



FY 2014

Program Guidance

Local Emergency Management Performance Grant (LEMPG)

Applications due by May 30, 2014

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

Table of Contents

- I. Program Overview..... 3
- II. Highlights..... 3
- III. Directions for Completing the Application..... 6
- IV. FY 2013 Program Overview and Objectives 6
- V. Authorized Program Expenditures..... 10
- VI. Local Emergency Management Performance Grant Application & Reporting.. 17
- Appendix A: Allowable Cost Matrix 20
- Appendix B: Homeland Security Exercise Evaluation Program (HSEEP)..... 25

I. Program Overview

The purpose of the Emergency Management Performance Grant (EMPG) Program is to provide federal funds to assist State, local, territorial, and tribal governments in preparing for all hazards, as authorized by Section 662 of the *Post Katrina Emergency Management Reform Act* (6 U.S.C. § 762) and the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (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, to support a comprehensive all hazards emergency preparedness system.

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 2014 EMPG grants, please contact the DHSES Grant Hotline at (866) 837-9133 or grants@dhSES.ny.gov.

II. Highlights

Directions for Completing Application: To complete this application for FY 2014 Local EMPG funds, applicants 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 2014, applicants 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.**

Sub-grantees are reminded that the training and exercise requirements in this guidance apply to personnel funded by EMPG and those staff used as matching funds. Sub-grantees that do not fund personnel are not required to meet the training and exercise (three exercises in 12 months) requirements for personnel. In FY2014, only the State must develop and submit to FEMA a Training and Exercise Plan.

The Grants Program Administration (GPA) Unit of the DHSES Office of Counter-Terrorism (OCT) will administer the application and contracting process for the local EMPG program. Applications and contracts will continue to be administered in a manner consistent with how DHSES OCT managed the FY2012 and FY2013 EMPG grants for local sub-grantees. The DHSES Office of Emergency Management remains actively involved in setting programmatic priorities for EMPG funding.

For FY 2014, the period of performance for the EMPG grant program will be limited to 24 months. For FY 2014, grantees are again able to use EMPG funding to sustain capabilities whether or not those capabilities were developed with federal funding.

Application Linkages: All allocations and use of funds under EMPG must support and/or link back to several federal initiatives and reporting mechanisms. Where necessary, local sub-grantees will be required through their local application worksheets to demonstrate the appropriate linkages to the projects they will use EMPG funding to support.

The FY2014 local EMPG focuses on the development and sustainment of core capabilities as outlined in the National Preparedness Goal (NPG). The U.S. Department of Homeland Security has aligned EMPG with the National Preparedness System (NPS) with the goal of achieving “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.” Consistent with that objective, all grantees and sub-grantees funded through this program agree to provide DHSES, upon request at any time during the life of the grant contract, such cooperation and information deemed necessary by DHSES to ascertain: (1) the nature and extent of any threats or hazards that may pose a risk to the grantee or sub-grantee; and (2) the status of any corresponding grantee or sub-grantee plans, capabilities, or other resources for preventing, protecting against, mitigating, responding to, and recovering from such threats or hazards

FY2014 local EMPG and the National Preparedness Goal also support the improvement of capabilities through training and exercise programs. Additionally, pursuant to Article 26 of the NYS Executive law, DHSES is authorized to undertake periodic drills and simulations designed to assess and prepare responses to terrorist acts or threats and other natural and man-made disasters. Funded grantees and sub-grantees agree to attend and participate in any DHSES-sponsored conferences, training, workshops or meetings (excluding those identified by DHSES as voluntary) that may be conducted, by and at the request of DHSES, during the life of the grant contract.

Deadline: Applications are due by May 30, 2014. 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 2014, the Federal share of funds made available under the program shall not exceed 50 percent (50%) of the total budget. 42 U.S.C. § 5196(j). Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds. FEMA administers EMPG Program cost matching requirements in accordance with 44 CFR §13.24.

To meet matching requirements, the sub-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 2014 EMPG funds is 24 months, from 10/1/2013-09/30/2015. Although extensions to the period of performance may be granted by FEMA when, due to circumstances beyond the control of the sub-grantee, activities associated

with the award cannot be completed within the stated performance period, applicants should only propose projects that will be completed within the performance period.

Emergency Management Assistance Compact (EMAC) Membership: In support of the NPG, grantees (states) must belong to, be located in, or act as a temporary member States of EMAC, except for American Samoa and the Commonwealth of the 12 Northern Mariana Islands, which are not required to belong to EMAC at this time. (Note- New York State, as a member of EMAC, meets this programmatic requirement. Counties within New York State, being located in an EMAC member state, meet this requirement as well.) All assets supported in part or entirely with FY 2014 EMPG Program funding by States, territories, and Tribes must, where applicable, be readily deployable to support emergency or disaster operations per existing EMAC agreements.

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.

Sub-grantees are required to maintain their existing NIMS compliance. Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies) to meet incident needs. Utilization of standardized resource management concepts such as typing, inventorying, and cataloging promotes strong national mutual aid capabilities that are needed to support delivery of the core capabilities. Additional information on resource management and national Tier I NIMS Resource Types can be found at <http://www.fema.gov/resource-management>.

FEMA developed the NIMS Guideline for Credentialing of Personnel to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes, and identifies tools which Federal Emergency Response Officials (FEROs) and emergency managers at all levels of government may use both routinely and to facilitate multi-jurisdictional coordinated responses. Although State, local, Tribal, and private sector partners -including nongovernmental organizations - are not required to credential their personnel in accordance with these guidelines, FEMA strongly encourages them to do so in order to leverage the Federal investment in the Federal Information Processing Standards (FIPS) 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction. Additional information can be found at http://www.fema.gov/pdf/emergency/nims/nims_alert_cred_guideline.pdf.

Emergency Operations Plan (EOP)

State grantees must update their EOP at least once every two years to comply with Comprehensive Preparedness Guide (CPG) 101 v.2, *Developing and Maintaining Emergency Operations Plans*. States will use the SPR to communicate their compliance with this reporting requirement. Consistent with EMPG guidance, DHSES-OEM recommends that Local EMPG recipients review and update their Comprehensive Emergency Management Plans, at a minimum, on a biennial basis. Counties are reminded that in accordance with Executive Law § 23 (6), all plans for comprehensive emergency management developed by local governments or any revisions thereto shall be submitted to the Disaster Preparedness Commission by December thirty-first of each year to facilitate state coordination of disaster operations.

Threat and Hazard Identification and Risk Assessment (THIRA)

States must update their THIRA through the SPR by December 31, 2014. New York State is awaiting further guidance from FEMA (including requirements for federally designated Urban Area Security Initiative (UASI) regions) on the process for the 2014 update to the THIRA and SPR. The State will request data, as necessary, from sub-grantees to inform the annual update of the State's THIRA.

III. Directions for Completing the Application

To complete the FY 2014 local application, sub-grantees must complete the provided FY 2014 Application Worksheet (Microsoft Excel spreadsheet) and electronically submit it to the Division of Homeland Security and Emergency Services at grants@dhses.ny.gov by May 30, 2014 in order to be considered for funding.

For FY 2014, DHSES will use the E-Grants system to contract with local applicants. Once the projects have been approved by DHSES, GPA staff will enter grant information into E-Grants and when complete, DHSES staff will contact the sub-grantee's authorized point of contact to accept the certified assurances within the E-Grants system.

IV. FY 2014 Program Objectives and Overview

Program Objectives

The Emergency Management Performance Grant Program is to support a comprehensive, all-hazard emergency preparedness system by building and sustaining the core capabilities contained in the National Preparedness Goal.

Examples include:

- Completing the Threat and Hazard Identification and Risk Assessment (THIRA) process;
- Strengthening a state or community's emergency management governance structures;
- Updating and approving specific emergency plans;
- Designing and conducting exercises that enable whole community stakeholders to examine and validate core capabilities and the plans needed to deliver them to the targets identified through the THIRA;
- Targeting training and verifying identified capabilities;
- Initiating or achieving a whole community approach to security and emergency management.

Alignment of the EMPG Program to the National Preparedness System

The Nation utilizes the National Preparedness System (NPS) to build, sustain, and deliver core capabilities in order to achieve the National Preparedness Goal (Goal). The Goal is "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." The objective of the NPS is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The guidance, programs, processes, and systems

that support each component of the NPS enable a collaborative, whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government (<http://www.fema.gov/whole-community>).

The FY 2014 EMPG Program contributes to the implementation of the NPS by supporting the building, sustainment, and delivery of core capabilities. Core capabilities are essential for the execution of critical tasks for each of the five mission areas outlined in the Goal. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government. The EMPG Program's allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas.

Emphasis is placed on capabilities that address the greatest risks to the security and resilience of the United States, and the greatest risks along the Nation's borders. When applicable, funding should support deployable assets that can be utilized anywhere in the Nation through automatic assistance and mutual aid agreements, including but not limited to the EMAC.

Using the core capabilities, the FY 2014 EMPG Program supports the achievement of the Goal by:

- Preventing a threatened or an actual act of terrorism;
- Protecting our citizens, residents, visitors, and assets against the greatest threats and hazards;
- 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; and/or
- 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 Goal are highly interdependent and require the use of existing preparedness networks and activities, improve training and exercise programs, promote innovation, and ensure that the appropriate administrative, finance, and logistics systems are in place.

To support building, sustaining, and delivering these core capabilities, grantees will use the components of the NPS. The components of the NPS are: Identifying and Assessing Risk; Estimating Capability Requirements; Building and Sustaining Capabilities; Planning to Deliver Capabilities; Validating Capabilities; and Reviewing and Updating. For more information on each component, read the National Preparedness System description available at <http://www.fema.gov/national-preparedness/national-preparedness-system>. Grantees are expected to use this process when using grant funds to address their capability gaps.

Building and Sustaining Core Capabilities

EMPG Program sub-grantees should ensure that grant funding is utilized to sustain critical core capabilities within the NPS that were funded by past EMPG Program funding cycles to include training of personnel and lifecycle replacement of equipment. New capabilities should not be built at the expense of maintaining current and critically needed core capabilities. If new core

capabilities are being built utilizing EMPG Program funding, sub-grantees must ensure that the capabilities are able to be deployable outside of their community to support regional and national efforts or otherwise shareable with regional partners and aligned with a gap identified in the THIRA/SPR. All capabilities being built or sustained must have a clear linkage to one or more core capabilities in the Goal.

Planning to Deliver Capabilities

All EMPG Program grantees (states) shall maintain, or revise as necessary, jurisdiction-wide, all threats and hazards emergency operations plans (EOPs) consistent with the CPG 101 v.2 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/national-preparedness/plan>. Grantees must update their EOP at least once every two years. Counties, as sub-grantees of the State, are encouraged to update their Comprehensive Emergency Management Plans at least once every two years as well.

In building future emergency plans, planners should anticipate the increasing complexity and decreasing predictability of the future operating environment. These efforts should actively use strategic foresight, including the multiple driving forces of change and the associated evolving strategic needs shown in FEMA's *Crisis Response and Disaster Resilience 2030 Report*. The Report can be found at <http://www.fema.gov/strategic-planning-analysis-spa-division/strategic-foresight-initiative>.

Validating Capabilities

The Training and Exercise Plan (TEP) should consider the risks and capability requirements described in the THIRA along with the guidance provided by elected and appointed officials to identify and set training and exercise program priorities and develop a multi-year schedule of exercise events and supporting training activities to meet those priorities. A TEP that is developed from a Training and Exercise Planning Workshop (TEPW) provides a roadmap to accomplish the multi-year priorities identified by elected and appointed officials and whole community stakeholders. These priorities help curriculum and exercise planners design and develop a progressive program of training and exercises that build, sustain, and deliver core capabilities. Information related to TEPs and TEPWs can be found on the HSEEP website at <https://www.llis.dhs.gov/hseep>. **For FY2014 EMPG, FEMA will only require that a TEP be completed at the state level. Counties may do so, but are not required to submit a TEP to DHSES under Local EMPG.**

In addition to training activities aligned to and addressed in the TEP, **all EMPG Program funded personnel (including local)** shall complete the following training requirements and record proof of completion: National Incident Management System (NIMS) Training, IS 100, IS 200, IS 700, and IS 800, and other Independent Study courses identified in FEMA Professional Development Series (IS 120.a; IS 230.c; IS 235.b; IS 240.a; IS 241a; IS 242a; IS 244.b). 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>.

All EMPG funded personnel shall participate in no fewer than three exercises in a 12-month period. A progressive, multi-year exercise program enables organizations to participate in a series

of increasingly complex exercises, with each successive exercise building upon the previous one while also taking into account prior lessons learned. Regardless of the exercise type, each exercise within the progressive series is linked to a set of common program priorities and designed to test associated capabilities.

Reporting:

- Submission of a roster of Local EMPG Program funded personnel, along with the training and exercises completed, is to be included in the Quarterly Progress Report.

If a local jurisdiction has experienced a major disaster, and would like to request exemptions for a scheduled exercise, the sub-grantee should send this request through the appropriate Contract Unit representative in the Grants Program Administration (GPA) unit of DHSES who will forward the request to the assigned FEMA Regional Program Manager through the quarterly EMPG Program report. Exemptions will be reviewed on a case-by-case basis by the Regional Grant Manager.

Reviewing and Updating

On a recurring basis, capabilities, resources, and plans should be reviewed to determine if they remain relevant or need to be updated as it relates to the EMPG Program. This review should be based on a current risk assessment and utilize information gathered during the validation process. These reviews will provide a means to examine preparedness analyses; determine priorities; direct preparedness actions; and calibrate goals and objectives.

Additional considerations

Strengthening Governance Integration

DHS preparedness grant programs are intended to support the core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery that are necessary to prepare for incidents that pose the greatest risk to the Nation's security. Each program reflects the Department's intent to build and sustain an integrated network of national capabilities across all levels of government and the whole community. Disparate governance structures must be integrated and refined to ensure resources are targeted to support the most critical needs of a community based on risk driven, capabilities-based planning. Strong and inclusive governance systems better ensure that disparate funding streams are coordinated and applied for maximum impact.

DHS requires that all governance processes that guide the allocation of preparedness grant funds adhere to the following guiding principles:

- *Coordination of Investments* – resources must be allocated to address the most critical capability needs as identified in their SPR and coordinated among affected preparedness stakeholders.
- *Transparency* – stakeholders must be provided visibility on how preparedness grant funds are allocated and distributed, and for what purpose.
- *Substantive Local Involvement* – the tools and processes that are used to inform the critical priorities which DHS grants support must include local government representatives. At the State and regional level, local risk assessments must be included in the overarching analysis to ensure that all threats and hazards are accounted for.
- *Flexibility with Accountability* – recognition of unique preparedness gaps at the local level, as well as maintaining and sustaining existing capabilities.

- *Support of Regional Coordination* – recognition of inter/intra-State partnerships and dependencies at the State and regional level, and within metropolitan areas.

V. Authorized Program Expenditures

Allowable Costs

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:

- Hiring 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 A: Allowable Cost Matrix.

2. Allowable Costs

Planning

Planning spans all five National Preparedness Goal (the Goal) 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.

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

- Development of THIRA
- Development of an all-hazards mitigation plan based on identified risks and hazards

Emergency Management/Operation Plans

- Maintaining a current EOP that is aligned with guidelines set out in CPG 101v.2
<http://www.fema.gov/national-preparedness/plan>
- Modifying existing incident management and emergency operations plans
- Developing/enhancing large-scale and catastrophic event incident plans

Communications Plans

- Developing and updating Statewide Communication Interoperability Plans
- Developing and updating Tactical Interoperability Communications 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 operations plans to integrate citizen/volunteer and other non-governmental organization resources and participation
- Engaging the whole community in security and emergency management is critical to achieving the Goal
- 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 such 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 five-year viable inventory management plan if planned grant expenditure is over \$100,000; 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 and post-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
- Developing 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>.

F/ERO Credentialing and Validation

- Working group meetings and conferences relating to emergency responder credentialing and validation
- Compiling data to enter into an emergency responder repository
- Coordinating with other State, local, territorial, and tribal partners to ensure interoperability among existing and planned credentialing and validation systems and equipment
- Planning to incorporate emergency responder identity and credential validation into training and exercises

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; performing close out activities on FEMA Disaster Assistance grants; and supporting fusion center analysts who are directly involved in all hazards preparedness activities as defined by the Stafford Act. Proposed staffing activities should be linked to accomplishing the activities outlined in the EMPG Program Work Plan. To ensure adequate resources are dedicated to the critical components of preparedness, states 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 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

Allowable equipment categories for the 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 https://www.llis.dhs.gov/sites/default/files/AEL_PDF_Complete.pdf. 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 are allowed to be procured in order to carry out the responsibilities of the EMPG Program. If local governments have questions concerning the

eligibility of equipment not specifically addressed in the AEL, they should contact their DHSES-OCT Contract Representative for clarification.

Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 CFR Part 215, located at http://www.whitehouse.gov/omb/circulars_a087_2004/ (OMB Circular A-87).

If local governments have questions concerning the eligibility of equipment not specifically addressed in the AEL, they should contact their DHSES-OCT Contract Representative for clarification.

Training At the community level, training strengthens best practices, and provides a path toward building sustainable resilience.

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.

For additional information on review and approval requirements for training courses funded with preparedness grants please refer to the following policy: http://www.fema.gov/media-library-data/1115d44e06367bb89510aafbe79c1875/FINAL_GPD+Training+Three+for+Free+Policy_09+10+13.pdf.

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. States are encouraged to use existing training rather than developing new courses. When developing new courses States are encouraged to apply the Analysis Design Development and Implementation Evaluation (ADDIE) model for instruction design.

- **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

All EMPG Program funded personnel shall participate in no less than three exercises in a 12 month period.

Allowable exercise-related costs include:

- **Funds Used to Design, Develop, Conduct and Evaluate an Exercise** This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation. 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 activities

- **Supplies** Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise activities (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.

Please refer to Appendix B for additional information related to HSEEP implementation in New York State.

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 projects for a State, local, territorial, or tribal government's principal Emergency Operations Center (EOC) as defined by the SAA are allowable under the EMPG Program.

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 (http://www.fema.gov/pdf/government/grant/2011/fy11_eoc_inv.pdf)) to their Regional Program Manager for review. Additionally, grantees are required to submit a SF-424C Budget and Budget detail citing the project costs.

When applying for funds to construct communication towers, grantees and sub-grantees must submit evidence that the FCC's Section 106 review process has been completed and submit all documentation resulting from that review to GPD prior to submitting materials for EHP review.

Grantees and sub-grantees are also encouraged to have completed as many steps as possible for a successful EHP review in support of their proposal for funding (e.g., coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects, compliance with all State and EHP laws and requirements). Projects for which the grantee believes an Environmental Assessment (EA) may be needed, as defined in 44 C.F.R. §§ 10.8 and 10.9, must also be identified to the FEMA Regional Program Manager within six months of the award and completed EHP review materials must be submitted no later than 12 months before the end of the period of performance. EHP review packets should be sent to your DHSES-OCT Contracts Representative who will forward that information to FEMA.

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 (DOL) wage determinations, is available from the following website: <http://www.dol.gov/compliance/laws/comp-dbra.htm>.

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.

EMPG Program grant funds are intended to support the Goal and fund activities and 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 IB 379 (Guidance to State Administrative Agencies to Expedite the Expenditure of Certain DHS/FEMA Grant Funding) allows for the expansion of eligible maintenance and sustainment costs which must be in 1) direct support of existing capabilities; (2) must be an otherwise allowable expenditure under the applicable grant program; (3) be tied to one of the core capabilities in the five mission areas contained within the National preparedness Goal, and (4) shareable through the Emergency Management Assistance Compact. Additionally, eligible costs must also be in support of equipment, training, and critical resources that have previously been purchased with either Federal grant or any other source of funding other than DHS/FEMA preparedness grant program dollars. Additional guidance is provided in FEMA Policy FP 205-402-125-1, *Maintenance Contracts and Warranty Coverage Funded by Preparedness Grants*, located at: <http://www.fema.gov/media-library/assets/documents/32474>.

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 and projects unrelated to the completion and implementation of the EMPG Program

In general, sub-grantees should consult with their DHSES-OCT 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, using the provided forms;*

Applicants must use the separate EMPG Application Worksheet (MS Excel spreadsheet) to submit all required information. Applications must be submitted to DHSES by emailing all required documents to grants@dhSES.ny.gov.

Applicants are encouraged to consult with their DHSES Contract Representative at 1-866-837-9133 to discuss the eligibility of potential projects. For more information on allowable costs, please refer to Appendix A: Allowable Cost Matrix.

Reminder: All applicants are reminded that the period of performance for FY 2014 EMPG funding ends on 9/30/15. Applicants are encouraged to only apply for projects that can be completed before the end of the period of performance.

Activities Completion

Where possible, program activities included in the LEMPG Program 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. Sub-grantees are expected to show progress in meeting these requirements through the quarterly reports. These activities are detailed below:

National Incident Management System (NIMS) Training (for EMPG funded staff & any staff used as “matching” funds)

IS 100; IS 200; IS 700; IS 800

FEMA Professional Development Series (for EMPG funded staff & any staff used as “matching” funds)

IS 120.a; IS 230.c; IS 235.b; IS 240.a; IS 241a; IS 242a; IS 244.b

****Note: Matching funds must be treated the same as grant funds, therefore any personnel used as “matching funds” must meet the same requirements as EMPG funded personnel in terms of training and exercise participation. The above listed training courses must be completed by all staff funded by EMPG (or matching funds). If EMPG (or matching) funds are NOT used for salaries, the above training courses are not required.**

Quarterly Report Submission Procedure

The Division of Homeland Security and Emergency Services (DHSES) Grant Program Administration (GPA) unit will utilize the E-Grants system for quarterly reporting.

- ✓ **Please contact your DHSES Contract Representative at 1-866-837-9133 if you need assistance in completing the Quarterly Report.**
- ✓ **All applicants are required to complete and submit the EMPG 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.

Local EMPG Program Summary of Requirements:

| <u>Requirement</u> | <u>STATE</u> | <u>LOCAL</u> |
|---|--------------|----------------------------|
| EMAC membership | Yes | No |
| Participate in Quarterly Exercises | Yes | No |
| EMPG funded personnel participate in no less than three (3) exercises in 12 month period and document through quarterly reporting. | Yes | Yes |
| EMPG funded personnel complete listed training requirements & maintain documentation ¹ . Report progress in completing required training via quarterly reports. | Yes | Yes |
| Cost match (50%)* | Yes | Yes |
| Training and Exercise Workshop | Yes | No |
| Multi-Year Training and Exercise Plan | Yes | No |
| Update emergency plan every 2 years | Yes | Recommended |
| THIRA | Yes | NYC Urban Area only |

¹ Required course list included in the FY2014 FEMA guidance includes NIMS Training: IS 100, IS 200, IS 700, and IS 800 as well as the FEMA Professional Development Series: IS 120, IS 230, IS 235, IS 240, IS 241, IS 242, and IS 244.

Appendix A: 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 | |
| | |
| 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. | |
| | |

Appendix B:

Homeland Security Exercise and Evaluation Program (HSEEP)

The Homeland Security Exercise and Evaluation Program (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/training/calendar>.

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 2014 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.