

## **Regional Catastrophic Preparedness Grant Program Notice of Availability of Funds**

### **I. Program Background**

Since the terrorist attacks in 2001, cities, states and the nation have been forced to reexamine their respective mission of not only enhancing security, but how to best maximize their capabilities and capacities for regional resiliency to catastrophic events. The City of Chicago Office of Emergency Management and Communications (OEMC), on behalf of the Chicago Urban Area (UA) and the IL-IN-WI Combined Statistical Area (CSA), is making available Homeland Security assistance, through the FY 2008 Regional Catastrophic Preparedness Grant Program (RCPGP) to Institutions of Higher Learning to directly assist the CSA region with the development of regional plans for a catastrophic incident. The OEMC recognizes that RCPGP is a significant, new investment and represents a unique opportunity to study a variety of interventions applied by a diverse set of communities to enhance regional resiliency to catastrophic events.

In FY 2008, the Chicago UA received \$6,000,000 through the RCPGP from the Federal Emergency Management Agency (FEMA) of the U.S. Department of Homeland Security (DHS). The purpose of the RCPGP is to enhance catastrophic incident preparedness in selected high-risk, high-consequence urban areas and surrounding regions. The IL-IN-WI CSA was one of ten RCPGP sites identified for funding under the FY 2008 grant. The CSA consists of 10 Illinois counties, the City of Chicago, 5 Indiana counties, 1 Wisconsin county and the three states.

The City of Chicago, on behalf of the Urban Area, has been designated as the grant administrator and works with the Regional Catastrophic Planning Team (RCPT), the governing body for the RCPGP, which consists of stakeholders from government, private sector, nongovernmental, and community-based organizations.

The goal of this solicitation is to identify partner(s) from Institutions of Higher Learning who will be able to support the IL-IN-WI CSA in the assessment, development and implementation of regional plans. This partnership will allow the CSA to draw upon the expertise of faculty from Universities and Colleges and also provide an opportunity for students to learn from and create partnerships with various stakeholders from government, private sector, nongovernmental, and community-based organizations from around the region. In turn, these partnerships will create a long-term opportunity to engage these emerging leaders in strategic planning initiatives for the region.

### **II. Scope of Services**

Under this solicitation, the City of Chicago OEMC seeks to identify partners from Institutions of Higher Learning to work with the IL-IN-WI CSA on two (2) Regional projects. **Applicants may apply either for Project A, Project B or both projects.**



## **Project A: Regional Hub Reception Center Planning Guide**

The goal of the Regional Hub Reception Center (RHRC) Planning Guide is to provide assistance to jurisdictions within the IL-IN-WI Combined Statistical Area (CSA) in the development of operational plans, procedures, job aids and related documents for the staffing and operation of Regional Hub Reception Centers within their respective jurisdictions as set forth in the “Regional Catastrophic Incident Coordination Plan” and its associated functional support annexes, specifically the “Mass Care and Sheltering Annex.”

This RCPGP project will involve the development of tools, templates and guidance documents that will:

- define steps that need to be taken by jurisdictions to plan for RHRC operations and integration with adjacent spoke shelter operations;
- provide detailed directions for jurisdictions to identify facilities that have the capacity to operate as a RHRC in providing intake and processing services for evacuees to address immediate needs, identify and track displaced persons and pets, and place these evacuees into appropriate shelters in the contiguous area;
- provide guidance and direction in clarifying roles and responsibilities of governmental agencies, private sector organizations and not-for-profit groups in carrying out RHRC operations;
- provide a training component of the planning guide designed for emergency managers, facility owner/operators, and other government, private sector and not-for-profit entities to assist them in the development of their RHRC site specific operational plans;
- provide a RHRC operations training component which will assist facility managers and supervisors in carrying out RHRC site specific operations, and;
- provide a RHRC just-in-time training component to increase the capabilities and capacities of host and support jurisdictions to both identify and deploy personnel for the various identified staff positions affiliated with RHRC operations.

Submissions to this Request for Proposals (RFP) must detail how the applicant will identify and integrate existing relationships that establish a greater collaborative environment for local, county, state, private sector and not-for-profit entities; and must detail their ability to identify, analyze and integrate CSA preparedness and response activities with CSA Emergency Operations Centers charged with managing incidents that would involve a large influx of displaced people and their companion animals.

The Regional Hub Reception Center Planning Guide developed must provide guidance and direction for facility owners/operators, in conjunction with local, county, state, private sector and not-for-profit organizations, in the development of site specific operational plans that: identify facility capabilities; establish notification and call-up rosters, determine configuration and through-put capacities; develop facility-specific floor plan layouts for Essential Support Services (ESS) to be provided; identify potential service and commodity providers, staging areas, animal care operations; incorporates position specific job aids; and establish appropriate processes and documentation for the development of Memorandums of Understanding (MOUs) and Memorandums of Agreement (MOAs)



Essential Support Services (ESS) to be provided at Regional Hub Reception Centers include intake and registration, decontamination (if needed), first aid/medical screening, required functional and access needs accommodations, communications (internal and external), service/companion animal care, temporary shelter until placement, and transportation to designated shelter facilities. All ESS's must further be compliant with federal requirements for integration of functional needs populations into the general population of RHRC's and contiguous spoke shelters.

The developed planning guide will enable jurisdictions to construct site specific operational plans to staff, operate, and sustain a RHRC capable of processing and placing up to twenty thousand evacuees over a seven day operational cycle. This guide must further be compliant with existing federal, state and local plans, and will incorporate recognized best practices from organizations such as the International Association of Assembly Managers (IAAM), the American Red Cross (ARC), and the FEMA.

Proposals to this RFP must detail how the capacity and capability to identify, staff, resource and operate identified RHRC facilities for jurisdictions within the IL-IN-WI CSA will be maximized to initiate and sustain RHRC operations for a period of at least seven (7) continuous days of operation. Further, submissions will detail how these capabilities will integrate with the Regional Catastrophic Incident Coordination Plan and four supportive functional annexes (Mass Care & Sheltering Annex; Transportation-Evacuation Annex; Logistics & Resource Management Annex; and Emergency Public Information & Warning Annex).

In order to ensure that the plans, guides and curriculums developed under this project are implementable across the CSA, a number of key documents/standards will be referred to and/or incorporated into this planning process. Documents include, but are not limited to:

- FEMA Comprehensive Planning Guide (CPG) 101 – Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans
- Catastrophic Incident Supplement to the National Response Plan, April 2005
- National Response Plan
- Stafford Act
- NIMS Compliance for Shelter Reimbursements
- State of Illinois Emergency Operations Plan
- State of Indiana Emergency Operations Plan
- State of Wisconsin Emergency Operations Plan
- The Illinois Plan for Radiological Accidents (IPRA)
- Wisconsin Emergency Management Agency Radiological Emergency Preparedness Program
- ARC 3068-1A Feb. 1988 – American Red Cross Guide for Shelter Managers
- Pets Evacuation and Transportation Standards Act of 2006
- HSUS Disaster Planning Manual
- International Association of Assembly Managers, Mega-Shelter, A Best Practices
- Emergency Preparedness & Response, American Veterinary Medical Association, April 2009
- Shelter Operations Management Tool Kit, American Red Cross, May 2008



- Incorporating Household Pets and Service Animals Considerations into Emergency Operations Plans, CPG 302, March 2009
- Emergency Animal Disease/Animals in Disaster, Illinois Hazard Specific Annex, Emergency Operations Plan and Procedures, Version 1.5, FEMA
- Interim Emergency Management Planning Guide for Special Needs Populations, CPG 301, FEMA
- Evacuee Support Planning Guide, FEMA P-760, July 2009
- Evacuee Support Concept of Operations Template, FEMA P-760a, July 2009
- Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters, FEMA

Deliverables for Project A:

- **Regional Hub Reception Center Planning Guide** - To ensure jurisdictions are able to start their planning process, a planning guide detailing the necessary steps for jurisdictions to take in support of the Regional Catastrophic Incident Coordination Plan and Regional Mass Care and Sheltering Annex will be developed. This plan will present procedures and processes needed to define roles and responsibilities of governmental, private sector and not-for-profit organizations responsible for providing mass care and sheltering services; it will provide guidelines for identifying and assessing capabilities and capacities of potential Hub Reception Centers; and it will define RHRC operations and their relationship to adjacent spoke shelters.
- **Regional Hub Reception Center Operational Plan Template** – While each RHRC will require the development of site specific operational plans based on identified responsibilities, capabilities and capacities of individual facilities and their responsible agencies, overall planning assumptions, implementation and operational perimeters will remain consistent with established regional plans already developed. This planning template will be developed to ensure consistency and to assist in the development of individual site specific RHRC operational facility plans.
- **Regional Hub Reception Center Training Program**
  - Planning Guide Training – To provide additional assistance to CSA jurisdictions in planning for Regional Mass Care and Sheltering Annex implementation, a training program designed for emergency managers, facility owners/operators and other appropriate jurisdictional personnel will be developed that provides step by step guidance on the development of a Regional Hub Reception Center (RHRC) Operational Plan. This program will develop a region-wide curriculum including appropriate training materials and templates, and will incorporate recognized mass care and sheltering practices and procedures, such as the American Red Cross Shelter Management Course.
  - RHRC Operations Training – Developing the capability to train individuals on RHRC operations is a key component to the implementation of the Regional Mass Care and Sheltering Annex, and the successful operations of a RHRC. As part of this program, a RHRC operations training curriculum and associated training materials will be developed in partnership with the American Red Cross. RHRC



operations training will be geared toward individuals who will serve as managers and supervisors in RHRC operations.

- RHRC Just-In-time Training – This program will focus on developing a curriculum that can be presented to agencies and volunteers who will provide line staff necessary to carry out many of the Essential Support Services (ESS) offered at an RHRC, and will build from previously developed Mass Care and Sheltering Annex Support Documents; i.e.: Regional Hub Reception Center Job Action Sheet Templates; Regional Hub Reception Center Registration Form; Regional Hub Reception Center Pet Rules Template; Regional Hub Reception Center Pet Registration Form.

Grantees will be required to hold one Train-the-Trainer session with the Regional Catastrophic Planning Team (RCPT) for each of the training programs developed above.

- **Regional Mass Care & Sheltering Outreach Strategy** – The goal of this entire project is to develop and present tools that can be utilized by CSA jurisdictions and organizations to increase their capability and capacity to address an influx of evacuees resulting from a regional catastrophic incident. The RHRC planning guidance should be part of a larger outreach strategy and campaign necessary to ensure the buy-in and participation of all jurisdictions within the IL-IN-WI CSA. Its success is contingent upon the coordination and integration between this program and the larger Regional Catastrophic Incident Coordination Plan Outreach Campaign. The Outreach Strategy will define the necessary outreach components that will contribute to the efficient and effective operations of an RHRC.

All documents will be provided to the RCPT on a scheduled basis for review, direction and comment, and ultimate approval prior to completion, submission and implementation.

### **Project B: Private Sector Integration Plan**

The goal of the Private Sector Integration Plan (PSIP) is to comprehensively integrate the private sector with the emergency management community within the Illinois-Indiana-Wisconsin Combined Statistical Area (IL-IN-WI CSA), in conjunction with local, State, and Federal established practices and procedures. This will involve the development of tools and templates necessary to conduct inventories of private sector partners, as well as the comprehensive analysis of the inventoried resources, with a final report on the findings.

Submissions for this project must detail how private sector involvement in regional planning will be enhanced for the greater metropolitan Chicagoland area and build on the IL-IN-WI CSA Regional Catastrophic Incident Coordination Plan and four supportive functional Annexes (Mass Care & Sheltering; Transportation-Evacuation Annex; Logistics & Resource Management Annex; and Emergency Public Information & Warning Annex). This initiative aims to expand on regional efforts at private sector integration within this region, by focusing on specific and identified portions of Critical Infrastructure/Key Resources (CI/KR) sectors that have been prioritized based on the first 72-96 hours of a catastrophe. These sectors will include: Transportation Systems, Commercial Facilities, Public Health & Healthcare, Energy, Agriculture



and Food, Communications, and Drinking Water and Water Treatment Systems. The Grantee will work with the RCPT to prioritize specific subsectors within these sectors for this project.

#### Deliverables for Project B:

- Complete a regional needs assessment that includes an inventory of government, private-sector, and other essential primary communication systems—including those used for emergencies—their general vulnerabilities under certain disaster scenarios, mitigation alternatives to address these vulnerabilities, and alternative communications links if disrupted.
- Develop a region wide private sector interoperable communications plan for threat, response, and recovery information that includes technical requirements, identifies which organizations should be included and what type of information should be conveyed, establishes appropriate security procedures governing access and data storage for sensitive information, and is integrated into CSA regional interoperability, communications, and information sharing plans. Private sector entities that will be targeted/prioritized for inclusion in the plan are those that have identified resources vital to support governmental response during the first 72-96 hours of a catastrophic incident.
- Establish a template that will outline the rollout of an automated emergency response network to notify regional businesses to alert them via multiple communications platforms (phone, cell phone, internet, text, etc.) to major emergency situations.
- Create a NIMS compliant disaster management resource inventory with analytic capabilities of private-sector resources available for response and recovery, including technical subject matter experts, manpower, vehicles, food, water/ice, pharmaceutical supplies, temporary housing, equipment, services, and points of contact information. (Collaboration with Logistics & Resource Management Annex, Mass Care & Sheltering Annex, and other local, State, Federal databases currently in practice, such as the NIMS Compliance Objectives).
- Create a template for the private sector to use to inventory available critical resources that may be needed to support government operations during a major disaster. From this inventory, dependencies and interdependencies will be identified between private and public sector assets, and will aid in determining how best to deploy resources regionally, in coordination with the Logistics & Resource Management Annex.
- Develop a plan for private sector businesses to complete assessments of available inventories of supplies in schools, hospitals, nursing homes, assisted living facilities, health care centers, and other community facilities to ascertain what their capabilities and capacities for self-sufficiency, as well as what additional resources would be needed during a catastrophic incident. This will include collaboration with the existing Chicago Police Department Facility Incident Management System (FIMS) and the Federal Automated Critical Asset Management System (ACAMS).
- Develop a resource directory of disaster response/recovery points of contact, including “who does what,” that should include logistics supply and distribution components for crucial items needed in response, mitigation, recovery and restoration during a catastrophic incident.
- Develop a final report that chronicles the findings from the assessments with corrective action recommendations for the Region.

A copy of all should be available for each member of the RCPT.

**Whole Community Planning:**

All plans developed through this grant program must use a “Whole Community” approach to Emergency Management planning. This means planning for the actual makeup of a community, making sure that the plans meet the needs of every disaster survivor regardless of age, economics, or accessibility requirements.

**Project Coordination:**

Both Projects will supplement the initial RCPGP documents developed under the FY’07/FY’08 RCPGP Planning Guidance, which consists of the IL-IN-WI CSA:

- Regional Catastrophic Incident Coordination Plan
- Regional Capabilities Assessment
- Regional Emergency Warning & Public Information Annex
- Regional Logistics & Resource Management Annex
- Regional Evacuation Annex
- Regional Mass Care & Sheltering Annex
  - Regional Mass Care & Sheltering Annex Implementation Guidance
  - Recommended Regional Hub Reception Center Facility Physical Infrastructure Capabilities
  - Recommended Regional Hub Reception Center Staffing & Resources
  - Regional Hub Reception Center Job Action Sheet Templates
  - Regional Hub Reception Center Registration Form
  - Regional Hub Reception Center Pet Rules Template
  - Regional Hub Reception Center Pet Registration Form

**Project Participation:**

As prescribed by the RCPGP, the region as designated by DHS is comprised of sixteen counties across three states, based on the U.S. Census Bureau’s Combined Statistical Area (CSA), Chicago-Naperville-Joliet, IL-IN-WI CSA, as well as a number of Principal Cities. The list of the CSA is outlined below:

<b>State of Illinois</b>	<b>State of Indiana</b>	<b>State of Wisconsin</b>
City of Chicago	Lake County	Kenosha County
Cook County	Jasper County	
DeKalb County	La Porte County	
DuPage County	Newton County	
Grundy County	Porter County	
Kane County		
Kankakee County		
Kendall County		
Lake County		
McHenry County		
Will County		



### **III. Eligible Applicants and Availability of Funds**

#### **A. Available Funding**

Grants awarded by the City of Chicago OEMC will be from the FY2008 Regional Catastrophic Preparedness Grant Program. Through this competitive grant program, the City of Chicago OEMC, on behalf of the Chicago Urban Area and the IL-IN-WI CSA, will make available a maximum of \$3,000,000 for the completion of Projects A and B.

#### **B. Grant Period**

Awards are anticipated to begin on or about June 30, 2011 and grant awards are anticipated to be for up to a 12-month budget period. The specific performance period for the grant will be designated in the grant agreement that is issued.

#### **C. Eligible Applicants**

Accredited Colleges and universities may apply.

#### **D. Method of Compensation**

The method of compensation shall be reimbursement. Recipient(s) must maintain appropriate records of costs expended and will submit expenditure information to the City of Chicago OEMC for reimbursement on a monthly basis.

### **IV. Application Format**

Applications must include the following elements:

- **Cover Letter**

The letter of introduction or executive summary must be signed by a person authorized by your organization to obligate your organization to perform the commitments contained in the proposal. The cover letter should also indicate which project(s) the applicant seeks to perform. If an applicants seeks to accomplish both Project A and B, separate proposals are required.

- **Statement of Qualifications**

This section addresses the experience of the grantee in working with emergency management planning including project management and planning similar in scope as described in this RFP.

- **Project Approach & Methodology**

- Discuss in detail the applicant's overall approach and methodology to accomplish the deliverables outlined in this solicitation. Discuss in detail the applicant's work plan to manage each project.



- Provide locations from which the work will be conducted within the IL-IN-WI CSA. Projects will require significant time within the CSA working with both Public and Private regional partners. Higher consideration may be given to those applicants with members residing in the area and/or familiar with this CSA region.
- Work plan Tasks - Describe the research approach for each task as reflected in the Scope of Work. Detail how each of those activities will be performed, in what order, as part of the completion of each task. In that much of the information collected will have varying levels of security attached, describe the overall approach to information management and security for this project.
- Organization and Staffing of Project: Discuss the overall resources of the applicant to accomplish the work, including available personnel and present workload. Include a description of how the applicant proposes to staff this engagement and which task(s) in which Project would be assigned to each staff member.
- Project Schedule: Provide a project schedule that identifies tasks; staff allocated for each major task outlining specific deliverables; and specific start and completion dates for each major task, as applicable. The applicant should speak to the time requirement for the initiation and completion of each task listed herein. Include detailed discussion on the training and communication with personnel.
- Key Personnel: This section will include the following:
  1. A description of personnel required to manage the project.
  2. Resumes of all personnel involved in the project
  3. Organizational Chart and job descriptions

- **Preliminary Cost Proposal**

Proposals should include an estimated level of effort (hours) as well as an estimated total cost.

## V. Evaluation Criteria

An Evaluation Team, comprised of members from the Regional Catastrophic Planning Team (RCPT) will review all application. Applications will be judged according to established criteria which will include:

- **Experience working in the field of emergency management.** Proposals must demonstrate a working knowledge in the field of emergency management and planning.
- **Experience working in collaborative approaches.** Projects funded by the Regional Catastrophic Preparedness Grant Program require a regional and collaborative approach to emergency management planning. Selected applicants must work with all CSA entities (16 counties, 3 states and the City of Chicago) and the Regional Catastrophic Planning Team (RCPT) for each project and will also be required to coordinate and collaborate with other grantees and vendors working on other Regional Catastrophic Preparedness Grant initiatives. Additionally, all plans developed as a result of the two projects must also be consistent and collaborate with other regional initiatives within the CSA. Proposals must demonstrate the ability to work with the entire CSA and multiple partners in a collaborative fashion.
- **Management and organizational capabilities.** This program will require significant coordination and management particularly with the outreach and coordination of the CSA.



Proposals will need to address the level and variety of resources available for the project and how those resources will support the program deliverables.

- **Development of an interdisciplinary team.** Successful implementation of this program will require the utilization of subject matter experts from a variety of fields. Teams developed to execute this program must demonstrate knowledge across multiple disciplines.
- **Engagement of emerging leaders.** A priority of this program is to provide opportunities for emerging leaders. Applicants should demonstrate how they will be working with and engaging students as part of the overall project.

## **VI. Application Submission and Deadline**

An information session for potential applicants will be held on April 13, 2011 at 1:30pm at the Chicago Office of Emergency Management and Communications located at 1411 W. Madison, Chicago, IL. Interested applicants may submit questions in advance of the session to Susie Park, Grants Project Manager at [susie.park@cityofchicago.org](mailto:susie.park@cityofchicago.org). Responses to questions will be posted at [www.alertchicago.com](http://www.alertchicago.com)

### **Final Submission**

An original and five (5) copies of the proposal will be due by Monday, May 2, 2011. Late applications will not be accepted.

Applications should be addressed to:

Susie Park  
Grants Project Manager  
1411 W. Madison  
Chicago, IL 60607-1809

## **VII. Questions**

For additional questions regarding the application, please contact [susie.park@cityofchicago.org](mailto:susie.park@cityofchicago.org)