AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Colorado Office of Emergency Management (COEM), Emergency Management Program Grant (EMPG), Local Emergency Manager Support (LEMS) Program Funding Application; FY 2014; $126,595

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement: State of Colorado and Gunnison County

Term Begins: 10/1/2013 **Term Ends:** 9/30/2014 **Grant Contract #:**

Summary:
Annual Emergency Management Program Grant. This grant covers approximately half of the salary and operating costs for emergency management, as well as 10 hours a week for Bobbie Lucero

Fiscal Impact: Match required

Submitted by: Scott Morrill **Submitter's Email Address:** smorrill@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:

This is the renewal contract with the State to cover almost half on the Emergency Mgt Program. It is already in the County budget.

Reviewed by: GUNCOUNTY1\LNIENHUESER Discharge Date: 12/18/2013

County Attorney Review: (●) Required ( ) Not Required

Comments:

ok db 12/20/13

Reviewed by: GUNCOUNTY1\DBAUMGARTEN Discharge Date: 12/20/2013 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\MBIRNIE Discharge Date: 12/20/2013

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 1/7/2014 Follow Up Agenda Date:

Revised April 2013

Colorado Division of Homeland Security and Emergency Management
2014 EMPG-LEMS Annual Program Paper
Part II. Jurisdiction Information and Signatures

Jurisdiction Name: Gunnison County

Emergency Program Manager

Name: Scott Morrill
Job Title: Emergency Manager

Mailing Address: 510 W. Bidwell Av, Gunnison, CO 81230

Physical Address (if different):

Phone Contact Information

Office Phone number: 970-641-2481
24 Hour Emergency Line: 970-641-8201
Office Fax: 970-641-7649
Cellular: 970-275-1370
Pager:
E-Mail Address: smorrill@gunnisoncounty.org

Employment Status (Please indicate how many)
Paid Full Time: 1 Paid Part Time: Volunteer: Other:

Jurisdiction Job Title Program Manager Reports to: Gunnison County Manager

Hours worked per week for jurisdiction in all job titles: 40

Hours worked per week devoted to Emergency Management: 40

Additional Emergency Management Staff			
Type of Employment	How many?	Total staff hours/week	Total E.M. hours/week
Paid full time professional			
Paid full time clerical			
Paid part time professional	1	40	10
Paid part time clerical			
Volunteer			
Other personnel			

Senior Elected Official (Name and Title) _____

Chief Executive Officer (if different from above) _____

Signature/Chief Executive _____

Signature/Emergency Manager/Coordinator _____

Date _____

Signature/COEM Regional Field Manager_____

Date _____

Colorado Office of Emergency Management (COEM)
Emergency Management Program Grant (EMPG)
Local Emergency Manager Support (LEMS)
Program Funding Application

Staffing Pattern and Program Funding for FFY2014

Note: This for MUST be resubmitted *whenever the jurisdiction has personnel changes* .

JURISDICTION:

	Salaries & Benefits			
A	LEMS Eligible Salary (Staffing Report Block 10 Total):	$71,102		
B	LEMS Eligible Benefits (Staffing Report Block 11 Total):	$19,795		
C	***Total Salary and Benefits (a+b): $***		***$90,897***	
	Travel Expenses			
D	Local Travel (mileage, fleet expense, or other):	$ 609.00		
E	Out of State Travel:			
F	Conference & Seminars (Registration Fees, Hotels, etc.):	$ 600.00		
G	Training (Registration Fees, hotels, etc.):			
H	Per Diem:	$ 200.00		
I	Other (Dues, Certifications and Membership Fees):			
J	***Total Travel Expenses (D+E+F+G+H+I): $***		***$ 1,409.00***	
	Office Support Expenses (more than $200 for year)			
K	Office Supplies and Materials:	$ 1,014.00		
L	Equipment Purchase:	$ 200.00		
M	Equipment Lease:	$ 5,016.00		
N	Rent, Utilities, etc.:			
O	Printing & Copying:	$ 300.00		
P	Postage:	$ 100.00		
Q	Other (designate): Mapping Service, Dues, advertising, meeting meals, IT & phone service	$ 27,659.00		
R	***Total Office Support Expenses (K+L+M+N+O+P+Q): $***		***$ 34,289.00***	
S	**Total Request (C+J+R):**			$ 126,595.00
T	**Federal (Eligible for Reimbursement) Amount (One half of S):**			$ 63,297.50

Jurisdiction Emergency Manager Signature _____ Date

Jurisdiction Chief Financial Officer Signature _____ Date

COEM Regional Field Manager Signature _____ Date

Colorado Office of Emergency Management (COEM)
Emergency Management Program Grant (EMPG)
Local Emergency Manager Support (LEMS)
Program Funding Application

Staffing Pattern for FFY2014

Note: This for MUST be resubmitted *whenever the jurisdiction has personnel changes* .

JURISDICTION: Gunnison County

1a) Employee Name	2) Classification Specification/Full Position Title	3) Date of Appoint-ment or Date Hired	4) Employee Status- Type of Appointment SEE INSTRUCTIONS
Scott Morrill	Emergency Manager	10/1/2004	
Bobbie Lucero	Administrative Assistant/Deputy	4/4/2011	

1b) PAID Employee Name	5) Jurisdiction Gross Annual salary (All job titles)	6) Gross Annual Employer-Provided Benefits	7) Total Hours/ Week	8) LEM Hours/ Week	9) Percent LEM Hours/ Week	10) LEMS Eligible Salary	11) LEMS Eligible Benefits
Scott Morrill	$61,448	$18,500	40	40	100%	$61,448	$18,500
Bobbie Lucero	$9,654	$1,295	10	10	100%	$9,654	$1,295
					0%	$0	$0
					0%	$0	$0
					0%	$0	$0
					0%	$0	$0
					0%	$0	$0
					0%	$0	$0
					0%	$0	$0
					0%	$0	$0
Totals	$ 71,102.00	$ 19,795.00				$71,102	$19,795
						Enter in Slot A On Funding Request	Enter in Slot B On Funding Request

FFATA/FSRS Data Report

Due to the implementation of the FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA), the COEM must enter the information for each subaward into the SUB-AWARD REPORTING SYSTEM (FSRS). This information is required by the Office of Management and Budget (OMB) and must be submitted by the COEM within 30 days of making the subaward, so is being collected at the time of each grant application.

Unless otherwise indicated, all fields must be completed in order to be an eligible subgrant recipient.

Information Field	Field Description	Response
Agency or Jurisdiction DUNS #	DUNS number assigned to your jurisdiction or specifically to your agency	133115220
Parent Organization DUNS number, if applicable	If the Jurisdiction has a DUNS number and the Agency has one as well, insert the Jurisdiction's DUNS here.	
Name of Entity Receiving Award	Jurisdiction or Agency Name to which the DUNS number is assigned	Gunnison County
Location of Entity Receiving Award	Full Street Address of the Recipient Agency	200 E. Virginia Av Gunnison, CO 81230
Primary Location of Performance of the Award	Include City, State and Congressional District	510 W. Bidwell Gunnison, CO 81230
The Information Below MAY be Required – See Determining "and" statements		
Names and Total Compensation of the Five (5) most highly compensated officers	If **all** of the Conditions Below are true then the names and compensation information is required – otherwise mark Box 1 as "Not Required"	Information if Required
The entity in the preceding fiscal year received 80% or more of its annual gross revenues in federal awards, and;		1.
The entity received $25,000,000 or more in annual gross revenues from Federal awards, and;		2.
The public does not have access to this information through periodic reports filed with the IRS or SEC		3.
		4.
		5.

Signature: _____ Date: _____

Agency's Authorized Representative (usually the Grant Administrator named in the application and the grant contract)

By signing above, I certify that the information contained in this FFATA data report is complete and accurate to the best of my knowledge.

Part I
FFY 2014 EMPG-LEMS Grant Activities
Work Plan Template

Instructions

Use the 15 EMF categories as a framework for planning your annual work program and consider identified capability gaps or shortfalls that need to be addressed. This can be done in four steps.

1. First, consider your community's long-term strategy for developing and sustaining an all-hazards preparedness strategy, including initiatives that can be accomplished during the grant performance period as well as those objectives that will need to be phased over multiple years.
2. Second, identify Planned Activities that, when completed, will assist you in achieving your long-term strategy. Complete the Work Plan Template by identifying Planned Activities for each Emergency Management Function (EMF) that is relevant to your strategy. Identify to the extent possible the measurable outcome for each Planned Activity.
3. Third, place those activities that can be accomplished during the current performance period in the quarter that you expect the activity to be completed (it is recognized that schedules and priorities change and that activities may actually be accomplished in a different quarter than the one projected).
4. Finally, submit the finished document to your assigned COEM Regional Field Manager.

Please don't hesitate to contact your COEM Regional Field Manager for assistance in completing this Work Plan Template.

Signatures

Must be signed (in ink) or (Adobe Acrobat digital signature) by the emergency manager and forwarded to the assigned COEM Regional Field Manager for approval.

By signing, the applicant acknowledges that he/she has read and understands the FFY 2014 Program Guidelines and Application Kit.

Jurisdiction: ___Gunnison County_____

Emergency Manager of Jurisdiction: _____
Date: _____

COEM Regional Field Manager: _____
Date: _____

Part I
FFY 2014 EMPG-LEMS Grant Activities
Work Plan Template

FFY 2014 EMPG-LEMS Grant Activities		
EMF-1		
Finance and Administration		
Objective(s) of Planned Activities: *Budget preparation, grant administration, LEMS application, expense tracking, quarterly reimbursement requests, quarterly performance reports, equipment monitoring*		
Mandatory Federal Activities for this EMF: Submit updated FFATA		
1st Quarter 10/1/13 – 12/31/13	Planned Activities: Submit completed 2014 EMPG application packet. Submit 1st Quarter report and reimbursement request.	Results:
2nd Quarter 1/1/14 – 3/31/14	Planned Activities: Submit 2nd Quarter report and reimbursement request.	Results:
3rd Quarter 4/1/14 – 6/30/14	Planned Activities: Submit 3rd Quarter report and reimbursement request.	Results:
4th Quarter 7/1/14 – 9/30/14	Planned Activities: Submit 4th Quarter report and reimbursement request.	Results:

FFY 2014 EMPG-LEMS Grant Activities		
EMF-2		
Laws and Authorities		
Objective(s) of Planned Activities: *Ordinances, resolutions, emergency declarations, EMAP accreditation, compliance with laws and regulations*		
Mandatory Federal Activities for this EMF: None		
1st Quarter 10/1/13 – 12/31/13	Planned Activities: Review and update Gunnison County Guidelines For Elected Officials in Disasters and Emergencies.	Results:
2nd Quarter 1/1/14 – 3/31/14	Planned Activities: Review and update Gunnison County Resolution 2008-15, which addresses County Government line of authority and line of succession.	Results:
3rd Quarter 4/1/14 – 6/30/14	Planned Activities: Review the state-wide IGA for Emergency Management with all	Results:

	signatories in Gunnison County.	
4th Quarter 7/1/14 – 9/30/14	Planned Activities:	Results:

FFY 2014 EMPG-LEMS Grant Activities		
EMF-3		
Risk Assessment		
Objective(s) of Planned Activities: *Development/upgrade of local/tribal THIRA (Threat and Hazard Risk Identification and Assessment) or (HIRA Hazard Risk Identification and Assessment), development of corresponding risk management strategies*		
Mandatory Federal Activities for this EMF: None		
1st Quarter 10/1/13 – 12/31/13	Planned Activities:	Results:
2nd Quarter 1/1/14 – 3/31/14	Planned Activities: Establish committee and schedule for development of Human Caused Hazard Mitigation Plan. Natural Hazard Mitigation Plan completed June of 2013.	Results:
3rd Quarter 4/1/14 – 6/30/14	Planned Activities: Human Caused Hazard Mitigation Plan	Results:
4th Quarter 7/1/14 – 9/30/14	Planned Activities: Human Caused Hazard Mitigation Plan	Results:

FFY 2014 EMPG-LEMS Grant Activities		
EMF-4		
Hazard Mitigation Plans and Projects		
Objective(s) of Planned Activities: *Development of local/tribal hazard mitigation plans, implementation of hazard mitigation projects, coordination of Environmental and Historic Preservation (EHP) reviews*		
Mandatory Federal Activities for this EMF: None		
1st Quarter 10/1/13 – 12/31/13	Planned Activities:	Results:
2nd Quarter 1/1/14 – 3/31/14	Planned Activities: See EMF #3	Results:
3rd Quarter 4/1/14 – 6/30/14	Planned Activities:	Results:
4th Quarter 7/1/14 – 9/30/14	Planned Activities:	Results:

FFY 2014 EMPG-LEMS Grant Activities
EMF-5
Emergency Operations Plans
Objective(s) of Planned Activities: *Development/upgrades of local/tribal emergency operations plans (EOPs) in accordance with CPG-101, Version 2.0, fostering partnerships with EOP stakeholder agencies*

and organizations		
Mandatory Federal Activities for this EMF: All EMPG Program grantees/sub-grantees must maintain, or revise as necessary, jurisdiction-wide all-hazards Emergency Operations Plans that are consistent with CPG-101 v.2 (November 2010) and provide copies of new and revised EOPs/Annexes to COEM Regional Field Manager.		
1st Quarter 10/1/13 – 12/31/13	Planned Activities: Submit current EOP to Field Manger	Results:
2nd Quarter 1/1/14 – 3/31/14	Planned Activities: Update elements of the EOP that are more than 3 years old. **Base Plan**	Results:
3rd Quarter 4/1/14 – 6/30/14	Planned Activities: Update elements of the EOP that are more than 3 years old. **Threat and Resource Annexes**	Results:
4th Quarter 7/1/14 – 9/30/14	Planned Activities: Submit revised EOP to FM	Results:

FFY 2014 EMPG-LEMS Grant Activities		
EMF-6		
Recovery Plans		
Objective(s) of Planned Activities: *Development/upgrades of local/tribal recovery plans, fostering partnerships with recovery stakeholder agencies and organizations*		
Mandatory Federal Activities for this EMF: None		
1st Quarter 10/1/13 – 12/31/13	Planned Activities: Attempting to host a Recovery Planning training.	Results:
2nd Quarter 1/1/14 – 3/31/14	Planned Activities: Regardless of whether recovery training occurs, identify recovery planning partners and begin developing draft plan	Results:
3rd Quarter 4/1/14 – 6/30/14	Planned Activities:	Results:
4th Quarter 7/1/14 – 9/30/14	Planned Activities:	Results:

FFY 2014 EMPG-LEMS Grant Activities
EMF-7
Training
Objective(s) of Planned Activities: *NIMS training delivery, staff professional development, development of Training & Exercise Plans (TEPs)*

Mandatory Federal Activities for this EMF: (1) Update NIMSCAST data by 8-31-2013, (2) all EMPG program funded personnel (State/Local/Tribal) must complete the following NIMS training courses and record proof of completion: IS 100; IS 200; IS 700; and IS 800; FEMA Professional Development Series: IS 139; IS 230.a; IS 235.a; IS 240.a; IS 241.a; IS 242.a; and IS 244.a, (3) all grantees and sub-grantees are required to develop a Multi-Year TEP that incorporates linkages to core capabilities and update it annually.		
1st Quarter 10/1/13 – 12/31/13	Planned Activities: Update multi-year training and exercise plan. This plan should include required training for EMPG funded personnel Report completed training for EMPG funded personnel.	Results:
2nd Quarter 1/1/14 – 3/31/14	Planned Activities: Submit updated TEP to FM Report completed training for EMPG funded personnel.	Results:
3rd Quarter 4/1/14 – 6/30/14	Planned Activities: Implement training plan Report completed training for EMPG funded personnel.	Results:
4th Quarter 7/1/14 – 9/30/14	Planned Activities: Implement training plan Report completed training for EMPG funded personnel.	Results:

FFY 2014 EMPG-LEMS Grant Activities		
EMF-8		
Exercises		
Objective(s) of Planned Activities*: Participation in exercises as "Sponsoring" and/or "Participating" agencies*		
Mandatory Federal Activities for this EMF: (1) All EMPG program funded personnel (State/Tribal/Local) must participate in at least three exercises in a 12-month period. Sub-grantees may sponsor and/or participate in other sponsor's exercises to fulfill this requirement, (2) all grantees and sub-grantees are required to develop a Multi-Year TEP that incorporates linkages to core capabilities and update it annually.		
1st Quarter 10/1/13 – 12/31/13	Planned Activities: Implement exercise program as outlined in the TEP Develop plan to meet FEMA exercise	Results:

	requirement and review with FM. Report on completed exercises include AAR or CAP	
2nd Quarter 1/1/14 – 3/31/14	Planned Activities: Implement exercise program as outlined in the TEP Report on completed exercises include AAR or CAP	Results:
3rd Quarter 4/1/14 – 6/30/14	Planned Activities: Implement exercise program as outlined in the TEP Report on completed exercises include AAR or CAP	Results:
4th Quarter 7/1/14 – 9/30/14	Planned Activities: Implement exercise program as outlined in the TEP Report on completed exercises include AAR or CAP	Results:

FFY 2014 EMPG-LEMS Grant Activities		
EMF-9		
Incident Management		
Objective(s) of Planned Activities: *EOC management, COG, multi-agency coordination, support of incident command operations*		
Mandatory Federal Activities for this EMF: None		
1st Quarter 10/1/13 – 12/31/13	Planned Activities: Monthly EOC trainings and weekly equipment testing. Schedule quarterly All Hazard planning Committee meetings.	Results:
2nd Quarter 1/1/14 – 3/31/14	Planned Activities:	Results:
3rd Quarter 4/1/14 – 6/30/14	Planned Activities:	Results:
4th Quarter 7/1/14 – 9/30/14	Planned Activities:	Results:

FFY 2014 EMPG-LEMS Grant Activities
EMF-10
Communications
Objective(s) of Planned Activities: *Activities supporting interoperability, including cooperative planning,*

equipment tests, drills, radio checks, purchases, etc		
Mandatory Federal Activities for this EMF: None		
1st Quarter 10/1/13 – 12/31/13	Planned Activities: This EMF is not with-in my purview as EM. I do encourage and support pre-populated ICS 205 forms, interoperability planning, and strategic planning for future growth and purchases. However, decision making is at the agency head level, as is operational planning for dispatch and communications issues.	Results:
2nd Quarter 1/1/14 – 3/31/14	Planned Activities:	Results:
3rd Quarter 4/1/14 – 6/30/14	Planned Activities:	Results:
4th Quarter 7/1/14 – 9/30/14	Planned Activities:	Results:

FFY 2014 EMPG-LEMS Grant Activities		
EMF-11		
Operations Procedures		
Objective(s) of Planned Activities: *Development/maintenance of systems (e.g., Web EOC), processes (e.g., resource order process), capabilities (e.g., EOC management training), and Plans (e.g., COOP) to support incident operations*		
Mandatory Federal Activities for this EMF: None		
1st Quarter 10/1/13 – 12/31/13	Planned Activities: Before February 28 2014 hold a meeting with the jurisdiction's emergency services and partner agencies to include: law enforcement, fire, EMS, public works, health and medical, behavioral health, mass care (human services, Red Cross, VOAD), schools, public utilities, public information, and other relevant stakeholders. Develop the agenda Provide minutes and sign in sheet to your Regional Field Manager	Results:
2nd Quarter 1/1/14 – 3/31/14	Planned Activities:	Results:
3rd Quarter 4/1/14 – 6/30/14	Planned Activities: Before September 30 2014 hold a second meeting with the jurisdiction's emergency services and partner agencies to include:	Results:

	law enforcement, fire, EMS, public works, health and medical, behavioral health, mass care (human services, Red Cross, VOAD), schools, public utilities, public information, and other relevant stakeholders. Develop the agenda with your Regional Field Manager. Provide minutes and sign in sheet to your Regional Field Manager	
4th Quarter 7/1/14 – 9/30/14	Planned Activities:	Results:

FFY 2014 EMPG-LEMS Grant Activities		
EMF-12		
Mutual Aid		
Objective(s) of Planned Activities: *Maintenance of local, interagency, regional and statewide intergovernmental agreements*		
Mandatory Federal Activities for this EMF: None		
1st Quarter 10/1/13 – 12/31/13	Planned Activities: Schedule mutual aid meeting with all mutual aid partners for 2nd Qtr	Results:
2nd Quarter 1/1/14 – 3/31/14	Planned Activities: Hold mutual aid meeting with all mutual aid partners	Results:
3rd Quarter 4/1/14 – 6/30/14	Planned Activities: Revise mutual aid agreements as necessary	Results:
4th Quarter 7/1/14 – 9/30/14	Planned Activities: Revise mutual aid agreements as necessary	Results:

FFY 2014 EMPG-LEMS Grant Activities
EMF-13
Resource Management
Objective(s) of Planned Activities: *Development/maintenance of resource mobilization plans and processes, including database management systems, financial controls and relevant forms*
Mandatory Federal Activities for this EMF: None

1st Quarter 10/1/13 – 12/31/13	Planned Activities:Begin development of draft resource management annex to jurisdiction EOP Submit working draft to Field Manager Review and maintenance of all resource data in the WebEOC Resource Management System	Results:
2nd Quarter 1/1/14 – 3/31/14	Planned Activities: Complete draft plan Submit draft to Field Manager	Results:
3rd Quarter 4/1/14 – 6/30/14	Planned Activities: Meet with Field Manager to review plan Conduct a resource management drill with EOC personnel, local resource management personnel from jurisdictional agencies, and your OEM Regional Field Manager	Results:
4th Quarter 7/1/14 – 9/30/14	Planned Activities: Finalize plan and adopt in accordance with local procedures Submit adopted plan to FM	Results:

FFY 2014 EMPG-LEMS Grant Activities		
EMF-14		
Facilities Management		
Objective(s) of Planned Activities: *Monitoring & maintenance of EOC/Alternate EOC facilities and equipment*		
Mandatory Federal Activities for this EMF: None		
1st Quarter 10/1/13 – 12/31/13	Planned Activities: Weekly testing of EOC radios, phones (both systems), computers and systems.	Results:
2nd Quarter 1/1/14 – 3/31/14	Planned Activities: Weekly testing of EOC radios, phones (both systems), computers and systems.	Results:
3rd Quarter 4/1/14 – 6/30/14	Planned Activities: Weekly testing of EOC radios, phones (both systems), computers and systems.	Results:
4th Quarter 7/1/14 – 9/30/14	Planned Activities: Weekly testing of EOC radios, phones (both systems), computers and systems.	Results:

FFY 2014 EMPG-LEMS Grant Activities		
EMF-15		
Crisis Communication, Public Information and Education		
Objective(s) of Planned Activities: *Development/maintenance of Joint Information System (JIS) protocols and procedures, web page management, and procedures for utilizing social media. Development and maintenance of Alert and Warning Plans and procedures.*		
Mandatory Federal Activities for this EMF: None		
1st Quarter 10/1/13 – 12/31/13	Planned Activities: Review status of alert and warning plan with the Regional Field Manager. **EOP Annex H**	Results:
2nd Quarter 1/1/14 – 3/31/14	Planned Activities: Alert and warning plan development Re-convene PIO Course participants to begin developing Gunnison County JIS	Results:
3rd Quarter 4/1/14 – 6/30/14	Planned Activities: Alert and warning plan training and testing **EOC trainings**	Results:
4th Quarter 7/1/14 – 9/30/14	Planned Activities:	Results: