SAA Information Bulletin  
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To: All Councils of Government  
All Texas State Homeland Security Grant Program Points of Contact

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Subject: Interoperable Communications Review Form and Review Requirements

Effective Date: December 1, 2012

Purpose: This Information Bulletin (IB) provides guidance on documents sub-grantees must provide for Texas Homeland Security State Administrative Agency (THSSAA) review and Statewide Interoperability Coordinator (SWIC) prior approval of expenditures planned for interoperable communications equipment and services. The SWIC review and approval will ensure compliance with the Texas Statewide Communications Interoperability Plan (SCIP).

Scope: This Information Bulletin applies to all entities submitting communication expenditures and seeking reimbursement of those expenditures that are partially or entirely funded with Homeland Security grants.

Due to the complex nature of interoperable communications equipment and services this IB will ensure the following:

- State level awareness of what sub-grantees are purchasing
- Communications project components are allowable under the specified grant program and the sub-grantee’s approved regional project.
- SWIC oversight of the communications capabilities within the state and compliance with the SCIP

Guidance: All interoperable communications equipment and/or services funded with Homeland Security grant funds equal to or greater than $50,000, or that includes any 700 MHZ equipment, must have prior SWIC and THSSAA approval. The $50,000 threshold applies to single items and total project costs (i.e. if several smaller purchases for a project equal $50,000 or more SWIC and THSSAA approval is needed on all items within the project). The following provides the information and steps needed for these types of expenditures:

1. Sub-grantees must use the Interoperable Communications Review Form (ICRF), or ensure the original vendor’s quotes are able to provide enough details to satisfy the requirements listed in this IB, and then attach the ICRF or quote to the Expenditure Request(s) in SPARS. For directions on how to use and fill out the ICRF see “Interoperable Communications Review Form Instructions” below.
2. The THSSAA Grant Coordinator will review the equipment and/or services to ensure allowability under the specified grant program and the sub-grantee’s approved regional project. If more information is needed, the Grant Coordinator will return the expenditure in SPARS for “More Information”.

3. The THSSAA Grant Coordinator(s) will submit the attached form to the SWIC for review and approval. **Please note the SWIC approval is to ensure compliance with the SCIP. The SWIC does not review equipment and/or services for grant allowability.**

**Interoprable Communications Review Form Instructions**

This form is an Excel workbook and contains several tabs which are located at the bottom of the spreadsheet. Click on the appropriate tab and fill in the information as indicated below.

**Information Tab**

This tab will provide the information pertaining to the communications project. Please fill out all fields. Below is a more detailed explanation of the field:

- **Date of Request** – date the form is submitted to the THSSAA in SPARS through an expenditure request.
- **Sub-grantee Name** – provide the name of the sub-grantee funding the project with Homeland Security funds.
- **Region/ COG** - Provide the name of the region / COG.
- **Project Name/Site/Location** – provide the name of the project and/or the Site and location that will easily identify the project. Examples:
  - If purchasing radios for a SWAT team, please provide the name of the SWAT Team and its location (e.g. City of Houston SWAT Team, Houston, TX).
  - If purchasing upgrades for a tower site, please provide the name of the specific site and its location (e.g. Red Hill Tower, Beaumont, TX).
- **Grant Year and Grant Name** – provide the grant year and grant funding the project (i.e. 2010 UASI or 2011 SHSP).
- **Project Total Cost** – provide the total of the project including total cost of equipment and/or total cost of services.
- **700 MHz** – please indicate “yes” if any of the equipment is 700 MHZ. If not, state “no”.
- **Master Site** – please indicate if the site is a new master site location.
- **Sub-grantee’s Point of Contact** – provide the point of contact for the project that can answer any questions related to the equipment and/or services. Please include the person’s title and the email address.
- **Vendor Point of Contact** –
  - **Vendor(s)** – list the vendor(s) providing the equipment and/or services.
Provide the point of contact for the project that can answer any questions related to the equipment and/or services. Please include the person’s title and the email address.

**Equipment Tab**

This tab provides details pertaining to the individual equipment being purchased for the project. List each item type on its own line, for example, portable radios on one and individual accessories, such as headphones, on another line. Insert additional Rows as needed. Below is a more detailed explanation of the fields:

- **Make** – Manufacturer of equipment.
- **Model #** – provide the name or number given by the manufacturer to that specific item.
- **Description** – provide a brief explanation of the item using plain language.
- **P25** – please indicate if the equipment is P25 compliant.
- **Qty** – provide the number (quantity) of total units for that particular item.
- **Original Unit Price** – is the cost of each individual unit.
- **Discount %** - provide the % of the first discount given by the vendor for the specific item.
- **Discounted Unit Price** – is automatically calculated from the Original Unit Price and Discount %
- **Final Price** – is automatically calculated and should reflect the total price of each line item including quantities and discounts.
- **Equipment Cost Total** – is automatically calculated and should reflect the total of all equipment listed on the form.

**Services Tab**

This tab provides details pertaining to the individual services being purchased relating to the project and allows them to be easily identified and tracked. List each item type on its own line, for example, installation of radios on one line, installation of repeater at tower site on another line. Additional lines may be added as needed.

Some service costs may fit better under the Equipment Tab due to the flat rate billing. For example, installations of mobile radios are billed usually as a flat rate per quantity (like an accessory) and therefore it should be listed under the Equipment Tab. Limit the use of the Equipment Tab for services to flat rate service costs.

Most of the form explanations above in the Equipment Tab section are the same for this portion of the form with the exception of the following:

- **Service Description** – provide a brief explanation of the services being purchased.
- **Service Visits** – provide the number of services or visits provided by contracted personnel.
• Rate per day or per hour per person – provide the hourly/daily rate associated with the service per person.
• # of Days (if rate is per day) – provide the number of days if the cost reflects a daily rate.
• # of Hours (if rate is per hour) – provide the number of hours if the cost reflects an hourly rate.
• Total if paid per day - is automatically calculated and should reflect the rate per day/hour multiplied by the number of days.
• Total if paid per hour – is automatically calculated and should reflect the rate per day/hour multiplied by the number of hours.
• Final Price – is automatically calculated and should reflect the total price of each line item including quantities and discounts.
• Service Cost Total – is automatically calculated and should reflect the total of all services listed on the form.

Questions: If you have any questions regarding this IB or the Interoperable Communications Review Form, please contact Shane Jenkins (512)377-0032 Email shane.jenkins@dps.texas.gov or Randy Gabbart (512)377-0034 Email randy.gabbart@dps.texas.gov