

University of Washington Emergency Preparedness Annual Grant
Award Allocation Program
(updated June 2, 2009)

Beginning in 2004, the University of Washington's Emergency Management Office (UWEM) has provided limited one-time, temporary project funds to support programs that improve the overall emergency preparedness efforts for the campus community. These annual operational funds are to encourage departments and operating units to address key vulnerabilities in their respective operations, facilities and plans/procedures. This report outlines a proposed allocation process.

The total funding for this internal grant can vary from year-to-year due to budget allocations from central administration and the UW's current fiscal climate; however, the total annual allocation shall never exceed one-hundred thousand dollars (\$100,000).

Program Principles

Projects will be evaluated and ultimately recommended for funding based on the meeting one or more of the following general project application principles (*in no specific order or priority*):

- The proposed project is identified as part of the University's Hazard Mitigation Plan or other approved university security or preparedness plans or strategies
- The project meets *one or more* of the following general homeland security priorities:
 - Fusing and sharing of information among campus units and departments
 - Training, equipping and exercising emergency responders to assure their readiness for complex emergency responses
 - Assessing and protecting key university assets and critical infrastructure, including interdependent physical and cyber information systems
 - Planning for and providing for continuity of business operations before, during and after large-scale disasters
 - Assuring that University officials, employees, students and campus visitors are well informed and fully prepared to operate in an emergency environment
 - Protecting and supporting continuous functioning of interoperable communications and public safety information systems
 - Executing proactive deterrence, preemption and prevention initiatives.
- To show its commitment to the proposed project, the requesting department/unit may provide for matching funds for a part of the project. This is not a requirement; however, it does demonstrate a higher level of department/unit support for the project.
- The project(s) demonstrates a feasible completion within a 6-9 month period from the notice of award.
- The project identifies benefits impacting more than one operating unit, department or campus.
- The project/proposal has a high benefit-to-cost ratio. Generally, projects that have a higher ratio (as determined by the applicant) will receive a more positive response for potential funding. The success of the project/request be measured using a recognized effectiveness mechanism.

- The requesting department or unit has shown a proven past record of timely and accurate project requests and paperwork/billing completion as determined by UWEM financial records.

Process

- Once a year, generally in July and August, UW Emergency Management will solicit requests for eligible projects from the university's operating units and departments. Information on these internal funding opportunities will be posted on the UWEM website.
- An application form will be provided to all interested parties via email, hard copy and a PDF and online form will be posted in the UW webpage at: <http://www.washington.edu/emergency/resources/> under the "Internal (UW-only) Homeland Security and Emergency Preparedness Grant Program" bullet.
- All completed and signed applications will be due to UWEM by close-of-business on September 1st of each year – or the close of the next *business* day if September 1st falls on a weekend or holiday.
- UWEM will review the applications and an initial recommendation with proposed funding allocations to the Associate Vice President for Facilities Services no later than September 30th of each year based on the listed program principles (*see above*)
- The AVP for Facilities Services and Emergency Management Director *may* solicit input and comments from the University's Emergency Management Planning Committee prior to making the final selection and allocation.
- Upon final approval of projects, all parties will be notified of the selected projects and level of support (total approved funds).
- Recipient units/departments must attend a mandatory kick-off meet with the UWEM to discuss project detailed project timelines, final authorized budget figures and deliverables. Failure to attend this meeting will forfeit any awarded funds.
- Recipient units/departments will receive **written** approval from UWEM to proceed by October 31st.
- All projects must be completed, invoiced and billed to UWEM by the end of the fiscal year (June 30th).
- The recipient unit/department implements the project, expends the funds and provides regular status reports to the UWEM on the project(s).
- Recipient departments/units will be required to maintain proper accounting and billing records and inventory for their approved projects for a period of 6-years after completion of their activity (*see <http://www.washington.edu/admin/recmgt/uw.gs6.html>*)

Annual Budget Administration

All approved projects will be centrally administered by UW Emergency Management. Approved projects are meant to be one-time, temporary projects. Any cost overruns or costs over and above the approved funding amount are the **sole** responsibility of the recipient department/unit. An annual summary report detailing the completed actions will be submitted to the Capital Facilities Committee via the Office of Planning and Budget. It is important to note that this process is administered via internal transfers of funds via a reimbursement process. Departments awarded grants are expected to first purchase their approved projects/services and then apply for internal reimbursements.

Typical Ineligible Projects and Activities

The following are sample project requests that will not be considered and are ineligible for funding consideration under this program:

- Hiring full-time permanent staff to undertake the activity or project. Part-time, hourly or contractors/consultants are eligible.
- Purchase of employee or office/suite/home emergency preparedness supplies or kits.
- General use vehicles, general use office supplies, equipment, desktop or laptop computers or office/productivity software (*unless it can be proved that these will be used exclusively for emergency or disaster planning, response and/or recovery*).
- Capital projects (including renovation or building projects).
- Projects or systems that require long-term or annual maintenance contracts as part of the request (unless the requesting department commits to ongoing funding for maintenance and upkeep in their proposal).

Please contact Steve Charvat, Emergency Management Director, at (206) 897-8080 or via email at charvat@u.washington.edu for more information.