

## Christina Dayries

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**From:** Julio M. Gomez  
**Sent:** Monday, August 13, 2012 4:41 PM  
**To:** [REDACTED]  
**Cc:** Julio M. Gomez  
**Subject:** FY12 EMPG Announcement of Local Awards  
**Attachments:** Livingston.pdf; FY12 EMPG Checklist Template.pdf; FY12 EMPG Federal Guidance.pdf; FY12 EMPG Grant Agreement Articles.pdf; Point of Contact-FFATA Reporting Template.xlsx

**SENT ON BEHALF OF KEVIN DAVIS, DIRECTOR**  
**Governor's Office of Homeland Security and Emergency Preparedness**

Congratulations, GOHSEP is pleased to announce the local agency awards for the Fiscal Year (FY) 2012 Emergency Management Performance Grant (EMPG).

As detailed on the attached Grant Award Sheet, your agency is conditionally awarded FY 2012 EMPG funding until acceptance and completion of required grant special conditions have been satisfied. The performance period for this grant award is June 1, 2012 through November 30, 2013.

Please review all grant award information carefully and thoroughly.

**The attached Grant Award Package includes the following:**

- Grant Award Sheet (Document Must be Signed on Page 1 and Returned to GOHSEP)
  - Includes 3 Total Pages, with Special Conditions.
- Applicant Designated Point of Contact/FFATA Reporting Form (Document Must be Signed and Returned to GOHSEP)
  - Includes details of the FFATA reporting requirements.
- Federal Grant Agreement Articles (Document Must be Signed on Page 5 and Returned to GOHSEP)
  - Includes all Federal Grant Terms and Conditions

All documents listed above should be completed and returned to your designated Homeland Security Grant Specialist by **October 30, 2012**.

Additionally, we have attached the Funding Opportunity Announcement (FOA), which includes the FY12 EMPG Federal Grant Guidance

To assist your agency in tracking grant deadlines and requirements, we have included a FY12 EMPG Checklist, which can be placed in your grant file to refer to throughout the grant process.

Once all special conditions have been satisfied, your HLS Grant Specialist will notify you and begin to review the FY12 EMPG Project Application Forms and the procedures to seek reimbursement.

In order to better serve our applicants, our Homeland Security Grant staff will facilitate a conference call on **Wednesday, August 22, 2012 at 10:00 a.m.** to review the FY12 EMPG requirements and answer questions. Conference Call Information is listed below:

Conference Call Phone Number: (225) 358-5515  
4 - Digit Code: 8031  
6 - Digit Pin: 818250

Thank you for your commitment towards emergency management activities and I look forward to our continued partnership.

Respectively,

Kevin Davis

**Julio Gomez**

HLS Grant Specialist – Region 1 & 2

Governor's Office of Homeland Security and Emergency Preparedness

7667 Independence Blvd.

Baton Rouge, LA 70806

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**GOVERNOR'S OFFICE OF HOMELAND SECURITY  
AND EMERGENCY PREPAREDNESS  
STATE OF LOUISIANA**



**GRANT AWARD SHEET**

1. APPLICANT NAME AND ADDRESS (INCLUDING ZIP CODE)  Full Legal Agency Name Parish President or Equivalent Position Street Address City, LA Zip	3. GRANT AWARD NUMBER  EMW-2012-EP-00042
	4. CFDA NUMBER  97.042
	5. ACTION  INITIAL GRANT AWARD
2. GRANT TITLE  Emergency Management Performance Grant - Fiscal Year 2012	6. AWARD DATE  8/13/2012
	7. GOHSEP GRANT SPECIALIST <b>Grant Specialist Name</b> Phone Number Email Address

<b>SECTION I. GRANT AWARD AMOUNT</b>	8. GRANT AWARD AMOUNT  <b>\$7,500.00</b>
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**SECTION II. GRANT PERFORMANCE PERIOD**

9. GRANT PERFORMANCE PERIOD
BEGIN DATE <u>6/1/2012</u> END DATE <u>11/30/2013</u>

**SECTION III. GRANT AWARD SPECIAL CONDITIONS**

10. SPECIAL CONDITIONS

The above named grant and related award package is conditionally awarded to your agency subject to your agency's acceptance of 1) special conditions as set forth by GOHSEP and 2) federal grant agreement articles. Additionally all applicants must be in compliance with the federal grant guidance issued for this award. See attached grant agreement articles and grant guidance for specific details.

Please make sure you read and understand the special conditions, articles and guidance as they outline the terms and conditions of your grant award. A copy of these documents should be maintained for your official file.

This grant award is 100% federal funding. The Applicant is not required to provide either in-kind match or cash match.

**Before** you request and receive any of the federal grant funds awarded to your agency, you must establish acceptance of the grant by satisfying the following:

- 1) to establish acceptance of the grant, special conditions and grant agreement articles, please sign and date both the Grant Award Sheet (page 1) and attached grant agreement articles (page 5),
- 2) complete the designated applicant point of contact/FFATA reporting requirement form and return to your GOHSEP Homeland Security Grant Specialist, and

SPECIAL CONDITIONS CONTINUED ON PAGE 2.

**SECTION IV. SAA AUTHORIZATION**

11. TYPED NAME OF SAA OR AUTHORIZED REPRESENTATIVE  Kevin Davis Director	12. SIGNATURE OF SAA OR AUTHORIZED REPRESENTATIVE / DATE   8/13/2012
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**SECTION V. SUBGRANTEE ACCEPTANCE**

*By my signature below, I attest that I am the duly authorized representative to sign on behalf of the Applicant participating in this grant and, on behalf of the Applicant, accept and will comply with the special conditions, grant agreement articles and grant guidance, which are required for participation in this grant program.*

13. PRINTED NAME/TITLE OF AUTHORIZED REPRESENTATIVE	14. SIGNATURE OF AUTHORIZED REPRESENTATIVE / DATE



GOVERNOR'S OFFICE OF HOMELAND SECURITY  
AND EMERGENCY PREPAREDNESS

STATE OF LOUISIANA

AWARD CONTINUATION SHEET



GRANT AWARD NO. EMW-2012-EP-00042

CFDA NO. 97.042

AWARD DATE: 08/13/2012

**SPECIAL CONDITIONS CONTINUED**

**A. SAA Pre-Approval of all Applicant Expenditures**

All applicants must obtain approval of their project application by the SAA prior to any obligation/expenditure for equipment, training, exercise, planning, organizational and/or management & administrative projects. Failure to obtain prior approval by the SAA may result in de-obligation of funding.

**B. Compliance with all SAA Established Deadlines**

As established by the SAA, all applicants must meet imposed deadlines regarding grant award timelines. If extensions to the established deadlines are warranted, the applicant will be required to submit detailed justification, in which the SAA may or may not grant the extension.

**C. La. R.S. 29:727**

The applicant shall comply with La. R.S. 29:727, including the requirement in La. R.S. 29:727(l) that requires each Parish or Police Jury President, through the Parish Director of Homeland Security and Emergency Preparedness, to form a Parish Emergency Management Advisory Committee (PEMAC). Failure to comply with La. R.S. 29:727 for awarded grant funds may jeopardize all grant funding awarded by the SAA potentially resulting in the suspension and/or de-obligation of this award.

**D. Data Collection**

The applicant agrees to cooperate with any national and state; assessments, evaluation efforts, and/or data and information collection requests.

**E. Compliance with Reporting Requirements**

All applicants must comply with all SAA Reporting Requirements including, but not limited to, EMPG Quarterly Reports due to the SAA no later than 30 days past the last day of the quarter (i.e. July – September Period due October 30<sup>th</sup>). SAA will send notices to applicants and provide reporting formats in advance.

**F. Critical Emergency Supplies**

Each applicant may utilize their EMPG funds for Critical Emergency Supplies, such as shelf stable food products, water, and basic medical supplies to meet the needs of first responders for the first 72 hours after a disaster or have an alternate plan in place to support first responder needs. Critical emergency supplies, such as shelf stable food products, water, and basic medical supplies are an allowable expense under this EMPG award. Prior to allocating grant funds for critical emergency supplies, applicant must have an approved viable inventory management plan, an effective distribution strategy, sustainment costs for such an effort, and logistics expertise to avoid situations where funds are wasted because supplies are rendered ineffective due to lack of planning. Approval must be received through GOHSEP Logistics.

**G. Emergency Operation Plans**

All applicants must submit their existing Emergency Operations Plans (EOPs) to the SAA in order to be eligible for this EMPG award. All applicants are strongly encouraged to update their EOPs at least once every two years. All applicants must maintain, or revise as necessary, jurisdiction-wide All Hazard Emergency Operations Plans consistent with the CPG 101 v.2, September 2010. **All applicants are required to report all progress towards ensuring their EOP is compliant with CPG 101 v.2 as part of the EMPG Quarterly Report submitted to the SAA.**

**H. Multi-Year Training and Exercise Plans (TEPs)**

All applicants are required to develop a Multi-Year Training & Exercise Plan (TEP), and update it annually. Applicants must submit their existing TEPs to the SAA in order to be eligible for this EMPG award. Applicants may contribute to the State



GOVERNOR'S OFFICE OF HOMELAND SECURITY  
AND EMERGENCY PREPAREDNESS

STATE OF LOUISIANA

AWARD CONTINUATION SHEET



GRANT AWARD NO. EMW-2012-EP-00042

CFDA NO. 97.042

AWARD DATE: 08/13/2012

**SPECIAL CONDITIONS CONTINUED**

Multi-Year Training & Exercise Plan (TEP) to satisfy this requirement. **All applicants are required to report their TEPs and/or their contribution to the State TEP as part of the EMPG Quarterly Report submitted to the SAA.**

**I. Exercise Requirements**

- A. All applicants must develop and maintain a progressive exercise program consistent with the National Exercise Program base plan and the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines. Exercise activities should align to a current, TEP developed through an annual TEPW. **All applicants must report the percent completion of the progressive exercise series as part of the EMPG Quarterly Report submitted to the SAA.**
- B. All EMPG funded personnel must participate in no less than three exercises in a 12-month period (of any type exercise). **All applicants must report the percent completion of personnel participation as part of the EMPG Quarterly Report submitted to the SAA.**
- C. An After Action Report/Improvement Plan (AAR/IP) shall be completed for each exercise and submitted to the SAA. The AAR/IP should be encrypted (password protected). **All applicants must report all AAR/IPs for each of the four quarterly exercises and one full-scale exercise to include a summary of all collected corrective action items and a tracking of their implementation in the EMPG Quarterly Report submitted to the SAA.**

**J. Training Requirements**

- A. All EMPG funded personnel shall complete the following training requirements and record proof of completion:

1. National Incident Management System (NIMS) Training

- IS 100
- IS 200
- IS 700
- IS 800

2. FEMA Professional Development Series

- IS-120.A
- IS 230.B
- IS 235.B
- IS 240.a
- IS 241.a
- IS 242.a
- IS 244.a

**All applicants must report a list of EMPG funded personnel along with the training completed to be included in the EMPG Program Quarterly Report submitted to the SAA.**



**AGREEMENT ARTICLES**

**Emergency Management Performance Grants**

**PROGRAM:** Emergency Management  
Performance Grants  
**AGREEMENT  
NUMBER:** EMW-2012-EP-00042-S01

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**Article I - Administrative Requirements**

The administrative requirements that apply to most DHS award recipients through a grant or cooperative agreement arise from two sources:  
- Office of Management and Budget (OMB) Circular A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (also known as the "A-102 Common Rule"), found under DHS regulations at Title 44, Code of Federal Regulations (CFR) Part 13, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments."  
- OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, relocated to 2 CFR Part 215. The requirements for allowable costs/cost principles are contained in the A-102 Common Rule, OMB Circular A-110 (2 CFR § 215.27), DHS program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The four costs principles circulars are as follows: - OMB Circular A-21, Cost Principles for Educational Institutions,

relocated to 2 CFR Part 220. - OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, relocated to 2 CFR Part 225. - OMB Circular A-122, Cost Principles for Non-Profit Organizations, relocated to 2 CFR Part 230. - OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

#### **Article II - GPD - Trafficking Victims Protection Act of 2000**

All recipients of financial assistance will comply with the requirements of the government-wide award term which implements Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104), located at 2 CFR Part 175. This is implemented in accordance with OMB Interim Final Guidance, Federal Register, Volume 72, No. 218, November 13, 2007. In accordance with the statutory requirement, in each agency award under which funding is provided to a private entity, Section 106(g) of the TVPA, as amended, requires the agency to include a condition that authorizes the agency to terminate the award, without penalty, if the recipient or a subrecipient - (a) Engages in severe forms of trafficking in persons during the period of time that the award is in effect; (b) Procures a commercial sex act during the period of time that the award is in effect; or (c) Uses forced labor in the performance of the award or subawards under the award. Full text of the award term is provided at 2 CFR § 175.15.

#### **Article III - GPD - Drug-Free Workplace Regulations**

All recipients of financial assistance will comply with the requirements of the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), which requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. These regulations are codified at 2 CFR 3001.

#### **Article IV - Fly America Act of 1974**

All recipients of financial assistance will comply with the requirements of the Preference for U.S. Flag Air Carriers: Travel supported by U.S. Government funds requirement, which states preference for the use of U.S. flag air carriers (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the Interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B138942.

#### **Article V - Lobbying Prohibitions**

None of the funds provided under an award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning the award or renewal of any Federal contract, grant, loan, cooperative agreement. These lobbying prohibitions can be found at 31 U.S.C. § 1352.

#### **Article VI - Activities Conducted Abroad**

All recipients of financial assistance will comply with the requirements that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

#### **Article VII - Acknowledgement of Federal Funding from DHS**

All recipients of financial assistance will comply with requirements to acknowledge Federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

#### **Article VIII - Copyright**

All recipients of financial assistance will comply with requirements that publications or other exercise of copyright for any work first produced under Federal financial assistance awards hereto related unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations). For any scientific, technical, or other copyright work based on or containing data first produced under this award, including those works published in academic, technical or professional journals, symposia proceedings, or similar works, the recipient grants the Government a royalty-free, nonexclusive and irrevocable license to reproduce, display, distribute copies, perform, disseminate, or prepare derivative works, and to authorize others to do so, for Government purposes in all such copyrighted works. The recipient shall affix the applicable copyright notices of 17 U.S.C. § 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under an award.

#### **Article IX - Use of DHS Seal, Logo and Flags**

All recipients of financial assistance must obtain DHS's approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

#### **Article X - DHS Specific Acknowledgements and Assurances**

All recipients of financial assistance must acknowledge and agree-and require any subrecipients, contractors, successors, transferees, and assignees acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. 1. Recipients must cooperate with any compliance review or complaint investigation conducted by DHS. 2. Recipients must give DHS access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance. 3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports. 4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance. 5. If, during the past three years, the recipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS awarding office and the DHS Office of Civil Rights and Civil Liberties. 6. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS Component and/or awarding office. The United States has the right to seek judicial enforcement of these obligations.

#### **Article XI - Civil Rights Act of 1964**

All recipients of financial assistance will comply with the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

#### **Article XII - Civil Right Act of 1968**

All recipients of financial assistance will comply with Title VIII of the Civil Rights Act of 1968, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. § 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 CFR Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features (see 24 CFR § 100.201).

#### **Article XIII - Americans with Disabilities Act of 1990**

All recipients of financial assistance will comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12101-12213).

#### **Article XIV - Age Discrimination Act of 1975**

All recipients of financial assistance will comply with the requirements of the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance.

#### **Article XV - Title IX of the Education Amendments of 1972**

All recipients of financial assistance will comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), which provides that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. These regulations are codified at 44 CFR Part 19.

#### **Article XVI - Rehabilitation Act of 1973**

All recipients of financial assistance will comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, as amended, which provides that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. These requirements pertain to the provision of benefits or services as well as to employment.

**Article XVII - Limited English Proficiency**

All recipients of financial assistance will comply with the requirements of Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, recipients must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Recipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing budgets and in conducting programs and activities. For assistance and information regarding LEP obligations, go to <http://www.lep.gov>.

**Article XVIII - Animal Welfare Act of 1966**

All recipients of financial assistance will comply with the requirements of the Animal Welfare Act, as amended (7 U.S.C. § 2131 et seq.), which requires that minimum standards of care and treatment be provided for vertebrate animals bred for commercial sale, used in research, transported commercially, or exhibited to the public. Recipients must establish appropriate policies and procedures for the humane care and use of animals based on the Guide for the Care and Use of Laboratory Animals and comply with the Public Health Service Policy and Government Principles Regarding the Care and Use of Animals.

**Article XIX - Clean Air Act of 1970 and Clean Water Act of 1977**

All recipients of financial assistance will comply with the requirements of 42 U.S.C. § 7401 et seq. and Executive Order 11738, which provides for the protection and enhancement of the quality of the nation's air resources to promote public health and welfare and for restoring and maintaining the chemical, physical, and biological integrity of the nation's waters is considered research for other purposes.

**Article XX - Protection of Human Subjects**

All recipients of financial assistance will comply with the requirements of the Federal regulations at 45 CFR Part 46, which requires that recipients comply with applicable provisions/law for the protection of human subjects for purposes of research. Recipients must also comply with the requirements in DHS Management Directive 026-04, Protection of Human Subjects, prior to implementing any work with human subjects. For purposes of 45 CFR Part 46, research means a systematic investigation, including research, development, testing, and evaluation, designed to develop or contribute to general knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. The regulations specify additional protections for research involving human fetuses, pregnant women, and neonates (Subpart B); prisoners (Subpart C); and children (Subpart D). The use of autopsy materials is governed by applicable State and local law and is not directly regulated by 45 CFR Part 46.

**Article XXI - National Environmental Policy Act (NEPA) of 1969**

All recipients of financial assistance will comply with the requirements of the National Environmental Policy Act (NEPA), as amended, 42 U.S.C. § 4331 et seq., which establishes national policy goals and procedures to protect and enhance the environment, including protection against natural disasters. To comply with NEPA for its grant-supported activities, DHS requires the environmental aspects of construction grants (and certain non-construction projects as specified by the Component and awarding office) to be reviewed and evaluated before final action on the application.

**Article XXII - National Flood Insurance Act of 1968**

All recipients of financial assistance will comply with the requirements of Section 1306(c) of the National Flood Insurance Act, as amended, which provides for benefit payments under the Standard Flood Insurance Policy for demolition or relocation of a structure insured under the Act that is located along the shore of a lake or other body of water and that is certified by an appropriate State or local land use authority to be subject to imminent collapse or subsidence as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels. These regulations are codified at 44 CFR Part 63.

**Article XXIII - Flood Disaster Protection Act of 1973**

All recipients of financial assistance will comply with the requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within one year of the identification. The flood insurance purchase requirement applies to both public and private applicants for DHS support. Lists of floodprone areas that are eligible for flood insurance are published in the Federal Register by FEMA.

**Article XXIV - Coastal Wetlands Planning, Protection, and Restoration Act of 1990**

All recipients of financial assistance will comply with the requirements of Executive Order 11990, which provides that federally funded construction and improvements minimize the destruction, loss, or degradation of wetlands. The Executive Order provides that, in furtherance of Section 101(b)(3) of NEPA (42 U.S.C. § 4331(b)(3)), Federal agencies, to the extent permitted by law, must avoid undertaking or assisting with new construction located in wetlands unless the head of the agency finds that there is no practicable alternative to such construction, and that the proposed action includes all practicable measures to minimize harm to wetlands that may result from such use. In making this finding, the head of the agency may take into account economic, environmental, and other pertinent factors. The public disclosure requirement described above also pertains to early public review of any plans or proposals for new construction in wetlands. This is codified at 44 CFR Part 9.

**Article XXV - USA Patriot Act of 2001**

All recipients of financial assistance will comply with the requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175-175c. Among other things, it prescribes criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose. The act also establishes restrictions on access to specified materials. "Restricted persons," as defined by the act, may not possess, ship, transport, or receive any biological agent or toxin that is listed as a select agent.

*By my signature below, I attest that I am the duly authorized representative to sign on behalf of the Applicant participating in this grant and, on behalf of the Applicant, accept and will comply with the grant agreement articles as listed in this document, which are required for participation in this grant program.*

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print Name (First & Last)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**GOVERNOR'S OFFICE OF HOMELAND SECURITY  
AND EMERGENCY PREPAREDNESS  
STATE OF LOUISIANA**



**DESIGNATION OF  
APPLICANT POINT OF CONTACT**

The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) requires each Applicant to designate an individual to be the Point of Contact to administer the grant award listed below. The Point of Contact is designated as the Administer of this grant award and is the only person required to submit and/or make adjustments to project applications and submit reimbursement requests and quarterly reports on behalf of the Applicant. If a change is required to the designated Point of Contact during the performance period of this grant award, a new Point of Contact Form must be completed and submitted to GOHSEP.

PARISH	GRANT TITLE	Emergency Management Performance Grant-FY 2012
	GRANT NUMBER	EMW-2012-EP-00042

**POINT OF CONTACT INFORMATION**

Name (First and Last)

Title

POC Agency Name

Address	City	State	Zip Code
Phone Number	Email Address		

**APPLICANT INFORMATION**

Legal Entity Agency Name *(The Legal Entity may be different from the Applicant POC's agency name, if the POC's agency name is a department/division within the Legal Entity)*

Tax ID Number	DUNS Number
---------------	-------------

**APPLICANT FFATA REQUIREMENTS (Please check ONLY one)**

<input type="checkbox"/>	This Agency is <b>Exempt</b> from the reporting requirements as defined under the Federal Funding Accountability and Transparency Act of 2006 (FFATA) (Public Law 109-282), as amended by Section 6202(a) of the Government Funding Transparency Act of 2008 (Public Law 110-252).
<input type="checkbox"/>	This Agency is <b>NOT Exempt</b> from the reporting requirements as defined under the Federal Funding Accountability and Transparency Act of 2006 (FFATA) (Public Law 109-282), as amended by Section 6202(a) of the Government Funding Transparency Act of 2008 (Public Law 110-252). <i>If not exempt, please complete the following FFATA Reporting Requirements below.</i>

If applicable, please list the names (first and last) and total compensation of each of the sub-recipient's five most highly compensated executives for the sub-recipient's preceding completed fiscal year.

Name (First & Last)	Title	Total Compensation

**SIGNATURE OF AUTHORIZED REPRESENTATIVE**

*By my signature below, I attest that I am the duly authorized representative to sign on behalf of the Applicant participating in this grant and, on behalf of the Applicant, I have designated the individual named above to be the Point of Contact for this grant award.*

Printed Name of Authorized Representative (First and Last)	Title
Signature of Authorized Representative	Date



**GOVERNOR'S OFFICE OF HOMELAND SECURITY  
AND EMERGENCY PREPAREDNESS  
STATE OF LOUISIANA**



**FFATA Reporting Requirements**

**Reporting Sub-awards and Executive Compensation**

**A. Reporting Requirements in accordance with U.S. General Accountability Office, Government Audit Standards- Annual Compliance Audit Report Requirement**

Recipients that expend \$500,000.00 or more of Federal Funds during their fiscal year are required to submit an organizational-wide financial and compliance audit report. The audit report must be performed in accordance with the U.S. General Accountability Office, Government Audit Standards, located at <http://www.gao.gov/govaud/ybk01.htm> and OMB Circular A-133, Audit of States, Local governments and Non-Profit Organizations located at <http://www.whitehouse.gov/omb/circulars/a133/a133.htm>. Audit reports are due to the State no later than six months after the end of the recipient's fiscal year.

**B. Reporting Requirements under the Federal Funding Accountability and Transparency Act of 2006 (FFATA) (Public Law 109-282), as amended by Section 6202(a) of the Government Funding Transparency Act of 2008 (Public Law 110-252).**

As defined by the OMB, all new Federal awards of \$25,000.00 or more as of October 1, 2010, are subject to FFATA reporting requirements. All sub-grantees must comply with the following:

**A. Reporting of first-tier sub-awards.**

**a. Applicability.**

i. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a sub-award to an entity (see definitions).

**ii. Where and When to Report.**

(a) You must report each obligating action described in paragraph a.i. of this award term to the SAA;

(b) For sub-award information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010).

**iii. What to report.**

(a) You must report the information about each obligating action to the SAA. The SAA will follow all submission instructions posted at <http://www.fsr.gov>.

**b. Reporting of Total Compensation of Sub-recipient Executives.**

**i. Applicability and what to report.**

(a) Unless you are exempt as provided in paragraph d. of this award term, for each first-tier sub-recipient under this award, you shall report the names and total compensation of each of the sub-recipient's five most highly compensated executives for the sub-recipient's preceding completed fiscal year, if:

(i) In the sub-recipient's preceding fiscal year, the sub-recipient received:

(1) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub-awards); and

(2) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and sub-awards);



**GOVERNOR'S OFFICE OF HOMELAND SECURITY  
AND EMERGENCY PREPAREDNESS  
STATE OF LOUISIANA**



**FFATA Reporting Requirements**

**Reporting Sub-awards and Executive Compensation**

(ii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

ii. Where and when to report.

(a) You must report sub-recipient executive total compensation described in paragraph

c.i. of this award term:

(i) To the SAA.

(ii) By the end of the month following the month during which you make the sub-award. For example, if a sub-award is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the sub-recipient by November 30 of that year.

c. Exemptions

i. If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

(a) Sub-awards; and

(b) The total compensation of the five most highly compensated executives of any sub-recipient

d. Definitions. For purposes of this award term:

i. Entity means all of the following, as defined in 2 CFR part 25:

(a) A Governmental organization, which is a State, local government, or Indian tribe;

(b) A foreign public entity;

(c) A domestic or foreign nonprofit organization;

(d) A domestic or foreign for-profit organization; and

(e) A Federal agency, but only as a sub-recipient under an award or sub-award to a non-Federal entity.

ii. Executive means officers, managing partners, or any other employees in management positions.

iii. Sub-award

(a) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible sub-recipient.

(b) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

(c) A sub-award may be provided through any legal agreement, including an agreement that you or a sub-recipient considers a contract.

iv. Sub-recipient means an entity that:

(a) Receives a sub-award from the SAA as the recipient under this award; and

(b) Is accountable to the SAA for the use of the Federal funds provided by the sub-award.

v. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or sub-recipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

(a) Salary and bonus;



**GOVERNOR'S OFFICE OF HOMELAND SECURITY  
AND EMERGENCY PREPAREDNESS  
STATE OF LOUISIANA**



**FFATA Reporting Requirements**

**Reporting Sub-awards and Executive Compensation**

(b) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

(c) Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

(d) Change in Pension Value.

(i) This is the change in present value of defined benefit and actuarial pension plans.

(e) Above-market earnings on deferred compensation which is not tax-qualified.

(f) Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.00.

FY 2012 EMERGENCY MANAGEMENT PERFORMANCE GRANTS  
(EMPG) PROGRAM  
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)

OVERVIEW INFORMATION

**Issued By**

U.S. Department of Homeland Security (DHS): Federal Emergency Management Agency (FEMA)

**Catalog of Federal Domestic Assistance (CFDA) Number**

97.042

**CFDA Title**

Emergency Management Performance Grants

**Funding Opportunity Announcement Title**

Fiscal Year (FY) 2012 Emergency Management Performance Grants (EMPG) Program

**Authorizing Authority for Program**

Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006* (PKEMRA) (Public Law 109-295), as amended by section 201 of the *Implementing Recommendations of the 9/11 Commission Act of 2007* (hereafter "9/11 Act") (Public Law 110-53); and the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, (Public Law 93-288), as amended, 42 U.S.C. 5121-5207, sections 201, 611(j) and 613; 42 U.S.C. 5131, 5196(j), and 5196b, respectively; specifically, the *National Flood Insurance Act of 1968* (42 U.S.C. 4001 et seq.), the *Earthquake Hazards Reduction Act of 1977* (42 U.S.C. 7701 et seq.), and Reorganization Plan No. 3 of 1978 (5 U.S.C. App.)

**Appropriation Authority for Program**

*The Consolidated Appropriations Act, 2012, Division D* (Public Law 112-74)

## FOA Number

Grant Program Name	Opportunity Number
Emergency Management Performance Grants (EMPG) – Region I	DHS-12-GPD-042-001-01
Emergency Management Performance Grants (EMPG) – Region II	DHS-12-GPD-042-002-01
Emergency Management Performance Grants (EMPG) – Region III	DHS-12-GPD-042-003-01
Emergency Management Performance Grants (EMPG) – Region IV	DHS-12-GPD-042-004-01
Emergency Management Performance Grants (EMPG) – Region V	DHS-12-GPD-042-005-01
Emergency Management Performance Grants (EMPG) – Region VI	DHS-12-GPD-042-006-01
Emergency Management Performance Grants (EMPG) – Region VII	DHS-12-GPD-042-007-01
Emergency Management Performance Grants (EMPG) – Region VIII	DHS-12-GPD-042-008-01
Emergency Management Performance Grants (EMPG) – Region IX	DHS-12-GPD-042-009-01
Emergency Management Performance Grants (EMPG) – Region X	DHS-12-GPD-042-010-01

### Key Dates and Time

Application Start Date: 02/17/2012

Application Submission Deadline Date: 05/04/2012 at 11:59:59 PM EDT

Anticipated Funding Selection Date: 02/17/2012

Anticipated Award Date: 06/01/2012

### Other Key Dates

Applying for FY 2012 EMPG Program funds requires a two-step process. Step One: initial submission to determine eligibility and Step Two: full application. Applicants are encouraged to initiate Step One immediately after the FOA is published but no later than **April 27, 2012**. This involves submitting a complete Standard Form 424 to grants.gov. Successful completion of this step is necessary for FEMA to determine eligibility of the applicant. Late submissions of Step One to grants.gov could result in applicants missing the application deadline in Step Two. Once FEMA has determined an applicant to be eligible, applicants can proceed to Step Two which involves submitting the full application package via the Non Disaster (ND) Grants system. The submission deadline for the full application package is **May 4, 2012**. For additional details see Section X of the full FOA.

### Intergovernmental Review

Is an intergovernmental review required?

Yes  No

If yes, applicants must contact their State's Single Point of Contact (SPOC) to determine if the program has been selected for State review and comply with the State's process under Executive Order 12372. Names and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc).

## FOA EXECUTIVE SUMMARY

### Program Type

Select the applicable program type:

New  Continuing  One-time

Date of origin for Program: 11/23/1988

### Opportunity Category

Select the applicable opportunity category:

Discretionary  Mandatory  Competitive  Non-competitive  Sole Source

### Application Process

DHS makes all funding opportunities available through the common electronic "storefront" grants.gov, accessible on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions, please call the grants.gov customer support hotline at (800) 518-4726.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select "Apply for Grants," and then select "Download Application Package." Enter the CFDA and/or the funding opportunity number located on the cover of this announcement. Select "Download Application Package," and then follow the prompts to download the application package. To download the instructions, go to "Download Application Package" and select "Instructions."

For additional details on how to apply, please refer to Section X of the full FOA.

### Eligible Applicants

The following entities are eligible to apply directly to FEMA under this solicitation:

State governments

For additional information, see the *Eligibility Criteria* section of this FOA.

### Type of Funding Instrument

Select the applicable funding instrument:

Grant  Cooperative Agreement

### Cost Share or Match

Select the applicable requirement:

Cost Match  Cost Share  None Required

In FY 2012, the Federal share of the cost of an activity carried out using funds made available under the program shall not exceed 50 percent of the total budget. State cost match (cash or in-kind) requirement, as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Public Law 93-288), as amended, 42 U.S.C. 5121-5207, specifically, Title VI, sections 611(j) and 613. Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds.

FEMA administers cost matching requirements in accordance with 44 CFR §13.24 which is located at [http://www.access.gpo.gov/nara/cfr/waisidx\\_07/44cfrv1\\_07.html](http://www.access.gpo.gov/nara/cfr/waisidx_07/44cfrv1_07.html) or 2 CFR §215.23 which is located at [http://www.access.gpo.gov/nara/cfr/waisidx\\_07/2cfrv1\\_07.html](http://www.access.gpo.gov/nara/cfr/waisidx_07/2cfrv1_07.html). To meet matching requirements, the grantee contributions must be reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations. In accordance with 48 U.S.C. 1469a, match requirements are waived for the insular areas: the U.S. territories of American Samoa, Guam, the U.S. Virgin Islands, the Trust Territory of the Pacific Island, and the Commonwealth of the Northern Mariana Islands.

**Maintenance of Effort**

Is there a Maintenance of Effort (MOE) requirement?

Yes  No

**Management and Administration**

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 State and local emergency managers are not typically categorized as M&A, unless the State or local EMA chooses to assign personnel to specific M&A activities.

If the SAA is not the EMA, the SAA is not eligible to retain funds for M&A. M&A costs are allowable for both State and local-level EMAs. The State EMA may use up to five percent (5%) for M&A purposes. In addition, local EMAs may retain and use up to five percent (5%) from the State for local M&A purposes.

## FULL FOA

### I. Funding Opportunity Description

#### **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.

Although no longer funded as discrete grant programs, all activities and costs allowed under the FY 2011 Emergency Operations Center (EOC) Grant Program, and FY 2011 Metropolitan Medical Response System (MMRS) grant program are **allowable costs** under the FY 2012 EMPG Program. For additional information on allowable activities under the aforementioned grant programs, please refer to <http://www.fema.gov/government/grant/nondisaster.shtm>.

#### **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

For additional details on priorities for this program please refer to Appendix B – FY 2012 EMPG Program Priorities

## II. Funding Information

### **Award Amounts, Important Dates, and Extensions**

Available Funding for the FOA: \$339,500,000.00

Projected number of awards: 58

Projected Award Start Date(s): 06/01/2012

Projected Award End Date(s): 05/31/2014

Period of Performance: 24 months

Grantees must accept their grant awards no later than 90 days from the award date. The grantee shall notify the awarding agency of its intent to accept and proceed with work under the award, or provide a written notice of intent to decline. Funds will remain on hold until the grantee accepts the award through official correspondence, , e.g., written, electronic signature, signed letter or fax to the Grant Programs Directorate (GPD), and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within the 90 day timeframe may result in a loss of funds.

For details on funding amounts, please refer to Appendix A – FY 2012 EMPG Program Allocations.

### **Period of Performance**

Is an extension to the period of performance permitted?

Yes  No

The periods of performance outlined above support the effort to expedite the outlay of grant funding and provide economic stimulus. Agencies should request waivers sparingly, and they will be granted only due to compelling legal, policy, or operational challenges. For example, State Administrative Agencies (SAA's) may request waivers from the deadlines outlined above for discretionary grant funds where adjusting the timeline for spending will constitute a verifiable legal breach of contract by the grantee with vendors or sub-recipients, or where a specific statute or regulation mandates an environmental review that cannot be completed within this timeframe or where other exceptional circumstances warrant a discrete waiver.

### **Additional Funding Information**

In FY 2012, the total amount of funds distributed under this grant will be \$339,500,000. The FY 2012 EMPG Program funds will be allocated based on the Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006*, as amended, 6 U.S.C. 762. All 50 States, the District of Columbia, and Puerto Rico will receive a base amount of 0.75 percent of the total available grant funding. Four territories (American Samoa, Guam, Northern Mariana Islands, and the U.S. Virgin Islands) will receive a base

amount of 0.25 percent of the total available grant funding. The balance of EMPG Program funds is distributed on a population-share basis. Pursuant to Article X of the Federal Programs and Services Agreement of the *Compact of Free Association Act* (Public Law 108-188), funds are available for the Federated States of Micronesia and for the Republic of the Marshall Islands.

### III. Eligibility Information

#### **Eligibility Criteria**

All 56 States and territories, as well as the Republic of the Marshall Islands and the Federated States of Micronesia, are eligible to apply for FY 2012 EMPG Program funds. Either the SAA or the State's EMA are eligible to apply directly to FEMA for EMPG Program funds on behalf of State and local emergency management agencies, however only one application will be accepted from each State or territory.

### IV. Funding Restrictions

#### **Restrictions on Use of Award Funds**

DHS grant funds may only be used for the purpose set forth in the grant, and must be consistent with the statutory authority for the award. 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.

Pre-award costs are allowable only with the written consent of DHS and if they are included in the award agreement.

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.

EMPG Program grantees may only fund projects that were included in the FY 2012 Work Plan that was submitted to and approved by a FEMA Program Analyst.

For additional details on restrictions on the use of funds, please refer to Appendix C - *Funding Guidelines*.

### V. Application Review Information and Selection Process

#### **Application Review Information**

Submitted applications will undergo a complete content review within their respective FEMA Region. Each FEMA Region will be responsible for reviewing the FY 2012 EMPG Program Work Plan for their respective States/territories in order to assess their emergency management sustainment and enhancement efforts, as well as the linkage to the core capabilities identified in the NPG.

For additional details on application review information please refer to Appendix D - *FY 2012 EMPG Program Work Plan*.

### **Application Selection Process**

All Work Plans will require final approval by the corresponding FEMA Region. Grantees who have not submitted their Work Plan as part of their application will not be issued an award until such Work Plan is received, reviewed, and approved by the FEMA Region. Grantees will be notified by their FEMA Regional Program Analyst should any component of the EMPG Program application require additional information.

## VI. Post-Selection and Pre-Award Guidelines

### **Notice of Award**

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions available within Section 6.1.1 of <http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf>.

Upon approval of an application, the award will be made in the form of a grant. The date the approval of award is entered in the system is the "award date." Notification of award approval is made through the ND Grants system through an automatic e-mail to the grantee point of contact listed in the initial application. Once an award has been approved and recorded in the system, a notice is sent to the authorized grant official. Follow the directions in the notification to accept your award documents. The authorized grant official should carefully read the award package for instructions on administering the grant and to learn more about the terms and conditions associated with responsibilities under Federal awards.

### **Obligation of Funds**

Each State shall obligate 100 percent (100%) of its total EMPG Program allocation amount to the designated State-level EMA. If the SAA is also the EMA, this requirement is automatically met. If the SAA is a separate agency, or has separate budget processes, then these funds must be obligated to the EMA within 15 days of the grant award date.

### **Administrative and Federal Financial Requirements**

Grantees are obligated to submit various financial and programmatic reports as a condition of their award acceptance. Please see below for a summary of financial and/or programmatic reports as required. Future awards and fund drawdowns may be withheld if these reports are delinquent.

- 1. Federal Financial Report (FFR) – required quarterly.** Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425). A report must be submitted for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund draw downs may be withheld if these reports are delinquent.

The final FFR is due 90 days after the end date of the performance period. FFRs must be filed electronically through PARS.

- 2. Grant Close-Out Process.** Within 90 days after the end of the period of performance, or after a Grant Adjustment Notice (GAN) has been issued to close out a grant, whichever comes first, grantees must submit a final FFR and final progress report detailing all accomplishments throughout the period of performance. After these reports have been reviewed and approved by FEMA, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR. The grantee is responsible for returning any funds that have been drawn down but remain as unliquidated on grantee financial records.

### **Programmatic Reporting Requirements**

- 1. State Preparedness Report (SPR) Submittal.** Section 652(c) of the *Post-Katrina Emergency Management Reform Act of 2006* (Public Law 109-295), 6 U.S.C. §752(c), requires any State that receives Federal preparedness assistance to submit an SPR to FEMA. States submitted their most recent State Preparedness Reports in December 2011 thus satisfying this requirement to receive funding under the FY 2012 EMPG Program.
- 2. Quarterly Performance Progress Reports (SF-PPR).** EMPG Program Quarterly Performance Progress Reports must be submitted to the EMPG Program Regional Program Analyst located at the FEMA regional office on a quarterly basis through the ND Grants System. The Quarterly Performance Progress Reports must be based on the approved EMPG Program Work Plan. The Quarterly Performance Progress Report should be completed using the SF-Performance Progress Report (SF-PPR), available at [http://www.whitehouse.gov/sites/default/files/omb/assets/omb/grants/approved\\_form/sf-ppr.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/omb/grants/approved_form/sf-ppr.pdf). If other formats are used at least equivalent information to that contained in the SF-Performance Progress Report has to be submitted. See Appendix B – *FY 2012 EMPG Program Priorities* and Appendix D - *FY 2012 EMPG Program Work Plan*.

Grantees are required to report on progress towards implementing plans described in their application. Additionally, as part of the SF-PPR, grantees are required to report on progress made towards implementing the following performance measures as described in Appendix B – *FY 2012 EMPG Program Priorities*:

- Percentage completion towards CPG 101 v.2 compliance;
- Percent completion of the progressive exercise series to include percent completion of personnel participation;
- Any After Action Reports/Improvements Plans (AAR/IP) that relate to the four quarterly exercises and one full-scale exercise;

- A list of EMPG Program funded personnel along with the training completed together with the Personnel Data Table Template in Appendix D - *FY 2012 EMPG Program Work Plan*; and
  - Percent of the Training and Exercise Plan (TEP) completed that was outlined in the FY 2012 EMPG Program Work Plan together with the Training and Exercise Data Tables Template in Appendix D - *FY 2012 EMPG Program Work Plan*.
3. **Biannual Strategy Implementation Reports (BSIR).** Grantees are responsible for completing and submitting the BSIR reports, as a compliment to the Quarterly Progress Report (programmatic performance report/SF-PPR). The BSIR is due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30; and January 30 for the reporting period of July 1 through December 31). Updated obligations and expenditure information must be provided within the BSIR to show progress made toward meeting strategic goals and objectives. The first BSIR is not due until at least six months after the award notice has been received by the grantee.
  4. **Exercise Evaluation and Improvement.** Exercises implemented with grant funds should evaluate performance of the capabilities required to respond to the exercise scenario. Guidance related to exercise evaluation and the implementation of improvements is defined in the Homeland Security Exercise and Evaluation Program located at <https://hseep.dhs.gov>.
  5. **Monitoring.** Grant recipients will be monitored periodically by FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each Federal assistance award and will identify areas where technical assistance, corrective actions and other support may be needed.

## VII. DHS FEMA Contact Information

### **Contact and Resource Information**

This section describes several resources that may help applicants in completing a FEMA grant application. These points of contact are also available for successful applicants who may require assistance during execution of their award.

### **Financial and Administrative Information**

1. **Grant Programs Directorate (GPD).** FEMA GPD's Grant Operations Division Business Office will provide fiscal support, including pre- and post-award

administration and technical assistance, to the grant programs included in this solicitation. Callers will be directed to a point of contact who will be able to assist with their financial or administrative question. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to [ASK-GMD@dhs.gov](mailto:ASK-GMD@dhs.gov).

2. **FEMA Regions.** FEMA Regions may also provide fiscal support, including pre- and post-award administration and technical assistance, to the grant programs included in this solicitation. For a list of contacts, please go to <http://www.fema.gov/about/contact/regions.shtml>.
3. **GPD Environmental Planning and Historic Preservation (GPD-EHP).** The FEMA GPD-EHP Team provides guidance and information to grantees and subgrantees related to submission of materials for EHP review. All EHP Review Packets should be sent to [gpdehpinfo@fema.gov](mailto:gpdehpinfo@fema.gov).

### **Programmatic Information**

1. **Centralized Scheduling and Information Desk (CSID).** CSID is a non-emergency comprehensive management and information resource developed by DHS for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the Federal, State, and local levels. When necessary, grantees will be directed to a Federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by e-mail at [askcsid@fema.gov](mailto:askcsid@fema.gov) Monday through Friday, 9:00 a.m. – 5:30 p.m. (EST).

### **Systems Information**

1. **Grants.gov.** For technical assistance with grants.gov, please call the grants.gov customer support hotline at (800) 518-4726.

**Non Disaster (ND) Grants.** For technical assistance with the ND Grants system, please contact [ndgrants@fema.gov](mailto:ndgrants@fema.gov) or (800) 865-4076.

## **VIII. Other Critical Information**

### **Emergency Management Assistance Compact (EMAC) Membership**

In support of the NPG, EMPG Program recipients must belong to or be located in member States of EMAC, except for American Samoa and the Commonwealth of the Northern Mariana Islands, which are not required to belong to EMAC at this time.

### **National Incident Management System (NIMS) 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, grantee must ensure 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>.

The primary grantee/administrator of FY 2012 EMPG Program award funds is responsible for determining if sub-awardees have demonstrated sufficient progress in NIMS implementation to disburse awards.

Grantees must update their EOP's at least once every two years. An evaluation matrix to describe and calculate the percentage towards the completion towards complying with CPG 101 v.2 will be published at <http://www.fema.gov/prepared/plan.shtm>.

FEMA will disseminate guidance during FY 2012 on how to complete a Threats and Hazards Identification and Risk Assessment (THIRA).

## IX. How to Apply

### **Application Instructions**

All EMPG Program applicants are encouraged to use the template provided by FEMA to submit a required Work Plan that outlines the State'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 consists of a Program and Budget Narrative, Personnel Data Table, Training Data Table, Exercise Data Table, and Grant Activities Outline.

For additional details on Application instructions please refer to Appendix D - FY 2012 EMPG Program Work Plan.

## X. Application and Submission Information

### **Address to Request Application Package**

FEMA makes all funding opportunities available on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions please call the Grants.gov customer support hotline at (800) 518-4726.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select "Apply for Grants," enter the CFDA number (97.042) or the Region-specific FOA Number noted in the Overview Information section of the FOA and then select "Download Application Package." Select "Download Application Package," and then follow the prompts to download the application package. To download the instructions, go to "Download Application Package" and select "Instructions."

## Content and Form of Application

1. **Application via Grants.gov.** All applicants must file their applications using the Administration's common electronic "storefront" – <http://www.grants.gov>. Eligible grantees must apply for funding through this portal, accessible on the Internet at <http://www.grants.gov>.

The application must be started and submitted using grants.gov after Central Contractor Registration (CCR) is confirmed. The on-line application includes the following required form:

- Standard Form 424, Application for Federal Assistance

Applying for FY 2012 EMPG Program funds requires a two-step process. Step One: initial submission to determine eligibility and Step Two: full application. Applicants are encouraged to initiate Step One as soon after the FOA is published but no later than April 27, 2012. This involves submitting a complete Standard Form 424 to [www.grants.gov](http://www.grants.gov). The Standard Form 424 will be retrieved by ND Grants and the system will automatically populate the relevant data fields in the application.

Successful completion of this step is necessary for FEMA to determine eligibility of the applicant. Late submissions to grants.gov to complete Step One could result in applicants missing the application deadline in Step Two. Once FEMA has determined an applicant to be eligible, applicants can proceed to Step Two which involves submitting the full application package via the ND Grants system. The submission deadline for the full application package is May 4, 2012.

The application must be completed and final submission made through the ND Grants system located at <https://portal.fema.gov>. If you need assistance registering for the ND Grants system, please contact [ndgrants@fema.gov](mailto:ndgrants@fema.gov) or (800) 865-4076. Applicants are encouraged to begin their ND Grants registration at the time of solicitation to ensure they have adequate time to start and complete their application submission. Unless otherwise referenced, the ND Grants system includes the following required forms and submissions:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424C, Budget Information (Construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities)
- Grants.gov (GG) Lobbying Form, Certification Regarding Lobbying
- FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (available at: <http://www.fema.gov/library/viewRecord.do?id=2628>)
- EMPG Program Work Plan

- Detailed budget (see Appendix D – *FY 2012 EMPG Program Workplan*)

The program title listed in the CFDA is “*Emergency Management Performance Grant Program*”. The CFDA number is **97.042**.

- 2. Dun and Bradstreet Data Universal Numbering System (DUNS) Number.** The applicant must provide a DUNS number with their application. This number is a required field within <http://www.grants.gov> and for CCR. Organizations should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at (866) 705-5711.
- 3. Valid CCR.** The application process also involves an updated and current registration by the applicant, which must be confirmed at <http://www.ccr.gov>.

Applicants will obtain FOA Overviews and Full Announcement information from the grants.gov website where the full FOA is posted.

In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Announcement is: (800) 462-7585.

Applications will be processed through the grants.gov portal or the ND Grants system.

Hard copies of the application will not be accepted.

## Appendix A - FY 2012 EMPG Program Allocations

State/Territory	Allocation	State/Territory	Allocation
Alabama	\$5,643,567	New Hampshire	\$3,396,361
Alaska	\$3,012,335	New Jersey	\$8,235,067
Arizona	\$6,726,857	New Mexico	\$3,889,089
Arkansas	\$4,440,971	New York	\$15,099,475
California	\$26,853,993	North Carolina	\$8,773,722
Colorado	\$5,846,103	North Dakota	\$2,987,322
Connecticut	\$4,855,471	Ohio	\$9,991,660
Delaware	\$3,131,267	Oklahoma	\$4,991,417
District of Columbia	\$2,944,799	Oregon	\$5,043,236
Florida	\$14,836,576	Pennsylvania	\$10,764,216
Georgia	\$8,876,139	Rhode Island	\$3,224,241
Hawaii	\$3,432,873	South Carolina	\$5,563,914
Idaho	\$3,568,417	South Dakota	\$3,077,706
Illinois	\$10,845,713	Tennessee	\$6,675,812
Indiana	\$6,749,053	Texas	\$19,104,010
Iowa	\$4,521,152	Utah	\$4,363,094
Kansas	\$4,397,929	Vermont	\$2,950,239
Kentucky	\$5,364,075	Virginia	\$7,767,800
Louisiana	\$5,496,590	Washington	\$6,950,984
Maine	\$3,402,807	West Virginia	\$3,742,786
Maryland	\$6,304,949	Wisconsin	\$6,229,804
Massachusetts	\$6,794,592	Wyoming	\$2,912,659
Michigan	\$8,915,464	Puerto Rico	\$4,936,717
Minnesota	\$5,993,184	U.S. Virgin Islands	\$919,474
Mississippi	\$4,467,111	American Samoa	\$892,115
Missouri	\$6,422,580	Guam	\$966,952
Montana	\$3,189,995	Northern Mariana Islands	\$878,448
Nebraska	\$3,734,581	Republic of the Marshall Islands	\$50,000
Nevada	\$4,302,537	Federated States of Micronesia	\$50,000
<b>Total</b>			<b>\$339,500,000</b>

## **Appendix B - FY 2012 EMPG Program Priorities**

### ***Presidential Policy Directive 8: National Preparedness***

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Presidential Policy Directive 8: National Preparedness (PPD-8), signed on March 30, 2011, describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. National preparedness is the shared responsibility of our whole community. Every member contributes, including individuals, communities, the private and nonprofit sectors, faith-based organizations, and Federal, State, and local governments. We describe our security and resilience posture through the core capabilities that are necessary to address risks, and we will use an integrated, layered, and all-of-Nation approach as our foundation. We define success as a secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.

National preparedness is the shared responsibility of all levels of government, the private and nonprofit sectors, and individual citizens. The objective of PPD-8 is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness.

Using the core capabilities, we achieve the NPG by:

- Preventing, avoiding, or stopping a threatened or an actual act of terrorism.
- Protecting our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- Mitigating the loss of life and property by lessening the impact of future disasters.
- Responding quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- Recovering through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.

The core capabilities contained in the NPG are the distinct critical elements necessary for our success. They are highly interdependent and will require us to use existing preparedness networks and activities, improve training and exercise programs, promote innovation, and ensure that the administrative, finance, and logistics systems are in place to support these capabilities. The core capabilities represent an evolution from the Target Capabilities List (TCL). The transition from TCLs to core capabilities expands the focus to include mitigation and allows greater focus on prevention and protection activities.

To support building, sustaining, and delivering these core capabilities grantees will use elements of the National Preparedness System (NPS). The NPS is to be an integrated

set of guidance, programs, and processes that can be implemented and measured at all levels of government, thereby enabling the Nation to achieve the Goal.

### **Building and Sustaining Core Capabilities**

Capabilities are the means to accomplish a mission, function, or objective based on the performance of related tasks, under specified conditions, to target levels of performance. The most essential of these capabilities are the core capabilities identified in the NPG. Complex and far-reaching threats and hazards require the whole community to integrate preparedness efforts in order to build, sustain, and deliver the core capabilities and achieve the desired outcomes identified in the NPG.

Working together, subject matter experts, government officials, and elected leaders can develop strategies to allocate resources effectively, as well as leverage available assistance to reduce risk. These strategies consider both how to sustain current levels of capability and address gaps in order to achieve the NPG. Achieving the NPG will require participation and resource support from all levels of government. Not all capabilities can be addressed in a given funding cycle, nor can funding be expected to flow from any one source. Officials must prioritize the achievement of capabilities to most effectively ensure security and resilience while understanding the effects of not addressing identified gaps. Building and sustaining capabilities will include a combination of organizational resources, equipment, training, and education. Grants and technical assistance may also be available to support building and sustaining capabilities. Consideration must also be given to finding, connecting to, and strengthening community resources by leveraging the expertise and capacity of individuals, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. Jurisdictions may also choose to use mutual aid agreements to fill gaps or work with partners to develop regional capabilities. Ultimately, a jurisdiction may need to rely on other levels of government to address a gap in capability. This expectation should be communicated well before the time arises when the capabilities are most urgently needed.

As these issues are considered in light of the eligible activities, an effective risk assessment must guide jurisdictions' efforts. This risk picture will cover the range of threats and hazards, from a community faces daily to those infrequent events that would stress the core capabilities of a jurisdiction. Coupled with the desired outcomes established by a community, this combined perspective is crucial to enabling all levels of government to effectively estimate the level of capabilities required to address its risks. Grantees will be required to develop a THIRA component of the State Mitigation Plan and provide a copy to their EMPG Program Analyst no later than December 31, 2012. See Page 20 for more information.

Files and information on PPD-8 can be found at <http://www.fema.gov/ppd8>.

The President's FY 2013 budget has proposed substantial changes to DHS grant programs. FY 2012 grant programs will prepare grantees for the transition to new requirements in FY 2013 in the following ways:

- Begin the process of transitioning from separate preparedness grant programs in FY 2011 to a more streamlined model within the construct of the FY 2012 appropriations
- Continue the transition to address the core capabilities outlined in the NPG
- Implement a two year period of performance with very limited extensions

Grantees are encouraged to familiarize themselves with the grant proposals in the President's FY 2013 budget.

### **FY 2012 EMPG Program and Alignment to PPD-8**

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.

### **Priority 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 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>.

A comprehensive State emergency management system must engage stakeholders at all levels. Local emergency management organizations should remain informed and have the opportunity to provide input to State planning processes. Although FEMA expects States to include support for their local jurisdictions in the EMPG Program,

each Governor is responsible for determining the appropriate amount of funding to be passed through to support the development or enhancement of local emergency management performance capabilities. In support of engaging stakeholders at all levels, EMPG Program funds may be sub-granted to non-governmental emergency management stakeholder entities such as non-profits, public and private universities, hospitals, faith-based entities.

### **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, grantees must evaluate their progress toward achieving the stated objective in the Quarterly Performance Progress Report and in compliance with the below reporting requirements.

**Objective One: Approved Emergency Plans.** The Comprehensive Preparedness Guide (CPG) 101 v.2 September 2010, helps planners at all levels of government in their efforts to develop and maintain viable all-hazards, all-threats Emergency Operations Plans (EOPs) by engaging the whole community in thinking through the life cycle of a potential crisis, determining required capabilities that support the NPG, and establishing a framework for roles and responsibilities. All EMPG Program grantees shall maintain, or revise as necessary, jurisdiction wide all hazard emergency operations plans consistent with the CPG 101 v.2 September 2010 which serves as the foundation for State, local, tribal, and territory emergency planning. CPG 101 v.2 can be found at [http://www.fema.gov/pdf/about/divisions/npd/CPG\\_101\\_V2.pdf](http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf). Grantees must update their EOPs at least once every two years. A *Plan Analysis Tool* to describe progress towards complying with CPG 101 v.2 is published and available at <http://www.fema.gov/prepared/plan.shtm>.

#### **Measurement Method**

- Grantees will report progress toward making their EOPs compliant with CPG 101 v.2 by completing the *Plan Analysis Tool* for Compliance with CPG 101 v.2 available at <http://www.fema.gov/prepared/plan.shtm>.

#### **Reporting**

To be eligible for full FY 2012 EMPG Program funds grantees are required to submit:

- The above referenced *Plan Analysis Tool* at least once per year throughout the period of performance of the award as well as include in the Quarterly Performance Progress Report the percentage completion towards CPG 101 v.2 compliance.
- Their existing EOPs to their respective Regional Program Analyst.

**Objective Two: Completion of Threat and Hazard Identification and Risk Assessment (THIRA).** THIRA processes at all levels of government establish a foundation to justify and guide preparedness activities and investments. A common approach to that process will enable the whole community to maintain a baseline understanding of the risks that they face, facilitating efforts to identify capability and resource gaps, focus capability improvements, and inform the community of actions they can take to manage their risks. In order to qualify for full FY 2012 funding, all grantees shall develop and maintain a THIRA.

THIRAs should include the range of threats and hazards faced by an applicant. The assessment should be based on analysis of the relative consequences of the various threats and hazards with consideration of empirical data to the maximum degree possible. THIRA findings should be incorporated into each applicant's preparedness strategy, planning, Investment Justification, and assessment documentation—addressing capability gaps identified during the THIRA process.

An intergovernmental THIRA system is envisioned in the NPS in which jurisdictions' respective THIRAs can inform one another using a common methodological framework. FEMA will continue to refine the process and disseminate guidance throughout FY 2012. Grantees should work with FEMA to incorporate additional guidance into their THIRA as it becomes available.

#### **Measurement Methods**

- An approved THIRA that addresses the risks and hazards faced by a grantee.

#### **Reporting**

- Grantees will be required to develop a THIRA component of the State Mitigation Plan and provide a copy to their EMPG Program Analyst no later than December 31, 2012. The THIRA must be updated annually. Grantees must also submit the THIRA to the Regional Federal Preparedness Coordinator.

**Objective Three: Develop and Maintain Multi-Year 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. States and Urban Areas are required to conduct an annual Training and Exercise Plan Workshop (TEPW). All grantees and sub-grantees are required to develop a Multi-Year TEP that incorporate linkages to the NPG core capabilities and update it annually. Refer to Information Bulletin #366 Clarification of FY 2011 Exercise Guidance for additional clarification. For a copy of the Frequently Asked Questions (FAQs) on TEPs, please e-mail [askcsid@fema.gov](mailto:askcsid@fema.gov) and ask for a copy of the "FY11 EMPG Requirements" message dated November 11, 2011.

The TEP should be submitted to [hseep@dhs.gov](mailto:hseep@dhs.gov) and the Regional Exercise Officer; States are encouraged to post their schedules to the National Exercise Scheduling System (NEXS) at

[https://hseep.dhs.gov/DHS\\_SSO/?ReturnUrl=%2fhseep\\_em%2fToolkitHome.aspx](https://hseep.dhs.gov/DHS_SSO/?ReturnUrl=%2fhseep_em%2fToolkitHome.aspx).

Specifically, TEPs should include the following requirements:

- All EMPG Program grantees will develop and maintain a progressive exercise program consistent with the National Exercise Program base plan, to include no less than four quarterly exercises (i.e., one exercise per quarter) of any type (e.g. Drills, Tabletop Exercises, Functional), and one full-scale exercise within a 12-month period. Please note that response to any real-world events within a 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 to FEMA. The AAR/IP should be encrypted (password protected) and emailed to [hseep@dhs.gov](mailto:hseep@dhs.gov). A summary of all collected corrective action items and a tracking of their implementation shall be reported as part of the Quarterly Performance 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) (<https://hseep.dhs.gov>).

#### **Measurement Method**

- Percent completion in a progressive exercise series of four 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 four quarterly exercises and one full-scale exercise that includes a list of corrective actions and lessons learned

#### **Reporting**

- Grantees must report quarterly in the Quarterly Performance Progress Report the percent completion of the progressive exercise series to include percent completion of personnel participation
- Grantees must submit AAR/IPs for each of the four quarterly exercises and one full-scale exercise to include corrective actions in the Quarterly Performance Progress Report.

**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**

- In each year of the period of performance of the award grantees are required to share with their respective Regional Program Analyst a TEP that includes a progressive exercise plan and schedule and a plan for training personnel. The Regional Program Analyst shall confer the TEP with the Regional Exercise Officer. Information related to TEPs and TEPWs can be found on the HSEEP website at <https://hseep.dhs.gov>.
- Submission of a list of EMPG Program funded personnel along with the training completed to be included in the Quarterly Performance Progress Report.
- Quarterly reporting of implementation of TEP, including percent addressed in the FY 2012 EMPG Program Work Plan Exercise Data Table Template in Appendix D - *FY 2012 EMPG Program Work Plan*.

**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, an Exercise Data Table, and a Grant Activities Outline. The Personnel Data Table and the Grant Activities Outline will form the basis of the Quarterly Performance Progress Report. The Grant Activities Outline is structured to enable reporting of quarterly activities according to 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 13 and number 14.

## **Appendix C - Funding Guidelines**

The EMPG Program grant recipients and sub-recipients may only use EMPG Program grant funds for the purpose set forth in the grant, 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.

Pre-award costs are allowable only with the written consent of DHS and if they are included in the award agreement.

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 State and local emergency managers are not typically categorized as M&A, unless the State or local EMA chooses to assign personnel to specific M&A activities.

If the SAA is not the EMA, the SAA is not eligible to retain funds for M&A. M&A costs are allowable for both State and local-level EMAs. The State EMA may use up to five percent (5%) for M&A purposes. In addition, local EMAs may retain and use up to five percent (5%) from the State 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
- 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
- Acquisition of critical emergency supplies defined as: shelf stable food products, Water, and/or basic medical supplies. Acquisition of critical emergency supplies requires each State to have FEMA’s approval of a viable inventory management plan; an effective distribution strategy; sustainment costs for such an effort; and logistics expertise to avoid situations where funds are wasted because supplies are rendered ineffective due to lack of planning.
- 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 grantees should, as feasible, take steps to develop recovery plans and preparedness programs consistent with the principles and 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>.

## Program evaluations

### Organization

Per the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended, 42 U.S.C. 5121-5207, EMPG Program funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management, including hazard mitigation staffing of the State Hazard Mitigation Officer (SHMO) position. Proposed staffing activities should be linked to accomplishing the projects and activities outlined in the EMPG Program Work Plan. To ensure adequate resources are dedicated to the critical components of preparedness, grantees are encouraged to fund at least one dedicated Planner, Training Officer, and Exercise Officer.

Personnel costs, including salary, overtime, compensatory time off, and associated fringe benefits, are allowable costs with FY 2012 EMPG Program funds. These costs must comply with 2 CFR Part §225, *Cost Principles for State, Local, and Indian Tribal Governments* (Office of Management and Budget [OMB] Circular A-87).

## **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)

In addition to the above, general purpose vehicles (such as sports utility vehicles) are allowed to be procured in order to carry out the responsibilities of the EMPG Program. If State agencies and/or local governments have questions concerning the eligibility of equipment not specifically addressed in the AEL, they should contact their FEMA Regional Program Analyst for clarification.

Grantees (including 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 State and local emergency management 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. Further guidance concerning the Training and Exercise Plan and the

Training and Exercise Plan Workshop can be found at <https://hseep.dhs.gov>. 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 shall participate in no less than three exercises in a 12 month period and 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).

The NIMS *Guideline for Credentialing of Personnel* provides guidance on the national credentialing standards. The NIMS Guidelines for Credentialing can be found at [http://www.fema.gov/pdf/emergency/nims/nims\\_cred\\_guidelines\\_report.pdf](http://www.fema.gov/pdf/emergency/nims/nims_cred_guidelines_report.pdf).

To ensure the professional development of the emergency management workforce, the 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 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 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 approved training.
- **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 or awarding agency, whichever is applicable.
- **Certification/Recertification of Instructors.** Costs associated with the certification and re-certification of instructors are allowed. States are encouraged to follow the FEMA Instructor Quality Assurance Program to ensure a minimum level of competency and corresponding levels of evaluation of student learning. This is particularly important for those courses which involve training of trainers.

### **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. Further guidance concerning the TEP and the TEPW can be found at <https://hseep.dhs.gov>. Grantees are encouraged to develop exercises that test their EOPs in accordance with the FY 2012 Priority requirements.

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. 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 or the awarding agency, whichever is applicable. 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)
- **Implementation of HSEEP.** This refers to costs related to developing and maintaining a self-sustaining State HSEEP which is modeled after the national HSEEP
- **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. 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

**Construction and Renovation**

Construction and renovation activities for a State, local, or tribal government's principal EOC as defined by the SAA are allowable under the EMPG Program.

The FY 2012 EMPG Program grantees using funds for construction projects must comply with the *Davis-Bacon Act* (40 U.S.C. 3141 *et seq.*). Grant recipients must ensure that their contractors or subcontractors for construction projects pay workers employed directly at the work-site no less than the prevailing wages and fringe benefits

paid on projects of a similar character. Additional information, including Department of Labor wage determinations, is available from the following website:  
<http://www.dol.gov/compliance/laws/comp-dbra.htm>.

Written approval must be provided by FEMA prior to the use of any EMPG Program funds for construction or renovation. Requests for EMPG Program funds for construction of an EOC must be accompanied by an EOC Investment Justification (FEMA Form 089-0-0-3; OMB Control Number; 1660-0124 (available through ND grants) to their Program Analyst for review.

When applying for construction funds, including communications towers, at the time of application, grantees are highly encouraged to submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits and documents, and to have completed as many steps as possible for a successful EHP review in support of their proposal for funding (e.g., completing the FCC's Section 106 review process for tower construction projects; coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects). Projects for which the grantee believes an Environmental Assessment (EA) may be needed, as defined in 44 CFR 10.8 and 10.9, must also be identified to the FEMA Program Analyst within six (6) months of the award and completed EHP review packets must be submitted no later than 12 months before the end of the Period of Performance. EHP review packets should be sent to [gpdehpinfo@fema.gov](mailto:gpdehpinfo@fema.gov).

When applying for EOC construction funds, at the time of application, grantees are highly encouraged to submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits and documents, and to have completed all required steps for a successful EHP review in support of their proposal for funding (e.g., coordination and consultation).

### **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

In general, grantees should consult with their FEMA Regional Program Analyst prior to making any investment that does not clearly meet the allowable expense criteria established in this Guidance.

## Appendix D - FY 2012 EMPG Program Work Plan

### Work Plan Instructions

All EMPG Program applicants are encouraged to use the template to submit a required Work Plan that outlines the State'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 consists of a Program and Budget Narrative, Personnel Data Table, Training Data Table, Exercise Data Table, and Grant Activities Outline. FEMA regional offices will work closely with States to monitor Work Plans during the performance period. In addition, FEMA regional offices must approve final Work Plans before States may draw down EMPG Program funds. Grant funds will be released on a rolling basis upon approval of the State's final Work Plan.

### Work Plan Template

For a detailed description and examples of the Work plan Template, including the Program and Budget Narrative, Personnel, Training and Exercise Data Tables and the EMPG Program Grant Activities Outlines to the FY 2012 EMPG Program Guidance see <http://www.fema.gov/government/grant/empg/>.

### FY 2012 EMPG Program Work Plan

- I. **Program and Budget Narrative.** Provide a brief description of the State 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 State's risk profile such as resulting from a THIRA
  - Areas of need identified through assessment processes such as the State Preparedness Report, Emergency Management Accreditation Program Assessment Process, or other Emergency Management assessment processes.
  - Baseline inventory of where States are now relative to goals and objectives identified in relevant strategic plans
  - State emergency management priorities and planning focus for FY 2012 (including linkage to the core capabilities identified in the NPG)
- 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 State level. This template will serve as the first component of the Quarterly Performance Progress Report.

### FY 2012 Personnel Data Table Template

Personnel Metrics	Data
Funds allocated towards State emergency management personnel	
Funds allocated towards State contractors	
Non-EMPG Program funds allocated towards State emergency management personnel	
Total Number of State emergency management full-time equivalent (FTE) personnel (including those supported and not supported by the EMPG Program)	
Number of State emergency management full-time equivalent (FTE) personnel supported by the EMPG Program	

**III. Training Data Table.** To facilitate consistent data reporting and performance measures collection, a Training Data Table should be completed for training sessions funded with FY 2012 EMPG Program funds. The data requested will be used to assess the strategic allocation of training funds according to long-term core capability development. Grantees are encouraged to list the name of the training course, total the number of personnel trained, number of EMPG Program supported personnel trained and whether the funded training is aligned to the State’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, have completed the listed training requirements, and record proof of completion.

### FY 2012 Training Data Table Template

Name of Training	Number of Personnel Trained	Number of EMPG Program funded personnel	Number of EMPG Program supported Personnel Trained	Training Aligned to Multi-Year Training and Exercise Plan and NPG Core Capabilities? (Yes/No)

**IV. Exercise Data Table.** To facilitate consistent data reporting and performance measures collection, an Exercise Data Table should be completed for exercises conducted using FY 2012 EMPG Program funds. The data

requested will be used to assess the extent to which funded exercises test jurisdiction-specific capability requirements. 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. 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. The table on the following page should be used to document progress toward FY 2012 Priority requirements.

### FY 2012 Exercise Data Table Template

Type of Exercise	Number of Exercises	Number Counting Towards Multi-Year TEP	Number of EMPG Program Funded Personnel	Number of EMPG Program Funded Personnel Participating In Exercise	Name or Description	Exercise Aligned to Emergency Operations Plan and NPG Core Capabilities? (Yes/No)
<b>Discussion-Based</b>						
<b>Seminar</b>						
• AAR complete						
• Corrective Actions identified						
<b>Workshop</b>						
• AAR complete						
• Corrective Actions identified						
<b>Tabletop Exercise (TTX)</b>						
• AAR complete						
• Corrective Actions identified						
<b>Game</b>						
• AAR complete						
• Corrective Actions identified						
<i>Progress made towards addressing Corrective Actions. Please indicate at least the percentage progress made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.</i>						
<b>Operations-Based</b>						
<b>Drill</b>						
• AAR complete						
• Corrective Actions identified						
<b>Functional Exercise</b>						
• AAR complete						
• Corrective Actions identified						
<b>Full-Scale Exercise</b>						
• AAR complete						
• Corrective Actions identified						
<i>Progress made towards addressing Corrective Actions. Please indicate at least the percentage progress made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.</i>						
<b>Progress made towards completing Multi-Year TEP</b>						



**GOVERNOR'S OFFICE OF HOMELAND SECURITY  
AND EMERGENCY PREPAREDNESS**



**STATE OF LOUISIANA**

**GRANT AWARD CHECKLIST & GENERAL INFORMATION**

GRANT AWARD NO. EMW-2012-EP-00042

CFDA NO. 97.042

AWARD DATE: 08/13/2012

**I. FY 2012 Grant Award Packet:**

The following **MUST** be returned to GOHSEP by **Tuesday, October 30, 2012:**

Completed	Document Description	Due Date	Description
	Grant Award Sheet	10/03/2012	Formal Award Letter. Includes Special Conditions and Requirements <i>* Needs To Be Signed by Authorized Representative</i>
	Applicant Point of Contact (POC) Sheet	10/30/2012	Authorized Representative's designated POC to administer the grant award <i>* Needs To Be Signed by Authorized Representative</i>
	Grant Agreement Articles	10/30/2012	Federal Terms and Conditions <i>* Needs To Be Signed by Authorized Representative</i>
	Funding Opportunity Announcement (FOA)	N/A	Federal guidance, regulations, and law requirements
	Grant Award Checklist & General Info	N/A	Applicant's checklist for identified documents

**II. FY 2012 EMPG Performance Period:**

The performance period for FY 12 EMPG will be 06/01/2012 – 11/30/2013. Any funds not obligated in accordance with the spending plan will be de-obligated at the end of this period.

**III. FY 2012 EMPG Reporting Requirements:**

EMPG Quarterly Report

The Quarterly Report must be completed by all applicants. GOHSEP will provide a reporting format regarding the FY12 requirements to include, but not limited to:

1. % of required trainings completed by parish personnel who are funded by the EMPG Program;
2. % of required Exercises completed by parish personnel who are funded by the EMPG Program;
3. % of progressive exercises completed by the parish/sub-grantee;
4. Confirmation that AAR/IPs were completed for all exercises conducted by the parish;
5. Confirmation that TEPs were completed by the parish and/or confirmation parish has contributed to the State TEP;
6. Confirmation that all parishes have EOPs compliant with CPG 101v.2; and
7. Parish quarterly activities according to the Emergency Management Functions including an activity description and project objectives.

Reporting requirements are fully described in the grant award special conditions and the FOA.

Quarterly Reports are due the month following each reporting period as follows:

Completed	Quarter	Reporting Period	Due Date
	Quarter 1	06/01/2012 – 08/31/2012	9/30/2012
	Quarter 2	09/01/2012 – 11/30/2012	12/31/2012
	Quarter 3	12/01/2012 – 02/28/2013	3/31/2013
	Quarter 4	03/01/2012 – 05/31/2013	6/30/2013
	Quarter 5	06/01/2013 – 08/31/2013	9/30/2013
	Closeout Quarter	09/01/2013 – 11/30/2013	12/31/2013

**IV. FY 2012 EMPG Forms**

Copies of all grant forms (some in fillable form) are available on the GOHSEP website:

<http://gohsep.la.gov/hsgrantprgindex.aspx>



## **Governor's Office of Homeland Security and Emergency Preparedness**

### **Homeland Security Grants Project Application Instructions**

The Homeland Security Grant Project Application contains seven tabs. The first tab is the overall project application and the tabs that follow are budget sheets for equipment, exercise, management and administration (M&A), organization and planning and a training request form. The same project application cannot be used for multiple projects. Prior to funds being expended, an entire project application must be submitted and approved.

Applicants shall not undertake any project having the potential to impact Environmental & Historic Preservation (EHP) resources without prior approval from GOHSEP through FEMA, including but not limited to ground disturbance, construction, modification of structures, and purchase and use of sonar equipment.

#### **Project Application**

##### **❖ Section I: Grant Information**

Select a grant name/year using the drop down list. To view the list, left click in the box and a small arrow will appear on the right of the box. When you click the arrow, you will be able to select one of the choices from the drop down list.

The grant name and grant year will correspond to the grant number. The grant number will automatically populate once the grant name/year are selected.

Enter the date the project application is being submitted to GOHSEP for review.

##### **❖ Section II: Project Information**

Project Title – Provide a one sentence title that fully describes the project.

Project Type - Select a project type from the drop down list.

Fusion Center – Select one option from the drop down list, either yes, if this project is related to a fusion center, or no if it does not.

Maintenance & Sustainment – You will be given three options to select from. (1) Sustaining or maintaining a capability acquired with federal homeland security funding, (2) Sustaining or maintaining a capability acquired without federal homeland security funding and (3) Development or acquisition of a new core capability.

Project Description – Provide a detailed description of the project. The description must include the scope of the project and how it supports the investment justification. You must be specific.

Investment Supported (Applies only to HSGP Grants: SHSP, MMRS, CCP and UASI) - The options in the drop down list for the investment supported are based on the grant name and grant year selected. Funds for the HSGP grants can only be allocated towards projects included in the Investment Justifications for the particular grant year the project application is for.

Mission Area – A drop down box will appear with the following options: Prevention, Protection, Response and Recovery.

Core Capability / Target Capabilities - Up to two Core Capabilities / Target Capabilities may be selected. The drop down list is based off of the mission area selected in the drop down directly above. If you would like additional information regarding the Target Capabilities, more information is available at <https://www.rkb.us/hspd8.cfm> . The Crosswalk of Target Capabilities to Core Capabilities can be located at <http://www.fema.gov/pdf/prepared/crosswalk.pdf> . The Core Capabilities are outlined in the National Preparedness Goal and the link to the National Preparedness Goal is <http://www.fema.gov/pdf/prepared/npq.pdf> .

State Goal / Urban Area Strategic Goal / Emergency Management Function - In order to see the drop down list, a grant name must have been selected in Section I. (1) If you selected an HSGP grant, the State Goals will appear in the drop down list. (2) If you selected UASI Region 1 or UASI Region 2, the Urban Area Strategic Goals for that particular Region will appear in the drop down list. (3) If you selected EMPG, the Emergency Management Functions will appear in the drop down list.

State Strategy Objectives / UASI Objectives / EMF - You may select up to two objectives. The options for your objectives will be based on the State Goal, Urban Area Strategic Goal or Emergency Management Function selected. (For instance, if you are working on a SHSP project application and you have selected Interoperable Communications as the state goal, all of the objectives that appear will be objectives directly under that State Goal. The options will be OBJ 1.1 through OBJ 1.5.)

❖ **Section III: Total dollar amount requested by solution area.**

The dollar amount will automatically calculate once each of the budget sheets are completed.

❖ **Section IV: Approval of Project by Designated Point of Contact**

The project application must be signed by the Designated Point of Contact. The Point of Contact must have been designated by the Authorized Representative.

**Solution Area Budget Sheets**

Each solution area has an individual budget sheet. A budget sheet must be completed for each solution area your project applies to. If a solution does not apply, just leave blank.

### **Equipment Budget Sheet**

- ❖ At the top of the budget sheet, the grant name / grant year and project title will automatically populate based on the information selected on the project application tab.
- ❖ Description of Item - Enter the description of the item you would like to purchase. The description must be specific. *Example: Interoperable Communications Equipment is not acceptable. XTS 2500 portable radio is an acceptable description.*
- ❖ AEL Ref Number - For equipment requests, you must enter an AEL number. You can locate the AEL number that best corresponds to your equipment by going to [www.rkb.us](http://www.rkb.us). The direct link to the Authorized Equipment List (AEL) is <https://www.rkb.us/mel.cfm?subtypeid=549>. When you click on an item on the AEL, you must check the specific grant to determine if that grant allows that specific item.
- ❖ The following questions will need to be answered: is the equipment mobile or portable and does this equipment require installation? When you click in the box, a drop down will appear with yes and no. If you answer yes to either of these questions, you must provide an explanation. These questions will assist the grant specialist in determining whether or not an Environmental and Historic Preservation (EHP) screening form will need to be completed and submitted to FEMA for review.
- ❖ AEL Equipment Category - The AEL Equipment Category directly corresponds to the authorized equipment list. *(Example: If radios were purchased and the equipment you purchased was approved under AEL number 06CP-01-PORT, the subcategory would be Interoperable Communications because 06 in the AEL is for Interoperable Communications Equipment. If a GPS was purchased and the equipment you purchased was approved under AEL number 04AP-02-DGPS, the subcategory would be Information Technology because 04 in the AEL is for Information Technology).*
- ❖ Discipline - Select a discipline from the drop down list. ALL is no longer an option due to the minimum spending requirements for law enforcement terrorism prevention activities under the SHSP and UASI grants.
- ❖ Enter the quantity of items being purchased and the unit cost of the items.

### **Exercise, M&A, Organization and Planning Budget Sheets**

- ❖ At the top of the budget sheets, the grant name / grant year and project title will automatically populate based on the information selected on the project application tab.
- ❖ Enter a description of the costs.
- ❖ Solution Area Subcategory - Select a subcategory that best describes the costs from the drop down list.
- ❖ Discipline - Select a discipline from the drop down list.
- ❖ Enter the quantity of items being purchased and the unit cost of the items.

## **Training Request Form**

For all training requests, a training request form must be submitted.

- ❖ The information under Section I on the training request form will automatically populate based off of the information entered on project application.
- ❖ Sponsoring Agency – Enter the name of the agency sponsoring the course.
- ❖ Course Title – Enter the title of the course number. If there is a course number, the course number should be included as well.
- ❖ Type of Training – There are four types of training: FEMA provided training, State sponsored course, Federal sponsored course and training not provided by FEMA. These options will appear in a drop down list.
- ❖ State Goal Supported, Investment Justification Supported and Mission Area – These three items will populate based off of the information entered on the project application
- ❖ Core Capability / Target Capability – This item will populate based off of the first Core Capability / Target Capabilities selected on the Project Application tab.
- ❖ Level of Training – There are three levels of training: Awareness Level, Performance Level and Management & planning level. These options will appear in a drop down list.

The following information was taken directly from

<https://www.firstrespondertraining.gov/content.do?page=courseLevels>

“Awareness level courses are designed for responders who require the skills necessary to recognize and report a potential catastrophic incident or who are likely to witness or investigate an event involving the use of hazardous and/or explosive devices”.

“Performance level courses are designed for first responders who perform tasks during the initial response to a catastrophic event, such as safeguarding the at-risk public, rescuing victims, decontaminating victims”.

“Management and planning level courses are designed, as the title suggests, for managers who build plans and coordinate the response to a mass consequence manmade or natural event”.

- ❖ Intended Audience – Select all of the disciplines that apply.
- ❖ Number of Attendees – Enter the number of individuals attending the course.
- ❖ Course Costs – Enter the entire costs for attending this course. Include registration fee, per diem, travel, etc.
- ❖ Dates of Course – Enter the dates the course will be delivered/attended.

- ❖ Requirements for HSGP Training not provided by FEMA – Per the HSGP Grant Guidance, there are six criteria that must be met for a course to be funded using FEMA funds. Make sure you have read the certification and the course you are applying for meets all of the criteria.
- ❖ Description of Course – Enter a detailed description of the course. If there is a course announcement and/or syllabus, please submit the documentation with the training request form.

#### **HELPFUL RESOURCES:**

- ❖ For the HSGP grants, you can view examples of allowable planning costs, allowable organizational activities, allowable training costs and allowable exercise related costs by viewing the Homeland Security Grant Guidance.

For FY-10 the allowable program activities begin on page 70 of the Grant Guidance. Examples of allowable expenses being on page 73.

The FY-10 HSGP Grant Guidance can be located at [www.fema.gov/pdf/government/grant/2010/fy10\\_hsgp\\_kit.pdf](http://www.fema.gov/pdf/government/grant/2010/fy10_hsgp_kit.pdf).

For FY-11 the allowable program activities begin on page 59. Examples of allowable expenses begin on page 62.

The FY-11 HSGP Grant Guidance can be located at [www.fema.gov/pdf/government/grant/2011/fy11\\_hsgp\\_kit.pdf](http://www.fema.gov/pdf/government/grant/2011/fy11_hsgp_kit.pdf).

- ❖ For additional information pertaining to training, you can visit [www.firstrespondertraining.gov](http://www.firstrespondertraining.gov).
- ❖ For additional information pertaining to the Homeland Security Exercises and Evaluation Program (HSEEP), you can visit <https://hseep.dhs.gov>.

If you have any questions, please feel free to contact the Homeland Security Grant Specialist assigned to your Region. We are always happy to assist you.





**GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS  
STATE OF LOUISIANA  
HOMELAND SECURITY PROJECT APPLICATION  
BUDGET SHEET**



**GRANT NAME / GRANT YEAR:**

EMPG\_2012

**PROJECT TITLE:**

**EQUIPMENT BUDGET**

Per Federal NEPA Grant Guidance and as referenced on the Responder Knowledge Database, certain products require an Environmental and Historic Preservation (EHP) review. Mobile and portable equipment has a categorical exclusion, however all other items must be submitted to FEMA for review using the EHP Form (obtain from GOHSEP Grant Staff).

Description of Item	AEL Ref. Number <a href="http://www.fhd.us">www.fhd.us</a>	AEL Equipment Category	Is this Equipment Mobile or Portable?	Does this equipment require installation?	If you answered yes to either of the two prior questions, please explain your product in further detail.	Discipline	Qty	Unit Cost	Total Cost
1)									\$0.00
2)									\$0.00
3)									\$0.00
4)									\$0.00
5)									\$0.00
6)									\$0.00
7)									\$0.00
8)									\$0.00
9)									\$0.00
10)									\$0.00
11)									\$0.00
12)									\$0.00
<b>Total for Equipment (Page 1)</b>									<b>\$0.00</b>



**GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS  
STATE OF LOUISIANA  
HOMELAND SECURITY PROJECT APPLICATION  
BUDGET SHEET**



**GRANT NAME / GRANT YEAR:** EMPG\_2012

**PROJECT TITLE:**

**EQUIPMENT BUDGET CONTINUED**

Per Federal NEPA Grant Guidance and as referenced on the Responder Knowledge Database, certain products require an Environmental and Historic Preservation (EHP) review. Mobile and portable equipment has a categorical exclusion, however all other items must be submitted to FEMA for review using the EHP Form (obtain from GOHSEP Grant Staff).

Description of Item	AEL Ref. Number www.rkb.us	AEL Equipment Category	Is this Equipment Mobile or Portable?	Does this equipment require installation?	If you answered yes to either of the two prior questions, please explain your product in further detail.	Discipline	Qty	Unit Cost	Total Cost
13)									\$0.00
14)									\$0.00
15)									\$0.00
16)									\$0.00
17)									\$0.00
18)									\$0.00
19)									\$0.00
20)									\$0.00
21)									\$0.00
22)									\$0.00
23)									\$0.00
24)									\$0.00
<b>Total for Equipment (Page 2)</b>									\$0.00
<b>Total for Equipment (Page 1 &amp; 2)</b>									\$0.00



**GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS  
STATE OF LOUISIANA  
HOMELAND SECURITY PROJECT APPLICATION  
BUDGET SHEET**



**GRANT NAME / GRANT YEAR:** EMPG\_2012

**PROJECT TITLE:**

**EXERCISE BUDGET SHEET**

Per Federal Grant Guidance, "Exercises conducted with FEMA support should be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP Guidance for exercise design, development, conduct, evaluation, and improvement planning is located at <https://hseep.dhs.gov>"  
All exercises must be NIMS Compliant.  
Grantees must develop After Action Report/Improvement Plans (AAR/IPs) following the completion of exercises.

Exercise Costs	Solution Area Subcategory	Discipline	Qty	Unit Cost	Total Cost
1)					\$0.00
2)					\$0.00
3)					\$0.00
4)					\$0.00
5)					\$0.00
6)					\$0.00
7)					\$0.00
8)					\$0.00
9)					\$0.00
10)					\$0.00
<b>Total Cost for Exercise</b>					<b>\$0.00</b>



**GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS  
STATE OF LOUISIANA  
HOMELAND SECURITY PROJECT APPLICATION  
BUDGET SHEET**



**GRANT NAME / GRANT YEAR:** EMPG\_2012

**PROJECT TITLE:**

**MANAGEMENT & ADMINISTRATION BUDGET SHEET**

Funds utilized for Management and Administration must be used solely for the management and administrative purposes associated with the grant award.

	Management & Administrative Costs	Solution Area Subcategory	Discipline	Qty	Unit Cost	Total Cost
1)						\$0.00
2)						\$0.00
3)						\$0.00
4)						\$0.00
5)						\$0.00
6)						\$0.00
7)						\$0.00
8)						\$0.00
9)						\$0.00
10)						\$0.00
<b>Total Cost for Management &amp; Administrative</b>						<b>\$0.00</b>



**GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS  
STATE OF LOUISIANA**



**HOMELAND SECURITY PROJECT APPLICATION  
BUDGET SHEET**

**GRANT NAME / GRANT YEAR:** EMPG\_2012

**PROJECT TITLE:**

**ORGANIZATION BUDGET SHEET**

Per Federal Grant Guidance, "EMPG Program funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management... Proposed staffing activities should be linked to accomplishing the projects and activities outlined in the EMPG Program Work Plan.  
Per Federal Grant Guidance, SHSP funds may be used for "reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred", "Overtime for information, investigative, and intelligence sharing activities", and "hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities".

	Organization Costs	Solution Area Subcategory	Discipline	Qty	Unit Cost	Total Cost
1)						\$0.00
2)						\$0.00
3)						\$0.00
4)						\$0.00
5)						\$0.00
6)						\$0.00
7)						\$0.00
8)						\$0.00
9)						\$0.00
10)						\$0.00

Total Cost for Organization: \$0.00



**GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS  
STATE OF LOUISIANA  
HOMELAND SECURITY PROJECT APPLICATION  
BUDGET SHEET**



**GRANT NAME / GRANT YEAR:**

EMPG\_2012

**PROJECT TITLE:**

**PLANNING BUDGET SHEET**

Planning Costs		Solution Area Subcategory	Discipline	Qty	Unit Cost	Total Cost
1)						\$0.00
2)						\$0.00
3)						\$0.00
4)						\$0.00
5)						\$0.00
6)						\$0.00
7)						\$0.00
8)						\$0.00
9)						\$0.00
10)						\$0.00
<b>Total Cost for Planning</b>						<b>\$0.00</b>



**GOVERNOR'S OFFICE OF HOMELAND  
STATE OF LOUISIANA**



**HOMELAND SECURITY TRAINING APPLICATION  
Training Request Form**

**SECTION I: GRANT INFORMATION**

Grant Name / Grant Year	Project Title
EMPG_2012	

**SECTION II: TRAINING INFORMATION**

1. Sponsoring Agency:		
2. Course Title:		
3. Type of Training:		
4. State Goal Supported:		
5. Investment Justification Supported:		
6. Mission Area:		
8. Core Capability / Target Capability:		
7. Level of Training:		
8. Intended Audience <i>Select all that apply</i>	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Government Administrative
	<input type="checkbox"/> Emergency Medical Services	<input type="checkbox"/> Public Safety Communications
	<input type="checkbox"/> Emergency Management Agency	<input type="checkbox"/> Health Care
	<input type="checkbox"/> Fire Service	<input type="checkbox"/> Public Health
	<input type="checkbox"/> Hazardous Material	<input type="checkbox"/> Other
	<input type="checkbox"/> Public Works	
9. Number of Attendees:		
10. Course Costs:	<b>\$0.00</b>	
11. Date(s) of Course:		

**SECTION III: REQUIREMENTS FOR HSGP TRAINING NOT PROVIDED BY FEMA**

Training not provided by FEMA must:

- 1) Fall within the FEMA mission scope to prepare State, local, tribal and territorial personnel to prevent, protect against, respond to, and recover from acts of terrorism and catastrophic events
- 2) Build additional capabilities that: (a) support a specific training need identified by the State, territory, and Urban Area, and (b) comport with the State, territory, or Urban Area Homeland Security Strategy
- 3) Address specific tasks and/or competencies articulated in FEMA's Emergency Responder Guidelines and the Homeland Security Guidelines for Prevention and Deterrence
- 4) Address specific capabilities and related tasks articulated in the September 2007 version of the TCL
- 5) Support the specific program training activities identified in the individual HSGP grant programs (SHSP, UASI, MMRS, CCP) for which the funding will be used
- 6) Comport with all applicable Federal, State, and local regulations, certification, guidelines, and policies deemed appropriate for the type and level of training



**GOVERNOR'S OFFICE OF HOMELAND  
STATE OF LOUISIANA**

**HOMELAND SECURITY TRAINING APPLICATION  
Training Request Form  
Continued**



**SECTION IV: DESCRIPTION OF COURSE**

**9. Description of Course:**  
*Please attach information  
pertaining to the course  
such as a course  
announcement or syllabus.*



## **Governor's Office of Homeland Security and Emergency Preparedness**

### **Homeland Security Grants EHP Instructions**

Applicants shall not undertake any project having the potential to impact Environmental & Historic Preservation (EHP) resources without prior approval from GOHSEP through FEMA, including but not limited to ground disturbance, construction, modification of structures, and purchase and use of sonar equipment.

Per the 2011 HSGP Guidance (page 54), "the following activities would not require the submission of the FEMA EHP Screening Form: planning and development of policies and processes; management, administration or personnel activities; classroom-based training; table top exercises; and acquisition of mobile and portable equipment (not involving installation)." Review the Grant Guidance for additional information pertaining Environmental & Historic Preservation Guidance for the grant and grant year your project will be funded under.

On the project application, applicants are asked if the item being purchased is mobile or portable and if the item requires installation. If yes is answered to either question, an explanation must be included. These questions will assist the grant specialist in determining if an EHP is required. Once it has been determined that an EHP Screening Form must be completed. The applicant must complete the information on the screening form, attach photographs and include all of the additional required information indicated below. After the grant specialist reviews the EHP Screening Form and attachments and verifies the documentation is complete, the documentation will be submitted to FEMA for review.

The EHP Screening Form consists of 7 pages. Complete section's A and B. For section C, complete each portion(s) which correspond to the boxes selected in section B. Finally, complete all of section D that apply to the project.

The applicants EHP must include the following attachments:

- ❖ Photographs – Ground level and Aerial
  - The photographs must include clear markings indicating where the equipment will be installed.
- ❖ FEMA Flooding Insurance Rate Map (FIRM)
  - <http://www.fema.gov/hazard/map/firm.shtm>
- ❖ U.S. Fish and Wildlife Service, National Wetlands Inventory (NWI) Map
  - <http://www.fws.gov/wetlands/Data/Mapper.html>

To expedite a timely EHP review write a clear and descriptive project description, include clear photos and maps and include any previous Master Plans or other environmental documentation.

The applicant is NOT authorized to begin work on the project until the project has been approved. The applicant will be notified via email once approval is received. The approval email will include a letter of approval from FEMA.

It is the applicant's responsibility to submit the EHP screening form. If it is determined during the reimbursement process that items were installed without proper EHP approval, those items will be considered non-compliant.

The following link provides additional information on Environmental & Historic Preservation Guidance for FEMA Grant Applicants: <http://www.fema.gov/environmental-planning-and-historic-preservation-program/environmental-historic-preservation-1>

DEPARTMENT OF HOMELAND SECURITY  
 FEDERAL EMERGENCY MANAGEMENT AGENCY  
**ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM**

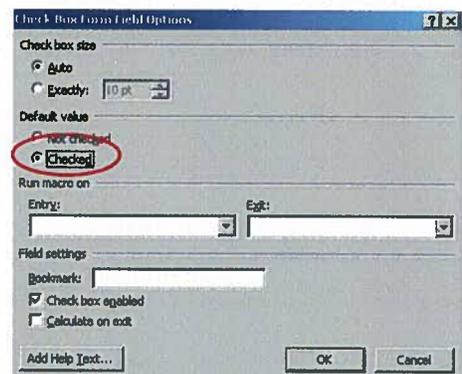
**Paperwork Burden Disclosure Notice**

*Public reporting burden for this form is estimated to average 8 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660- 0115) **NOTE: Do not send your completed form to this address.***

**Completing the Screening Form:**

This form must be attached to all project information sent to the Grant Programs Directorate (GPD) to initiate environmental and historic preservation (EHP) compliance review, per the National Environmental Policy Act (NEPA) and other EHP laws and executive orders. *There is no need to complete and submit this form if the grant scope is limited to planning, management and administration, classroom-based training, table-top exercises and functional exercises, or purchase of mobile and portable equipment where no installation needed.* Information Bulletin 345 (September 1, 2010) provides details on these activities. The form must be completed by someone with in-depth understanding of project details and location. Completion of this form does not conclude the EHP review process and FEMA may need to contact you for further information. Not providing requested information may result in funding release delays. This form is intended to be completed electronically. The following website provides a version of this form that is suitable for printing and completing by hand as well as additional guidance such as on how to make an aerial map: <http://www.fema.gov/plan/ehp/ehp-applicant-help.shtm#5>.

To check (X) a box (for example,  Yes  No), left double-click using your mouse and a Check Box Form Field Options box will appear, then under the Default Value, select Checked and press OK (see figure, right). To write in a text field (\_\_\_\_), select the text field with your mouse and begin typing.



**Submit completed form with necessary attachments to GPDEHPInfo@dhs.gov with the following information in the e-mail subject line: EHP Submission: Project Title, Subgrantee Name; Grant Award Number (Example, EHP Submission: Courthouse Camera Installation, Any Town, State, 12345).**

**Complete all of Section A, Section B, all of each portion(s) of Section C corresponding to checked blocks in Section B, and all of section D that apply to the project.**

**A. PROJECT INFORMATION (complete all)**

DHS Grant Award Number: \_\_\_\_\_ Grant Program: ..... \_\_\_\_\_  
Fiscal Year: ..... \_\_\_\_\_  
Project Title:..... \_\_\_\_\_  
Grantee (SAA): ..... \_\_\_\_\_ Sub grantee:..... \_\_\_\_\_  
Grantee POC: ..... \_\_\_\_\_ Subgrantee POC: ..... \_\_\_\_\_  
Mailing Address:..... \_\_\_\_\_ Mailing Address: ..... \_\_\_\_\_  
E-mail:..... \_\_\_\_\_ E-mail: ..... \_\_\_\_\_  
Dollar value of grant (*if known*): \_\_\_\_\_  
Date form completed:..... \_\_\_\_\_

**B. PROJECT TYPE**

Please check ALL the block(s) that best fit the scope of the project.

- 1. Training and Exercises. Go to page 2. Complete all of Section C.1.
- 2. Purchase of Equipment. Go to page 3. Complete all of Section C.2.
- 3. Physical security enhancements. Go to page 3. Complete all of Section C.3.
- 4. Renovations/upgrades/modifications to existing structures. Go to page 3. Complete all of Section C.4.
- 5. New construction/addition. Go to page 4. Complete all of Section C.5.
- 6. Communication towers, related equipment, and equipment shelters. Go to page 5. Complete all of Section C.6.
- 7. Other. If your project does not match any of these categories, go to page 6. Complete Section C.7

*The following information is required to initiate EHP review of the project. Based on the project's scope of work, determine which project type applies below and complete that section. For multi-component projects or those that may fit into multiple project types, complete the section that best applies and provide a complete project description. The project description should contain a brief summary of what specific action is proposed, where it is proposed, and how it will be implemented. If the project involves multiple locations, information for each must be provided. Attach additional pages, if needed.*

Provide a complete project description: \_\_\_\_\_

**C. PROJECT DETAILS**

1.  **Training and Exercises (check each that applies):**  Classroom-based  Field-based  
*If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted. All other training must provide the following:*
- a. Describe the scope of the proposed training or exercise (purpose, frequency, materials, and equipment needed, number of participants, and type of activities required)  
(Attach additional pages, if needed): ..... \_\_\_\_\_

Environmental and Historic Preservation Screening Form

- b. Will the field-based training take place at an existing facility having established procedures for that particular proposed training and exercise, and that conforms with existing land use designations (refer to Information Bulletin #329 ([http://fema.dps.mo.gov/empg/IB%20329\\_20090902.pdf](http://fema.dps.mo.gov/empg/IB%20329_20090902.pdf)) for further information)? .....  Yes  No
- If yes, please provide the name and location of the facility (physical training site address or latitude-longitude): .....
  - If no, provide the location (physical project address or latitude-longitude) **and** a full description of the area where training will occur:.....
- c. Does the field-based training/exercise differ in any way (including, but not limited to frequency, amount of facilities/land used, materials or equipment used, number of participants, type of activities) from previously permitted training exercises and training practices?.....  Yes  No
- If yes, explain any differences between the proposed activity and those that were approved in the past, and the reason(s) for the change in scope: .....
- d. Will any equipment or structures need to be installed to facilitate training? .....  Yes  No
- If yes, explain how and where this is proposed to be done (*include site-specific color photographs*):.....
2.  **Purchase of equipment (If the entire project is limited to purchase of mobile/portable equipment and there is no installation needed, you do not need to complete and submit this form.)**
- a. Specify what equipment, and the quantity: .....
- b. Provide AEL number(s) (if known): .....
- c. Will this equipment be installed?.....  Yes  No
- If Yes, go to page 6. Complete Section D.
3.  **Physical security enhancements and or installations (for example: installation of back-up generators, fencing, cameras, building/room access control, bollards, motion detection systems, x-ray machines, and lighting).**
- a. Describe what, how, and where improvement(s)/installation(s) will occur in/on the facility/building/structure: .....
- b. Provide project location (physical project address and latitude-longitude):.....
- c. Will the new equipment/improvements use the existing power supply systems?.....  Yes  No
- If no, describe new power source and installation (such as utility trenching): .....
- d. If generator installation, please state the capacity (KW):.....
- If a separate fuel tank is also included, describe if it is to be installed above or below ground, and its capacity (gallons): .....
- e. Go to Page 6. Provide additional project details in Section D.
4.  **Renovations/upgrades/modifications to existing structures.**
- a. Provide detailed description of modifications:.....

Environmental and Historic Preservation Screening Form

- b. Provide project location (physical project address and latitude-longitude): .....
- c. Will any equipment need to be installed? .....  Yes  No
  - If yes, please note in Section 2, (purchase of equipment).
- f. Go to Page 6. Provide additional project details in Section D.

5.  **New construction/addition (for example: emergency operations centers, docks, piers, security guardhouse).**

- a. Provide detailed scope of work (site acreage, new facility square footage/number of stories, utilities, parking, stormwater features, etc): .....
- b. Provide project location (physical project address or latitude-longitude): .....
- c. Will any equipment need to be installed? .....  Yes  No
  - If yes, please note in Section 2 (purchase of equipment).
- d. Will the new building/facility/renovations use existing utilities? .....  Yes  No
  - If no, describe installation of new utilities in (a) above (including trenching): .....
- e. Go to Page 6. Provide additional project details in Section D.

6.  **Communication towers, related equipment, and equipment shelters**

- a. Provide a detailed description of the project.....
- b. Provide project location (physical project address or latitude-longitude: .....
- c. Provide the elevation above mean sea level of the project location: .....
- d. For projects involving antenna(s) installations on existing towers:
  - Provide the height of the existing tower: .....
  - The height of the tower following the installation of the new antenna(s):.....
- e. For new tower projects, state the total height (in feet) of the communication tower or structure including any antennae to be mounted: .....
- If the proposed tower height is greater than 199 feet above ground level, state why this is needed to meet the requirements of the project: .....
- Will the tower be free-standing or require guy wires? .....  Free standing  Guy wires
- If guy wires are required, state number of bands and how many:.....
- State why a guyed tower is needed to meet the requirements of this project:.....
- What kind of lighting will be installed, if any (for example: white strobe, red strobe, or steady burning?): .....
- f. A general description of terrain (For example: mountainous, rolling hills, flat to undulating): .....
- g. Describe the frequency and seasonality of fog/low cloud cover: .....

Environmental and Historic Preservation Screening Form

- h. Provide a list of habitat types and land use on and adjacent to the tower site (within 1/2 mile), by acreage and percentage of total (e.g., woodland conifer forest, grassland, agriculture) waterbody, marsh): .....
  - i. Is there evidence of bird roosts or rookeries present within 1/2-mile of the proposed site? .....  Yes  No
    - a. If yes, describe: .....
      - Distance to nearest wetland area (for example: forested swamp, marsh, riparian, marine) and coastline if applicable: .....
    - i. Distance to nearest telecommunication tower:.....
  - j. Have measures been incorporated for minimizing impacts to migratory birds? .....  Yes  No
    - If yes, describe: .....
  - k. Has an FCC registration been obtained for this tower?.....  Yes  No
    - If yes, provide Registration #: .....
  - l. Has the FCC E106 process been completed?.....  Yes  No
  - m. Has the FCC Tower Construction Notification System (TCNS) process been completed?.....  Yes  No
    - If yes, attach all relevant environmental documentation submitted as part of the registration process including use of the Tower Construction Notification System (TCNS), if applicable. FRN#.....
  - n. Will any equipment or structures need to be installed?.....  Yes  No
    - If yes, explain what type how and where this is proposed to be done (*attach additional pages, if pages needed*):.....
  - o. Will equipment be co-located on existing FCC licensed tower or other structure? .....  Yes  No
    - If yes, identify the type of structure: .....
  - p. Go to Page 6. Provide additional project details in Section D.
7.  **Other.** For any project that does not fit a category listed above, please provide a thorough summary of the proposed action and location. Include as much detail as necessary to ensure someone not personally familiar with the project is able to conduct an EHP review.
- a. Project Summary: \_\_\_\_\_
  - b. Provide additional project details in Section D.

**D. OTHER PROJECT RELATED INFORMATION (complete all that apply)**

The following website may provide some additional EHP related guidance and resources to help complete this section <http://www.fema.gov/plan/ehp/ehp-applicant-help.shtm#5>.

- 1. If work is proposed on/in an existing building(s) or structure(s) provide the year built: .....
  - If the building or structure involved is over 45 years old and significant renovation, rehabilitation, or modification has occurred, please provide the year(s) and briefly describe the nature of remodeling: .....
- 2. If the project affects the exterior of the building, are there any known buildings and/or structures that are 45 years or older in the immediate project area? .....  Yes  No/NA

Environmental and Historic Preservation Screening Form

- If yes, please provide the location, ground-level color photos of these, and identify their location(s) on the aerial map.
3. Is the building or structure on which work is proposed a historic property or in a historic district, or are there any adjacent historic properties? .....  Yes  No
- Information about historic properties may be found on the National Register of Historic Places at <http://nrhp.focus.nps.gov/natreghome.do?searchtype=natreghome> or the respective State Historic Preservation Office may have information on their website.
4. Will ground disturbance be required to complete the project?.....  Yes  No
- If yes, provide total extent (depth, length and width) of each unique ground disturbing activity. Light poles, bollards and fencing are each unique ground disturbing activities (For example, six light poles, 24" dia. x 4' deep; trenching 12" x 500' x 18" deep):..... \_\_\_\_\_
5. Has the ground been previously disturbed?.....  Yes  No
- If yes, please describe the current disturbed condition of the area (for example, parking lot, roadway right-of-way, commercial development):..... \_\_\_\_\_
6. Are there technical drawings or site plans available, if yes please attach. ....  Yes  No
7. Attach color site photographs:
- Ground-level color site photos that provide context and show where site work/physical installations are proposed (label photos),
  - Ground-level color photographs of each side of the building involved.
  - Aerial color photograph with project limits outlined and with the location of any proposed installations identified.
  - Aerial color photograph(s) showing all ground disturbing activities (if applicable).
8. Is the project part of an approved plan such as a Master Plan or an Implementation Plan or any larger action/project? .....  Yes  No
- If yes, provide the plan/project name and brief description:..... \_\_\_\_\_
9. Is there any *previously* completed environmental documentation for this project (for example: Environmental Impact Statement, Environmental Assessment, wetland delineation, archaeological study)?.....  Yes  No
- If yes, please attach documentation. If a NEPA document, what was the decision? (*Check one, and please attach*):  
 Finding of No Significant Impact (FONSI) or  
 Record of Decision (ROD)  
Name of preparing agency:..... \_\_\_\_\_  
Date approved:..... \_\_\_\_\_
10. Is there any *previously* completed agency coordination for this project (for example correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office (SHPO), Tribal Historic Preservation Office (THPO), or permitting agencies? .....  Yes  No
- If yes, please attach documentation unless included in NEPA documentation identified above.
11. Provide FEMA Flood Insurance Rate Map (FIRM), with project limits outlined. FIRM maps can be created from: <http://www.fema.gov/hazard/map/firm.shtm>
12. Provide U.S. Fish and Wildlife Service, National Wetlands Inventory (NWI) Map created from: <http://www.fws.gov/wetlands/Data/Mapper.html>



## **Governor's Office of Homeland Security and Emergency Preparedness**

### **Homeland Security Grants Reimbursement Request Form Instructions**

A separate reimbursement form must be used when requesting funds from more than one grant year or more than one grant.

- ❖ Enter the date
- ❖ Agency Name
- ❖ Point of Contact
- ❖ Address
- ❖ City / State / Zip Code
- ❖ Phone Number
- ❖ Parish
  
- ❖ On the top right hand side of the form, please select the grant year funds are being requested from. If you are selecting 2008, click the box directly to the left of 2008. When you click in the box, a check mark should appear.
  
- ❖ Select the grant by clicking the box directly to the left of the grant name.
  
- ❖ The grant award number will correspond with the grant year and grant name you selected above. The grant award number can be located on the initial Grant Award Sheet and/or the project application.
  
- ❖ Enter the Tax ID number. The Tax ID number is very important. The finance department uses the Tax ID number provided to issue the reimbursement check / EFT. Please enter one number per box. All of the boxes will have a number in them. There are two boxes shaded grey and above they say GOHSEP Use Only. If you have those two numbers and you would like the funds to definitely go to that particular tax id location you can enter the numbers in the boxes.
  
- ❖ If an advanced payment is being requested, please click on the box to the left of Requesting Advanced Payment. (An advanced payment is when a reimbursement is being requested prior to the vendor being paid). When you click in the box, a check mark should appear. After you receive payment from GOHSEP for your reimbursement, you will have 45 days to submit proof of payment to show the vendor was paid. The letter log number needs to be referenced when you submit your proof of payment in order for the grant specialist to determine which reimbursement the payment is for.
  
- ❖ The project application number applies to the 2011 and 2012 grants. This will be the Log # assigned to the project application when the project application was reviewed and approved by the grant specialist.
  
- ❖ Please enter the Vendor Name and Invoice Number for the invoices you are requesting reimbursement for. Enter one invoice per line.

- ❖ For solution area, you will select from a drop down list. The following options are available: Equipment, Training, Planning, Exercise, Admin or Organization.
- ❖ The AEL Number applies to equipment only. The AEL number entered will be the same AEL number from your project application where the item was approved. The Authorized Equipment List (AEL) can be located at [www.rkb.us](http://www.rkb.us). An example of an AEL Number is 06CP-01-MOBL. If there are several items on the invoice and they have different AEL numbers, the items will need to be entered on separate lines to indicate each AEL number used.
- ❖ For discipline you will select from a drop down list. Some of the options are: Emergency Management, Law Enforcement, Fire, etc. ALL will no longer be an option due to the minimum requirement for law enforcement under the SHSP and UASI grants. If you are purchasing items under SHSP or UASI to meet the minimum requirement for Law Enforcement the exact amount dedicated to Law Enforcement needs to be indicated. If you have purchased items on one invoice for several disciplines please use more than one line on the reimbursement form.
- ❖ Enter the amount you are requesting reimbursement for.
- ❖ Finally, print and sign your name and date the reimbursement form.

Your reimbursement request must include a copy of the reimbursement request form, the invoice and a copy of the check to the vendor (unless you are requesting an advanced payment). Please attach a copy of your approved project application to the reimbursement request.

Additional documentation needed for reimbursement requests:

- Salaries – A position description must be included.
- Meetings – An agenda and a sign in sheet must be submitted with the reimbursement request.
- Exercise Reimbursements – If for contract support or for the development and/or conduct of an Exercise, applicant must provide a copy of the After Action Review (AAR).
- Training Reimbursements – If funds were used to support the delivery of an authorized class, applicant must provide a roster of the students.
- Vehicles – A Vehicle Certification Form must be provided or currently be on file with the approved project application.

Reimbursements may be submitted via mail, fax or email. Please do not submit your reimbursement request via email and mail, etc. When reimbursements are submitted two ways it increases the chance of the reimbursement being processed twice. Please allow 20 – 30 days to receive reimbursement.

If you submit your reimbursement via mail, please submit to:

GOHSEP  
 Attn: Grants Section – (Name of Grant)  
 7667 Independence Blvd.  
 Baton Rouge, LA 70806

If you have any questions, please feel free to contact one of the Grant Sections staff. We are always happy to assist you.

