



FEMA Region One Grants Division

Small, Unmanned Aircraft System (SUAS) EMPG Purchase Application

This application is intended to ensure that Small, Unmanned Aircraft System (SUAS) purchases made with Emergency Management Performance Grant (EMPG) funds are made in accordance with Executive Order 13809, as outlined in [Informational Bulletin #426](#). In addition to completing this application, applicants will be required to submit their jurisdiction’s policies and procedures designed to safeguard individuals’ privacy, civil rights and civil liberties. For guidance on developing SUAS policies and procedures, please reference the documents below:

- Presidential Memorandum: Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties in Domestic Use of Unmanned Aircraft Systems. **SUAS policies are required to incorporate Section 1: Parts a-d of this document.** These sections are included at the bottom of this application or the document can be viewed in its entirety at the following link: <https://obamawhitehouse.archives.gov/the-press-office/2015/02/15/presidential-memorandum-promoting-economic-competitiveness-while-safegua>
- U.S. Department of Homeland Security (DHS) Best Practices for Protecting Privacy, Civil Rights & Civil Liberties in Unmanned Aircraft Systems Programs. This document can be viewed at the following link: <https://www.dhs.gov/sites/default/files/publications/UAS%20Best%20Practices.pdf>

The submitted policies and procedures will be reviewed by the DHS Office for Civil Rights and Civil Liberties and DHS Privacy Office to ensure that they adequately safeguard individuals’ privacy, civil rights, and civil liberties.

State Information	
State:	
Point of Contact:	
EMPG Funding Year:	
Applicant Information	
Name of Applicant:	
Point of Contact:	
Address:	
Town/City:	
State:	
Phone:	
Email:	
Description of SUAS:	
Cost of SUAS:	



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SUAS Justification Questions

The questions below are required by Informational Bulletin #426 regarding the justification for the purchase and use of the SUAS.

1. Describe the need for the SUAS and how the requested platform best meets that need as compared to other options:

Empty response area for question 1.

2. As applicable, describe how the requested SUAS fits into the State's and/or Urban Area's integrated operational plans:

Empty response area for question 2.

3. Describe, if any, the types of terrorism incident response and prevention equipment with which the requested SUAS will be outfitted:

Empty response area for question 3.



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4. Describe how the SUAS will be used operationally and which response assets will be deployed using the requested aircraft:

5. Describe how the SUAS will be utilized on a regular, non-emergency basis:

*Once completed, this application **and SUAS related policies and procedures** should be emails to MEMA EM Grants Unit by email at: EM.Grants@mass.gov*



Presidential Memorandum: Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties in Domestic Use of Unmanned Aircraft Systems

Section 1:

(a) Privacy Protections. Particularly in light of the diverse potential uses of UAS in the NAS, expected advancements in UAS technologies, and the anticipated increase in UAS use in the future, the Federal Government shall take steps to ensure that privacy protections and policies relative to UAS continue to keep pace with these developments. Accordingly, agencies shall, prior to deployment of new UAS technology and at least every 3 years, examine their existing UAS policies and procedures relating to the collection, use, retention, and dissemination of information obtained by UAS, to ensure that privacy, civil rights, and civil liberties are protected. Agencies shall update their policies and procedures, or issue new policies and procedures, as necessary. In addition to requiring compliance with the Privacy Act in applicable circumstances, agencies that collect information through UAS in the NAS shall ensure that their policies and procedures with respect to such information incorporate the following requirements:

- (i) Collection and Use. Agencies shall only collect information using UAS, or use UAS-collected information, to the extent that such collection or use is consistent with and relevant to an authorized purpose.
- (ii) Retention. Information collected using UAS that may contain PII shall not be retained for more than 180 days unless retention of the information is determined to be necessary to an authorized mission of the retaining agency, is maintained in a system of records covered by the Privacy Act, or is required to be retained for a longer period by any other applicable law or regulation.
- (iii) Dissemination. UAS-collected information that is not maintained in a system of records covered by the Privacy Act shall not be disseminated outside of the agency unless dissemination is required by law, or fulfills an authorized purpose and complies with agency requirements.

(b) Civil Rights and Civil Liberties Protections. To protect civil rights and civil liberties, agencies shall:

- (i) ensure that policies are in place to prohibit the collection, use, retention, or dissemination of data in any manner that would violate the First Amendment or in any manner that would discriminate against persons based upon their ethnicity, race, gender, national origin, religion, sexual orientation, or gender identity, in violation of law;
- (ii) ensure that UAS activities are performed in a manner consistent with the Constitution and applicable laws, Executive Orders, and other Presidential directives; and
- (iii) ensure that adequate procedures are in place to receive, investigate, and address, as appropriate, privacy, civil rights, and civil liberties complaints.

(c) Accountability. To provide for effective oversight, agencies shall:

- (i) ensure that oversight procedures for agencies' UAS use, including audits or assessments, comply with existing agency policies and regulations;
- (ii) verify the existence of rules of conduct and training for Federal Government personnel and



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contractors who work on UAS programs, and procedures for reporting suspected cases of misuse or abuse of UAS technologies;

(iii) establish policies and procedures, or confirm that policies and procedures are in place, that provide meaningful oversight of individuals who have access to sensitive information (including any PII) collected using UAS;

(iv) ensure that any data-sharing agreements or policies, data use policies, and record management policies applicable to UAS conform to applicable laws, regulations, and policies;

(v) establish policies and procedures, or confirm that policies and procedures are in place, to authorize the use of UAS in response to a request for UAS assistance in support of Federal, State, local, tribal, or territorial government operations; and

(vi) require that State, local, tribal, and territorial government recipients of Federal grant funding for the purchase or use of UAS for their own operations have in place policies and procedures to safeguard individuals' privacy, civil rights, and civil liberties prior to expending such funds.

(d) Transparency. To promote transparency about their UAS activities within the NAS, agencies that use UAS shall, while not revealing information that could reasonably be expected to compromise law enforcement or national security:

(i) provide notice to the public regarding where the agency's UAS are authorized to operate in the NAS;

(ii) keep the public informed about the agency's UAS program as well as changes that would significantly affect privacy, civil rights, or civil liberties; and

(iii) make available to the public, on an annual basis, a general summary of the agency's UAS operations during the previous fiscal year, to include a brief description of types or categories of missions flown, and the number of times the agency provided assistance to other agencies, or to State, local, tribal, or territorial governments.