AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: 2019 EMPG Grant Application

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement:

Term Begins: 1/1/2019 **Term Ends:** 12/31/2019 **Grant Contract #:**

Summary:

2019 EMPG Grant Application

Fiscal Impact: $75,000

Submitted by: B. Lucero for S. Morrill **Submitter's Email Address:** smorrill@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns, agree with amounts. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 12/27/2018

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

Comments:
ok db 1/2/19

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 1/2/2019 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 1/3/2019

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 1/8/2019

Revised April 2015

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

2019

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

Program Guidance
and
Application Kit

Foreword: Message from the Division and EM Directors

County, Tribal and Municipal Partners,

Enclosed please find guidance and the application kit for the 2019 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 (RFM) with signatures is **January 31st, 2019**

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. Program objectives for each applicant jurisdiction include the capability to perform crisis and consequence management tasks as indicated in the Emergency Management Functions at the Type IV level for 24 to 72 hours. Nationally, approximately half of EMPG funding to states is passed through to local and tribal jurisdictions. EMPG funds retained at the state level are also used to support local and tribal programs through activities including state-sponsored training and conferences, maintenance of field offices and staff, provision of tools such as WebEOC, and staff that provide technical assistance focused on planning, resource management, alert and warning, response coordination, hazard mitigation, public education, community recovery, interoperable communications and exercises.

In 2019 each jurisdiction should plan to receive a contract for approximately the same amount as their 2018 contract award, barring any unforeseen changes in funding at the Federal level. In order to be eligible to receive reimbursement for the full award, each jurisdiction must perform the base program requirements and items in the work plan selected from Table 2. Requirements are listed on Table 1. OEM RFMs will meet with you during the 2019 application process and discuss your program for the 2019 grant year.

Please note that 75% of your total grant award is available for completing the base requirements, reference Table 1 or Base Program The base allocation percentages are identified in the guidance for reference on how each requirement is valued.

During 2019, the program will select items for the work plan from Table 2 Elective Planning option. These projects must be completed or have measureable progress in order to receive reimbursement for the remaining award.

The state has an appeals process for jurisdictions who disagree with any final ruling of the EMPG Program Manager on work plan progress. The first level appeal is to the EM Director; the final appeal level is to the Division Director. The local agency administrator/lead 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 State and Federal grant requirements. In addition, this funding allocation model will enable Emergency Managers to better serve the citizens of Colorado through the development of critical capabilities. The RFMs will send a letter to each program which did not fully complete or demonstrate measurable progress on projects from their 2018 EMPG Work Plan. This letter will identify where the program could be at risk of losing funding in 2019.

Unexpended funds will be de-obligated 90 days after the contract period. The State may use these funds for special or alternative projects during the final nine months of the performance period. FEMA has informed States that federal guidance for the 2019 EMPG program, will continue to emphasize the “Whole Community” emergency management philosophy, encouraging state, local and tribal organizations to undertake activities that further support objectives for comprehensive planning, training, exercising, and assessment of hazards, risks and capabilities. The 2019 work plan template is based on the Emergency Management Function (EMF) format and is consistent with the 2018 program.

We value our strong relationships with local and tribal partners in Colorado and look forward to working collaboratively to strengthen program capabilities. If you have questions or concerns, please don't hesitate to contact us or members of the OEM staff involved in EMPG management, including Trevor Denney, EMPG Program Manager (Trevor.Denney@state.co.us) or your RFM.

Kevin R. Klein
Division Director

Michael J Willis
Emergency Management Director

2019 EMPG-LEMS Guidance and Application Kit

Table of Contents

EMPG-LEMS Program Guidance

Statutory Requirements

Purpose of EMPG-LEMS Program

References for EMPG Program Administration

Incorporating Emergency Management Accreditation Program Standards

Supporting Homeland Security Initiatives -- NIMS Implementation

2019 Program Requirements

Program and Financial Monitoring

Quarterly Reports and Reimbursement Requests

Electronic/Digital Signatures

2019 Reporting Schedule

Application Guidelines

In order to apply for FFY 2019 EMPG-LEMS funds, complete Parts I, II and III of the application kit and return with signatures by **January 31, 2019** to your **DHSEM RFM.**

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:

i. Part I, 2019 EMPG-LEMS Grant Activities/Work Plan Template
ii. Part II, Jurisdiction Information and Signatures
iii. Part III, Staffing Pattern and Funding Request
iv. Current Position Descriptions Completed Federal Funding Accountability and Transparency Act (FFATA).

Additional Forms

2019 FFATA/FRS Data Report
Colorado EOP Review Tool, 201Exercise and Actual Event Reporting System
Targeted Training Reporting Tool
Pre-Application Checklist

EMPG-LEMS Program Guidance

Statutory Requirement

According to the Colorado Disaster Emergency Act (Title 24, Article 33.5, Part 7 section 707), the Mayor, Chair 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 Municipalities 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 2019 EMPG-LEMS funds must complete Part I, III, Staffing Pattern and Funding request, in addition to Part II.

The Colorado Disaster Emergency Act, C.R.S 24-33.5-705(3), requires the Colorado Office of Emergency Management to take part in the development and revision of local and inter-jurisdictional disaster plans; consult with political subdivisions and disaster agencies regarding the status of their disaster plans and make field examinations.

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 while 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 eligible costs.** Common uses of the funds are to support activities in the areas of emergency management personnel, planning, training, exercises and public education. EMPG-LEMS funding may not be utilized for response operations

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 (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 grant is made available to local programs on a calendar year basis. The grant period is January 1 through December 31, 2019.

2019 Program Funding Award and Reimbursement

Subrecipients for 2019 EMPG-LEMS grant awards may receive funding based upon their 2018 allocation. Reimbursement will be via a two tier funding model. Each Subrecipient will receive reimbursement for up to 75% of their annual award for completion of the minimum base program requirements and state supported initiatives. The other 25% will be reimbursed based on progress towards completion of work plan products submitted to and approved by RFMs assigned to the nine All Hazard Regions from the Colorado Division of Homeland Security and Emergency Management, Office of Emergency Management.

● Base funding allocation (75%)

To be eligible to receive the base portion of the grant, each Subrecipient must complete the minimum program requirements as included in the Planned Activities template (work plan) located with supplemental documents of this guidance. Additionally, 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, 2019 through December 31, 2019 and specify responsibility for maintenance of the emergency management program.

● Performance allocation reimbursement (25%)

The remaining 25% of a sub-recipient's reimbursement will be dependent on submission and approval of products that meet recognized standards, criteria and guidance. Table 2, identifies the products and applicable evaluation criteria. Emergency Managers may pick from one or a selection of the elective items that best meets the needs of their planning efforts in support of their program. EMPG Reimbursement cannot exceed 100% of the contract award amount. As part of the application process, the applicant will pick the product (s) it wants to work on from Table 2. Program priorities not included in Table 2 may be negotiated with the RFM for work plan approval individually or by Region. The base funding, plus the elective product/activity selected from Table 2, will equate to 100% contract funding. The RFM will provide technical assistance and guidance regarding all work plan products as requested.

References for EMPG Program Administration

The Emergency Management Standard published by the Emergency Management Accreditation Program (EMAP EM-4-2016) establishes standards and performance criteria for Emergency Management programs. The Emergency Management Standard defines an Emergency Management Program as a system that "encompasses all organizations, agencies, departments, and individuals having responsibilities" in management and coordination, prevention, mitigation, preparedness, response and recovery activities for the jurisdiction.
https://emap.org/index.php/root/about-emap/96-emap-em-4-2016

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 2 CFR 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, also known as "Uniform Guidance".
http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1

All costs, including personnel costs must comply with 2 CFR, Cost Principles, Subpart E 200.400 through 200.475. Allowable equipment categories for FY 2018 are listed on the web-based version of the Authorized Equipment List (AEL), which is sponsored by FEMA at
https://www.fema.gov/authorized-equipment-list

Additional references concerning Administrative and Audit requirements are cited below.

Special Considerations for Institutions of Higher Education – 2 CFR, Subpart E, 200.418 through 200.419

Non-Profit Organizations Exempted from Subpart E – Cost Principles - 2 CFR, Appendix VIII to Part 200

Audit Requirements – 2 CFR, Subpart F – 200.500 through 200.521

"Debarment and Suspension" - 2 CFR part 180 (2 CFR 200.213))

"Government wide Requirements for Drug-Free Workplace (Grants)" - 2 CFR part 182

"New Restrictions on Lobbying" - 2 CFR 200.450

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 progress and effectiveness. The EMF standards have been traditionally utilized by the State, 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 as categories for its annual EMPG state work plan and quarterly state work plan reporting to 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 (work plan), equipment inventory and 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/revisions 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/revisions of local/tribal recovery plans, fostering partnerships with recovery stakeholder agencies and organizations
Preparedness	EMF -7: Training	NIMS training delivery, professional development for staff, 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, Continuity of Operations (COOP), 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 (Web EOC), processes (resource order process), capabilities (EOC management training), and Plans (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 local resource mobilization plans and processes, including database management systems, inventory, 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 local 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 and preparation efforts 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). EMPG guidance requires States and local/tribal partners to tie EMPG activities more closely to enhancing core capabilities. DHSEM has determined that, for FFY 2019, LEMS participants will fulfill the obligation to support core capabilities by meeting the **FFY 2019 Program Requirements** below. Files and information on PPD-8 and core capabilities can be found at *http://www.fema.gov/ppd8*.

2019 Base Program Requirements

Jurisdictions receiving EMPG-LEMS program funds are required to work toward completion in current or multiyear program cycle as supported by RFMs of all tasks and planned activities identified, submitted and approved in their annual work plan. Applicants for 2019 EMPG-LEMS support must conform to the program requirements as follows:

1. **Development and maintenance of a formally adopted, up-to-date emergency operations plan, and local alert and warning plan *(Federal and State requirement, base requirement equates to 30% of the 75% base allocation)***

   CRS 24-33.5, SS 707 requires all Colorado Counties to have a current Emergency Operations Plan which serves the entire County. All EMPG Program recipients /Subrecipients must implement, maintain, and 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 Subrecipients are required to submit new and revised EOP elements to their RFMs in order to be eligible for FFY 2019 EMPG Program funds (FEMA Required). In order to fulfill this statutory requirement, for program year 2019, all EMPG funded jurisdictions will complete the Colorado EOP Review Tool no later than June 30, 2019. Measures contained in the review tool are derived from Federal guidance to include: The National Preparedness Goal as amended and revised; Core Capabilities as amended and revised; and the Federal Emergency Management Agency CPG-101 and CPG-201 as amended and revised. EMPG funded jurisdictions will demonstrate satisfactory submission of the measures by noting the page and section in their plan where each measure is contained with the provided review tool.

2. **Development of critical components in support of resource management processes and planning. *(State required, base requirement equates to 15% of the 75% base allocation)***

   In order to meet the requirements of the Colorado Disaster Emergency Act CRS 24-33.5, SS 707, a Colorado priority for the 2019 EMPG program is the development and implementation of identified critical resource management components aimed at aiding in response and development of a comprehensive resource mobilization plan(s). 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 2019 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) and participate in Just in Time Statusing requests in state wide mobilization system.

ii. An annual meeting with the jurisdiction's mutual aid partners to review and validate mutual aid terms and agreements, and build understandings around mobilization(s).

iii. Identification of Authorization Signatory's for resources acquisition, establish tracking method (s) for supporting resources outside of traditional Computer Aided Dispatching (CAD).

3. **Conduct at least two local "whole community" stakeholder/partner meetings with the agencies who represent the capabilities in the jurisdiction.** These are the agencies who are required to establish and implement processes and procedures for consequence management during disaster emergencies. Whole Community stakeholder/partners include: law enforcement, fire, EMS, public works, health and medical, behavioral health, mass care (human services, Red Cross, VOAD), school districts, public utilities, public information, the Access and Functional Needs (AFN) community and other relevant stakeholders. These agencies and entities constitute your partners during an EOC/Incident Management activation and any significant incident response. Working with RFMs in preparation of an agenda for these meetings is encouraged. The agenda should address emergency management planning, operations, processes and procedures. Maintain a sign in sheet, record of discussion items and issues. ***(State required, base requirement equates to 5% of the 75% base allocation)***

4. **Development and Maintenance of a Three-Year Training and Exercise Plan (TEP).** All Subrecipients are required to develop a Three Year TEP that incorporates linkages to the core capabilities and update it annually. A TEP workshop conducted at the regional level, where the Subrecipient provides its jurisdictional needs, meets this requirement. Information related to TEPs can be found on the HSEEP website at https://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep_apr13_.pdf ***(FEMA required, base requirement equates to 5% of the 75% base allocation).***

5. **All EMPG program funded personnel (State/Tribal/Local) must participate in at least three exercises in a 12-month period.**

   1) Subrecipients must perform a resource management drill in council with Regional Field Manager;

   i. Sponsor at least one additional exercise (tabletop, functional or full scale exercise which demonstrates the emergency management functions of situation assessment, resource management, alert and warning and public information within the local EOC or equivalent support location).

   ii. Participate in another jurisdiction's exercise in an Emergency Management capacity.

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

   2) EMPG jurisdictions **must submit** an After Action Review or Corrective Action Plan to their RFM for the exercise they sponsor. Real events and actual emergencies are allowable substitutes for exercise participation and require an AAR ***(FEMA required, base requirement 15% of the 75% base allocations***

6. **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 by providing certificate copies to the RFM: IS 100c; IS 200b; IS 700b; and IS 800c; FEMA Professional Development Series: IS 120.c; IS 230.d; IS 235.c; IS 240.b; IS 241.b; IS 242.b; and IS 244.b. Submission of a list of EMPG program funded personnel along with the training completed **will** be included in quarterly performance reports. EM Staff personnel with no role in program activations only need IS 100, 200, 700 and 800. ***(FEMA required, base requirement 5% of the 75% base allocation).***

7. **Timely Submission of Application, Quarterly Reports and Quarterly Requests for Reimbursement.** All EMPG-LEMS applicants are responsible for submitting a complete application package and four quarterly progress reports and requests for reimbursement in a timely manner. A complete application package includes:

   i. Part I, FFY 2019 EMPG-LEMS Grant Activities/Work Plan Template
   ii. Part II, Jurisdiction Information and Signatures
   iii. Part III, Staffing Pattern and Funding Request
   iv. Current position description for all personnel that are listed on the Staffing Pattern. This document must include the emergency manager and 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).

v. Completed Federal Funding Accountability and Transparency Act (FFATA) form (required for all federal grant programs except American Recovery and Reinvestment Act grants). ***(FEMA required, base allocation)***

vi. Pre-application Checklist

Program and Financial Monitoring

As per Federal Grant guidance, DHSEM has implemented a formal monitoring process that will be conducted with each Subrecipient at least every two years. The schedule and monitoring visit process will be coordinated through the Subrecipient monitoring team and RFM. The monitoring program is intended to ensure that all Subrecipients are performing and administering the EMPG Grant 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 ready for future Federal audits.

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

Quarterly Reports and Reimbursement Requests

Quarterly Part I Progress Reports must be submitted to your DHSEM RFM **fifteen** days following the end of each quarter. The timely submission of quarterly progress reports and products via EMGrants Pro https://co.emgrants.com is a requirement for approval of quarterly requests for reimbursement. If an extension is needed, a written request to your DHSEM RFM must be made before the deadline. Regional Managers will then have 10 days to report the regional information to DHSEM for the state report.

Quarterly Reports should identify the status of each activity planned for that quarter: Completed/accomplished, in-process, postponed/canceled, or not completed or not 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 plans/annexes or updates to EOPs or other plans.

Quarterly Requests for Reimbursement and financial reports are due on the date specified in the schedule of this guidance. For the EMPG/LEMS grant, the reimbursement request is made via EMGrants Pro.

Electronic/Digital Signatures

Electronic/digital signatures will be accepted on the 2019 EMPG application.

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 RFM. The Chief Financial Officer (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 documentation maintained by the sub-recipient. The CFO or the Governing Body (Board of County Commissioners), City Council, Tribal Council may delegate the reimbursement signing authority to the authorized designee if they so choose. This delegation must be in writing and submitted to the OEM DHSEM by email, or regular mail before an alternate signature can be accepted.

2019 Reporting Schedule

Local Jurisdiction Reporting Schedule			
Quarter	**Reporting Period**	**Report Due Date**	**Claim Due Date**
1	01/01/19 – 03/31/19	04/10/19	4/30/19
2	04/01/19 – 06/30/19	07/10/19	7/31/19
3	07/01/19 – 09/30/19	10/10/19	10/31/19
4	10/01/19 – 12/31/19	1/10/20	1/31/20
DHSEM Field Manager Reporting Schedule			
Quarter	**Reporting Period**	**Roll up Report Due Date**	
1	01/01/19 – 03/31/19	04/20/19	
2	04/01/19 – 06/30/19	07/20/19	
3	07/01/19 – 09/30/19	10/20/19	
4	10/01/19 – 12/31/19	01/20/20	

Table 1 – Base Program Requirements

Note: Mandatory requirements are weight valued at 75%

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.	NIMS 2018 pg. 40 CPG101: Pages 1-2 to 1-4/ 4-3 & 4-6 NFPA: Std. 4.1.1 to 4.3.3 EMAP: Std. 3.3 to 3.3.2
Training and Exercise Plan (TEP)	EMAP 4.9 to 4.10.3
Exercise Participation: Evaluator/controller: one exercise Role in exercise play: two exercises NOTE: Exercise actor does not count as participation. Program requirement Exercise Sponsor	Homeland Security Exercise and Evaluation Program (HSEEP) NFPA: Std. 8.1.1 to 8.5.1 EMAP Std. 4.10 to 4.10.3
FEMA Training	National Planning Framework
Emergency Operations Plan (EOP)	CPG 101 v. 2.0 2010 EMAP 4.4 to 4.4.9
Resource Management Components	C.R.S. 24-33.5-705.4 (1)(a) EMAP 4.6 to 4.6.6 NIMS 2017 pg. 40 NFPA 1600 5.4.1 to 5.5.4
National Incident Management System (NIMS)	EMAP 4.5 to 4.5.7 NIMS Presidential Policy Directive 8 / PPD8: National Preparedness
Reporting	n/a

Table 2 – Elective Planning Options

Note: Elective planning options approved in conjunction with the regions Field Manager and are weight valued at 25%

Finance (procedures established)	CPG101: Pages 3-14 & C-10 NFPA: Std. 4.6.1 to 4.7.2 EMAP: Std. 3.4 to 3.4.3
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.	CPG101: Pages 4-1 & 4-7 to 4-11 CPG 201 NFPA: 5.4-5.4.4 EMAP: 4.2 to 4.2.5
EM Academy	Requires Graduation and Approval from RFM
Continuity of Operations Plan (COOP)	CPG 101: Pages 1-9, 3-10, 3-13, C-25 NFPA: Std.6.9.1.2 EMAP: Std. 4.4.5
EMAP self-assessment	EMAP EM Standard 2016
Rapid Needs Assessment Plan	CPG 101: Page 1-9 NFPA: Std. A.5.2.3(4) EMAP: Std. 4.4.1 to 4.4.3
Damage Assessment Plan	CPG 101: Pages C-14 NFPA: Std. 6.7.5 EMAP: Std. 4.4.1 to 4.4.3
EOC Management Plan to include processes, procedures, etc.	NIMS CPG101: Page C-16 NFPA: Std. 6.7.1.1 to 6.8.4 EMAP: Std. 4.7.1 to 4.7.5
Debris Management Plan	CPG 101: Page C-14 EMAP: 4.4.1 to 4.4.3
Public Information/Crisis Communications Plan	CPG101: Page C-23 NFPA: Std. 6.4 to 6.4.2

	EMAP: Std. 4.4.1 to 4.4.3 NIMS 2018 pg. 50
Recovery Plan	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. 4.4.4
Hazardous Materials Plan	EMAP Std. 4.4.1 to 4.4.3
Development or update of EOP Annexes	CPG 101: Pages 3-14, C-10 NFPA: 6:1 Plan Requirements EMAP: Std. 4.4.1 to 4.4.3
Resource Mobilization Plan	CRS: 24-3.5-705.4 (1)(a) EMAP 4.6 to 4.6.6
Laws and Authorities	EMAP 3.5 to 3.5.2 NFPA 4.5 NIMS 2018 pg. 75
Continuity of Government (COG) plan	CPG 101: Pages 1-9, 3-10, 3-13, C-25 NFPA: Std.5.2.3.5 EMAP: Std. 4.4.6
Attain Storm Ready recognition	NWS Recognition CRS 24-33.5-714
Job Aids	CPG 101: Page 3-12 NFPA: A.6.8.1 EMAP: 4.4.3, 5.5.5 & 4.5.6
TIC Plan	CRS 24-33.5-716 EMAP 4.4.3 & 4.7.1
Lifelines	EMAP 4.4.4
Volunteer Donations Management Plans	EMAP 4.4.1 to 4.4.3
Agricultural Plans	EMAP 4.4.1 to 4.4.3
Energy Assurance	EMAP 4.4.1 to 4.4.3
Preparedness	EMAP 2.18

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
Local 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

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

Part I
Calendar Year 2019 EMPG-LEMS Grant Activities
GUNNISON COUNTY
Work Plan Template (v.082018)

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 2018 Program Guidelines and Application Kit.

Jurisdiction: ___Gunnison County_____

Jurisdiction Administrator (Title): _____Date: _____

Emergency Manager of Jurisdiction: _____Date: _____

DHSEM Regional Field Manager: _____Date: _____

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& Emergency Management
Department of Public Safety

Part I
2019 EMPG-LEMS Grant Activities
Work Plan Template

2019 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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Division of Homeland Security
& Emergency Management
Department of Public Safety

2019 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: 1. Annual Ambulance Licensing 2. Review BOCC Guidelines with new BOCC & elected officials. 3. Gunnison County staff attend Public Health Law course 3/7/19. 4. Review EOP and other relevant plans/ordinances etc with new sheriff	Results:
2nd Quarter	Planned Activities: 1. Review of BOCC Guidelines with whole BOCC. 2. Review and change fire restriction process (streamline)	Results:
3rd Quarter	Planned Activities:	Results:
4th Quarter	Planned Activities:	Results:

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

2019 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: 1. Between the EOP, EOP annexes, Hazard Mitigation Plan, Resource Mobilization Plan the THIRA is redundant and unnecessary 2. Assist with update of regional THIRA	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

2019 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: 1. State and FEMA plan reviews. Revise plan if necessary. Receive Approvable Pending Adoption (APA) for plan from FEMA.	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

2019 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.* Note: Work on all EOP related plans and EOP annexes will include representation from appropriate stakeholders and partners		
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:	Results:
2nd Quarter	Planned Activities: 1. Review EOP and components based on CPG 101 and DHSEM evaluation tool. Determine development and update priorities. 2. Alert & Warning (EOP Annex) 3. Evacuation Plan (EOP Annex) 4. AFN as part of **each** plan and annex	Results:
3rd Quarter	Planned Activities: 1. Sheltering Plan (EOP Annex) 2. Resource Mob Plan (EOP Annex) 3. Re-entry Plan (EOP Annex)	Results:
4th Quarter	Planned Activities: 1. Finalize Re-entry Plan 2. Finalize Evac and Shelter Plan 3. Finalize Severe Weather Annex	Results:

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

2019 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: 1. Review Recovery Plan to ensure alignment with EOP	Results:
3rd Quarter	Planned Activities: 1. Begin Debris Management Planning Process. Check class dates	Results:
4th Quarter	Planned Activities: 1. Finalize Debris Management Plan.	Results:

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

2019 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: 1. Implement the CY19 TEP 2. Update CY 20 of the multi-year training and exercise plan. This plan should include required training for EMPG funded personnel 3. Report completed training for EMPG funded personnel. 4. Bobbie attending L381 Leadership class Jan 7 – 11 5. Monthly EOC Trainings 6. Damage Assessment 7. Debris Management 8. G775 – EOC Mgmt Operation Class (from TEPW)	Results: DATES
2nd Quarter	Planned Activities: 1. Submit updated TEP to FM 2. Report completed training for EMPG funded personnel. 3. Monthly EOC Trainings 4. ICS 300 class (from TEPW) 5. Web EOC Refresher Class (from TEPW)	Results:
3rd Quarter	Planned Activities: 1. Work with MAC group to determine training and exercise goals for 2020 and 2021. 2. Participate in TEPW 3. Monthly EOC Trainings	Results:

4th Quarter	Planned Activities: 1. Report completed training for EMPG funded personnel. 2. Monthly EOC Training 3. G 191 Class (from TEPW)	Results:

2019 EMPG-LEMS Grant Activities		
EMF-8		
Exercises		
Objective(s) of Planned Activities*: Participation in exercises as "Sponsoring" and/or "Participating" agencies. Conduct at least one resource management drill/functional exercise.*		
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: 1. Implement exercise program as outlined in the TEP 2. Develop plan to meet grant exercise requirement and review with FM. 3. Report on completed exercises include AAR or CAP 4. Joint City / County Recovery Exercise 5. Evacuation and re-entry workshop (TEPW)	Results:
2nd Quarter	Planned Activities: 1. Implement exercise program as outlined in the TEP 2. Report on completed exercises include AAR or CAP 3. Debris Mgmt & Damage Assessment workshop (TEPW)	Results:
3rd Quarter	Planned Activities: 1. Implement exercise program as outlined in the TEP 2. Report on completed exercises include AAR or CAP	Results:

4th Quarter	Planned Activities: 1. Implement exercise program as outlined in the TEP 2. Report on completed exercises include AAR or CAP 3. EOC Activation Functional Ex (from TEPW) 4. CodeRED All Call (from TEPW)	Results:

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

2019 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: 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), school districts, public utilities, public information, and other relevant stakeholders. 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: 1. Monthly EOC trainings 2. Bi-Monthly MAC group meetings 3. Participate in Wildfire Annual Operating Plan meeting Jan 15 4. Monthly SWIMT meetings 5. Fire restrictions, wildfires	Results:
2nd Quarter	Planned Activities: 1. Monthly EOC trainings 2. Bi-Monthly MAC group meetings 3. Monthly SWIMT meetings 4. Fire restrictions, wildfires	Results:
3rd Quarter	Planned Activities: 1. Monthly EOC trainings 2. Bi-Monthly MAC group meetings 3. Monthly SWIMT meetings 4. Fire restrictions, wildfires	Results:
4th Quarter	Planned Activities: 1. Monthly EOC trainings 2. Bi-Monthly MAC group meetings 3. Monthly SWIMT meetings	Results:

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

2019 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: 1. Comms Board meetings 2. Facilitate plan for reprogramming all radios in county via Comm Board 3. Aux Comm / Dispatch room, first floor of Public Safety Center (Equip from HSG)	Results:
2nd Quarter	Planned Activities: 1. Comms Board meetings 2. Begin regional review of WR TIC; ask counties for 205's 3. ReadyOp test 4. Develop GPD Conference Room as incident call center	Results:
3rd Quarter	Planned Activities: 1. Comms Board meetings	Results:
4th Quarter	Planned Activities: 1. Comms Board meetings 2. ReadyOp test	Results:

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

2019 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: 1. Annual COOP Updates 2. Monthly EOC trainings 3. Job aid updates 4. County safety officer trainings	Results:
2nd Quarter	Planned Activities: 1. Job aid updates 2. Monthly EOC trainings 3. Salamander trainings	Results:
3rd Quarter	Planned Activities: 1. Job aid updates 2. Monthly EOC trainings	Results:
4th Quarter	Planned Activities: 1. Job aid updates 2. Monthly EOC trainings	Results:

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

2019 EMPG-LEMS Grant Activities		
EMF-12		
Mutual Aid		
Objective(s) of Planned Activities: *Maintenance of local, interagency, regional and statewide intergovernmental agreements. Meet with stakeholder groups to go over mutual aid agreements for currency and validity.*		
Mandatory Federal Activities for this EMF: None		
1st Quarter	Planned Activities: 1. Encourage agencies to update resources in CRRF, WebEOC Etc. Provide assistance if needed. 2. Check current status, need of updates	Results:
2nd Quarter	Planned Activities: 1. Review MAA documents with Chaffee, Montrose, Delta, Saguache and Hinsdale	Results:
3rd Quarter	Planned Activities: 2. Encourage agencies to update resources in CRRF, WebEOC Etc. Provide assistance if needed 3. Draft separate MAA's between Gunnison County and the City of Gunnison, the Town of Crested Butte and the Town of Mt Crested Butte. 4. Encourage the municipalities to enter into MAA's with each other.	Results:
4th Quarter	Planned Activities:	Results:

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

2019 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 2019 EMPG program is the development and implementation of state and local resource management systems. (Please see program requirements in guidance)**		
1st Quarter	Planned Activities:	Results:
2nd Quarter	Planned Activities: 1. Distribute Resource Mob Plan to agencies for review / input. (Upon finalization, this plan will be adopted by BoCC) 2. Update resource database in WebEOC	Results:
3rd Quarter	Planned Activities:	Results:
4th Quarter	Planned Activities: 1. Conduct a resource management workshop, drill, or functional exercise.	Results:

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

2019 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: 1. Check and test all EOC equipment and systems weekly. 2. Equip: Computers, Dispatch computer, projectors, phones, radios (and ear fobs), door access. 3. Systems: CodeRED, ReadyOp, WebEOC, County Interactive Maps, Safety Center	Results:
2nd Quarter	Planned Activities: 1. Check and test all EOC equipment and systems weekly. 2. Equip: Computers, Dispatch computer, projectors, phones, radios (and ear fobs), door access. 3. Systems: CodeRED, ReadyOp, WebEOC, County Interactive Maps, Safety Center 4. Check and update all hard-copy plans in Comm Van.	Results:
3rd Quarter	Planned Activities: 1. Check and test all EOC equipment and systems weekly. 2. Equip: Computers, Dispatch computer, projectors, phones, radios (and ear fobs), door access. 3. Systems: CodeRED, ReadyOp, WebEOC, County Interactive Maps, Safety Center	Results:
4th Quarter	Planned Activities: 1. Check and test all EOC equipment and systems weekly. 2. Equip: Computers, Dispatch computer, projectors, phones, radios (and ear fobs), door access.	Results:

	3. Systems: CodeRED, ReadyOp, WebEOC, County Interactive Maps, Safety Center 4. Check and update all hard-copy plans in Comm Van.	

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

2019 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: 1. County website redesign committee	Results:
2nd Quarter	Planned Activities: 1. Alert & Warning (EOP Annex) 2. ReadyOp test 3. Train and test on EAS (Endec) Equipment 4. Meet with area LP1 provider 5. County website redesign committee	Results:
3rd Quarter	Planned Activities: 1. Request training on NWS non-weather emergency notifications 2. County website redesign committee	Results:
4th Quarter	Planned Activities: 1. Finalize Alert & Warning (EOP Annex) 2. ReadyOp test 3. Code Red All Call (county-wide) 4. County website redesign committee	Results:

Other Stuff:

- CEMA Conference Planning Committee (Bobbie auction manager, Scott exhibitor manager, both on scholarship subcommittee)
- West Region Wildfire Council (Scott on BoD)
- Fire Adapted Colorado (FACO). Scott on Colorado Wildfire Conference planning committee.
- Certified EM review committee - Bobbie
- HCC - Bobbie on steering committee.
- Gunnison / Hinsdale Comm Board – Scott co-chair
- Gunnison / Hinsdale 9-1-1 Authority Board – Scott
- Gunnison Basin Wildfire Committee – Bobbie and Scott arrange, facilitate all meetings
- West Region Emergency Managers – Scott co-chair (probably soon to be chair)

- Homeland Security Funding Formula subcommittee – Bobbie and Scott
- HSAC – Scott
- Other requests:
    - EM Academy Instructors
    - Assist state (DHSEM and DFPC) with special projects
    - Deployments

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

2019 EMPG-LEMS Annual Program Paper
Part II Jurisdiction Information and Signatures (v.010118)
Note: This document serves to meet the requirements of §24-33.5-707(7), C.R.S.

Jurisdiction Name: Gunnison County

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 Dispatch)
Office Fax: 970-641-7649
Cellular: 970-275-1370 (Scott) 970-640-2443
Pager:
E-Mail Address: smorrill@gunnisoncounty.org or blucero@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

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	**1**	**40**	**28**
Paid full time clerical			
Paid part time professional			
Paid part time clerical			
Volunteer			
Other personnel			

Senior Elected Official (Name and Title) __Phil Chamberland, Chair Gunnison County BoCC_____

Chief Executive Officer (if different from above) _Matthew Birnie, Gunnison County Manager_____

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.082018)

Staffing Pattern and Program Funding for Calendar Year 2019

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):	$116,375			
B	LEMS Eligible Benefits (Staffing Report Block 11 Total):	$26,238			
C	***Total Salary and Benefits (a+b): $***		***$142,613***		
	Travel Expenses				
D	Local Travel (mileage, fleet expense, or other):	$ 1,200.00			
E	Out of State Travel:				
F	Conference & Seminars (Registration Fees, Hotels, etc.):	$ 1,190.00			
G	Training (Registration Fees, hotels, etc.):	$ 1,190.00			
H	Per Diem:	$ 325.00			
I	Other (Dues, Certifications and Membership Fees):	$ 2,564.00			
J	***Total Travel Expenses (D+E+F+G+H+I): $***		***$ 6,469.00***		
	Office Support Expenses (more than $200 for year)				
K	Office Supplies and Materials:	$ 269.00			
L	Equipment Purchase:				
M	Equipment Lease:	$ 7,356.00			
N	Rent, Utilities, etc.:				
O	Printing & Copying:	$ 280.00			
P	Postage:	$ 25.00			
Q	Other (Advertising, Cell Phones, Aircards, etc.):	$ 39,729.00			
R	***Total Office Support Expenses (K+L+M+N+O+P+Q): $***		***$ 47,659.00***		
S				**Total Request (C+J+R):**	$ 196,740.80
T				**Federal (Eligible for Reimbursement) Amount (One half of S):**	$ 98,370.40

Jurisdiction Emergency Manager Signature _____ Date

Jurisdiction Chief Financial Officer Signature _____ Date

_____

COEM Regional Field Manager Signature _____ Date

COLORADO

Division of Homeland Security
& Emergency Management

Department of Public Safety

The FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) requires the Division of Homeland Security and Emergency Management (DHSEM) to collect the following information for each EMPG sub-award of $25,000.00 or more. This information is required by the Office of Management and Budget (OMB) and must be submitted by DHSEM into the SUB-AWARD REPORTING SYSTEM (FSRS).

Unless otherwise indicated, all fields must be completed in order to be an eligible sub-grant 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, Colorado
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, Zip Code **(must provide 9 digits)** and Congressional District	200 E. Virginia Av Gunnison, CO 81230-2248 3rd Congressional District

The Information below is required if all the following three conditions are met, otherwise enter "Not Required" in row 1:

1. In the preceding fiscal year, 80% or more of the entity annual gross revenues are from the Federal government; and
2. Those revenues are greater than $25M annually; and
3. Compensation information is not already available through reporting to the IRS or SEC

Names and Total Compensation of the Five (5) most highly compensated officers
1.
2.
3.
4.
5.

Signature: Jodie Wise Date: 12/12/18

Agency's Authorized Representative (usually the Grant Administrator or Program Manager or Coordinator)

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

+

FFY 19 EMPG
Targeted Training of EMPG Funded Personnel
Gunnison County

EMPG funded personnel shall complete the follwing training requirements and record completion:

To complete the form, list employees on the Staffing Pattern by name. Place the date of all training certificates received for each employee (mo/year).

Last Name	First Name	ICS-100	IS-200	ICS-700	IS-800	IS 120a	IS 230b	IS 235b	IS 240b	IS 241b
Lucero	Bobbie	05/17/11	05/17/11	04/01/11	03/14/12	11/26/14	05/24/12	08/22/12	05/13/13	06/24/13
Morrill	Scott	11/22/11	07/20/05	06/02/08	06/02/08	01/19/07	11/15/11	11/15/11	11/15/11	11/17/11

IS 242b	IS 244b	ICS-300	ICS-400	Requirement Completed
08/22/13	11/21/13	10/21/13	01/31/14	
11/20/11	11/22/11	03/28/07	07/27/07	