

# FY2012 Emergency Management Performance Grant Guidance

## Program Overview and Priorities

The purpose of the EMPG Program is to make grants to States to assist State, local, and tribal governments in preparing for all hazards, as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (42 U.S.C. 5121 et seq.). Title VI of the *Stafford Act* authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the Federal Government, States, and their political subdivisions. The Federal Government, through the EMPG Program, provides necessary direction, coordination, and guidance, and provides necessary assistance, as authorized in this title so that a comprehensive emergency preparedness system exists for all hazards.

## Program Objectives

The FY 2012 EMPG Program plays an important role in the implementation of Presidential Policy Directive 8 (PPD-8) by supporting the development and sustainment of core capabilities. Core capabilities are essential for the execution of each of the five mission areas outlined in the National Preparedness Goal (NPG). The development and sustainment of these core capabilities are not exclusive to any single level of government or organization, but rather require the combined effort of the whole community. The FY 2012 EMPG Program supports all core capabilities in the Prevention, Protection, Mitigation, Response, and Recovery mission areas based on allowable costs.

Examples of tangible outcomes from the EMPG Program include building and sustaining emergency management capabilities through:

- Building and Sustaining core capabilities identified in the NPG
- Approved Emergency Plans
- Completion of Threat and Hazard Identification Risk Assessment (THIRA)
- Development and Maintenance of multi-year Training and Exercise Plans (TEPs)
- Targeted Training and Verification of Personnel Capability
- Whole Community approach to Security and Emergency Management

## Priorities for FY 2012

*Implementation of PPD-8.* FEMA's preparedness grant programs like the EMPG Program, are just one resource for State, local, tribal, and regional partners to support activities described within PPD-8 and the NPG. These activities include continued development and sustainment of core capabilities needed to close gaps and strengthen the Nation's preparedness. Throughout this guidance, applicable EMPG Program activities will be presented in relation to the five mission areas and core capabilities to demonstrate and provide examples of the linkage between PPD-8, the NPG, and the EMPG Program.

*Advancing "Whole Community" Security and Emergency Management.* Engaging the Whole Community in security and emergency management is critical approach to the implementation of PPD-8 and to achieving the NPG. Communities are challenged to develop collective, local abilities to withstand the potential impacts of natural disasters and terrorist threats, respond quickly, and recover in a way that sustains or improves the community's overall well-being. Achieving this collective capacity calls for innovative approaches across the community, including emergency management to build up existing practices, institutions, and organizations that help make local communities successful, and

## FY2012 Emergency Management Performance Grant Guidance

that can leverage this infrastructure if and when an incident occurs. For more information on the “Whole Community Approach to Emergency Management” see <http://www.fema.gov/library/viewRecord.do?id=4941>.

### **Whole Community Approach to Security and Emergency Management Priority Objectives and Performance Measures**

To address this priority, four objectives have been identified and each is given a performance measure and associated reporting requirement to determine how effective grantees are in utilizing EMPG Program funding to prepare for all hazards and advance a whole community approach. With these measures, sub-grantees must evaluate their progress toward achieving the stated objective in the Quarterly Performance Progress Report and in compliance with the below reporting requirements.

The first two objectives do not affect local jurisdictions and are not included in this guidance, however three and four are and need to be completed to be eligible for 2012 EMPG Program funding.

**Objective Three: Develop and Maintain Multi-Year Training and Exercise Plans (TEPs).** 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. All sub-grantees are required to develop a Multi-Year TEP that incorporates linkages to the NPG core capabilities and update it annually.

The TEP must be submitted to NDDDES as part of this application.

Specifically, TEPs should include the following requirements:

- All EMPG Program sub-grantees will develop and maintain a progressive exercise program consistent with the National Exercise Program base plan, to include no less than two exercises of any type (e.g. Drills, Tabletop Exercises, Functional), **and** one full-scale exercise within a 12-month period. For the purposes of this grant, the 12-month period is July 1, 2012 through June 30, 2013. Please note that response to any real-world events within the 12-month period may fulfill a **single** quarterly exercise requirement. In addition, all EMPG program funded personnel shall participate in no less than three exercises in a 12-month period. An After Action Report/Improvement Plan (AAR/IP) shall be completed for each exercise and submitted via email to NDDDES, [kjarolim@nd.gov](mailto:kjarolim@nd.gov) within 60 days of the exercise or real world event. A summary of all collected corrective action items and a tracking of their implementation shall be reported as part of the EMPG quarterly progress report. The Homeland Security Exercise and Evaluation Program (HSEEP) constitutes a national standard for all exercises. FEMA encourages the use of the Homeland Security Exercise and Evaluation Program (HSEEP). If you have questions on how to complete the HSEEP form or need a copy of the form please contact Ken Jarolimek at the above email address or 328-8106.

# FY2012 Emergency Management Performance Grant Guidance

## Measurement Method

- Percent completion in a progressive exercise series of two quarterly exercises and one full-scale exercise in a 12 month period (to include response to any real-world events)
- Percent completion of personnel participation in no less than three exercises within a 12 month period
- Submission of an AAR/IP for each of the two quarterly exercises and one full-scale exercise that includes a list of corrective actions and lessons learned

## Reporting

- Grantees must report quarterly in the EMPG Program Work Plan the percent completion of the progressive exercise series to include percent completion of personnel participation
- Grantees must submit AAR/IPs for each of the two quarterly exercises and one full-scale exercise to include corrective actions in the EMPG Program quarterly reporting

**Objective Four: Target Training and Verify Capability of Personnel.** Training activities supported with EMPG Program funds should strategically align to the NPG core capabilities identified in the Multi-Year TEP. To ensure the development of a professional emergency management workforce all EMPG Program funded personnel shall complete the following training requirements and record proof of completion.

NIMS Training: IS 100; IS 200; IS 700; and IS 800; FEMA Professional Development Series: IS 120; IS 230; IS 235; IS 240; IS 241; IS 242; and IS 244. Previous versions of the IS courses meet the NIMS training requirement. A complete list of Independent Study Program Courses may be found at <http://training.fema.gov/is>.

## Measurement Method

- Submission of an updated Multi-Year TEP to address the above requirements (see <https://hseep.dhs.gov>).
- Percent of EMPG Program funded personnel completing the required courses listed above.

## Reporting

- Sub-grantees are required to submit to NDDDES a TEP that includes a progressive exercise plan and schedule and a plan for training personnel. Information related to TEPs can be found on the HSEEP website at <https://hseep.dhs.gov>.
- Submission of a list of EMPG Program funded personnel along with their training completed to be included in the EMPG Program quarterly reporting.

## **FY2012 Emergency Management Performance Grant Guidance**

- Quarterly reporting of implementation of TEP, including percent addressed in the FY 2012 EMPG Program Work Plan Exercise Data Table Template included in this guidance.

### **Additional State Requirements**

#### **OPERATIONS**

- Submit situation reports and requests for assistance via WebEOC.
- Develop a local EOC ICS/UCS organizational structure and identify position specific responsibilities. Incorporate structure into LEOP. Training will be provided if needed.

#### **PLANNING**

- Review and update the Local Emergency Operations Plan (LEOP) in coordination with functional and task coordinators; submit update schedule as part of your work plan (EMF 4.6- Operational planning); submit an updated electronic copy of LEOP to NDDDES Planning section by September 30, 2013.

#### **LOGISTICS**

- Provide NDDDES an updated listing of local (to include city, township and county) and private resources identified in the LEOP by December 30, 2012.

#### **HAZMAT/LEPC**

- Review/update local hazardous materials operational procedures
- Reconcile Tier II reporting with fire departments and NDDDES by December 30, 2012
- Publish annual Section 324 notice and provide a copy to NDDDES by December 30, 2012
- Submit LEPC membership list by September 30, 2012 and meeting minutes to NDDDES quarterly.

#### **MUTUAL AID**

- Utilize State of North Dakota Recommended Mutual Aid Agreement and maintain mutual aid agreements; submit copies to NDDDES

### **Recommendations**

#### **LOGISTICS**

- Recommend Developing a Resource Management Annex that addresses items such as staging areas, resources tracking, logistics section staffing and responsibilities, coordination of resources, request protocols, etc.

#### **HAZMAT/LEPC**

- Coordinate use of Tier II fee money with LEPC and County Commission

**Standardized Reporting through the Work Plan Template.** The Work Plan Template has been modified to standardize data collection for improved analysis and reporting. The Work Plan Template includes four components: a Personnel Data Table, a Training Data Table, and Exercise Data Table, and a Grant Activities Outline. The Personnel Data Table and The Grant Activities Outline will form the basis of the quarterly progress report. The Grant Activities Outline is structured to enable reporting of quarterly activities according to the Emergency Management Function (EMF) projects, as well as standardized reporting of activity completion status. Quarterly training and exercise activities will be reported in the Grant Activities Outline under EMF number's 13 and 14.

# FY2012 Emergency Management Performance Grant Guidance

## Funding Guidelines

The EMPG Program grant sub-recipients may only use EMPG Program grant funds for the purpose set forth in this grant guidance, and must be consistent with the statutory authority for the award. Grant funds must support the development or sustainment of core capabilities identified in the NPG. Grant funds may not be used for matching funds for other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this program. Federal employees may not receive funds under this award.

### 1. Management and Administration

M&A activities are those defined as directly relating to the management and administration of EMPG Program funds, such as financial management and monitoring. It should be noted that salaries of local emergency managers are not typically categorized as M&A, unless the local EMA chooses to assign personnel to specific M&A activities.

M&A costs are allowable for local-level EMAs. Local EMAs may retain and use up to five percent (5%) of its sub-grant for local M&A purposes.

### 2. Allowable Costs

#### Planning

Planning spans across all five NPG mission areas and provides a baseline for determining potential threats and hazards, required capabilities, required resources, and establishes a framework for roles and responsibilities. Planning provides a methodical way to engage the whole community in the development of a strategic, operational, and/or community-based approach to preparedness.

FY 2012 EMPG Program funds may be used to develop or enhance upon emergency management planning activities, some examples include:

- Threat and hazard assessments
- Development of THIRA that is representative of the jurisdiction
- Hazard analysis and risk assessment
- Development of an all-hazards mitigation plan based on identified risks and hazards

Emergency management/operation plans

- Maintaining a current Emergency Operations Plan that is aligned with guidelines set out in CPG 101v.2 [http://www.fema.gov/pdf/about/divisions/npd/CPG\\_101\\_V2.pdf](http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf)
- Modifying existing incident management and emergency operations plans
- Developing/enhancing comprehensive emergency management plans

# FY2012 Emergency Management Performance Grant Guidance

- Developing/enhancing large-scale and catastrophic event incident plans

## Continuity/Administrative Plans

- Developing/enhancing Continuity of Operation (COOP)/Continuity of Government (COG) plans
- Developing/enhancing financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program

## Whole Community engagement/planning

- Developing/enhancing emergency management and operations plans to integrate citizen/volunteer and other non-governmental organization resources and participation
- 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
- Development or enhancement of mutual aid agreements/compacts, including required membership in EMAC

## Resource management planning

- Developing/enhancing logistics and resource management plans
- Developing/enhancing volunteer and/or donations management plans
- Supply preparation

## Evacuation planning

- Developing/enhancing evacuation plans, including plans for: alerts/warning, crisis communications, pre-positioning of equipment for areas potentially impacted by mass evacuations sheltering, and re-entry.

## Pre-disaster Recovery planning

- Disaster housing planning, such as creating/supporting a State disaster housing task force and developing/enhancing State disaster housing plans
- Pre-event response/recovery/mitigation plans in coordination with State, local, and tribal governments
- Developing/enhancing other response and recovery plans

## Recovery planning

- The National Disaster Recovery Framework (NDRF) sets national policy and doctrine to define a new era of disaster recovery across Federal, State and local government. The NDRF aims to achieve a disaster recovery system that is more responsive to whole-community needs. EMPG Program sub-grantees should, as feasible, take steps to develop recovery plans and preparedness programs consistent with the principles and

## FY2012 Emergency Management Performance Grant Guidance

guidance in the NDRF that will provide the foundation for recovery programs and whole-community partnerships. Preparedness and pre-disaster planning was given special attention within the NDRF with specific guidance: *Planning for a Successful Disaster Recovery* (pages 63-70). For more information on the NDRF see <http://www.fema.gov/pdf/recoveryframework/ndrf.pdf>.

### Organization

Personnel costs, including salary, overtime, compensatory time off, and associated fringe benefits, are allowable costs with FY 2012 EMPG Program funds.

### Equipment

In accordance with 44 CFR 13.32, allowable equipment categories for the FY 2012 EMPG Program are listed on the web-based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), which is sponsored by FEMA at <http://www.rkb.us>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

The select allowable equipment includes equipment from the following AEL categories:

- Information Technology (Category 4)
- Cyber-Security Enhancement Equipment (Category 5)
- Interoperable Communications Equipment (Category 6)
- Detection Equipment (Category 7)
- Power Equipment (Category 10)
- Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11)
- CBRNE Incident Response Vehicles (Category 12)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Category 21)

All sub-grantees that are using FY 2012 EMPG Program funds to support emergency communications activities should comply with the *FY 2012 SAFECOM Guidance for Emergency Communication Grants*, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of Interoperable Communications Equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission Waiver Order. SAFECOM guidance can be found at <http://www.safecomprogram.gov>.

### Training

FY 2012 EMPG Program funds may be used for a range of emergency management-related training activities to enhance the capabilities of local emergency management

## FY2012 Emergency Management Performance Grant Guidance

personnel through the establishment, support, conduct, and attendance of training. Training activities should align to a current, Multi-Year TEP developed through an annual TEPW. Training should foster the development of a community oriented approach to emergency management that emphasizes engagement at the community level, strengthens best practices, and provides a path toward building sustainable resilience. All EMPG Program funded personnel should complete the following training requirements and record proof of completion.

EMPG Program funds used for training should support the nationwide implementation of NIMS. The NIMS Training Program establishes a national curriculum for NIMS and provides information on NIMS courses; grantees are encouraged to place emphasis on the core competencies as defined in the NIMS Training Program. The NIMS Training Program can be found at [http://www.fema.gov/pdf/emergency/nims/nims\\_training\\_program.pdf](http://www.fema.gov/pdf/emergency/nims/nims_training_program.pdf).

To ensure the professional development of the emergency management workforce, the sub-grantee must ensure a routine capabilities assessment is accomplished and a multi-year training plan is developed and implemented.

Additional types of training include, but are not limited to, the following:

- Developing/enhancing systems to monitor training programs
- Conducting all hazards emergency management training
- Attending Emergency Management Institute (EMI) training, and consortium school training or delivering EMI train-the-trainer courses
- Attending other FEMA-approved emergency management training
- Mass evacuation training at local, State, and tribal levels

Allowable training-related costs include the following:

- **Funds Used to Develop, Deliver, and Evaluate Training.** Includes costs related to administering the training: planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment. Training should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills. Any training or training gaps, including those for children and individuals with disabilities or access and functional needs, should be identified in the AAR/IP and addressed in the training cycle.
- **Overtime and Backfill.** The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of attendance at FEMA and/or approved training courses and programs are allowable. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State (NDDDES) In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.
- **Travel.** Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to approved training.

## FY2012 Emergency Management Performance Grant Guidance

- **Hiring of Full or Part-Time Staff or Contractors/Consultants.** Full- or part-time staff may be hired to support direct training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the State or unit(s) of local government and have the approval of the State (NDDES).

### Exercises

Exercises implemented with grant funds should evaluate performance of the capabilities required to achieve exercise objectives. Exercise activities should align to a current, Multi-Year TEP developed through an annual TEPW. Sub-grantees are encouraged to develop exercises that test their EOPs in accordance with the FY 2012 Priority requirements. All EMPG Program funded personnel shall participate in no less than three exercises in a 12 month period.

Allowable exercise-related costs include:

- **Funds Used to Design, Develop, Conduct and Evaluate an Exercise.** This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation. Sub-grantees are encouraged to use free public space/locations/facilities, whenever available, prior to the rental of space/locations/facilities. Exercises should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills. Any exercise or exercise gaps, including those for children and individuals with disabilities or access and functional needs, should be identified in the AAR/IP and addressed in the exercise cycle.
- **Hiring of Full or Part-Time Staff or Contractors/Consultants.** Full- or part – time staff may be hired to support direct exercise activities. Payment of salaries and fringe benefits must be in accordance with the policies of the State or unit(s) of local government and have the approval of the State (NDDES). The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of exercises.
- **Overtime and Backfill.** The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of time spent on the design, development and conduct of exercises are allowable expenses. These costs are allowed only to the extent the payment for such services is in accordance with the *policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable.* In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.
- **Travel.** Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise projects
- **Supplies.** Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise projects (e.g., gloves, non-sterile masks, and disposable protective equipment)
- **Other Items.** These costs are limited to items consumed in direct support of exercise activities such as the rental of space/locations for planning and conducting an exercise, rental of equipment, and the procurement of other essential nondurable goods.

# FY2012 Emergency Management Performance Grant Guidance

Grantees are encouraged to use free public space/locations, whenever available, prior to the rental of space/locations. Costs associated with inclusive practices and the provision of reasonable accommodations and modifications that facilitate full access for children and adults with disabilities.

**Unauthorized** exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle costs that are reimbursable are fuel/gasoline or mileage.
- Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs)
- Durable and non-durable goods purchased for installation and/or use beyond the scope of exercise conduct

## **Maintenance and Sustainment**

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active and future grant awards, unless otherwise noted.

FY 2012 grant funds are intended to support the NPG and fund projects that build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation. In order to provide grantees the ability to meet this objective, the policy set forth in GPD's Information Bulletin 336 (Maintenance and Sustainment) has been expanded to allow for the support of equipment that has previously been purchased with both Federal grant and non-Federal grant funding. The eligible costs for maintenance and sustainment must be an otherwise allowable expenditure under the applicable grant programs, and be tied to one of the core capabilities in the five mission areas contained within the NPG and be deployable through EMAC, where applicable.

## **3. Unallowable Costs**

- Expenditures for weapons systems and ammunition
- Costs to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Activities unrelated to the completion and implementation of the EMPG Program

## **4. Additional Grant Information**

- Catalog of Federal Domestic Assistance(CFDA) Number – 97.042
- Period of Performance – 24 Months
- Dun and Bradstreet Data Universal Numbering System (DUNS) Number. All sub-grantees will be required to provide a DUNS number with their application. This number is required for our reporting requirements. If you do not have a DUNS number you need to take the steps necessary to obtain one, as soon as possible. All sub-grantees can

# FY2012 Emergency Management Performance Grant Guidance

receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at (866)705-5711.

## Work Plan Template

All EMPG Program applicants will use the attached template to submit their required Work Plan that outlines the jurisdiction's emergency management sustainment and enhancement efforts, including new and ongoing projects, proposed for the FY 2012 EMPG Program period of performance. **The work plan will be for a 15 month period beginning June 1, 2012 through September 30, 2013.** The Work Plan consists of a Program and Budget Narrative, Personnel Data Table, Training Data Table, Exercise Data Table, and Grant Activities Outline. Your Grant Activities Outline must include EMF #13 (Training) and EMF 14 (Exercises, Evaluations and Corrective Actions) with the requirements listed earlier in this guidance.

### I. Program and Budget Narrative

**Program Narrative:** Provide a brief description of the jurisdictions emergency management priorities and initiatives that will be addressed with FY 2012 EMPG Program funds. In addition, the narrative should address, if applicable, the following:

- Overview of the jurisdiction's risk profile such as resulting from a Threat and Hazard Identification and Risk Assessment (THIRA) included in jurisdiction's multi-hazard mitigation plan
- Areas of need identified through assessment processes
- Baseline inventory of where jurisdictions are now relative to goals and objectives identified in relevant strategic plans
- Jurisdiction emergency management priorities and planning focus for FY 2012

**Budget Narrative:** Please fill in the information requested. The salary and benefit amount information should reflect **only** the emergency management portion of the job for calendar year (January – December) 2012. As in the past, the FY 2012 EMPG has a 50% Federal and 50% Sub-grantee (non-federal) cost share. Attach a copy of the emergency management portion of your jurisdiction's **approved** 2012 budget.

Please complete the information on the Program and Budget Narrative Template included with this 2012 EMPG grant guidance.

### II. Personnel Data Table

To facilitate consistent data reporting and performance measures collection, a Personnel Data Table should be completed for personnel supported with FY 2012 EMPG Program funds. The data requested will assist in documenting the extent to which EMPG Program funding contributes to enhancing or sustaining emergency management capacity in terms of personnel support at the jurisdiction level. This template will serve as the first component of the Quarterly Progress Report.

### III. Training Data Table

## **FY2012 Emergency Management Performance Grant Guidance**

To facilitate consistent data reporting and performance measures collection, a Training Data Table should be completed for training sessions funded with FY2012 EMPG Program funds. The data requested will be used to assess the strategic allocation of training funds according to long-term target capability development. Grantees are encouraged to list the name of the training course, the total number of personnel trained, number of EMPG Program supported personnel trained and whether the funded training is aligned to the jurisdiction's Multi-Year TEP. Grantees should report quarterly completion of planned training activities in the Grant Activities Outline using EMF #13 ("Training"), and the number of personnel trained should be included in the "Comments" section. All EMPG Program funded personnel shall participate in no less than three exercises and will have completed the training requirements listed on the included template and record proof of completion.

### **IV. Exercise Data Table**

To facilitate consistent data reporting and performance measures collection, an Exercise Data Table will be completed for exercises conducted using FY2012 EMPG Program funds. The data requested will be used to assess the extent to which funded exercises test jurisdiction-specific capability requirements. Sub-grantees are encouraged to list the number of discussion-based exercises funded by type, the number of operations-based exercises funded by type, the name or description of each exercise, and whether the exercise tests the Emergency Operations Plan (EOP). Sub-grantees should report quarterly completion of planned exercise activities in the Grant Activities Outline using EMF #14 ("Exercises, Evaluations and Corrective Actions"), and the number of exercises completed should be included in the "Comments" section. This table should be used to document progress toward requirements as described in objective three.

### **V. EMPG Program Grant Activities Outline**

To facilitate performance measures and focus on outcomes, an EMPG Program Grant Activities Outline should be completed for activities supported with FY 2012 EMPG Program funds. The data outlined in this template will be used to evaluate the timely completion of planned emergency management activities. Sub-grantees are encouraged to complete a separate Grant Activities Outline for each EMF. Quarterly training activities should be reported against EMF #13, "Training," and quarterly exercise activities should be reported against EMF #14, "Exercises, Evaluations and Corrective Actions." Sub-grantees should complete the template attached to this guidance.

**Note: You do not have to complete the EMPG Grant Activities Outline for all 15 EMF's. Only complete the EMPG Grant Activities Outline for activities supported with FY2012 funds. I have included with this guidance templates for the Personnel Data Table, Training Data Table, Exercise Data Table and the EMPG Program Grant Activities Outline. These are the only documents that will be accepted as part of the required 2012 EMPG Work Plan. I have also included instructions on how to complete the templates.**

## **FY2012 Emergency Management Performance Grant Guidance**

**Please provide the information requested on the enclosed templates no later than Tuesday, April 24, 2012. This is a requirement for FY 2012 FEMA EMPG funding. Work Plans not received by April, 24, 2012 will not be considered for funding.**

### **National Incident Management System Implementation**

In accordance with Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents, the adoption of NIMS is a requirement to receive Federal preparedness assistance through grants, contracts, and other activities. Prior to allocation of any Federal preparedness awards in FY 2012, sub-grantees must be in compliance and/or alignment with FY 2011 NIMS implementation plan. The list of objectives against which progress and achievement are assessed and reported can be found at

<http://www.fema.gov/emergency/nims/ImplementationGuidanceStakeholders.shtm#item2>.

All local government grantees were required to update their respective NIMSCAST assessments by September 30, 2011. If you did not complete this required update you are not eligible to receive 2012 EMPG funds. For information on the NIMSCAST contact Dave Rice.

In addition, to be eligible for the FY 2012 Federal preparedness assistance, all local government grantees will be required to update their respective NIMSCAST assessments by September 30, 2012, and if necessary, submit a Corrective Action Plan via NIMSCAST for FY 2011. Corrective Action Plans are only required if a jurisdiction fails to meet one of the NIMS implementation activities. Comprehensive information concerning NIMS implementation for local governments is available through the NIC at FEMA's NIMS Resource Center at <http://www.fema.gov/nims>.

Local governments should continue to implement NIMS training guidance (course curricula and instructor qualifications) contained in the Five-Year NIMS Training Plan, released February 2008 and any successor guidance released by FEMA. NIMS training guidance is available on FEMA's NIMS Resource Center at <http://www.fema.gov/emergency/nims/NIMSTrainingCourses>.

### **Environmental Planning and Historic Preservation Compliance**

FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by EMPG grant funds, through its Environmental Planning and Historic Preservation (EHP) Review process. EMPG grant recipients must comply with all applicable EHP laws, regulations, and Executive Orders (EOs). Any project with the potential to impact natural resources or historic properties cannot be initiated until FEMA has completed the required EHP review. EMPG grant recipients that implement projects prior to receiving authorization from FEMA to do so risk the loss of funding for that project. EMPG grant recipients with projects/activities requiring an EHP review will be required to complete an EHP screening form and to provide any additional project information requested by FEMA.

### **Reimbursements**

## **FY2012 Emergency Management Performance Grant Guidance**

As a result in this significant change to EMPG, beginning immediately the North Dakota Department of Emergency Services will be changing the process for reimbursement of FY 2012 Emergency Management Performance Grant funds. Reimbursement of salary and benefits and other program related expenses will only be reimbursed upon proof of completion of the objectives.