
**OPEN TO ELIGIBLE
JURISDICTIONS ONLY
BY INVITATION**

**Federal Fiscal Year 2009
Emergency Management Performance
Grant Program**

**Contact the Division of Homeland Security and
Emergency Management (DHS&EM), Grants
Management Section for application details at
(907) 428-7000 or toll free 1-800-478-2337.**

Federal Fiscal Year 2009

EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) PROGRAM

Application Guidelines

State of Alaska

Department of Military and Veterans Affairs

Division of Homeland Security and Emergency Management

**2009 EMPG Application DUE by 11:59 P.M., Friday,
January 30, 2009**

KEY CHANGES IN 2009 EMPG LOCAL JURISDICTION APPLICATION AND GUIDANCE

The Fiscal Year (FY) 2009 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 that EMPG Program funds will be used to support emergency management staff salaries.

Several items have been expanded on or added in the 2009 local jurisdiction EMPG Program application and guidance.

- Information on eligible match activities has been expanded (page 3).
- Attendance at two (2) DHS&EM Tri-Annual Preparedness Conferences is now a requirement for the EMPG funded emergency manager / coordinator (page 4).
- Data entry in the National Incident Management System Compliance Assistance Support Tool (NIMSCAST) is a continued requirement to document or work towards NIMS compliancy (page 5).
- Jurisdictions must participate in DHS&EM's Gap Analysis Program (page 5).
- Expanded information on allowable Planning Activities Plans (page 6).
- Additional information is required when completing the Staffing Pattern (page 16).
- The Quarterly Narrative Progress Report form has been updated and can be found on our website, <http://www.ak-prepared.com/grants.htm>. Use of outdated forms will not be accepted and may delay timely reimbursements.

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EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM

1. INTRODUCTION

The Emergency Management Performance Grant (EMPG) Program provides federal funding to assist states and local governments in developing and carrying out emergency management programs. States submit annual applications that include a statement of work and proposed budget to the Federal Emergency Management Agency (FEMA) for funding to match state and local appropriations for emergency management programs. States receive EMPG funding from FEMA and, in turn, pass EMPG Program funding to local governments to reimburse them for emergency management personnel expenses. 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.

A. Federal Program Requirements: Guidelines from the FEMA Grant Programs Directorate (GPD) make the following stipulations concerning the use of monies received under the EMPG Program.

Funds may be used for a range of emergency management planning activities, including activities and costs related to the FEMA Gap Analysis Program and Emergency Management Accreditation Program (EMAP) process (State and / or local). Again in Federal Fiscal Year (FFY) 2009 grantees must now certify in writing that an increased and substantial percentage (25%) of their grant award will be applied toward operational planning activities. Additional planning activities have expanded in the FFY 2009 guidance. The EMPG Program shall be used for emergency management 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.
- **Homeland Security Assessment and Strategy Integration.** Ensure that EMPG Program strategic goals, objectives operational capabilities, and resource requirements are adequately incorporated in and reflective of the State Homeland Security Strategy (SHSS).
- **National Response Framework (NRF) and National Incident Management System (NIMS).** Emergency management programs must update and / or modify their operational plans, training, and exercise activities, as necessary, to achieve conformance with the NRF and the NIMS implementation guidelines, coordinating structures, processes, and protocols, as required. As with FFY 2008 EMPG Program funding, **federal departments and agencies are mandating applicants certify NIMS requirements have been met to be eligible for Preparedness Grant funding. This must be done through jurisdiction input into the web-based National Incident Management System Compliance Assistance and Support Tool (NIMSCAST).** For more information on NIMS compliance consult <http://www.fema.gov/emergency/nims>.
- **Gap Analysis Program.** The specific focus of this effort is on debris removal, interim housing, sheltering, commodity distribution, medical needs, fuel, evacuation, and communications. State and local jurisdictions should also continue to focus on addressing state-specific planning issues identified through the 2006 Nationwide Plan Review
- **Continuity of Operations (COOP) / Continuity of Government (COG).** COOP / COG planning is the fundamental responsibility of every government agency that performs essential functions. In order to conduct necessary emergency operations, recovery actions, and other key essential functions during a large-scale or catastrophic event, the agency 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.

- **Evacuation Planning.** Evacuation planning encompasses not only the movement of people, but also alert / warnings and crisis communications, the ability to care for those 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.

All costs under these categories must be eligible under OMB Circular No. A-87, Cost Principles for State, Local, and Indian Tribal Governments, located at http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html.

A. The State of Alaska through the 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 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) define 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.**

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

2. ELIGIBILITY and SELECTION CRITERIA

A. Requirements: This is an invitation-only grant. Participation is based upon the ability to meet certain criterion (see the paragraph "Funding Levels") 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 response, and will be the local project manager for the EMPG Program grant. Federal EMPG funds can not replace (supplant) funds that have been locally appropriated for the same purpose. Jurisdictions may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.
- Submit an EMPG Program application with the required attachments, including the Annual Work Plan that outlines planned emergency management activities to be conducted during the grant performance period which follows the calendar year of **January 1, 2009 through December 31, 2009.**
- If previously a recipient of EMPG Program funding the applicant must have successfully completed all prior requirements and reports.

B. 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 / 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.

C. Funding Goals: Program funding goals for FFY 2009 are listed below.

For communities to receive basic EMPG Program funding:

- The emergency manager / coordinator position is either an additional assigned duty or is a part-time position.
- The community successfully completes all reports identified under the EMPG Program on time.
- The community provides public education and / or information on 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 the NRF and the NIMS.
- The community conducts and reports disaster exercises utilizing the Exercise After Action Report (AAR) / Performance Measures form (available at <http://www.ak-prepared.com/homelandsecurity/exercise/exercise.htm>).
- Emergency management staff and key elected officials participate in disaster training. The designated emergency manager / coordinator shall complete two courses on the NIMS.
- The emergency manager / coordinator shall attend two (2) DHS&EM Tri-Annual Preparedness Conferences.

For communities to receive enhanced EMPG Program funding:

- The emergency manager / coordinator is a full-time position.
- The emergency manager / coordinator shall ensure successful and timely completion of all EMPG Program required reports.
- The community shall provide public education and / or information on disaster preparedness.
- The community shall develop and maintain current emergency plans.
- The community shall prepare and approve such ordinances as are required to ensure local compliance with the NRF and the NIMS.
- The community conducts and reports disaster exercises utilizing the Exercise After Action Report (AAR) / Performance Measures form (available at <http://www.ak-prepared.com/homelandsecurity/exercise/exercise.htm>).
- The emergency manager / coordinator and other emergency staff shall participate in disaster training. The emergency manager / coordinator shall complete FEMA Independent Study (IS) courses IS 700 and IS 800.B.
- The emergency manager / coordinator shall attend two (2) DHS&EM Tri-Annual Preparedness Conferences.

D. Anticipated FFY 2009 EMPG funding levels will be based on available grant funds and feasibility of the jurisdiction to expend the funding. DHS&EM will attempt to provide similar funding levels allocated in FFY 2007. When completing the EMPG application, please indicate on the Application Coversheet the funding amount needed for the emergency manager / coordinator position and that can be met with the required local match, described below.

These federal funds require an equivalent, dollar to dollar, local match. For example, if your 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.

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 or other personnel expenditures.

Soft-Match A soft-match consists of all donated goods and services used in the course of the project completion.

Since the EMPG Program is funded with federal funds, funds from other federal programs may not be used to fulfill the match requirement, with the exception of Community Development Block Grant funds. However, 35 percent of funds from the State of Alaska's Local Emergency Planning Committee (LEPC) Grant Program may be used for 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.

3. BASIC EMPG PROGRAM REQUIREMENTS

Jurisdictions receiving EMPG Program funds **are required to carry out all of the tasks listed below and the tasks identified and submitted in the 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.

Submit a Program Application and Annual Work Plan

Submit the EMPG Program Application and Annual Work Plan to the DHS&EM Program Project Manager on or before 11:59 p.m., Friday, January 30, 2009.

The Annual Work Plan shall include these basic tasks as outlined within the EMPG Program Application:

- Provide public education or information to the community
- Improve emergency planning
- Participate in all-hazards disaster exercises
- Train emergency management personnel
- If one exists for your community, meet with the LEPC

Conduct and Report Local Disaster Exercises

Jurisdictions shall coordinate with the Division of Homeland Security and Emergency Management (DHS&EM) prior to conducting an exercise. Following any local disaster exercise submit at minimum, the first two pages of the Exercise After Action Report (AAR) / Performance Measures form to the DHS&EM exercise officer within 60 days of the event. The current reporting form is available on the DHS&EM grants website at <http://www.ak-prepared.com/homelandsecurity/exercise/exercise.htm>. Updated versions may also be requested from the DHS&EM exercise officer.

Those communities participating in the Multi-Year Homeland Security Exercise Plan may claim credit within the EMPG Program for any exercises planned in conjunction with DHS&EM.

Participate in DHS&EM Emergency Management Training and Outreach Programs

Support communication with other emergency managers / coordinators by:

- Required participation in two (2) DHS&EM Tri-Annual Preparedness Conferences. These conferences are held in conjunction with meetings of the State Emergency Response Commission (SERC) and Local Emergency Planning Committee Association (LEPCA).
 - January 20-23, 2009 – Juneau
 - May 11-15, 2009 – Anchorage
 - September 14-18, 2009 – Fairbanks

- If applicable and available, attendance at other DHS&EM sponsored regional training and outreach activities may help meet the above participation requirement. Contact the DHS&EM EMPG Program Project Manager for more information.

Utilize the National Incident Management System Compliance Assistance Support Tool (NIMSCAST)

Completion of jurisdiction input into the National Incident Management System Compliance Assistance Support Tool (NIMSCAST) (<http://www.fema.gov/nimscast/index.jsp>) was implemented as a requirement on the FFY 2008 EMPG award. In FFY 2009, jurisdictions should continue to update and maintain their NIMSCAST information and work towards 100 percent NIMS compliancy in all areas.

Improve Local and Regional Emergency Partnerships

In those jurisdictions where an organized LEPC is in operation, the jurisdiction emergency manager / 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.

Complete Gap Analysis Information

DHS&EM's Gap Analysis Program has been established to assist local jurisdictions in finding potential gaps that may hinder their ability to provide life safety essentials during any type of catastrophic event. The specific focus of this effort is sheltering, food, water, healthcare and energy needs. Completion of Gap Analysis qualitative documents will guide the jurisdiction's emergency management program to consider possible changes within existing plans, training, exercises, and memorandum of understandings (MOU) as well as benefit new items in development.

Qualitative gap analysis documents and additional instructions will be distributed to jurisdictions at a later date within the grant performance period. Completion and return of qualitative documents is a grant requirement.

Provide Quarterly Progress Reports

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

- Quarterly narrative reports are filed on the Narrative 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 and Request for Reimbursement form and submitted along with back-up documentation detailing the allocation of EMPG Program funds.

(Check the DHS&EM grants website at <http://www.ak-prepared.com/grants.htm> to obtain the most recent reporting forms.)

Deadlines for submitting EMPG Quarterly Progress Reports are listed in Section 5.

4. IDENTIFY SPECIFIC GOALS IN ANNUAL WORK PLAN

The following tasks are basic to any community emergency management program. The DHS&EM goal in listing these are to provide full credit for the work already being performed at the local level.

Provide Public Education and Information in Your Community

A. Requirement: The emergency manager / coordinator in each jurisdiction should ensure there is an on-going program of public education, tailored to meet local concerns, that reaches a substantial portion of the population each year. The nature and means to accomplish this will vary greatly between jurisdictions. Examples of such activities include:

- Conducting workshops on the local Emergency Operations Plan (EOP) / Emergency Response Plan (ERP) with local elected leaders.
- Briefings to civic groups and senior citizens on local hazards and family preparedness plans.

- Conduct awareness, individual response training, and evacuation drills in schools.
- 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.

B. Documentation: A brief description of these activities, if mentioned in the narrative portion of the quarterly report, will satisfy the minimum requirements of this grant. However, additional documentation to support training or public education activities should be maintained on file in the jurisdiction.

Documentation may include sign-in rosters, flyers, training notes, relevant newspaper articles, or similar materials. (Forward a copy of any public education materials developed and distributed locally along with the quarterly progress report.)

Improve Emergency Planning In Your Community

A. Requirement: Develop and maintain an effective Emergency Operations Plan (EOP).

An up-to-date EOP is critical for preparing communities for any disaster event. An EOP should be revised or reviewed every year. Therefore, DHS&EM recommends communities review, or update basic plans or annexes dated December 31, 2007 or earlier. A comprehensive review or update should be done every five years.

Seek to develop and maintain an effective Local Hazard Mitigation Plan (LHMP). A LHMP should include comprehensive risk and capability assessments that form a solid foundation for decision making and have participation of a wide variety of stakeholders. Those communities that have not received approval from FEMA for their LHMP should continue working on these plans and are encouraged to identify plan completion as an EMPG Program priority in the planning task area. An approved LHMP is required for a jurisdiction to be eligible for certain FEMA mitigation grants. Jurisdictions that have obtained FEMA approval of their LHMP and are currently or beginning the five year review process, may also identify the review as a priority in the planning task area. For more information on local hazard mitigation planning, contact the State Hazard Mitigation Officer at (907) 428-7000. Additional information is also available at <http://www.ak-prepared.com/plans/mitigation/mitigati.htm>.

B. Community Self-Assessment: Utilize the space available on the Annual Work Plan to evaluate the community's progress in satisfying key emergency planning needs.

- Note the status of local planning efforts in the appropriate block of Task Two in the EMPG application and Annual Work Plan.
- Goals for Annual Work Plan for FFY 2009 can be taken directly from the assessment results. In setting goals, choose one or two tasks that can be reasonably accomplished. (List only those documents that you plan to revise or update.)

C. Additional Eligible Planning Activities: In FFY 2009, specific planning focus areas of evacuation planning, sheltering, logistics and resource management, continuity of operations (COOP) / continuity of government (COG) planning, and recovery planning have also been identified as national planning focus areas. Jurisdictions should work to develop these other emergency plans (evacuation / sheltering, Continuity of Operations (COOP) / Continuity of Government (COG), disaster assistance, etc.) as local conditions may require.

Continuity of Operations (COOP) / Continuity of Government (COG)

State and local plans to address COOP / COG issues should be consistent with HSPD-20, National Continuity Policy, which provides guidance for State, local, territorial, and tribal governments, and private sector organizations to ensure a comprehensive and integrated national continuity program, and Department of Homeland Security COOP Planning Guidance (<http://www.fema.gov/government/coop/>).

- Issues to address include, but are not limited to:
 - Delineate essential functions and activities, agency interdependencies, and the resources needed to perform them

- Establish orders of succession and delegations of authority to key agency positions and establish and maintain current roster(s) of fully equipped and trained COOP personnel with the authority to perform essential functions
- Provide for the identification and preparation of alternate operating facilities for relocated operations
- Provide for the regular training, testing, and exercising of COOP personnel, systems, and facilities
- Provide for reconstitution of agency capabilities, and transition from continuity operations to normal operations

Evacuation Planning:

It is important that overall planning for evacuation issues within a jurisdiction must consider the safety of the proposed shelter, evacuation routes that are pre-identified prior to a weather event, public information concerning safety and evacuation routing, communications to the public, traffic management, special needs populations, mass care and sheltering, alternative means of transportation, and when necessary, isolation and quarantine.

For more information on emergency planning, please contact the DHS&EM Planning Section at (907) 428-7000.

D. Documentation:

- Report your efforts to create planning documents in the quarterly progress reports.
- Forward to the EMPG Program Project Manager copies of planning documents created or revised to satisfy this task.

Participate in All-Hazards Disaster Exercises

A. Requirements: Conduct a cycle of all-hazards exercises scheduled over a multi-year period. Within a three year cycle each jurisdiction should conduct, at minimum, a tabletop or functional exercise each year.

B. Documentation: Jurisdictions shall coordinate with DHS&EM prior to conducting an exercise. Conduct and document a seminar, tabletop, functional or full-scale emergency management exercise during FFY 2009. The tabletop exercise may be a stand-alone event, or be in preparation for the required functional or full-scale exercise. Documentation must include an After Action Report (AAR) / Performance Measures Report which addresses areas needing improvement. Exercises conducted must be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) (available at <http://hseep.dhs.gov>), must be NIMS compliant, and validate existing capabilities.

- Provide a copy of your AAR / Performance Measures Report to the DHS&EM exercise officer no later than 60 days after the event (exercise or actual disasters / events).
- Report exercises or actual disaster events in your quarterly progress report.

Note: For the purposes of this grant, those communities that experience a State or federally declared disaster event during the grant reporting period shall be considered to have satisfied this requirement if at minimum, the first two pages of the DHS&EM AAR is submitted for the disaster.

For further information on exercises contact the DHS&EM exercise officer, at (907) 428-7000. Forms and additional information are available at

<http://www.ak-prepared.com/homelandsecurity/exercise/exercise.htm>.

Train Emergency Management Personnel

A. Requirements: Emergency management coordinators, assistant coordinators, and other staff members whose salary is supported by EMPG Program funding and who work 50 percent or more of their time in emergency management duties must complete two training courses from the list below during FFY 2009, unless they have previously completed all of these courses. Training shall be documented as described below and approved by the DHS&EM Program Project Manager.

Training conducted with EMPG Program funds must support a link to a target capability and apply to State Homeland Security Strategy (SHSS) goals and objectives.

Individuals in the group described above whose duties are purely administrative (secretaries, clerks, and administrative technicians) are not required to complete FEMA training courses. However, any such participation will help satisfy this requirement.

Other jurisdiction staff members and local elected officials are also encouraged to complete these courses. Such voluntary participation will help satisfy this requirement.

List all employees whose salaries are supported with EMPG Program funds in the section titled Task Four, Training Emergency Management Personnel. Indicate the courses they plan to take.

Recommended Independent Study (IS) on-line* Emergency Management Institute (EMI) Training Courses

IS 1	Emergency Manager: An Orientation to the Position
IS 100.A	Introduction to the Incident Command System (ICS)
IS 120.A	An Introduction to Exercises
IS 139	Exercise Design
IS 200.A	ICS for Single Resources and Initial Action Incidents
IS 208	State Disaster Management
IS 235	Emergency Planning
IS 271	Anticipating Hazardous Weather and Community Risk
IS 288	Role of Voluntary Agencies in Emergency Management
IS 292	Disaster Basics
IS 393.A	Introduction to Hazard Mitigation
IS 546	Continuity of Operations (COOP) Awareness Course
IS 547	Introduction to Continuity of Operations (COOP)
IS 700	National Incident Management System (NIMS), An Introduction
IS 701	NIMS Multiagency Coordination Systems
IS 706	NIMS Intrastate Mutual Aid – An Introduction
IS 800.B	National Response Framework, An Introduction

*On-line training courses listed can be found at <http://training.fema.gov/IS/>.

(Note: Residential training is also available at the EMI operated by FEMA and located in Emmitsburg, Maryland.)

B. Education Alternatives: The following are acceptable alternatives:

- Any resident EMI course or similar course.
- An Incident Command System (ICS) course of at least 16 classroom hours taught by a local, State, federal agency, or commercial contractor, e.g. IS 300 (Intermediate ICS).
- The DHS&EM EMPG Program Project Manager may also approve other emergency related training on a case by case basis.
- Experienced emergency managers / coordinators who have previously completed the required course work may request an exemption of the training requirements from the DHS&EM EMPG Program Project Manager.

C. Documentation: Completed courses can be documented in the Narrative Progress Report. Attach copies of the course completion certificates with the EMPG progress report for the quarter which the training was accomplished.

Improve Local and Regional Emergency Coordination

A. Requirement: Emergency managers / coordinator need to establish or improve coordination with other local and regional entities that can assist with community emergency planning, preparation, response,

and / or recovery. This can be accomplished by establishing agreements for mutual assistance, letters of understanding, or by conducting joint exercises.

- For those communities where a functioning LEPC exists it is important there be ongoing and effective coordination between the LEPC and the jurisdiction emergency manager / coordinator. The emergency manager / coordinator is expected to be an active participant in the LEPC process.
- The emergency manager / coordinator should seek to formalize agreements through letters or memorandums of understanding to clarify mutual expectations, if there exist, with local agencies or private organizations that can assist with emergency planning preparation, response, or recovery.
- There may be opportunities to establish or improve mutual aid agreements with other nearby jurisdictions.

B. Documentation: Note in the appropriate reporting block for each quarter the meetings or other efforts undertaken by emergency management staff, or local officials to improve local and regional coordination.

Additional EMPG Program Related Activity

This allows the community to advise DHS&EM of local improvements or developments that enhance local emergency preparedness or response capability. Reporting in this category is voluntary.

5. 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 narrative 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.

Mail the quarterly progress reports to the DHS&EM EMPG Program Project Manager in time to arrive by the due date. Post marked packets sent by the due date are accepted. Electronic or faxed copies with all supporting documentation are accepted as working documents so long as those pages containing original signatures are sent by mail.

Number of Scheduled Reports Due	Jurisdiction Performance Period	Narrative and Financial Progress Report Due Dates
1	01/01/2009 – 03/31/2009	04/20/2009
2	04/01/2009 – 06/30/2009	07/20/2009
3	07/01/2009 – 09/30/2009	10/20/2009
4	10/01/2009 – 12/31/2009	01/20/2010
5	Final Report: 01/01/09 – 12/31/09	02/15/2010

Invoices with progress reports will 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 award amendment.

Quarterly Narrative Progress Reports

A. Use the designated Narrative Progress Report forms to document progress all EMPG Program activities for each reporting period. Both the emergency manager / coordinator and authorizing local official must sign the Narrative Progress Report.

B. 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.

C. The final Quarterly Progress Report shall indicate **completion or work towards completion of all the tasks outlined in the Annual Work Plan.**

Quarterly Financial Progress Reports

Quarterly financial reports shall consist of the following:

A. The completed Financial Progress Report / Request for Reimbursement form. The chief financial officer and the project manager / coordinator for the grant must sign this form.

B. 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 www.ak-prepared.com/grants.htm may be utilized in lieu of the above documentation for reimbursement of personnel costs and documentation of the local match.

Submit Quarterly Reports To:

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

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

**All current grant reporting forms are located on the DHS&EM website
www.ak-prepared.com/grants.htm**

6. THE EMPG PROGRAM APPLICATION AND WORK PLAN

Guidance for EMPG Program Application

A. Applying for EMPG Program Funding

Jurisdictions apply to participate in the program by submitting a complete FFY 2009 EMPG application package. Preparing the application will necessitate drafting an Annual Work Plan, outlying goals for improving local emergency preparedness and response.

B. Required Contents of the EMPG Program Application Package

Application checklist and cover sheet, containing the signatures of local Jurisdiction Project Manager / coordinator and Authorizing Official
 EMPG Staffing Pattern
 EMPG Annual Work Plan
 Signatory Authority Form

C. 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:

- 1) **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.
- 2) **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.
- 3) **Project Manager:** The project manager, usually, the emergency manager / 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.

D. Submitting the EMPG Program Application Package

DHS&EM must receive applications by **11:59 p.m., Friday, January 30, 2009.** Signed copies can be emailed or faxed 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
Fort Richardson, Alaska 99505-5750

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

Instructions for EMPG Program Application and Work Plan

The pages following the application checklist and cover sheet constitute the body of the EMPG Program Application and establish an annual work plan for accomplishing the goals of this grant. Only pages 15 through 23 of this document need to be submitted to DHS&EM.

7. AWARD FUNDING and NOTIFICATIONS

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

B. FFY 2009 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 2009 funding award to a community that has not completed deliverables funded in the previous fiscal year(s). Additionally, the 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.

8. ADDITIONAL INFORMATION

Summary of Allowable Costs

The following three grant circulars are relevant to participants in the EMPG Program depending on type of entity. In general state agencies, local governments, and tribal governments follow:

- A-87 for cost principles
- A-102 for administrative requirements, and
- A-133 for audit requirements

For the Emergency Management Performance Grant (EMPG) Program, the only allowable costs in the EMPG Program 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:

Staffing Pattern Personnel. 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 Staffing Pattern (page 16). 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 (page 16). 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.

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 / coordinators, are allowable for federal contributions under the following conditions:

- 1) An acceptable current position description that includes the specific emergency management duties and functions of the employee must be on file at the DHS&EM (State) or submitted as a supplement to the applicant's Staffing Pattern (page 16).
- 2) 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.

Grant Information and Assistance Contact Information

For further information and assistance:

The DHS&EM EMPG Program Project Manager at (907) 428-7000, toll-free 800-478-2337.

**FEDERAL FISCAL YEAR 2009
STATE OF ALASKA
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
DIVISION OF HOMELAND SECURITY and EMERGENCY MANAGEMENT
(DHS&EM)
EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) PROGRAM**

APPLICATION CHECKLIST and COVER SHEET
2009 EMPG APPLICATION DUE BY 11:59 P.M., FRIDAY, JANUARY 30, 2009

1. APPLICANT NAME (Jurisdiction):
2. EMPG STATUS <input type="checkbox"/> Current EMPG Program participant <input type="checkbox"/> New EMPG Program applicant
3. PROGRAM PARTICIPANTS (if jurisdiction is a borough, please list all communities the emergency management program benefits. Identify any communities that have joined or withdrawn from your program in the last year.)
4. GRANT AMOUNT REQUESTED (The grant amount awarded will be based upon the selection criteria identified on Page 3 and upon the ability of the community to meet the required match). Please indicate the funding amount needed for the emergency manager / coordinator position and that can be met with the required local match. \$
5. CHECKLIST OF APPLICATION ATTACHMENTS <input type="checkbox"/> Signatory Authority Form <input type="checkbox"/> EMPG Program Staffing Pattern <input type="checkbox"/> Annual Work (This form should be signed by the emergency manager / coordinator for the participating jurisdiction.) <input type="checkbox"/> This Jurisdiction has completed input into NIMSCAST OR <input type="checkbox"/> Jurisdiction has not completed input into NIMSCAST. (NOTE: If Jurisdiction has not completed NIMSCAST input, the application will be disqualified.)
6. CERTIFICATION <i>This Application together with the attached Annual Work Plan and Progress Report constitutes the yearly plan of activity for the emergency management program of the jurisdiction listed above. The undersigned agree to exert their best efforts to accomplish all activities listed in the Statement of Work and Progress Report approved by the DHS&EM.</i> <hr/> Authorized Official and Title Date (Signature) <hr/> Emergency Manager / Coordinator Date (Signature)
DHS&EM USE ONLY
7. APPROVAL The attached Federal Fiscal Year 2009 Statement of Work and Progress Report is approved. <hr/> DHS&EM EMPG Program Project Manager Date

FEDERAL FISCAL YEAR 2009

Staffing Pattern

1. The designated EMPG Project Manager for the local jurisdiction:	2. Jurisdiction:	3. FFY 2009
<p>4. During the period covered by this grant, check which of the following descriptions best characterizes the status of the emergency manager / coordinator in the local jurisdiction:</p> <p><input type="checkbox"/> Full-time, permanent staff whose primary responsibility is as the emergency manager / coordinator</p> <p><input type="checkbox"/> Emergency manager / coordinator duties are assigned to full-time staff with other significant duties</p> <p><input type="checkbox"/> Emergency manager / coordinator is a part-time or seasonal position</p> <p><input type="checkbox"/> Emergency manager / coordinator duties are assumed as needed by other staff or elected officials</p>		
<p>5. Local EMPG Program funded staff:</p> <p>(List the name and position title of each staff member whose position is funded through the EMPG Program. If a position is vacant during the period when this form is prepared, indicate "Temporarily Vacant" for the name.)</p>	<p>6. Indicate whether Full-Time or Part-Time staff:</p> <p>(if part-time, please identify percentage of time employed):</p>	<p>7. Percent of time that is EMPG allowable emergency management duties:</p>
Name: Position:		
Name: Position:		
Name: Position:		
Name: Position:		
Name: Position:		
Name: Position:		

Federal EMPG funds can not replace (supplant) funds that have been locally appropriated for the same purpose. Jurisdictions may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds, if applicable.

8. Describe the method the jurisdiction will use to code or track EMPG funded staff time spent on emergency management activities charged to the grant or used to meet the local match requirement.
The method used must be suitable for audit purposes and documentation must be producible if requested.

FEDERAL FISCAL YEAR 2009

Annual Work Plan

Jurisdiction:

Task 1	Provide Public Education and Information
Objective for the year	Describe
Goals For 1 st Quarter	
Goals for 2 nd Quarter	
Goals for 3 rd Quarter	
Goals for 4 th Quarter	

FEDERAL FISCAL YEAR 2009

Annual Work Plan

Jurisdiction:

Community Self-Assessment of Emergency Plans			
Plan	Locally Approved	Last Local Review	Date Submitted to DHS&EM
Emergency Operations Plan (EOP)			
Local Hazard Mitigation Plan (LHMP)			
Evacuation Plan (if needed)			
Other Plans-			

Task 2	Improve Local Emergency Management Planning
Objective for the year	
Goals for 1 st Quarter	
Goals for 2 nd Quarter	
Goals for 3 rd Quarter	
Goals for 4 th Quarter	

FEDERAL FISCAL YEAR 2009

Annual Work Plan

Jurisdiction:

Task 3	Participate in All-Hazard Emergency Exercises
Status	<input type="checkbox"/> We have coordinated a multi-year exercise plan with DHS&EM. If a multi-year exercise plan has been established, only the quarterly goals section needs to be completed. <input type="checkbox"/> We have <u>not</u> submitted a multi-year exercise plan to DHS&EM and will develop a local plan for the jurisdiction (see below).

Current Exercise Schedule

Period	Exercise Type	Quarter of Year	Exercise Scenario
This (Federal) Fiscal Year (FFY 2009) (Oct. 2008 – Sept. 2009)	<input type="checkbox"/> Tabletop <input type="checkbox"/> Functional <input type="checkbox"/> Full-Scale	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Description:
Next Fiscal Year (FFY 2010) (Oct. 2009 – Sept. 2010)	<input type="checkbox"/> Tabletop <input type="checkbox"/> Functional <input type="checkbox"/> Full-Scale	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Description:
Fiscal Year (FFY 2011) (Oct. 2010 – Sept. 2011)	<input type="checkbox"/> Tabletop <input type="checkbox"/> Functional <input type="checkbox"/> Full-Scale	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Description:

A Full-Scale exercise must be conducted every three (3) years

Date of the last Full-Scale exercise:

Description:

Exercise Goals for 1 st Quarter	
Exercise Goals for 2 nd Quarter	
Exercise Goals for 3 rd Quarter	
Exercise Goals for 4 th Quarter	

FEDERAL FISCAL YEAR 2009

Annual Work Plan

Jurisdiction:

Task 4	Training Emergency Management Personnel	
Name / Position	Course Name / Number	

Task 5	Improve Local and Regional Emergency Coordination	
	There is <input type="checkbox"/> or there is not <input type="checkbox"/> a Local Emergency Planning Committee (LEPC) for this jurisdiction.	
Objective for the year		
Goals for the 1 st Quarter		
Goals for the 2 nd Quarter		
Goals for the 3 rd Quarter		
Goals for the 4 th Quarter		

FEDERAL FISCAL YEAR 2009

Annual Work Plan

Jurisdiction:

Task 6	Additional EMPG Program Related Activity
Objectives for the year	
Goals for 1 st Quarter	
Goals for 2 nd Quarter	
Goals for 3 rd Quarter	
Goals for 4 th Quarter	

Duplicate this form as needed to document jurisdiction activity.

Signatory Authority Form

Grant Program: _____			
Agreement Number		Date Prepared / Effective Date	
Name of Applicant (Jurisdiction):			
Tax ID#:			
Signatory Information			
<i>Project Manager, Chief Financial Officer, and Signatory Official must be three (3) different individuals.</i>			
	<i>Primary Signatories: Grant Award/Amendments and Quarterly Grant Reports</i>	<i>Primary Delegations: Quarterly Financial and Narrative Grant Reports (only)</i>	<i>Secondary Delegations: Quarterly Financial and Narrative Grant Reports (only)</i>
Project Manager Name <i>Individual who will manage project</i>			
Project Manager Address City, State Zip			
Project Manager Telephone			
Project Manager Fax			
Project Manager Email			
Chief Financial Officer Name <i>Highest level financial officer, authorized to certify financial expenditures and records</i>			
Chief Financial Officer Address City, State Zip			
Chief Financial Officer Telephone			
Chief Financial Officer Fax			
Chief Financial Officer Email			
Signatory Official Name <i>Jurisdiction's Chief Executive Governing Official</i>			
Signatory Official Address City, State Zip			
Signatory Official Telephone			
Signatory Official Fax			
Signatory Official Email			
Signatures**			
<i>**Signature required by each of the above named individuals.</i>			
Project Manager			
	<i>Primary Signatory</i>	<i>Primary Delegate</i>	<i>Secondary Delegate</i>
Chief Financial Officer			
	<i>Primary Signatory</i>	<i>Primary Delegate</i>	<i>Secondary Delegate</i>
Signatory Official			
	<i>Primary Signatory</i>	<i>Primary Delegate</i>	<i>Secondary Delegate</i>

Subgrantee/Jurisdiction Signatory Authority

Obligating Award Document

The grant Obligating Award Document requires the identification of three (3) separate individuals and their positions; Project Manager, Chief Financial Officer, and Signatory Official and original signatures from the Project Manager, Chief Financial Officer and the Signatory Official. The signatory official's shall be:

- Project Manager; The individual that has the overall responsibility for implementation of the grant project(s).
- Chief Financial Officer; The individual that has final fiscal responsibility and authority for the jurisdiction. (Examples: Financial Officer, Controller, Comptroller, Finance Chief, Financial Manager, etc.)
- Signatory Official; The individual that has final executive authority and responsibility for the jurisdiction. (Examples; Mayor, City Manager)

The signatory officials on the Obligating Award Document and amendments can not be delegated. Changes to these individuals may require an amendment to the original document.

Quarterly Progress Reports

Both the Narrative and Financial Progress Reports require two (2) signatures to ensure appropriate responsibility and accountability for project activities and expenditures.

Required signatures on the Narrative Progress Report:

- Project Manager
- Signatory Official

Required signatures on the Financial Progress Report

- Project Manager
- Chief Financial Officer

Delegation of Signatory Authority

The Chief Financial Officer, Signatory Official, and the Project Manager may delegate signature authority to another individual(s) (delegate) for the Narrative and Financial Progress Reports only. The jurisdiction must submit the Signatory Authority Form upon acceptance of the Obligating Award Document. No changes to this document will be accepted without prior written request and approval from DHS&EM. The jurisdiction must be in compliance with the following:

- The delegate(s) for the Chief Financial Officer or the Signatory Official cannot be the Project Manager nor can the delegate(s) be subordinate to the Project Manager.
- DHS&EM will maintain a copy of the delegation request on file and will apply it to the appropriate grant report. If the delegation letter is not on file, the report will be returned to the jurisdiction.
- DHS&EM reserves the right to accept and authorize the delegation of signatory authority for all grants identified for that jurisdiction.