



FY 2012

Program Guidance

Local Emergency Management Performance Grant (LEMPG)

**NYS Division of Homeland Security and
Emergency Services (DHSES)**

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I. Program Overview

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>.

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

Throughout the project period, the NYS Division of Homeland Security and Emergency Services (DHSES) will be available to assist jurisdictions in enhancing their homeland security programs. If you have any questions regarding the development of your local applications for the FY 2012 HSGP grants, please contact DHSES' Grant Hotline at (866) 837-9133 or grants@dhSES.ny.gov.

II. Highlights

Directions for Completing Application: To complete this application for FY 2012 EMPG funds, grantees should review this Program Guidance document. All budgetary and programmatic

information must be entered on the forms provided and returned to the NYS Division of Homeland Security and Emergency Services (DHSES). For 2012, grantees will not be required to enter applications in the E-Grants system. **Applicants will complete their applications on the provided forms and email those documents to grants@dhses.ny.gov.**

Changes for 2012: Beginning with FY 2012, the Federal Grants Program Administration (FGPA) Unit of the DHSES Office of Counter-Terrorism (OCT) will administer the application and contracting process for the local EMPG program. Grantees will no longer submit their application for funding through OEM. Applications and contracts will be administered in a manner consistent with how DHSES OCT manages the State Homeland Security Program (SHSP) grants for local grantees. The Office of Emergency Management will remain actively involved in setting programmatic priorities for EMPG funding.

For FY 2012, the period of performance for the EMPG grant program will be limited to 24 months. Additionally, DHS indicates that extensions to the period of performance will be unlikely. For FY 2012, grantees are now able to use EMPG funding to sustain capabilities whether or not those capabilities were developed with federal funding.

For FY 2012, DHS has replaced the Target Capability List (TCL) with the new Core Capabilities. To reduce the burden on local grantees, DHSES is asking local grantees to complete their application for funding using the TCL and DHSES will cross-walk the selected target capabilities to the new Core Capabilities, making the adjustment for local grantees. In future grant years it is anticipated that local grantees may be required to link their projects to the Core Capabilities list, therefore local grantees are encouraged to become familiar with the Core Capabilities. Grantees may access the Core Capabilities list at <http://www.fema.gov/core-capabilities>.

Planning for future funding: **Grantees should take note that as a condition of funding beginning in FY 2013, participating jurisdictions will be required to meet forthcoming New York State emergency management training certification as well as adhere to crisis information sharing and operational integration with State agencies during crisis and disaster response operations.**

Deadline: Applications are due by 11:59 p.m. on April 15, 2013. Applications must be submitted via email to the DHSES Grants Inbox at grants@dhses.ny.gov. **Applications that are not received by the due date may not be considered for funding.**

Cost Match: 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 or 2 CFR §215.23 which is located at 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.

Matching funds must be treated as grant funds therefore any personnel used to meet the Match requirement will need to meet the same training and exercise requirements as EMPG funded personnel.

Period of Performance: The period of performance for FY 2012 EMPG funds is 24 months, from 06/1/2012-05/31/2014. It is anticipated that extensions to the period of performance will not be approved therefore applicants should propose projects that will be completed within the performance period.

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.

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.

States 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 distributed guidance during FY 2012 on how to complete a Threats and Hazards Identification and Risk Assessment (THIRA). New York State is actively engaged in completing the THIRA and engaged counties across the state in this process through a capabilities survey in the fall of 2012. DHSES will conduct additional outreach to counties and other partners in the near future to present results of the survey and to seek comments on the draft THIRA document.

III. Directions for Completing the Application

To complete the FY 2012 local application, grantees must complete the provided FY 2012 Application Worksheet (Microsoft Excel spreadsheet) and electronically submit it to the Division of Homeland Security and Emergency Services at grants@dhsec.ny.gov by 11:59 p.m. on April 15, 2013 in order to be considered for funding.

For FY 2012, DHSES will use the E-Grants system to contract with local applicants. Once the projects have been approved by DHSES, FGPA staff will enter grant information into E-Grants and once complete, DHSES staff will contact the grantee's authorized point of contact to accept the certified assurances within the E-Grants system.

IV. FY 2012 Federal Programmatic Guidance

Presidential Policy Directive 8: National Preparedness

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 FY2013 budget has proposed substantial changes to DHS grant programs. FY 2012 grant programs will prepare grantees for the transition to new requirements in FY2013 in the following ways:

FFY 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. 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

- The State will report progress toward making its EOP 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, states 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 (State/ NYC UASI).

Reporting

- States and current federally funded Urban Area Security Initiative (UASI) regions 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 (New York State and New York City Urban Area

deadline extended to June 30, 2013 due to Superstorm Sandy). 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 Training and Exercise Plans (TEPs). The Multi-Year TEP provides a roadmap to accomplish the priorities described in the Homeland Security Strategy. Engaging the whole community in training and exercises allows all partners to evaluate and improve upon their level of preparedness. 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 details. For a copy of the Frequently Asked Questions (FAQs) on TEPs, please e-mail askcsid@fema.gov and ask for a copy of the “FY11 EMPG Requirements” message dated November 11, 2011.

The local TEP should be submitted to grants@dhses.ny.gov; 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. 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 DHSES. The AAR/IP should be encrypted (password protected) and emailed to grants@dhses.ny.gov. FGPA will share all submitted AAR/IPs with the DHSES-OEM Training and Exercise unit. 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 to DHSES Office of Counter Terrorism (OCT) Federal Grant Program Administration (FPGA) unit within 60 days of exercise completion 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 States 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.

V. Authorized Program Expenditures

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.

Up to 5% of the award amount may be used to support Management and Administrative costs associated with the implementation of the grant award. Examples of allowable M&A costs include:

- Hire of full or part time staff to administer grants
- Travel costs
- Meeting related expenses
- Authorized office equipment
- Leasing or renting of space for newly hired personnel during the period of performance for the grant program.

For more information on allowable M&A costs, please refer to Appendix B: Allowable Cost Matrix.

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
- 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.

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.

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.
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- **Point of Contact:** If you have any questions about training, please contact DHSES at grants@dhses.ny.gov or by phone at 1-866-837-9133. The DHSES-OEM Training Branch can be reached at training@dhses.ny.gov or by phone at 518-292-2351.

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

HSEEP general information:

- HSEEP is a capabilities and performance-based exercise program which provides a standardized policy, methodology, and terminology for exercise development, conduct, evaluation and improvement planning. HSEEP policy and guidance is contained in the HSEEP Volumes 1-4, and can be obtained on the HSEEP web site: www.hseep.dhs.gov, along with the HSEEP Exercise development toolkit.

- The HSEEP Mobile Course has been designed to provide students with an understanding of the guidance and principles of HSEEP. This course is scheduled regularly throughout the state and course offerings are listed on the DHSES web site: <http://www.dhSES.ny.gov/oct/units/training-exercises/training-calendar.cfm>.

A summary of major HSEEP compliance activities follows-

Exercise notification:

Exercise Notification Form: When an exercise is scheduled, it must be reported to DHSES on the Scheduled Exercise Notification Form. **This form must be submitted to the DHSES Office of Emergency Management (OEM) Training and Exercise Unit sixty days prior to the start of each exercise supported with EMPG funds, including any exercise supported by the jurisdiction through a sub-allocation of its award.** This notification should be submitted via <http://www.dhSES.ny.gov/oem/exercise/exercise-notification.cfm>.

- National Exercise Schedule: HSEEP guidance requires exercises be placed on the National Exercise Schedule (NEXS). The DHSES OEM Exercise Branch will place exercise information on the National Exercise Schedule based on information contained on the exercise notification form received from jurisdictions. DHSES also maintains a state exercise schedule on the agency web site.

Exercise development: Exercises must be developed according to HSEEP guidance.

Exercise evaluation and after action reporting:

- Evaluation is the cornerstone of exercises. It documents strengths and areas for improvement in a jurisdiction's preparedness. HSEEP requires all exercises to be evaluated and jurisdictions must submit an exercise After Action Report (AAR) and Improvement Plan (IP). Evaluation takes place using pre-developed Exercise Evaluation Guides which are available on the HSEEP web site. The After Action Report/ Improvement Plan summarizes exercise events and includes corrective actions for improvement. **The AAR/IP must be submitted to the DHSES OEM Exercise Branch at exercise@dhSES.ny.gov sixty days after completion of the exercise.**
- Format, templates and information regarding AAR and IP may be found in HSEEP Volume IV on the HSEEP web site: www.HSEEP.dhs.gov. The HSEEP Mobile course includes very thorough information on development of After Action Reports and Improvement Plans.

Exercise Assistance: The Division of Homeland Security and Emergency Services is available to provide exercise assistance to jurisdictions. Please contact your DHSES Contracts Representative at grants@dhSES.ny.gov or by phone at 1-866-837-9133 if you are interested in conducting an exercise using FY 2012 EMPG funds. Specific questions related to HSEEP and/or exercise related questions should be referred to the DHSES OEM Exercise Branch. Please contact the OEM Exercise Branch at exercise@dhSES.ny.gov or by phone at 518-242-5002.

Construction and Renovation **FY 2012 Construction and Renovation Guidance**

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 through DHSES 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) through DHSES to their FEMA 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 through DHSES 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 grants@dhses.ny.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).

Reminder: All applicants are reminded that the period of performance for FY 2012 EMPG funding ends on 5/31/14 and that any extensions to the period of performance are unlikely. Applicants are encouraged to only apply for projects that can be completed before the end of the period of performance.

Projects that were initiated or completed before an EHP review was concluded are unallowable for reimbursement using EMPG funds. For more information on FEMA's EHP requirements, grantees should refer to FEMA's Information Bulletin #329 "Environmental Planning and Historical Preservation Requirements for Grants" available online at:

<http://www.fema.gov/pdf/government/grant/bulletins/info329.pdf>

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.

For more information on allowable costs, please refer to Appendix B: Allowable Cost Matrix.

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 DHSES Contracts Representative prior to making any investment that does not clearly meet the allowable expense criteria established in this Guidance.

Local jurisdictions may not charge for indirect costs under this grant program.

Supplanting

Grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose.

VI. Local Emergency Management Performance Grant Application & Reporting

Application Requirements

An application for participation in the Local EMPG Program must include the following:

- *A short narrative summary (250 words or less) of the proposed project for which LEMPG funds will be used;*
- *A completed local EMPG application worksheet, including project budget and workplan objectives, using the provided forms;*

Applicants must use the separate EMPG Application Worksheet (MS Excel spreadsheet) to submit all required information.

FY 2012 Work Plan

The Local EMPG Work Plan for 2012 that is included in the Application Worksheet provides the applicant with a variety of projects that may be undertaken with FY 2012 local EMPG funds. Applicants may choose to select any of these projects to utilize their funding or they may enter a project of their own design as long as it conforms to the allowable expenditures guidance previously outlined in this document. Applicants are encouraged to consult with their DHSES Contract Representative at 1-866-837-9133 to discuss the eligibility of potential projects. The Work Plan/Quarterly Reporting forms included in previous versions of the LEMPG Application Kit are no longer valid. Sub-Grantees are required to use the new procedures when submitting the Work Plans and Quarterly Reports.

The Work Plan is to be used by each participating jurisdiction to report quarterly and final accomplishments. The Division of Homeland Security and Emergency Services (DHSES) will use the Work Plan as one way to monitor the progress of jurisdictions in meeting annual program requirements and to account to DHS/FEMA on program results.

Activities Completion

Where possible, program activities included in the LEMPG Work Plan are defined as broadly as possible to allow participants the flexibility to claim credit for as many emergency management activities as possible. Completion of certain activities is required. These activities are detailed below:

National Incident Management System (NIMS) Training

IS 100; IS 200; IS 700; IS 800

FEMA Professional Development Series

IS 139; IS 230; IS 235.a; IS 240.a; IS 241a; IS 242a; IS 244.a

Required activities are quantified and will include either a required number of activities or will indicate the quarter by which an activity should be accomplished.

Quarterly Report Submission Procedure

Beginning with the FY 2012 local EMPG program, the Division of Homeland Security and Emergency Services (DHSES) Federal Grant Program Administration (FGPA) unit will utilize the E-Grants system for quarterly reporting. FY 2012 Quarterly Reports will be submitted using a process similar to the reporting process used for other grants administered by FGPA including the State Homeland Security Program (SHSP).

- ✓ **Please contact your DHSES Contract Representative at 1-866-837-9133 if you need assistance in completing the Applicant Worksheet or Quarterly Report.**

- ✓ **All applicants are required to complete and submit the EMPG Applicant Worksheet and quarterly reports (and applicable attachments) electronically. Submission of the materials must be completed in the E-Grants electronic grants management system.**

Completed work products, e.g., plan revisions, exercise critiques, etc., that support the completion of a work item should be submitted with the report. DHSES Contract Representatives will verify program accomplishments during programmatic monitoring visits at the sub-grantees offices.

Special Conditions of Future Funding

Grantees should take note that as a condition of funding beginning in FY 2013, participating jurisdictions will be required to meet forthcoming New York State emergency management training certification as well as adhere to crisis information sharing and operational integration with State agencies during crisis and disaster response operations.

Appendix A: Target Capabilities and Linkages to HSGP Funding Streams

	EMPG
Common Target Capabilities	
Planning	Y
Community Preparedness and Participation	Y
Communications	Y
Risk Management	Y
Intelligence and Information Sharing & Dissemination	Y
PREVENT Mission Area Target Capabilities	
Info Gathering & Recognition of Indicators & Warnings	Y
Counter-Terror Investigation and Law Enforcement	Y
Intelligence Analysis & Production	Y
CBRNE Detection	Y
PROTECT Mission Area Target Capabilities	
Critical Infrastructure Protection	Y
Epidemiological Surveillance & Investigation	Y
Laboratory Testing	Y
Food & Agriculture Safety & Defense	Y
RESPOND Mission Area Target Capabilities	
Onsite Incident Management	Y
Citizen Evacuation and Shelter-in-Place	Y
Emergency Operations Center Management	Y
Isolation & Quarantine	Y
Critical Resource Logistics & Distribution	Y
Volunteer Management & Donations	Y
Emergency Public Information & Warning	Y
Responder Safety & Health	Y
Emergency Triage & Pre-Hospital Treatment	Y
Emergency Public Safety & Security Response	Y
Medical Surge	Y
Animal Disease Emergency Support	Y
Medical Supplies Management & Distribution	Y
Environmental Health	Y
Mass Prophylaxis	Y
Explosive Device Response Operations	Y
Fire Incident Response Support	Y
Mass Care (Sheltering, Feeding, Related Services)	Y
Search and Rescue (Land-Based)	Y
Fatality Management	Y
WMD/Hazardous Materials Response & Decontamination	Y
RECOVER Mission Area Target Capabilities	
Structural Damage Assessment	Y
Economic & Community Recovery	Y
Restoration of Lifelines	Y

Appendix B: Allowable Cost Matrix

Allowable Management & Admin. Costs	EMPG
Hiring of full or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, compliance with reporting & data collection requirements	Y
Development of operating plans for information collection & processing necessary to respond to FEMA data calls	Y
Costs associated with achieving emergency management that is inclusive of the access and functional needs of workers and citizens with disabilities	Y
Overtime and backfill costs	Y
Travel	Y
Meeting related expenses	Y
Authorized office equipment	Y
Recurring expenses such as those associated with cell phones & faxes during the period of performance of the grant program	Y
Leasing or renting of space for newly hired personnel during the period of performance of the grant program	Y
Allowable Planning Costs	EMPG
Emergency management planning activities, including 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	Y
Emergency management/operation plans including 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 , modifying existing incident management and emergency operations plans, developing/enhancing comprehensive emergency management plans, and developing/enhancing large-scale and catastrophic event incident plans	Y
Continuity/Administrative Plans including developing/enhancing Continuity of Operation (COOP)/Continuity of Government (COG) plans, and developing/enhancing financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program	Y
Whole Community engagement/planning including 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, and planning to foster public-private sector partnerships	Y
Development or enhancement of mutual aid agreements/compacts, including required membership in EMAC	Y

Resource management planning including developing/enhancing logistics and resource management plans, supply preparation, 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.	Y
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.	Y
Evacuation planning to include developing/enhancing evacuation plans, plans for alerts/warning, crisis communications, pre-positioning of equipment for areas potentially impacted by mass evacuations sheltering, and re-entry.	Y
Pre-disaster Recovery planning including 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	Y
Recovery planning <ul style="list-style-type: none"> 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: <i>Planning for a Successful Disaster Recovery</i> (pages 63-70). For more information on the NDRF see http://www.fema.gov/pdf/recoveryframework/ndrf.pdf. 	Y
Program evaluations	Y
Allowable Organization Costs	
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.	Y
Personnel costs, including salary, overtime, compensatory time off, and associated fringe benefits	Y
Allowable Equipment Costs	
The select allowable equipment includes equipment from the following AEL categories: <ul style="list-style-type: none"> Information Technology (Category 4) Cyber-Security Enhancement Equipment (Category 5) Interoperable Communications Equipment (Category 6) 	Y

<ul style="list-style-type: none"> • 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) 	
General purpose vehicles (such as sports utility vehicles) are allowed to be procured in order to carry out the responsibilities of the EMPG Program.	Y
Allowable Training Costs	
Support the nationwide implementation of NIMS.	Y
Developing/enhancing systems to monitor training programs	Y
Conducting all hazards emergency management training	Y
Attending Emergency Management Institute (EMI) training or delivering EMI train-the-trainer courses	Y
Attending other FEMA-approved emergency management training	Y
Mass evacuation training at local, State, and tribal levels	Y
<i>Funds Used to Develop, Deliver, and Evaluate Training.</i> Includes costs related to administering the training: planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment	Y
<i>Overtime and Backfill.</i> 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.	Y
<i>Travel.</i> 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.	Y
<i>Hiring of Full or Part-Time Staff or Contractors/Consultants.</i> Full- or part-time staff may be hired to support direct training-related activities.	Y
<i>Certification/Recertification of Instructors.</i> Costs associated with the certification and re-certification of instructors are allowed.	Y
Allowable Exercise Costs	
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.	Y
Hiring of Full or Part-Time Staff or Contractors/Consultants. Full- or part-time staff may be hired to support direct exercise activities. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of exercises.	Y
Overtime and Backfill. The entire amount of overtime costs, including payments	Y

related to backfilling personnel, which are the direct result of time spent on the design, development and conduct of exercises are allowable expenses.	
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	Y
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)	Y
Implementation of HSEEP. This refers to costs related to developing and maintaining a self-sustaining State HSEEP which is modeled after the national HSEEP	Y
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.	Y
Unauthorized exercise-related costs include:	
<ul style="list-style-type: none"> • 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 	Y
Allowable Construction and Renovation Costs	
Construction and renovation activities for a State, local, or tribal government's principal EOC as defined by the SAA are allowable**	Y
**Written approval through DHSES from FEMA required prior to the use of any EMPG funds for construction/renovation projects. Also requires submission of EOC Investment Justification (FEMA Form 089-0-0-3, OMB Control Number 1660-0124.	Y
Allowable Maintenance and Sustainment Costs	
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.	Y
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.	Y
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	
Indirect costs are unallowable	
Supplanting	
Grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose.	