historic Synagogue	10/22/2018	09/30/2020	\$81,500.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Southeast Hebrew Congregation	Nonprofit Security - Southeast Hebrew Congregation	10/22/2018	09/30/2020	\$149,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Washington National Cathedral	Nonprofit Security - Washington National Cathedral	10/22/2018	09/30/2020	\$50,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Yeshiva of Greater Washington	Nonprofit Security - Yeshiva of Greater Washington	10/22/2018	09/30/2020	\$150,000.00	\$0.00
Urban Area Security Initiative (UASI)	District of Columbia Office of the Chief Medical Examiner	Field-Deployable Forensic Processing Unit (Continuation) (DCERS)	01/05/2018	09/30/2018	\$150,000.00	\$127,510.38

Q12 HSEMA

Grant Program	Subrecipient	Purpose	Award Date	End Date	Amount	Expended
Urban Area Security Initiative (UASI)	Metropolitan Washington Council of Governments	National Level Exercise Support for the District (DCERS)	01/05/2018	09/30/2018	\$293,742.00	\$286,800.83
Urban Area Security Initiative (UASI)	Maryland Institute for Emergency Medical Services Systems	Patient Tracking - Maryland (Continuation) (MDERS)	01/22/2018	07/31/2018	\$239,800.00	\$239,800.00
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	District Logistics Center Equipment (DC 5%)	02/06/2018	09/30/2019	\$107,000.00	\$5,569.11
Urban Area Security Initiative (UASI)	District of Columbia Office of the Chief Medical Examiner	Fatality Management Logistics and Equipment Cache (Continuation) (DCERS)	02/07/2018	09/30/2018	\$325,900.00	\$289,542.83
Urban Area Security Initiative (UASI)	All Hazards Consortium	Fatality Management Planning Support (Continuation) (DCERS)	02/20/2018	09/30/2018	\$149,100.00	\$149,100.00
Urban Area Security Initiative (UASI)	Northern Virginia Emergency Response System	Unified Response to High Threat Environments Course (CCA)	03/12/2018	05/31/2019	\$95,238.00	\$0.00
Urban Area Security Initiative (UASI)	Northern Virginia Emergency Response System	Explosive Awareness Video for Non-EOD First Responders (CCA)	03/12/2018	05/31/2019	\$121,905.00	\$8,045.00
Urban Area Security Initiative (UASI)	Northern Virginia Emergency Response System	Fire as a Weapon Training (CCA)	03/12/2018	05/31/2019	\$14,285.00	\$0.00
Urban Area Security Initiative (UASI)	Northern Virginia Emergency Response System	Complex Coordinated Attack Command Boards (CCA)	03/12/2018	05/31/2019	\$62,760.17	\$0.00
Urban Area Security Initiative (UASI)	Fairfax County Fire and Rescue Department	Radio Cache Support - NoVA (Continuation) (VA 5%)	04/10/2018	05/31/2019	\$150,000.00	\$55,121.58
Urban Area Security Initiative (UASI)	All Hazards Consortium	District Preparedness Advisor (Continuation) (DCERS)	04/11/2018	04/30/2019	\$159,750.00	\$69,225.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Tactical Emergency Casualty Care Equipment - Maryland (CCA)	04/11/2018	05/31/2019	\$463,000.00	\$0.00
Urban Area Security Initiative (UASI)	Metropolitan Washington Council of Governments	District Accessible Emergency Services Capability Development Support (DCERS)	05/31/2018	08/31/2019	\$237,500.00	\$0.00
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	District Preparedness Fellowship (DCERS)	06/01/2018	05/31/2019	\$52,000.00	\$14,887.50
Urban Area Security Initiative (UASI)	Metropolitan Washington Council of Governments	District Preparedness Technical and Production Services Support (Continuation) (DCERS)	06/01/2018	10/31/2018	\$72,686.89	\$71,715.72
Urban Area Security Initiative (UASI)	Maryland Emergency Management Agency	State Program Manager - Maryland (Continuation) (M&A 5%)	07/19/2018	05/31/2019	\$125,000.00	\$30.72
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Planning - Montgomery County (Continuation) (MD 5%)	07/19/2018	05/31/2019	\$75,000.00	\$0.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Emergency Response Vehicle for Emergency Management (MD 5%)	07/19/2018	05/31/2019	\$55,000.00	\$0.00

Q12 HSEMA

Grant Program	Subrecipient	Purpose	Award Date	End Date	Amount	Expended
Urban Area Security Initiative (UASI)	Prince George's County Fire/Emergency Medical Services Department	Incident Command System Capability Development and Field Operating Guides (MDERS/CCA)	07/19/2018	05/31/2019	\$304,908.00	\$0.00
Urban Area Security Initiative (UASI)	Virginia Department of Emergency Management	State Support for Virginia (Continuation) (VA 5%)	07/19/2018	05/31/2019	\$812,450.00	\$79,830.87
Urban Area Security Initiative (UASI)	Virginia Department of Emergency Management	Regional Coordination - Virginia (Continuation) (VA 5%)	07/19/2018	05/31/2019	\$757,000.00	\$379,835.65
Urban Area Security Initiative (UASI)	Virginia Department of Emergency Management	State Program Manager - Virginia (Continuation) (M&A 5%)	07/19/2018	05/31/2019	\$125,000.00	\$62,161.18
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Emergency Operations Center Exercises - Montgomery County (MD 5%)	07/31/2018	05/31/2019	\$81,000.00	\$32,000.00
Urban Area Security Initiative (UASI)	Northern Virginia Emergency Response System	Management & Administration	08/08/2018	07/31/2019	\$108,978.07	\$108,975.00
Urban Area Security Initiative (UASI)	Northern Virginia Emergency Response System	Emergency Response Training (NVERS)	08/14/2018	07/31/2019	\$85,602.00	\$0.00
Urban Area Security Initiative (UASI)	Northern Virginia Emergency Response System	Home Health Assessment (NVERS)	08/14/2018	07/31/2019	\$100,085.00	\$0.00
Urban Area Security Initiative (UASI)	Northern Virginia Emergency Response System	Portable Programmable Message Boards Phase 2 (NVERS)	08/14/2018	07/31/2019	\$45,747.00	\$45,540.00
Urban Area Security Initiative (UASI)	Northern Virginia Emergency Response System	Metrorail Dulles Toll Road Response Plan Phase 1 (NVERS)	08/14/2018	07/31/2019	\$143,299.71	\$0.00
Urban Area Security Initiative (UASI)	All Hazards Consortium	WRTAC Intelligence Specialist	08/22/2018	02/28/2019	\$71,512.00	\$33,707.26
Urban Area Security Initiative (UASI)	Prince William County Department of Fire and Rescue	Emergency Response Vehicle	09/27/2018	05/31/2019	\$42,500.00	\$0.00
Urban Area Security Initiative (UASI)	Alexandria Health Department	Public Health Planning and MRC Program - City of Alexandria (Continuation) (NVERS)	10/04/2017	05/31/2019	\$111,000.00	\$39,906.12
Urban Area Security Initiative (UASI)	Arlington County Public Health Division	Public Health Planning and MRC Program - Arlington County (Continuation) (NVERS)	10/04/2017	05/31/2019	\$117,000.00	\$60,554.91
Urban Area Security Initiative (UASI)	DC Health	Medical Reserve Corps (Continuation) (DCERS)	10/04/2017	05/31/2019	\$108,750.00	\$54,375.00
Urban Area Security Initiative (UASI)	District of Columbia Fire and Emergency Medical Services	Planning, Training & Exercise Overtime (Continuation) (DCERS)	10/04/2017	09/30/2018	\$50,000.00	\$25,720.03
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	Fatality Management Planning Support (Continuation) (DCERS)	10/04/2017	09/30/2018	\$115,000.00	\$103,411.71
Urban Area Security Initiative (UASI)	Fairfax County Department of Information Technology	GIS Data Exchange and INDEX (Continuation)	10/04/2017	05/31/2019	\$500,000.00	\$101,058.44
Urban Area Security Initiative (UASI)	Fairfax County Health Department	Public Health Planning and MRC Program - Fairfax County (Continuation) (NVERS)	10/04/2017	05/31/2019	\$151,591.00	\$58,348.53

Q12 HSEMA

Grant Program	Subrecipient	Purpose	Award Date	End Date	Amount	Expended
Urban Area Security Initiative (UASI)	Fairfax County Office of Emergency Management	WebEOC (Continuation)	10/04/2017	05/31/2019	\$1,000,000.00	\$614,351.38
Urban Area Security Initiative (UASI)	Loudoun County Health Department	Public Health Planning and MRC Program - Loudoun County (Continuation) (NVERS)	10/04/2017	05/31/2019	\$134,000.00	\$73,745.81
Urban Area Security Initiative (UASI)	Maryland Institute for Emergency Medical Services Systems	Maryland Emergency Response System (Continuation) (MDERS)	10/04/2017	05/31/2019	\$1,372,892.00	\$308,318.17
Urban Area Security Initiative (UASI)	Maryland Institute for Emergency Medical Services Systems	Training and Exercise Program (Continuation) (MDERS)	10/04/2017	05/31/2019	\$514,500.00	\$0.00
Urban Area Security Initiative (UASI)	Maryland State Police	Intelligence Analysis - Maryland (Continuation)	10/04/2017	05/31/2019	\$1,205,911.00	\$135,452.39
Urban Area Security Initiative (UASI)	Maryland State Police	Maryland Coordination and Analysis Center Support (Continuation) (MD 5%)	10/04/2017	05/31/2019	\$342,000.00	\$79,605.55
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Volunteer & Citizen Corps Programs - Montgomery County (Continuation)	10/04/2017	05/31/2019	\$290,000.00	\$74,279.80
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Radio Cache - Maryland (Continuation)	10/04/2017	05/31/2019	\$172,846.00	\$47,709.60
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Tactical Emergency Casualty Care (TECC) Kits (Continuation) (MDERS)	10/04/2017	05/31/2019	\$0.00	\$0.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	SWAT/Bomb Squad Equipment (MDERS)	10/04/2017	05/31/2019	\$497,200.00	\$0.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Remote Situational Awareness Tools (MDERS)	10/04/2017	05/31/2019	\$40,500.00	\$0.00
Urban Area Security Initiative (UASI)	Northern Virginia Emergency Response System	Northern Virginia Emergency Response System Program Management Office (Continuation) (NVERS)	10/04/2017	05/31/2019	\$904,748.41	\$206,522.49
Urban Area Security Initiative (UASI)	Northern Virginia Emergency Response System	Patient Tracking - Northern Virginia (Continuation) (NVERS)	10/04/2017	05/31/2019	\$219,406.90	\$0.00
Urban Area Security Initiative (UASI)	Northern Virginia Emergency Response System	Dispensing Equipment and Supplies for PODs (NVERS)	10/04/2017	05/31/2019	\$198,900.00	\$116,397.15
Urban Area Security Initiative (UASI)	Northern Virginia Emergency Response System	Vulnerable Populations Information Management System (NVERS)	10/04/2017	05/31/2019	\$0.00	\$0.00
Urban Area Security Initiative (UASI)	Prince George's County Fire/Emergency Medical Services Department	FirstWatch System Monitoring (Continuation)	10/04/2017	05/31/2019	\$393,093.33	\$0.00
Urban Area Security Initiative (UASI)	Prince William Health District	Public Health Planning and MRC Program - Prince William County (Continuation) (NVERS)	10/04/2017	05/31/2019	\$136,000.00	\$23,541.14

Q12 HSEMA

Grant Program	Subrecipient	Purpose	Award Date	End Date	Amount	Expended
Urban Area Security Initiative (UASI)	United Way of the National Capital Area	2-1-1 Software	10/04/2017	05/31/2019	\$41,800.00	\$33,514.41
Urban Area Security Initiative (UASI)	University of Maryland Baltimore	Building Resilience Against Violent Extremism (Continuation) (MD 5%)	10/04/2017	05/31/2019	\$238,000.00	\$226,743.07
Urban Area Security Initiative (UASI)	Virginia Department of Emergency Management	WebEOC and ArcGIS (Continuation) (VA 5%)	10/04/2017	05/31/2019	\$320,000.00	\$208,422.29
Urban Area Security Initiative (UASI)	Arlington County Office of Emergency Management	Exercise and Training Officer - Arlington County (Continuation)	10/11/2017	12/31/2018	\$136,472.00	\$87,308.12
Urban Area Security Initiative (UASI)	City of Manassas	Regional Planning - City of Manassas (Continuation)	10/11/2017	12/31/2018	\$127,398.00	\$119,446.02
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	Regional Planning - District of Columbia (Continuation)	10/11/2017	09/30/2018	\$545,932.00	\$228,690.52
Urban Area Security Initiative (UASI)	Fairfax County Office of Emergency Management	Regional Planning - Fairfax County (Continuation)	10/11/2017	12/31/2018	\$129,369.00	\$92,768.22
Urban Area Security Initiative (UASI)	Maryland Emergency Management Agency	Regional Planning - Maryland (Continuation)	10/11/2017	12/31/2018	\$468,709.88	\$135,348.03
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Regional Planning - Montgomery County (Continuation)	10/11/2017	12/31/2018	\$335,500.00	\$285,993.19
Urban Area Security Initiative (UASI)	Prince George's County Office of Homeland Security	Regional Planning - Prince George's County (Continuation)	10/11/2017	12/31/2018	\$362,928.00	\$240,279.96
Urban Area Security Initiative (UASI)	Fairfax County Fire and Rescue Department	Incident Management Team (Continuation)	10/16/2017	05/31/2019	\$348,000.00	\$231,310.43
Urban Area Security Initiative (UASI)	Fairfax County Office of Emergency Management	Exercise and Training Officer - Fairfax County (Continuation)	10/16/2017	12/31/2018	\$132,307.00	\$102,107.39
Urban Area Security Initiative (UASI)	Fairfax County Office of Emergency Management	NIMS Compliance Officer - Fairfax County (Continuation)	10/16/2017	12/31/2018	\$155,232.00	\$121,263.99
Urban Area Security Initiative (UASI)	Arlington County Office of Emergency Management	NIMS Compliance Officer - Arlington County (Continuation)	10/19/2017	12/31/2018	\$153,883.00	\$124,192.91
Urban Area Security Initiative (UASI)	Arlington County Office of Emergency Management	Regional Planning - Arlington County (Continuation)	10/19/2017	12/31/2018	\$130,339.00	\$93,345.81
Urban Area Security Initiative (UASI)	City of Alexandria Fire Department	Exercise and Training Officer - City of Alexandria (Continuation)	10/19/2017	12/31/2018	\$112,879.00	\$66,849.46
Urban Area Security Initiative (UASI)	City of Alexandria Fire Department	NIMS Compliance Officer - City of Alexandria (Continuation)	10/19/2017	12/31/2018	\$135,454.00	\$105,188.19
Urban Area Security Initiative (UASI)	City of Alexandria Fire Department	Regional Planning - City of Alexandria (Continuation)	10/19/2017	12/31/2018	\$127,398.00	\$76,584.21
Urban Area Security Initiative (UASI)	City of Fairfax	Regional Planning - City of Fairfax (Continuation)	10/19/2017	12/31/2018	\$150,277.00	\$148,981.14
Urban Area Security Initiative (UASI)	District of Columbia Department of Human Services	Family Assistance Center (Continuation) (DCERS)	10/19/2017	09/30/2018	\$50,000.00	\$49,999.57

Q12 HSEMA

Grant Program	Subrecipient	Purpose	Award Date	End Date	Amount	Expended
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	IT Support for HSEMA Operations (Continuation) (DC 5%)	10/19/2017	09/30/2018	\$436,345.00	\$236,132.39
Urban Area Security Initiative (UASI)	Loudoun County Office of Emergency Management	NIMS Compliance Officer - Loudoun County (Continuation)	10/19/2017	12/31/2018	\$79,282.00	\$43,475.17
Urban Area Security Initiative (UASI)	Loudoun County Office of Emergency Management	Regional Planning - Loudoun County (Continuation)	10/19/2017	12/31/2018	\$52,081.72	\$44,016.87
Urban Area Security Initiative (UASI)	Maryland Emergency Management Agency	Maryland Regional Integration Program (MD 5%)	10/19/2017	05/31/2019	\$545,450.00	\$74,582.67
Urban Area Security Initiative (UASI)	Maryland Institute for Emergency Medical Services Systems	Incident Command System Capability Development (MDERS)	10/19/2017	05/31/2019	\$125,408.00	\$0.00
Urban Area Security Initiative (UASI)	Metropolitan Washington Council of Governments	Metrorail Station Emergency Response Exercise Series (Continuation)	10/19/2017	05/31/2019	\$266,667.00	\$211,193.73
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Tow-Behind Generators (MD 5%)	10/19/2017	05/31/2019	\$50,000.00	\$50,000.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Disaster Recovery Plan for Enterprise Resource Planning (MD 5%)	10/19/2017	05/31/2019	\$300,000.00	\$176,212.50
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Program Administration - Montgomery County (Continuation) (MD 5%)	10/19/2017	05/31/2019	\$75,000.00	\$33,012.34
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Satellite Truck X-Ray Devices (MD 5%)	10/19/2017	05/31/2019	\$109,000.00	\$0.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Fire and Rescue Service Operations Center Technology Enhancements (MD 5%)	10/19/2017	05/31/2019	\$20,000.00	\$0.00
Urban Area Security Initiative (UASI)	Prince George's County Fire/Emergency Medical Services Department	Mass Casualty Incident Response Support (MDERS)	10/19/2017	05/31/2019	\$171,206.67	\$0.00
Urban Area Security Initiative (UASI)	Prince George's County Office of Homeland Security	NIMS Compliance Officer - Prince George's County (Continuation)	10/19/2017	12/31/2018	\$128,721.00	\$326.00
Urban Area Security Initiative (UASI)	Prince George's County Office of Homeland Security	Recovery and ESF Management Support (MD 5%)	10/19/2017	05/31/2019	\$123,000.00	\$0.00
Urban Area Security Initiative (UASI)	Prince George's County Office of Homeland Security	Radio System Fiber Connection - Prince George's County (Continuation) (MD 5%)	10/19/2017	05/31/2019	\$500,000.00	\$0.00
Urban Area Security Initiative (UASI)	Prince George's County Office of Homeland Security	Emergency Operations Center Exercises - Prince George's County (MD 5%)	10/19/2017	05/31/2019	\$117,000.00	\$0.00
Urban Area Security Initiative (UASI)	Prince George's County Police Department	Tactical Equipment for Law Enforcement (MDERS)	10/19/2017	05/31/2019	\$239,400.00	\$0.00

Q12 HSEMA

Grant Program	Subrecipient	Purpose	Award Date	End Date	Amount	Expended
Urban Area Security Initiative (UASI)	Prince William County Department of Fire and Rescue	Exercise and Training Officer - Prince William County (Continuation)	10/19/2017	12/31/2018	\$133,500.00	\$74,786.77
Urban Area Security Initiative (UASI)	Prince William County Department of Fire and Rescue	NIMS Compliance Officer - Prince William County (Continuation)	10/19/2017	12/31/2018	\$133,500.00	\$66,257.71
Urban Area Security Initiative (UASI)	Prince William County Department of Fire and Rescue	Regional Planning - Prince William County (Continuation)	10/19/2017	12/31/2018	\$133,500.00	\$90,903.38
Urban Area Security Initiative (UASI)	Virginia Department of Emergency Management	Regional Planning - Virginia (Continuation)	10/19/2017	12/31/2018	\$360,000.00	\$0.00
Urban Area Security Initiative (UASI)	Virginia Department of Emergency Management	Fusion Center Support (Continuation) (VA 5%)	10/19/2017	05/31/2019	\$301,000.00	\$195,719.41
Urban Area Security Initiative (UASI)	Virginia State Police	Fusion Center Support (Continuation) (VA 5%)	10/19/2017	05/31/2019	\$300,000.00	\$118,178.01
Urban Area Security Initiative (UASI)	Metropolitan Washington Council of Governments	Administrative Support for MWCOC Subawards	12/04/2017	05/31/2019	\$95,985.45	\$95,966.85
Urban Area Security Initiative (UASI)	Metropolitan Washington Council of Governments	Complex Coordinated Attack Regional Symposium (CCA)	12/17/2018	07/31/2019	\$150,000.00	\$0.00
Securing the Cities (STC)	Metropolitan Washington Council of Governments	STC Programmatic Support (Continuation)	08/31/2018	08/31/2019	\$361,529.01	\$89,876.35
State Homeland Security Program (SHSP)	District of Columbia Homeland Security and Emergency Management Agency	District Planning (Continuation)	10/11/2017	09/30/2018	\$700,000.00	\$399,899.20
State Homeland Security Program (SHSP)	District of Columbia Metropolitan Police Department	Law Enforcement Homeland Security Capabilities (Continuation)	10/11/2017	02/28/2019	\$1,440,304.00	\$717,197.37
Nonprofit Security Grant Program (NSGP)	American Israel Education Foundation	Nonprofit Security - American Israel Education Foundation	10/11/2017	09/30/2019	\$75,000.00	\$75,000.00
Nonprofit Security Grant Program (NSGP)	B'nai Israel Congregation	Nonprofit Security - B'nai Israel Congregation	10/11/2017	09/30/2019	\$49,902.00	\$49,902.00
Nonprofit Security Grant Program (NSGP)	Bender JCC of Greater Washington	Nonprofit Security - Bender JCC of Greater Washington	10/11/2017	09/30/2019	\$75,000.00	\$9,500.00
Nonprofit Security Grant Program (NSGP)	Beth Shalom Congregation and Talmud Torah	Nonprofit Security - Beth Shalom Congregation and Talmud Torah	10/11/2017	09/30/2019	\$75,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Charles E. Smith Jewish Day School	Nonprofit Security - Charles E. Smith Jewish Day School	10/11/2017	09/30/2019	\$75,000.00	\$51,976.00
Nonprofit Security Grant Program (NSGP)	Charles E. Smith Life Communities	Nonprofit Security - Charles E. Smith Life Communities	10/11/2017	09/30/2019	\$75,000.00	\$67,280.00
Nonprofit Security Grant Program (NSGP)	Islamic Center of Maryland	Nonprofit Security - Islamic Center of Maryland	10/11/2017	09/30/2019	\$75,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Kol Shalom Synagogue	Nonprofit Security - Kol Shalom Synagogue	10/11/2017	09/30/2019	\$75,000.00	\$73,101.24
Nonprofit Security Grant Program (NSGP)	Ohr Hatorah	Nonprofit Security - Ohr Hatorah	10/11/2017	09/30/2019	\$45,500.00	\$0.00

Q12 HSEMA

Grant Program	Subrecipient	Purpose	Award Date	End Date	Amount	Expended
Nonprofit Security Grant Program (NSGP)	Woodside Synagogue Ahavas Torah	Nonprofit Security - Woodside Synagogue Ahavas Torah	10/11/2017	09/30/2019	\$75,000.00	\$37,500.00
Nonprofit Security Grant Program (NSGP)	Chabad of Potomac	Nonprofit Security - Chabad of Potomac	10/19/2017	09/30/2019	\$75,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Jewish Community Center of Northern Virginia	Nonprofit Security - Jewish Community Center of Northern Virginia	10/19/2017	09/30/2019	\$75,000.00	\$0.00
Nonprofit Security Grant Program (NSGP)	Yeshiva of Greater Washington	Nonprofit Security - Yeshiva of Greater Washington	10/19/2017	09/30/2019	\$75,000.00	\$0.00
Urban Area Security Initiative (UASI)	District of Columbia Office of the Chief Medical Examiner	Decedent Tracking (DCERS/DC 5%)	01/05/2018	07/31/2019	\$102,158.00	\$0.00
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Tactical Emergency Casualty Care (TECC) Kits (Continuation) (MDERS)	01/08/2018	09/30/2018	\$119,797.85	\$119,797.85
Urban Area Security Initiative (UASI)	City of Alexandria Fire Department	EOC Enhancements	02/20/2018	05/31/2018	\$149,976.40	\$149,976.40
Urban Area Security Initiative (UASI)	Northern Virginia Emergency Response System	First Responder Protective Equipment and TECC (NVERS/CCA)	03/12/2018	09/30/2018	\$1,024,868.83	\$1,024,209.20
Urban Area Security Initiative (UASI)	Northern Virginia Emergency Response System	Forcible Entry Doors (CCA)	04/10/2018	05/31/2018	\$72,263.03	\$72,263.03
Urban Area Security Initiative (UASI)	Metropolitan Washington Council of Governments	Israel Training for NCR Public Safety Personnel	04/19/2018	09/30/2018	\$250,712.00	\$250,712.00
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	Mobile Command Center	04/20/2018	07/31/2019	\$1,122,575.00	\$0.00
Urban Area Security Initiative (UASI)	Metropolitan Washington Council of Governments	Bomb Squad Robotic Equipment	05/17/2018	05/31/2019	\$974,419.00	\$0.00
Urban Area Security Initiative (UASI)	District of Columbia Homeland Security and Emergency Management Agency	HSEMA IT Upgrades	06/01/2018	05/31/2019	\$604,378.00	\$146,558.22
Urban Area Security Initiative (UASI)	District of Columbia Fire and Emergency Medical Services	Tactical Medical Equipment and Ballistic Protection for Fire/Rescue - District of Columbia (CCA)	10/02/2017	05/31/2018	\$45,851.20	\$45,851.20
Securing the Cities (STC)	Metropolitan Washington Council of Governments	STC Training - Radiation Safety Officer and DOT Radioactive Materials	11/27/2018	03/31/2019	\$13,860.00	\$0.00
State Homeland Security Program (SHSP)	Metropolitan Washington Council of Governments	District Training and Exercise Planning Workshop (Continuation)	10/04/2017	02/28/2018	\$72,244.99	\$72,244.99
Urban Area Security Initiative (UASI)	University of the District of Columbia	Emergency Response Plan Development for UDC (DC 5%)	01/26/2018	06/30/2018	\$75,000.00	\$74,900.00
Urban Area Security Initiative (UASI)	Metropolitan Washington Council of Governments	District Logistics Planning Support (DCERS)	01/30/2018	08/31/2018	\$73,500.00	\$72,663.83
Urban Area Security Initiative (UASI)	Montgomery County Office of Emergency Management and Homeland Security	Radio Cache Equipment Refresh	11/21/2017	05/31/2018	\$3,200,000.00	\$3,199,980.00

Q12 HSEMA

Grant Program	Subrecipient	Purpose	Award Date	End Date	Amount	Expended
Urban Area Security Initiative (UASI)	Metropolitan Washington Council of Governments	Bomb Squad X-Ray Systems (Continuation)	12/12/2017	07/31/2018	\$564,351.80	\$564,351.80

Q13 HSEMA

FY	Order ID	Contract ID	Supplier Name	Description	Total	Amount Spent	Contract Term	Competitively Bid	Contract Monitor	Monitoring Results	Funding Source
2018	PO570883	N/A	Babel Street Inc.	WRTAC-FY 2018- Annual Software Subscription (8BNUA6)	\$33,600.00	\$33,600.00	10/3/2017 - 09/30/2018	No	Mark Morgan	Satisfactory	Federal
2018	PO570923	RQ965703	Sonexis Technology, Inc.	IT-FY 2018- Conference software & updates (5BNUA7)	\$17,640.00	\$17,640.00	10/3/2017 - 09/30/2018	No	Gelinda Jones	Satisfactory	Federal
2018	PO570957	RQ966383	FIRST FEDERAL CORPORATION	IT- FY 2018- Tape Backup Storage Services	\$3,169.97	\$2,909.31	10/3/2017 - 09/30/2018	No	Gelinda Jones	Satisfactory	Local
2018	PO571014	DOC287193	IDSi International, Inc.	Operations- FY 2018- Professional Tier II Manager System (9BNUA7)	\$32,000.00	\$32,000.00	10/4/2017 - 09/30/2018	Yes	Timothy Spriggs	Satisfactory	Federal
2018	PO571187	N/A	DSS Corporation	Operations- FY 2018- DI Voice Recorder	\$4,700.00	\$4,700.00	10/4/2017 - 09/30/2018	No	Timothy Spriggs	Satisfactory	Federal
2018	PO571445	C12846	TPW Consultants, LLC	IT-FY2018- Iridium Satellite Phone Monthly Service	\$5,887.44	\$5,887.44	10/10/2017 - 09/30/2018	No	Gelinda Jones	Satisfactory	Local
2018	PO571658	N/A	Activu Corporation	IT - FY 2018 - Activu Microphones Replacement	\$6,563.93	\$6,563.93	10/12/2017 - 09/30/2018	No	Gelinda Jones	Satisfactory	Local
2018	PO572198-V3	N/A	Comcast Business Communication	Operations- FY 2018- Cable Transport Service	\$10,752.63	\$5,738.57	4/24/2018 - 09/30/2019	No	Bill Curry	Satisfactory	Local
2018	PO572381	RQ965783	Comcast Business Communication	Operations- FY 2018- Internet Block Static IP address	\$4,678.20	\$3,141.66	10/20/2017 - 09/30/2018	No	Timothy Spriggs	Satisfactory	Federal
2018	PO572382	RQ965779	COMTECH, INC	Operations- FY 2018- Service & Maintenance NEC Phone System	\$2,600.00	\$2,600.00	10/20/2017 - 09/30/2018	No	Timothy Spriggs	Satisfactory	Local
2018	PO572843	N/A	XTec	Operations- FY 2018- Maintenance Service Contract (14BNU7)	\$7,586.04	\$7,586.04	10/25/2017 - 09/30/2018	No	Donte Lucas	Satisfactory	Federal
2018	PO573441	CW56205	Activu Corporation	IT-FY 2018-Annual AV Maintenance Support	\$85,249.08	\$85,249.08	10/31/2017 - 09/30/2019	No	Gelinda Jones	Satisfactory	Federal
2018	PO573601	CW55897	COMMUNICATIONS LAB	Operations- FY 2018- Upgrades, equipment and support	\$59,080.58	\$59,080.58	10/27/2018 - 10/26/2019	Yes	Timothy Spriggs	Satisfactory	Local
2018	PO573787	N/A	WTOP RADIO	Policy- FY2018- ReadyDC Campaign Advertising	\$62,000.00	\$62,000.00	11/3/2017 - 09/30/2018	No	Sarah Case-Herron	Satisfactory	Federal
2018	PO573788-V2	N/A	Outfront Media Inc.	Policy- FY 2018- OutFront Media Advertising (4BNSH7)	\$79,804.00	\$79,804.00	11/3/2017 - 09/30/18	No	Sarah Case-Herron	Satisfactory	Federal
2018	PO573799	N/A	MOTOROLA, INC.	Operations- FY 2018- Technical Labor	\$5,000.00	\$2,235.13	11/3/2017 - 09/30/2018	No	Donte Lucas	Satisfactory	Federal
2018	PO573801-V2	C12770-V3	METROPOLITAN OFFICE PRODUCTS	Admin-FY 2018 Blanket Purchase Agreement (BPA) for Office Supplies	\$20,000.00	\$19,882.11	4/24/2018 - 09/30/2019	No	Monica Hill	Satisfactory	Local
2018	PO574007-V2	N/A	NESTLE WATERS AMERICA INC.	Admin- FY 2018- Emergency Water Supply	\$12,000.00	\$11,549.00	8/10/2018 - 09/30/2019	No	Steve Benefield	Satisfactory	Federal
2018	PO574040-V3	N/A	PHIL AND SYL BACKYARD BBQ AND CATERING SERVICES INC	Admin- FY2018 Blanket Purchase Agreement for Catering	\$21,000.00	\$19,432.50	6/19/2018 - 09/30/2019	No	Steve Benefield	Satisfactory	Federal
2018	PO574193	C12313	MB STAFFING SERVICES LLC	Operation- FY 2018- Administrative Staff Support Emergency Operations Center	\$225,602.40	\$183,523.05	11/8/2017 - 09/30/2018	Yes	Timothy Spriggs	Satisfactory	Local
2018	PO574241-V3	N/A	GREAT AMERICAN CORP	Admin- FY2018 Blanket Purchase Agreement for Catering	\$34,000.00	\$33,993.56	6/19/2018 - 09/30/2019	No	Steve Benefield	Satisfactory	Federal
2018	PO574261	N/A	JOHNSON CONTROLS INC	Operations- FY 2018- Annual Alarm System	\$8,015.58	\$8,015.58	11/8/2017 - 09/30/2018	No	Donte Lucas	Satisfactory	Federal
2018	PO574388-V2	N/A	GENERAL SERVICE ADMINISTRATION	Operations-FY2018- HSEMA GSA Vehicle Agreement	\$68,370.89	\$50,000.00	7/6/2018 - 09/30/2019	No	Donte Lucas	Satisfactory	Local
2018	PO574649	N/A	Capitol Document Solutions LLC	IT-FY 2018- Monthly Maintenance for Printers (5BNUA7)	\$35,580.00	\$33,747.45	11/15/2017 - 09/30/2018	Yes	Gelinda Jones	Satisfactory	Local
2018	PO575043	N/A	ATEL BUS & TRUCK	Policy- FY 2018- Community Outreach Vehicle	\$7,724.38	\$7,724.38	11/20/2017 - 09/30/2018	No	Sarah Case-Herron	Satisfactory	Federal
2018	PO575044-V2	C12386	Capital Services and Supplies	Admin-Fy 2018 Moving Services (including laborers, installers,drivers and equipment) DOC302124	\$6,000.00	\$4,249.22	3/6/2018 - 09/30/2018	No	Steve Benefield	Satisfactory	Local
2018	PO575045-V2	N/A	WASH METRO AREA TRANSIT AUTH	Operations- FY2018- Emergency contingency contract	\$25,000.00	\$22,036.50	8/23/2018 - 09/30/2018	No	Fred Goldsmith	Satisfactory	Federal
2018	PO575323-V4	CW37689	Advance Employee Intelligence	Plans FY2018 Professional Services Contract Support 1BNSH7, 10BNU7,16BNU7,19BNU6, Mitigation CW37689	\$446,640.05	\$382,824.12	07/02/2019 - 07/01/2020	Yes	Annah Asaka	Satisfactory	Federal
2018	PO575726	N/A	DEFENSE INFORMATION TECHNOLOGY	Operations- FY2018- On-Going Satellite interconnect service	\$10,387.00	\$8,145.26	11/30/2017 - 09/30/2018	No	Timothy Spriggs	Satisfactory	Federal
2018	PO576051	C14362	General Services, Inc.	IT-FY2018- Electrical Upgrades to Network	\$19,998.95	\$76,725.00	12/4/2017 - 09/30/2018	No	Gelinda Jones	Satisfactory	Local
2018	PO576094-V2	N/A	Gotta Go Now!, LLC	FY 2018 -Operations- FY 2018- Mobile Command Vehicle Cleaning	\$20,000.00	\$12,325.00	6/28/2018 - 09/30/2018	No	Donte Lucas	Satisfactory	Local
2018	PO576117	N/A	Dice Career Solutions	WRTAC- FY 2018- Clearance Job Slots; Resume Database Access	\$6,600.00	\$6,600.00	12/5/2017 - 09/30/2018	No	Briana Huggins	Satisfactory	Federal

Q13 HSEMA

FY	Order ID	Contract ID	Supplier Name	Description	Total	Amount Spent	Contract Term	Competitively Bid	Contract Monitor	Monitoring Results	Funding Source
2018	PO576138	C12535-V2	AdBox Promo Agency	Policy- FY 2018- Advertisement (Magnets) (4BNSH7)	\$4,200.00	\$4,200.00	12/5/2017 - 09/30/2018	No	Sarah Case-Herron	Satisfactory	Federal
2018	PO576499-V2	C12770-V3	METROPOLITAN OFFICE PRODUCTS	WRTAC- FY 2018- Blanket Purchase Agreement (Supplies)	\$12,671.20	\$12,589.93	9/25/2018 - 09/30/2019	No	Monica Hill	Satisfactory	Federal
2018	PO576671	N/A	Dell Computer Corp.	Policy-FY 2018- Laptops & Docking Stations (4BNSH7)	\$3,582.65	\$3,582.65	12/12/2017 - 09/30/2018	No	Gelinda Jones	Satisfactory	Federal
2018	PO577359	C12313	MB STAFFING SERVICES LLC	Operation- FY 2018- Administrative Staff Support Emergency Operations Center - revision 1	\$530,498.40	\$482,677.84	12/21/2017 - 09/30/2018	Yes	Donte Lucas	Satisfactory	Local
2018	PO578017	C13842-V2	Veritas Consulting Group, LLC	Operations- FY 2018- Miscellaneous, Service, Software & Support (14BNU7)	\$7,500.00	\$7,500.00	1/9/2018 - 09/30/2018	No	Ed Gilmore	Satisfactory	Federal
2018	PO578237-V2	N/A	Edge360 LLC	IT-FY2018- Edge360, LLC to procure Citywide CCTV Maintenance (5BNUA7)	\$151,533.00	\$116,022.00	1/12/2019 - 01/11/20	Yes	Gelinda Jones	Satisfactory	Federal
2018	PO578291	N/A	Digital Conventions	IT- FY 2018 - Signage Services for Agency Television Displays (5BNUA7)	\$17,350.00	\$17,350.00	1/26/2018 - 09/30/2018	No	Gelinda Jones	Satisfactory	Federal
2018	PO578380	N/A	K2SHARE, LLC	Grants- FY 2018 - Annual License Renewal for the Spars Grant Management System (FY16 UASI M&A)	\$76,725.00	\$76,725.00	1/17/2018 - 09/30/2018	No	Charles Madden	Satisfactory	Federal
2018	PO578543	N/A	ESVA Inc	WRTAC-FY 2018- IBM 12 Analyst Note & Support (8BNUA6)	\$16,824.06	\$16,824.06	1/19/2018 - 09/30/2018	No	Briana Huggins	Satisfactory	Federal
2018	PO578986	N/A	XZOTECH SIGN & DISPLAY LLC	FY 2018- Executive - Agency Signage glass	\$9,932.14	\$9,932.14	1/29/2018 - 09/30/2018	No	Whitney Bowen	Satisfactory	Local
2018	PO579431	C12726-V2	Dupont Computers	Plans - FY 18 - IT Refresh (Mitigation, 1BNSH7, 10BNU7, 16BNU7)	\$20,465.68	\$20,465.68	2/6/2018 - 09/30/2018	Yes	Gelinda Jones	Satisfactory	Federal
2018	PO579473	N/A	GENERAL SERVICE ADMINISTRATION	Operations- FY 2018- Lease vehicles GSA (fleet)	\$47,808.00	\$43,663.28	2/6/2018 - 09/30/2018	No	Donte Lucas	Satisfactory	Federal
2018	PO579627	C12301-V5	THE TRIAGE GROUP, LLC	FY 2018- Program and IT Project Management Support (14BNU7)	\$209,000.00	\$208,940.52	9-Feb-18	Yes	Gelinda Jones	Satisfactory	Federal
2018	PO579679	C12805	MDM Office Systems DBA Standard Office Supply	FY 2018- Executive- Office Furniture	\$9,283.62	\$9,283.62	2/12/2018 - 09/30/2018	No	Whitney Bowen	Satisfactory	Federal
2018	PO579715	N/A	ATEL BUS & TRUCK	FY 2018- Policy- Freightliner Sprinter Community Outreach Van Wrap Install (4BNSH7)	\$11,370.00	\$11,370.00	2/12/2018 - 09/30/2018	No	Sarah Case-Herron	Satisfactory	Federal
2018	PO579871	C13842-V2	Veritas Consulting Group, LLC	FY 2018- Operations- HID Installation Services (14BNU7)	\$10,221.56	\$10,221.56	2/15/2018 - 09/30/2018	No	Ed Gilmore	Satisfactory	Federal
2018	PO579900	N/A	Daryl Lind Louder	T&E - FY 2018 Training Support - Instructor #1 (1BNUA7)	\$3,400.00	\$3,400.00	2/16/2018 - 09/30/2018	No	Erika Temple	Satisfactory	Federal
2018	PO580043	N/A	Everbridge	FY 2018- Policy-Renewal License for Everbridge Community Engagement (4BNSH7)	\$22,000.00	\$22,000.00	2/21/2018 - 09/30/2018	No	Gelinda Jones	Satisfactory	Federal
2018	PO580090	N/A	Skyline Network Engineering	IT- FY 2018 - Telephone Support, NBD parts replacement and software updates (5BNUA7)	\$39,686.40	\$39,686.40	2/22/2018 - 09/30/2018	No	Gelinda Jones	Satisfactory	Federal
2018	PO580357	CW59138	hagerty consulting inc	Plans- FY2018- Mitigation Core Needs Assessment (PDM14F/14)	\$93,460.00	\$68,563.53	2/28/2018 - 09/30/2018	No	Clint Osborn	Satisfactory	Federal
2018	PO580362	N/A	Roger A. McGary	T&E - FY 2018 Training Support - Instructor #2 (1BNUA7)	\$3,400.00	\$3,400.00	2/28/2018 - 09/30/2018	No	Erika Temple	Satisfactory	Federal
2018	PO580630	C1754-V3	SUPRETECH, INC.	FY 2018- IT- ManageEngine Desktop (5BNUA7)	\$7,936.32	\$7,936.32	3/6/2018 - 09/30/2018	No	Gelinda Jones	Satisfactory	Federal
2018	PO580706	C1651-V7	MVS, Inc.	FY2018- Agency IT Upgrade	\$62,579.67	\$62,579.67	3/7/2018 - 09/30/2018	Yes	Gelinda Jones	Satisfactory	Local
2018	PO580820	N/A	ENVIRONMENTAL SYSTEMS RESEARCH	WRTAC- FY18- GIS System/Software (8BNUA6)	\$28,958.20	\$24,890.46	3/8/2018 - 09/30/2018	No	Briana Huggins	Satisfactory	Federal
2018	PO581031	C12535-V2	AdBox Promo Agency	FY 2018- Policy- Rectangle Full Color Magnets	\$6,000.00	\$6,000.00	3/13/2018 - 09/30/2018	No	Sarah Case-Herron	Satisfactory	Federal
2018	PO581330	N/A	MANDERS DECORATING COMPANY INC	FY 2018-Executive- Furnish, Replace & Install Carpet	\$9,375.00	\$9,375.00	3/22/2018 - 09/30/2018	No	Whitney Bowen	Satisfactory	Federal
2018	PO581331-V2	C12386	Capital Services and Supplies	FY 2018 Mission Support Mover Services BPA	\$8,000.00	\$7,471.23	8/22/2018 - 09/30/2018	No	Steve Benefield	Satisfactory	Local

Q13 HSEMA

FY	Order ID	Contract ID	Supplier Name	Description	Total	Amount Spent	Contract Term	Competitively Bid	Contract Monitor	Monitoring Results	Funding Source
2018	PO581332-V2	C13086-V2	ALS OFFICE PRODUCTS	FY 2018- Admin- BPA for Office Supplies	\$9,995.00	\$9,995.00	8/22/2018 - 09/30/2018	No	Monica Hill	Satisfactory	Local
2018	PO581480	C12284-V2	STAR OFFICE PRODUCTS, INC	FY 2018- Admin- BPA for Office Supplies	\$7,500.00	\$3,546.89	3/26/2018 - 09/30/2018	No	Monica Hill	Satisfactory	Local
2018	PO581541	C12770-V3	METROPOLITAN OFFICE PRODUCTS	FY 2018 - Grants- Blanket Purchase Agreement for office supplies (2016 M&A)	\$5,000.00	\$3,174.63	3/27/2018 - 09/30/2018	No	Corey Jackson	Satisfactory	Federal
2018	PO581552	N/A	Major Police Supply/General Sales Administration	Operations -FY 2018- Emergency Response Equipment	\$10,000.00	\$5,421.74	3/27/2018 - 09/30/2018	No	Donte Lucas	Satisfactory	Local
2018	PO582053-V2	N/A	METROPOLITAN OFFICE PRODUCTS	Policy- FY 2018- Community Outreach Flyers	\$0.00	\$0.00	7/1/2018 - 09/30/2018	No	Sarah Case-Herron	Satisfactory	Federal
2018	PO583525	N/A	Dell Computer Corp.	FY 2018- IT- Upgrade Office365 & E3 Licenses	\$9,973.55	\$9,956.94	5/10/2018 - 09/30/2018	No	Gelinda Jones	Satisfactory	Local
2018	PO584263	C12535-V2	AdBox Promo Agency	FY 2018- Communications- Colorplay Memo Book w/ HSEMA logo & website	\$9,552.30	\$9,552.30	5/29/2018 - 09/30/2018	No	Sarah Case-Herron	Satisfactory	Local
2018	PO584712	N/A	Capital City Restaurant Group	FY 2018 - Mission Support- Blanket Catering Agreement for Catering	\$25,000.00	\$15,955.00	6/12/2018 - 09/30/2018	No	Steve Benefield	Satisfactory	Federal
2018	PO584772	CW	Avaya, Inc.	FY 2018- Annual Telephone System Maintenance (5BNUA7)	\$8,436.30	\$8,436.30	6/8/2018 - 09/30/2018	No	Gelinda Jones	Satisfactory	Federal
2018	PO584918	C13620	B&B FLOOR SERVICES LLC	FY 2018- Executive- Furnish and Install Flooring and Wall Base	\$35,096.00	\$35,096.00	6/12/2018 - 09/30/2018	Yes	Whitney Bowen	Satisfactory	Federal
2018	PO584925	C1754-V3	SUPRETECH, INC.	FY 2018- IT- Google Cloud Storage/Nearline Restore	\$6,488.07	\$0.00	6/12/2018 - 09/30/2018	No	Gelinda Jones	Satisfactory	Local
2018	PO585256	N/A	Dell Computer Corp.	FY 2018- IT- VLA Visio STD License/Software Assurance (5BNUA7)	\$7,391.25	\$7,391.25	6/19/2018 - 09/30/2018	No	Gelinda Jones	Satisfactory	Federal
2018	PO585317	N/A	Everbridge	FY 2018- Smart Conference 10 Additional Bridge Lines	\$4,375.00	\$4,375.00	6/20/2018 - 09/30/2018	No	Gelinda Jones	Satisfactory	Local
2018	PO585835	C1754-V3	SUPRETECH, INC.	FY 2018- MacBook Pro with Touch Bar (21BNUU6)	\$7,850.70	\$7,850.70	6/29/2018 - 09/30/2018	No	Gelinda Jones	Satisfactory	Federal
2018	PO585853	CW37689	Advance Employee Intelligence	FY 2018- Plans FY2018 Professional Services Contract Support (1BNSH7, 16BNU7, 10BNU7, 19BNU6, & Mitigation) CW37689	\$134,830.80	\$108,777.32	7/2/2018 - 07/01/2020	Yes	Annah Asaka	Satisfactory	Federal
2018	PO585899	N/A	XZOTECH SIGN & DISPLAY LLC	FY2018 - Exec - Agency Visual Display	\$8,510.86	\$8,510.86	7/2/2018 - 09/30/2018	No	Whitney Bowen	Satisfactory	Local
2018	PO586745	C1651-V7	MVS, Inc.	FY 2018- IT- Bomgar Licenses remote support for administrators (5BNUA7)	\$11,256.86	\$11,256.86	7/20/2018 - 09/30/2018	Yes	Gelinda Jones	Satisfactory	Federal
2018	PO586762	C13170	Stockbridge Consulting LLC	FY 2018- IT- Adobe Government TLP Acobat Pro- (21BNU6)	\$50,461.50	\$50,461.50	July 20, 2018 - 09/30/2018	No	Gelinda Jones	Satisfactory	Federal
2018	PO586776	N/A	IStudio	FY18- Exec- Test Fit & Furniture Plan for Main Building Offices	\$9,500.00	\$9,500.00	7/20/2018 - 09/30/2018	No	Whitney Bowen	Satisfactory	Federal
2018	PO587069	N/A	BALDWIN GRAPHICS, INC.	FY18- Plans- Outreach flyers	\$9,832.84	\$9,832.84	7/27/2018 - 09/30/2018	No	Sarah Case-Herron	Satisfactory	Federal
2018	PO587371	C1754-V3	SUPRETECH, INC.	FY 2018- IT- Graphic cards- (21BNU6)	\$5,196.00	\$5,196.00	8/1/2018 - 09/30/2018	No	Gelinda Jones	Satisfactory	Federal
2018	PO588241	N/A	Activu Corporation	FY 2018- IT- Conference Room Data Wall- (21BNU6)	\$241,682.33	\$0.00	8/16/2018 - 09/30/2019	No	Whitney Bowen	Satisfactory	Federal
2018	PO588242	C14322	BPM BI INC.	FY- 2018- IT- Technology IT upgrade- (21BNU6)	\$58,704.60	\$58,704.60	8/16/2018 - 09/30/2018	Yes	Gelinda Jones	Satisfactory	Federal
2018	PO588588	C15362	TECKNOMIC LLC	FY 2018- IT- Radio Tower Mapping	\$13,800.00	\$13,800.00	8/23/2018 - 09/30/2018	Yes	Gelinda Jones	Satisfactory	Federal
2018	PO588869	C1651-V7	MVS, Inc.	FY 2018 - VLA Project 2016 (5BNUA7)	\$10,249.75	\$10,249.75	8/29/2018 - 09/30/2018	Yes	Gelinda Jones	Satisfactory	Federal
2018	PO588976	N/A	COMMUNICATIONS LAB	FY 2018- Replacement of telephone equipment on the mobile command	\$7,948.00	\$0.00	8/30/2018 - 09/30/2018	No	Gelinda Jones	Satisfactory	Federal
2018	PO589033	N/A	Trapwire Inc.	FY 2018- TrapWire System with User Licenses (8BNUA7)	\$42,207.00	\$42,207.00	8/31/2018 - 09/01/2019	No	Mark Morgan	Satisfactory	Federal
2018	PO589539	N/A	Herman Born & Sons, Inc.	FY 2018- Operations- HSEMA Command Vehicle new logo and design	\$12,932.20	\$12,932.20	9/11/2018 - 09/30/2018	Yes	Fred Goldsmith	Satisfactory	Federal
2018	PO589540	C1884-V2	CORPORATE SYSTEMS RESOURCES	FY-2018- IT-Dell Latitude 14 Rugged 5414- (21BNU6)	\$37,080.00	\$0.00	9/11/2018 - 09/30/2018	Yes	Gelinda Jones	Satisfactory	Federal

Q13 HSEMA

FY	Order ID	Contract ID	Supplier Name	Description	Total	Amount Spent	Contract Term	Competitively Bid	Contract Monitor	Monitoring Results	Funding Source
2018	PO589892	C12265-V7	HI-TECH SOLUTION, INC.	FY 2018- TV Upgrades LG UK6570PUB- Series 70" Class HDR UHD Smart LED TV	\$9,030.63	\$0.00	9/11/2018 - 09/30/2018	No	Gelinda Jones	Satisfactory	Federal
2018	PO589927	N/A	XEROX CORPORATION	FY2018-IT- Xerox AltaLink Printers and Maintenance	\$66,245.00	\$0.00	9/18/2018 - 09/30/2018	No	Gelinda Jones	Satisfactory	Federal
2018	PO589999	CW56205/GS-3	Activu Corporation	FY2018- IT- Audio system upgrades for agency conference room	\$68,524.83	\$0.00	9/19/2018 - 09/30/2019	Yes	Gelinda Jones	Satisfactory	Federal
2018	PO590472	C12709-V5	DIGI DOCS INC DOCUMENT MGRERS	FY 2018- IT Adobe Acrobat Pro Licenses	\$10,575.50	\$0.00	9/26/2018 - 09/30/2018	Yes	Gelinda Jones	Satisfactory	Federal
2019	PO576677-V2	C14247	RAZAVI APPLICATION DEVELOPERS	Operations- FY2018- Program and IT Project Management Support (14BNU7)	\$110,000.00	\$100,000.00	10/01/2018 - 09/30/2019	Yes	Gelinda Jones	Satisfactory	Federal
2019	PO591671	C12265-V7	HI-TECH SOLUTION, INC.	FY18 IT- Avocent and Veritas Supplies and Subscription (21BNU6)	\$24,345.42	\$0.00	10/9/2018 - 09/30/2018	Yes	Gelinda Jones	Satisfactory	Federal
2019	PO592474	N/A	SUPRETECH, INC.	FY 2019- IT - Annual Subscription ManageEngine (5BNUA8)	\$17,645.80	\$17,645.80	10/16/2018 - 09/30/2019	Yes	Gelinda Jones	Satisfactory	Local
2019	PO592593-V2	N/A	ENVIRONMENTAL SYSTEMS RESEARCH	FY 2019 - ArcGIS based dashboard Consultant	\$35,000.00	\$0.00	11/1/2018 - 09/30/2019	No	Carrie Speranza	Satisfactory	Local
2019	PO592629	N/A	Babel Street Inc.	FY 2019- IT- Situational Awareness services/subscription (8BNUA7)	\$37,500.00	\$37,500.00	10/17/2018 - 09/30/2019	No	Justin Pierce	Satisfactory	Federal
2019	PO592809-V2	C12313	MB STAFFING SERVICES LLC	FY 2019- Operations- Administrative Staff support for the JAHOC 24 hours Operations Center	\$117,025.00	\$70,021.46	1/11/2019 - 12/31/2019	Yes	Clint Osborn	Satisfactory	Local
2019	PO593186	CW61576	LDV INC	FY2019 - Operations- Emergency Mobile Command Vehicle (20BNU6)	\$987,482.00	\$0.00	23-Oct-18	No	Fred Goldsmith	Satisfactory	Federal
2019	PO593451	C12386	Capital Services and Supplies	FY 2019- BPA-Moving Services (including laborers, installers, drivers and equipment)	\$5,000.00	\$0.00	10/25/2018 - 09/30/2019	No	Steve Benefield	Satisfactory	Local
2019	PO594113	N/A	WASH. NATIONALS BASEBALL CLUB	FY 2019- HSP- Planning/Training 2018 Snow Summit Venue (MCA15F/15)	\$14,900.00		11/1/2018 - 09/30/2019	No		Satisfactory	Federal
2019	PO594114	N/A	RCI SOUND SYSTEMS	FY 2019- HSP- Planning/Training & Exercise RCI Systems (Audio & Visual) (MCA15F)	\$11,807.11	\$0.00	11/1/2018 - 09/30/2019	No	Justin Pierce	Satisfactory	Federal
2019	PO595048-V2	N/A	Capital City Restaurant Group	FY 2019- Administration/Finance- Blanket Purchase Catering Agreement	\$19,500.00	\$5,600.00	1/16/2019 - 09/30/2019	No	Steve Benefield	Satisfactory	Federal
2019	PO595051	N/A	K2SHARE, LLC	FY 2019- Administration Division/Grants- Annual License Renewal for SPARS (2017 UASI M&A)	\$76,725.00	\$76,725.00	11/14/2018 - 09/30/2019	No	Charles Madden	Satisfactory	Federal
2019	PO595052	C15781-V3	Elysium LLC	FY2019- BPA- Moving Services (including laborers, installers,drivers and equipment)	\$3,000.00	\$2,166.23	11/14/2018 - 09/30/2019	No	Steve Benefield	Satisfactory	Local
2019	PO595053	N/A	Meridian Knowledge Solutions LLC	FY 2019- HSP/Planning, Training & Exercise- Learning Management Tool Software Support- (21BNU6)	\$93,000.00	\$0.00	11/14/2018 - 09/30/2019	No	Erika Temple	Satisfactory	Federal
2019	PO595093	C12770-V3	METROPOLITAN OFFICE PRODUCTS	FY 2019- Admin Division/Grants- Blanket Purchase Agreement for Supplies (2017 M&A)	\$5,000.00	\$0.00	11/14/2018 - 09/30/2019	No	Charles Madden	Satisfactory	Federal
2019	PO595367	N/A	Recovery Point Systems	FY2019- Administration/IT- Secure off-site backup data storage (5BNUA8)	\$3,169.96	\$497.05	11/19/2018 - 09/30/2019	No	Gelinda Jones	Satisfactory	Federal
2019	PO595368	N/A	XZOTECH SIGN & DISPLAY LLC	FY 2019- Executive- BPA for Professional Signage	\$10,000.00	\$0.00	11/19/2018 - 09/30/2019	No	Whitney Bowen	Satisfactory	Local
2019	PO595369	C1754-V3	SUPRETECH, INC.	FY2019- Administration/IT- Malwarebytes Endpoint Protection Software (5BNUA8)	\$8,000.00	\$8,000.00	11/19/2018 - 09/30/2019	No	Gelinda Jones	Satisfactory	Federal
2019	PO595370	N/A	Activu Corporation	FY2019- Administration/IT- Customer Support System Maintenance (5BNUA8)	\$87,433.16	\$87,433.16	10/01/2018 - 09/30/2019	No	Gelinda Jones	Satisfactory	Federal
2019	PO595374	C1754-V3	SUPRETECH, INC.	FY2019- Administration/IT- Endpoint Security Asset Management Software (5BNUA8)	\$5,356.18	\$5,356.18	11/19/2018 - 09/30/2019	No	Gelinda Jones	Satisfactory	Federal

Q13 HSEMA

FY	Order ID	Contract ID	Supplier Name	Description	Total	Amount Spent	Contract Term	Competitively Bid	Contract Monitor	Monitoring Results	Funding Source
2019	PO595415	C12265-V7	HI-TECH SOLUTION, INC.	FY19 Administration/ IT- Avocent and Veritas Supplies and Subscription (21BNU6)	\$24,345.42	\$24,345.42	11/20/2018 - 09/30/2019	Yes	Gelinda Jones	Satisfactory	Federal
2019	PO595427	CW58133	Edge360 LLC	FY2019- Administration IT- Software License Maintenance Technical Support (5BNUA8)	\$153,633.36	\$8,877.75	11/20/2018 - 09/30/2019	No	Gelinda Jones	Satisfactory	Federal
2019	PO595740	N/A	WASH. NATIONALS BASEBALL CLUB	FY 2019- HSP- Planning/Training 2018 Snow Summit Venue (MCA15F/15)	\$14,900.00	\$14,900.00	11/27/2018 - 09/30/2019	No	Justin Pierce	Satisfactory	Federal
2019	PO595817	N/A	Major Police Supply/General Sales Administration	FY2019- Administration/Facilities- Emergency Equipment Installation	\$20,000.00	\$0.00	11/28/2018 - 09/30/2019	No	Kenneth Woodall	Satisfactory	Local
2019	PO595896	N/A	WASH METRO AREA TRANSIT AUTH	FY2019- Administration/Facilities- Emergency bus contingency contract with WMATA	\$12,000.00	\$0.00	11/28/2018 - 09/30/2019	No	Kenneth Woodall	Satisfactory	Local
2019	PO596114	N/A	IDSi International, Inc.	FY 2019- JAHOC-Annual maintenance, hosting, updates and training (9BNUA8)	\$32,000.00	\$32,000.00	11/30/2018 - 09/30/2019	No	Clint Osborn	Satisfactory	Federal
2019	PO596405	N/A	PHIL AND SYL BACKYARD BBQ AND CATERING SERVICES INC	FY2019 - Administration/Finance - Blanket Purchase Agreement for Catering #2	\$10,000.00	\$0.00	12/4/2018 - 09/30/2019	No	Steve Benefield	Satisfactory	Federal
2019	PO596648	CW37689	Advance Employee Intelligence	FY2019 - Professional Services Contract Support - HSP/Planning, Training & Exercise - (15BNU8 , 1BNUA8, DMC17F) CW37689	\$210,012.40	\$0.00	07/02/2018 - 07/01/2019	Yes	Donell Harvin	Satisfactory	Federal
2019	PO597546	N/A	GREAT AMERICAN CORP	FY2019 - Administration/Finance - Blanket Purchase Agreement for Catering #1	\$10,000.00	\$0.00	12/20/2018 - 09/30/2019	No	Steve Benefield	Satisfactory	Federal
2019	PO597685	N/A	Comcast Business Communication	FY2019 - Administration/Facilities - Cable Transport Service and HDTV Service	\$21,400.00	\$0.00	12/21/2018 - 09/30/2019	No	Ed Gilmore	Satisfactory	Local
2019	PO597776	N/A	Skyline Network Engineering	FY2019- Administration/IT- Firmware & Software Updates (5BNUA8)	\$39,686.40	\$0.00	12/24/2018 - 09/30/2019	No	Gelinda Jones	Satisfactory	Federal
2019	PO597778	N/A	Dell Computer Corp.	FY2019 - Administration/Facilities - Laptop Computers (14BNU8)	\$7,925.00	\$0.00	12/24/2018 - 09/30/2019	No	Ed Gilmore	Satisfactory	Federal
2019	PO597904	N/A	NESTLE WATERS AMERICA INC.	FY2019-Administration/Facilities- Emergency Water Supply	\$6,000.00	\$0.00	12/27/2018 -09/30/2019	No	Steve Benefield	Satisfactory	Federal
2019	PO597917	C14247	RAZAVI APPLICATION DEVELOPERS	FY2019- Administrative/Facilities - Consulting Hours for the Sustainment of SIAMS (14BNU8)	\$22,474.00	\$0.00	10/01/2018 - 09/30/2019	No	Ed Gilmore	Satisfactory	Federal
2019	PO598030	BPA-19-HSEM	Gotta Go Now!, LLC	FY2019-Administration/Facilities- Toilets, Portable, Rental or Lease, Mobile Command Cleaning/Sewage	\$10,000.00	\$0.00	12/31/2018 - 09/30/2019	No	Kenneth Woodall	Satisfactory	Local
2019	PO598346	CW55897	Comlabs Government Systems, Inc.	FY2019- Administration/IT- Annual Maintenance & Telephone Equipment	\$60,462.00	\$0.00	10/27/18 - 10/26/2019	No	Gelinda Jones	Satisfactory	Local
2019	PO598347	C15738	THE TRIAGE GROUP, LLC	FY2019- Administration/Facilities - Consulting Hours for Sustainment of SIAMS (14BNU8)	\$77,176.00	\$0.00	8-Jan-18	Yes	Ed Gilmore	Satisfactory	Federal
2019	PO598378	N/A	Outfront Media	FY2019- Public Affairs - ReadyDC Winter 2019 Campaign	\$75,654.00	\$0.00	1/9/2018 - 09/30/2019	No	Nicole Peckum	Satisfactory	Federal
2019	PO598458	N/A	DSS Corporation	FY2019- Admin/IT- Voice Recorder & Support Package	\$4,700.00	\$0.00	1/10/2019 - 09/30/2019	No	Gelinda Jones	Satisfactory	Local
2019	PO598522	C13842-V2	Veritas Consulting Group, LLC	FY2019- Admin/Facilities - Engineering and Installation Services for Workstation (14BNU8)	\$3,208.00	\$0.00	1/11/2019 - 09/30/2019	No	Ed Gilmore	Satisfactory	Federal
2019	PO598846	N/A	Analytic Advantage, Inc.	FY 2019- WRTAC/IC3- Analytic Thinking and Writing Course (8BNUA7)	\$17,220.00	\$0.00	1/19/2019 - 09/30/2019	No	Justin Pierce	Satisfactory	Federal
2019	PO598932	C1651-V7	MVS, Inc.	FY2019 - HSP/IC3 - Technology Procurement for IC3 (4BNUA8)	\$17,573.20	\$0.00	1/23/2019 - 09/30/2019	Yes	Justin Pierce	Satisfactory	Federal

Homeland Security and Emergency Management Agency FY2018

Q20 HSEMA Part 1

Agency Homeland Security and Emergency Management Agency

Agency Code BN0

Fiscal Year 2018

Mission The Mission of the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) 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.

2018 Strategic Objectives

Objective Number	Strategic Objective	# of Measures	# of Operations
1	Emergency Operations - Provide situational awareness, logistical and resource support, and a field command operation to coordinate critical incident response, mitigation, and recovery to emergencies and other major events impacting the District of Columbia.	3	3
2	Intelligence and Analysis – Improve information sharing among public and private sector partners by providing strategic analysis of regional threats and hazards.	2	4
3	District Preparedness System (DPS) - The DPS is a comprehensive approach to building capabilities related to homeland security and emergency management. It includes the personnel, processes, plans, and resources necessary to build each preparedness capability to target levels. Once built, these capabilities enable the District to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that affect the city.	3	6
4	Agency Management - Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled.	3	4
5	Create and maintain a highly efficient, transparent and responsive District government.**	9	0
TOT		20	17

2018 Key Performance Indicators

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target
1 - Emergency Operations - Provide situational awareness, logistical and resource support, and a field command operation to coordinate critical incident response, mitigation, and recovery to emergencies and other major events impacting the District of Columbia. (3 Measures)									
Percent of Incident Action Plans completed within two hours of EOC activation	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	75%	100%	75%
Percent of employees with activation responsibilities certified in their EOC activation role	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	75%	82.9%	75%
Percent of activated HSEMA personnel on site and	<input type="checkbox"/>	Not	Not	Not	Not	Not	90%	96.4%	90%

ready within two hours of notification of EOC activation	<input type="checkbox"/>	available	available	Available	Available	Available			
2 - Intelligence and Analysis – Improve information sharing among public and private sector partners by providing strategic analysis of regional threats and hazards. (2 Measures)									
Percent increase in subscribers to WRTAC situational and analytic product distribution lists	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	10%	14.8%	10%
Percent of distributable analytic products co-authored with one or more federal, state or local partners	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	10%	39.4%	10%
3 - District Preparedness System (DPS) - The DPS is a comprehensive approach to building capabilities related to homeland security and emergency management. It includes the personnel, processes, plans, and resources necessary to build each preparedness capability to target levels. Once built, these capabilities enable the District to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that affect the city. (3 Measures)									
Percent of planning processes completed in accordance with Emergency Management Accreditation Program requirements	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	95%	100%	95%
Percent of employees funded through the FEMA Emergency Management Performance Grants (EMPG) program that have completed the EMPG training requirements	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	95%	95.9%	95%
Percent of DC ERS grant funding expended on portfolio (goal of reducing reprogramming below 10 percent)	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	90%	94.3%	90%
4 - Agency Management - Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled. (3 Measures)									
Percent increase of recipients of AlertDC	<input type="checkbox"/>	1.01%	3%	6.6%	3%	6.6%	3%	3.9%	3%
Percent of federal subgrants issued within 45 days of award receipt	<input type="checkbox"/>	85%	90%	95.6%	90%	82%	90%	93.5%	90%
Percent of grant dollars spent within the timeframe of the grants	<input type="checkbox"/>	99.82%	98%	99.1%	98%	99.9%	98%	80.5%	98%

**We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

2018 Operations

Operations Header	Operations Title	Operations Description	Type of Operations	# of Measures	# of Strategic
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					Initiatives
1 - Emergency Operations - Provide situational awareness, logistical and resource support, and a field command operation to coordinate critical incident response, mitigation, and recovery to emergencies and other major events impacting the District of Columbia. (3 Activities)					
Emergency Operations Center (EOC)	Emergency Operations Center (EOC)	Manage the EOC, a central facility for command and control of emergency operations, which coordinates interagency response to and recovery from major emergencies and works closely with supporting District agencies before and during EOC activations. On a daily basis, the EOC level 1 activation is the Joint All Hazards Operations Center. The JAHOC serves as the 24/7 central hub of communications, processing information from multiple sources to keep District agencies, regional and Federal partners, businesses, and the public informed and create a common operation picture.	Daily Service	1	1
PIV-I Implementation	Implementation of an agency-wide Personal Identity Verification Interoperable (PIV-I) program.	Over the next few years, the agency will implement a PIV-I program for HSEMA, and other District agencies in the emergency management and public safety cluster. The establishment of a PIV-I program for HSEMA will enhance physical and digital security, reduce cybersecurity risks and augment interoperability with Federal, State, and other Local agencies with regards to agency operations, planned, and unplanned emergency events.	Key Project	0	1
Emergency Management Assistance Compact (EMAC)	Deploy HSEMA personnel through EMAC in support of emergency or special event operations in other jurisdictions.	HSEMA emergency operations center personnel deploy to other states and localities to assist with emergency response or special events.	Daily Service	0	0
TOT				1	2
2 - Intelligence and Analysis – Improve information sharing among public and private sector partners by providing strategic analysis of regional threats and hazards. (4 Activities)					
Information Sharing	Information Sharing	Ensure timely, relevant, and vetted intelligence information and analysis related to the safety and security of District citizens and first responders is provided to local, regional, and national public safety partners.	Daily Service	0	1
STRATEGIC ANALYSIS	Strategic Analysis	Provide strategic analysis and assessments of threats and hazards for public safety partners and decision makers by researching, analyzing, and synthesizing regional patterns and trends.	Daily Service	0	0
TRAINING/OUTREACH	Training/Outreach	Provide general fusion center and sector-specific intelligence briefings, as well as intelligence analysis and suspicious activity trainings, workshops, and seminars to public and private sector	Daily Service	1	0

		partners in the public safety community. Participate in discussion and operations-based exercises with public and private sector partners in the public safety community.			
Tactical Analysis	Tactical Analysis	Provide tactical intelligence support and open source research, both in response to requests as well as on an ad hoc basis, to public and private sector partners in the public safety community in a timely manner.	Daily Service	2	1
TOT				3	2
3 - District Preparedness System (DPS) - The DPS is a comprehensive approach to building capabilities related to homeland security and emergency management. It includes the personnel, processes, plans, and resources necessary to build each preparedness capability to target levels. Once built, these capabilities enable the District to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that affect the city. (6 Activities)					
Capability Building	Capability Building	Identify and implement projects to build priority preparedness capabilities to target levels.	Daily Service	0	2
UASI Funding	UASI Funding	Continue to drive the District's competitiveness in receiving Urban Area Security Initiative (UASI) grant funds by ensuring District priorities are represented in regional strategies, and identifying projects to move priority regional capabilities towards target levels.	Daily Service	0	0
Project Management Support	Project Management Support	Ensure successful project execution by providing technical support for the management and implementation of all projects in the DCERS portfolio.	Daily Service	1	0
Continuity of Operations (COOP) Planning	Continuity Of Operations (COOP) Planning	Support the District agencies responsible for updating their COOP plans annually with exercising, evaluating, and, if necessary, revising their COOP plans.	Daily Service	0	0
PLANNING	Develop a suite of all hazard District preparedness plans in alignment with identified District Preparedness System capability priorities.	Develop a suite of all hazard District preparedness plans in alignment with identified District Preparedness System capability priorities.	Daily Service	1	0
TRAINING	Maintain the District's training and exercise plan in alignment with identified District Preparedness System capability priorities.	Maintain the District's training and exercise plan in alignment with identified District Preparedness System capability priorities.	Daily Service	4	1
TOT				6	3

4 - Agency Management - Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled. (4 Activities)					
Regional Support	Regional Support	Provides leadership to the NCR as members of regional homeland security and emergency management leadership teams and supporting governance groups.	Daily Service	0	0
Mayor's Special Event Task Group (MSETG)	Mayor'S Special Event Task Group (MSETG)	Manage the administration of the MSETG, a body responsible for organizing the City's public safety planning efforts for events requiring interagency coordination.	Daily Service	1	0
COMMUNITY OUTREACH & MEDIA PREPARE	Community Outreach & Media Prepare	Maintain a strong outreach program designed to educate and equip community residents and businesses to prepare for and recover from all hazards and the potential for disasters.	Daily Service	1	0
Grants Management	Serves as the State Administrative Agent for the federal homeland security grant programs that are awarded to the District of Columbia, and the National Capital Region (NCR).	Provides financial and programmatic oversight to the numerous individual grant-funded homeland security projects in the District of Columbia and the NCR.	Daily Service	1	0
TOT				3	0
TOT				13	7

2018 Workload Measures

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY 2017 Actual
1 - Emergency Operations Center (EOC) (1 Measure)					
Number of level 2 or higher Emergency Operations Center activations	<input type="checkbox"/>	13	8	5	4
2 - Tactical Analysis (2 Measures)					
Number of raw suspicious activity reports (SARs) processed	<input type="checkbox"/>	Not available	Not Available	Not Available	706
Number of requests for information (RFIs) processed	<input type="checkbox"/>	Not available	Not Available	Not Available	968
2 - Training/Outreach (1 Measure)					

Number of fusion center training or outreach events attended by WRTAC staff	<input type="checkbox"/>	Not available	Not Available	Not Available	101
3 - Develop a suite of all hazard District preparedness plans in alignment with identified District Preparedness System capability priorities. (1 Measure)					
Number of District plans created, reviewed, updated, trained and/or exercised annually	<input type="checkbox"/>	Not available	Not Available	Not Available	179
3 - Maintain the District's training and exercise plan in alignment with identified District Preparedness System capability priorities. (4 Measures)					
Number of trainings provided to first responders, District employees, and the public by HSEMA	<input type="checkbox"/>	24	38	50	44
Number of individuals trained by HSEMA	<input type="checkbox"/>	1095	1078	1336	2179
Number of executive level staff completing an emergency senior/cabinet level training within 60 days of onboarding	<input type="checkbox"/>	Not available	Not Available	Not Available	0
Percent of District agencies with lead and support roles that participated in HSEMA led exercises	<input type="checkbox"/>	Not available	Not Available	Not Available	96.2%
3 - Project Management Support (1 Measure)					
Number of active grant funded projects in the DC ERS portfolio	<input type="checkbox"/>	Not available	Not Available	Not Available	232
4 - Community Outreach & Media Prepare (1 Measure)					
Number of community outreach events attended or conducted by HSEMA	<input type="checkbox"/>	228	190	203	187
4 - Mayor'S Special Event Task Group (MSETG) (1 Measure)					
Number of special events that have been processed by the Mayor's Special Events Task Group	<input type="checkbox"/>	76	116	111	107
4 - Serves as the State Administrative Agent for the federal homeland security grant programs that are awarded to the District of Columbia, and the National Capital Region (NCR). (1 Measure)					
Number of reimbursements processed for subrecipients annually	<input type="checkbox"/>	Not available	Not Available	Not Available	3665

Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Improve District identification of	In FY18, HSEMA will work with Federal and Regional partners to identify District resource gaps, including	09-30-2018

emergency logistical requirements and resource procurement	personnel, equipment and space requirements, in order to create pre-scripted mission tasks, resource requests, and identify point of dispensing locations. In addition, HSEMA will work to obtain resources through the procurement process, direct Federal support, non-governmental organizations, Regional partners, private sector donations, or the Emergency Management Assistance Compact.	
Establish PIV-I Program Operations Unit	In FY18, working with the Office of the Chief Technology Office (OCTO), HSEMA will develop a sustainable Personal Identity Verification Interoperable (PIV-I) Program Operations unit, with a mission and function to support existing PIV-I technology solutions, especially those that are key and critical to HSEMA Operations Division; perform enhancements or fixes to production systems; and conduct limited scope projects.	09-30-2018
Enhance/Improve liaison officers' integration into the core operations of the fusion center.	In FY18, the Washington Regional Threat Analysis Center (WRTAC) will work with liaison partners and their respective agencies to improve operational collaboration, and to increase participation in production, training, and other outreach activities.	09-30-2018
Improve District situational awareness by providing analysis of tactical data in conjunction with information from other local, state, and federal partner agencies.	In FY18, the Washington Regional Threat Analysis Center (WRTAC) will analyze and evaluate tactical data from local first responder and public safety community data sources, in conjunction with information from various partner agencies and open sources to provide information-sharing assessments and bulletins with strategic operational utility.	09-30-2018
District Preparedness System Governance Alignment	In FY18, the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) will update and streamline the District Preparedness System (DPS) governance structure to align to current preparedness operations; re-charter appropriate program elements to accurately reflect the updated structure.	09-30-2018
Socialization Training for Incorporation of DAFN Considerations in Preparedness Activities	In FY18, HSEMA will develop a training program for District preparedness and emergency response personnel targeted at increasing understanding of the needs of those with Disabilities and Access and Functional Needs (DAFN) when preparing for, responding to, or recovering from a disaster.	09-30-2018
District-wide Exercise Series Implementation	In FY18, the District will establish and implement a District Preparedness System Mainline Exercise Series and Consequence Management Team Exercise Series to prepare the District's senior leadership and emergency operators to manage emergencies.	09-30-2018

Homeland Security and Emergency Management Agency FY2018

▼ FY2018 Performance Accountability Report

The Performance Accountability Report (PAR) measures each agency's performance for the fiscal year against the agency's performance plan and includes major accomplishments, updates on initiatives, and key performance indicators (KPIs).

▼ Mission

The Mission of the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) 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.

▼ FY18 Top Accomplishments

What is the accomplishment that your agency wants to highlight?	How did this accomplishment impact residents of DC?	How did this accomplishment impact your agency?
Development of New Agency Strategic Plan and Realignment - In FY18, HSEMA developed a Strategic Plan for 2018 through 2022. This Strategic Plan set out a new agency mission and vision, core values, as well as five strategic goals to help us provide better services to the residents of the District. The first of these goals was to strengthen HSEMA's organizational performance. To further this goal, HSEMA completed an organizational realignment that reduced the number of agency Divisions and Offices to create a more efficient reporting structure, as well as to streamline product development for the residents and other District agencies.	HSEMA's new Strategic Plan is a blueprint for how we will improve our services to District residents by streamlining our process for creating preparedness products and improving agency outreach.	HSEMA's strategic plan and organizational realignment are specifically designed to improve communications between Divisions and help foster greater collaboration in the provision of services and products to District residents. Along with this realignment, HSEMA has begun to develop an advanced recruitment program and an employee recognition program to ensure that we are both attracting and rewarding top talent.
EMAP Accreditation - In April 2018, the emergency management program of the District of Columbia was granted full accreditation by the Emergency Management Accreditation Program (EMAP). Accreditation recognizes the ability of programs to bring together personnel, resources, and communications from a variety of agencies and organizations in preparation for and in response to a disaster of any type. The process tests 64 different capabilities ranging from hazard mitigation to training to communications and warnings.	EMAP accreditation is tangible evidence that the District has the ability to bring together personnel, resources, and communications from a variety of agencies and organizations in preparation for and in response to a disaster of any type.	This recognition rewards the hard work, collaboration and relationship building facilitated by HSEMA to engage District agencies in our approach to preparing the whole community.
National Level Exercise - From April 30 to May 11, 2018, the District participated in the FEMA hosted National Level Exercise (NLE). The NLE was an opportunity for all levels of government, private industry, non-governmental organizations, communities, and individuals to work a common scenario. This year's exercise simulated a hurricane making landfall in the Mid-Atlantic region causing severe damage to residences, businesses, and critical infrastructure. As part of this	The District had the most extensive level of play of any local jurisdiction in the country, making this the largest ever District preparedness exercise. The District's Emergency Operations Center activated from May 2-7, 2018 and thirteen District agencies conducted related drills throughout the exercise to practice emergency response and	The National Level Exercise is a thorough test of the preparedness work that HSEMA does every day. Providing our Agency the opportunity to test our capabilities and work closely with our District agency partners to improve District preparedness.

Q20 HSEMA Part 2

What is the accomplishment that your agency wants to highlight?	How did this accomplishment impact residents of DC?	How did this accomplishment impact your agency?
participation, the District conducted 13 related drills and exercises, coordinated by HSEMA, to test District specific preparation and planning for the FEMA scenario. In addition to the District, other participants included Virginia, Maryland, West Virginia, Delaware, Pennsylvania, and more than 91 Federal departments and agencies. The scenario included power outages and cascading effects on critical infrastructure, including impacts to communications, transportation, water, wastewater, and hospital systems.	recovery functions including mass care, volunteer management, and hazardous materials response. These exercises, combined with the post exercise evaluation that HSEMA coordinated, have helped to improve District agency preparation for a major hurricane.	

2018 Strategic Objectives

Objective Number	Strategic Objective
1	Emergency Operations - Provide situational awareness, logistical and resource support, and a field command operation to coordinate critical incident response, mitigation, and recovery to emergencies and other major events impacting the District of Columbia.
2	Intelligence and Analysis – Improve information sharing among public and private sector partners by providing strategic analysis of regional threats and hazards.
3	District Preparedness System (DPS) - The DPS is a comprehensive approach to building capabilities related to homeland security and emergency management. It includes the personnel, processes, plans, and resources necessary to build each preparedness capability to target levels. Once built, these capabilities enable the District to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that affect the city.
4	Agency Management - Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled.
5	Create and maintain a highly efficient, transparent and responsive District government.**

2018 Key Performance Indicators

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
1 - Emergency Operations - Provide situational awareness, logistical and resource support, and a field command operation to coordinate critical incident response, mitigation, and recovery to emergencies and other major events impacting the District of Columbia. (3 Measures)									
Percent of employees with activation responsibilities certified in their EOC activation role	Quarterly	75%	88.5%	80.3%	64.2%	64.2%	73%	Nearly Met	During the course of the performance period FEMA released new guidelines for EOC credentialing. HSEMA credentialing has been put on hold while new requirements are incorporated into the program.
Percent of Incident Action Plans completed within two hours of EOC activation	Quarterly	75%	No applicable incidents	100%	100%	100%	100%	Met	

Q20 HSEMA Part 2

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
Percent of activated HSEMA personnel on site and ready within two hours of notification of EOC activation	Quarterly	90%	No applicable incidents	100%	100%	100%	100%	Met	
2 - Intelligence and Analysis – Improve information sharing among public and private sector partners by providing strategic analysis of regional threats and hazards. (2 Measures)									
Percent increase in subscribers to WRTAC situational and analytic product distribution lists	Quarterly	10	3.8	3.6	0.6	2.1	10.36	Met	
Percent of distributable analytic products co-authored with one or more federal, state or local partners	Quarterly	10%	13.3%	8.5%	6.3%	25%	11.4%	Met	
3 - District Preparedness System (DPS) - The DPS is a comprehensive approach to building capabilities related to homeland security and emergency management. It includes the personnel, processes, plans, and resources necessary to build each preparedness capability to target levels. Once built, these capabilities enable the District to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that affect the city. (3 Measures)									
Percent of employees funded through the FEMA Emergency Management Performance Grants (EMPG) program that have completed the EMPG training requirements	Annually	95%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	83.3%	Unmet	Several new employees were moved to EMPG funding during the course of this reporting year and are in the process of completing their training requirements. All training requirements will be completed by the end of December 2018.
Percent of planning processes completed in accordance with Emergency Management Accreditation Program requirements	Quarterly	95%	100%	100%	100%	100%	100%	Met	
Percent of DC ERS grant funding expended on portfolio (goal of reducing reprogramming below 10 percent)	Annually	90%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	93.4%	Met	
4 - Agency Management - Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled. (3 Measures)									
	Quarterly	3	0.4	1.6	0.8	6.5	9.89	Met	

Q20 HSEMA Part 2

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
Percent increase of recipients of AlertDC									
Percent of federal subgrants issued within 45 days of award receipt	Annually	90%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	99.3%	Met	
Percent of grant dollars spent within the timeframe of the grants	Annually	98%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	99.9%	Met	

****We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.**

2018 Workload Measures

Measure	Freq	Q1	Q2	Q3	Q4	FY 2018
1 - Emergency Operations Center (EOC) (1 Measure)						
Number of level 2 or higher Emergency Operations Center activations	Quarterly	0	2	1	2	5
2 - Tactical Analysis (2 Measures)						
Number of raw suspicious activity reports (SARs) processed	Quarterly	99	127	103	119	448
Number of requests for information (RFIs) processed	Quarterly	188	151	195	138	672
2 - Training/Outreach (1 Measure)						
Number of fusion center training or outreach events attended by WRTAC staff	Quarterly	24	17	43	27	111
3 - Develop a suite of all hazard District preparedness plans in alignment with identified District Preparedness System capability priorities. (1 Measure)						
Number of District plans created, reviewed, updated, trained and/or exercised annually	Quarterly	83	34	20	18	155
3 - Maintain the District's training and exercise plan in alignment with identified District Preparedness System capability priorities. (4 Measures)						
Number of trainings provided to first responders, District employees, and the public by HSEMA	Quarterly	11	27	14	3	55
Number of individuals trained by HSEMA	Quarterly	179	451	320	57	1007
Number of executive level staff completing an emergency senior/cabinet level training within 60 days of onboarding	Quarterly	1	0	0	0	1

Q20 HSEMA Part 2

Measure	Freq	Q1	Q2	Q3	Q4	FY 2018
Percent of District agencies with lead and support roles that participated in HSEMA led exercises	Quarterly	21.2%	42.4%	39%	32.2%	34.1%
3 - Project Management Support (1 Measure)						
Number of active grant funded projects in the DC ERS portfolio	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	252
4 - Community Outreach & Media Prepare (1 Measure)						
Number of community outreach events attended or conducted by HSEMA	Quarterly	35	45	61	64	205
4 - Mayor'S Special Event Task Group (MSETG) (1 Measure)						
Number of special events that have been processed by the Mayor's Special Events Task Group	Quarterly	17	35	27	37	116
4 - Serves as the State Administrative Agent for the federal homeland security grant programs that are awarded to the District of Columbia, and the National Capital Region (NCR). (1 Measure)						
Number of reimbursements processed for subrecipients annually	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	4025

2018 Strategic Initiatives

Title	Description	Complete to Date	Status Update	Explanation
Capability Building (2 Strategic initiatives)				
District Preparedness System Governance Alignment	In FY18, the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) will update and streamline the District Preparedness System (DPS) governance structure to align to current preparedness operations; re-charter appropriate program elements to accurately reflect the updated structure.	75-99%	The DPS organizational structure has been reorganized to maximize efficiency, standing up two new governance bodies, the Emergency Support Function Leads and the Emergency Preparedness Council Advisory Committee, and standing down one, the DC Emergency Response System. Each governance group is currently operating using a streamlined roster and standardized agenda. Charters are currently in development.	Due to additional changes to the organizational structure in Q4, the updated chargers for the Emergency Support Function Leads and the Emergency Preparedness Council Advisory Committee have not yet been completed.
Socialization Training for Incorporation of DAFN Considerations in Preparedness Activities	In FY18, HSEMA will develop a training program for District preparedness and emergency response personnel targeted at increasing understanding of the needs of those with Disabilities and	0-24%	The DPS Response Steering Committee established a primary working group of interagency Emergency Support Function leads for implementation of the accessibility requirements for individuals with disabilities,	Changes to the law suit requirements and delays in the finalization of the settlement have delayed the implementation

Q20 HSEMA Part 2

Title	Description	Complete to Date	Status Update	Explanation
	Access and Functional Needs (DAFN) when preparing for, responding to, or recovering from a disaster.		including the training requirements, stemming from the United Spinal lawsuit. Initial work with this group generated the necessary requirements documentation to initiate actions for training development; however changes to the law suit requirements and delays in the finalization of the settlement have delayed the implementation timeline. We currently anticipate completion of the initial training modules in FY19 Q2.	timeline. We currently anticipate completion of the initial training modules in FY19 Q2.
Emergency Operations Center (EOC) (1 Strategic Initiative)				
Improve District identification of emergency logistical requirements and resource procurement	In FY18, HSEMA will work with Federal and Regional partners to identify District resource gaps, including personnel, equipment and space requirements, in order to create pre-scripted mission tasks, resource requests, and identify point of dispensing locations. In addition, HSEMA will work to obtain resources through the procurement process, direct Federal support, non-governmental organizations, Regional partners, private sector donations, or the Emergency Management Assistance Compact.	Complete	Several pre-scripted mission tasks, key emergency functions that the District does not have the internal capacity/capability to fulfill, have been identified and associated missions developed. Following the FEMA National Level Exercise, the HSEMA Operations Division along with Homeland Security and Preparedness Division staff met with operations personnel from the FEMA Office of National Capital Region staff to review approximately 50 federal pre-scripted mission assignments (PSMA) templates pertinent to the District based on our risk and capability assessment.	
Information Sharing (1 Strategic Initiative)				
Enhance/Improve liaison officers' integration into the core operations of the fusion center.	In FY18, the Washington Regional Threat Analysis Center (WRTAC) will work with liaison partners and their respective agencies to improve operational collaboration, and to increase participation in production, training, and other outreach activities.	Complete	We have revitalized our Liaison Officer program and have monthly meetings. Additionally, we've increased our written production and dissemination to them of original WRTAC products. In the future we hope to build upon this by joint producing with our liaison officers.	
PIV-I Implementation (1 Strategic Initiative)				
Establish PIV-I Program Operations Unit	In FY18, working with the Office of the Chief Technology Office (OCTO), HSEMA will develop a sustainable Personal Identity Verification Interoperable (PIV-I) Program Operations unit, with a mission and function to support existing PIV-I technology solutions, especially those that are key and critical to HSEMA Operations Division; perform	Complete	As of March, 2018, HSEMA has fully staffed PIV-I team made up of a program manager, technical specialist, and a program fellow, funded exclusively through grant funding. The team is continuing to coordinate with FEMA Region III to purchase a server accessible to all of the state and localities within the region. The new server will allow all of the regional three jurisdictions to access the FEMA IT system	

Q20 HSEMA Part 2

Title	Description	Complete to Date	Status Update	Explanation
	enhancements or fixes to production systems; and conduct limited scope projects.		through PIV-I, even when the FEMA system is locked down in 2020.	
Tactical Analysis (1 Strategic Initiative)				
Improve District situational awareness by providing analysis of tactical data in conjunction with information from other local, state, and federal partner agencies.	In FY18, the Washington Regional Threat Analysis Center (WRTAC) will analyze and evaluate tactical data from local first responder and public safety community data sources, in conjunction with information from various partner agencies and open sources to provide information-sharing assessments and bulletins with strategic operational utility.	Complete	As a critical component of our day to day operations evaluation of tactical data occurs continuously throughout the fiscal year and will continue into 2019. Throughout FY18, we have produced strategic information bulletins to our law enforcement and first responder counterparts in order to improve safety and coordination in the District.	
TRAINING (1 Strategic Initiative)				
District-wide Exercise Series Implementation	In FY18, the District will establish and implement a District Preparedness System Mainline Exercise Series and Consequence Management Team Exercise Series to prepare the District's senior leadership and emergency operators to manage emergencies.	Complete	Both exercise series have been established and quarterly exercises have been conducted for each. The WMATA evacuation exercise held in August served as the District's Q4 Mainline Exercise Series exercise, and the Road to Recovery CMT exercise served as the Q4 CMT Exercise Series exercise.	

Homeland Security and Emergency Management Agency FY2019

Agency Homeland Security and Emergency Management Agency

Agency Code BNO

Fiscal Year 2019

Mission The Mission of the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) 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.

2019 Strategic Objectives

Objective Number	Strategic Objective
1	Emergency Operations – Provide situational awareness, logistical and resource support, and a field command operation to coordinate critical incident response, mitigation, and recovery to emergencies and other major events impacting the District of Columbia.
2	Intelligence and Analysis – Improve information sharing among public and private sector partners by providing strategic analysis of regional threats and hazards.
3	Ready DC – Ready DC is a comprehensive approach to building capabilities related to homeland security and emergency management. It includes the personnel, processes, plans, and resources necessary to build each preparedness capability to target levels. Once built, these capabilities enable the District to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that affect the city.
4	Agency Management – Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled.
5	Create and maintain a highly efficient, transparent and responsive District government.

2019 Key Performance Indicators

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
1 - Emergency Operations – Provide situational awareness, logistical and resource support, and a field command operation to coordinate critical incident response, mitigation, and recovery to emergencies and other major events impacting the District of Columbia. (3 Measures)					
Percent of Incident Action Plans completed within two hours of EOC activation	Up is Better	Not Available	100%	100%	75%
Percent of employees with activation responsibilities certified in their EOC activation role	Up is Better	Not Available	82.9%	64.2%	75%
Percent of activated HSEMA personnel on site and ready within two hours of notification of EOC activation	Up is Better	Not Available	96.4%	100%	90%
2 - Intelligence and Analysis – Improve information sharing among public and private sector partners by providing strategic analysis of regional threats and hazards. (2 Measures)					
Percent of increase in the number of subscribers to fusion center situational and analytic product distribution lists	Up is Better	Not Available	14.8%	10.4%	10%

Q21 HSEMA

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
Percent of distributable analytic products co-authored with one or more federal, state or local partners	Up is Better	Not Available	39.4%	11.4%	10%
3 - Ready DC – Ready DC is a comprehensive approach to building capabilities related to homeland security and emergency management. It includes the personnel, processes, plans, and resources necessary to build each preparedness capability to target levels. Once built, these capabilities enable the District to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that affect the city. (2 Measures)					
Percent of supported Emergency Management Accreditation Program requirements	Up is Better	Not Available	100%	100%	95%
Percent of employees funded through the FEMA Emergency Management Performance Grants (EMPG) program that have completed the EMPG training requirements	Up is Better	Not Available	95.9%	83.3%	95%
4 - Agency Management – Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled. (3 Measures)					
Percent increase in the number of recipients of AlertDC	Up is Better	6.8%	3.9%	9.9%	3%
Percent of federal subgrants issued within 45 days of award receipt	Up is Better	82%	93.5%	99.3%	90%
Percent of grant dollars spent within the timeframe of the grants	Up is Better	99.9%	80.5%	97.8%	98%
5 - Create and maintain a highly efficient, transparent and responsive District government. (9 Measures)					
HR MANAGEMENT - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft (Updated by OCA)	Up is Better	Not Available	No data available	88.8%	Not Available
HR MANAGEMENT - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft (Updated by OCA)	Up is Better	Not Available	98.8%	Waiting on Data	Not Available
FINANCIAL MANAGEMENT - Quick Payment Act Compliance - Percent of QPA eligible invoices paid within 30 days (Updated by OCA)	Up is Better	Not Available	No data available	Waiting on Data	Not Available
FINANCIAL MANAGEMENT - Percent of local budget de-obligated to the general fund at the end of year (Updated by OCA)	Down is Better	1.5%	3.2%	Waiting on Data	Not Available
CONTRACTS AND PROCUREMENT - Average number of calendar days between requisition and purchase orders issued (Updated by OCA)	Up is Better	Not Available	41.2	Waiting on Data	Not Available
CONTRACTS AND PROCUREMENT - Percent of Small Business Enterprise (SBE) annual goal spent (Updated by OCA)	Up is Better	161%	157.2%	Waiting on Data	Not Available
IT POLICY AND FOIA COMPLIANCE - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal - (Updated by OCA)	Up is Better	Not Available	No data available	85.7%	Not Available
IT POLICY AND FOIA COMPLIANCE - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension - (Updated by OCA)	Down is Better	6.1%	2.5%	Waiting on Data	Not Available

Q21 HSEMA

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
HR MANAGEMENT - Average number of days to fill vacancy from post to offer acceptance (Updated by OCA)	Down is Better	Not Available	Not Available	Not Available	New Measure

2019 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Emergency Operations – Provide situational awareness, logistical and resource support, and a field command operation to coordinate critical incident response, mitigation, and recovery to emergencies and other major events impacting the District of Columbia. (2 Activities)			
Emergency Operations Center (EOC)	Emergency Operations Center (EOC)	Manage the EOC, a central facility for command and control of emergency operations, which coordinates interagency response to and recovery from major emergencies and works closely with supporting District agencies before and during EOC activations. On a daily basis, the EOC level 1 activation is the Joint All Hazards Operations Center (JAHOC). The JAHOC serves as the 24/7 central hub of communications, processing information from multiple sources to keep District agencies, regional and Federal partners, businesses, and the public informed and create a common operation picture.	Daily Service
Emergency Management Assistance Compact (EMAC)	Deploy HSEMA personnel through EMAC in support of emergency or special event operations in other jurisdictions	HSEMA emergency operations center personnel deploy to other states and localities to assist with emergency response or special events.	Daily Service
2 - Intelligence and Analysis – Improve information sharing among public and private sector partners by providing strategic analysis of regional threats and hazards. (4 Activities)			
Information Sharing	Information Sharing	Ensure timely, relevant, and vetted intelligence information and analysis related to the safety and security of District citizens and first responders is provided to local, regional, and national public safety partners.	Daily Service
STRATEGIC ANALYSIS	Strategic Analysis	Provide strategic analysis and assessments of threats and hazards for public safety partners and decision makers by researching, analyzing, and synthesizing regional patterns and trends.	Daily Service
TRAINING/OUTREACH	Training/Outreach	Provide general fusion center and sector-specific intelligence briefings, as well as intelligence analysis and suspicious activity trainings, workshops, and seminars to public and private sector partners in the public safety community. Participate in discussion and operations-based exercises with public and private sector partners in the public safety community.	Daily Service
Tactical Analysis	Tactical Analysis	Provide tactical intelligence support and open source research, both in response to requests as well as on an ad hoc basis, to public and private sector partners in the public safety community in a timely manner.	Daily Service
3 - Ready DC – Ready DC is a comprehensive approach to building capabilities related to homeland security and emergency management. It includes the personnel, processes, plans, and resources necessary to build each preparedness capability to target levels. Once built, these capabilities enable the District to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that affect the city. (5 Activities)			

Q21 HSEMA

Operations Header	Operations Title	Operations Description	Type of Operations
Capability Building	Capability Building	Identify and implement projects to build priority preparedness capabilities to target levels.	Daily Service
UASI Funding	UASI Funding	Continue to drive the District's competitiveness in receiving Urban Area Security Initiative (UASI) grant funds by ensuring District priorities are represented in regional strategies, and identifying projects to move priority regional capabilities towards target levels.	Daily Service
Continuity of Operations (COOP) Planning	Continuity Of Operations (COOP) Planning	Support the District agencies responsible for updating their COOP plans annually with exercising, evaluating, and, if necessary, revising their COOP plans.	Daily Service
PLANNING	Develop a suite of all hazard District preparedness plans in alignment with identified District Preparedness System capability priorities	Develop a suite of all hazard District preparedness plans in alignment with identified District Preparedness System capability priorities.	Daily Service
TRAINING	Maintain the District's training and exercise plan in alignment with identified District Preparedness System capability priorities	Maintain the District's training and exercise plan in alignment with identified District Preparedness System capability priorities.	Daily Service
4 - Agency Management – Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled. (4 Activities)			
Regional Support	Regional Support	Provides leadership to the NCR as members of regional homeland security and emergency management leadership teams and supporting governance groups.	Daily Service
Mayor's Special Event Task Group (MSETG)	Mayor's Special Event Task Group (MSETG)	Manage the administration of the MSETG, a body responsible for organizing the City's public safety planning efforts for events requiring interagency coordination.	Daily Service
COMMUNITY OUTREACH & MEDIA PREPARE	Community Outreach & Media Prepare	Maintain a strong outreach program designed to educate and equip community residents and businesses to prepare for and recover from all hazards and the potential for disasters.	Daily Service
Grants Management	Serves as the State Administrative Agent for the federal homeland security grant programs that are awarded to the District of Columbia, and the National Capital Region (NCR)	Provides financial and programmatic oversight to the numerous individual grant-funded homeland security projects in the District of Columbia and the NCR.	Daily Service

2019 Workload Measures

Measure	FY 2016	FY 2017	FY 2018

Q21 HSEMA

Measure	FY 2016	FY 2017	FY 2018
1 - Emergency Operations Center (EOC) (1 Measure)			
Number of level 2 or higher Emergency Operations Center activations	5	4	5
2 - Tactical Analysis (2 Measures)			
Number of raw suspicious activity reports (SARs) processed	Not Available	706	448
Number of requests for information (RFIs) processed	Not Available	968	672
2 - Training/Outreach (1 Measure)			
Number of fusion center training or outreach events attended by the District's fusion center staff	Not Available	101	111
3 - Develop a suite of all hazard District preparedness plans in alignment with identified District Preparedness System capability priorities (1 Measure)			
Number of District plans created, reviewed, updated, trained and/or exercised annually	Not Available	179	155
3 - Maintain the District's training and exercise plan in alignment with identified District Preparedness System capability priorities (4 Measures)			
Number of trainings provided to first responders, District employees, and the public by HSEMA	50	44	55
Number of individuals trained by HSEMA	1336	2179	1007
Number of executive level staff completing an emergency senior/cabinet level training within 60 days of onboarding	Not Available	0	1
Percent of District agencies with lead and support roles that participated in HSEMA led exercises	Not Available	96.2%	34.1%
4 - Community Outreach & Media Prepare (1 Measure)			
Number of community outreach events attended or conducted by HSEMA	203	187	205
4 - Mayor's Special Event Task Group (MSETG) (1 Measure)			
Number of special events that have been processed by the Mayor's Special Events Task Group	111	107	116
4 - Serves as the State Administrative Agent for the federal homeland security grant programs that are awarded to the District of Columbia, and the National Capital Region (NCR) (1 Measure)			
Number of reimbursements processed for subrecipients annually	Not Available	3665	4025

Q21 HSEMA

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Deploy HSEMA personnel through EMAC in support of emergency or special event operations in other jurisdictions (1 Strategic Initiative)		
Enhance Emergency Operations Center Capabilities	Beginning in FY19, the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) will upgrade the capabilities of the District's Emergency Operations Center (EOC). Working with the Department of General Services (DGS), HSEMA will redesign the EOC floor space to increase efficiency and maximize capacity during operations. HSEMA expects the design phase of this project to be complete by the end of FY19. In addition, HSEMA expects to have an enhanced situational awareness platform in place by the close of FY19.	09-30-2019
Emergency Operations Center (EOC) (1 Strategic Initiative)		
Establish Deployable Incident Management Teams	The Homeland Security and Emergency Management Agency (HSEMA) will create incident management teams for field deployment by leveraging existing resources within the Joint All Hazards Operations Center (JAHOC). These teams will support the lead agencies during special events and unplanned emergency response operations in the District. The teams will assist with on-scene inter-agency coordination, information sharing, GIS and mapping support, and resource management.	09-30-2019
Information Sharing (1 Strategic Initiative)		
Create a Cyber Security Center	In FY19, the Homeland Security and Emergency Management Agency (HSEMA) will establish a Cyber Security Center (CSC) within the District's fusion center. HSEMA will work with OCTO to create a cyber risk assessment. Based upon that assessment, the CSC will analyze emerging cyber threats within the National Capital Region and provide real-time awareness to stakeholders. In addition, the CSC will develop a cyber education and communication strategy for the public.	09-30-2019

Q23 HSEMA

FY2018

Division/Office	Report Title	No. of Reports	Description/Purpose	Publication Date	Public
Homeland Security and Preparedness	2017 District of Columbia Threat and Hazard Identification and Risk Assessment	1	FEMA mandated analysis of the resources that the District requires to conduct preparedness efforts at target levels in the face of the District's most critical threats.	12/31/2017	No
Homeland Security and Preparedness	2017 District of Columbia State Preparedness Report	1	FEMA mandated report, completed in conjunction with the THIRA that analyzes the gaps between required and available resources.	12/31/2017	No
NTIC	2017 Army 10-Miler (Covered in Weekly Report)	1	Event-based report providing detail and in-depth analysis of event's regional implications, concepts of operations, coordinating structures, coordination of resources, impacts to critical infrastructure, and any additional protective actions.	10/5/2017	No
NTIC	2017 Marine Corps Marathon Situation Analysis Report (SITREP)	1	Event-based report providing detail and in-depth analysis of event's regional implications, concepts of operations, coordinating structures, coordination of resources, impacts to critical infrastructure, and any additional protective actions.	10/22/2017	No
NTIC	Winter Weather SITREP (12/15/17)	3	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	12/15/2017	No
NTIC	Winter Weather SITREP (1/4/18)	4	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	1/4/2018	No
NTIC	Winter Weather SITREP (1/8/18)	5	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	1/8/2018	No
NTIC	Winter Weather SITREP (1/17/18)	3	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	1/17/2018	No
NTIC	State of the Union (SOTUA) National Special Security Event (NSSE) SITREP	1	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	1/30/2018	No
NTIC	Winter Weather SITREP (2/7/18)	3	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	2/7/2018	No
NTIC	Severe Wind Event (3/3/18)	16	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	3/3/2018	No
NTIC	Winter Weather SITREP (3/20/18)	8	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	3/20/2018	No
NTIC	March for Our Lives SITREP	1	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	3/24/2018	No

Q23 HSEMA

FY2018

Division/Office	Report Title	No. of Reports	Description/Purpose	Publication Date	Public
NTIC	National Cherry Blossom Parade and Festival SITREP	1	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	4/14/2018	No
NTIC	National Level Exercise Hurricane Cora SITREP	10	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	5/24/2018	No
NTIC	Memorial Day Weekend SITREP	1	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	5/26/2018	No
NTIC	Stanley Cup Championship Parade SITREP	1	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	6/12/2018	No
NTIC	Independence Day Parade SITREP	1	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	7/4/2018	No
NTIC	MLB All-Star Weekend SITREP	1	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	7/13/2018	No
NTIC	Nations Triathlon SITREP	1	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	9/9/2018	No
NTIC	Hurricane Florence SITREP	1	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	9/10/2018	No
NTIC	Analytic Product	58	An analytic product is a report or document that contains assessments, forecasts, associations, links, and/or other outputs from the analytic process that may be disseminated for use in the improvement of preparedness postures, risk mitigation, crime prevention, target hardening, or apprehension of offenders, among other activities.	CY18-PRESENT	No
NTIC	Situational Awareness Product	460	A situational awareness product describes an event or incident of interest to customers (e.g., BOLOs, notes, event reports, daily bulletins, SITREPs, raw reporting).	CY18-PRESENT	No
NTIC	Public Safety Bulletin (PSB)	4	Information to bring awareness to public safety concerns for the public.	FY 2018	Yes
NTIC	NCR Watch Desk (IC3) Weekly Situational Awareness Reports	52	Reports that provide a forward-looking overview of all known pre-planned events and potential incidents (e.g., Special Events, Critical Infrastructure impacts) that meet one of the IC3's CIRs, and includes potential implications for the region based on the upcoming week, duration, location, and cascading effects.	FY 2018	No
NTIC	Morning Brief	180 (1 Each Day beginning 7/1/2018)	Summary report that provides a highlighted overview of incidents that occurred overnight, as well as all known pre-planned events and potential incidents (e.g., Special Events, Critical Infrastructure impacts) with potential implications for the region for the next 24-hours.	FY 2018	No

Q23 HSEMA

FY2018

Division/Office	Report Title	No. of Reports	Description/Purpose	Publication Date	Public
Operations	2017 Marine Corps Marathon Situation Report	1	Event-based report providing detail and in-depth analysis of event's regional implications, concepts of operations, coordinating structures, coordination of resources, impacts to critical infrastructure, and any additional protective actions.	10/22/2017	No
Operations	Winter Weather Situation Report (12/15/2017)	3	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	12/15/2017	No
Operations	Winter Weather Situation Report (1/4/2018)	4	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	1/4/2018	No
Operations	Winter Weather Situation Report (1/8/2018)	5	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	1/8/2018	No
Operations	Winter Weather Situation Report (1/17/2018)	3	Event-based report providing detail of expected adverse weather conditions, regional Critical Infrastructure implications, and NCR EOCs, Government Offices, Schools, Sheltering, and OPM operating status.	1/17/2018	No
Operations	2017 State of the Union Address Situation Report	1	Event-based report providing detail and in-depth analysis of event's regional implications, concepts of operations, coordinating structures, coordination of resources, impacts to critical infrastructure, and any additional protective actions.	1/29/2018	No
Operations	2018 State of the Union Address Emergency Operations Center Action Plan (EAP)	1	ICS-based operational plan providing overall direction and defining key EOC operation-specific considerations such as organization/staffing, task assignments, health/medical protocol, and safety precautions.	1/30/2018	No
Operations	2018 State of the Union Address Situation/Spot Report	1	Detailed contextual assessment encompassing threat/hazard measurement, evolution, and historic profile; major incident/event response activities; and, protective measure recommendations.	1/30/2018	No
Operations	National Hockey League Stanley Cup Celebration Situation/Spot Report	5	Detailed contextual assessment encompassing threat/hazard measurement, evolution, and historic profile; major incident/event response activities; and, protective measure recommendations.	6/12/2018	No
Operations	2018 National Independence Day Celebration and Fireworks Display Emergency Operations Center Action Plan (EAP)	1	ICS-based operational plan providing overall direction and defining key EOC operation-specific considerations such as organization/staffing, task assignments, health/medical protocol, and safety precautions.	7/4/2018	No
Operations	2019 National Independence Day Celebration and Fireworks Display Situation/Spot Report	5	Detailed contextual assessment encompassing threat/hazard measurement, evolution, and historic profile; major incident/event response activities; and, protective measure recommendations.	7/4/2018	No
Operations	2018 Major League Baseball All-Star Game Situation/Spot Report	3	Detailed contextual assessment encompassing threat/hazard measurement, evolution, and historic profile; major incident/event response activities; and, protective measure recommendations.	7/17/2018	No
Operations	2018 Major League Baseball All-Star Game Emergency Operations Center Action Plan (EAP)	1	ICS-based operational plan providing overall direction and defining key EOC operation-specific considerations such as organization/staffing, task assignments, health/medical protocol, and safety precautions.	7/17/2018	No

Q23 HSEMA

FY2018

Division/Office	Report Title	No. of Reports	Description/Purpose	Publication Date	Public
Operations	2018 Major League Baseball All-Star Game Executive Brief ("Weather Contingency Report")	1	Brief description of key situational data, usually relating to a natural hazard once initial risk thresholds are met, primarily identifying pertinent atmospheric conditions and providing threat/hazard modeling.	7/17/2018	No
Operations	Hurricane Florence Event Overview	2	Overview of incident/event production public safety considerations including a situation assessment, impact analysis, timeline, critical organizational tasks/protective measures, as well as supporting maps and/or graphics.	9/10/2018	No
Operations	Hurricane Florence Emergency Operations Center Action Plan (EAP)	1	ICS-based operational plan providing overall direction and defining key EOC operation-specific considerations such as organization/staffing, task assignments, health/medical protocol, and safety precautions.	9/12/2018	No
Operations	Arthure Cappers Senior Apartment Fire Emergency Operations Center Action Plan (EAP)	1	ICS-based operational plan providing overall direction and defining key EOC operation-specific considerations such as organization/staffing, task assignments, health/medical protocol, and safety precautions.	9/21/2018	No
Operations	Arthure Cappers Senior Apartment Fire Executive Brief	1	Brief description of key situational data, usually relating to a natural hazard once initial risk thresholds are met, primarily identifying pertinent atmospheric conditions and providing threat/hazard modeling.	9/22/2018	No
Operations	Arthure Cappers Senior Apartment Fire Event Overview	2	Overview of incident/event production public safety considerations including a situation assessment, impact analysis, timeline, critical organizational tasks/protective measures, as well as supporting maps and/or graphics.	9/21/2018 to 9/22/2018	No
Operations	Hurricane Florence Executive Brief	3	Brief description of key situational data, usually relating to a natural hazard once initial risk thresholds are met, primarily identifying pertinent atmospheric conditions and providing threat/hazard modeling.	9/7/2018 to 9/10/2018	No
Operations	Hurricane Florence Forecasted Impact Analysis	2	Methodical overview of anticipated threat/hazard evolution and estimated impacts to occur over the T+24-72 timeframe based upon historic profiles and best available data	9/7/2018 to 9/10/2018	No

Q23 HSEMA

FY2019

Division/Office	Report Title	No. of Reports	Description/Purpose	Publication Date	Public
Homeland Security and Preparedness	2018 District of Columbia Threat and Hazard Identification and Risk Assessment	1	FEMA mandated analysis of the resources that the District requires to conduct preparedness efforts at target levels in the face of the District's most critical threats.	12/31/2018	No
Homeland Security and Preparedness	2018 District of Columbia State Preparedness Report	1	FEMA mandated report, completed in conjunction with the THIRA that analyzes the gaps between required and available resources.	12/31/2018	No
NTIC	Army 10-Miler SITREP	1	Event-based report providing detail and in-depth analysis of event's regional implications, concepts of operations, coordinating structures, coordination of resources, impacts to critical infrastructure, and any additional protective actions.	10/7/2018	No
NTIC	Marine Corps Marathon SITREP	1	Event-based report providing detail and in-depth analysis of event's regional implications, concepts of operations, coordinating structures, coordination of resources, impacts to critical infrastructure, and any additional protective actions.	10/28/2018	No
NTIC	Winter Weather Event (11-15-2018) SITREPS	1	Event-based report providing detail and in-depth analysis of event's regional implications, concepts of operations, coordinating structures, coordination of resources, impacts to critical infrastructure, and any additional protective actions.	11/15/2018	No
NTIC	President George H.W. Bush State Funeral (NSSE) SITREP	1	Event-based report providing detail and in-depth analysis of event's regional implications, concepts of operations, coordinating structures, coordination of resources, impacts to critical infrastructure, and any additional protective actions.	12/5/2018	No
NTIC	Winter Weather Event (1-12-2019) SITREPS	13	Event-based report providing detail and in-depth analysis of event's regional implications, concepts of operations, coordinating structures, coordination of resources, impacts to critical infrastructure, and any additional protective actions.	1/12/2019	No

Q23 HSEMA

FY2019

Division/Office	Report Title	No. of Reports	Description/Purpose	Publication Date	Public
NTIC	Women's March SITREP	1	Event-based report providing detail and in-depth analysis of event's regional implications, concepts of operations, coordinating structures, coordination of resources, impacts to critical infrastructure, and any additional protective actions.	1/19/2019	No
NTIC	Sunrise Brief	30 (1 Each Day)	Summary report that provides a highlighted overview of incidents that occurred overnight, as well as all known pre-planned events and potential incidents (e.g., Special Events, Critical Infrastructure impacts) with potential implications for the region for the next 24-hours.	1/1/2019 to Present	Yes
NTIC	IC3 Weekly Situational Awareness Reports	17	Reports that provide a forward-looking overview of all known pre-planned events and potential incidents (e.g., Special Events, Critical Infrastructure impacts) that meet one of the IC3's CIRs, and includes potential implications for the region based on the upcoming week, duration, location, and cascading effects.	FY 2019	No
NTIC	Public Safety Bulletin (PSB)	8	Information to bring awareness to public safety concerns for the public.	FY 2019	Yes
Operations	President George H.W. Bush State Funeral Forecasted Impact Analysis	1	Methodical overview of anticipated threat/hazard evolution and estimated impacts to occur over the T+24-72 timeframe based upon historic profiles and best available data	12/3/2018	No
Operations	President George H.W. Bush State Funeral Executive Brief ("Winter Weather Report")	1	Brief description of key situational data, usually relating to a natural hazard once initial risk thresholds are met, primarily identifying pertinent atmospheric conditions and providing threat/hazard modeling	12/4/2018	No
Operations	December 9 Winter Storm Event Overview	1	Overview of incident/event production public safety considerations including a situation assessment, impact analysis, timeline, critical organizational tasks/protective measures, as well as supporting maps and/or graphics.	12/10/2018	No

Q23 HSEMA

FY2019

Division/Office	Report Title	No. of Reports	Description/Purpose	Publication Date	Public
Operations	January 12 Winter Storm Executive Brief	1	Brief description of key situational data, usually relating to a natural hazard once initial risk thresholds are met, primarily identifying pertinent atmospheric conditions and providing threat/hazard modeling	1/10/2019	No
Operations	March for Life 2019 Event Overview	1	Overview of incident/event production public safety considerations including a situation assessment, impact analysis, timeline, critical organizational tasks/protective measures, as well as supporting maps and/or graphics.	1/11/2019	No
Operations	Women's March 2019 Event Overview	1	Overview of incident/event production public safety considerations including a situation assessment, impact analysis, timeline, critical organizational tasks/protective measures, as well as supporting maps and/or graphics.	1/17/2019	No
Operations	January 12 Winter Storm Event Overview	6	Overview of incident/event production public safety considerations including a situation assessment, impact analysis, timeline, critical organizational tasks/protective measures, as well as supporting maps and/or graphics.	1/11/2019 to 1/14/2019	No
Operations	January 17 Winter Storm Event Overview	4	Brief description of key situational data, usually relating to a natural hazard once initial risk thresholds are met, primarily identifying pertinent atmospheric conditions and providing threat/hazard modeling.	1/16/2019 to 1/20/2019	No
Operations	January 29 Winter Storm Event Overview	2	Brief description of key situational data, usually relating to a natural hazard once initial risk thresholds are met, primarily identifying pertinent atmospheric conditions and providing threat/hazard modeling.	1/28/2019 to 1/29/2019	No
Operations	November 14 Winter Storm Event Overview	2	Brief description of key situational data, usually relating to a natural hazard once initial risk thresholds are met, primarily identifying pertinent atmospheric conditions and providing threat/hazard modeling.	11/14/2018 to 11/15/2018	No

Q23 HSEMA

FY2019

Division/Office	Report Title	No. of Reports	Description/Purpose	Publication Date	Public
Operations	President George H.W. Bush State Funeral Event Overview	3	Overview of incident/event production public safety considerations including a situation assessment, impact analysis, timeline, critical organizational tasks/protective measures, as well as supporting maps and/or graphics.	12/3/2018 to 12/5/2018	No
Operations	President George H.W. Bush State Funeral Emergency Operations Center Action Plan (EAP)	3	ICS-based operational plan providing overall direction and defining key EOC operation-specific considerations such as organization/staffing, task assignments, health/medical protocol, and safety precautions.	12/3/2018 to 12/5/2018	No
Operations	President George H.W. Bush State Funeral Situation/Spot Report	5	Detailed contextual assessment encompassing threat/hazard measurement, evolution, and historic profile; major incident/event response activities; and, protective measure recommendations.	12/3/2018 to 12/5/2018	No
Operations	December 4 Winter Storm Event Overview	2	Overview of incident/event production public safety considerations including a situation assessment, impact analysis, timeline, critical organizational tasks/protective measures, as well as supporting maps and/or graphics.	12/4/2018 to 12/5/2018	No

Q24 HSEMA

Fiscal Year	Program Code	Activity Code	Position Number	Position Title	Employee Name	Salary	Fringe	Overtime	Bonus Pay
18	2000	2100	00073707	Plans & Preparedness Officer	Akasa,Annah	134,930.00	31,708.55	1,102.79	-
18	4000	4100	00048765	Grants Program Manager	Alsop,Vermecia R	101,868.00	23,938.98	6,043.90	-
18	2000	2100	00075240	Hazard Mitigation Officer	Bradley,Nickea	113,551.00	26,684.49	3,019.35	-
18	1000	1309	00085185	External Affairs Manager	Case-Herron,Sarah	103,000.00	24,205.00	767.55	-
18	1000	1320	00075239	Policy Manager	Chapple,Nicole A	159,515.07	37,486.04		-
18	4000	4100	00048762	Grants Program Manager	Coleman,Bettina R	101,868.00	23,938.98	3,718.65	-
18	1000	1320	00073611	Attorney Advisor	Crispino,Anthony D	150,188.00	35,294.18	2,455.00	-
18	3000	3100	00024310	Telecommunications Spec (COMSE	Curry,William W	107,658.00	25,299.63	818.46	-
18	4000	4FA0	00048766	Grants Specialist	Cuyler,Siobhan Taneisha	113,448.00	26,660.28	1,411.28	-
18	2000	2100	00075238	Emergency Planning Officer	Gardner,Russell	113,551.00	26,684.49	1,119.13	-
18	4000	4FA0	00016885	Administrative Officer	Gill,Adriane	120,199.97	28,246.99	866.83	-
18	3000	3100	00026092	Deputy Chief of Operations	Goldsmith,Frederick W.	122,003.50	28,670.82	30,152.52	-
18	1000	1363	00048775	Statewide Communications Inter	Guddemi,Charles	137,477.00	32,307.10	4,834.88	-
18	2000	2414	00073462	National Incident Management S	Harrison,Leslie C	104,763.00	24,619.31	3,303.68	-
18	1000	1320	00023160	Public Affairs Specialist	Johnson,Robyn T	101,868.00	23,938.98	832.58	-
18	1000	1320	00039667	Supervisory IT Specialist	Jones,Gelinda Delast	123,600.00	29,046.00		-
18	3000	3100	00088525	Deputy Chief of Operations	Lucas,Donte O	123,600.00	29,046.00	14,376.64	-
18	4000	4100	00045237	Chief, Grants Division	Madden,Charles E.F.	129,433.52	30,416.88		-
18	5000	5182	00077728	Supervisory Intelligence Analy	Marcenelle,Madeline	105,000.00	24,675.00	403.85	-
18	5000	5182	00077971	Supervisory Intelligence Analy	Massa,Elizabeth C	100,708.00	23,666.38	338.92	-
18	5000	5182	00077541	Supervisory Intelligence Analy	Mazzeo,Krista	140,000.00	32,900.00		-
18	1000	1320	00016263	Community Outreach Specialist	McCall,Kimberly	104,763.00	24,619.31	3,771.98	-
18	1000	1320	00012886	Emergency Management Program O	Mitchell,Tanya L	120,785.00	28,384.48	2,961.13	-
18	1000	1320	00082825	AGENCY FISCAL OFFICER	Nitz,John	181,585.00	42,672.48		-
18	1000	1320	00086143	BUDGET OFFICER	Norman,Anthony G	120,388.00	28,291.18		-
18	2000	2100	00091360	Plans and Preparedness Officer	Osborn,William	145,230.00	34,129.05		-
18	1000	1306	00094706	Policy Manager	Peckumn,Nicole	136,727.35	32,130.93		-
18	2000	2400	00037361	Training and Emergency Exercis	Pierce,Justin	135,960.00	31,950.60	4,967.77	-
18	1000	1320	00018601	Supervisory IT Specialist	Plavan,Timur	104,000.00	24,440.00	1,100.00	-
18	2000	2400	00001494	Trng. & Emerg. Exer. Officer	Quarrelles,Jamie C	123,945.00	29,127.08	1,251.37	-
18	4000	4100	00045279	Grants Management Officer	Reed,Tristan F	123,177.94	28,946.82	1,776.60	-
18	1000	1320	00043481	Director, Homeland Sec. & EMA	Rodriguez,Christopher Ryan	221,486.06	52,049.22		5,000.00
18	2000	2105	00092023	Program Coordinator (State)	Ruesch,Emily	127,223.00	29,897.41	10,028.63	-
18	4000	4100	00045242	Grants Financial Management Of	Samee,Sonia	136,590.88	32,098.86	24,030.03	-
18	5000	5182	00077970	Supervisory Intelligence Analy	Schilling,Paige	100,000.00	23,500.00	985.58	-
18	1000	1308	00085186	Program Coordinator	Scott,Delores	123,945.00	29,127.08	791.71	-
18	2000	2100	00044864	Critical Infrastructure Spec	Scott,Mark	123,805.00	29,094.18	1,904.69	-
18	4000	4100	00071851	Grants Program Manager	Shackelford,Jerica D	107,658.00	25,299.63	17,662.65	-
18	3000	3100	00023961	Deputy Chief of Operations	Sneed Jr.,Robert W	105,060.00	24,689.10	37,456.48	-
18	1000	1320	00095587	Emergency Response Program Man	Speranza,Carrie	140,000.00	32,900.00	1,223.30	-
18	3000	3100	00019028	Chief, Operations Division	Spriggs,Timothy W	159,447.00	37,470.05		-
18	4000	4102	00092021	Program Coordinator (State)	Stewart,Jonathan	134,059.00	31,503.87	10,731.16	-

Q24 HSEMA

Fiscal Year	Program Code	Activity Code	Position Number	Position Title	Employee Name	Salary	Fringe	Overtime	Bonus Pay
18	4000	4FA0	00045254	Human Resources Specialist	Terry,Andre R	108,145.00	25,414.08	1,013.07	-
18	1000	1320	00048774	Deputy Director	White,Christopher	174,000.00	40,890.00		-
18	1000	1313	00075237	Plans and Preparedness Officer	White,Patrice N	142,907.35	33,583.23		-
18	3000	3102	00091072	Logistics Management Specialis	Woodall,Kenneth	116,343.00	27,340.61	10,043.65	-
18	4000	4100	00048771	Grants Program Manager	Woodall,Rachel	100,261.00	23,561.34	1,795.54	-

Fiscal Year	Program Code	Activity Code	Position Number	Position Title	Employee Name	Salary	Fringe	Overtime	Bonus Pay
19	3000	3100	00073707	Plans & Preparedness Officer	Akasa,Annah	137,628.60	31,654.58		
19	2000	2100	00048765	Grants Program Manager	Alsop,Vermecia R	106,858.00	24,577.34	1,198.90	
19	1000	1320	00077400	Program Analyst	Bowen,Whitney S	101,523.00	23,350.29		
19	2000	2100	00075240	Hazard Mitigation Officer	Bradley,Nickea	115,821.00	26,638.83	2,171.64	
19	1000	1306	00075246	Community Outreach Specialist	Brannum,Robert V	100,312.34	23,071.84	723.41	
19	1000	1309	00085185	External Affairs Manager	Case-Herron,Sarah	105,060.00	24,163.80	808.15	
19	4000	4FA0	00075239	Policy Manager	Chapple,Nicole A	162,705.37	37,422.24		
19	4000	4100	00048762	Grants Program Manager	Coleman,Bettina R	106,858.00	24,577.34	599.45	
19	1000	1309	00073611	Attorney Advisor	Crispino,Anthony D	153,192.00	35,234.16		
19	4000	4305	00024310	Telecommunications Spec (COMSE	Curry,William W	109,811.00	25,256.53		
19	4000	4100	00048766	Grants Specialist	Cuyler,Siobhan Taneisha	115,717.00	26,614.91	333.80	
19	4000	4101	00075238	Emergency Planning Officer	Gardner,Russell	119,308.00	27,440.84	167.05	
19	4000	4FA0	00016885	Administrative Officer	Gill,Adriane	122,603.97	28,198.91	589.44	
19	4000	4402	00085594	Community Outreach Specialist	Gilmore,Edward James	100,312.34	23,071.84		
19	3000	3100	00026092	Deputy Chief of Operations	Goldsmith,Frederick W.	124,443.57	28,622.02	2,984.55	
19	3000	3363	00048775	Statewide Communications Inter	Guddemi,Charles	140,230.00	32,252.90	3,893.41	
19	2000	2103	00073462	National Incident Management S	Harrison,Leslie C	106,858.00	24,577.34		
19	2000	2102	00094682	Assistant Director for Intelli	Harvin,Donell	149,000.00	34,270.00		
19	1000	1306	00023160	Public Affairs Specialist	Johnson,Robyn T	106,858.00	24,577.34	256.87	
19	4000	4305	00039667	Supervisory IT Specialist	Jones,Gelinda Delast	126,072.00	28,996.56		
19	3000	3100	00088525	Deputy Chief of Operations	Lucas,Donte O	126,072.00	28,996.56	2,575.99	
19	4000	4100	00045237	Chief, Grants Division	Madden,Charles E.F.	132,022.19	30,365.10		
19	5000	5182	00077728	Supervisory Intelligence Analy	Marcenelle,Madeline	107,100.00	24,633.00		
19	5000	5133	00077541	Supervisory Intelligence Analy	Mazzeo,Krista	142,800.00	32,844.00	1,029.81	
19	1000	1306	00016263	Community Outreach Specialist	McCall,Kimberly	106,858.00	24,577.34	616.49	
19	1000	1310	00012886	Emergency Management Program O	Mitchell,Tanya L	123,200.00	28,336.00	1,125.38	
19	4000	4124	00082825	AGENCY FISCAL OFFICER	Nitz,John	185,217.00	42,599.91		
19	4000	4124	00086143	BUDGET OFFICER	Norman,Anthony G	122,796.00	28,243.08		
19	3000	3100	00091360	Plans and Preparedness Officer	Osborn,William	148,134.60	34,070.96		
19	1000	1306	00094706	Policy Manager	Peckumn,Nicole	139,461.90	32,076.24		
19	5000	5132	00037361	Training and Emergency Exercis	Pierce,Justin	138,679.20	31,896.22	1,440.28	
19	4000	4305	00018601	Supervisory IT Specialist	Plavan,Timur	106,080.00	24,398.40	204.00	

Q24 HSEMA

Fiscal Year	Program Code	Activity Code	Position Number	Position Title	Employee Name	Salary	Fringe	Overtime	Bonus Pay
19	4000	4100	00045279	Grants Management Officer	Reed,Tristan F	125,641.50	28,897.55	604.05	
19	1000	1320	00043481	Director, Homeland Sec. & EMA	Rodriguez,Christopher Ryan	225,915.78	51,960.63		
19	2000	2105	00092023	Program Coordinator (State)	Ruesch,Emily	129,769.00	29,846.87	10,454.06	
19	5000	5182	00077970	Supervisory Intelligence Analy	Schilling,Paige	102,000.00	23,460.00	1,127.88	
19	2000	2308	00085186	Program Coordinator	Scott,Delores	126,423.00	29,077.29	486.24	
19	2000	2134	00044864	Critical Infrastructure Spec	Scott,Mark	126,282.00	29,044.86	728.55	
19	1000	1320	00071851	Program Coordinator	Shackelford,Jerica D	116,754.00	26,853.42	2,216.97	
19	3000	3100	00023961	Deputy Chief of Operations	Sneed Jr.,Robert W	107,161.20	24,647.08	5,570.65	
19	1000	1320	00095587	Chief of Staff	Speranza,Carrie	142,800.00	32,844.00		
19	3000	3100	00019028	Chief, Operations Division	Spriggs,Timothy W	162,636.40	37,406.37		
19	1000	1312	00092021	Program Coordinator (State)	Stewart,Jonathan	136,743.00	31,450.89	2,070.87	
19	2000	2113	00001055	Training and Emergency Exercis	Temple,Erika	104,702.00	24,081.46		
19	4000	4FA2	00045254	Human Resources Specialist	Terry,Andre R	113,531.00	26,112.13	1,637.47	
19	1000	1320	00048774	Deputy Director	White,Christopher	177,480.00	40,820.40		
19	2000	2313	00075237	Plans and Preparedness Officer	White,Patrice N	145,765.50	33,526.07		
19	4000	4402	00091072	Logistics Management Specialis	Woodall,Kenneth	118,670.00	27,294.10	855.79	
19	4000	4100	00048771	Grants Program Manager	Woodall,Rachel	102,268.00	23,521.64	221.25	
19	5000	5101	00086315	Program Manager	Worrell,Andrew	101,523.00	23,350.29	585.71	

Q25 HSEMA

Fiscal Year	Program Number	Activity Number	Employee Name	Position Number	Position Title	Salary	Fringe	Overtime Pay	Worker's Comp
18	4000	4100	Sneed Jr.,Robert W	00035102	Deputy Chief of Operations	105,060.00	24,689.10	37,456.48	0.00
18	4000	4100	Goldsmith,Frederick W.	00038158	Deputy Chief of Operations	122,003.50	28,670.82	30,152.52	0.00
18	4000	4100	Smith,Bobby L	00011442	Supvy Emerg Oper & Info Spec.	80,683.23	18,960.56	28,530.05	0.00
18	4000	4100	Davis,Charles L	00016549	Emergency Operations&Info Spec	79,617.00	18,710.00	26,179.55	0.00
18	4000	4100	Rodgers Jr.,Billy F.	00079038	Emergency Operations & Info Spec	67,681.00	15,905.04	25,838.71	0.00
18	4000	4100	Samee,Sonia	00045242	Grants Financial Management Of	136,590.88	32,098.86	24,030.03	0.00
18	4000	4100	Shackelford,Jerica D	00063182	Grants Program Manager	107,658.00	25,299.63	17,662.65	0.00
18	2000	2400	Campbell,Kimberly N	00047136	Emergency Exer. & Trng. Spec.	90,529.00	21,274.32	16,027.55	0.00
18	1000	1305	Gartrell,Christopher	00091071	Information Technology Spec	98,973.00	23,258.66	15,744.25	0.00
18	3000	3100	Hackney,David	00007529	Emergency Operations & Info Spec	75,547.00	17,753.55	15,742.28	0.00
18	3000	3100	Lucas,Donte O	00073402	Deputy Chief of Operations	123,600.00	29,046.00	14,376.64	0.00
18	4000	4102	Stewart,Jonathan	00096574	Program Coordinator (State)	134,059.00	31,503.87	10,731.16	0.00
18	3000	3100	Lewis III,Robert L.	00080150	Emergency Operations & Info Spec	71,477.00	16,797.10	10,652.66	0.00
18	3000	3100	Wilson,Larae Mechelle	00050557	Emergency Operations & Info Spec	75,547.00	17,753.55	10,461.30	0.00
18	3000	3100	Woodall,Kenneth	00082900	Logistics Management Specialis	116,343.00	27,340.61	10,043.65	0.00
18	2000	2105	Ruesch,Emily	00096573	Program Coordinator (State)	127,223.00	29,897.41	10,028.63	0.00
18	1000	1305	Feast,Tajuana	00089477	Information Technology Spec.	83,230.00	19,559.05	9,455.16	0.00
18	3000	3100	Wiggins Sr.,Brian	00101613	Emergency Operations&Info Spec	67,681.00	15,905.04	9,453.40	0.00
18	3000	3100	Rinonos,David	00097546	Information Collection (IC3) W	69,442.00	16,318.87	9,237.34	0.00
18	3000	3100	Hewitt,Megan	00097563	Information Collection (IC3) W	69,442.00	16,318.87	9,119.24	0.00
18	3000	3100	Harley,Stephanie N	00079276	Emergency Operations & Info Spec	65,372.00	15,362.42	9,088.75	0.00
18	3000	3100	Young,Chelsea	00002939	Emergency Planning Specialist	73,512.00	17,275.32	8,976.93	0.00
18	3100	3100	Hauser,Eric	00000396	NCR Incident Coord. Specialist	88,096.00	20,702.56	8,703.72	0.00
18	3100	3100	Senhouse,Eustace M	00038277	Senhouse,Eustace M	67,407.00	15,840.65	8,609.75	0.00
18	2000	2400	Quarrelles, Jamie	00092091	Trng. & Emerg. Exer. Officer	123,945.00	29,127.08	8,442.90	0.00

Fiscal Year	Program Number	Activity Number	Employee Name	Position Number	Position Title	Salary	Fringe	Overtime Pay	Worker's Comp
19	3100	1100	Harley,Stephanie N	00079276	Supvy Emerg Oper & Info Spec.	89,250.00	20,527.50	11,729.93	0.00
19	2000	2105	Ruesch,Emily	00096573	Program Coordinator (State)	129,769.00	29,846.87	10,454.06	0.00
19	4000	4100	Sneed Jr.,Robert W	00035102	Deputy Chief of Operations	107,161.20	24,647.08	5,570.65	0.00
19	3000	3100	Senhouse,Eustace M	00038277	Emergency Operations & Info Spec	68,755.00	15,813.65	4,701.35	0.00
19	3000	3100	Rodgers Jr.,Billy F.	00079038	Emergency Operations & Info Spec	72,907.00	16,768.61	4,408.95	0.00
19	3000	3363	Guddemi,Charles	00099264	Statewide Communications Inter	140,230.00	32,252.90	3,893.41	0.00
19	3000	3100	Lewis III,Robert L.	00080150	Emergency Operations & Info Spec	72,907.00	16,768.61	3,612.87	0.00
19	3000	3100	Goldsmith,Frederick W.	00038158	Deputy Chief of Operations	124,443.57	28,622.02	2,984.55	0.00
19	3000	3100	Wiggins Sr.,Brian	00101613	Emergency Operations & Info Spec	69,037.00	15,878.51	2,691.04	0.00
19	3000	3100	Hackney,David	00007529	Emergency Operations & Info Spec	77,059.00	17,723.57	2,667.42	0.00
19	3000	3100	Lucas,Donte O	00073402	Deputy Chief of Operations	126,072.00	28,996.56	2,575.99	0.00
19	1000	1320	Shackelford,Jerica D	00063182	Program Coordinator	116,754.00	26,853.42	2,216.97	0.00
19	2000	2100	Bradley,Nickea	00098614	Hazard Mitigation Officer	115,821.00	26,638.83	2,171.64	0.00

Q25 HSEMA

Fiscal Year	Program Number	Activity Number	Employee Name	Position Number	Position Title	Salary	Fringe	Overtime Pay	Worker's Comp
19	1000	1312	Stewart,Jonathan	00096574	Program Coordinator (State)	136,743.00	31,450.89	2,070.87	0.00
19	4000	4124	Billings,Sharita	00091124	Accounts Payable Technician	48,745.00	11,211.35	2,022.59	0.00
19	3000	3100	Boone,William E	00016122	Emergency Operations & Info Spec	69,037.00	15,878.51	1,877.47	0.00
19	3000	3100	Bentley,Gena	00080413	Emergency Operations & Info Spec	63,898.00	14,696.54	1,815.68	0.00
19	3000	3100	Peterson,Tiffany N.	00079079	Emergency Operations & Info Spec	69,037.00	15,878.51	1,708.30	0.00
19	4000	4FA2	Terry,Andre R	00069480	Human Resources Specialist	113,531.00	26,112.13	1,637.47	0.00
19	4000	4100	Samee,Sonia	00045242	Grants Financial Management Of	139,322.69	32,044.22	1,593.22	0.00
19	5000	5132	Pierce,Justin	00092130	Training and Emergency Exercis	138,679.20	31,896.22	1,440.28	0.00
19	5000	5182	Tamm,Erik	00097100	Fusion Intelligence Analyst	92,093.00	21,181.39	1,424.99	0.00
19	5000	5182	Gabry,Matthew R.	00088885	Fusion Intelligence Analyst	79,930.00	18,383.90	1,287.33	0.00
19	4000	4402	Hauser,Eric	00000396	NCR Incident Coord. Specialist	89,858.00	20,667.34	1,231.23	0.00
19	2000	2100	Alsop,Vermecia R	00043783	Grants Program Manager	106,858.00	24,577.34	1,198.90	0.00

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES, LOCAL R3-08

and

DISTRICT OF COLUMBIA HOMELAND SECURITY AND EMERGENCY
MANAGEMENT AGENCY

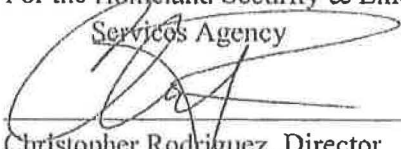
The National Association of Government Employees, Local R3-07 ("NAGE") and the District of Columbia Homeland Security & Emergency Services Agency ("HSEMA") (together the Parties) hereby agree to the following terms and conditions of this Memorandum of Understanding ("MOU") regarding the existing Collective Bargaining Agreement (CBA) between the Parties.

1. The Parties agree that the existing CBA with the effective date of October 1, 2015-September 30, 2017, and subsequent MOU's shall remain in full force and effect.
2. The CBA shall remain in full force and effect until September 30, 2020. If either Party desires to renegotiate, renew or modify the Agreement, it will do so by giving written notice to the other Party on or before March 31 of the year preceding the September termination date. The Agreement may be rolled over for two (2) years.
3. This MOU will take effect on the date of the last signature below.

The Parties, by their signatures below, freely and voluntarily agree to the terms and conditions outlined above,

For the Homeland Security & Emergency:

Services Agency


Christopher Rodriguez, Director
Homeland Security and Emergency
Service Agency

Date

3/26/18

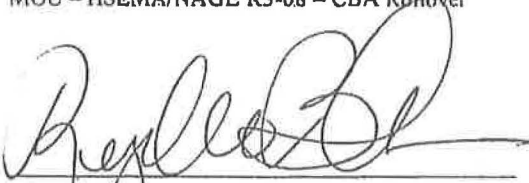
For NAGE Local R3-08:


David Hackney
President NAGE Local R3-08

Date

4-12-18

Page 2 of 2
MOU – HSEMA/NAGE R3-08 – CBA Rollover



Repunzelle Bullock, Interim Director
D.C. Office of Labor Relations and
Collective Bargaining

4/10/2018
Date



Timothy Traylor
National Representative, NAGE

4/11/18
Date

Homeland Security and Emergency Management Agency FY2019

Agency Homeland Security and Emergency Management Agency

Agency Code BN0

Fiscal Year 2019

Mission The Mission of the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) 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.

2019 Strategic Objectives

Objective Number	Strategic Objective
1	Emergency Operations – Provide situational awareness, logistical and resource support, and a field command operation to coordinate critical incident response, mitigation, and recovery to emergencies and other major events impacting the District of Columbia.
2	Intelligence and Analysis – Improve information sharing among public and private sector partners by providing strategic analysis of regional threats and hazards.
3	Ready DC – Ready DC is a comprehensive approach to building capabilities related to homeland security and emergency management. It includes the personnel, processes, plans, and resources necessary to build each preparedness capability to target levels. Once built, these capabilities enable the District to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that affect the city.
4	Agency Management – Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled.
5	Create and maintain a highly efficient, transparent and responsive District government.

2019 Key Performance Indicators

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Quarter 1
1 - Emergency Operations – Provide situational awareness, logistical and resource support, and a field command operation to coordinate critical incident response, mitigation, and recovery to emergencies and other major events impacting the District of Columbia. (3 Measures)						
Percent of Incident Action Plans completed within two hours of EOC activation	Up is Better	Not Available	100%	100%	75%	100%
Percent of employees with activation responsibilities certified in their EOC activation role	Up is Better	Not Available	82.9%	64.2%	75%	44.4%
Percent of activated HSEMA personnel on site and ready within two hours of notification of EOC activation	Up is Better	Not Available	96.4%	100%	90%	100%
2 - Intelligence and Analysis – Improve information sharing among public and private sector partners by providing strategic analysis of regional threats and hazards. (2 Measures)						
Percent of increase in the number of subscribers to fusion center situational and analytic product distribution lists	Up is Better	Not Available	14.8%	10.4%	10%	2%
Percent of distributable analytic products co-authored with one or more federal, state or local partners	Up is Better	Not Available	39.4%	11.4%	10%	3.1%
3 - Ready DC – Ready DC is a comprehensive approach to building capabilities related to homeland security and emergency management. It includes the personnel, processes, plans, and resources necessary to build each preparedness capability to target levels. Once built, these capabilities enable the District to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that affect the city. (2 Measures)						
Percent of supported Emergency Management Accreditation Program requirements	Up is Better	Not Available	100%	100%	95%	100%

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Quarter 1
Percent of employees funded through the FEMA Emergency Management Performance Grants (EMPG) program that have completed the EMPG training requirements	Up is Better	Not Available	95.9%	83.3%	95%	Annual Measure
4 - Agency Management – Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled. (3 Measures)						
Percent increase in the number of recipients of AlertDC	Up is Better	6.8%	3.9%	9.9%	3%	0.4%
Percent of federal subgrants issued within 45 days of award receipt	Up is Better	82%	93.5%	99.3%	90%	Annual Measure
Percent of grant dollars spent within the timeframe of the grants	Up is Better	99.9%	80.5%	97.8%	98%	Annual Measure
5 - Create and maintain a highly efficient, transparent and responsive District government. (9 Measures)						
HR MANAGEMENT - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft (Updated by OCA)	Up is Better	Not Available	Not Available	88.8%	Not Available	Annual Measure
HR MANAGEMENT - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft (Updated by OCA)	Up is Better	Not Available	98.8%	Waiting on Data	Not Available	Annual Measure
FINANCIAL MANAGEMENT - Quick Payment Act Compliance - Percent of QPA eligible invoices paid within 30 days (Updated by OCA)	Up is Better	Not Available	Not Available	Waiting on Data	Not Available	Annual Measure
FINANCIAL MANAGEMENT - Percent of local budget de-obligated to the general fund at the end of year (Updated by OCA)	Down is Better	1.5%	3.2%	Waiting on Data	Not Available	Annual Measure
CONTRACTS AND PROCUREMENT - Average number of calendar days between requisition and purchase orders issued (Updated by OCA)	Down is Better	Not Available	41.2	Waiting on Data	Not Available	Annual Measure
CONTRACTS AND PROCUREMENT - Percent of Small Business Enterprise (SBE) annual goal spent (Updated by OCA)	Up is Better	161%	157.2%	Waiting on Data	Not Available	Annual Measure
IT POLICY AND FOIA COMPLIANCE - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal - (Updated by OCA)	Up is Better	Not Available	Not Available	85.7%	Not Available	Annual Measure
IT POLICY AND FOIA COMPLIANCE - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension - (Updated by OCA)	Down is Better	6.1%	2.5%	Waiting on Data	Not Available	Annual Measure
HR MANAGEMENT - Average number of days to fill vacancy from post to offer acceptance (Updated by OCA)	Down is Better	Not Available	Not Available	Not Available	New Measure	Annual Measure

2019 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
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Q30 HSEMA

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Emergency Operations – Provide situational awareness, logistical and resource support, and a field command operation to coordinate critical incident response, mitigation, and recovery to emergencies and other major events impacting the District of Columbia. (2 Activities)			
Emergency Operations Center (EOC)	Emergency Operations Center (EOC)	Manage the EOC, a central facility for command and control of emergency operations, which coordinates interagency response to and recovery from major emergencies and works closely with supporting District agencies before and during EOC activations. On a daily basis, the EOC level 1 activation is the Joint All Hazards Operations Center (JAHOC). The JAHOC serves as the 24/7 central hub of communications, processing information from multiple sources to keep District agencies, regional and Federal partners, businesses, and the public informed and create a common operation picture.	Daily Service
Emergency Management Assistance Compact (EMAC)	Deploy HSEMA personnel through EMAC in support of emergency or special event operations in other jurisdictions	HSEMA emergency operations center personnel deploy to other states and localities to assist with emergency response or special events.	Daily Service
2 - Intelligence and Analysis – Improve information sharing among public and private sector partners by providing strategic analysis of regional threats and hazards. (4 Activities)			
Information Sharing	Information Sharing	Ensure timely, relevant, and vetted intelligence information and analysis related to the safety and security of District citizens and first responders is provided to local, regional, and national public safety partners.	Daily Service
STRATEGIC ANALYSIS	Strategic Analysis	Provide strategic analysis and assessments of threats and hazards for public safety partners and decision makers by researching, analyzing, and synthesizing regional patterns and trends.	Daily Service
TRAINING/OUTREACH	Training/Outreach	Provide general fusion center and sector-specific intelligence briefings, as well as intelligence analysis and suspicious activity trainings, workshops, and seminars to public and private sector partners in the public safety community. Participate in discussion and operations-based exercises with public and private sector partners in the public safety community.	Daily Service
Tactical Analysis	Tactical Analysis	Provide tactical intelligence support and open source research, both in response to requests as well as on an ad hoc basis, to public and private sector partners in the public safety community in a timely manner.	Daily Service
3 - Ready DC – Ready DC is a comprehensive approach to building capabilities related to homeland security and emergency management. It includes the personnel, processes, plans, and resources necessary to build each preparedness capability to target levels. Once built, these capabilities enable the District to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that affect the city. (5 Activities)			
Capability Building	Capability Building	Identify and implement projects to build priority preparedness capabilities to target levels.	Daily Service
UASI Funding	UASI Funding	Continue to drive the District's competitiveness in receiving Urban Area Security Initiative (UASI) grant funds by ensuring District priorities are represented in regional strategies, and identifying projects to move priority regional capabilities towards target levels.	Daily Service
Continuity of Operations (COOP) Planning	Continuity Of Operations (COOP) Planning	Support the District agencies responsible for updating their COOP plans annually with exercising, evaluating, and, if necessary, revising their COOP plans.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
PLANNING	Develop a suite of all hazard District preparedness plans in alignment with identified District Preparedness System capability priorities	Develop a suite of all hazard District preparedness plans in alignment with identified District Preparedness System capability priorities.	Daily Service
TRAINING	Maintain the District's training and exercise plan in alignment with identified District Preparedness System capability priorities	Maintain the District's training and exercise plan in alignment with identified District Preparedness System capability priorities.	Daily Service
4 - Agency Management – Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled. (4 Activities)			
Regional Support	Regional Support	Provides leadership to the NCR as members of regional homeland security and emergency management leadership teams and supporting governance groups.	Daily Service
Mayor's Special Event Task Group (MSETG)	Mayor's Special Event Task Group (MSETG)	Manage the administration of the MSETG, a body responsible for organizing the City's public safety planning efforts for events requiring interagency coordination.	Daily Service
COMMUNITY OUTREACH & MEDIA PREPARE	Community Outreach & Media Prepare	Maintain a strong outreach program designed to educate and equip community residents and businesses to prepare for and recover from all hazards and the potential for disasters.	Daily Service
Grants Management	Serves as the State Administrative Agent for the federal homeland security grant programs that are awarded to the District of Columbia, and the National Capital Region (NCR)	Provides financial and programmatic oversight to the numerous individual grant-funded homeland security projects in the District of Columbia and the NCR.	Daily Service

2019 Workload Measures

Measure	FY 2016	FY 2017	FY 2018	FY 2019 Quarter 1
1 - Emergency Operations Center (EOC) (1 Measure)				
Number of level 2 or higher Emergency Operations Center activations	5	4	5	2
2 - Tactical Analysis (2 Measures)				
Number of raw suspicious activity reports (SARs) processed	Not Available	706	448	102
Number of requests for information (RFIs) processed	Not Available	968	672	99
2 - Training/Outreach (1 Measure)				
Number of fusion center training or outreach events attended by the District's fusion center staff	Not Available	101	111	98

Q30 HSEMA

Measure	FY 2016	FY 2017	FY 2018	FY 2019 Quarter 1
3 - Develop a suite of all hazard District preparedness plans in alignment with identified District Preparedness System capability priorities (1 Measure)				
Number of District plans created, reviewed, updated, trained and/or exercised annually	Not Available	179	155	14
3 - Maintain the District's training and exercise plan in alignment with identified District Preparedness System capability priorities (4 Measures)				
Number of trainings provided to first responders, District employees, and the public by HSEMA	50	44	55	20
Number of individuals trained by HSEMA	1336	2179	1007	188
Number of executive level staff completing an emergency senior/cabinet level training within 60 days of onboarding	Not Available	0	1	0
Percent of District agencies with lead and support roles that participated in HSEMA led exercises	Not Available	96.2%	34.1%	20.5%
4 - Community Outreach & Media Prepare (1 Measure)				
Number of community outreach events attended or conducted by HSEMA	203	187	205	53
4 - Mayor's Special Event Task Group (MSETG) (1 Measure)				
Number of special events that have been processed by the Mayor's Special Events Task Group	111	107	116	10
4 - Serves as the State Administrative Agent for the federal homeland security grant programs that are awarded to the District of Columbia, and the National Capital Region (NCR) (1 Measure)				
Number of reimbursements processed for subrecipients annually	Not Available	3665	4025	Annual Measure

2019 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Add Initiative Update
Deploy HSEMA personnel through EMAC in support of emergency or special event operations in other jurisdictions (1 Strategic Initiative)			
Enhance Emergency Operations Center Capabilities	Beginning in FY19, the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) will upgrade the capabilities of the District's Emergency Operations Center (EOC). Working with the Department of General Services (DGS), HSEMA will redesign the EOC floor space to increase efficiency and maximize capacity during operations. HSEMA expects the design phase of this project to be complete by the end of FY19. In addition, HSEMA expects to have an enhanced situational awareness platform in place by the close of FY19.	09-30-2019	
Emergency Operations Center (EOC) (1 Strategic Initiative)			
Establish Deployable Incident Management Teams	The Homeland Security and Emergency Management Agency (HSEMA) will create incident management teams for field deployment by leveraging existing resources within the Joint All Hazards Operations Center (JAHOC). These teams will support the lead agencies during special events and unplanned emergency response operations in the District. The teams will assist with on-scene inter-agency coordination, information sharing, GIS and mapping support, and resource management.	09-30-2019	
Information Sharing (1 Strategic Initiative)			

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Add Initiative Update
Create a Cyber Security Center	In FY19, the Homeland Security and Emergency Management Agency (HSEMA) will establish a Cyber Security Center (CSC) within the District's fusion center. HSEMA will work with OCTO to create a cyber risk assessment. Based upon that assessment, the CSC will analyze emerging cyber threats within the National Capital Region and provide real-time awareness to stakeholders. In addition, the CSC will develop a cyber education and communication strategy for the public.	09-30-2019	

Homeland Security and Emergency Management Agency

Mayor's Special Events Task Group (MSETG) Meeting Activity Report (FY18-19)

Event	Approved Event Date	Presentation Date	
PurpleStride Washington DC 5k Run/Walk	Saturday, June 9, 2018	Monday, October 23, 2017	FY 2018 Q1
Race for Respect 5K and Kids Dash	Saturday, June 2, 2018	Monday, October 23, 2017	
MLK Holiday DC Peace Walk and Parade 2018	Monday, January 15, 2018	Monday, October 23, 2017	
Scope It Out 5K Run/Walk	Sunday, March 18, 2018	Monday, October 23, 2017	
Lab & Love Festival	Saturday, April 14, 2018	Monday, October 23, 2017	
Anacostia River Festival	Sunday, April 15, 2018	Monday, November 13, 2017	
Dr. Martin Luther King Jr. Holiday Peace Walk and Parade	Monday, January 15, 2018	Monday, November 13, 2017	
National Cheryr Blossom Festival Parade	Saturday, April 14, 2018	Monday, November 13, 2017	
Credit Union Cherry Blossom Kids Run	Saturday, April 7, 2018	Monday, November 13, 2017	
March for Dimes March for Babies	Saturday, May 5, 2018	Monday, November 13, 2017	
Capitol Hill Classic	Sunday, May 20, 2018	Monday, December 11, 2017	
Lawyers Have a Heart 10K, 5K, and Fun Walk	Saturday, June 9, 2018	Monday, December 11, 2017	
Japanese Street Festival (Sakura Matsuri)	Saturday, April 14, 2018	Monday, December 11, 2017	
Wonderland Ballroom Sundress Festival	Sunday, May 6, 2018	Monday, December 11, 2017	
Chinese New Year Parade and Celebration	Sunday, February 18, 2018	Monday, December 11, 2017	
Cupids Undie Run	Saturday, February 10, 2018	Monday, December 11, 2017	
DC Bike Ride	Saturday, May 19, 2018	Monday, December 11, 2017	
PizzaFest DC	Saturday, August 4, 2018	Monday, January 8, 2018	
DC Metro HBCU Alumni Alliance 5k Run/Walk	Saturday, June 30, 2018	Monday, January 8, 2018	
Susan G. Komen Race for the Cure Washington DC	Saturday, September 8, 2018	Monday, January 8, 2018	
Marion Barry Commemorative Statue Dedication Ceremony	Saturday, March 3, 2018	Monday, January 8, 2018	
PetalPalooza	Saturday, April 7, 2018	Monday, January 8, 2018	
Capital Pride Parade Viewing Party	Saturday, June 9, 2018	Monday, January 22, 2018	
Capital Pride Parade	Saturday, June 9, 2018	Monday, January 22, 2018	
Capital Pride Festival	Sunday, June 10, 2018	Monday, January 22, 2018	
ASCERS Run for Sight 5K Run & 1 Mile Walk	Sunday, April 15, 2018	Monday, January 22, 2018	
National Police Week 5K	Saturday, May 12, 2018	Monday, January 22, 2018	
Japanese Street Festival (Sakura Matsuri)	Saturday, April 14, 2018	Monday, December 11, 2017	
St. Patrick's Day Parade	Sunday, March 11, 2018	Monday, February 12, 2018	
Tenley Tiger Run 5K	Sunday, April 22, 2018	Monday, February 12, 2018	

Q45a HSEMA Part 1

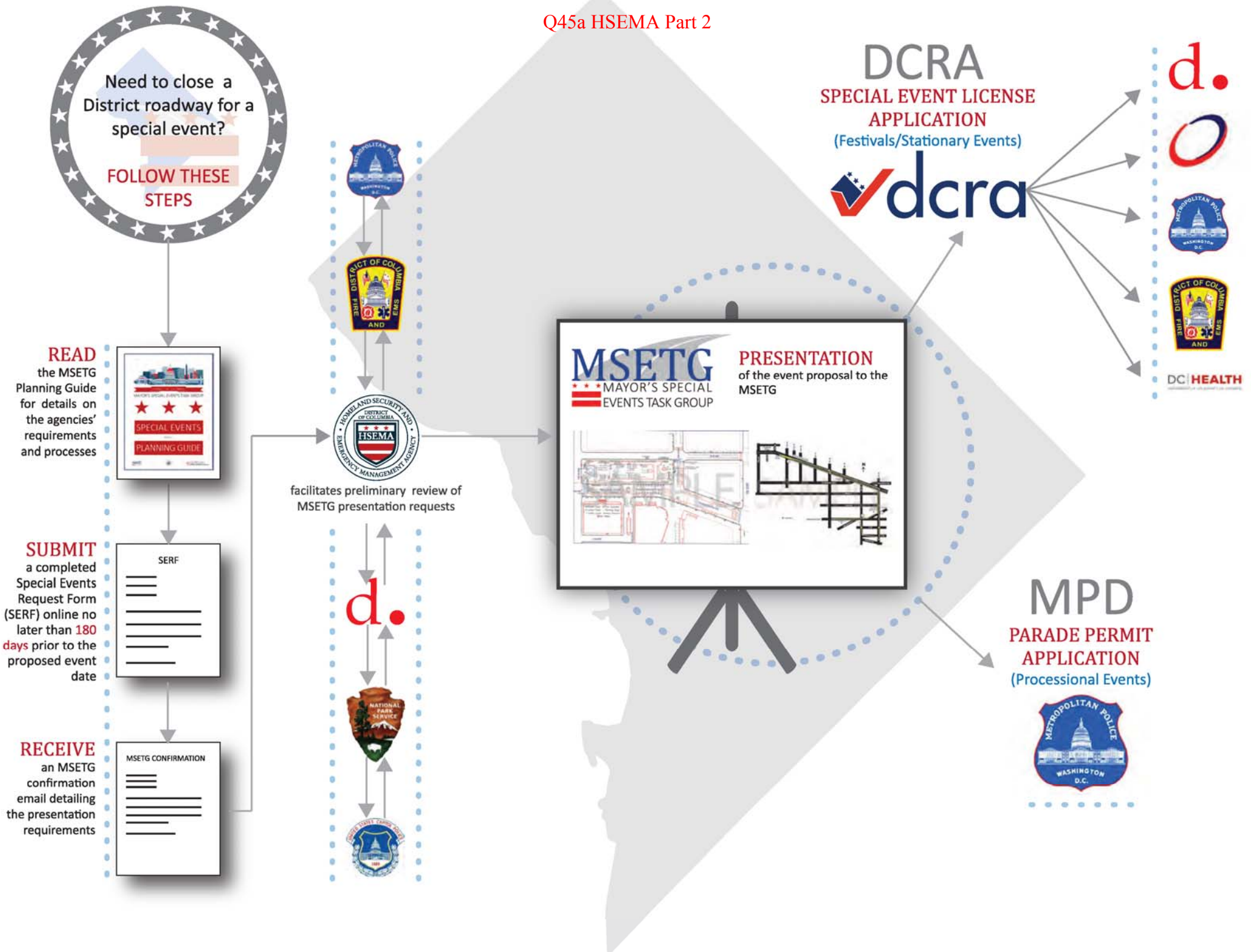
Emancipation Day Celebration	Saturday, April 14, 2018	Monday, February 12, 2018	FY2018 Q2
MLK50 Act Now: Unite to End Racism	Wednesday, April 4, 2018	Monday, February 12, 2018	
Syria Fest	Sunday, September 2, 2018	Monday, February 12, 2018	
GW Chalk-In	Tuesday, May 1, 2018	Monday, February 12, 2018	
Ward 1 Job Fair	Saturday, April 21, 2018	Monday, February 12, 2018	
Race for Every Child	Saturday, October 20, 2018	Monday, February 26, 2018	
Funk Parade	Saturday, May 12, 2018	Monday, February 26, 2018	
Walk & 5K to End HIV	Saturday, October 27, 2018	Monday, February 26, 2018	
Capitol Pride Block Party	Saturday, June 9, 2018	Monday, February 26, 2018	
PizzaFest DC	Saturday, August 4, 2018	Monday, February 26, 2018	
Chinatown Community Festival	Saturday, June 2, 2018	Monday, February 26, 2018	
Army Ten-Miler	Sunday, October 7, 2018	Monday, March 12, 2018	
Cathedral Commons Friday Nights in the Heights Concert Series	Fridays, 5/4, 6/1, 7/6, 8/3, 9/7, and 10/5, 2018	Monday, March 12, 2018	
Turkish Festival	Sunday, September 30, 2018	Monday, March 12, 2018	
Giant BBQ Battle	Saturday, June 23- Sunday, June 24, 2018	Monday, March 12, 2018	
Candlelight Vigil	Sunday, May 13, 2018	Monday, March 12, 2018	
Chinatown Community Festival	Saturday, June 2, 2018	Monday, March 12, 2018	
Ford's Theatre Annual Gala	Sunday, June 10, 2018	Monday, March 26, 2018	
Taste of DC	Saturday, October 6-Sunday, October 7, 2018	Monday, March 26, 2018	
The Navy Mile on Pennsylvania Avenue	Sunday, September 30, 2018	Monday, March 26, 2018	
Rolling Thunder's Thunder Alley	Friday, May 25--Monday, May 28, 2018	Monday, March 26, 2018	
Magic Hour Film	Wednesday, June 6--Sunday, July 8, 2018	Monday, March 26, 2018	FY2018 Q3
National Archives July 4th Declaration of Independence Celebration	Wednesday, July 4, 2018	Monday, April 9, 2018	
Marine Corps Marathon	Sunday, October 28, 2018	Monday, April 9, 2018	
National Memorial Day Parade	Monday, May 28, 2018	Monday, April 9, 2018	
DC All-Star Music and Arts Festival	Friday, July 13 - Saturday, July 14, 2018	Monday, April 9, 2018	
H Street Festival	Saturday, September 15, 2018	Monday, April 9, 2018	
Fast and Furriest 5K & Fun Run	Saturday, August 25, 2018	Monday, April 23, 2018	
Taste of Georgetown	Sunday, September 23, 2018	Monday, April 23, 2018	
Pride Dance Festival	Saturday, June 9, 2018	Monday, April 23, 2018	
17th Street Festival	Saturday, August 25, 2018	Monday, April 23, 2018	
Fiesta DC Parade	Saturday, September 15, 2018	Monday, April 23, 2018	
Fiesta DC Festival	Sunday, September 16, 2018	Monday, April 23, 2018	
Magic Hour Film Project	Wednesday, June 6-Sunday, July 8, 2018	Monday, April 23, 2018	
Barracks Row Fall Festival	Saturday, September 29, 2018	Monday, May 14, 2018	
Columbia Heights Day Festival	Saturday, June 16, 2018	Monday, May 14, 2018	
Celebrate Petworth	Saturday, September 8, 2018	Monday, May 14, 2018	
Around the World Food and Wine Festival	Saturday, August 18, 2018	Monday, May 14, 2018	

Q45a HSEMA Part 1

The Palisades Fourth of July Parade	Wednesday, July 4, 2018	Monday, June 11, 2018	
Washington International Horse Show	Sunday, October 21 – Monday, October 29, 2018	Monday, June 11, 2018	
National Independence Day Parade	Wednesday, July 4, 2018	Monday, June 11, 2018	
Mission: Impossible Fallout Red Carpet	Sunday, July 22, 2018	Monday, June 11, 2018	
Nation's Escape Triathlon	Sunday, September 9, 2018	Monday, June 11, 2018	
Four Season's Race to Beat Cancer 5K	Saturday, September 15, 2018	Monday, June 25, 2018	
St. Jude Walk/Run to End Childhood Cancer	Saturday, September 29, 2018	Monday, June 25, 2018	
Prevent Cancer Foundation	Sunday, September 16, 2018	Monday, June 25, 2018	
Fiesta del Barrio: 35 Years with La Clinica	Sunday, September 16, 2018	Monday, June 25, 2018	
Fast and Furriest 5K & Fun Run	Saturday, August 25, 2018	Monday, June 25, 2018	
Nation's Escape Triathlon	Sunday, September 9, 2018	Monday, June 25, 2018	FY2018 Q4
Howard University Homecoming 2018	Friday October 26-Saturday, October 27, 2018	Monday, July 9, 2018	
Snallygaster	Saturday, October 13, 2018	Monday, July 9, 2018	
Run for the Badge 5K and Community Day	Saturday, October 18, 2018	Monday, July 9, 2018	
International Colombian Festival	Saturday, July 21, 2018	Monday, July 9, 2018	
Adams Morgan Day	Sunday, September 9, 2018	Monday, July 9, 2018	
The Atlantic Festival	Saturday, September 29--Saturday, October 6, 2018	Monday, July 9, 2018	
Bloomingtondale Community BBQ Pop-up	Saturday, July 28, 2018	Monday, July 9, 2018	
Art All Night: Chocolate City	Saturday, September 29, 2018	Monday, July 23, 2018	
Congress Heights Day Parade	Saturday, September 29, 2018	Monday, July 23, 2018	
Army Ten-Miler	Sunday, October 7, 2018	Monday, July 23, 2018	
The Atlantic Festival	Tuesday, October 2 - Thursday, October 4, 2018	Monday, July 23, 2018	
DC State Fair	Sunday, September 23, 2018	Monday, July 23, 2018	
Bike MS: Nation's Capital	Saturday, September 29, 2018	Monday, July 23, 2018	
Thanksgiving Day Trot for Hunger	Thursday, November 22, 2018	Monday, August 13, 2018	
CityCenter Holiday Tree Lighting	Saturday, November 24, 2018	Monday, August 13, 2018	
Cathedral Commons Holiday Tree Lighting	Friday, November 30, 2018	Monday, August 13, 2018	
Ben's Chili Bowl's 60th Anniversary Celebration "A Tribute to Virginia Ali"	Wednesday, August 22, 2018	Monday, August 13, 2018	
Scope It Out		Monday, August 13, 2018	
Navy-Air Force Half Marathon & Navy 5 Miler	Sunday, September 16, 2018	Monday, August 13, 2018	
High Heel Race	Tuesday, October 30, 2018	Monday, August 13, 2018	
National Cherry Blossom Festival Parade	Saturday, April 13, 2019	Monday, August 27, 2018	
Janney 5K & Fun Run	Saturday, November 17, 2018	Monday, August 27, 2018	
Holy Trinity School 200th Anniversary Street Fair	Saturday, October 20, 2018	Monday, August 27, 2018	
Snallygaster	Saturday, October 13, 2018	Monday, August 27, 2018	
DC State Fair	Sunday, September 23, 2018	Monday, August 27, 2018	
Race4Respect 5K & Kid's Dash	Saturday, June 1, 2019	Monday, September 10, 2018	
PurpleStride Washington DC 5K Run/Walk	Saturday, June 8, 2019	Monday, September 10, 2018	

Q45a HSEMA Part 1

GWU Home Opener Tailgate	Tuesday, November 6, 2018	Monday, September 10, 2018	
Lawyers Have Heart 10K & 5K	Saturday, June 8, 2019	Monday, September 10, 2018	
Sakura Matsuri – Japanese Street Festival	Saturday, April 13, 2019	Monday, September 10, 2018	
National Law Enforcement Museum Ribbon Cutting	Thursday, October 11, 2018	Monday, September 10, 2018	
Washington Capitals Opening Night Red Carpet	Wednesday, October 3, 2018	Monday, September 10, 2018	
National Asian Heritage Festival--"Fiesta Asia Street Fair"	Saturday, May 18, 2019	Monday, September 24, 2018	
National Race to End Women's Cancer	Sunday, November 4, 2018	Monday, September 24, 2018	
VoteVets Veterans Day 5K	Sunday, November 11, 2018	Monday, September 24, 2018	
Cupid's Undie Run	Saturday, February 9, 2019	Monday, September 24, 2018	
Holy Trinity School 200th Anniversary Street Fair	Saturday, October 20, 2018	Monday, September 24, 2018	
Race for Hope	Sunday, May 5, 2019	Monday, October 22, 2018	FY2019Q 1
Dr. Martin Luther King Jr. Holiday Peace Parade	Monday, January 21, 2019	Monday, October 22, 2018	
Rock n Roll Marathon	Saturday, March 9, 2019	Monday, October 22, 2018	
DC Bike Ride	Saturday, May 18, 2019	Monday, October 22, 2018	
Cupid's Undie Run	Saturday, February 9, 2019	Monday, October 22, 2018	
Mayor's Fresh Start 5K	Tuesday, January 1, 2019	Monday, December 10, 2018	
March of Dimes March for Babies	Saturday, May 4, 2019	Monday, December 10, 2018	
Wonderland Ballroom Sundress Fest	Sunday, May 5, 2019	Monday, December 10, 2018	
More Than Pink Walk, Washington DC	Saturday, September 7, 2019	Monday, December 10, 2018	
Girls on the Run--DC Spring 5K	Sunday, June 2, 2018	Monday, December 10, 2018	



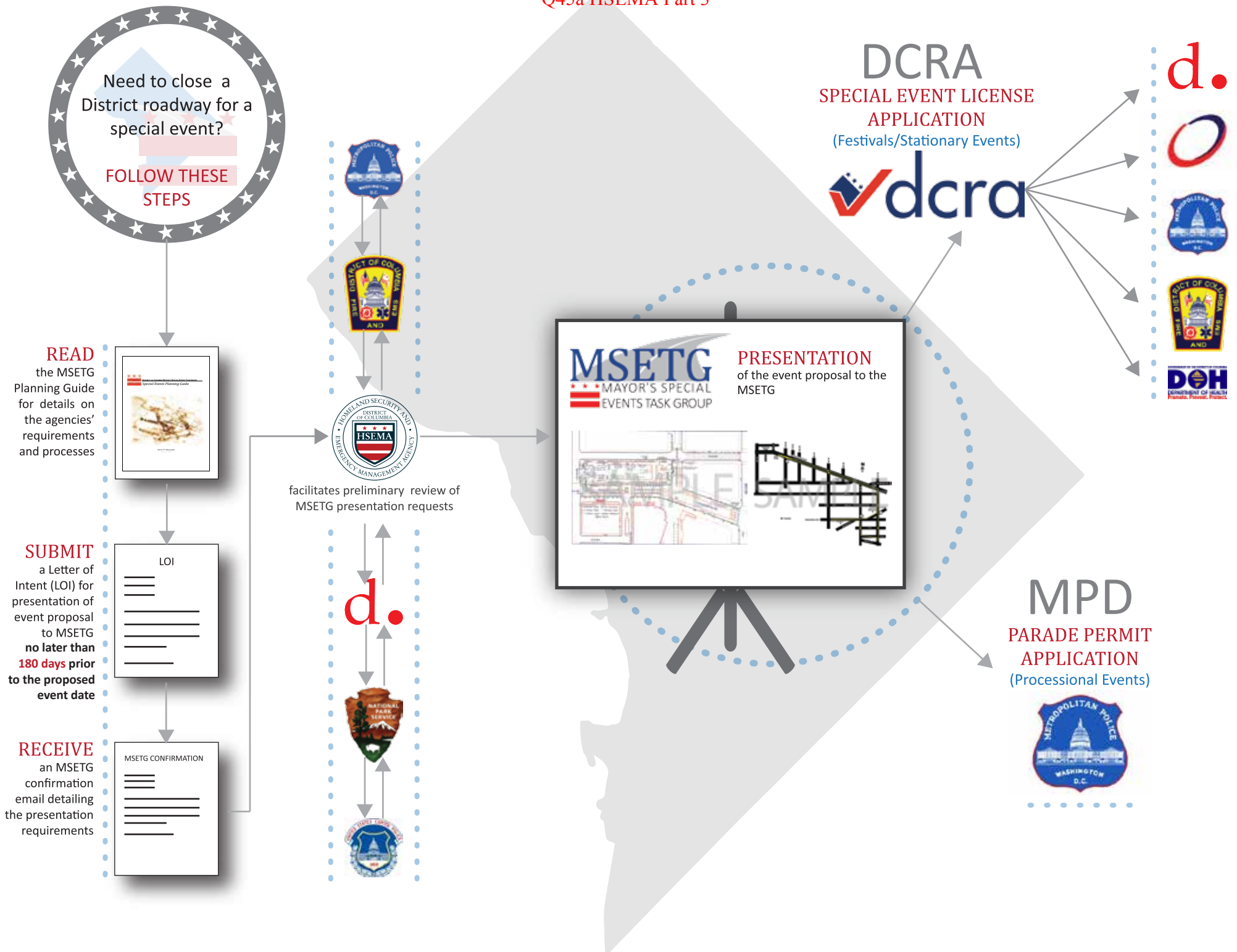


DISTRICT OF COLUMBIA MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide



2018 Edition (R)





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
Event Scheduling	9
Community Impact	9
General Considerations	9
Weather	9
Composition of the Expected Crowd	10
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	11
ADA Compliance	11
Public Disclosure Information	11
Special Event Calendar	11
After-Action Reporting	11
Insurance Requirements	12
Agency-Specific Requirements	14
Department of Consumer and Regulatory Affairs	14
Special Event License	14



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

Special Event Permit Application for Temporary Structures	15
Corporate Registration License.....	15
Electrical, Plumbing, Construction Permits.....	15
Metropolitan Police Department.....	15
Parade/Processional Event Permits.....	15
Street Closures	16
“Clear Route” Initiative and Heavy Blocking Vehicles	17
Reimbursable Detail Information.....	18
Department of Transportation	18
Public Space Occupancy Permits	18
Traffic Control Plans.....	19
Alcoholic Beverage Control Regulation Administration	20
Temporary Alcoholic Beverage Control License	20
Office of Tax and Revenue	21
Tax Registration License.....	21
Tax and Revenue Reporting Requirements	21
Department of Fire and Emergency Medical Services.....	22
Emergency Medical Services Requirements	22
Vending Requirements	22
Fireworks Display Permit	23
Department of Health.....	23
Food Safety and Hygiene Inspection Services Division.....	23
Health Emergency Preparedness and Response Administration Requirements.....	25
Serve DC.....	26
Volunteer Services	26
Department of Parks and Recreation	26
District Parks and Recreation Facilities Use Permit	26
National Park Service	27



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

Federal Parks Use Permit	27
U.S. Capitol Police	27
U.S. Capitol Permit	27
Robert F. Kennedy Memorial Stadium and Parking Lots	27
DC Water	28
Misting Tent Request	28
Fire Hydrant Use Permit.....	28
Drinking Water Station/Water Bubbler Use Permit	28
Temporary Discharge to Sewers Permit	28
"Wendy the Waterdrop" Appearance	28
Washington Metropolitan Area Transportation Authority (WMATA).....	29
Department of Energy and Environment.....	29
Schedule of Fees	31
Department of Consumer and Regulatory Affairs	31
Metropolitan Police Department.....	31
Alcoholic Beverage Regulation Administration	32
Department of Fire and Emergency Medical Services.....	32
Department of Health – Food Safety and Hygiene Inspection Services Division	32
Department of Public Works.....	33
Department of Transportation	33



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
 Department of Fire and Emergency Medical Services
 District Department of Transportation
 Department of Health
 Executive Office of the Mayor
 DC Water
 Office of Motion Pictures and Television Development
 Washington Metropolitan Area Transit Authority
 Events DC
 U.S. Park Police
 U.S. Department of Homeland Security – Federal Protective Service
 Office of Risk Management

National Park Service
 U.S. Capitol Police
 National Gallery of Arts
 Metropolitan Police Department
 Department of Public Works
 Department of Consumer and Regulatory Affairs
 Department of Parks and Recreation
 Office of Tax and Revenue
 Alcoholic Beverage Regulation Administration
 Smithsonian Institute
 Department of General Services
 District of Columbia National Guard



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 establishing and 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 processed 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
- ☐ Street closure controls (i.e. security vehicle, water barriers, etc.)
- ☐ All structure and temporary structures in and around event footprint
- ☐ Fire hydrant locations (maintain 3 feet clearance on all sides of hydrant)



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

- ☐ Streets and roadways bordering event
- ☐ Detailed event plan with activity/programmatic timelines
- ☐ Detailed diagram of entire event set-up (each street closure must include an unobstructed 20 feet emergency access lane, stages, tents, equipment, fencing, etc.)
- ☐ Key/legend indicating all elements of sitemap
- ☐ Information relative to any staging or equipment set-up on public space
- ☐ Expected number of attendees
- ☐ 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

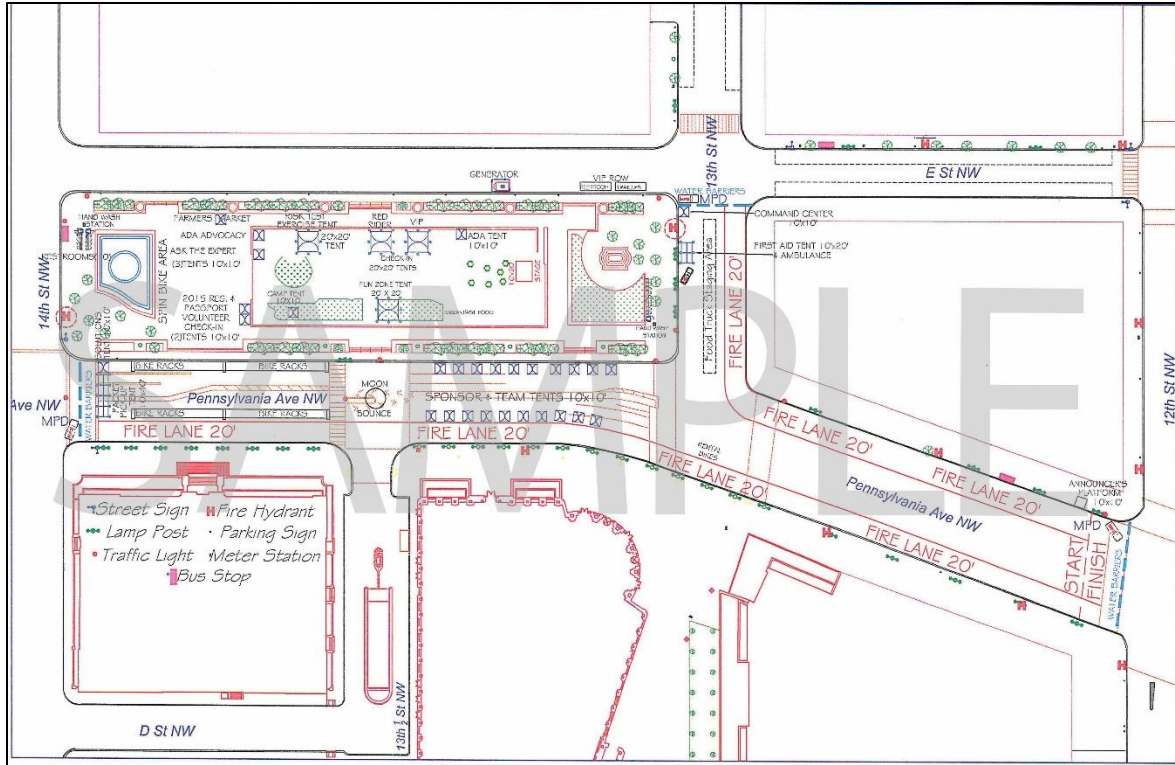


Figure 1

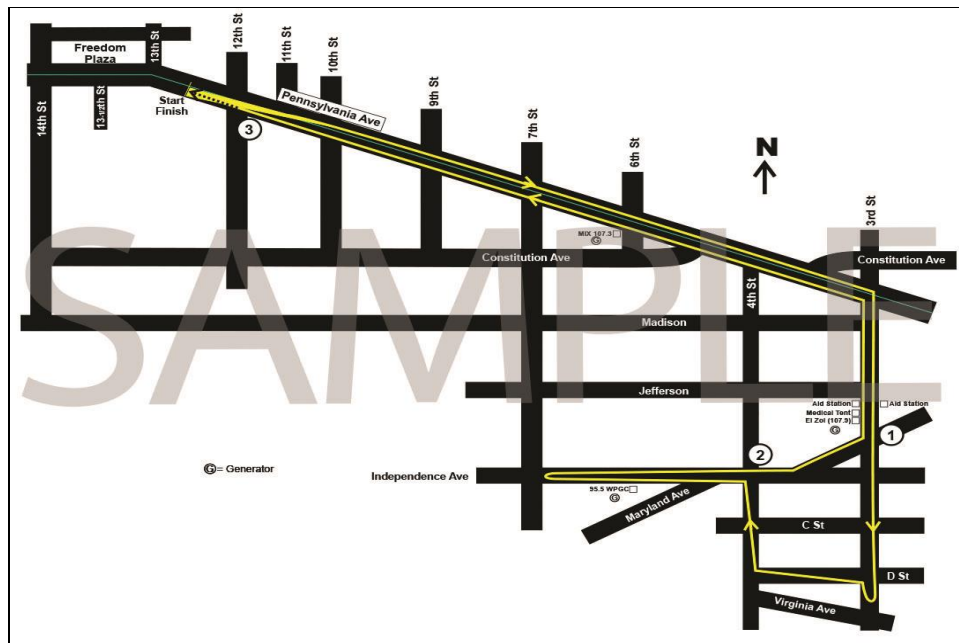


Figure 2



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.

Event Scheduling

The MSETG maintains a schedule of special events on an annual basis. All new requests for event dates must be submitted in writing to the MSETG, and are processed on a *first-come, first-served* basis up to one year in advance. The MSETG processes numerous annual and traditional/long-established special events, such as the National Barbecue Battle, Taste of DC, H Street Festival, Rock 'n' Roll Marathon, etc. on a yearly basis. The MSETG will not process events for sites and dates affected by established annual events. Once an annual event is cancelled or rescheduled, the established date becomes available on a *first-come, first-served* basis.

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



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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 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.



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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.

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.

After-Action Reporting

The submission of After-Action Reports by event organizers and relevant agencies will be used as a method of documenting key successes and determining areas of improvement for future planned productions of events. Event organizers will be provided with an After-Action Report template subsequent to receiving the conditional approval of the MSETG.



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

Insurance Requirements

The Event Organizer shall procure and maintain, during the entire period of performance under the approved license or permit, the types of insurance specified below. These are the required minimum insurance requirements established by the District of Columbia. HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED BELOW WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.

If the requested license or permit is approved by either Metropolitan Police Department (MPD) or Department of Consumer and Regulatory Affairs (DCRA), then the Event Organizer shall have its insurance broker or insurance company submit a Certificate of Insurance to the appropriate agency responsible for reviewing and approving the license or permit which would be either MPD or DCRA giving evidence of the required coverage prior to commencing any activity in connection with the requested license or permit. In no event shall any activity be performed until the required Certificates of Insurance, signed by an authorized representative of the insurer(s) have been provided to, and accepted by, either MPD or DCRA. All required liability policies shall include the Government of the District of Columbia as an additional insured and shall contain a waiver of subrogation. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the activity is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Event Organizer shall require all of its event vendors to carry the same insurance required herein. The Event Organizer shall ensure that all policies provide that either MPD or DCRA shall be given written notice within a reasonable period of time in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Event Organizer shall provide either MPD or DCRA with ten (10) days prior written notice in the event of non-payment of premium.

MINIMUM INSURANCE REQUIREMENTS
BASIC COVERAGES
<i>Commercial General Liability:</i> Per Occurrence: \$1,000,000 Aggregate: \$2,000,000 Products and Completed Operations: \$2,000,000 Personal/Advertising Injury: \$1,000,000
<i>Automobile Liability:</i> \$1,000,000 per occurrence
<i>Workers' Compensation:</i> See applicable statute for jurisdictional requirement Employers' liability: Each Accident: \$500,000 Employee Disease: \$500,000 Disease-Policy Limit: \$500,000



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

MINIMUM INSURANCE REQUIREMENTS
MOST COMMON ADDITIONAL COVERAGES: Requirements to be determined depending on individual contract
<i>Auto Physical Damage Insurance: TBD</i>
<i>Cyber Liability Insurance: \$1,000,000+</i>
<i>Employment Practices Liability:</i> Per Occurrence : \$1,000,000+ Aggregate: \$1,000,000+
<i>Environmental Liability:</i> Per Occurrence : \$1,000,000+ Aggregate: \$1,000,000+
<i>Installation Floater :TBD</i>
<i>Liquor Liability Insurance: \$1, 000,000</i>
<i>Professional Liability (E&O):</i> Per Occurrence: \$1,000,000+ Aggregate: \$1,000,000+
<i>Sexual Abuse & Molestation</i> Per Occurrence : \$1,000,000+ Aggregate: \$1,000,000+
<i>Umbrella or Excess Liability:</i> \$2,000,000 to 5,000,000+
<i>3rd Party Crime Insurance:</i> Per Occurrence for Each Wrongful Act:\$50,000 +
Note:
<ol style="list-style-type: none"> 1. Insurance carrier must have an A.M. Best Company rating of A / VIII or higher. 2. The Contractor shall require all of its subcontractors to carry the same insurance required herein. 3. All required liability policies shall include the Government of the District of Columbia as an additional insured and shall contain a waiver of subrogation.



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.mpd.cdc.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.

"Clear Route" Initiative and Heavy Blocking Vehicles

If your special event is being hosted upon a District of Columbia public street and requires the street to be closed, all moving traffic shall be diverted according to the requirements of the District of Columbia Department of Transportation's (DDOT) Traffic Control Plan. In support of that Traffic Control Plan, the Washington D.C. Metropolitan Police Department (MPD) will then require the use of appropriate public safety measures that would prevent any other vehicles from entering the confines of the event area. Required measures may include, but are not limited to, the use of barriers, appropriate blocking vehicles, or both.

MPD will evaluate each special event site plan, route map, and other relevant event documents to determine the most appropriate safety measures that will be required before the event is permitted to take place.

Conditional Approval obtained through the MSETG is contingent upon each organizer fulfilling each agency's requirements for special events.

Additionally, all costs associated with these public safety requirements are the responsibility of the event organizer, and such costs should be factored into production costs prior to the actual event. Should MPD need to request "same day" public safety resources to fulfill these requirements, event organizers will be financially responsible for these services. Failing to satisfy the financial obligations incurred may preclude the event organizer from holding future special events.

In addition to the aforementioned public safety requirements, for every special event that is classified as a festival all parked vehicles shall be removed from the area where the festival will occur prior to the start of the event. For every special event that is classified as a processional special event, such as a marathon or a parade, all vehicles must be removed from the route. The organizer must secure "Emergency No Parking" signage from the District of Columbia Department of Transportation at the organizer's expense, and the signage must be installed by the organizer within the required time frame for Emergency No Parking to take effect.



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

The organizer shall remove vehicles in violation of the Emergency No Parking signage by employing the towing services of the District of Columbia Department of Public Works (DPW). The number of required Emergency No Parking signs and DPW tow vehicles will be contingent upon the size and scope of the special event. These requirements may require additional costs for event production.

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

Department of Transportation

Public Space Occupancy Permits

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.



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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).
- ❑ 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.

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.



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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:
- ☐ 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.



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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.

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



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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
 1018 13th St NW 3rd Floor
 Washington, DC 20005
 (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 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



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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:

- ☐ 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**.



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

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, 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. 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>.

Any special event with a planned attendee size of 100,000 or greater will require a formal planning meeting with the Department of Health (See contact information below).

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	1 – 2,500	x	x	♦		BLS ♦	♦
	2,501-15,000	x		x		ALS(1)	x
	15,001-50,000	x		x	♦	ALS (1)	x
	50,001-100,000	x			x	ALS (1)	x
Athletic/ Sporting Event	1 – 2,500	x	x	♦		BLS ♦	♦
	2,501-15,000	x		x	♦	ALS(1)	x
	15,001-50,000	x			x	ALS (1)	x
	50,001-100,000	x			x	ALS (1)	x
Parade/ Outside Venues	1 – 2,500	x	♦			BLS ♦	♦
	2,501-15,000	x	x	♦		BLS ♦	x
	15,001-50,000	x		x		ALS (1)	x
	50,001-100,000	x			x	ALS (1)	x
Conference or Convention	1 – 2,500	x	♦			BLS ♦	♦
	2,501-15,000	x	x	♦		BLS ♦	♦
	15,001-50,000	x		x	♦	ALS (1)	x
	50,001-100,000	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



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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 information will allow the healthcare facilities to be informed of the anticipated location and crowd size, so they can plan how the event may impact their respective facilities.

Event Organizers with questions regarding the Health, Medical and Safety Plan prior to the special event to ensure requirements are being met, are encouraged to contact:

HEPRA – Special Events
899 North Capitol Street NE, Suite 570
Washington, DC 20002
(202) 671-4222

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



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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.

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
 National Mall and Memorial Parks
 Division of Permits Management
 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



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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.

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 Bubbler 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

Washington Metropolitan Area Transportation Authority (WMATA)

If events will cause any disruption and/or delays in service, or blockage in and around WMATA's property, please contact:

Supervisor/Events Coordinator for Special Events
 600 5th Street, NW
 Washington, DC 20001
 (202) 440-3319
 (202) 578-9791

Department of Energy and Environment

Environmental Regulations for Special Events

Below is a list of environmental regulations that apply to special events in the District. Other regulations may apply for activities that have additional environmental concerns, such as the use of hazardous materials.

Engine Anti-Idling Law

With a few exceptions, motor vehicles powered by gasoline or diesel are not allowed to idle for more than three minutes while the vehicle is parked, stopped or standing. Any person or organization owning or operating a vehicle seen violating this regulation will be issued a civil infraction ticket for \$1,000 for a first-time violation. Learn more at doee.dc.gov/service/engine-anti-idling-law

Anacostia River Clean Up and Protection Act ('Bag Law')

The Bag Law requires all District businesses that sell food or alcohol to charge five cents for each disposable paper or plastic carryout bag — whether or not food or alcohol products are purchased in the store. Learn more about and find guidance on how to implement the Bag Law at doee.dc.gov/bags

Food Service Ware Regulations ('Foam Ban')

The Sustainable DC Omnibus Amendment Act of 2014 bans the use of food service products made of expanded polystyrene, commonly known as foam or Styrofoam™, by all District businesses and organizations that serve food. Effective January 1, 2017, businesses and organizations that sell or serve food or beverages in the District must only use recyclable or compostable food service products. Mixed materials, such as paper bags with a plastic window and foil sandwich wraps with a paper lining, are banned from use (Appendix A). Learn more at doee.dc.gov/foodserviceware

Non-Storm water Discharges

Under the DC Water Pollution Control Act and the federal Clean Water Act, the discharge of pollutants to the storm water sewer system is prohibited. Any substance with the potential to alter water quality is considered a pollutant, including: wash water, grey water, oils, dirt, litter, and even chemicals in drinking water like chlorine that may be harmful to fish and other living organisms. No amounts of any of these substances may be disposed of or washed into a storm drain, and accidental releases must be minimized. Special events with the potential to



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

discharge pollutants should take steps to prevent and respond to spills and should call 911 if pollutants get into a storm drain. Learn more at doee.dc.gov/service/water-quality-regulations

Recycling and Zero Waste Event Guide

Incorporating waste minimization practices into events has positive environmental, social, and financial impacts. The Special Event Waste Diversion Amendment Act of 2014 requires permit applicants to develop a recycling plan for events with more than 100 attendees. Going beyond recycling to include reducing waste at the source and waste diversion, such as composting and food recovery, can help organizers attract attendees and align with the values of event participants who seek to reduce their environmental footprint. The Department of Energy and Environment has developed a Zero Waste Guide. The guide provides a helpful checklist for planning zero waste events and directories of local vendors to support zero waste efforts. Learn more at: zerowaste.dc.gov



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 and payment timelines 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*</i>	<i>\$ 69.43</i>
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MPD requires payment within five (5) days of receipt of invoice.

Scheduled MPD services will include a minimum of (30) minutes for Roll Call Briefing and at least (30) minutes for Check Off/Return of Required Equipment.

On Duty staffing cannot be used to account for staffing your special event. All police coverage is at the expense of the event organizer. Additionally, use of the Reserve Corps cannot be used to discount or replace required police coverage for your special event.

Special Event organizers are reminded that they are required to obtain ALL necessary permits from MPD with respect to processional events. A Parade Permit MUST be submitted before your special event coverage is finalized. No other City agency has the ability to permit a processional event. EG: 5K, marathon, parade, or walking type of event.

Special Event organizers are reminded that MPD is a LAW ENFORCEMENT agency and will not provide police services/coverage to any special event that has not met all regulatory requirements. Further, if a special event is found to be in violation of regulatory requirements, MPD MAY shutdown the special event. If this were to occur, the special event organizer is still subject to all City fees and reimbursements.



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

MPD will NOT provide any police coverage to a special event requiring street closures without the event first being presented to the Mayor's Special Event Task Group. MPD will not process any requests for police services for ANY event requiring street closures without proper MSETG approval.

MPD REQUIRES a special event organizer to finalize all police services for their special event within fifteen (15) days prior to their special event date.

*Rate may be subject to a 3% increase each October 1.

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>	\$ 54.35
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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>	\$ 65.00
--	-----------------

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>	\$ 65.00
--	-----------------

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

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

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

<i>Cost per hour (for a minimum of 4 hours)</i>	\$130.00
---	-----------------

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

<i>Cost per hour (for a minimum of 4 hours)</i>	\$400.00
---	-----------------

Department of Health – Food Safety and Hygiene Inspection Services Division

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

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



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

Department of Public Works

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

<i>Rate per person per hour</i>	\$ 32.00
<i>Equipment per hour</i>	\$ 40.00
<i>Disposable trash bags, per case</i>	\$ 46.00
<i>Trash cans, per can</i>	\$ 5.50
<i>Recycle bin, per bin</i>	\$ 5.50
<i>Tonnage collection, per ton</i>	\$ 79.23

Towing Service

<i>Cost for minimum of 4 hours (includes 1 tow truck, 1 driver, 1 supervisor)</i>	\$581.64
<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

DPW requires payment ten (10) days prior to the date of the event.

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
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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
---	---------

DDOT requires payment fourteen (14) days prior to the date of the event.



Food Service Ware REQUIREMENTS

Enforcement
Begins
January 1,
2018

Effective January 1, 2017, District businesses and organizations providing disposable products for prepared food must use recyclable or compostable materials when serving consumers.

Food items packaged outside of the District, products for home use, and containers for raw meat are not subject to these requirements. **Affected businesses and organizations include:**

- Restaurants & delis
- Grocery stores
- Hotels, motels & inns
- Cafeterias
- Caterers
- Hospitals
- Food trucks
- Street vendors
- Schools
- Faith-based organizations
- Other groups that serve food
- Coffee Shops and Cafés



Compliant Compostable and Recyclable Items

Products made solely of rigid plastic, made of pulp or paper with or without a plastic or wax coating or certified compostable by the Biodegradable Products Institute (products.bpiworld.org) are considered compliant.



Items to Throw In the Trash

Items smaller than two (2) inches in two dimensions, heavily food-soiled items, plastic bags, and plastic wraps should be thrown in the trash to avoid recycling contamination.*



*Private waste and recycling programs may accept these items. Ask for details.



Items Banned and Enforced by the District

Mixed material products, including paper bags with plastic windows and foil-lined deli paper wraps are **BANNED**. Since 2016, expanded polystyrene foam containers are also **BANNED**.





DISTRICT OF COLUMBIA

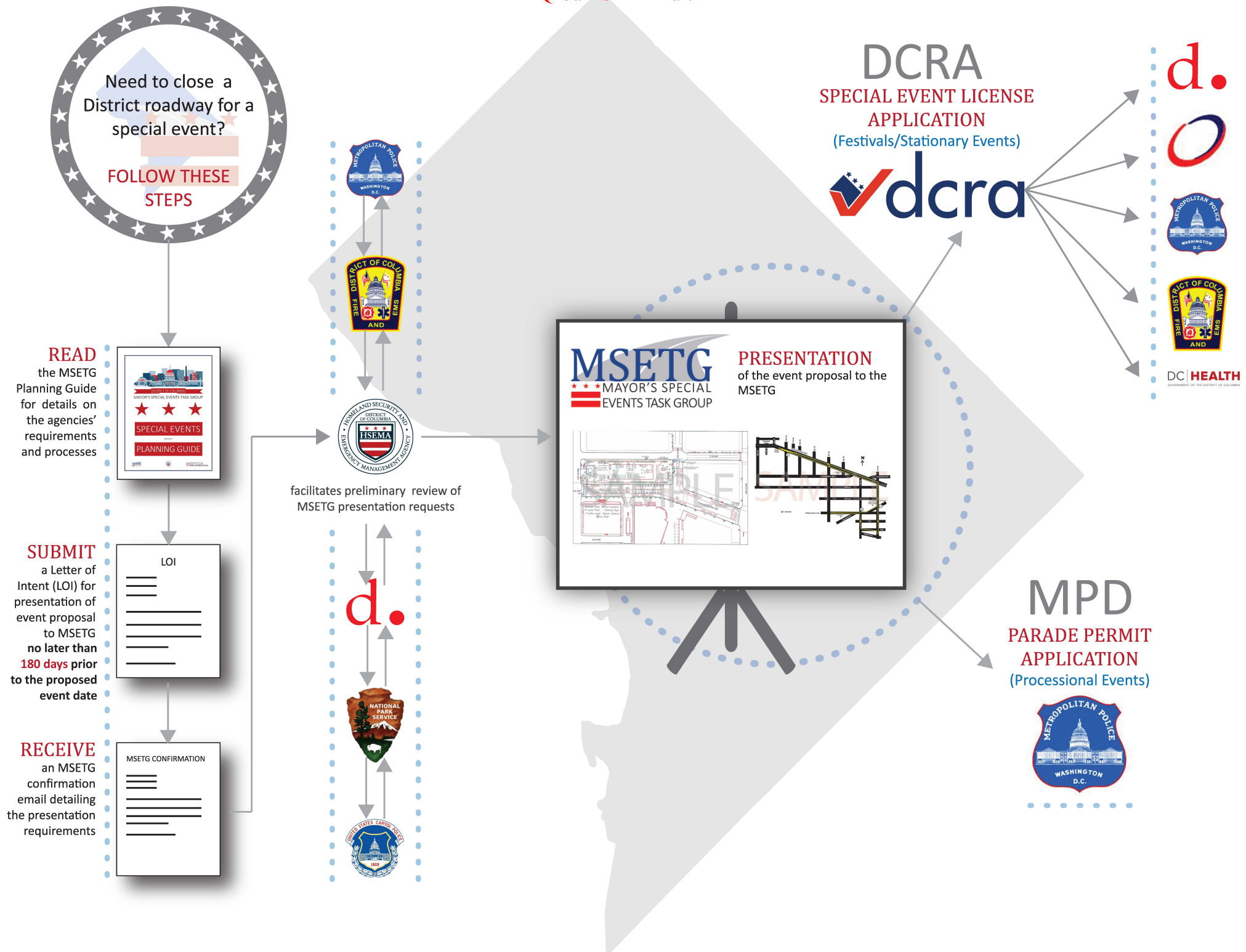
MAYOR'S SPECIAL EVENTS TASK GROUP



SPECIAL EVENTS

2019 Edition

PLANNING GUIDE





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
Event Scheduling	9
Community Impact	9
General Considerations	9
Weather	9
Composition of the Expected Crowd	10
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	11
ADA Compliance	11
Public Disclosure Information	12
Special Event Calendar	12
After-Action Reporting	12
Insurance Requirements	13
Agency-Specific Requirements	15
Department of Consumer and Regulatory Affairs	15
Special Event License	15



MAYOR'S SPECIAL EVENTS TASK GROUP Special Events Planning Guide

Special Event Permit Application for Temporary Structures	16
Corporate Registration License.....	16
Electrical, Plumbing, Construction Permits.....	16
Metropolitan Police Department.....	16
Parade/Processional Event Permits.....	16
Street Closures	17
“Clear Route” Initiative and Heavy Blocking Vehicles	18
Reimbursable Detail Information.....	19
Department of Transportation	19
Public Space Occupancy Permits	19
Traffic Control Plans.....	20
Alcoholic Beverage Control Regulation Administration	21
Temporary Alcoholic Beverage Control License	21
Office of Tax and Revenue	22
Tax Registration License.....	22
Tax and Revenue Reporting Requirements	22
Department of Fire and Emergency Medical Services.....	23
Emergency Medical Services Requirements	23
Vending Requirements	23
Fireworks Display Permit	24
Department of Health.....	24
Food Safety and Hygiene Inspection Services Division.....	24
Health Emergency Preparedness and Response Administration Requirements.....	26
Serve DC.....	27
Volunteer Services	27
Department of Parks and Recreation	27
District Parks and Recreation Facilities Use Permit	27
National Park Service	28



MAYOR'S SPECIAL EVENTS TASK GROUP Special Events Planning Guide

Federal Parks Use Permit	28
U.S. Capitol Police	28
U.S. Capitol Permit	28
Robert F. Kennedy Memorial Stadium and Parking Lots	28
DC Water	29
Misting Tent Request	29
Fire Hydrant Use Permit.....	29
Drinking Water Station/Water Bubbler Use Permit	29
Temporary Discharge to Sewers Permit	29
“Wendy the Waterdrop” Appearance	29
Washington Metropolitan Area Transportation Authority (WMATA).....	30
Department of Energy and Environment.....	30
Schedule of Fees	32
Department of Consumer and Regulatory Affairs	32
Metropolitan Police Department.....	32
Alcoholic Beverage Regulation Administration	33
Department of Fire and Emergency Medical Services.....	33
Department of Health – Food Safety and Hygiene Inspection Services Division	33
Department of Public Works.....	34
Department of Transportation	34



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
 Department of Fire and Emergency Medical Services
 District Department of Transportation
 Department of Health
 Executive Office of the Mayor
 DC Water
 Office of Motion Pictures and Television Development
 Washington Metropolitan Area Transit Authority
 Events DC
 U.S. Park Police
 U.S. Department of Homeland Security – Federal Protective Service
 Office of Risk Management

National Park Service
 U.S. Capitol Police
 National Gallery of Arts
 Metropolitan Police Department
 Department of Public Works
 Department of Consumer and Regulatory Affairs
 Department of Parks and Recreation
 Office of Tax and Revenue
 Alcoholic Beverage Regulation Administration
 Smithsonian Institute
 Department of General Services
 District of Columbia National Guard



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 establishing and 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 processed 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 dc.msetg@dc.gov.

The LOI must minimally contain the following information in a single 1-3 page document:

- ☐ 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 (street closure 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
- ☐ Street closure controls (i.e. security vehicle, water barriers, etc.)
- ☐ All structure and temporary structures in and around event footprint
- ☐ Fire hydrant locations (maintain 3 feet clearance on all sides of hydrant)
- ☐ Streets and roadways bordering event



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

- ☐ Detailed event plan with activity/programmatic timelines
- ☐ Detailed diagram of entire event set-up (each street closure must include an unobstructed 20 feet emergency access lane, stages, tents, equipment, fencing, etc.)
- ☐ Key/legend indicating all elements of sitemap
- ☐ Information relative to any staging or equipment set-up on public space
- ☐ Expected number of attendees
- ☐ 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, barriers, 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

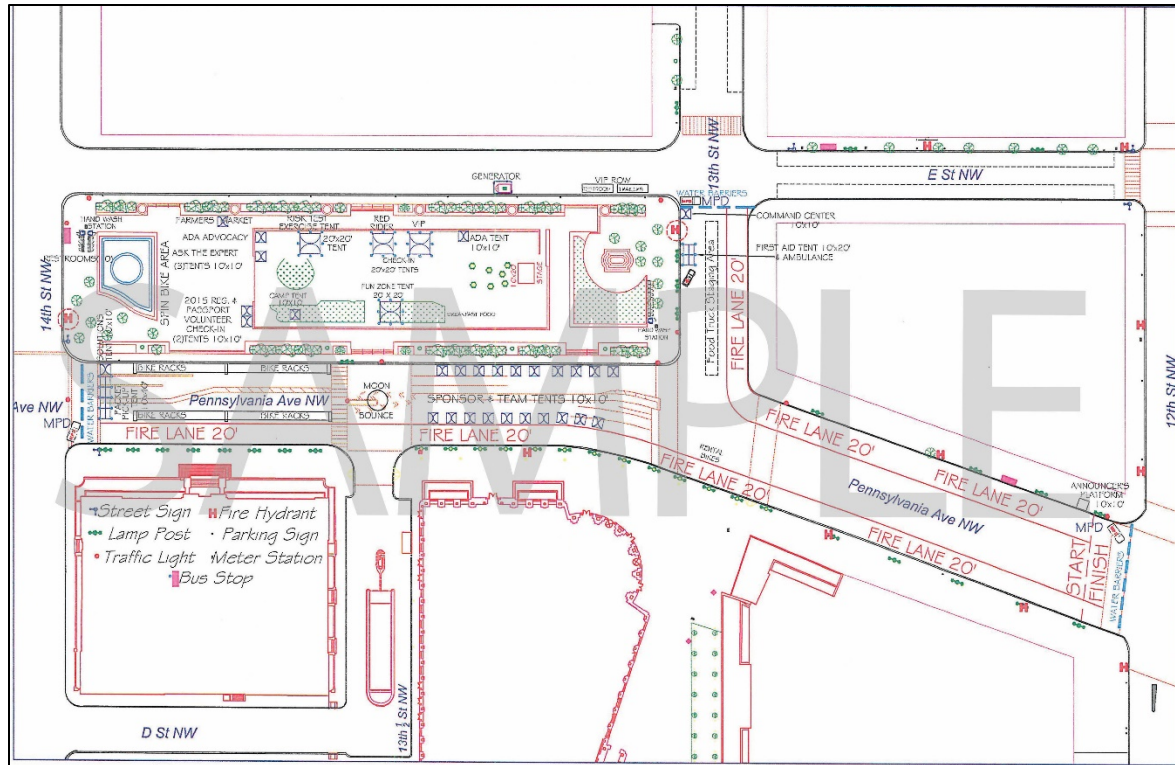


Figure 1

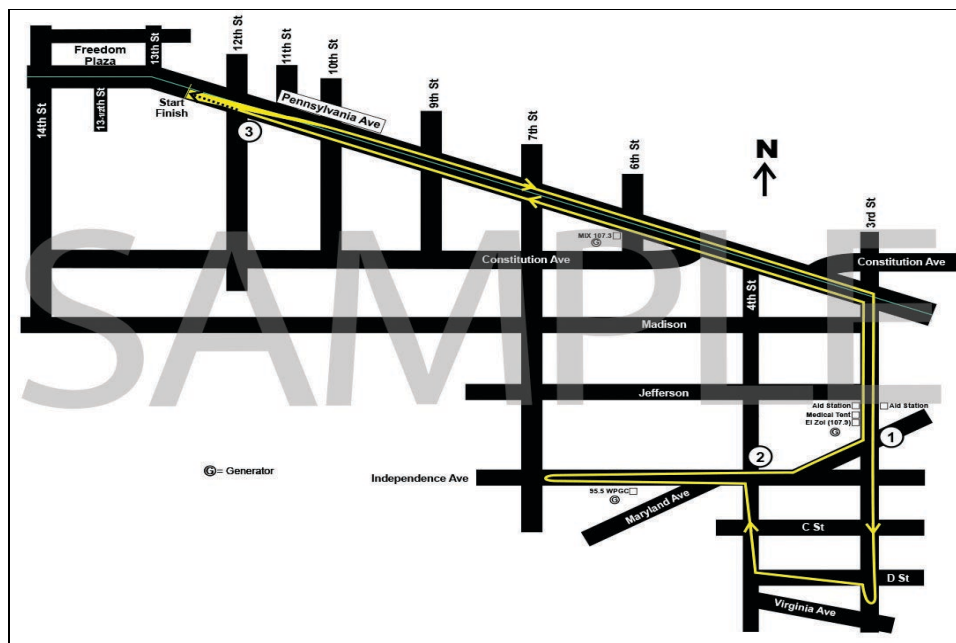


Figure 2



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.

Event Scheduling

The MSETG maintains a schedule of special events on an annual basis. All new requests for event dates must be submitted in writing to the MSETG, and are processed on a *first-come, first-served* basis up to one year in advance. The MSETG processes numerous annual and traditional/long-established special events, such as the National Barbecue Battle, Taste of DC, H Street Festival, Rock 'n' Roll Marathon, etc. on a yearly basis. The MSETG will not process events for sites and dates affected by established annual events. Once an annual event is cancelled or rescheduled, the established date becomes available on a *first-come, first-served* basis.

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



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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 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.



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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.

Community Outreach

Event organizers that would like to request agency community outreach participation shall refer to the agencies specific guidelines. Respective guidelines for MSETG agencies community outreach request can be found in the links below:

Fire and Emergency Medical Services (FEMS)	https://fems.dc.gov/page/public-information-and-community-affairs
Homeland Security and Emergency Management Agency (HSEMA)	https://hsema.dc.gov/service/community-outreach-event-request-form
Department of Public Works (DPW)	https://dpw.dc.gov/node/416282
District Department of Transportation (DDOT)	https://dcforms.dc.gov/webform/meeting-request-form-advisory-neighborhood-commissions-or-other-community-groups
DC Health	Event organizers may call the Office of Communications and Community Relations at 202-442-9897 to request the Community Outreach Event Request Form (Appendix B). All requests must be provided at least one (1) month in advance of the event.



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.

After-Action Reporting

The submission of After-Action Reports by event organizers and relevant agencies will be used as a method of documenting key successes and determining areas of improvement for future planned productions of events. Event organizers will be provided with an After-Action Report template subsequent to receiving the conditional approval of the MSETG.



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

Insurance Requirements

The Event Organizer shall procure and maintain, during the entire period of performance under the approved license or permit, the types of insurance specified below. These are the required minimum insurance requirements established by the District of Columbia. HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED BELOW WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.

If the requested license or permit is approved by either Metropolitan Police Department (MPD) or Department of Consumer and Regulatory Affairs (DCRA), then the Event Organizer shall have its insurance broker or insurance company submit a Certificate of Insurance to the appropriate agency responsible for reviewing and approving the license or permit which would be either MPD or DCRA giving evidence of the required coverage prior to commencing any activity in connection with the requested license or permit. In no event shall any activity be performed until the required Certificates of Insurance, signed by an authorized representative of the insurer(s) have been provided to, and accepted by, either MPD or DCRA. All required liability policies shall include the Government of the District of Columbia as an additional insured and shall contain a waiver of subrogation. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the activity is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Event Organizer shall require all of its event vendors to carry the same insurance required herein. The Event Organizer shall ensure that all policies provide that either MPD or DCRA shall be given written notice within a reasonable period of time in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Event Organizer shall provide either MPD or DCRA with ten (10) days prior written notice in the event of non-payment of premium.

MINIMUM INSURANCE REQUIREMENTS
BASIC COVERAGES
<i>Commercial General Liability:</i> Per Occurrence: \$1,000,000 Aggregate: \$2,000,000 Products and Completed Operations: \$2,000,000 Personal/Advertising Injury: \$1,000,000
<i>Automobile Liability:</i> \$1,000,000 per occurrence
<i>Workers' Compensation:</i> See applicable statute for jurisdictional requirement Employers' liability: Each Accident: \$500,000 Employee Disease: \$500,000 Disease-Policy Limit: \$500,000
MINIMUM INSURANCE REQUIREMENTS

MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

MOST COMMON ADDITIONAL COVERAGES: Requirements to be determined depending on individual contract
<i>Auto Physical Damage Insurance: TBD</i>
<i>Cyber Liability Insurance: \$1,000,000+</i>
<i>Employment Practices Liability: Per Occurrence : \$1,000,000+ Aggregate: \$1,000,000+</i>
<i>Environmental Liability: Per Occurrence : \$1,000,000+ Aggregate: \$1,000,000+</i>
<i>Installation Floater :TBD</i>
<i>Liquor Liability Insurance: \$1, 000,000</i>
<i>Professional Liability (E&O): Per Occurrence: \$1,000,000+ Aggregate: \$1,000,000+</i>
<i>Sexual Abuse & Molestation Per Occurrence : \$1,000,000+ Aggregate: \$1,000,000+</i>
<i>Umbrella or Excess Liability: \$2,000,000 to 5,000,000+</i>
<i>3rd Party Crime Insurance: Per Occurrence for Each Wrongful Act:\$50,000 +</i>
Note:
<ol style="list-style-type: none"> 1. Insurance carrier must have an A.M. Best Company rating of A / VIII or higher. 2. The Contractor shall require all of its subcontractors to carry the same insurance required herein. 3. All required liability policies shall include the Government of the District of Columbia as an additional insured and shall contain a waiver of subrogation.



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.dcrd.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.dcrd.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 any public



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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.mpd.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 III



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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.

"Clear Route" Initiative and Heavy Blocking Vehicles

If your special event is being hosted upon a District of Columbia public street and requires the street to be closed, all moving traffic shall be diverted according to the requirements of the District of Columbia Department of Transportation's (DDOT) Traffic Control Plan. In support of that Traffic Control Plan, the Washington D.C. Metropolitan Police Department (MPD) will then require the use of appropriate public safety measures that would prevent any other vehicles from entering the confines of the event area. Required measures may include, but are not limited to, the use of barriers, appropriate blocking vehicles, or both.

MPD will evaluate each special event site plan, route map, and other relevant event documents to determine the most appropriate safety measures that will be required before the event is permitted to take place.

Conditional Approval obtained through the MSETG is contingent upon each organizer fulfilling each agency's requirements for special events.

Additionally, all costs associated with these public safety requirements are the responsibility of the event organizer, and such costs should be factored into production costs prior to the actual event. Should MPD need to request "same day" public safety resources to fulfill these requirements, event organizers will be financially responsible for these services. Failing to satisfy the financial obligations incurred may preclude the event organizer from holding future special events.

In addition to the aforementioned public safety requirements, for every special event that is classified as a festival all parked vehicles shall be removed from the area where the festival will occur prior to the start of the event. For every special event that is classified as a processional special event, such as a marathon or a parade, all vehicles must be removed from the route. The organizer must secure "Emergency No Parking" signage from the District of Columbia Department of Transportation at the organizer's expense, and the signage must be installed by the organizer within the required time frame for Emergency No Parking to take effect.



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

The organizer shall remove vehicles in violation of the Emergency No Parking signage by employing the towing services of the District of Columbia Department of Public Works (DPW). The number of required Emergency No Parking signs and DPW tow vehicles will be contingent upon the size and scope of the special event. These requirements may require additional costs for event production.

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

Department of Transportation

Public Space Occupancy Permits

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.



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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).
- ❑ 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.

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.



MAYOR'S SPECIAL EVENTS TASK GROUP Special Events Planning Guide

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:
- ☐ 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.



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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.

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



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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
1018 13th St NW 3rd Floor
Washington, DC 20005
(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 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



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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:

- ☐ 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**.



MAYOR'S SPECIAL EVENTS TASK GROUP Special Events Planning Guide

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, 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. 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>.

Any special event with a planned attendee size of 100,000 or greater will require a formal planning meeting with the Department of Health (See contact information below).

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	1 – 2,500	x	x	♦		BLS♦	♦
	2,501-15,000	x		x		ALS(1)	x
	15,001-50,000	x		x	♦	ALS (1)	x
	50,001-100,000	x			x	ALS (1)	x
Athletic/ Sporting Event	1 – 2,500	x	x	♦		BLS♦	♦
	2,501-15,000	x		x	♦	ALS(1)	x
	15,001-50,000	x			x	ALS (1)	x
	50,001-100,000	x			x	ALS (1)	x
Parade/ Outside Venues	1 – 2,500	x	♦			BLS♦	♦
	2,501-15,000	x	x	♦		BLS♦	x
	15,001-50,000	x		x		ALS (1)	x
	50,001-100,000	x			x	ALS (1)	x
Conference or Convention	1 – 2,500	x	♦			BLS♦	♦
	2,501-15,000	x	x	♦		BLS ♦	♦
	15,001-50,000	x		x	♦	ALS (1)	x
	50,001-100,000	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



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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 information will allow the healthcare facilities to be informed of the anticipated location and crowd size, so they can plan how the event may impact their respective facilities.

Event Organizers with questions regarding the Health, Medical and Safety Plan prior to the special event to ensure requirements are being met, are encouraged to contact:

HEPRA – Special Events
899 North Capitol Street NE, Suite 570
Washington, DC 20002
(202) 671-4222

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



MAYOR'S SPECIAL EVENTS TASK GROUP Special Events Planning Guide

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.

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
National Mall and Memorial Parks
Division of Permits Management
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



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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.

Event organizers interested in having the DC Water Misting Tent setup at the Special Event, please request the tent at <https://www.dewater.com/event-request>.

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 <https://www.dewater.com/event-request>.

Drinking Water Station/Water Bubbler 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: <https://www.dewater.com/event-request>.

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: <https://www.dewater.com/event-request>.

“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

Washington Metropolitan Area Transportation Authority (WMATA)

If events will cause any disruption and/or delays in service, or blockage in and around WMATA's property, please contact:

Supervisor/Events Coordinator for Special Events
600 5th Street, NW
Washington, DC 20001
(202) 440-3319
(202) 578-9791

Department of Energy and Environment

Environmental Regulations for Special Events

Below is a list of environmental regulations that apply to special events in the District. Other regulations may apply for activities that have additional environmental concerns, such as the use of hazardous materials.

Engine Anti-Idling Law

With a few exceptions, motor vehicles powered by gasoline or diesel are not allowed to idle for more than three minutes while the vehicle is parked, stopped or standing. Any person or organization owning or operating a vehicle seen violating this regulation will be issued a civil infraction ticket for \$1,000 for a first-time violation. Learn more at doee.dc.gov/service/engine-anti-idling-law

Anacostia River Clean Up and Protection Act ('Bag Law')

The Bag Law requires all District businesses that sell food or alcohol to charge five cents for each disposable paper or plastic carryout bag — whether or not food or alcohol products are purchased in the store. Learn more about and find guidance on how to implement the Bag Law at doee.dc.gov/bags

Food Service Ware Regulations ('Foam Ban')

The Sustainable DC Omnibus Amendment Act of 2014 bans the use of food service products made of expanded polystyrene, commonly known as foam or Styrofoam™, by all District businesses and organizations that serve food. Effective January 1, 2017, businesses and organizations that sell or serve food or beverages in the District must only use recyclable or compostable food service products. Mixed materials, such as paper bags with a plastic window and foil sandwich wraps with a paper lining, are banned from use (Appendix A). Learn more at doee.dc.gov/foodserviceware

Effective January 1, 2019, District Businesses and organizations that serve or sell food or beverages must use BPI certified and/or reusable paper bamboo straw or stainless steel, glass PLS etc. straws and stirrers when serving customers in addition to the existing recyclable and compostable requirements for food service ware.

Non-Storm water Discharges

Under the DC Water Pollution Control Act and the federal Clean Water Act, the discharge of pollutants to the storm water sewer system is prohibited. Any substance with the potential to alter water quality is considered a pollutant,



MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

including: wash water, grey water, oils, dirt, litter, and even chemicals in drinking water like chlorine that may be harmful to fish and other living organisms. No amounts of any of these substances may be disposed of or washed into a storm drain, and accidental releases must be minimized. Special events with the potential to discharge pollutants should take steps to prevent and respond to spills and should call 911 if pollutants get into a storm drain. Learn more at doee.dc.gov/service/water-quality-regulations

Recycling and Zero Waste Event Guide

Incorporating waste minimization practices into events has positive environmental, social, and financial impacts. The Special Event Waste Diversion Amendment Act of 2014 requires permit applicants to develop a recycling plan for events with more than 100 attendees. Going beyond recycling to include reducing waste at the source and waste diversion, such as composting and food recovery, can help organizers attract attendees and align with the values of event participants who seek to reduce their environmental footprint. The Department of Energy and Environment has developed a Zero Waste Guide. The guide provides a helpful checklist for planning zero waste events and directories of local vendors to support zero waste efforts. Learn more at: zerowaste.dc.gov



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 and payment timelines 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*</i>	<i>\$ 71.49</i>
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MPD requires payment within five (5) days of receipt of invoice.

Scheduled MPD services will include a minimum of (30) minutes for Roll Call Briefing and at least (30) minutes for Check Off/Return of Required Equipment.

On Duty staffing cannot be used to account for staffing your special event. All police coverage is at the expense of the event organizer. Additionally, use of the Reserve Corps cannot be used to discount or replace required police coverage for your special event.

Special Event organizers are reminded that they are required to obtain ALL necessary permits from MPD with respect to processional events. A Parade Permit MUST be submitted before your special event coverage is finalized. No other City agency has the ability to permit a processional event. EG: 5K, marathon, parade, or walking type of event.

Special Event organizers are reminded that MPD is a LAW ENFORCEMENT agency and will not provide police services/coverage to any special event that has not met all regulatory requirements. Further, if a special event is found to be in violation of regulatory requirements, MPD MAY shutdown the special event. If this were to occur, the special event organizer is still subject to all City fees and reimbursements.



MAYOR'S SPECIAL EVENTS TASK GROUP Special Events Planning Guide

MPD will NOT provide any police coverage to a special event requiring street closures without the event first being presented to the Mayor's Special Event Task Group. MPD will not process any requests for police services for ANY event requiring street closures without proper MSETG approval.

MPD REQUIRES a special event organizer to finalize all police services for their special event within fifteen (15) days prior to their special event date.

*Rate may be subject to a 3% increase each October 1.

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>
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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>\$ 65.00</i>
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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>
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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>
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EMS bicycle teams and EMS ambulance carts (includes two EMS providers, and either two bicycles or one cart):

<i>Cost per hour (for a minimum of 4 hours)</i>	<i>\$130.00</i>
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Use of fire truck/boat, four to five firefighters and equipment for parades, festivals, and other special events:

<i>Cost per hour (for a minimum of 4 hours)</i>	<i>\$400.00</i>
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Department of Health – Food Safety and Hygiene Inspection Services Division

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

<i>Rate per inspector, per hour (for a minimum of 4 hours)</i>	<i>\$ 54.35</i>
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MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

Department of Public Works

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

<i>Rate per person per hour</i>	\$ 32.00
<i>Equipment per hour</i>	\$ 40.00
<i>Disposable trash bags, per case</i>	\$ 46.00
<i>Trash cans, per can</i>	\$ 5.50
<i>Recycle bin, per bin</i>	\$ 5.50
<i>Tonnage collection, per ton</i>	\$ 79.23

Towing Service

<i>Cost for minimum of 4 hours (includes 1 tow truck, 1 driver, 1 supervisor)</i>	\$581.64
<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

DPW requires payment ten (10) days prior to the date of the event.

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

<i>Rate per person, per hour</i>	\$ 36.00
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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
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DDOT requires payment fourteen (14) days prior to the date of the event.



Food Service Ware REQUIREMENTS

Enforcement
Begins
January 1,
2018

Effective January 1, 2017, District businesses and organizations providing disposable products for prepared food must use recyclable or compostable materials when serving consumers.

Food items packaged outside of the District, products for home use, and containers for raw meat are not subject to these requirements. **Affected businesses and organizations include:**

- Restaurants & delis
- Grocery stores
- Hotels, motels & inns
- Cafeterias
- Caterers
- Hospitals
- Food trucks
- Street vendors
- Schools
- Faith-based organizations
- Other groups that serve food
- Coffee Shops and Cafés



Compliant Compostable and Recyclable Items

Products made solely of rigid plastic, made of pulp or paper with or without a plastic or wax coating or certified compostable by the Biodegradable Products Institute (products.bpiworld.org) are considered compliant.



Items to Throw In the Trash

Items smaller than two (2) inches in two dimensions, heavily food-soiled items, plastic bags, and plastic wraps should be thrown in the trash to avoid recycling contamination.*



*Private waste and recycling programs may accept these items. Ask for details.



Items Banned and Enforced by the District

Mixed material products, including paper bags with plastic windows and foil-lined deli paper wraps are **BANNED**. Since 2016, expanded polystyrene foam containers are also **BANNED**.



Q47 HSEMA
GOVERNMENT OF THE DISTRICT OF COLUMBIA
Homeland Security and Emergency Management Agency

Muriel Bowser
Mayor




Dr. Christopher Rodriguez
Director

MEMORANDUM

DATE: January 31, 2019

TO: Kevin Donahue, Deputy Mayor for Public Safety and Justice

CC: Daniel W. Lucas, Office of the Inspector General

FROM: Chris Rodriguez, Director 

RE: DC Government Continuity of Operations (COOP) – 2018 Annual Memo

In accordance with Mayoral Order 2012-61, all District cabinet-level agencies are required to update and exercise their Continuity of Operations (COOP) plans annually. The following memo is a report on District agencies' compliance with that directive, and an overview of the state of the COOP Program in the District.

COOP is a comprehensive planning, training, and exercise effort to ensure that agencies can continue critical services under a broad range of circumstances including natural and man-made emergency incidents. HSEMA serves as a support entity, providing tools and technical assistance to District agencies in the form of planning, training, and exercise support. A detailed report of how HSEMA assists District agencies in development of their COOP plans can be found in the *DC COOP Framework 2017*, signed by HSEMA and available upon request.

Corrective Actions implemented in response to the two (2) OIG Audit Recommendations

In 2017, HSEMA went through an Office of the Inspector General Audit of the Continuity of Operations Program. The report, OIG Project Number, 16-1-10BN was completed in June 2017. The report made two recommendations for HSEMA to follow, to meet the mission of Mayoral Order 2012-61. The recommendations are listed below.

1. *Provide a more comprehensive annual report to the Deputy Mayor for Public Safety and Justice that includes information and metrics on the status of agencies' COOP planning and performance.*

Response: In this year's report, as in 2017, addendum #1 is included to provide a comprehensive breakdown of the COOP program status of every District cabinet-level agency; including the most current plan version, the most recent exercise performed, and the current COOP coordinator. The following is a breakdown of agencies in full compliance with Mayoral Order 2012-61 by tier, as of January 1, 2019.

- 65% of Tier 1 agencies,
- 40% of Tier 2 agencies,
- 22% of Tier 3 agencies

2. *Develop and implement policies and procedures to fulfill the requirements of the Mayor's Order that include reviewing all COOP plans and AARs; providing COOP assistance and guidance; and establishing an outreach process with accurate contact information to communicate with all pertinent agencies.*

Response:

- HSEMA developed a one-page COOP evaluation form (Addendum #2) which illustrates whether an agency's plan contains the necessary updated information (e.g. essential functions, personnel requirements, IT requirements, facility requirements, performance of an exercise, identification of a



COOP coordinator, etc.) to be in full compliance with Mayoral Order 2012-61. The date on which each agency received their respective evaluation from HSEMA can be found in Addendum #1.

- HSEMA developed an SOP outlining the agency's internal processes to ensure stakeholders are supported throughout the year and complete their requirements in a timely manner.
- HSEMA developed a COOP Toolkit which provides guidance to agencies on how to update their COOP plans, develop and conducting an annual COOP exercise, and draft an after-action report (AAR.)

National Level Exercise 2018 – Atlantic Fury

The Federal Emergency Management Agency (FEMA) leads national-level exercises every two years. In May 2018, the NCR participated in NLE 2018, which brought together more than 12,000 individuals across the whole community to examine the ability of all levels of government, private industry, and nongovernmental organizations to protect against, respond to, and recover from a major Mid-Atlantic hurricane. HSEMA lead the planning effort for the District, and 15 agencies participated, five of which used the opportunity to conduct a COOP exercise to satisfy the Mayoral requirement. HSEMA supported all participating District agencies to ensure their exercises were successfully planned, executed, and closed out with an AAR.

2018 Districtwide COOP Workshops

To ensure that all District agencies were afforded the opportunity to maintain compliance with the Mayor's Order 2012-61, HSEMA conducted two separate four-hour COOP workshops. These events were designed with four primary goals: 1) to serve as a workshop, educating coordinators on the importance of maintaining their agency's COOP capabilities, 2) to guide coordinators in the evaluation of their COOP plans, 3) to introduce how to utilize FEMA's Homeland Security Exercise and Evaluation Program (HSEEP) as the national best practice for designing and conducting exercises, and 4) to provide a tabletop exercise (TTX), at which COOP coordinators were given the opportunity to test their COOP plans against winter weather emergency scenario. During the TTX, coordinators applied lessons learned and best practices through interactive discussion and collaboration with other coordinators from around the District. At the end of the event, COOP coordinators completed a survey which helped them to evaluate and update their respective COOP plans. Based on this information, HSEMA drafted an individualized AAR for each agency that attended. Over the course of two days, a total of 52 coordinators from 40 agencies participated in the workshops.

2019 – Looking Forward, Goals for Next Year

- Revise Mayoral Order 2012-61 to strengthen the District's COOP program and more clearly articulate which agencies are required to comply with COOP requirements.
- Expand and strengthen individual agency capacity to update their COOP plan and conduct a COOP exercise.
- Disseminate the COOP Toolkit that will assist agencies with plan updates, conduct of COOP exercises, and development of AARs.
- Explore opportunities to attend trainings and conferences in other areas of the country to identify and incorporate best practices and new ideas from other cities into the fabric of the District COOP program.

Conduct two COOP seminars in 2019 to keep District agencies informed in regard to their COOP requirements and status of their COOP activities.

Addendum

Attached to this document is a detailed breakdown of the status of every District agency COOP plan, exercise, and coordinator as of January 1, 2019.

Thank you for continuing to support District COOP initiatives. For further information or to schedule the next training and exercise event for your agency, please contact Emily Ruesch, emily.ruesch@dc.gov.

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Addendum #1

DISTRICT OF COLUMBIA CONTINUITY OF OPERATIONS (COOP) PLANNING - FALL 2018

2018 Eval	Plan	Exercise	Agency	January 1, 2019	Tier	ESF
4/17/18	2018	2018	Chief Medical Examiner, Office of		Tier 1	
4/17/18	2018	2018	Chief Technology Officer, Office of the		Tier 1	2
4/17/18	2018	2018	Consumer and Regulatory Affairs, Department of		Tier 1	14
4/17/18	2017	2017	Contracting and Procurement, Office of		Tier 1	7
4/17/18	2018	2018	Energy and the Environment, Department of		Tier 1	12
4/17/18	2017		EOM, Office of Communications		Tier 1	15
4/17/18	2017		EOM, ServeDC		Tier 1	16
4/17/18	2018	2018	Fire and Emergency Medical Services Department		Tier 1	4, 9, 10
4/17/18	2017	2018	Forensic Sciences, Department of		Tier 1	
	2018	2018	General Services, Department of		Tier 1	
4/17/18	2018	2018	Health, Department of		Tier 1	8
	2018	2018	Homeland Security and Emergency Management Agency		Tier 1	5, 18
4/17/18	2017	2017	Human Services, Department of		Tier 1	6, 11
4/17/18	2018	2018	Metropolitan Police Department		Tier 1	13
			National Guard, DC		Tier 1	
4/17/18	2018	2018	Planning and Economic Development, Deputy Mayor of		Tier 1	17
4/17/18	2018	2018	Public Works, Department of		Tier 1	3
4/17/18	2018	2018	Transportation, Department of		Tier 1	1
4/17/18	2018	2018	Unified Communications, Office of		Tier 1	
	2015		Water, DC (independent agency)		Tier 1	
4/20/18	2018	2018	Aging, Office on		Tier 2	
	2012	2017	Attorney General, Office of the (independent executive branch)		Tier 2	
			Board of Elections, DC (independent agency)		Tier 2	
	2012	2016	Chief Financial Officer, Office of the (independent executive branch)		Tier 2	
	2015		City Council, DC (legislature)		Tier 2	
4/20/18	2018	2018	Corrections, Department of		Tier 2	
	2018	2018	Criminal Justice Coordinating Council (independent agency)		Tier 2	
4/20/18	2018	2018	Disability Services, Department of		Tier 2	
4/20/18			Education, Deputy Mayor of		Tier 2	
4/20/18	2012		Employment Services, Department of		Tier 2	
4/20/18	2018		EOM/City Admin, City Administrator (inc. Office of Performance Mgmt)		Tier 2	
4/20/18			EOM/City Admin, Budget and Finance, Office of		Tier 2	
	2012		EOM, General Counsel, Office of the		Tier 2	
4/20/18	2018	2018	Health and Human Services, Deputy Mayor for		Tier 2	
4/20/18	2018		Healthcare Finance, Department of		Tier 2	
	2018	2018	Health Benefit Exchange Authority (independent agency)		Tier 2	
4/20/18	2018		Housing and Community Development, Department of		Tier 2	
			Housing Authority, DC (independent agency)		Tier 2	
			Housing Finance Agency		Tier 2	
4/23/18	2017	2016	Human Resources, Department of		Tier 2	
		2018	Inspector General, Office of the (independent executive branch)		Tier 2	

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Addendum #1

DISTRICT OF COLUMBIA CONTINUITY OF OPERATIONS (COOP) PLANNING - FALL 2018

2018 Eval	Plan	Exercise	Agency	January 1, 2019	Tier	ESF
4/23/18	2018	2018	Insurance, Securities, and Banking, Department of		Tier 2	
4/24/18	2018		Motor Vehicles, Department of		Tier 2	
4/24/18	2018	2018	Parks and Recreation, Department of		Tier 2	
4/25/18	2018	2018	Planning, Office of		Tier 2	
	2018	2018	Public Library, DC <i>(independent agency)</i>		Tier 2	
4/25/18	2018	2018	Public Safety and Justice, Deputy Mayor for		Tier 2	
	2018	2018	Public Service Commission <i>(independent agency)</i>		Tier 2	
4/25/18	2018	2018	Risk Management, Office of		Tier 2	
4/25/18	2018		State Superintendent of Education, Office of		Tier 2	
			Tenant Advocate, Office of the <i>(independent agency)</i>		Tier 2	
4/25/18	2014	2017	Youth Rehabilitation Services, Department of		Tier 2	
			Administrative Hearings, Office of <i>(independent agency)</i>		Tier 3	
5/15/18			African-American Affairs, Office on		Tier 3	
	2018		Alcoholic Beverage Regulation Administration <i>(independent agency)</i>		Tier 3	
			Board of Ethics and Government Accountability <i>(inc. Office of Open Gov)</i>		Tier 3	
5/15/18	2018	2018	Commission on the Arts and Humanities		Tier 3	
			Commission on Fathers, Men, and Boys		Tier 3	
	2018	2018	Contract Appeals Board <i>(independent agency)</i>		Tier 3	
5/15/18	2018		Disability Rights, Office of		Tier 3	
			Employee Appeals, Office of <i>(independent agency)</i>		Tier 3	
4/17/18	2017		Executive Office of The Mayor			
	2012		EOM, African Affairs, Mayor's Office on		Tier 3	
	2018		EOM, Asian and Pacific Islander Affairs, Mayor's Office on		Tier 3	
			EOM, Community Affairs, Mayor's Office of the		Tier 3	
			EOM, Clean City, Mayor's Office of the			
			EOM, Community Relations, Mayor's Office of			
	2016	2016	EOM, Latino Affairs, Mayor's Office on		Tier 3	
			EOM, LGBT Affairs, Mayor's Office on		Tier 3	
			EOM, Partnerships and Grants Services, Office of		Tier 3	
			EOM, Religious Affairs, Mayor's Office of		Tier 3	
	2012		EOM, Returning Citizens Affairs, Mayor's Office on		Tier 3	
			EOM, Scheduling and Advance, Office of			
			EOM, Talent and Appointments, Office of		Tier 3	
	2012		EOM, Veteran Affairs, Office of		Tier 3	
			EOM, Women's Policy and Initiatives, Office on		Tier 3	
			EOM/Senior Advisor, Federal and Regional Affairs, Office of		Tier 3	
	2012		EOM/Senior Advisor, Policy and Legislative Affairs, Office of		Tier 3	
	2013		EOM/Senior Advisor, Secretary, Office of the		Tier 3	
			EOM, Youth Advisory Council		Tier 3	
	2018		EOM/City Admin, Labor Relations and Collective Bargaining, Office of		Tier 3	
			EventsDC <i>(independent agency)</i>		Tier 3	

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Addendum #1

DISTRICT OF COLUMBIA CONTINUITY OF OPERATIONS (COOP) PLANNING - FALL 2018

<u>2018 Eval</u>	<u>Plan</u>	<u>Exercise</u>	<u>Agency</u>	January 1, 2019	<u>Tier</u>	<u>ESE</u>
5/17/18	2018	2018	For Hire Vehicles, Department of		Tier 3	
5/17/18			Greater Economic Opportunity, Deputy Mayor for		Tier 3	
5/21/18	2012		Human Rights, Office of		Tier 3	
5/21/18	2018		Office of Cable Television, Film, Music and Entertainment		Tier 3	
			People's Counsel, Office of the <i>(independent agency)</i>		Tier 3	
	2018	2018	Public Charter School Board (independent agency)		Tier 3	
			Public Employee Relations Board <i>(independent agency)</i>		Tier 3	
5/21/18	2018	2018	Public Schools, DC		Tier 3	
5/21/18	2018	2018	Small and Local Business Development, Department of		Tier 3	
			Real Property Tax Appeals Commission <i>(independent agency)</i>		Tier 3	
			Retirement Board, DC <i>(independent agency)</i>		Tier 3	
			University of the District of Columbia <i>(independent agency)</i>		Tier 3	
			Zoning Commission <i>(independent agency)</i>		Tier 3	
			Office of the Secretary (EOM)			

Q47 HSEMA
GOVERNMENT OF THE DISTRICT OF COLUMBIA
Homeland Security and Emergency Management Agency

Muriel Bowser
Mayor



Dr. Christopher Rodriguez
Director

MEMORANDUM

DATE:

TO:

FROM:

RE: In accordance with Mayoral Order 2012-61, the below information represents HSEMA's formal <YEAR> evaluation of the <agency> Continuity of Operations (COOP) Plan.

General Information		
1	Current COOP Coordinator (<i>please notify HSEMA if this has changed</i>).	
2	Most recent COOP Plan on file (<i>please notify HSEMA if a more recent update has been made</i>).	
3	Is the COOP plan signed?	
4	When was the last COOP exercise that the agency undertook? (<i>Mayoral Order requires annual exercise</i>)	
COOP Plan substantive content		
5	Introduction/Executive Summary	
6	Activation and Notification Procedures	
7	Continuity Personnel	
8	Essential Functions	
9	Orders of Succession	
9	Communications/Public Information Officer	
10	Vital Records	
11	Vital Equipment	
12	Alternate Facilities/Telework Policy	
13	Plan Updating and Maintenance	

