



The Commonwealth of Massachusetts  
Executive Office of Public Safety and Security  
State Interoperability Executive Committee

**Deval L. Patrick**  
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**Mary Elizabeth Heffernan**  
Secretary;  
SIEC Chair

## **Interoperable Communications Investment Proposal**

### **Review Request for Homeland Security Grant Program (HSGP)**

### **Project Justifications**

*Version 1.4 – March 2009*

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## **SIEC REVIEW PROCEDURES**

### **Interoperable Communications Investment Proposal (ICIP)**

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#### **Standard Process for Homeland Security Grant Program (HSGP) funded projects**

##### **Prior to SIEC Review-**

Regional projects go through an approval process before being sent to EOPSS OGR or the SIEC. This typically begins with the applicant completing the Region's specific application process, and an ICIP. Regional Interoperability Sub-Committees review these applications and make recommendations to the Regional Homeland Security Council.

After the Regional Homeland Security Council approves the application, their Fiduciary Agency submits the application and ICIP to EOPSS OGR. OGR submits the ICIP to the SWIC, who directs it to the appropriate SIEC Committee's agenda.

A State Agency or Authority follows a similar internal review procedure and submits their application and ICIP to OGR. In relation to the SIEC, OGR follows the same process as Regional projects.

ICIP's must be received by the SWIC seven (7) calendar days prior to the SIEC meeting for it to be included on the SIEC's agenda. This allows adequate time for the SIEC members to review the applications prior to their meeting.

There may be rare occasions where an application has an urgent deadline. In this case, the applicant will work with OGR to expedite the process if necessary.

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#### **SIEC Review Process**

All ICIP's are to be transmitted by the applying agency to EOPSS OGR through the same channels any other grants (non-SIEC) application would be submitted. EOPSS OGR will transmit ICIP's to the SWIC Office for inclusion on the appropriate SIEC agenda.

After the SIEC has completed its review process, the SWIC Office will complete the appropriate documentation and transmit it to EOPSS OGR. EOPSS OGR will notify applicants using the EOPSS OGR process.

*\*\* For the purposes of this document, the "SWIC Office" includes the Statewide Interoperability Coordinator, and the Interoperability Grants Coordinator at EOPSS. \*\**

**OPTION 1: Approval.** SIEC votes to adopt an ICIP as it is written

The SWIC Office will complete the SIEC Approval form. The approval form must be signed by the SWIC, the SIEC Chair, or Secretary of EOPSS. The SWIC Office then transmits the approval form to OGR for processing through OGR grant procedures.

**OPTION 2: Approval with Additional Conditions.** SIEC votes to adopt and ICIP and adds specific additional conditions.

If the SIEC, or any of its committees, votes to approve an application with additional conditions, that committee will include specific language to accompany the approval at the time of the meeting where the vote is taken.

The SWIC Office will complete the SIEC Approval form with the Additional Conditions section completed with the appropriate language. The same steps as Option 1 will then be followed.

**OPTION 3: Conditional Approval.** SIEC votes to conditionally approve an ICIP based on feedback from the applicant prior to final approval.

This option may be used when a project needs certain additional information that, when obtained, will constitute SIEC approval without having a second meeting.

Upon choosing this option, the SIEC will designate one Point of Contact (i.e. the SWIC, other EOPSS staff member, subject matter expert, etc.) to confer final approval.

SIEC members have 1 week (7 calendar days) to submit their questions to the POC. Before COB of the 7<sup>th</sup> calendar day, the POC will transmit all collected questions to the applicant agency.

Upon the applicant agency returning answers to the POC, the POC will deem the application approved, denied, or further answers needed. The POC will send their decision to the SWIC Office to be transmitted to the applicant agency, all EMC voting members, and EOPSS. The same steps as Option 1 will then be followed.

**OPTION 4: Returned for Questioning.** SIEC does not approve an ICIP as additional information is required.

This option may be used when a project requires additional information from the applicant before the SIEC can render a decision. This option differs from a Conditional Approval in that the ICIP must return to the SIEC for decision.

In order to accommodate both the SIEC and the applicant agency in respect to moving an application process forward within the regular business schedule, the following process will occur.

Upon choosing this option, SIEC members have 1 week (7 calendar days) to submit their questions to the SWIC Office. Before COB of the 7<sup>th</sup> calendar day, the SWIC Office will transmit all collected questions to the applicant agency.

The applicant agency will have 2 weeks (14 calendar days) to reply to the questions. If the answers are received in 14 calendar days, the answers and application will be placed on the next EMC/SIEC agenda for review.

If the questions cannot be answered in 14 calendar days, the applicant agency must contact the SWIC Office to inform them of the delay. Answers received after 14 calendar days will be placed on the next available EMC/SIEC agenda for review. (This may not be the next scheduled SIEC meeting.)

**OPTION 5: Application Tabled or Withdrawn.** The application has been removed from consideration until a later date. No SIEC decision is rendered.

For many reasons, the SIEC, the applicant, or the SIEC member representing the applicant may table or withdraw an ICIP from SIEC consideration. The application will have no SIEC decision, and must be resubmitted by the applicant through the normal OGR process at a later date. Resubmitted applications will follow the same process as a new application.

**OPTION 6: Application Denied or Rejected.** The SIEC finds the application to be inconsistent with statewide interoperability and returns ICIP to the applicant without approval.

If the SIEC, or any of its committees, votes to reject or deny a proposal, that committee will include specific language to accompany the denial at the time of the meeting. The SWIC Office will complete the rejection form and include the SIEC's language with the form. The rejection form will be submitted to OGR for transmission to the applicant.

Denied or rejected applications may be resubmitted to the SIEC with revisions through the normal OGR process. Resubmitted applications will follow the same process as a new application.

As the SIEC is an advisory body to the Secretary of EOPPS, any appeals of denied applications should be transmitted to the Secretary's Office.



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**Cover Sheet**

**Interoperable Communications Investment Proposal**

Please complete this form to submit an Interoperable Communications Investment Proposal (ICIP) for review by the SIEC.

**Applicants-** Please complete all sections except for the shaded areas.  
 Shaded areas will be completed by the SIEC and the Statewide Interoperability Coordinator (SWIC).

<b>Date Received by the SWIC:</b>		<b>Control #</b>		<b>Proposed Federal Funding Source:</b>		<b>Proposed Federal Funding Amount:</b>		
						\$		
<b>Committee Referred to:</b>				<b>Committee Chairperson:</b>				
<b>Investment Name:</b>		<b>Applicant Organization:</b>			<b>Applicant Signature:</b>			
<b>Investment Summary</b>								
<b>Statewide Communications Plan (SCIP) Goals addressed by this investment (please circle all that apply)</b>				<input type="radio"/> <b>Governance</b> <input type="radio"/> <b>SOP</b> <input type="radio"/> <b>Technology</b>		<input type="radio"/> <b>Training &amp; Exercise</b> <input type="radio"/> <b>Usage</b>		
<b>Project Start Date:</b>		<b>Project End Date:</b>		<b>Is an Environmental &amp; Historic Preservation (EHP) review required for this project?</b>				
<b>Applicant Contact Name:</b>		<b>Phone:</b>		<b>Email:</b>		<b>Address:</b>		
<b>Review Status</b>						<b>SIEC Member Signature</b>		<b>Date</b>
Assigned to Committee								
Estimated Review Date								
Committee Recommendation to the Executive Management Committee		Approval	Denial	Amend				
Executive Management Committee Recommendation		Approval	Denial	Amend				
SIEC Recommendation		Approval	Denial	Amend				
Applicant notified of Recommendation								



<b>Usage Plan-</b> Describe the usage plan for the equipment / project			
<b>Disciplines-</b> <ul style="list-style-type: none"> <li>Identify each responder discipline that will enhance its communications interoperability from this investment</li> <li>Describe the interoperability enhancement</li> </ul>	<b>Discipline</b>	<b>Enhancement</b>	
Please use the following abbreviations to represent the corresponding discipline:	LE - Law Enforcement; EMS - Emergency Medical Services; EMA - Emergency Management Agency; FS - Fire Service; HZ – HAZMAT; PW - Public Works; PH - Public Health; GA – Governmental Administrative; PSC - Public Safety Communications; HC - Health Care; O-Other		
<b>Multi-Jurisdictional Interoperability-</b>  All investments must provide interoperability between two or more jurisdictions.  Identify each jurisdiction that will achieve interoperability from this investment.			
<b>Budget Narrative-</b> <ul style="list-style-type: none"> <li>Describe specifically how the funds will be used</li> <li>Describe the total cost of the investment and identify all sources of funding that will be sought or have been secured at the time of submitting the ICIP</li> </ul>			

<b>Proposed Budget-</b>	<b>Category</b>	<b>Description</b>	<b>Federal Share</b>	<b>Cash Match Share</b>
Provide an overall breakdown of each expenditure category.	Planning		\$	\$
	Equipment			
	Training & Exercises			
	Construction & Renovation			





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## Appendix A

### **Authority of the State Interoperability Executive Committee (SIEC) to make funding recommendations for Interoperable Communications Investment Proposals**

On November 29, 2007, Governor Deval L. Patrick issued Executive Order No. 493 establishing the State Interoperability Executive Committee. Under the order, the Executive Office of Public Safety and Security (EOPSS) was designated as the state Administrative Agency (SAA) for any and all federal grants applied to attaining statewide interoperability and the objectives of the Statewide Interoperability Plan (SCIP), including, but not limited to, the Public Safety Interoperable Communications Grant Program. The SAA has final authority on behalf of the Commonwealth with regard to all requests, awards, and expenditures of federal funds made in support of interoperability efforts and shall ensure the proper disbursement of and accounting for federal interoperability funds for the Commonwealth, in accordance with federal grant guidance and program standards.

Additionally, in order to more effectively and efficiently manage and direct statewide interoperability efforts, the order formally established within the EOPSS an advisory committee called the State Interoperability Executive Committee (SIEC). The SIEC is comprised of a variety of governmental and non-governmental organizations. The order specifies that the Secretary of Public Safety and Security or his designee shall chair the SIEC.

The SIEC will advise the SAA on priorities and approval of all interoperability expenditures and requests for expenditure of federal funds. In carrying out this responsibility, consistent with the goals and objectives of the State Homeland Security Strategy, the SIEC will issue objectives and goals; provide guidance for the development of standard operating procedures and best practices when implementing interoperable communications statewide; and give other advice necessary to achieve statewide interoperability and the objectives of the SCIP. The SIEC shall be entitled to the cooperation of every department, agency, and office of the Commonwealth in furtherance of its functions.

The full text of Executive Order No. 493 can be accessed via the internet @ [http://www.mass.gov/?pageID=gov3terminal&L=3&L0=Home&L1=Legislation+%26+Executive+Orders&L2=Executive+Orders&sid=Agov3&b=terminalcontent&f=Executive+Orders\\_executive\\_order\\_493&csid=Agov3](http://www.mass.gov/?pageID=gov3terminal&L=3&L0=Home&L1=Legislation+%26+Executive+Orders&L2=Executive+Orders&sid=Agov3&b=terminalcontent&f=Executive+Orders_executive_order_493&csid=Agov3)

## Appendix B

### Statewide Communications Interoperability Plan (SCIP) Goals

#	SCIP Goals
<b>G1</b>	<b>Establish Governance</b>
G1.A	Recommend Executive Orders/Statutory/Regulatory Action (Complete)
G1.B	Formalize Charter
G1.C	Develop Office of the Coordinator
<b>G2</b>	<b>Funding Governance</b>
G2.A	Develop Intake and Scoring mechanism
G2.B	Allocate PSIC Grant Funding
G2.C	Allocate Funds from Existing Grant Programs
G2.D	Develop Strategy for Sustained Funding for each Project
G2.E	Research and Apply for New Grant/Other Sources of Funds
<b>G3</b>	<b>Project Governance</b>
G3.A	Develop Detailed Project Plans
G3.B	Develop Detailed Project Cost Estimates
G3.C	Maintain Project Budgets
G3.D	Provide Quality Process Assurance
G3.E	Adopt Standard Architecture
#	SCIP Goals
<b>S1</b>	<b>Channel Planning</b>
S1.A	Collect and Verify Existing Channel Plans
S1.B	Determine Channel Planning Gaps
S1.C	Define and Standardize Channel Plan Template
<b>S2</b>	<b>SOP Development</b>
S2.A	Collect and Verify Existing SOP's
S2.B	Develop SOP Protocol Template
S2.C	Create and Distribute the Tactical Channel Plan
S2.D	Create SOPs for all Interoperability Channels in the Tactical Channel Plan
#	SCIP Goals
<b>T1</b>	<b>Assess Technology</b>
T1.A	Develop NIMS-based Communication Requirements
T1.B	Technology Assessment
<b>T2</b>	<b>Infrastructure Technology</b>
T2.A	Develop Detailed Infrastructure Requirements
T2.B	Develop Detailed Network Requirements

	T2.C	Perform 700-800 MHz Infrastructure Preparation
	T2.D	Develop 700-800 MHz RFPs
<b>T3</b>		<b>Equipment Technology</b>
	T3.A	Procure, Integrate, Deploy, and Verify Equipment
	T3.B	Provide Mobile or Portable Radios to Fill Interoperability Gaps
	T3.C	Procurement, Integration, and Test
<b>T4</b>		<b>Information Sharing/Statewide Backbone</b>
	T4.A	Develop Massachusetts Public Safety Enterprise Architecture
	T4.B	Capture Information-sharing Requirements
	T4.C	Develop Backbone Requirements
	T4.D	Plan/Integrate the Statewide Backbone
	T4.E	Develop an Implementation Plan
<b>T5</b>		<b>Consolidation</b>
	T5.A	Consolidated Dispatch Implementation Plan
	T5.B	Support for Ongoing Command Consolidation Implementation
	T5.C	Support for Ongoing Command Consolidation
<b>T6</b>		<b>Innovation</b>
	T6.A	Develop an innovation life cycle/pipe line and process
	T6.B	Develop innovative technologies
	T6.C	Execute Innovation Project
	T6.D	Develop Innovation White Paper
<b>#</b>		<b>SCIP Goals</b>
<b>E1</b>		<b>Training</b>
	E1.A	Develop Interoperability Training Template
	E1.B	COML, COM Tech, COM Coordinator training
	E1.C	SOP/Tactical Channel Plan Training
<b>E1</b>		<b>Exercise</b>
	E2.A	Implement HSEEP Process with Interoperability Planning
	E2.B	Integrate COML, COM Tech, COM Coordinator into Exercise & Evaluation
	E2.C	SOP/Tactical Channel Plan
	E2.D	Develop Interoperability Exercise Requirement
<b>#</b>		<b>SCIP Goals</b>
<b>U1</b>		<b>Planned Events</b>
	U1.A	

	U1.B	
<b>U2</b>		<b>Localized Emergency Incidents</b>
	U2.A	
	U2.B	
<b>U3</b>		<b>Regional Incident Management</b>
	U3.A	
	U3.B	
<b>U4</b>		<b>Daily Usage</b>
	U4.A	
	U4.B	

## Appendix C

### Resources

Statewide Communications Interoperability Plan (SCIP)	<a href="http://www.mass.gov/Eeops/docs/eops/ma_scip_public.pdf">http://www.mass.gov/Eeops/docs/eops/ma_scip_public.pdf</a>
National Emergency Communications Plan	<a href="http://www.dhs.gov/xlibrary/assets/national_emergency_communications_plan.pdf">http://www.dhs.gov/xlibrary/assets/national_emergency_communications_plan.pdf</a>
Public Safety Interoperable Communications Grant Guidance	<a href="http://www.ntia.doc.gov/psic/PSICguidance_081607.pdf">www.ntia.doc.gov/psic/PSICguidance_081607.pdf</a>
US Department of Homeland Security, Office of Emergency Communications SAFECOM Recommended Grant Guidance for Federal Grant Programs	<a href="http://www.safecomprogram.gov/SAFECOM/library/grant/1430_fy2009.htm">http://www.safecomprogram.gov/SAFECOM/library/grant/1430_fy2009.htm</a>
US Census Bureau	<a href="http://www.census.gov">http://www.census.gov</a>
US Department of Homeland Security, Office of Emergency Communications	<a href="http://www.dhs.gov/xabout/structure/gc_1189774174005.shtm">http://www.dhs.gov/xabout/structure/gc_1189774174005.shtm</a>
US Department of Homeland Security Authorized Equipment List	<a href="https://www.rkb.us/download.cfm?id=3220">https://www.rkb.us/download.cfm?id=3220</a>