

HSGP UAS/sUAS Request Checklist

FEMA's Grant Programs Directorate (GPD) developed this checklist to serve as a tool to assist stakeholders in their preparation of UAS/sUAS requests. The checklist only provides a high-level overview of all elements required in an UAS/sUAS request and is not required to be completed and submitted to FEMA. Please review the Authorized Equipment List and Presidential Memorandum titled *Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties, in Domestic Use of Unmanned Aircraft Systems* to obtain further information on specific UAS/sUAS request requirements under the Homeland Security Grant Program (HSGP).

1. RECIPIENT SUPPORT LETTER

- Grant program and fiscal year supporting the requested UAS/sUAS purchase.
- Number (quantity) of sUAS/sUAS' requested.
- Total dollar amount of grant funding requested for purchase.
- Applicable Investment under the grant year and fiscal year supporting the purchase.

2. REQUEST JUSTIFICATION

- Primarily focuses on the homeland security and CBRNE-nexus of the requested equipment.
- Includes detailed specifications for each piece of equipment or support component of the requested UAS/sUAS and the associated dollar amount. All equipment and components are to add up to the total dollar amount requested.
- Identifies the grant program and fiscal year supporting the requested purchase.
- Specifies the applicable Investment for the UAS/sUAS purchase.
- Includes make, model, operating weight, and manufacturer's country of origin of all request UAS/sUAS.
- Describes the need for the UAS/sUAS.
- Addresses how the UAS/sUAS fits into state and local operational planning.
- Includes all tools and accessories that will be equipped on the UAS/sUAS.
- Provides examples of how the UAS/sUAS will be operational deployed.
- Describes how the UAS/sUAS will be used in non-emergency scenarios.

3. REQUEST CERTIFICATIONS

- Signed certification from the recipient/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.
- Signed certification that the recipient/subrecipient has reviewed and understands the following:
 - DHS Cybersecurity and Infrastructure Security Agency (CSIA), Unmanned Aircraft Systems (UAS) Fact Sheets.
 - DHS CISA, Chinese Manufactured Unmanned Aircraft Systems Industry Alert.
- Signed certification from the recipient/subrecipient that it has reviewed FEMA Policy 405-143-1 and has verified that the vendor/manufacturer of the requested UAS/SUAS is not on the sam.gov exclusion list.

4. POLICY REQUIREMENTS

- Contains a Privacy Section that includes provisions addressing the following:
 - Authorized purposes
 - Data collection
 - Dissemination
 - PII Retention
 - Policy review
- Contains a Civil Rights/Civil Liberties section that addresses the following:
 - Specific language that UAS-collected data won't be used to monitor protected activities.
 - Specific language that UAS-collected data won't be used based on individual characteristics
 - Civil rights/civil liberties and privacy compliant and investigations
- Contains an Accountability section that addresses the following:
 - Audit & oversight of recipient/subrecipient's UAS/sUAS program
 - Rules of conduct for personnel involved in UAS/sUAS program
 - Supervision of personnel involved in UAS/sUAS program
 - Protocols for dealing with misuse and abuse of UAS/sUAS data
 - Data-sharing and records management
 - Mutual Aid requests

- Contains a Transparency section that addresses the following:
 - Public notice about UAS/sUAS program
 - Public notice about planned operations
 - Annual public reporting
- UAS/sUAS policy has been finalized by requesting recipient/subrecipient.

Contact Us

If you have questions or would like assistance in completing any checklist item, please contact your FEMA GPD Preparedness Officer or the Centralized Scheduling and Information Desk at askcsid@fema.gov or call 1-800-368-6498.

Resources

- 1) Presidential Memorandum: Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties in Domestic Use of Unmanned Aircraft Systems; [Presidential Memorandum: Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties in Domestic Use of Unmanned Aircraft Systems | whitehouse.gov \(archives.gov\)](#)
- 2) Authorized Equipment List, Category 03OE-07-SUAS - System, Small Unmanned Aircraft; [03OE-07-SUAS - System, Small Unmanned Aircraft | FEMA.gov](#)
- 3) DHS Cybersecurity and Infrastructure Security Agency (CSIA), Unmanned Aircraft Systems (UAS) Fact Sheets; [UAS Fact Sheets | CISA](#)
- 4) DHS CISA, Chinese Manufactured Unmanned Aircraft Systems Industry Alert; [HSIN - Critical Infrastructure | Homeland Security \(dhs.gov\)](#)
- 5) DHS CISA, Cybersecurity Best Practices for Operating Commercial Unmanned Aircraft Systems; [Cybersecurity Best Practices for Operating Commercial Unmanned Aircraft Systems | CISA](#)
- 6) FEMA Policy # 405-143-1; [Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services \(Interim\) FEMA Policy #405-143-1](#)