

Subgrantee Name: \_\_\_\_\_

Homeland Security Grant Program FY\_\_\_\_\_Grant Number\_\_\_\_\_Cal OES ID#\_\_\_\_\_

Urban Area Security Initiative (UASI) FY\_\_\_\_\_Grant Number\_\_\_\_\_Cal OES ID#\_\_\_\_\_

Other Program FY\_\_\_\_\_Grant Number\_\_\_\_\_Cal OES ID#\_\_\_\_\_

Project Amount: UASI \$\_\_\_\_\_ SHSP \$\_\_\_\_\_

- 1.) Provide a complete description/specification(s) of the UAS to include, but not limited to, quantity, make, model, operating weight, and manufacturer's country of origin.
  
  
  
  
  
  
  
  
  
  
- 2.) Line item breakdown of cost(s) contained in the request (e.g., aircraft, sensors, etc.) and total dollar amount of grant funding requested for purchase.
  
  
  
  
  
  
  
  
  
  
- 3.) Method used to determine cost reasonableness.
  
  
  
  
  
  
  
  
  
  
- 4.) Number of neighboring jurisdictions and/or response agencies with similar sharable capability (via EMAC, MOU or other support agreement).



**Request Certifications that must be submitted:**

- (1) A signed certification from the recipient (or if applicable, subrecipient) that all licensing, registration fees, insurance, and operational and maintenance costs associated with the UAS/sUAS will not be paid for with grant funds.
- (2) Signed certification that the recipient (or if applicable, subrecipient) has reviewed and understands the following:
  - DHS Cybersecurity and Infrastructure Security Agency (CISA), Unmanned Aircraft Systems (UAS) Fact Sheets.
  - DHS CISA, Chinese Manufactured Unmanned Aircraft Systems Industry Alert.
  - DHS CISA, Cybersecurity Best Practices for Operating Commercial Unmanned Aircraft Systems.
- (3) Signed certification that the recipient (and if applicable, subrecipient) has reviewed FEMA Policy 405-143-1, *Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services* and has verified that the selected vendor/manufacture of the requested UAS/sUAS is not listed as excluded on the System for Award Management.
- (4) Signed certification that the recipient (or if applicable, subrecipient) has completed a risk assessment regarding any proposed use of foreign-made UAS/sUAS.
- (5) Policies and Procedures: Recipients (or if applicable, subrecipients) requesting to purchase UAS/sUAS must provide copies of the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to, or otherwise use the UAS/sUAS equipment per Presidential Memorandum: [Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties, in Domestic Use of Unmanned Aircraft Systems, issued February 15, 2015.](#)

**This policy and procedures must contain:**

- (a) Privacy section with provisions addressing the following:
  - Authorized purposes;
  - Data collection: Recipients shall only collect information using UAS, or use UAS-collected information, to the extent that such collection or use is consistent with and relevant to an authorized purpose;

- Dissemination: UAS-collected information that is not maintained in a system of records covered by the Privacy Act shall not be disseminated unless dissemination is required by law, or fulfills an authorized purpose and complies with agency requirements; and
  - Personally identifiable information (PII) retention: Information collected using UAS/sUAS that may contain PII shall not be retained for more than 180 days unless retention of the information is determined to be necessary to an authorized mission, is maintained in a system of records covered by the Privacy Act or is required to be retained for a longer period by any other applicable law or regulation.
- (b) Civil Rights/Civil Liberties section addressing the following:
- Policies are in place to prohibit the collection, use, retention, or dissemination of data in any manner that would violate the First Amendment or in any manner that would discriminate against persons based upon their ethnicity, race, gender, national origin, religion, sexual orientation, or gender identity, in violation of law;
  - UAS/sUAS activities are performed in a manner consistent with the Constitution and applicable laws, Executive Orders, and other Presidential directives; and
  - Adequate procedures to receive, investigate, and address, as appropriate, privacy, civil rights, and civil liberties complaints.
- (c) Accountability section providing the following:
- Procedures for audit and oversight of the recipient (or if applicable subrecipient's) UAS/sUAS program;
  - Rules of conduct for personnel involved in the UAS/sUAS program;
  - Supervision of personnel involved in the UAS/sUAS program;
  - Protocols for dealing with misuse and abuse of UAS/sUAS data;
  - Data-sharing and records management; and
  - Mutual aid requests.
- (d) Transparency section addressing the following, while not revealing information that could reasonably be expected to compromise law enforcement or national security:
- Public notice about UAS/sUAS program;
  - Public notice about planned operations and
  - Annual public reporting.
- (e) Finalization: a section or information indicating the UAS/sUAS policy has been finalized by the requesting recipient (or if applicable, subrecipient).



## REQUEST FOR UAS OR DRONE EQUIPMENT

(6) Signed Controlled Equipment Self-Certification Form

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name) (Signature)