



**Unmanned Aircraft Systems (UAS)
Small Unmanned Aircraft Systems (sUAS)
(Tethered or Non-Tethered)
Request Guidelines for Subrecipient**

The following must be included with the request:

- A. Signed letter from subrecipient requesting/justifying the UAS/sUAS (see section below).
- B. Brochure or link to a UAS/sUAS similar to the type being requested.
- C. Policies and procedures to safeguard individual's privacy and civil liberties. Submit as an attachment.
- D. Screen shot/print the page of the following site <https://sam.gov/content/exclusions> and confirm the entities are not on the debarment and suspension list. Submit as an attachment.

The following items must be numbered and addressed in detail on your agency letterhead:

- 1. Justification of the need for the UAS/sUAS and how the requested platform best meets that need as compared to other options.
- 2. Explain the method used to determine cost reasonableness. Examples include how the UAS/sUAS will be purchased. (I.e. Competitive RFP/Bid, quotes, GSA, etc..).
- 3. Provide the number of neighboring jurisdictions and/or response agencies with similar sharable capabilities.
- 4. Grant program, fiscal year and number of UAS/sUAS(s) requested. This includes costs of each UAS/sUAS(s), accessories and total cost of request. Include a line item breakdown of costs as follows:



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Item	Quantity	Unit Cost	Total
Total			



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5. Provide a complete description/specification(s) of the UAS/sUAS:
 - a. Number Requested:
 - b. Make:
 - c. Model:
 - d. Operating Weight:
 - e. Country of Origin:
 - f. Other Details: [Include other pertinent details if deemed relevant]
6. Explanation of what types of terrorism incident response and prevention equipment that the requested UAS/sUAS will be outfitted with.
7. Explanation of how the requested UAS/sUAS fits into the State/Urban Area's integrated operational plans to include relevant Homeland Security Strategies.
8. Description of how this UAS/sUAS will be used operationally and which response assets will be deployed using the requested UAS/sUAS.
9. Description of how this UAS/sUAS will be utilized on a regular, non-emergency basis.
10. Statement that you have reviewed and understand the DHS Cybersecurity and Infrastructure Security Agency (CSIA), Unmanned Aircraft Systems (UAS) Fact Sheets at <https://www.dhs.gov/publication/uas-fact-sheets> and DHS CISA, Chinese Manufactured Unmanned Aircraft Systems Industry Alert (updated and located on the Homeland Security Information Network (HSIN)).
11. Statement that your agency will pay for licensing, registration, insurance, and operational and maintenance costs with non-grant funds.
12. Statement that your agency 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/maker of the requested UAS/sUAS is not listed as excluded on the System for Award Management.
13. Statement that your agency has completed a risk assessment regarding any proposed use of foreign-made UAS/sUAS.
14. Link to agency's website with posted UAS/sUAS Policy and Procedures.



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Policy and procedures to safeguard individual's privacy and civil liberties:

Presidential memorandum titled *Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties, in Domestic Use of Unmanned Aircraft systems* – <https://obamawhitehouse.archives.gov/the-press-office/2015/02/15/presidential-memorandum-promoting-economic-competitiveness-while-safegu>

Policies and procedures must include the following items:

- A. Data oversight and auditing procedures. Provide clear language on who is responsible for conducting audits to ensure compliance with agency UAS/sUAS policies and an approximate estimate on the frequency of these audits.
- B. Statement regarding the use of information sharing agreements
- C. Adequate procedures to receive, investigate, and address, as appropriate, privacy, civil rights, and civil liberties complaints
- D. Stipulations on the use of the UAS/sUAS to support other agencies
- E. Production of annual reports
- F. A commitment to review the UAS/sUAS policy every three years
- G. Public notification to inform when drone will be used
- H. Conduct a public outreach campaign, write a media release, and/or post the UAS/sUAS policy online (if non-sensitive). The goal of this is to keep the public informed about the following:
 - 1. Agency's UAS/sUAS program
 - 2. Where and how the agencies' UAS/sUAS are authorized to operate
 - 3. Changes that would significantly affect privacy, civil rights, or civil liberties.
- I. Accountability Procedures to include:
 - 1. Rules of conduct for personnel involved in the UAS/sUAS program.
 - 2. Supervision of personnel involved in the UAS/sUAS program.
 - 3. Protocols for dealing with misuse and abuse of UAS/sUAS data;
 - 4. Mutual aid requests.



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Statement to comply with Safeguarding Privacy, Civil Rights and Civil Liberties:

"The agency shall only collect information using UAS/sUAS or use UAS/sUAS collected information to the extent such collection or use is consistent with and relevant to an authorized purpose. UAS/sUAS 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 and authorized purpose and complies with agency requirements. Information collected using UAS/sUAS that may contain personally identifiable information shall not be retained for more than 180 days is determined to be necessary to an authorized mission or is required to be retained for a longer period by any other applicable law or regulation.

UAS-recorded data will not be collected, disseminated or retained solely for the purpose of monitoring activities protected by the U.S. Constitution, such as the First Amendment's protections of religion, speech, press, assembly, and redress of grievances (e.g., protests, demonstrations)

Collection, use, dissemination, or retention of UAS/sUAS-recorded data should not be based solely on individual characteristics (e.g., race, ethnicity, national origin, sexual orientation, gender identity, religion, age, or gender), which is a violation of the law."