

Emergency  
Management  
Performance  
Grant (EMPG)  
Program

Federal Fiscal Year

2018

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Local Grant Guidance

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

# 2018 Emergency Management Performance Grant

## LOCAL JURISDICTION APPLICATION AND GUIDANCE

The Federal Fiscal Year (FFY) 2018 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 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 wellbeing of citizens. The State of Alaska directs EMPG Program funds will be used to support emergency management staff salaries for activities delineated in your application work plan.

While not anticipated, the federal program guidance release may contain additional program requirements or objectives not currently in the State's local guidance and application. Any significant modification will be communicated, and if needed, will be addressed in the 2018 Obligating Award and accompanying award letter.

There are no major changes to the 2018 local jurisdiction EMPG Program Guidance and Application. DHS&EM is releasing this guidance and application for submittal **by 11:59 a.m., Thursday May 31, 2018.**

To accurately capture data, the 2018 EMPG application requires jurisdictions to identify the training courses completed to date by local EMPG funded staff. Training should continue to be documented in quarterly progress reports and kept in local jurisdiction records throughout the performance period.

### EMPG 2018 Requirements

- Jurisdictions shall complete and submit the Request for EMPG Funds and Work Plan.
- The 2018 EMPG performance period will be twelve months, beginning July 1, 2018 and ending June 30, 2019. Awards will be retroactive to July 1 if needed.
- EMPG mid-year expenditures will be reviewed by DHS&EM following the second quarter reports. Jurisdictions shall be required to provide a 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 required match must complete the required FEMA independent study (IS) courses by June 28, 2019.
- Jurisdictions shall develop a multi-year Training and Exercise Plan (TEP) to be submitted to DHS&EM at the Training and Exercise Plan Workshop (TEPW).
- Jurisdictions will participate in the Alaska Assessment annually as requested by DHS&EM
- Jurisdictions shall participate in DHS&EM's Preparedness Conference and attend the State's TEPW, to be held in conjunction with the Preparedness Conference.

### EMPG 2018 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 having adopted the required compliance. For FFY 2018, the Alaska Assessment will be the required means to report NIMS compliance.

## INTRODUCTION

The Emergency Management Performance Grant (EMPG) Program 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 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 the development of 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

Guidelines from the FEMA Grant Programs Directorate (GPD) have the following stipulations concerning the use of funding received from 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. As with FFY 2017 EMPG Program funding, federal departments and agencies are mandating applicants certify current NIMS requirements have been met to be eligible for preparedness grant funding. For FFY 2018, the Alaska Assessment will be the required means to report NIMS compliance. For more information on NIMS compliance consult <http://www.fema.gov/emergency/nims>.
- **Alaska Assessment.** The Alaska Assessment will be used towards the State of Alaska Threat and Hazard Identification and Risk Assessment (THIRA). It will also be used to support local

jurisdictions' efforts to identify gaps in prevention, protection, mitigation, response and recovery by providing useful deliverables. State and local jurisdictions should also continue to focus on addressing state-specific planning issues identified through the 2010 Nationwide Plan Review.

- **Multi-year Training and Exercise Plan (TEP) and multi-year Training and Exercise Plan Workshop (TEPW).** The multi-year TEP provides a roadmap to accomplish the priorities described in the Homeland Security Strategy. Engaging the Whole Community in training and exercises allows all partners to evaluate and improve upon their level of preparedness. States and Urban Areas are required to conduct an annual TEPW. All grantees and sub-recipients are required to develop a multi-year TEP, update it annually and attend the State's TEPW.
- **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 document life is important to be able to apply for various federal grants to accomplish stated mitigation activities.
- **Emergency Management and Operations Plans.** A plan, usually developed in accordance with guidance contained in the Guide for the Development of State and Local Emergency Operations Plans, Comprehensive Preparedness Guide 101 Version 2 (CPG 101 V2), and other similar guides. The emergency operations plan clearly and concisely describe 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, and details tasks to be carried out at times and places projected as accurately as permitted by the nature of each situation addressed. Emergency operations plans are multi-hazard, functional plans that treat emergency management activities generically. They have a basic section that provides generally applicable information without reference to any particular hazard. They also address the unique aspects of individual disasters in hazard-specific appendices.
- **Continuity of Operations (COOP) and Continuity of Government (COG).** COOP and COG planning is the fundamental responsibility of local jurisdictions that perform essential functions. In order 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, which are designed to ensure the continued existence of not only leadership, but also 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. By doing so, a more effective path to societal security and resilience is built. In a sense, Whole Community is a philosophical approach on how to think about conducting emergency management. There are many different kinds of communities, including communities of place, interest, belief, and circumstance, which can

exist both 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 in an effort to improve the ability of local residents to prevent, protect against, mitigate, respond to, and recover from any type of 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 the unique and diverse needs of a population, including its 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 prior to 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 actual needs of a community 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 an 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 on a daily basis. 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 on a daily basis. 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. Utilization of the 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, and 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 effectively direct recovery activities and expedite a unified recovery effort. Pre-disaster plans provide a common platform to guide recovery decisions and activities. 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.

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 staffs 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 be used to support emergency management staff salaries for the activities proposed on the work plan.

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 upon the ability to meet certain criterion and upon the historical participation in emergency management related programs. Under the EMPG Program participants must:

- Designate an emergency manager or emergency management coordinator from among the paid jurisdiction staff. This person will be the focal point to local emergency planning, and 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 July 1, 2018 through June 30, 2019.

### **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 size of the population 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 2018 are listed below.

- The emergency manager or coordinator position is a fulltime 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 such ordinances as are required to ensure local compliance with NPG and NIMS.
- The community updates their Alaska Assessment annually.
- 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 <http://ready.alaska.gov/exercise/>.
- Emergency management staff and key elected officials participate in ongoing all-hazard training. All EMPG personnel shall complete at minimum, FEMA Independent Study (IS) courses IS 100.b, IS 200.b, IS 700.a and IS 800.b. 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 attend other applicable DHS&EM sponsored training or outreach events during the award period.

## **Anticipated FFY 2018 EMPG Funding Levels**

Anticipated FFY 2018 EMPG funding levels will be based on available grant funds and feasibility of the jurisdiction to expend the funding. DHS&EM's goal is to provide jurisdictions with the same funding levels as allocated in FFY 2017. When completing the EMPG application, please indicate on the Application Coversheet the funding amount needed for the emergency manager or coordinator position(s) and ensure the amount is supportable with a local match, described below.

This grant requires an equivalent dollar to dollar local match. For example, if the grant award is for \$10,000.00 the local jurisdiction must be able to provide a hard-match of \$10,000.00.

Match activities must be emergency management activities. Finance and administrative activities associated with administering the grant, such as filing reports or processing EMPG salaries cannot be used as 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 a 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.

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 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. State funding from the LEPC Program Grant is not eligible as local match to EMPG. The LEPC grant is currently meeting other match requirements at the State level.

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.

## **BASIC EMPG EMERGENCY MANAGEMENT PROGRAM REQUIREMENTS**

Jurisdictions receiving EMPG Program funds are required to work towards completion of 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 providing detailed financial accounting of program expenditures.

Failure to comply with EMPG Program requirements may result in reduction of annual funding and possible reduction 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 2018 EMPG, emergency management programs within EMPG jurisdictions are expected to complete exercises and training tasks.

## **2018 EMPG State Requirements**

### **EMPG Mid–Year Grant Review**

Upon completion of the 2018 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.

### **Alaska Assessment**

DHS&EM’s goal is to measure community emergency preparedness. The Alaska Assessment provides information that allows the state to identify; gaps in capacity and capabilities,

preparedness activities, response assets, and support our return on investment. The Alaska Assessment will measure preparedness by identifying the jurisdictions capacity and capabilities through evaluating activities and assets in the five phases of emergency management; prevention, protection, mitigation, response and recovery.

The jurisdiction’s Alaska Assessment should be complete and submitted no later than December 31, 2018, and is an EMPG Program state requirement. More information on the Alaska Assessment may be obtained online at <http://ready.alaska.gov/plans/GEP.htm> or contact the DHS&EM Planning Section at (907) 428-7000.

**Develop a multi-year Training and Exercise Plan (TEP) and participate in State of Alaska Multi-Year Training and Exercise Plan Workshop (TEPW)**

The multi-year TEP provides a roadmap to accomplish the priorities described in the Homeland Security Strategy. Engaging the Whole Community in training and exercises allows all partners to evaluate and improve upon their level of preparedness. Local jurisdictions must develop a Multi-Year Training and Exercise Plan (TEP) and submit the TEP to DHS&EM at the state TEPW scheduled to be held in conjunction with spring Preparedness Conference. DHS&EM’s Preparedness Section will provide guidance and a template for the TEP.

**Jurisdictions must complete the FEMA Independent Study (IS) online 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 June 28, 2019:

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

IS 100.b	Introduction to the Incident Command System , ICS-100
IS 200.b	ICS for Single Resources and Initial Action Incidents
IS 700.a	National Incident Management System (NIMS), An Introduction
IS 800.b	National Response Framework, An Introduction

**Jurisdictions must complete the FEMA 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 FEMA Professional Development Series IS online EMI Training Courses training courses on the list below by June 28, 2019. Other jurisdiction staff members and local elected officials are also encouraged to complete these courses. For more information, please contact the DHS&EM Preparedness Section at (907) 428-7000.

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

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

IS-244.b	Developing and Managing Volunteers
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The following classes are recommended for EMPG funded personnel by DHS&EM:

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

IS 1.a	Emergency Manager: An Orientation to the Position
IS 208.a	State Disaster Management
IS 271.a	Anticipating Hazardous Weather and Community Risk, 2 <sup>nd</sup> Edition
IS 288.a	Role of Voluntary Agencies in Emergency Management
IS 393.a	Introduction to Hazard Mitigation
ICS 300	Intermediate ICS for Expanding Incidents
ICS400	Advanced ICS
IS-546.a	Continuity of Operations (COOP) Awareness Course
IS 547.a	Introduction to Continuity of Operations (COOP)
IS 701.a	NIMS Multiagency Coordination Systems
IS 706	NIMS Intrastate Mutual Aid –An Introduction

All online training courses listed can be found at [Emergency Management Institute - FEMA Independent Study Program](#).

### 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 prior to 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 with the next quarterly progress report, if not sooner. The current reporting form is available on the DHS&EM grants website at <http://ready.alaska.gov/exercise/>. Updated versions may also be requested from the DHS&EM exercise officer. For more information, please contact 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.

### 2018 EMPG Grant Assurances

In FFY 2018, jurisdictions should continue to maintain and work towards 100 percent NIMS compliancy in all areas. For FFY 2018 the Alaska Assessment will be the required means to document and report NIMS compliance.

### 2018 EMPG Baseline Requirements

Submit the EMPG Program Application and Annual Work Plan to [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov) **on or before 11:59 a.m., Thursday May 31, 2018.**

### 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 <http://ready.alaska.gov/grants.htm> to obtain the most

recent reporting forms.) Deadlines for submitting EMPG Quarterly Progress Reports are listed in Quarterly Reporting Requirements on page 15.

### **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 preparedness conference. These conferences are held in conjunction with meetings of the State Emergency Response Commission (SERC) and Local Emergency Planning Committee Association (LEPCA). At the time of publication, the next scheduled SERC and LEPC meeting is October 26, 2018 in Anchorage.

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 partnerships for emergency planning and response.

## **IDENTIFY SPECIFIC GOALS IN ANNUAL WORK PLAN**

The following examples are basic 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 on page 3.

- **Mitigation Plans**
  - Conducting a hazard analysis and risk assessment prior to 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 V2)
  - 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 to further develop 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 on 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 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 of equipment for areas potentially impacted by mass evacuations sheltering, and re–entry into affected area
- **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
- **Additional EMPG Program Related Activity**
  - Any additional emergency management activities that are not identified in the 2018 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 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.

**Utilize grant reporting forms provided on the DHS&EM website**

<http://ready.alaska.gov/grants.htm>

Mail the quarterly progress reports to the DHS&EM EMPG Grants Section in time to arrive by the due date. Post marked packets sent by the due date are accepted. Signed electronic or faxed copies with all supporting documentation are accepted. Jurisdictions are encouraged to send

signed electronic reports.

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

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

### 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.

Jurisdictions are expected to complete and report a proportionate amount of the overall set of tasks outlined in their approved Annual Work Plan during each quarter of the fiscal year.

### 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 Financial Work Sheet for Identifying and Certifying Program Costs, available at <http://ready.alaska.gov/grants.htm> may be utilized in lieu 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.

Submit quarterly reports to:

Alaska Division of Homeland Security and Emergency Management

ATTN: Grants Section

PO Box 5750, JBER, Alaska 99505-5750

Fax: (907) 428-7009 Phone: (907) 428-7000 Toll Free Phone: 1-800-478-2337

Email: [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov)

## 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 2018 EMPG application package. Preparing the application will necessitate drafting an Annual Work Plan, identifying goals for improving local emergency preparedness and response.

### Required Contents of the EMPG Program Application Package

- Request for EMPG Funds
- Signatory Authority Form
- Work Plan

### Signatures Required on EMPG Program Documents

Certain 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 who has been 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 who will be contacted by the DHS&EM staff if questions arise regarding 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 included 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 a.m., Thursday May 31, 2018**. Signed copies can be emailed to [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov) and the State Project Manager at [mva.dhsem.plans@alaska.gov](mailto:mva.dhsem.plans@alaska.gov) or faxed (907-428-7009) as working documents. Mail signed originals to the address below:

Alaska Division of Homeland Security and Emergency Management  
ATTN: State Administrative Agency Point of Contact  
PO Box 5750  
JBER, Alaska 99505-5750



## **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 2018 funding awards will be made contingent upon satisfactory completion of deliverables funded in the current and prior years, to include timely submission of quarterly reports. The DHS&EM Director may reduce the baseline FFY 2018 funding award to a community that has not completed 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.

## **ADDITIONAL INFORMATION**

### **Summary of Allowable Costs**

All costs under these categories must be eligible under the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, located [http://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

**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, also 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 on the basis of 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 in 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. 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 to demonstrate that the costs charged to emergency management are in accord with emergency management activities and most 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 performance of the emergency management duties for which salaries are being paid. Time and attendance records must be kept to demonstrate that the costs charged to emergency management are in accord with 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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