



## **REQUEST FOR PROPOSAL**

### **RFP 24000000003**

***Issued: August 7, 2024***

Seeking proposals from qualified professionals/professional organizations for homeland security assessment and planning services including homeland security assessment, threat and hazard identification and risk assessment (THIRA)/stakeholder preparedness review (SPR), 2025 Special Events Data Call, and provide at least one Tabletop Exercise for the Alabama Fusion Center.

Alabama Law Enforcement Agency  
301 South Ripley Street  
Montgomery, AL 36104  
Office: (334) 517-2800  
[www.alea.gov](http://www.alea.gov)

PROPOSALS MUST BE RECEIVED BY AUGUST 28, 2024 AT 4:00PM

## RFP DESCRIPTION AND QUALIFICATIONS

The Alabama Law Enforcement Agency (hereinafter "ALEA") is seeking proposals from qualified professionals or professional organizations to provide homeland security assessment and planning services.

All interested vendors are invited to submit a proposal in accordance with the requirements specified in this RFP.

The successful vendor will be required to perform overall assessment of homeland security funded programs and assess these programs in respect to the homeland security core capabilities and the five homeland security mission areas.

Vendors must provide the services of an individual (or individuals) that meet the following minimum professional qualifications:

Bachelor's degree with at least 10 years' experience (If Master's degree, 5 years' experience) in homeland security, emergency management, or public safety; knowledge of fusion centers and the information sharing enterprise (ISE); experience with conducting the FEMA Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR); experience with the National Special Event data Call; knowledge of the 16 critical infrastructure sectors as defined by the US Department of Homeland Security (US DHS); effective verbal and written communications skills; demonstrated ability in project management; US citizen or permanent resident.

Additionally, the following qualifications are required:

Experience in the last five years working with states or urban areas completing the THIRA/SPR.

Vendor must provide, along with the proposal, an up-to-date resume of any individual who would be performing services under any executed contract.

Along with any resume, vendor will provide a minimum of three (3) professional references for such individuals, including the reference's name and telephone number. References should be capable of speaking to similar contracts/services rendered by vendor.

Liability and/or malpractice insurance will be the responsibility of the contract provider. Vendor must provide evidence of adequate insurance with its proposal and maintain adequate insurance coverage for the entire duration of any executed contract.

### **SERVICES REQUIRED**

The successful vendor will be required to meet all assessment needs requested by ALEA.

The successful vendor must perform overall assessment of homeland security funded programs to include, but not limited to the Alabama Mutual Aid System which includes Fire Service Teams and Law Enforcement Teams, Alabama Fusion Center, Statewide Interoperable Communications, and Local Competitive Grants.

Assess these programs in respect to the homeland security core capabilities and the five homeland security mission areas of: Prevention, Protection, Mitigation, Response and Recovery. Review Alabama's State Homeland Security Strategy for ALEA and the Alabama Homeland Security Task Force on homeland security spending priorities. Provide support to Alabama's Homeland Security Task Force, assess the effectiveness of the Alabama Homeland Security Task Force as the FEMA mandated Senior Advisory Committee. Conduct the 2025 Threat and Hazard Identification and Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR). Assess Alabama's 2025 Special Event Data Call, and provide at least one Tabletop Exercise for the Alabama Fusion Center.

Vendor must specify in the proposal the anticipated location(s) where the work will be performed. Vendor is not to use ALEA facilities or offices to provide services, unless specifically approved by ALEA.

### **PROPOSED CONTRACT TERMS AND CONDITIONS**

General terms and conditions provided by the Alabama Department of Finance through the STAARS Procurement System are hereby incorporated into this RFP by reference.

A standard agency contract will be required. Upon acceptance of Vendor's proposal by ALEA, the parties will execute a formal contract, in writing, duly signed by the proper parties thereto, which shall be subject to review by the Contract Review Permanent Legislative Oversight Committee of the State of Alabama and the approval and signature from the State of Alabama. Vendor will assume responsibility for providing services under the executed contract on the effective date of the contract, which will be the date of approval and signature of the Governor of Alabama or her designee. The executed contract will not be effective until it has received all requisite state government approvals. Vendor shall not begin performing services thereunder until notified by ALEA. Vendor will not be entitled to compensation for work or services performed prior to the effective date of the contract.

ALEA is not responsible for and will not pay or reimburse any associated cost incurred by vendor in the preparation and submission of vendor's proposal or in any processes associated with vendor's participation, regardless of whether vendor is selected.

This RFP does not, by itself, obligate ALEA; such obligation shall commence only upon the execution of any approved contract. However, part or all of this RFP may be incorporated into any executed contract, along with Vendor's proposal. ALEA hereby reserves the right to add terms and conditions during contract negotiations, within the scope of this RFP.

The anticipated contract term for this RFP is a two (2) year period. ALEA reserves the right, however, to include up to three (3), one-year renewal options, at its discretion, in any initially awarded contract. When provided for in any executed contract, ALEA has the sole option to exercise renewal options. To be effective, any renewals must also be submitted and approved by the Alabama Contract Review Permanent Legislative Oversight Committee and require the approval and signature of the Chief Procurement Officer and Governor of the State of Alabama.

The selected vendor may be required to enter into contract negotiations at the discretion of ALEA. If an agreement cannot be reached to the satisfaction of ALEA, ALEA may reject the vendor's proposal or revoke the selection and begin negotiations with another qualified and responsive vendor.

### **FORM AND CONTENT OF PROPOSALS**

Vendor should email a copy of their proposal to [rfpproposals@alea.gov](mailto:rfpproposals@alea.gov), including copies of completed/notarized required documents. The proposal email must be properly labelled with Vendor's name, proposal opening date, and RFP number. Failure to submit the required format will prevent a vendor's proposal from being evaluated.

An authorized representative of Vendor must sign the proposal with any changes made in ink in all required places. ALEA will consider the person who signs vendor's proposal to be the point of contact for all matters pertaining to the proposal unless vendor expressly designates another person in writing. By signing the proposal, vendor agrees to be bound by all terms and conditions of the RFP. Any exceptions to the specified terms and conditions must be clearly set forth in the vendor's proposal and are subject to ALEA's acceptance of the same. Vendor may be deemed non-responsive if its proposal contains exceptions to the terms and specifications of the RFP.

If the organization submitting a proposal intends to outsource or subcontract any work to meet the requirements contained herein, such must be clearly stated in the proposal and details must be provided, including a name and description of the organization(s) being contracted. All forms and requirements of Vendor per this RFP shall equally pertain to any subcontractor(s).

Vendor's proposal must include the complete name, address, mailing address, e-mail address and direct telephone number of the person ALEA should contact regarding the proposal.

Vendor's proposal must include the following forms which are available for download at <https://www.alea.gov/resources/request-proposal>:

Coversheet;

Vendor Authorization Form to Submit Proposal;

Vendor Disclosure Statement (“Proposal Box” must be checked on this form) (Please note: a separate Vendor Disclosure Statement (with the “Contract Box” checked must be completed by the successful vendor to accompany any executed contract.) A copy of the successful vendor’s completed disclosure statement shall be filed with ALEA and the Alabama Department of Examiners of Public Accounts and submitted to the Contract Review Permanent Legislative Oversight Committee. Any disclosure statement filed pursuant to Alabama Code Section 41-16-85 will be public record;

Corporate Acknowledgement Statement (Must be included with proposal if applicable. If not applicable, vendor must include an explanation of inapplicability with the proposal.);

Copy of vendor’s Certificate of Authority (issued by the Alabama Secretary of State);

Immigration Status Form (By submitting a proposal, vendor specifically warrants that vendor does not and will not knowingly employ, hire, or continue to employ an unauthorized alien within the State of Alabama;

Certificate of Compliance with Act 2016-312;

Certificate of Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act;

Copy of vendor’s full e-verify MOU; and

Valid tax ID (W-9 form).

The proposal must address all requirements of this RFP and provide all information requested. Failure to comply with the requirements of the RFP will result in the disqualification of vendor’s proposal. Proposals submitted on reduced and/or mutilated forms will be rejected.

Along with the requirements stated herein, proposals should adequately address each of the following:

Please provide a summary of services to be provided by vendor that meet the requirements of this RFP, highlighting any of vendor’s strengths and identifying any known weakness or inability to provide the services requested (whether mandatory or preferred).

Discuss vendor’s philosophy, plan, goals, and objectives.

Describe vendor’s experience relative to providing required services.

Explain how vendor determines whether to recommend that an interviewee is or is not fit for employment as a law enforcement officer; provide specific methods/processes.

Provide a detailed description of services and methods proposed by vendor.

Describe vendor's assessment process, including any instruments and procedures to be used, as well as how data collected will be integrated into the delivery of services.

Discuss mechanisms used by vendor to monitor fiscal responsibility, clinical, physical, and quality control, including how vendor will incorporate input/feedback from interviewees, ALEA staff, and other stakeholders into the planning, design, improvement, and implementation of services.

Identify all personnel that will contribute, in any way, to services provided by vendor, including whether positions are full-time or part-time and/or contract or subcontract arrangements, providing job descriptions for those positions. Describe vendor's plan to maintain adequate personnel, as well as vendor's initial and ongoing staff training and development process. Vendor must provide a sample weekly chart of staff coverage, as well as an organizational chart showing how those personnel providing services under any executed contract are organized within vendor's organization. Vendor must identify credentials and qualifications of all personnel included in the staffing plan and provide evidence of required licensure or certification.

Provide the earliest "start date" by which vendor could begin providing services under any executed contract (irrespective of requisite state government approvals and processes by which to obtain them). Identify potential barriers or anticipated delays.

Proposals should be emailed to:

[rfpproposals@alea.gov](mailto:rfpproposals@alea.gov)

Attn: Beverly Anderson

The proposal email must be properly labelled with vendor's name, proposal opening date, and RFP number.

Faxed, mailed, or oral proposals will not be accepted.

ALEA reserves the right to seek and receive necessary clarification/supplementation from vendors proposals and prior to awarding any contract. Clarification/supplementation will be limited to ensuring compliance with requirements, forms, and certifications and is not the opportunity for a vendor to modify its proposal.

Note: ALL responsive vendors must be registered to perform business with the State of Alabama to be awarded a state contract. Registration is required to be submitted to the Procurement Division of the Alabama Department of Finance. Additionally, vendors must be registered Alabama Buys at [alabamabuys.gov](http://alabamabuys.gov).

### **DATE PROPOSALS RECEIVED**

Emailed proposals will be received until August 28, 2024 at 4:00 pm. Proposals must be received by this date and time to be considered by ALEA.

All proposals received after the appointed deadline for receipt, whether by email or otherwise, will not be considered. The time of receipt shall be determined by the time received on the email. Vendors have the sole responsibility for assuring that proposals are received by ALEA by the designated date and time.

Proposals will remain firm and unaltered after opening for one-hundred and twenty (120) days after the proposal due date or until ALEA signs a contract with another vendor, whichever is earlier. ALEA may accept vendor's proposal at any time during the proposal firm time, subject to successful contract negotiations.

### **CERTIFICATIONS BASED ON PROPOSAL SUBMISSION**

By submitting a proposal, vendor warrants acceptance and agreement with all terms and conditions presented in this RFP and further certifies that vendor is legally authorized to conduct business within the State of Alabama and will comply with providing the services described.

Vendor warrants by submitting a proposal that all statements contained in the proposal are true and correct.

By submitting a proposal, vendor warrants that neither vendor nor any of vendor's trustees, officers, directors, employees, agents, servants, volunteers, subcontractors, etc. is a current employee of ALEA and that no such individuals have been employed by ALEA within a two (2) year window preceding the issuance of this RFP. During the term of any awarded contract, vendor shall be responsible for ensuring compliance with this requirement.

Vendor certifies by submission of a proposal that vendor has not publicly or privately colluded with any other vendor.

Vendor certifies by submission of a proposal that it has disclosed and agrees to be held by a continuing obligation to disclose financial and other interests (public or private, direct or indirect) that may pose a potential conflict of interest or which may conflict in any manner with vendor's obligations and performance of an awarded contract. Vendor shall not employ any individual with a conflict of interest to perform any service described in this RFP.

By responding to this solicitation, vendor will be held to have read and thoroughly examined the RFP. Failure to read and thoroughly examine the RFP will not excuse any failure to comply with the

requirements of the RFP or any resulting contract, nor will such failure be the basis for any claim for additional compensation.

### **MODIFICATIONS/SUSPECTED ERRORS/CLARIFICATION**

Vendor may make a written request to modify or withdraw the offer at any time prior to opening. No oral modifications will be allowed. Such requests must be addressed and labeled in the same manner as the original proposal and plainly marked Modification to (or Withdrawal of) Proposal. Only email requests received by ALEA prior to the scheduled opening time will be accepted. ALEA will supplement original proposals received with accepted written modification requests.

If a vendor suspects an error, omission, or discrepancy in this solicitation, vendor must immediately notify ALEA's designee in writing via email, Beverly Anderson, at [rfpquestions@alea.gov](mailto:rfpquestions@alea.gov). ALEA will issue written instructions if appropriate and make any necessary changes available to all interested parties by posting the same on ALEA's website, [www.alea.gov](http://www.alea.gov). It is the responsibility of all interested vendors to monitor this webpage for announcements regarding this RFP.

If a vendor considers any part of this RFP unclear, that vendor is expected to make a written request for clarification, prior to the submission of their proposal. Requests for clarification should be sent to Beverly Anderson, via email, [rfpquestions@alea.gov](mailto:rfpquestions@alea.gov). All requests for clarification must be submitted by August 15, 2024 at 4:00 pm. Requests for clarification emails should include in the subject line "RFP 2400000003".

Amendments to this RFP, if issued, will be made available to all interested vendors registered through the Alabama Department of Finance's Division of Procurement as required and by posting the same on ALEA's website, [www.alea.gov](http://www.alea.gov). The amendment(s) will incorporate the clarification or change and provide a new date and time for new or amended proposals. It is the responsibility of all interested vendors to monitor this webpage for announcements regarding this RFP.

### **EVALUATION AND METHOD OF SELECTION**

ALEA will designate a Proposal Evaluation Committee to be made up of at least four (3) members of ALEA Senior Staff. ALEA reserves the right to include a qualified expert with relevant experience to participate in proposal evaluations. After the evaluation of proposals received and a Vendor selected, written notice (Intent to Award) will be sent by the Division of Procurement to the selected Vendor and the Intent to Award will be posted on ALEA's website, <http://www.alea.gov/RFP>.

Vendor selection will be based on the proposal that meets or exceeds the requirements set forth in this RFP. Proposals will be evaluated based on the quality and completeness of the information provided. Vendors must provide comprehensive statements that illustrate their understanding of the proposed contract requirements.



ALEA may request an oral presentation or conduct interviews to support vendor's written proposal.

Any vendor whose proposal does not meet the mandatory requirements and does not provide a primary proposal that meets all the required specifications of the RFP will be considered non-compliant.

Proposal evaluations will be scored based on the response to the requirements of this RFP and held as the primary proposal. Alternative proposals will not be considered as the basis for the evaluation of the successful vendor. All proposals received will become the property of ALEA. ALEA further reserves the right to use for its benefit the ideas contained in proposals received.

### **EVALUATION CRITERIA**

ALEA's Proposal Evaluation Committee will evaluate proposals using the following criteria:  
Experience, Expertise, Knowledge, Stability, and Reputation of Vendor (50%)  
Understanding and Responsiveness to RFP (25%)  
Proposed Budget (25%)

### **COST OF RESULTING CONTRACT AND BILLING**

The total cost of a resulting contract shall be a fixed fee for the homeland security assessment and planning services to be provided throughout the service contract, to be utilized at the sole option of ALEA. The resulting contract shall not exceed the total cost quoted by vendor in its proposal.

Vendor will be required to submit invoices to ALEA for services provided pursuant to a services contract.

Vendor will be responsible for the payment of any and all applicable state, county, municipal, and federal taxes, including sales tax, and any other taxes imposed by other governmental entities so authorized. Vendor shall not bill ALEA for any taxes unless a statement is attached to the bill identifying the tax and showing why it is legally chargeable to ALEA. If it is determined that taxes are legally chargeable to ALEA, ALEA will pay the tax as required. State and federal tax exemption information is available upon request. ALEA does not warrant that the interest component of any payment is exempt from income tax liability.

All payments will be made to conform to State fiscal year requirements, notwithstanding any contrary provision in the contract. This may include prorating payments that extend beyond the end of ALEA's fiscal year.

### **RESERVATIONS**

In addition to any other reservations made herein, ALEA hereby reserves the right to cancel this RFP; to reject any or all proposals; to reject individual proposals for failure to meet any requirement; to award by item, part or portion of an item, group of items, or total; and to waive minor defects and/or seek additional proposals; and also reserves the right to award one or more professional service contracts that ALEA determines to be in the best interest of the state and ALEA. All services may be awarded to one (1) professional service provider or ALEA may award different services described in the RFP to different providers.

ALEA reserves the right to award the contract to a vendor other than the lowest-priced vendor, if a higher-priced proposal provides the best value as determined by ALEA.

Submission of a proposal confers on vendor no right to a selection or to a subsequent contract.

This process is only for the benefit of ALEA and is to provide ALEA with competitive information to assist in the selection process. All decisions on compliance, evaluation, terms, and conditions will be made solely at the discretion of ALEA.

### **GRANT TERMS AND CONDITIONS**

**Applicable Federal Regulations and Guidance:** The Sub-Grantee and the Equipment Recipient or Sub-Recipient must comply with the Code of Federal Regulations (CFR), as applicable: 2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, and 230. The Sub-Grantee and Equipment Recipient or Sub-Recipient must comply with Federal Acquisition Regulation Sub-part 31.2, Contracts with Commercial Organizations. The Sub-Grantee and Equipment Recipient must comply with all applicable guidelines and requirements in the Funding Opportunity Announcement for these funds.

**Audit Requirements:** The Sub-Grantee and Equipment Recipient or Sub-Recipient agree to comply with the requirements of OMB Circular A-133. Further, records with respect to all matters covered by this award shall be made available for audit and inspection by ALEA and/or any of its duly authorized representatives. If required, the audit report must specifically cite that the report was done in accordance with OMB Circular A-133. If a compliance audit is not required, a written certification must be provided at the end of each audit period stating that the Sub-Grantee has not expended the amount of federal funds that would require a compliance audit. The Sub-Grantee agrees to accept these requirements.

**Bidding Requirements:** The Sub-Grantee and the Equipment Recipient or Sub-Recipient must comply with proper competitive bidding procedures as required by 2 CFR 200 Subpart D (formerly OMB Circular A-102) or OMB Circular A-110, as applicable, and pertinent provisions of the Code of Alabama, including, but not limited to, Section 11-47-6. Failure to follow the Federal, State and local required bidding procedures will result in purchases not being eligible for reimbursement with federal funds.

**Personnel and Travel Costs:** The FEMA/DHS Notice of Funding Opportunity is the source document for all Homeland Security Grant Program related financial matters, including personnel and travel costs. The Sub-Grantee must comply with the provisions in this guide. This guide has been distributed by ALEA

annually during the past several years and is available online and upon request. Personnel and travel costs must comply with local, State and Federal policies and procedures, and policies must be applied uniformly to travel costs. Travel costs must not exceed the rate set by State regulation; *however, at no time can the travel and lodging rates exceed the federal rates established by the U.S. General Services Administration (GSA)*. Also note that the FEMA/DHS Notice of Funding Opportunity provides a listing of unauthorized expenses. Be advised that tips while on travel are not allowable and food/beverage expenses are restricted.

**Financial Responsibility:** The financial responsibility of the Sub-Grantee must be such that the Sub-Grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems shall meet the following minimum criteria:

Accounting records should provide information needed to adequately identify the receipt of funds under each award and the expenditure of funds for each award.

Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.

The accounting system should provide accurate and current financial reporting information.

The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

**Performance:** Funds may be terminated, or fund payments discontinued by ALEA where it finds a substantial failure to comply with the provisions of the legislation governing these funds or regulations promulgated, including those award conditions or other obligations established by ALEA. In the event the Sub-Grantee or the Equipment Recipient or Sub-Recipient fails to perform the services described herein and has previously received an award from ALEA, the full amount of the payments made shall be reimbursed to ALEA. However, if the services described herein are partially performed, and the Sub-grantee has previously received financial assistance, then a proportional reimbursement shall be made to ALEA for payments made.

**Debarment Certification:** With the signing of the cooperative agreement, the Sub-Grantee and the Equipment Recipient or Sub-Recipient agrees to comply with Federal Debarment and Suspension regulations as outlined in the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -Lower Tier Covered Transactions" form. The Sub-Grantee and the Equipment Recipient (Sub-Recipient) agrees to be registered and active without any exclusions with in the federal database, the System for Award Management (SAM) as outlined in the FEMA/DHS Notice of Funding Opportunity Guide.

**Publications:** The Sub-Grantee agrees that all publications created with funding under this award shall prominently contain the following statement: "This Document was prepared under a grant from the

Office of Grants & Training (G&T), FEMA. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of G&T or the Federal Emergency Management Agency/Department of Homeland Security". The Sub-Grantee also agrees that one copy of any such publication will be submitted to ALEA to be placed on file and distributed as appropriate to other potential interested parties. ALEA may waive the requirement for submission of any specific publication upon submission of a request providing justification from the Sub-Grantee.

National Incident Management System (NIMS): The SAA met the NIMS compliance requirements in order to receive Homeland Security Grant Program funding. The jurisdictions and agencies that have complied with NIMS requirements by the annual deadline are also eligible to receive Homeland Security Grant Program funding.

The Sub-Grantee of Homeland Security Grant Program funding (i.e., those that met the NIMS compliance requirements) may only allocate Homeland Security Grant Program funding for those cities, towns, and agencies that also met the annual NIMS requirements. The listing of NIMS compliant jurisdictions and agencies will be documented, maintained, and distributed by the NIMS point of contact at AEMA.

If any Sub-Grantee allocates Homeland Security Grant Program funding for a city, town or agency that is not NIMS compliant, the reimbursement claim will not be processed by ALEA and the claim will be returned without action.

Budget Detail Worksheet (BDW):

The Sub-Grantee will submit a BDW to the Alabama Law Enforcement Agency (ALEA). The Sub-Grantee must receive approval of the BDW in writing from ALEA prior to obligating funds, making commitments, or purchasing any of the requested items. The BDW submitted by the Sub-Grantee will provide a complete and detailed description of the items to be purchased (equipment, training, and exercises), and will also provide a valid estimate of the actual quantities and costs for the items. The items listed on the BDW must be allowable in accordance with the FEMA/DHS Homeland Security Grant Program guidance. Any equipment requested must also be listed on the current version of the Authorized Equipment List (AEL). Additionally, a revised BDW must be submitted for addition or deletion of any items from the original worksheet. If additions, deletions, or changes in cost total \$1,000.00 or more, submission of project revision and BDW is required to be submitted to ALEA for written approval. Electronic copies of BDW must be submitted within 60 days of receipt of this award. The electronic BDW is a requirement in addition to the paper copy that is submitted.

In regard to Law Enforcement, the Sub-Grantee agrees to spend the appropriate percentage of this award in compliance with FEMA/DHS Homeland Security Grant Program guidance and ALEA special instructions. Additionally, the dollar amount and overall percentage for Law Enforcement expenditures will be documented in a letter and submitted with the BDW.

Overtime and Backfill: Sub-Grantees must read and comply with the funding restrictions provided in FY16 Homeland Security Grant Program guidance. A summary of the funding restrictions pertaining to overtime is provided below. Overtime will not typically be authorized and all requests for overtime must be coordinated in advance and approved by ALEA.

**Organizational Overtime:** Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and *specifically requested by a Federal agency*. Allowable costs are limited to overtime associated with federally requested participation in eligible fusion activities including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), US DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams.

**Operational Overtime:** In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism, operational overtime costs are allowable for increased security measures at critical infrastructure sites during US DHS-declared periods of increased security. Subject to these elevated threat level conditions, HSGP funds requested for organizational costs may be used to support select operational expenses associated with increased security measures at critical infrastructure sites. In order to expend HSGP funds on operational overtime costs, prior approval in writing must be provided by the FEMA Sub-Grantee. Consumable costs, such as fuel expenses, are *not allowed* except as part of the standard National Guard deployment package. Unless Sub-Grantee is a part of the Operation Stonegarden in conjunction with FEMA/DHS and Office of Border Patrol and Customs.

**Reporting Requirement:** The Sub-Grantee agrees to submit Quarterly Reporting to ALEA, fifteen (15) days after the end of each quarter. The Sub-Grantee agrees to submit a Final Report thirty days (30) after the grant end date.