AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Grant Application; Emergency Management Performance Grant (EMPG), Local Emergency Management Support (LEMS); State of Colorado, Department of Public Safety, Division of Homeland Security and Emergency Management; Federal Fiscal Year 2015

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement: State of Colorado and Gunnison County

Term Begins: 1/1/2015 **Term Ends:** 12/31/2015 **Grant Contract #:**

Summary:
Recurring EMPG Grant for Emergency Management.

Fiscal Impact: Requires 50% County Match

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

Finance Review: (●) Required ( ) Not Required

Comments:

This is the renewal EMPG Grant application for FY2015 funding. This is included in the 2015 County budget.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 12/2/2014

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

Comments:

Reviewed by: GUNCOUNTY1\atrezise Discharge Date: 12/2/2014 Certificate of Insurance Required

Yes ( ) No (●)

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\mbirnie Discharge Date: 12/2/2014

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

Agenda Date: 12/16/2014 Follow Up Agenda Date:

Revised April 2013

State of Colorado
Department of Public Safety
Division of Homeland Security and Emergency Management

Emergency Management Performance Grant (EMPG)
Local Emergency Management Support (LEMS)

Program Guidelines
and
Application Kit

Federal Fiscal Year 2015

Foreword: Message from the Division and EM Directors

County, Tribal and Municipal Partners,

Enclosed please find guidance and an application kit for the Federal Fiscal Year (FFY) 2015 Emergency Management Performance Grant (EMPG), Local Emergency Management Support (LEMS) program. The deadline for returning completed applications to your Colorado Division of Homeland Security and Emergency Management (DHSEM) Regional Field Manager is **December 31, 2014**.

EMPG is the primary source of federal funding directed to state, local and tribal governments to support all-hazards emergency management programs through personnel, planning, training and exercises. Nationally, approximately half of EMPG funding to states is passed through to local and tribal jurisdictions. For FFY 2014 EMPG/LEMS contracts just sent, base LEMS funding is over 51%; this percentage does not include any targeted supplemental projects. EMPG funds retained at the state level are also used to support local and tribal programs through activities such as state-sponsored training and conferences, maintenance of field offices and staff, provision of tools such as WebEOC, and staff that provide technical assistance concerning response operations, hazard mitigation, public education, community recovery, interoperable communications, and plans and exercises.

As you are aware, Colorado has experienced an unprecedented series of disasters over the past few years. As a result, the State has examined program capabilities and how this performance grant is administered. In support of this analysis and in alignment with FEMA guidance to use these funds on a project basis, we are reinforcing existing requirements and making changes to move these requirements up front rather than enforcing after the fact. This will better prepare the state and local jurisdictions for future events. In addition, for the last two years during FEMA's annual EMPG desk top monitoring of the state, FEMA informed the state that improvement is needed in performance of meeting objectives in the state and local work plans.

Based upon all of these factors, new for this year is a base funding allocation and a performance allocation that will be made for the reimbursement calculation of each grant award. Instead of just making the program 100% performance funded immediately, the state is making 50% of reimbursement contingent upon performance. Each jurisdiction will receive a contract for 100% of their 2014 allocation; however, the jurisdiction must perform the items in its work plan selected from Appendix A to receive reimbursement for the performance allocation portion (50%) of their total contract amount. Most programs already perform at this level, thus the change will have no effect on these jurisdictions. DHSEM Regional Field Managers and DHSEM EMPG program staff already contacted the few programs that are at risk due to not performing items submitted in their annual application and work plans and thus are at future risk of not receiving reimbursement for the entire performance allocation portion (50%) of the contract amount.

We know there are numerous concerns about this new program from the information already shared at regional ESF 5 meetings, conversations with Emergency Managers and input from CEMA Leadership. All of the members of the DHSEM Field Services Section repeatedly assured us they will be flexible when implementing this new program during the next year. Examples of success follow.

- Please note that 25% of your total grant award is available just for having a current (per FEMA Standards: revised and adopted in the last two years) Emergency Operations Plan (EOP) and continuing to maintain it as designated your approved work plan. (On track for adopted update every two years) This means most programs are already going to receive reimbursement of 75% of their contract amount without any further effort in the program.

- During 2015, a program selects the following items for their work plan and the state approves the work plan.
    - Updates their EOP that is more than two (2) years old
    - Have their EM complete specific training and participate in three (3) exercises
    - Begin their two year process to create a resource mobilization plan from scratch
    - Conduct a G402 class for their elected officials
    - The jurisdiction then makes appropriate progress each quarter and completes the items during the year. Based upon Appendix A, these items total 65%, thus the jurisdiction is eligible for reimbursement for 100% of the quarterly contract amount.

The state will also institute an appeals process for jurisdictions who disagree with the final ruling of the EMPG Program Manager on work plan progress. The first level appeal is to the Division and EM Directors; the final appeal level is to the Executive Director of CDPS. The local agency head and the Emergency Manager must participate in the appeals process.

We believe this funding formula will provide local governments the flexibility to focus on local priorities while meeting the Federal grant requirements. In addition, this funding allocation model will enable Emergency Managers to better serve the citizens of Colorado through development of critical capabilities. Understanding the concerns and impact of these revisions to the program, Bruce Holloman, DHSEM's Field Services, EMPG, and CSEPP Program Manager is sending each sub-grantee a separate letter with what their 2014 reimbursement amounts would have been had this guidance been in effect, based upon **past** performance documented in their 2014 quarterly reports.

One other change is that unexpended funds from each year not claimed at the end of the first quarter of the following year (March 31 each year) will be de-obligated by the State and used to fund alternative projects during the final 9 months of the 24 month performance period.

FEMA has informed States that federal guidance for the 2015 EMPG program, when released, will continue to emphasize the "Whole Community" emergency management philosophy and encourage state, local and tribal organizations to undertake activities that further the four supporting objectives of the philosophy, essentially planning, training, exercising, and assessing hazards and risks. Based on input from jurisdictions funded by EMPG and the need to conform to federal reporting requirements, the work plan template and forms for 2015 have been revised with the goal of streamlining the application and reporting process. The 2015 work plan template is still based on the Emergency Management Function (EMF) format and is consistent with the 2014 program. As our primary customers, we welcome your comments and recommendations on how we can improve delivery of the LEMS program in the future.

We value our strong relationships with local and tribal partners in Colorado and look forward to working collaboratively to strengthen individual and collective capabilities. If you have questions or concerns, please don't hesitate to contact us or members of the DHSEM staff involved in EMPG management, including Bruce Holloman, EMPG Program Manager (bruce.holloman@state.co.us) or your Regional Field Manager.

Kevin R. Klein
Division Director

Dave Hard
EM Director

EMPG-LEMS Guidelines and Application Kit 2015

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Statutory Requirement

According to the Colorado Disaster Emergency Act (Title 24, Article 33.5, Part 7 section 707), the Mayor, Chairman of the Board of County Commissioners, or other principal Executive Officer of each county in the state or any city designated by the Governor to have an emergency management agency is required to (1) notify the Colorado Division of Homeland Security and Emergency Management (DHSEM) of the manner in which the political subdivision is providing or securing disaster planning and emergency services, (2) prepare and maintain a current disaster emergency plan, (3) identify the person who heads the agency from which services are obtained, and (4) furnish additional information relating to program activities as requested by DHSEM.

To satisfy this statutory requirement, counties and designated cities shall complete Part II of the EMPG-LEMS Application Kit. Part II requires signature by the Mayor, Chairman of the Board of County Commissioners or other chief executive official as designated by the jurisdiction. Completion of Part II alone does not constitute a request for EMPG-LEMS funding support. Applicants for FFY 2015 EMPG-LEMS funds must complete Part I, III, Staffing Pattern and Funding request, in addition to Part II.

Purpose of EMPG-LEMS Program

The purpose of the Emergency Management Performance Grant program is to assist in the development of comprehensive, risk-based, all-hazard emergency management programs at the State, local, and tribal government levels and to improve emergency preparedness through integrated planning, training and exercising addressing prevention, protection, mitigation, response, and recovery capabilities. EMPG funds are authorized by Congress on an annual basis and passed to the States through the Federal Emergency Management Agency (FEMA). These EMPG-LEMS funds are intended to reimburse programs for up to 50 percent of local/tribal costs for staff, travel, training, office maintenance, EOC enhancements and other related costs. Common uses of the funds are to support activities in the areas of emergency management personnel, planning, training, exercises and public education.

Delayed Nature of EMPG Funding

As a result of the federal budget cycle, the annual allocation of funds to states does not typically occur until the third quarter of the federal fiscal year which begins on October 1 of each year (or well after local government budgets have been approved). Most local partners have become accustomed to this staggered schedule and, like the State, have adapted by using general funds to cover the first half of the federal fiscal year until federal funds are available to cover costs over the final two quarters. While a reduction in future allocations cannot be ruled out, EMPG has strong, broad-based support in Washington and nationwide and will continue to be the primary program for sustaining local, tribal and state emergency management programs in the foreseeable future. This year, we continue aligning the program year to the local government fiscal year. (calendar year 2015) As a result, this year funds four quarters with the first quarter reporting period being January 1-March 31.

2015 Program Funding Allocation and Reimbursement

Sub-grantees for 2015 EMPG-LEMS grant awards will receive funding based upon their 2014 allocation. Reimbursement will be via a two tier funding model. Each sub-grantee will receive reimbursement for up to 50% of their annual award for baseline maintenance of their emergency management program. The other 50% will be reimbursed based on progress towards completion of work plan products submitted and approved by the Colorado Division of Homeland Security and Emergency Management.

- Base Funding Criteria (50%)
  To be eligible to receive the base portion of their grant, each jurisdiction shall submit the job description of the individual(s) responsible for emergency management program development and maintenance. This document shall indicate that it is valid January 1, 2015 through December 31, 2015 and specify responsibility for maintenance of the emergency management program. In addition, each sub-grantee must complete the minimum Federal program requirements as included in the Planned Activities template (work plan) and pages 9-12 of this guidance.

- Performance allocation reimbursement (50%)
  The remaining 50% of a sub-grantee's reimbursement will be dependent on submission and approval of products that meet recognized criteria and guidance. Appendix A identifies the products, percentage of funding and applicable evaluation criteria. Products submitted for reimbursement cannot exceed 100% of the contract award amount. During the application period, you will pick the products you want to work on from Appendix A. The base 50% plus the percentage indicated with each product/activity you select must add up to 100% in order to receive full reimbursement. The RFM will provide guidance in revision of products if required.

References for EMPG Program Administration

Emergency Management Standard published by the Emergency Management Accreditation Program dated 2013. The standards establish performance criteria for Emergency management programs. The Standard defines an Emergency Management Program as a system that "encompasses all organizations, agencies, departments, and individuals having responsibilities "in management and coordination of, prevention, mitigation, preparedness, response and recovery activities for the jurisdiction.
http://www.emaponline.org/index.php/what-is-emap/the-emergency-management-standard

The Catalog of Federal Domestic Assistance (CFDA) number for the EMPG is **97.042**. FEMA-funded activities through the EMPG must meet the requirements of 44 CFR 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, also known as The Common Rule.
http://www.access.gpo.gov/nara/cfr/cfr-table-search.html (scroll to Title 44).
All costs, including personnel costs must comply with 2 CFR Part 225, *Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)* (at http://www.whitehouse.gov/omb/circulars/index.html) and should be linked to achieving objectives outlined in the annual Work Plan template. Allowable equipment categories for FY

2015 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*.

Additional references concerning Administrative and Audit requirements and Common Rules are cited below.

OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments, at
http://www.whitehouse.gov/omb/circulars/index.html
2 CFR 220, Cost Principles for Educational Institutions (OMB Circular A-21)
2 CFR 230, Cost Principles for Non-Profit Institutions (OMB Circular A-122)
OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations (06/24/1997) (includes revisions published in Federal Register 06/27/2003), at
http://www.whitehouse.gov/omb/circulars/index.html

"Debarment and Suspension" (Executive Orders 12549 and 12689 and 44 CFR Part 13.35); "Government wide Requirements for Drug-Free Workplace (Grants)" (codified at 44 CFR Part 17). "New Restrictions on Lobbying" (codified at 44 CFR Part 18).

Emergency Management Functions (EMFs)

Planned activities identified in local and tribal Work Plans should be based on the 15 **Emergency Management Functions (EMFs)** identified in this guidance. The 15 EMFs provide program elements or activities for strategic planning and for measuring local/tribal emergency management program effectiveness. The EMF standards, which have been utilized by the state for years, are derived from FEMA guidance documents, and the Emergency Management Standard as defined through the **Emergency Management Accreditation Program (EMAP),** and are consistent with National Fire Protection Association (NFPA) 1600 standards. The Colorado Division of Homeland Security and Emergency Management utilizes these EMF standards (plus three state-level EMFs) as categories for its annual EMPG state work plan and quarterly state work plan reporting with FEMA.

Program Capability	**Emergency Management Function (EMF)**	**Key Activities**
Program Management	EMF-1: Finance & Administration	Budget preparation, grant administration, LEMS application, expense tracking, quarterly reimbursement requests, quarterly performance reports, equipment monitoring
	EMF-2: Laws & Authorities	Ordinances, resolutions, emergency declarations, EMAP accreditation, compliance with laws and regulations
Hazard Mitigation	EMF-3: Risk Assessment	Development/upgrade of local/tribal THIRA (Threat and Hazard Risk Identification and Assessment), development of corresponding risk management strategies
	EMF-4: Hazard Mitigation Plans & Projects	Development of local/tribal hazard mitigation plans, implementation of hazard mitigation projects, coordination of Environmental and Historic Preservation (EHP) reviews

Plans	EMF-5: Emergency Operations Plans	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
	EMF-6: Recovery Plans	Development/upgrades of local/tribal recovery plans, fostering partnerships with recovery stakeholder agencies and organizations
Preparedness	EMF -7: Training	NIMS training delivery, staff professional development, development of Training & Exercise Plans (TEPs)
	EMF-8: Exercises	Participation in exercises as "Sponsoring" and/or "Participating" agencies
Operations	EMF-9: Incident Management	EOC management, COG, multi-agency coordination, support of incident command operations
	EMF-10: Communications	Activities supporting interoperability, including cooperative planning, equipment tests, drills, radio checks, purchases, etc.
	EMF-11: Operations Procedures	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
	EMF-12: Mutual Aid	Maintenance of local, interagency, regional and statewide intergovernmental agreements
Logistics	EMF-13: Resource Management	Development/maintenance of resource mobilization plans and processes, including database management systems, financial controls and relevant forms
	EMF-14: Facilities Management	Monitoring & maintenance of EOC/Alternate EOC facilities and equipment
Public Information	EMF-15: Crisis Communication, Public Information and Education	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.

Supporting National Preparedness Initiatives

In addition to enhancing comprehensive, all-hazards emergency management capabilities, EMPG funds provide an opportunity to support state and national homeland security strategies and strengthen 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.

The 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." 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. It is anticipated that future federal EMPG guidance will require States and local/tribal partners to tie EMPG activities more closely to enhancing core capabilities. Since detailed federal guidance on how to accomplish this has not been developed, DHSEM has determined that, for FFY 2015, LEMS participants will fulfill the obligation to support core capabilities by meeting the **FFY 2015 Program Requirements** below. Files and information on PPD-8 and core capabilities can be found at *http://www.fema.gov/ppd8*.

FFY 2015 Program Requirements

Jurisdictions receiving EMPG-LEMS program funds are required to complete all tasks and planned activities identified, submitted and approved in their annual Work Plan. Applicants for 2015 EMPG-LEMS support must conform to the program requirements that follow:

1. **Development and maintenance of a formally-adopted, up-to-date emergency operations plan which includes a local resource management system and an alert and warning plan (performance allocation).**

   A. 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), which serves as the foundation for State, Local and Tribal emergency planning. CPG-101 v.2 can be found at: http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf
   Sub-grantees are required to submit new and revised EOP elements to their Regional Field Managers in order to be eligible for FFY 2015 EMPG Program funds. (FEMA Required)

   B. In order to meet the requirements of the Colorado Disaster Emergency Act CRS 24-33.5, Part 7, a Colorado priority for the 2015 EMPG program is the development and implementation of state and local resource management systems. These systems will include a management plan for jurisdictionally-owned resources, mutual aid resources, private and public sector resources, non-governmental and volunteer resources, and the policies and procedures for each. For the 2015 grant year, Colorado DHSEM requires local and tribal jurisdictions to focus on the following specific measurable outcomes:

      i. Review and maintenance of all resource data in the WebEOC Resource Management System for the local jurisdiction (task can be shared with local agency resource managers).

      ii. An annual meeting with the jurisdiction's mutual aid partners to review and validate mutual aid terms and agreements.

      iii. Conduct a resource management drill with EOC personnel, local resource management personnel from jurisdictional agencies, and your DHSEM Regional Field Manager. The drill will document the capability to use the resource management process and tools.

iv. Development of a written improvement plan to strengthen the overall resource management system with a time line for completion that is agreed to by the Regional Field Manager. This improvement plan will be due any time before the end of the 4th quarter as an attachment to the progress report.

2. **Conduct at least two stakeholder/partner meetings.** Before March 30, 2015 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. Before December 31, 2015 hold a second meeting with this same group. These are the agencies and entities which constitute your partners during an EOC activation and any significant incident response. Prepare an agenda for these meetings with the Regional Field Manager. ***(State required, base allocation)***

3. **Development and Maintenance of a Multi-Year Training and Exercise Plan (TEP).** All grantees and sub-grantees are required to develop a Multi-Year TEP that incorporates linkages to the core capabilities and update it annually. A TEP workshop conducted at the regional level, where the grantee or sub-grantee participates meets this requirement. Information related to TEPs can be found on the HSEEP website at https://hseep.dhs.gov. ***(FEMA required, performance allocation).***

4. **Sponsorship/Participation in at least Three (3) Exercises.** 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 another jurisdiction's exercise to fulfill this requirement. These exercises may be of any type (drill, tabletop, functional, full-scale) and can be exercises hosted by the sub-grantee's jurisdiction, the State, a region, a federal agency, or another local/tribal jurisdiction. EMPG jurisdictions who sponsor an exercise **will submit** an After Action Review or Corrective Action Plan to their Regional Field Manager. Real events and actual emergencies are allowable substitutes for exercise participation and require an AAR. ***(FEMA required, base allocation for participation, performance allocation for sponsorship).***

5. **Targeted Training of EMPG-Funded Personnel.** 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. Submission of a list of EMPG program funded personnel along with the training completed **will** be included in quarterly performance reports. ***(FEMA required, base allocation).***

6. **Timely Submission of Application, Quarterly Reports and Quarterly Requests for Reimbursement.** ***(FEMA required, base allocation).*** All EMPG-LEMS applicants are responsible for submission of a complete application package and for timely submission of quarterly progress reports and requests for reimbursement. A complete application package includes:
   - Part I, FFY 2015 EMPG-LEMS Grant Activities/Work Plan Template
   - Part II, Jurisdiction Information and Signatures
   - Part III, Staffing Pattern and Funding Request

- Current position description for all personnel that are listed on the Staffing Pattern. This document must include the emergency management-related responsibilities for each employee claimed under EMPG (if there are no changes from the previous year, then there is no need to submit a copy of an employee's job description).
- Completed Federal Funding Accountability and Transparency Act (FFATA) form (required for all federal grant programs except American Recovery and Reinvestment Act grants).

7. **NIMSCAST Data Entry.** (This will be dependent on the availability of the system). All jurisdictions should continue to update and maintain their NIMSCAST information while working towards 100 percent NIMS compliance. NIMSCAST updates are due August 31, 2015. Comprehensive information concerning NIMS implementation for States, tribal nations, local governments, nongovernmental organizations, and the private sector is available through the NIMS Resource Center at www.fema.gov/nims. ***(FEMA required, base allocation).***

8. **Data Call.** Jurisdiction will support information collection and input into the annual DHS data call. ***(DHS required, base allocation).***

Program and Financial Monitoring

As per Federal Grant guidance, DHSEM has implemented a formal monitoring process that will be conducted with each sub-grantee at least every two years. The schedule and monitoring visit process will be coordinated through the Regional Field Manager. The monitoring program is intended to ensure that all sub-grantees are performing and administering the grants in compliance with all of the required federal and DHSEM grant terms and conditions, and have the proper financial and programmatic documentation in the grant files to be ready for the next Federal audit.

Given recent requests to the state for substantiating documentation of match funding, applicants can expect greater scrutiny of match documentation during monitoring visits.

Quarterly Reports and Reimbursement Requests

Quarterly Progress Reports must be submitted to your DHSEM Regional Field Manager **15** days following the end of each quarter. The timely submission of quarterly progress reports and products is a requirement for approval of quarterly requests for reimbursement. If an extension is needed, a written request to your DHSEM Regional Field Manager must be made before the deadline.

Quarterly progress reports can be provided in the space provided on the Work Plan template (additional pages can be attached if needed). Quarterly Reports should identify the status of each activity planned for that quarter: completed/accomplished, in-process, postponed/canceled, or not completed or accomplished. Please indicate a reason when activities are postponed, canceled or not completed. For reporting purposes, please include dates and identify scenario and type of exercises conducted. Also identify specific annexes or updates to EOPs or other plans.

Quarterly Requests for Reimbursement and financial reports are due on the date specified in the schedule on page 12. For the EMPG/LEMS grant, the reimbursement request is the same form as the quarterly financial report. Signed, original reimbursement/financial report forms should be submitted to your DHSEM Regional Field Manager.

The Chief Financial Officer for the jurisdiction must sign the quarterly claims, unless they have given express written permission for the Emergency Manager to sign.

Electronic/Digital Signatures

Electronic/digital signatures will now be accepted on reimbursement requests/financial reports as well as on the narrative reports.

- signatures should be readable by the Adobe Reader program and must be created by the signer and show a verified/unchanged status when the form arrives via email to the DHSEM Regional Field Manager
- the CFO is still the primary person expected to affix their signature to the quarterly reimbursement request/financial report, as they are certifying that the expenses shown on the report are eligible for the EMPG program and the DHSEM LEMS award under the EMPG program and match the jurisdiction's General Ledger reports for the period.
- any variance from the general ledger report should be noted and explained either on the report itself or in the documentation maintained by the sub-grantee
- the CFO or the Governing Body (BOCC, City Council, Tribal Council) may delegate the reimbursement signing authority to the grant administrator if they so choose. This delegation must be in writing and submitted to the DHSEM by email, or regular mail before an alternate signature can be accepted. If delegated, the Grant Administrator (usually the Emergency Manager for the LEMS grants), makes the same certification that the expenses shown on the reimbursement request are eligible for the EMPG program and the DHSEM LEMS award under the EMPG program and match the jurisdiction's General Ledger reports for the period.

FFY 2015 Reporting Schedule

Local Jurisdiction Reporting Schedule			
Quarter	**Reporting Period**	**Report Due Date**	**Claim Due Date**
1	01/01/15 – 03/31/15	04/15/15	4/30/15
2	04/01/15 – 06/30/15	07/15/15	7/24/15
3	07/01/15 – 09/30/15	10/15/15	10/30/15
4	10/1/15 – 12/31/15	1/15/16	1/30/16
DHSEM Field Manager Reporting Schedule			
Quarter	**Reporting Period**	**Roll up Report Due Date**	
1	01/01/15 – 03/31/15	04/22/15	
2	04/01/15 – 06/30/15	07/22/15	
3	07/01/15 – 09/30/15	10/22/15	
4	10/1/15 – 12/31/15	01/22/16	

Application Guidelines

In order to apply for FFY 2015 EMPG-LEMS funds, complete Parts I, II and III of the application kit and return by **December 31, 2014** to your **DHSEM Regional Field Manager.**

If your mailing address has changed in the last year, or if you would like reimbursement checks sent to a different mailing address, a new W-9 form must be submitted with your application.

The forms that make up the Application Kit are provided as separate, individual files.

Application Checklist

- ✓ Part I, FFY 2015 EMPG-LEMS Grant Activities/Work Plan Template
- ✓ Part II, Jurisdiction Information and Signatures
- ✓ Part III, Staffing Pattern and Funding Request
- ✓ Current Position Descriptions Completed Federal Funding Accountability and Transparency Act (FFATA).

Appendix A

Product/activity	Percentage of annual allocation	Criteria and Guidance
Threat and Hazard Identification and Risk Assessment (County as largest geographic scope of analysis) NOTE: HIRA in mitigation plan will need to add threat analysis to be eligible for this product.	20%	CPG101: Pages 4-1 & 4-7 to 4-11 CPG 201 NFPA: 5.2 to 5.2.5 EMAP: 4.3 to 4.3.2
Current and formally adopted ESF based EOP approved by DHSEM Program requirement	25%	CPG 101: Pages 2-1/ 3-1 to 3-20 NFPA: Std. 6.8.1 to 6.8.4(5) EMAP: Std. 4.6.1 to 4.6.6 & 4.11.1 to 4.11.4
Continuity of government plan	10%	CPG 101: Pages 1-9, 3-10, 3-13, C-25 NFPA: Std.6.9.1 to 6.9.3 EMAP: Std. 4.6.1 to 4.6.5
Continuity of operations plan	10%	CPG 101: Pages 1-9, 3-10, 3-13, C-25 NFPA: Std.6.9.1 to 6.9.3 EMAP: Std. 4.6.1 to 4.6.5
Alert and Warning Plan Program requirement	25%	CPG 101: Pages C-23 & C-26 NFPA: Std. 6.5.1 to 6.5.4 EMAP: Std. 4.10.1 to 4.10.7
Rapid Needs Assessment Plan	20%	CPG 101: Page 1-9 NFPA: Std. 5.1.1 to 5.3.6; 6.7.5 EMAP: Std. 4.6.1 & 4.6.3
Resource Management Plan Program requirement	25%	NIMS CPG101: Pages 3-17 & 3-18 NFPA: Std. 5.4.1 to 5.4.5 EMAP: Std. 4.8.1 to 4.9.2
Damage Assessment Plan	25%	CPG 101: Pages C-14 NFPA: Std. 6.7.5 EMAP: Std. 4.6.3 & 4.11.4
EOC Management Plan	20%	NIMS CPG101: Page C-16 NFPA: Std. 6.7.1 to 6.7.9 EMAP: Std. 4.7.1 to 4.7.5
Debris Management Plan	20%	CPG 101: Page C-14 EMAP: Std. 4.3.1 to 4.3.2; 4.6.1 & 4.6.3
Public Information Crisis Communications Plan	10%	CPG101: Page C-23 NFPA: Std. 6.4.1 to 6.4.2 EMAP: Std. 4.15.1 to 4.15.5
Job Aids	5%	CPG 101: Page 3-12 NFPA: No Standard EMAP: 4.7.4 & 4.7.5

Recovery Plan	20%	CPG101: Pages 1-9, 3-10, 4-15, B-8, C-23 NFPA: Std. 5.3.1 to 5.3.6 & 6.9.1 to 6.9.3 EMAP: Std. 4.6.1 to 4.6.4
Hazard Mitigation Plan	20%	CPG101: Page 3-10 NFPA: Std. 6.3.1 to 6.3.3 EMAP: Std. 4.4.1 to 4.5.3
Multi-agency and multi-jurisdictional relationships (MAC Group (MACG) established and maintained). NOTE: A MACG is made up of agency representatives with authority to commit agency resources. Program requirement	Baseline requirement	NIMS CPG101: Pages 1-2 to 1-4/ 4-3 & 4-6 NFPA: Std. 4.1.1 to 4.3.3 EMAP: Std. 3.3.1 to 3.3.2
Training (completion of FEMA required training on page 11) Program requirement NOTE: Regional Training and Exercise plans with local input will be accepted in 2015.	Baseline requirement	NIMS; FEMA (EMPG Required) CPG101: (Refer to FEMA required) NFPA: Std. 7.1 to 7.7 EMAP: Std. 4.13.1 to 4.13.4
Development and maintenance of a jurisdictional multi-year Training and Exercise Plan	10%	EMAP: 4.13.1 to 4.13.4 NFPA 1600: 7.1 to 7.7 CPG-101 v2: Appendix "D" "Training"
Exercise Participation: Evaluator/controller: one exercise Role in exercise play: two exercises NOTE: Exercise actor does not count as participation. (FEMA required exercises on page10) Program requirement	Baseline requirement	HSEEP CPG101: N/A NFPA: Std. 8.1.1 to 8.5.1 EMAP Std. 4.14.1 to 4.14.3
Exercise Sponsor (FEMA required exercises on page 10)	20%	HSEEP CPG101: N/A NFPA: Std. 8.1.1 to 8.5.1 EMAP Std. 4.14.1 to 4.14.3
Laws and Authority (updates or new program ordinances, resolutions or regulations)	10%	CPG101: Pages 3-15 & C-12 NFPA: Std. 4.5.1 to 4.5.3 EMAP: Std. 4.2.1 to 4.2.2
Finance (procedures established)	20%	CPG101: Pages 3-14 & C-10 NFPA: Std. 4.6.1 to 4.6.4(9) EMAP: Std. 4.1.1 to 4.1.2

Colorado Emergency Management Program Guide Reference:

Product Activity	Page Reference
Threat and Hazard Identification and Risk Assessment	25
Current ESF based EOP	35
Continuity of government plan	36
Continuity of operations plan	35&36
Alert and Warning Plan	43 & 44
Rapid Needs Assessment Plan	83
Resource Management Plan	42 & 43
Damage Assessment Plan	82 - 84
EOC Management Plan	49 - 55
Debris Management Plan	87
Public Information Crisis Communications Plan	57
Job Aids	140
Recovery Plan	74 -92
Hazard Mitigation Plan	90
Multi-agency and multi-jurisdictional relationships (MAC Group established and maintained)	29
Development and maintenance of a jurisdictional multi-year Training and Exercise Plan	7, 45 & 46

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Quarterly Reimbursement Request and Financial Report EMPG/LEMS Expenses

Jurisdiction:

v.110714

Calendar Year 2015: Quarter: ☐ 1st Qtr ☐ 2nd Qtr ☐ 3rd Qtr ☐ 4th Qtr	Period Covered	
	From	Through

It is the jurisdictions responsibility to *correctly* enter detail and totals

NOTE: All items listed on claim form are subject to disqualification without proper descriptions

VENDOR AND DESCRIPTION OF COST	COST CATEGORIES			
	PERSONNEL & BENEFITS	TRAVEL	OFFICE	TOTAL
Wages and Benefits Specify the name of the person(s) receiving standard salary/benefit or overtime and the date of period covered by wages. If different than the staffing pattern on file, please update the staffing pattern and attach to this report.				
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Contract Costs Specify time period, daily or hourly rate, contractor name, and activity. The activity should tie directly to the annual work-plan in order to be eligible in this grant. Put in any/all of the columns to the right as applicable (These individuals will generally not be on the staffing pattern as they aren't FTE, but if the EM is a contract employee, they will be on the staffing page)				
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
SUB-TOTAL AMOUNTS EXPENDED BY JURISDICTION (Enter last page TOTAL on Signature Page)	0.00	0.00	0.00	0.00
FEDERAL SHARE ELIGIBLE FOR REIMBURSEMENT (50% of Total)	0.00	0.00	0.00	0.00

Chief Financial Officer Signs on signature page (attached)
Enter TOTAL of last page on spreadsheet to use as verification of claim
Signature sheet with original or electronic signature must accompany this report.

COLORADO
Division of Homeland Security & Emergency Management
Department of Public Safety

Quarterly Reimbursement Request and Financial Report EMPG/LEMS Expenses

Jurisdiction:

Calendar Year 2015: Quarter: ☐ 1st Qtr ☐ 2nd Qtr ☐ 3rd Qtr ☐ 4th Qtr	Period Covered			
	From		Through	
It is the jurisdictions responsibility to *correctly* enter detail and totals NOTE: All items listed on claim form are subject to disqualification without proper descriptions				
VENDOR AND DESCRIPTION OF COST	**COST CATEGORIES**			
	PERSONNEL & BENEFITS	**TRAVEL**	**OFFICE**	**TOTAL**
Rent or lease, utilities Specify months covered and amounts for each month				
				0.00
				0.00
				0.00
				0.00
				0.00
Phone Specify months covered and amounts for each month. Include phone, cellular and pager charges				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Emergency Management Fleet Vehicle Costs				
				0.00
				0.00
				0.00
Office Supplies Specify months covered and amounts for each month. For larger amounts, describe the purchase.				
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Postage Specify months covered and amounts for each month				
				0.00
				0.00
				0.00
				0.00
SUB-TOTAL AMOUNTS EXPENDED BY JURISDICTION (Enter last page TOTAL on Signature Page)	0.00	0.00	0.00	0.00
FEDERAL SHARE ELIGIBLE FOR REIMBURSEMENT (50% of Total)	0.00	0.00	0.00	0.00

Chief Financial Officer Signs on signature page (attached)
Enter TOTAL of last page on spreadsheet to use as verification of claim
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COLORADO
Division of Homeland Security & Emergency Management
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Quarterly Reimbursement Request and Financial Report EMPG/LEMS Expenses

Jurisdiction:

Calendar Year 2015: Quarter: ☐ 1st Qtr ☐ 2nd Qtr ☐ 3rd Qtr ☐ 4th Qtr	Period Covered			
	From		Through	
It is the jurisdictions responsibility to *correctly* enter detail and totals NOTE: All items listed on claim form are subject to disqualification without proper descriptions				
VENDOR AND DESCRIPTION OF COST	**COST CATEGORIES**			
	PERSONNEL & BENEFITS	**TRAVEL**	**OFFICE**	**TOTAL**
Copying / Printing Specify months covered and amounts for each month. For larger amounts, specify the document printed or copied.				0.00 0.00 0.00 0.00 0.00 0.00 0.00
Equipment costs, including items under $5,000 each Describe the equipment purchased or leased				0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Petty Cash Explain transactions (office supplies, meeting supplies, postage, etc.)				0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
SUB-TOTAL AMOUNTS EXPENDED BY JURISDICTION (Enter last page TOTAL on Signature Page)	0.00	0.00	0.00	0.00
FEDERAL SHARE ELIGIBLE FOR REIMBURSEMENT (50% of Total)	0.00	0.00	0.00	0.00

Chief Financial Officer Signs on signature page (attached)
Enter TOTAL of last page on spreadsheet to use as verification of claim
Signature sheet with original or electronic signature must accompany this report.

COLORADO
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Quarterly Reimbursement Request and Financial Report EMPG/LEMS Expenses

Jurisdiction:

Calendar Year 2015: Quarter: ☐ 1st Qtr ☐ 2nd Qtr ☐ 3rd Qtr ☐ 4th Qtr	Period Covered			
	From		Through	

It is the jurisdictions responsibility to *correctly* enter detail and totals
NOTE: All items listed on claim form are subject to disqualification without proper descriptions

VENDOR AND DESCRIPTION OF COST	COST CATEGORIES			
	PERSONNEL & BENEFITS	TRAVEL	OFFICE	TOTAL
Travel / Training Specify which conference/training for each item. For mileage for vehicle, specify miles traveled and purpose of trip(s). (see example on back page) Eligible mileage reimbursement cannot exceed Federal mileage rate.				0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Subscriptions / Dues Specify publication or organization and span of time covered.				0.00 0.00 0.00 0.00 0.00 0.00 0.00
SUB-TOTAL AMOUNTS EXPENDED BY JURISDICTION (Enter last page TOTAL on Signature Page)	0.00	0.00	0.00	0.00
FEDERAL SHARE ELIGIBLE FOR REIMBURSEMENT (50% of Total)	0.00	0.00	0.00	0.00

Chief Financial Officer Signs on signature page (attached)
Enter TOTAL of last page on spreadsheet to use as verification of claim
Signature sheet with original or electronic signature must accompany this report.

Quarterly Reimbursement Request and Financial Report EMPG/LEMS Expenses

To obtain the matching reimbursement for your expenses, the Chief Financial Officer (CFO) or agency's authorized representative must do the following:

1) Enter the jurisdiction's total expenditures on the line provided, to verify the CFO has seen the completed claim form. If the CFO, BOCC or City/Town Chief Elected or Executive Official, as applicable, delegates authority to sign to the Grant Administrator, the delegation must be on file with the DHSEM before an alternate signature can be accepted.

2) The Chief Financial Officer or agency's authorized representative must sign and date the form electronically or in *original* ink.

Jurisdiction:

Calendar Year 2015: Quarter:

☐ 1st Qtr ☐ 2nd Qtr ☐ 3rd Qtr ☐ 4th Qtr

TOTAL Expenditures this Quarter: **$0.00**

Federal share eligible for reimbursement (50% of total) **$0.00**

(The jurisdiction's total quarter expenditures as listed on the last page of the claim form.)

I certify that all expenses included in this report were incurred for the purposes of the grant, and documentation supporting all costs is on file and available for review as described in the grant contract or submission to the DHSEM upon request.

I will retain a copy of this claim and all supporting documentation on file for four years after the close of the grant.

Authorized Signature _____ Date _____

DHSEM Regional Field Manager Approval: _____

DHSEM APPROVAL BY: _____ Date: _____ LEMS-____, 7_____, SB00, $_____

For Your Reference — Eligible Expenses

Eligible Expense	Detail Required for Reimbursement
Normal salary and benefits and overtime in compliance with jurisdiction's personnel policies. Please ensure that A-87 requirements for personnel cost tracking are met (see A-87 Appendix B, section 8, *compensation for personal services* .)	Specify the name of the person(s) receiving **standard** salary/benefits and the date of period covered by salary/benefits. *Please make sure all persons listed on the claim are shown on SPAPP07 (staffing pattern) on file in our office; you may enclose an updated form with this claim, if necessary.*
Rent or lease, utilities	Specify months covered and amounts for each month.
Phone	Specify base bill or monthly phone charges (with dates covered: example March telephone, or April cellular phone); describe unusually large amounts (example: yearly line charge-back).
Postage	Specify monthly usage (with dates covered: example: Feb. 1 - Feb. 28 postage, or reload postage meter, 01/18/11); describe unusually large amounts (example: sent Winter Storm watch brochures to local schools).
Office Supplies	Specify "office supplies," larger items (example: 65 reams of paper)
Copying/Printing	Specify dates covered by monthly or routine copy charges; for larger amounts, specify document coped or printed (example: 72-hour emergency brochure).
Travel and training (business, technical and professional)	Specify for which conference or training FOR EACH ITEM. For mileage claimed for personal vehicle use, specify miles traveled and purpose of trip(s) (example: DHSEM training class per diem @ ___/day; 150 miles @ $.39 = $58.50.) Eligible mileage reimbursement cannot exceed the Federal mileage rate.
Subscriptions and dues, class enrollment fees	If related to a conference or class, specify (i.e. registration). Specify the publication or organization and span of time covered. Organizational subscriptions to and dues for emergency management related organizations and publications are eligible. Individual memberships or subscriptions are not eligible.
Equipment costs, including items under $5,000 each (should be specifically identified in the budget/application)	Describe equipment purchased or leased, or describe agreement. Include leases and maintenance agreements.
Petty Cash	Explain transactions (office supplies, meeting supplies, postage, etc.)

Ineligible Expenses

1. Expenses claimed for another Federal Program	5. Construction costs
2. Expenses counted as match funds towards another Program.	6. Promotional (advertising) items or activities.
3. Response and Recovery (cannot bill for flight to oversee flood area).	7. Entertainment costs.
4. Maintenance or purchase costs related to response or recovery vehicles; only vehicles used in routine EM duties are eligible.	8 Any costs disallowed or stated as ineligible in OMB Circular A-87 or CFR 44-13

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Part I
Calendar Year 2015 EMPG-LEMS Grant Activities
Work Plan Template (v.110714)

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. Fourth, determine if the products/activities you have identified combine to make your program eligible for 100% of your award (use the product/activity table from the guidance)
5. Finally, submit the finished document to your assigned DHSEM Regional Field Manager.

Please don't hesitate to contact your DHSEM 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 DHSEM Regional Field Manager for approval.

By signing, the applicant acknowledges that he/she has read and understands the calendar year 2015 Program Guidelines and Application Kit.

Jurisdiction: ___Gunnison County_____

Emergency Manager of Jurisdiction: __Scott Morrill_____Date: __11/17/14_____

DHSEM Regional Field Manager: _____Date: _____

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Part I
2015 EMPG-LEMS Grant Activities
Work Plan Template

2015 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	Planned Activities: Submit 1st Quarter report and reimbursement request.	Results:
2nd Quarter	Planned Activities: Submit 2nd Quarter report and reimbursement request.	Results:
3rd Quarter	Planned Activities: Submit 3rd Quarter report and reimbursement request.	Results:
4th Quarter	Planned Activities: Submit 4th Quarter report and reimbursement request.	Results:

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2015 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	Planned Activities: Update 2008-15 and BOCC Guidelines. Revise 1997-37 Ambulance Licensing	Results:
2nd Quarter	Planned Activities: If necessary, continue update of 2008-15 and BOCC Guidelines Revise 1997-37 Ambulance Licensing	Results:
3rd Quarter	Planned Activities:	Results:
4th Quarter	Planned Activities:	Results:

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2015 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	Planned Activities:	Results:
2nd Quarter	Planned Activities:	Results:
3rd Quarter	Planned Activities:	Results:
4th Quarter	Planned Activities:	Results:

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2015 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	Planned Activities:	Results:
2nd Quarter	Planned Activities:	Results:
3rd Quarter	Planned Activities:	Results:
4th Quarter	Planned Activities:	Results:

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2015 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 DHSEM Regional Field Manager.		
1st Quarter	Planned Activities: Review current Gunnison County EOP, compare to relevant CPG 101 standards, and make note of benchmarks	Results:
2nd Quarter	Planned Activities: Complete update of base EOP	Results:
3rd Quarter	Planned Activities: Update Annexes A – E using relevant CPG 101 standards	Results:
4th Quarter	Planned Activities: Update Annexes F – L using relevant CPG 101 standards	Results:

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2015 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	Planned Activities:	Results:
2nd Quarter	Planned Activities:	Results:
3rd Quarter	Planned Activities:	Results:
4th Quarter	Planned Activities:	Results:

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2015 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) 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, (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	Planned Activities: Update multi-year training and exercise plan. This plan should include required training for EMPG funded personnel Monthly EOC seminars and workshops Report completed training for EMPG funded personnel.	Results:
2nd Quarter	Planned Activities: Submit updated TEP to FM Monthly EOC seminars and workshops. Communications Exercise: During May monthly EOC training, have staff contact each agency in Gunnison County on their respective VHF and DTRS channels. Report completed training for EMPG funded personnel.	Results:
3rd Quarter	Planned Activities: Implement training plan Monthly EOC workshops and seminars Airport annual Tabletop exercise Annual Immunization Exercise with PH Report completed training for EMPG funded personnel.	Results:
4th Quarter	Planned Activities: Implement training plan Monthly EOC workshops and seminars Report completed training for EMPG funded personnel.	Results:

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2015 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	Planned Activities: Implement exercise program as outlined in the TEP Develop plan to meet FEMA exercise requirement and review with FM. Report on completed exercises include AAR or CAP	Results:
2nd Quarter	Planned Activities: Implement exercise program as outlined in the TEP Report on completed exercises include AAR or CAP	Results:
3rd Quarter	Planned Activities: Implement exercise program as outlined in the TEP Report on completed exercises include AAR or CAP	Results:
4th Quarter	Planned Activities: Implement exercise program as outlined in the TEP Report on completed exercises include AAR or CAP	Results:

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2015 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 **State Requirement: Before March 30, 2015 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. Before December 31, 2015 hold a second meeting with this same group. These are the agencies and entities which constitute your partners during an EOC activation and any significant incident response. Prepare an agenda for these meetings with the Regional Field Manager.**		
1st Quarter	Planned Activities: Quarterly meetings for All-Hazard Planning Committee. Monthly meetings of Active Shooter group; Gunnison Basin Wildfire Council and Pandemic Planning Committee meetings as necessary.	Results:
2nd Quarter	Planned Activities: Quarterly meetings for All-Hazard Planning Committee. Monthly meetings of Active Shooter group; Gunnison Basin Wildfire Council and Pandemic Planning Committee meetings as necessary.	Results:
3rd Quarter	Planned Activities: Quarterly meetings for All-Hazard Planning Committee. Monthly meetings of Active Shooter group; Gunnison Basin Wildfire Council and Pandemic Planning Committee meetings as necessary.	Results:
4th Quarter	Planned Activities: Quarterly meetings for All-Hazard Planning Committee. Monthly meetings of Active Shooter group; Gunnison Basin Wildfire Council and Pandemic Planning Committee meetings as necessary.	Results:

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2015 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	Planned Activities: EOC trainings utilize both DTRS and VHF radios. For planned events and exercises, we encourage use of both systems, and have developed Communications Plans (ICS 205) for different types of situations. Also participate on the Gunnison/Hinsdale Communications Board which is an advisory Board for the Communications Center, and recommends county-wide communications procedures	Results:
2nd Quarter	Planned Activities: Same	Results:
3rd Quarter	Planned Activities: Public Health Immunization Exercise: Use of DTRS and VHF radios	Results:
4th Quarter	Planned Activities: Same	Results:

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2015 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	Planned Activities: Based on EOC trainings and activations, evaluate and update EOC job aids and procedures.	Results:
2nd Quarter	Planned Activities: Based on EOC trainings and activations, evaluate and update EOC job aids and procedures. Develop Continuity of Operations Plan for Gunnison County Finance Dept	Results:
3rd Quarter	Planned Activities: Based on EOC trainings and activations, evaluate and update EOC job aids and procedures.	Results:
4th Quarter	Planned Activities: Based on EOC trainings and activations, evaluate and update EOC job aids and procedures. Develop Continuity of Operations Plan for Gunnison County IT Dept	Results:

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2015 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	Planned Activities: Mutual Aid Agreements and Intergovernmental Agreements are the responsibility of the agencies entering into those agreements. Gunnison County OEM will maintain a list of these types of agreements for jurisdictions with-in Gunnison County, and encourage regular review and updates of existing agreements.	Results:
2nd Quarter	Planned Activities: Develop MAA between Montrose County and Gunnison County	Results:
3rd Quarter	Planned Activities:	Results:
4th Quarter	Planned Activities: Request copies of existing MAA's and IGA's from all agencies in the county. Adoption of MAA between Gunnison County and Montrose County	Results:

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2015 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 **Colorado Requirement: In order to meet the requirements of the Colorado Disaster Emergency Act CRS 24-33.5, Part 7, a Colorado priority for the 2015 EMPG program is the development and implementation of state and local resource management systems. (Please see program requirements in guidance)**		
1st Quarter	Planned Activities: Using Regional Resource Mobilization Plan and Boulder County's as a guide, develop DRAFT Resource Mobilization Plan for Gunnison County	Results:
2nd Quarter	Planned Activities: Send Draft Resource Mobilization Plan to stakeholders for input	Results:
3rd Quarter	Planned Activities: Update draft Resource Mobilization Plan with stakeholder comments	Results:
4th Quarter	Planned Activities: Adoption and distribution of Resource Mobilizations Plan	Results:

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2015 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	Planned Activities: Weekly testing of EOC radios, phones, computers and ancillary equipment. Regular testing of EOC systems (WebEOC, CodeRED, ReadyOp and county systems)	Results:
2nd Quarter	Planned Activities: Weekly testing of EOC radios, phones, computers and ancillary equipment. Regular testing of EOC systems (WebEOC, CodeRED, ReadyOp and county systems)	Results:
3rd Quarter	Planned Activities: Weekly testing of EOC radios, phones, computers and ancillary equipment. Regular testing of EOC systems (WebEOC, CodeRED, ReadyOp and county systems)	Results:
4th Quarter	Planned Activities: Weekly testing of EOC radios, phones, computers and ancillary equipment. Regular testing of EOC systems (WebEOC, CodeRED, ReadyOp and county systems)	Results:

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Department of Public Safety

2015 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	Planned Activities:	Results:
2nd Quarter	Planned Activities:	Results:
3rd Quarter	Planned Activities:	Results:
4th Quarter	Planned Activities:	Results:

COLORADO
Division of Homeland Security & Emergency Management
Department of Public Safety

2015 EMPG-LEMS Annual Program Paper
Part II Jurisdiction Information and Signatures (v.110714)
Note: This document serves to meet the requirements of §24-33.5-707(7), C.R.S.

Jurisdiction Name:

Emergency Program Manager

Name: Scott Morrill
Job Title: Emergency Manager

Mailing Address: 200 E. Virginia Av, Gunnison CO 81230

Physical Address (if different): 510 W. Bidwell Av, Gunnison CO 81230

Phone Contact Information

Office Phone number: 970-641-2481
24 Hour Emergency Line: 970-641-8201 (Gunnison Regional Communications Center)
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: X Paid Part Time: Volunteer: Other:

Jurisdiction Job Title Program Manager Reports to: County Manager Matthew Birnie

Hours worked per week for jurisdiction in all job titles:

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	**1**		**40**
Paid full time clerical			
Paid part time professional	1		28
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/DHSEM Regional Field Manager_____ Date _____

COLORADO
Division of Homeland Security & Emergency Management
Department of Public Safety

Emergency Management Program Grant (EMPG)
Local Emergency Manager Support (LEMS)
Program Funding Application: Part III (v.110714)

Staffing Pattern for Calendar Year 2015

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	10/20/2004	
Bobbie Lucero	Deputy Emergency Manager	4/11/2011	

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	$63,845	$19,199	40	40	100%	$63,845	$19,199
Bobbie Lucero	$43,840	$5,856	40	28	70%	$30,688	$4,099
					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	$ 107,685.00	$ 25,055.00				$94,533	$23,298
						Enter in Slot A On Funding Request	Enter in Slot B On Funding Request

COLORADO
Division of Homeland Security & Emergency Management
Department of Public Safety

Emergency Management Program Grant (EMPG)
Local Emergency Manager Support (LEMS)
Program Funding Application: Part III (v.110714)

Staffing Pattern and Program Funding for Calendar Year 2015

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

JURISDICTION: Gunnison County

	Salaries & Benefits				
A	LEMS Eligible Salary (Staffing Report Block 10 Total):	$94,533			
B	LEMS Eligible Benefits (Staffing Report Block 11 Total):	$23,298			
C	***Total Salary and Benefits (a+b): $***		***$117,831***		
	Travel Expenses				
D	Local Travel (mileage, fleet expense, or other):	$ 1,300.00			
E	Out of State Travel:				
F	Conference & Seminars (Registration Fees, Hotels, etc.):	$ 617.00			
G	Training (Registration Fees, hotels, etc.):	$ 313.00			
H	Per Diem:	$ -			
I	Other (Dues, Certifications and Membership Fees):	$ 125.00			
J	***Total Travel Expenses (D+E+F+G+H+I): $***		***$ 2,355.00***		
	Office Support Expenses (more than $200 for year)				
K	Office Supplies and Materials:	$ 646.00			
L	Equipment Purchase:				
M	Equipment Lease:	$ 1,482.00			
N	Rent, Utilities, etc.:				
O	Printing & Copying:	$ 462.00			
P	Postage:	$ 59.00			
Q	Other (Advertising, Cell Phones, Aircards, etc.):	$ 35,708.00			
R	***Total Office Support Expenses (K+L+M+N+O+P+Q): $***		***$ 38,357.00***		
S				**Total Request (C+J+R):**	$ 158,543.20
T				**Federal (Eligible for Reimbursement) Amount (One half of S):**	$ 79,271.60

Jurisdiction Emergency Manager Signature _____ Date

Jurisdiction Chief Financial Officer Signature _____ Date

_____

COEM Regional Field Manager Signature _____ Date

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. Not Required
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.