

Emergency  
Management  
Performance  
Grant (EMPG)  
Program

Federal Fiscal  
Year

2023

Local Grant Guidance

State of Alaska  
Department of Military  
and Veterans Affairs  
Division of Homeland  
Security and Emergency  
Management

# 2023 Emergency Management Performance Grant

## LOCAL JURISDICTION APPLICATION AND GUIDANCE

The Federal Fiscal Year (FFY) 2023 Emergency Management Performance Grant (EMPG) continues the Federal Emergency Management Agency's (FEMA) and the Alaska Division of Homeland Security and Emergency Management's (DHS&EM) efforts to sustain and enhance all-hazards emergency management capabilities. Emergency management must coordinate in the context of natural and man-made hazards, as well as technological events, that threaten the security of the homeland and the safety and well-being of citizens. **The State of Alaska directs that EMPG Program funds will only be used to support emergency management staff salaries for activities outlined in your application work plan.**

The 2023 EMPG application requires all awarded jurisdictions to submit documentation to [mva.dhsem.training@alaska.gov](mailto:mva.dhsem.training@alaska.gov) of the training courses completed to date by local EMPG-funded staff. Training must be documented in quarterly progress reports and kept in local jurisdiction records throughout the performance period. **All required training must be submitted and noted on the quarter four report due by October 20, 2024.** The final reimbursement payment will be withheld until proof of completed training is received.

### EMPG 2023 Requirements

- Jurisdictions shall complete and submit the 2023 EMPG Application and Signatory Authority Form.
- The 2023 EMPG performance period will be twelve months, beginning October 1, 2023, and ending September 30, 2024.
- EMPG mid-year expenditures will be reviewed by DHS&EM following the second quarter reports due April 20, 2024. Jurisdictions shall be required to provide a detailed spending plan to DHS&EM if they have expended less than 45% of the awarded funds.
- EMPG-funded personnel—to include those performing emergency management duties and used as the required match **must have the required FEMA independent study (IS) courses completed by September 30, 2024.**
- Jurisdictions are required to meet, at a minimum, the National Qualifications System (NQS) Implementation Phase 0 and 1 by December 31, 2023.
- Jurisdictions shall develop a multi-year Integrated Preparedness Plan (IPP) to be submitted to DHS&EM no later than March 1, 2024.
- Jurisdictions will complete THIRA/SPR/NIMS compliance surveys as requested by DHS&EM each quarter. Notifications, surveys, and completion verification will be done by email. The completion email will need to be included with the quarterly report.
- Jurisdictions shall participate in DHS&EM's Emergency Management Conference and attend the State's IPPW, to be held in conjunction with the Emergency Management Conference.
- Jurisdictions shall develop a multi-year Distribution Management Plan that meets the requirements outlined in the FEMA Distribution Management Guide 2.0.

## EMPG 2023 Grant Assurances

- Jurisdictions must ensure federally funded preparedness assistance programs reflect and support National Incident Management System (NIMS) implementation and must be in full NIMS compliance by adopting the required compliance.

## INTRODUCTION

The Emergency Management Performance Grant (EMPG) provides federal funds to assist state, local, tribal, and territorial governments in preparing for all hazards, as authorized by Section 662 of the Post Katrina Emergency Management Reform Act (6 U.S.C. § 762) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. § 5121 et seq.). State of Alaska leaders recognize that both state and local governments must work to protect their citizens by developing comprehensive, risk-based, all-hazards emergency management programs. Emergency management must be able to coordinate in the context of natural and man-made hazards, as well as technological events, that threaten the security of the homeland and the safety and well-being of citizens. An all-hazards approach to preparedness, including developing a comprehensive program of planning, training, and exercises, sets the stage for an effective and consistent response to any threatened or actual disaster or emergency, regardless of the cause.

FEMA has identified overarching priorities for the EMPG Program:

- **Advancing “Whole Community” Security and Emergency Management.** “Whole Community” fosters a national emergency management approach and considers all aspects of a community to effectively prepare for, protect against, respond to, recover from, and mitigate against any terrorist attack or natural disaster.
- **Implementation of Presidential Policy Directive (PPD)-8.** These activities include continued development and sustainment of core capabilities needed to close gaps and strengthen the State of Alaska’s preparedness.

## Federal Program Requirements (Alaska State Requirements Follow This Section)

Guidelines from the FEMA Grant Programs Directorate (GPD) have the following stipulations concerning the use of funding received from the EMPG program funds may be used for a range of emergency management planning programs to accomplish the following initiatives:

- **Emergency Management Organization Program.** Programs must continue to fund all necessary aspects of the emergency management program that support day-to-day preparedness, response, and recovery activities, including mitigation efforts.
- **National Preparedness Goal (NPG) and National Incident Management System (NIMS).** Emergency management programs must update or modify their operational plans, training, and exercise activities, as necessary, to achieve conformance with the NPG and the NIMS implementation guidelines, coordinating structures, processes, and protocols, as required. Federal departments and agencies are mandating that applicants certify that current NIMS requirements are met to qualify for preparedness grant funding.

- **National Qualifications System (NQS) Implementation.** The NQS is a process that strengthens the Resource Management component of NIMS. The purpose of the NQS implementation objectives is to provide specific benchmarks and example activities for organizations and jurisdictions to use when implementing NQS and when discussing NQS implementation with their partners or other jurisdictions. The objectives help to bring organization qualification procedures, certification programs and credentialing standards in alignment with the NIMS Guideline for the National Qualification System.
- **Quarterly THIRA/SPR/NIMS compliance survey.** The surveys will inform the State of Alaska Threat and Hazard Identification and Risk Assessment (THIRA). It will also support local jurisdictions' efforts to identify gaps in prevention, protection, mitigation, response, and recovery by providing valuable deliverables. State and local jurisdictions should also continue to focus on addressing state-specific planning.
- **Multi-year Integrated Preparedness Plan (IPP).** Recipients must have a current multi-year IPP identifying preparedness priorities and activities. IPPs should include all planning, training, and exercise activities funded by the EMPG Program.
- **Integrated Preparedness Planning Workshop (IPPW).** The IPP is the product of the IPPW. Recipients are expected to engage senior leaders and other community stakeholders to identify preparedness priorities specific to training and exercise needs, which will guide the development of a state/territory multi-year IPP. States are required to conduct an annual IPPW. All grantees and sub-recipients are required to develop a multi-year IPP, update it annually, and attend the State's IPPW.
- **Distribution Management Plan.** The Distribution Management Plan (DMP) provides actionable guidance for state and local agencies, private-sector and nonprofit partners, and the Federal Emergency Management Agency (FEMA) to efficiently distribute critical resources to disaster survivors in the community. Collaboration among these stakeholders supports supply chain augmentation during a response operation.
- **Hazard Mitigation Plans.** Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk and flood insurance that protects financial investment. Maintaining an updated Hazard Mitigation Plan through the document's five-year life is essential to be able to apply for various federal grants to accomplish stated mitigation activities.
- **Emergency Management and Operations Plans.** A plan is usually developed per the guidance in the Guide for the Development of State and Local Emergency Operations Plans, Comprehensive Preparedness Guide 101 Version 3 (CPG 101 V3), and other similar guides. The emergency operations plan clearly and concisely describes a jurisdiction's emergency organization, its means of coordination with other jurisdictions, and its approach to protecting people and property from disasters and emergencies caused by any of the hazards to which the community is particularly vulnerable. It assigns functional responsibilities to the elements of the emergency organization. It details tasks to be carried out at times and places projected as accurately as permitted by the nature of each situation. Emergency operations plans are multi-hazard, operational plans that treat emergency management activities generically. They have a primary section that provides generally applicable information without reference to any particular hazard. They also address the unique aspects of individual disasters in hazard-specific appendixes.

- **Continuity of Operations (COOP) and Continuity of Government (COG).** COOP and COG planning is the fundamental responsibility of local jurisdictions that perform essential functions. To conduct necessary emergency operations, recovery actions, and other key essential functions during a large-scale or catastrophic event, the jurisdiction must have effective COOP plans in place to support continued operations. COOP efforts also provide the foundational basis for COG programs, such as succession planning, designed to ensure the continued existence of leadership and an enduring constitutional government.
- **Whole Community Engagement and Planning.** As a concept, Whole Community is a means by which residents, emergency management practitioners, organizational and community leaders, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. Doing so builds a more effective path to societal security and resilience. In a sense, Whole Community is a philosophical approach to how to think about conducting emergency management. There are many kinds of communities, including communities of place, interest, belief, and circumstance, which can exist geographically and virtually (e.g., online forums). A Whole Community approach attempts to engage the full capacity of the private and nonprofit sectors, including businesses, faith-based and disability organizations, and the general public, in conjunction with the participation of local, tribal, state, territorial, and federal governmental partners. This engagement means different things to different groups. In an all-hazards environment, individuals and institutions will make different decisions on how to prepare for and respond to threats and hazards; therefore, a community's level of preparedness will vary. The challenge for those engaged in emergency management is to understand how to work with the diversity of groups and organizations and the policies and practices that emerge from them to improve the ability of residents to prevent, protect against, mitigate, respond to, and recover from any threat or hazard effectively. Below identifies the three principles of Whole Community engagement:
  - Understand and meet the actual needs of the Whole Community. Community engagement can lead to a deeper understanding of a population's unique and diverse needs, including demographics, values, norms, community structures, networks, and relationships. The more we know about our communities, the better we can understand their real-life safety and sustaining needs and their motivations to participate in emergency management-related activities before an event.
  - Engage and empower all parts of the community. Engaging the Whole Community and empowering local action will better position stakeholders to plan for and meet the community's needs and strengthen the local capacity to deal with the consequences of all threats and hazards. This requires all members of the community to be part of the emergency management team, which should include diverse community members, social and community service groups and institutions, faith-based and disability groups, academia, professional associations, and the private and nonprofit sectors, while including government agencies who may not traditionally have been directly involved in emergency management. When the community is engaged in authentic dialogue, it becomes empowered to identify its needs and the existing resources that may be used to address them.

- Strengthen what works well in communities daily. A Whole Community approach to building community resilience requires finding ways to support and strengthen the institutions, assets, and networks that already work well in communities and are working to address issues that are important to community members daily. Existing structures and relationships that are present in the daily lives of individuals, families, businesses, and organizations before an incident occurs can be leveraged and empowered to act effectively during and after a disaster strikes.
- **Resource Management Planning.** Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment, and supplies) to meet incident needs. Utilizing standardized resource management concepts such as typing, inventorying, organizing, and tracking will facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident. Resource management should be flexible and scalable in order to support any incident and be adaptable to changes. Efficient and effective deployment of resources requires that resource management concepts and principles be used in all phases of emergency management and incident response.
- **Evacuation Planning.** Evacuation planning encompasses not only the movement of people but also alerts, warnings, crisis communications, the ability to care for those displaced people, and the ability to plan for re-entry. While levels of planning for this focus area will vary greatly depending on the jurisdiction, it should be noted that urban areas should have detailed plans to address issues associated with this focus.
- **Pre-Disaster Recovery Planning.** Pre-disaster recovery planning enables local jurisdictions to direct recovery activities and expedite a unified recovery effort effectively. Pre-disaster plans provide a common platform to guide recovery decisions and actions. When done in conjunction with local and regional comprehensive and community development, pre-disaster planning helps to identify recovery priorities, incorporate hazard mitigation strategies in the wake of a disaster, and articulate post-disaster options. By integrating and coordinating planning initiatives, a community further increases local resilience. In addition to the general elements of the pre-disaster planning process, there are also elements specific to the various participants in the process. The responsibility of preparing for disaster recovery begins with the individual and builds to the larger responsibility of the community and local government. Community planning efforts are supported by voluntary, faith-based and community organizations; businesses; and local, state, tribal, and federal governments.
- **Recovery Planning.** Those capabilities necessary to assist communities affected by an incident to recover effectively, including, but not limited to, rebuilding infrastructure systems; providing adequate interim and long-term housing for survivors; restoring health, social, and community services; promoting economic development; and restoring natural and cultural resources.
- **Implementation of Community Lifelines Concepts.** EMPG funding can be used to assist emergency managers with implementing community lifelines. The lifelines concept simplifies incident information to provide decision-makers with identified impacts to critical community services and root causes that inform response and recovery actions. The Community Lifelines Implementation Toolkit (<https://www.fema.gov/media-library/assets/documents/177222>) provides whole community partners with the information and resources to understand lifelines and to coordinate with entities using lifelines. The toolkit serves as basic guidance for implementing the lifeline construct during incident response.

All costs under these categories must be eligible under the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

## The State of Alaska Requirements

The State of Alaska’s EMPG Program imposes requirements to mirror or supplement federal guidance.

In Alaska, EMPG Program funds strengthen local government efforts by providing direct financial support for local community staff engaged in all hazard and emergency management planning. The goals of such planning are to coordinate, integrate, and encourage the improvement, development, and sustainment of mitigation, preparedness, response, and recovery capabilities for all-hazards. In addition, funds provided under the EMPG Program may, and should, be used to support local staff who contribute to terrorism consequence management preparedness. The International Association of Emergency Managers (IAEM) defines emergency management as “the managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters.”

**The State of Alaska directs that EMPG Program funds will ONLY be used to support direct emergency management staff salaries for the activities proposed on the work plan. A jurisdiction may hire a contractor to conduct these activities in lieu of funding staff.**

Communities are expected to develop emergency management systems that build partnerships between government, business, volunteer, community organizations, and Local Emergency Planning Committees (LEPC.)

## Eligibility and Selection Criteria

### Requirements

This is an invitation-only grant. Participation is based on meeting specific criteria and historical involvement in emergency management-related programs. Under the EMPG Program, participants ARE REQUIRED:

- Designate an Emergency Manager or Emergency Management Coordinator from among the paid jurisdiction staff. This person will be the focal point for local emergency planning and the designated Project Manager for the EMPG Program grant. Federal EMPG funds cannot replace (supplant) funds that have been locally appropriated for the same purpose.
- Submit an EMPG Program application with the required attachments, including the Annual Work Plan outlining planned emergency management activities to be conducted during the grant performance period of October 1, 2023, through September 30, 2024.

## Funding Levels

Funding to jurisdictions applying for the EMPG Program will be based on the following criteria:

- The level of development of the local emergency management agency, e.g., is the Emergency Manager or Coordinator full-time, part-time or assigned as an extra duty to an existing staff position.
- The ability of the community to implement an emergency management program, e.g., organizational structure, fiscal controls, staffing levels, performance history, and experienced personnel.
- The population size that could potentially be affected by a major disaster.
- If previously a recipient of EMPG Program funding, the applicant must have successfully completed all prior requirements and reports.

## Funding Goals

Program funding goals for FFY 2023 are listed below.

- The Emergency Manager or Coordinator position is a full-time position, a part-time position, or an additional duty assigned in a position description.
- The community successfully completes all reports identified under the EMPG Program on time.
- The community provides public education and information on all-hazards disaster preparedness.
- The community develops and maintains up-to-date emergency plans.
- The community will prepare and approve ordinances required to ensure local compliance with NPG and NIMS.
- The community updates their NIMS compliance/THIRA/SPR using the quarterly surveys.
- The community conducts or participates in and reports all-hazard-based exercises utilizing the State of Alaska, DHS&EM Exercise After Action Report-Improvement Plan (AAR-IP). The form can be found at [AAR-IP Short Form 2018 Fillable.pdf \(alaska.gov\)](#).
- Emergency management staff and key elected officials participate in ongoing all-hazard training. All EMPG personnel shall complete, at a minimum, FEMA Independent Study (IS) courses IS 100, IS 200, IS 700, and IS 800. and the IS FEMA Professional Development Series (PDS) courses.
- The Emergency Manager or Coordinator shall attend the DHS&EM Preparedness Conference during the award period. They are encouraged to participate in other applicable DHS&EM-sponsored training or outreach events during the award period.

## Anticipated FFY 2023 EMPG Funding Levels

Anticipated FFY 2023 EMPG funding levels will be based on available grant funds and the feasibility of the jurisdiction to expend the funding. When completing the EMPG application, please indicate the funding amount needed for the Emergency Manager or Coordinator position(s) on the Application Coversheet and ensure the amount is supportable with a local match, described below. Below is a list of anticipated award amounts for each jurisdiction.

Jurisdictions can apply for more or less funding. Final awards will be determined based on applications received and prior grant performance.

<b>2023 Anticipated Funding per Jurisdiction</b>			
Municipality of Anchorage	\$180,000	City of Ketchikan	\$20,000
Chilkoot Indian Association	\$20,000	Ketchikan Gateway Borough	\$20,000
City of Cordova	\$20,000	City of Kodiak	\$20,000
City of Craig	\$20,000	Matanuska-Susitna Borough	\$160,000
Denali Borough	\$20,000	Northwest Arctic Borough	\$20,000
Fairbanks North Star Borough	\$160,000	City of North Pole	\$20,000
City of Fairbanks	\$20,000	City of St. Paul	\$20,000
City and Borough of Juneau	\$160,000	City of Valdez	\$20,000
Kenai Peninsula Borough	\$160,000		

This grant requires an equivalent dollar-to-dollar local match. For example, if the grant award is for \$20,000.00, the local jurisdiction must be able to provide a hard match of \$20,000.00.

Match funding must be from personnel costs for emergency management activities. Finance and administrative activities associated with administering the grant, such as filing reports or processing EMPG salaries, cannot be used as a local match or charged to the grant for reimbursement with federal funds.

### **Submitting for Reimbursement and Local Match**

Reimbursement must be equal to hours worked. Reimbursement should not be an estimate of time worked in the quarter or calculated as a percentage of the grant (Ex. 25% of grant award every quarter). DHS&EM suggests using the optional Financial Worksheet available on the grants section of the website to lessen the amount of supporting documentation that must be submitted for reimbursement.

The local match must be dollar for dollar. If your jurisdiction expends \$8,000.00 on salary and benefits, then your jurisdiction may receive \$4,000.00 in reimbursement.

Contractor time worked must be certified by the Chief Financial Officer (CFO). This can be accomplished by the CFO’s signature on contractor timesheets or a memo accompanying the reimbursement request.

### **Hard–Match**

A hard match is a cash contribution from the local government. The hard match must be in the form of staff salaries and benefits.

Since the EMPG Program is funded with federal funds, funds from other federal programs may not be used to fulfill the match requirement.

Local jurisdictions are encouraged to report all eligible emergency management program costs. Additional expenditures are used to justify requests for an increase in funding from the federal program on your behalf.

## **EMPG Emergency Management Program Requirements**

Jurisdictions receiving EMPG Program funds are required to work towards completing all tasks identified and submitted in the annual work plan. In addition, all participants are required to submit quarterly progress reports describing achievements toward the quarterly goals identified in the work plan and any other emergency management program activities, as well as provide a detailed financial accounting of program expenditures.

Failure to comply with EMPG Program requirements may result in a reduction of annual funding and a possible decrease in the current year's award allocation.

**NOTE:** Participation in exercises and completing ongoing training are integral components of an emergency management program. While these activities are no longer required to be explicitly identified on the Annual Work Plan for the 2023 EMPG, emergency management programs within EMPG jurisdictions are expected to complete exercises and training tasks.

## **EMPG Mid-Year Grant Review**

After completing the 2023 EMPG second quarter grant cycle, DHS&EM will perform a mid-year grant review. Upon completion of the mid-year grant review, if the jurisdiction has spent less than 45% of the awarded funds, DHS&EM will require a detailed spending plan identifying how the jurisdiction will expend the remaining funds. Any significant deviation from the Annual Spend Plan must be explained in the quarterly report covering the period of the deviation.

## **NIMS Compliance Quarterly Surveys**

DHS&EM's goal is to measure community emergency preparedness. The surveys provide information that allows the state to identify; gaps in capacity and capabilities, preparedness activities, response assets, and support our return on investment. The surveys will measure preparedness by identifying the jurisdiction's capacity and capabilities by evaluating activities and assets in the five phases of emergency management: prevention, protection, mitigation, response, and recovery.

The jurisdiction's NIMS compliance surveys should be complete and submitted quarterly. This is an EMPG Program requirement. More information may be obtained by contacting the DHS&EM Planning Section at (907) 428-7048.

## **National Qualifications System (NQS) Implementation**

For FY 2023, as a post-award requirement, all recipients must work towards achieving the Phase 1 NQS Implementation Objectives outlined in the table below and must, at a minimum, execute

the Implementation Plan they developed last year as part of the Phase 0 NQS Implementation Objectives. Jurisdictions that began implementation in FY 2023 shall have designed and adopted organizational qualification system procedures, a certification program and credentialing standards for incident workforce personnel in alignment with the NIMS Guideline for the National Qualification System. All other jurisdictions (including territories and FY 2023 EMPG Program subrecipients) are required to work toward implementation of NQS by developing an Implementation Plan, using the FEMA-provided template; see [National Qualification System Supplemental Documents | FEMA.gov](#)

## **Develop a multi-year Integrated Preparedness Plan (IPP) and participate in the State of Alaska Multi-Year Integrated Preparedness Plan Workshop (IPPW)**

Creating an effective capabilities-based preparedness program begins with an Integrated Preparedness Plan (IPP), which establishes overall preparedness priorities and outlines a multi-year schedule of preparedness activities designed to address those priorities and validate capabilities. Local jurisdictions must develop a useful multi-year Integrated Preparedness Plan (IPP) and submit the IPP to DHS&EM by **March 1** every year. The FEMA Prep Toolkit templates are the required format for IPP submissions. Templates and guides can be accessed from the FEMA Preparedness Tool Kit at <https://preptoolkit.fema.gov/>.

- In accordance with the NIMS Training Program, Incident personnel are required to complete training within their assigned focus area and level of responsibility.
- The G0402 Incident Command System Overview for Executives and Senior Officials course should be conducted after local elections so elected officials, city/county managers, and agency administrators understand their responsibilities during a disaster.
- G0300 Intermediate ICS for Expanding Incidents and G0400 Advanced ICS for Command and General Staff training should be conducted at least twice yearly, once each spring and once in the fall.
- G0191 Emergency Operations Center/Incident Command System Interface course should be scheduled once per year. G0191 provides an opportunity for emergency management and response personnel to begin developing an Incident Command System (ICS)/Emergency Operations Center (EOC) interface for their communities.
- Grantees should encourage and offer instructor training opportunities to assist with sustaining a local training capability. Developing and maintaining an instructor cadre will help with closing identified training gaps.
- Grantees must coordinate all “G” course offerings through the State Training Office at least 30 days before delivery when the completion certificate is expected to be provided by DHS&EM.
- Grantees are encouraged to request specific training offered by our National Training Partners that close core capability gaps identified in their THIRA/SPR; see <https://www.firstrespondertraining.gov/frt/npccatalog>.
- Grantees are required to attend the State’s annual IPPW, which is usually held in conjunction with the State Emergency Management Conference.

## Distribution Management Plan (DMP)

Jurisdictions must develop a Distribution Management Plan (DMP). Distribution management is an activity that encompasses all organizations, processes, systems, and tools used to move commodities from one location to another to deliver resources to disaster survivors quickly. Large-scale disasters often disrupt regular supply chains, triggering the need for temporary relief supply chains that address critical emergency supplies such as food, water, and fuel. This temporary distribution management system is managed by SLTT agencies or voluntary, faith-based, or community-based organizations.

Distribution management at the SLTT level includes:

- End-to-end commodity and resource management.
- Warehouse and transportation operations to effectively and efficiently distribute supplies to staging areas and distribution points.
- Provision of equipment and services to support operational requirements.
- A mechanism for supplies and commodities to be provided to survivors.

The DMP must meet the guidelines specified in the FEMA Distribution Management Plan Guide 2.0. The guide can be accessed at [Distribution Management Plan Guide 2.0 \(fema.gov\)](https://www.fema.gov/dmp-guide)

## Jurisdictions must complete the FEMA Independent Study (IS) Emergency Management Institute (EMI) NIMS Training Courses

Emergency Management coordinators, Assistant Coordinators, and other staff members whose salary is supported by EMPG Program funding—to include those performing emergency management duties and documented as the required match, must complete the following courses by EMPG-funded personnel by **September 30, 2024**:

<http://training.fema.gov/IS/NIMS.aspx>

IS 100	Introduction to the Incident Command System, ICS 100
IS 200	Basic Incident Command System for Initial Response
IS 700.	An Introduction to the National Incident Management System
IS 800	National Response Framework, An Introduction

## Jurisdictions must complete the FEMA Independent Study Professional Development Series (PDS)

Emergency Management Coordinators, Assistant Coordinators, and other staff members whose salary is supported by EMPG Program funding—to include those performing emergency management duties and used as required match, must complete the seven courses in the FEMA IS Professional Development Series by **June 30, 2024**. Other jurisdiction staff members and local elected officials are also encouraged to complete these courses. For more information, please get in touch with the DHS&EM Preparedness Section at (907) 428-7000.

<http://training.fema.gov/IS/searchIS.aspx?search=PDS>

Course Code	Course Title
IS 120	An Introduction to Exercises
IS 230	Fundamentals of Emergency Management
IS 235.	Emergency Planning
IS 240	Leadership & Influence
IS 241.	Decision Making and Problem-Solving
IS 242	Effective Communication
IS 244	Developing and Managing Volunteers

The following classes are recommended for EMPG-funded personnel by DHS&EM:

IS 29	Public Information Officer Awareness
E/L/K 0101	Foundations of Emergency Management
E/L/K 0102	Science of Disaster
E/L/K 0103	Planning: Emergency Operations
E/L/K 0146	Homeland Security Exercise and Evaluation Program (HSEEP)
E/L/K 0105	Public Information Basics
IS 271	Anticipating Hazardous Weather and Community Risk, 2 <sup>nd</sup> Edition
IS 288	Role of Voluntary Agencies in Emergency Management
IS 393	Introduction to Hazard Mitigation
IS 1300	Introduction to Continuity of Operations
IS 650	Building Partnerships with Tribal Governments
IS 706	NIMS Intrastate Mutual Aid –An Introduction
IS 2000	National Preparedness Goal and System Overview
AWR-401-W	Threat and Hazard Identification, Risk Assessment, Stakeholder Preparedness Review
IS 2200	Basic Emergency Operations Center Functions
IS 2500	National Prevention Framework, an Introduction
IS 2600	National Protection Framework, An Introduction
IS 2700	National Mitigation Framework, an Introduction
IS 2900	National Disaster Recovery Framework
IS 2901	Introduction to Community Lifelines

Course information regarding the above-listed training courses can be found at <https://www.firstrespondertraining.gov/frts/nppcatalog>.

## Conduct or Participate in All-Hazard Exercises

Emergency management programs funded through the EMPG should conduct or participate in exercises on a regular basis. Jurisdictions should coordinate with DHS&EM before conducting an exercise. Following any local all-hazard exercises, the State of Alaska, DHS&EM Exercise After Action Report–Improvement Plan (AAR–IP) should be submitted to the DHS&EM

exercise officer and with the following quarterly progress report. The current reporting form is available on the DHS&EM grants website at [AAR-IP Short Form 2018 Fillable.pdf \(alaska.gov\)](#). Updated versions may also be requested from the DHS&EM exercise officer. For more information, please get in touch with the DHS&EM Preparedness Section at (907) 428-7000.

**NOTE:** Communities that experience a state or federally-declared disaster event during the grant performance period shall be considered to have satisfied this requirement, and a DHS&EM AAR-IP must be submitted for the disaster.

## 2023 EMPG Grant Assurances

In FFY 2023, jurisdictions should continue to maintain and work towards 100 percent NIMS compliance in all areas.

- Jurisdictions that have received past funding should continue to maintain NIMS compliance in all areas.
- New Jurisdictions should work towards 100 percent NIMS compliance in all areas.
- The grantee is recommended to contact the DHS&EM Training Section to schedule needed training.
- Once the training has been conducted and the final roster and student evaluations have been sent to DHS&EM Training, Planning, and Grant Sections, the grantee will receive credit.

## 2023 EMPG BASELINE REQUIREMENTS

Submit the 2023 EMPG Application, Funded Staff Worksheet, Staff Budget, Work Plan, and Signatory Authority Form to [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov) **on or before 11:59 p.m., Tuesday, August 15, 2023.**

### Provide Quarterly Progress Reports

Progress reports are required to be submitted on a quarterly basis.

- Quarterly performance reports are filed on the Performance Progress Report form and describe the steps taken to complete tasks identified in the Annual Work Plan.
- Quarterly financial reports must be completed using the Financial Progress Report form and submitted along with back-up documentation detailing the allocation of Program funds.

(Check the DHS&EM grants website at [DHS&EM | Grants Section Documents \(alaska.gov\)](#) to obtain the most recent reporting forms.) Deadlines for submitting EMPG Quarterly Progress Reports are listed in Quarterly Reporting Requirements on page 18.

## Participate in DHS&EM Emergency Management Training and Outreach Programs

Support communication with other emergency managers and coordinators by:  
Required participation at the DHS&EM Emergency Management Conference. These conferences are held in conjunction with the State Emergency Response Commission (SERC) and Local Emergency Planning Committee Association (LEPCA) meetings. At the time of publication, the next scheduled SERC and LEPC meeting will be in October 2023.  
Attendance at other DHS&EM-sponsored regional training and outreach activities may meet the above participation requirement. Contact the DHS&EM EMPG Program Project Manager for more information.

## **Improve Local and Regional Emergency Partnerships**

In those jurisdictions where an organized LEPC is in operation, the jurisdiction emergency manager or coordinator shall be required to meet and coordinate with the LEPC. Additionally, all jurisdictions should seek opportunities to establish local and regional emergency planning and response partnerships.

## **Identify Specific Goals in the Annual Work Plan**

The following examples are essential to any community emergency management program. The DHS&EM goal in listing these is to provide full credit for the work already being performed at the local level. For additional information, refer to the Federal Program Requirements.

- **Mitigation Plans**
  - Conducting a hazard analysis and risk assessment before mitigation plan development
  - Developing or enhancing all-hazards mitigation plans
- **Emergency Management and Operations Plans**
  - Modifying existing incident management and emergency operations plans aligning them with the guidelines of Comprehensive Preparedness Guide 101 Version 2 (CPG 101 V3)
  - Modifying existing incident management and emergency operations plans
  - Developing or enhancing comprehensive emergency management plans
  - Developing or enhancing large-scale and catastrophic event incident plans
- **Continuity of Operations (COOP) and Continuity of Government (COG)**
  - Developing or enhancing COOP and COG plans
  - Developing or enhancing financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program
- **Whole Community Engagement and Planning**
  - Developing or enhancing emergency management and operations plans to integrate citizen, volunteer, and other non-governmental organization resources and participation.
  - Provide training and other support as necessary to assist local jurisdictions in

developing further preparedness through community, school, private sector, and business outreach.

- Build new partnerships to expand planning and citizen capabilities.
- Community-based planning to advance “whole community” security and emergency management.
- Public education and awareness of emergency management and preparedness
- Planning to foster public-private sector partnerships.
- Brief civic groups and senior citizens on local hazards and family preparedness plans
- Conduct awareness, individual response training, and evacuation drills in schools.
- Conduct workshops on the local Emergency Operations Plan (EOP) and Emergency Response Plan (ERP)
- Arrange for disaster preparedness and response information to be included in utility bills or as inserts in the local newspaper.
- Publish emergency preparedness information in the local telephone directory.
- Prepare an emergency preparedness calendar for distribution throughout the community.
- Work with and provide training opportunities to Local Emergency Planning Committee (LEPC) (where LEPC exists)
- Public education and awareness
- Develop or formalize agreements through letters or memorandums of understanding (MOU) to clarify mutual expectations, if existing, with local agencies or private organizations that can assist with emergency planning preparation, response, or recovery.
- Develop intra-state mutual aid agreements that encourage building partnerships across all levels of government, tribal organizations, non-governmental organizations, and private entities in neighboring jurisdictions.
- Program evaluations
- **Resource Management Planning**
  - Developing or enhancing logistics and resource management plans
  - Developing or enhancing volunteer and donations management plans
- **Evacuation Planning**
  - Developing or enhancing evacuation plans, including plans for alerts, warnings, crisis communications, pre-positioning equipment for areas potentially impacted by mass evacuations sheltering, and re-entry into affected areas.
  - Identify plausible, worst-case threats and hazards.
  - Identify planning gaps and capability shortfalls.
  - Identify access and functional needs considerations.
  - Identify animal evacuation considerations.
  - Identify embarkation/debarkation sites.
  - Development of a phased-zone evacuation approach
- **Pre-Disaster Recovery Planning**
  - Disaster housing plans to support a local disaster housing task force and develop or enhance local disaster housing plans.
  - Develop pre-event response, recovery, and mitigation plans in coordination with State, local, and tribal governments.

- Developing or enhancing other response and recovery plans
- **Recovery Planning**
  - Developing or enhancing long-term recovery plans
- **Training and Exercises**
  - Developing, updating, enhancing, or conducting exercise activities
  - Developing, updating, enhancing, or conducting training activities
- **Implementation of Community Lifelines**
  - Update emergency operations plans to address community lifelines.
  - Training of emergency managers on community lifelines concept and use
  - Exercises to measure the effectiveness of community lifelines implementation.
  
- **Additional EMPG Program-Related Activity**
  - Any additional emergency management activities not identified in the 2023 Work Plan.
- **Emergency Management Organization Program**
  - Programs must continue to fund all necessary aspects of the emergency management program that support day-to-day preparedness, response, and recovery activities, including mitigation efforts.

For further details or prior approval of eligible additional EMPG program-related activity, contact the DHS&EM Project Manager at (907)-428-7000.

## Quarterly Reporting Requirements

All EMPG Program grant sub-recipients must file a two-part quarterly progress report for each reporting period. These two reports are a quarterly performance report to document grant-related activities undertaken by the jurisdiction during the reporting period and a quarterly financial report that documents requests for reimbursement and the expenditure of grant funds.

The reporting forms provided at DHS&EM website [DHS&EM | Grants Section Documents \(alaska.gov\)](https://www.dhs.alaska.gov/dhs-em/grants-section-documents).

**Email the completed and signed forms with all required backup for the quarterly reports to the DHS&EM Grants Section at [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov).**

Scheduled Report	Jurisdiction Reporting Period	Quarterly Report Due Dates
1st Quarter	October 1st – December 31st	January 20th
2nd Quarter	January 1st – March 31st	April 20th
3rd Quarter	April 1st – June 30th	July 20th
4th Quarter	July 1st – September 30th	October 20th

Progress reports shall be submitted to DHS&EM by the date specified on the schedule. Should the grant period be extended for any reason, a modified report schedule will accompany the: award amendment.

## Quarterly Performance Progress Reports

Use the designated Performance Progress Report forms to document all EMPG Program activities for each reporting period. Both the Emergency Manager or Coordinator and the local Signatory Official or their delegates must sign the Performance Progress Report as documented on the Signature Authority Form.

## **Quarterly Financial Progress Reports**

Quarterly financial reports shall consist of the following:

- The completed Financial Progress Report form. The Chief Financial Officer and the Project Manager or Coordinator or their delegates for the grant must sign this form as documented on the Signature Authority Form.
- Supporting Documentation for Reimbursement. Supporting documentation must include source documents suitable for audit purposes, including, but not limited to:
  - Copies of payroll warrants; and
  - Payroll time sheets and leave registers; or
  - Payroll transaction reports certified by the Chief Financial Officer; or
  - Completion of the Optional EMPG Payroll worksheet, available at <http://ready.alaska.gov/grants>, may be utilized instead of the above documentation for reimbursement of personnel costs and documentation of the local match.

Note: The signatures of the Project Manager, Signatory Official, and Chief Financial Officer or delegate must be three different signatures.

## **INSTRUCTIONS FOR EMPG PROGRAM APPLICATION AND WORK PLAN**

### **Applying for EMPG Program Funding**

Jurisdictions apply to participate in the program by submitting a complete FFY 2023 EMPG application package. Preparing the application will necessitate drafting an Annual Spend Plan, Annual Work Plan and identifying goals for improving local emergency preparedness and response.

### **Required Contents of the EMPG Program Application Package**

- EMPG Application
- Funded Staff Worksheet
- Staff Budget
- Work Plan
- Signatory Authority Form

### **Signatures Required on EMPG Program Documents**

Specific individuals, as identified on the Signatory Authority Form and on the grant award, must

sign specified EMPG obligating documents (award, amendments, etc.).

**These officials are:**

- **Signatory Official:** An individual authorized by the governing body of the applicant jurisdiction or organization to apply for, accept, or decline grants on behalf of the organization. For local governments, this is typically the Mayor or City Manager.
- **Chief Financial Officer:** This should be the Chief Financial Officer or Treasurer of the applicant jurisdiction or organization. This is the person whom the DHS&EM staff will contact if questions arise regarding the financial aspects of the grant.
- **Project Manager:** The Project Manager, usually the Emergency Manager or Coordinator, is directly responsible for carrying out tasks outlined in the Annual Work Plan and is supported by grant funds. The Project Manager is the primary point of contact for DHS&EM for EMPG-related matters.

Please see the Signatory Authority Form instructions for more information on signatories and signatory delegations allowed on quarterly progress reports.

## **SUBMITTING THE EMPG PROGRAM APPLICATION PACKAGE**

DHS&EM must receive applications **by  
11:59 p.m., Tuesday, August 15, 2023.**

A signed application must be submitted by  
email to [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov)

## AWARD FUNDING and NOTIFICATIONS

DHS&EM will notify successful applicants of their EMPG Program award amount in an award letter accompanied by the obligating award document.

FFY 2023 funding awards will be contingent upon the satisfactory completion of deliverables funded in the current and prior years, including the timely submission of quarterly reports. The DHS&EM Director may reduce the baseline FFY 2023 funding award to a community that has yet to complete deliverables funded in the previous fiscal year(s). Additionally, DHS&EM will continue to monitor the performance of applicants who fail to submit a quarterly report by the due date, and funding may be withheld for reoccurring poor performance. Monitoring of this grant by DHS&EM staff may include technical assistance, site visits, and desk audits. Communities that have not completed deliverables in prior years may be subject to Special Conditions until the successful accomplishment of any Special Conditions; funding may be withheld.

**NOTE:** The anticipated EMPG award date from FEMA should be September 2023.

## ADDITIONAL INFORMATION

**For the State of Alaska EMPG Program, the only allowable costs are those relating to necessary and essential state and local emergency management personnel expenses.**

Emergency Management is the managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters through coordination, integration, and encouragement of the improvement, development, and sustainment of mitigation, preparedness, response, and recovery capabilities for all-hazards. Funds provided under the EMPG Program may and should be used to support local staffs who contribute to terrorism consequence management preparedness. Specifically, allowable personnel expenses would include:

### Personnel Compensation and Benefits

Federal contributions for this category of expenses are limited to compensation and benefits paid to, or on behalf of, personnel whose paid positions are reported on the applicant's current EMPG Request for Funds and have an acceptable current position description that includes the specific emergency management duties and functions of the employee on file at DHS&EM or submitted as a supplement to the applicant's Request for Funds. EMPG funds may not be used to pay personnel costs of additional staffing for disaster operations.

### Retirement Funds

The federal share of any payment to a retirement fund must be in a prorated amount apportioned based on time worked in a position while it was federally assisted and so reported on the Staffing Pattern. The cost must be related to a particular fiscal year and be charged only while that year's funds remain available.

### Full-Time or Part-Time Status

Personnel will not be funded as full-time employees under EMPG Program unless they are performing emergency management program elements included and identified in an approved

local statement of work, are required by such projects, and their current job description to devote full-time to emergency management, and tasks are specifically included in the Annual Work Plan submission. EMPG Program funding is allowable in the case of an individual with a part-time position in an emergency management agency while at the same time holding a separate part-time position in another department or the private sector, provided the duties of the other position do not conflict with or impair the emergency management functions assigned to the individual.

### **Contractors**

The use of contractors to perform the eligible activities of the EMPG Program is allowable in lieu of staff salary and benefits. Contractor selection must follow proper procurement procedures, and pre-approval of contract scope and contractor selection is required. Time and billing records must be kept demonstrating that the costs charged to emergency management are in accord with emergency management activities and must be certified by the financial officer.

### **Personnel of Other Agencies**

Personnel compensation and benefits for an employee of a department of local government other than emergency management, including persons serving as full-time or part-time local emergency program managers or coordinators, are allowable for federal contributions under the following conditions:

- The employee must be assigned on a regular, continuing basis to emergency management duties under the official personnel system of the particular local jurisdiction.

### **Elected Officials (full-time or part-time)**

Salaries paid to persons who are full-time elected officials are not allowable costs for a federal contribution under the EMPG Program. Salaries of local emergency management employees who also hold a part-time elective office by appointment to fill a vacancy may be allowable for a matching contribution under the EMPG Program. It must be demonstrated that the holding of such elective office does not conflict with or impair the performance of the emergency management duties for which salaries are being paid. Time and attendance records must be kept demonstrating that the costs charged to emergency management are in accord with the time and effort spent on emergency management activities.

### **State Single Audit and Major Program Thresholds**

Unless additional audit requirements are imposed by state or federal law, a recipient of state financial assistance that expends a cumulative total equal to or greater than \$750,000 during the entity's fiscal year is required to submit an annual single audit per 2 AAC 45.010.

### **Grant Information and Assistance Contact Information**

For further information and assistance:

Contact the DHS&EM EMPG Project Manager at (907) 428-7000, toll-free 800-478-2337
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