AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: 2021 Emergency Management Performance Grant, Local

Action Requested: County Manager Signature

Parties to the Agreement: Gunnison County and State of Colorado

Term Begins: Jan 1, 2021 **Term Ends:** 12/6/2021 **Grant Contract #:**

Summary:

Application for annual Emergency Management Program Grant (EMPG)

Fiscal Impact: 50% match

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

Finance Review: (●) Required ( ) Not Required

Comments:

Reviewed by: GUNCOUNTY1\kweak Discharge Date: 12/16/2020

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

Comments:
ok db 12/17/20

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 12/17/2020 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 12/18/2020

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

Agenda Date: 12/22/2020

Revised April 2015

COLORADO

Division of Homeland Security & Emergency Management

Department of Public Safety

2021

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

Program Guidance
and
Application Kit

Foreword: Message from the Division and Emergency Management Director

County, Tribal and Municipal partners,

Enclosed please find guidance and the application kit for the 2021 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 15th, 2021**

EMPG is the primary source of Federal funding directed to State, Local and Tribal governments to support all-hazard 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 (EMF) 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.

On May 11th, 2020 the Homeland Security Advisory Committee voted and approved a new funding formula that will impact future allocations of the EMPG grant awards beginning with the 2022 EMPG grant application. In addition, changes to grant eligibility will also be implemented. During the 2021 grant application cycle, the Regional Field Managers will be working with EMPG eligible jurisdictions to ensure work plans incorporate the necessary requirements to ensure eligibility for 2022.

In 2021, each jurisdiction should plan to receive a Small Dollar Grant Award (SDGA) for approximately the same amount as their 2020 contract award, barring any unforeseen changes in funding at the Federal level. Changes to the EMPG funding allocations to local jurisdictions will occur in the FY 2022 grant cycle. 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, Elective Planning Options. Requirements are listed on Table 1, Base Program. DHSEM RFMs will meet with you during the 2021 application process and discuss your program needs, develop an appropriate work plan, and potential funding implications for the 2021 and 2022 grant years.

Please note that up to 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 2021, the program will select items for the work plan from Table 2, Elective Planning Options. These projects must be completed or have measureable progress in order to receive reimbursement for the remaining 25% of the 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 DHSEM Office of Emergency Management (OEM) Director; the final appeal level is to the DHSEM 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 2021EMPG Work Plan. This letter will identify where the program could be at risk of losing funding in 2021.

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. The Federal Emergency Management Agency (FEMA) has informed States that Federal guidance for the 2021 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 2021 work plan template is based on the Emergency Management Function (EMF) format and is consistent with the 2020 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

2021 EMPG-LEMS Guidance and Application Kit

Table of Contents

EMPG-LEMS Program Guidance:

Statutory Requirements
Purpose of EMPG-LEMS Program
Delayed Nature of EMPG Funding
Program Funding Award and Reimbursement
References for EMPG Program Administration
Emergency Management Functions (EMFs)
Incorporating Emergency Management Accreditation Program Standards
Supporting National Preparedness Initiatives
Program Requirements
Program and Financial Monitoring
Quarterly Reports and Reimbursement Requests
Reporting Schedule
Electronic/Digital Signatures
Application Guidelines

In order to apply for FFY 2021 EMPG-LEMS funds, the applicant must complete all items listed in the application checklist and return with signatures by **January 15th, 2021** to your **DHSEM RFM.**

Please plan to submit new W-9 and Electronic Funds Transfer (EFT) form yearly or with a memorandum stating the information on the W-9 is still valid.

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

Application Checklist:

i. Part I, 2021 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
v. Completed Federal Funding Accountability and Transparency Act (FFATA)
vi. W-9 and Electronic Funds Transfer (EFT)

Additional Forms:

2021 Colorado Emergency Operations Plan Review Tool
2021 Exercise and Actual Event Reporting System

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 2021 EMPG-LEMS funds must submit a complete application package

The Colorado Disaster Emergency Act, C.R.S 24-33.5-705(3), requires the Colorado Office of Emergency Management (OEM) 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, Emergency Operations Center (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 01 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 both in Washington and nationwide, and will continue to be the primary program for sustaining State, Local, and Tribal 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 01 through December 31, 2021.

New Equipment Rule effective August 14, 2020
Note a new Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim) (please see page 6 for the link for the document).

Program Funding Award and Reimbursement

Subrecipients for 2021 EMPG-LEMS grant awards may receive funding based upon their 2020 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 10 service areas 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 01, 2021 through December 31, 2021 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 Elective Planning Options, identifies the products and applicable evaluation criteria. Emergency Managers may pick from 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-5-2019) 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/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 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 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

"Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim)"
https://www.sdao.com/files/7714e3d23/Memo_Prohibition+on+Covered+Services+and+Equipment_GPD+Approved.pdf

§200.430 Compensation—personal services.
https://www.govinfo.gov/content/pkg/CFR-2018-title2-vol1/pdf/CFR-2018-title2-vol1-sec200-430.pdf

For the 2021 grant, all EMPG program will be required to submit:

(1) Certified time card for 100% EMPG funded staff or signed Job Description with a proof of payment.
   a. Print out from the accounting system (i.e. General Ledger)
   b. Print out from the payroll system
(2) All other backup documents will be required and proof of payment
   a. Invoice
   b. Print out from the accounting system (i.e. General Ledger)

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 2021, LEMS participants will fulfill the obligation to support core capabilities by meeting the FFY 2021 Program Requirements below. Files and information on PPD-8 and core capabilities can be found at *http://www.fema.gov/ppd8*.

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 2021 EMPG-LEMS support must conform to the program requirements as follows:

1. **Development and maintenance of a formally adopted current Emergency Operations Plan; and a Local alert and warning plan.** ***(Federal and State requirement, base requirement equates to 25% of the 75% base allocation)***

   CRS 24-33.5, §§ 707 requires all Colorado Counties to have a current Emergency Operations Plan (EOP) which serves the entire County. All EMPG program recipients and subrecipients must implement, maintain, and revise as necessary a jurisdiction-wide all hazard EOP that is 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: https://www.fema.gov/sites/default/files/2020-07/developing-maintaining-emergency-operations-plans.pdf

   Subrecipients are required to submit new and revised EOP elements to their RFMs in order to be eligible for FFY 2021 EMPG Program funds (FEMA required). In order to fulfill this statutory requirement, for program year 2021, all EMPG funded jurisdictions will complete the 2021 Colorado EOP Review Tool no later than March 31st, 2021. 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 requirement, 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, §§ 707, a Colorado priority for the 2021 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 2021 grant year, Colorado DHSEM requires local and tribal jurisdictions to focus on the following specific measurable outcomes:

i. Develop and maintain a system for maintaining, mobilizing, and tracking of local resources.
ii. Annual meeting with the jurisdiction's mutual aid partners to review and validate mutual aid terms and agreements, and build understandings around mobilization.
iii. Submit a plan for the integration of Local ordering processes into State ordering system(s).

3. **Conduct at least two local "whole community" stakeholder/partner meetings with the agencies who represent the capabilities in the jurisdiction.** ***(State requirement, base requirement equates to 5% of the 75% base allocation)***

   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, emergency medical service, 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 agencies and entities constitute your partners during an Emergency Operations Center and/or Incident Management Team activation for 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, as well as processes and procedures. Maintain a sign in sheet and a record of discussion items and/or issues.

4. **Development and maintenance of a Multi-Year Training and Exercise Plan (MYTEP) (*Federal and State requirement, base requirement equates to 10% of the 75% base allocation)***

   All Subrecipients are required to develop a MYTEP updated annually that incorporates and addresses identified capability gaps or sustainment of capabilities identified in the Subrecipient's THIRA or Colorado Emergency Preparedness Assessment (CEPA). Subrecipients must use the DHSEM State MYTEP template and submit the MYTEP to the DHSEM by October 30th, 2021. **Participation in a regional MYTEP will meet this requirement with pre-approval of the Regional Field Manager**.

5. **All EMPG program funded personnel (State/Tribal/Local) must participate in at least three exercises in a 12-month period.** ***(Federal requirement, base requirement 15% of the 75% base allocations)***

   i. Sponsor at least one exercise (tabletop, functional or full scale) which demonstrates the emergency management functions of situational assessment, resource management, alert and warning, and public information within the Local Emergency Operations Center (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 including State ordering integration.

EMPG jurisdictions must submit an After Action Report (AAR) and an Improvement Plan (IP) to their RFM for the exercise they sponsor. Real events and actual incidents are allowable substitutes for exercise participation, but will have the same requirement for an AAR and IP to be submitted.

6. **Targeted Training of EMPG-Funded Personnel.** ***(Federal requirement, base requirement equates to 5% of the 75% base allocation)***

All EMPG program funded personnel (State/Local/Tribal) must complete the following National Incident Management System (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.

7. **Timely Submission of Application, Quarterly Reports and Quarterly Requests for Reimbursement.** ***(Federal and State requirement, base requirement with no percentage assigned, all reimbursement contingent upon completion)***

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 2021 EMPG-LEMS Grant Activities/Work Plan Template
ii. Part II, Jurisdiction Information and Signatures
iii. Part III, Staffing Pattern and Funding Request (***Note: Please remember to complete both the staffing pattern and budget tabs)***
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).
vi. W9 and Electronic Funds Transfer (EFT)

8. **<u>Beginning in calendar year 2021, DHSEM is requiring all EMPG subrecipients to participate in the National Cyber Security Review (NCSR) to be eligible for EMPG</u>**

funding. Any subrecipients not participating in the 2021 NCSR will not be eligible for funding in the FY22 process. The NCSR opens for reporting annually beginning on **October 1st, 2020**.

The hard deadline to complete the NCSR is **December 31st, 2021**. DHSEM requires that the completed survey be emailed to Esther.son@state.co.us, when finished for evidence of completion and eligibility for 2021 funding.

NCSR registration: https://www.cisecurity.org/ms-isac/services/ncsr/

The NCSR is a no-cost, anonymous, annual self-assessment, designed to measure gaps and capabilities of state, local, tribal and territorial (SLTT) governments' cybersecurity programs. Based on the National Institute of Standards and Technology Cybersecurity Framework (NISTCSF), the Department of Homeland Security (DHS) and the Multi-State Information Sharing and Analysis Center® (MS-ISAC®) sponsors the NCSR.

DHS uses the results of the NCSR to deliver a bi-yearly, anonymous summary report to Congress, providing a broad picture of cybersecurity maturity across the SLTT communities.

The NCSR aligns to the National Institute of Standards and Technology (NIST) Cybersecurity Framework (CSF). The CSF provides a common language for understanding, managing, and expressing cybersecurity risk, and used to help identify and prioritize actions for reducing cybersecurity risk, and align policy, business, and technological approaches to managing risk. Learn more here: https://www.nist.gov/cyberframework/framework.

Program and Financial Monitoring

Per Federal grant guidance, DHSEM has implemented a formal monitoring process that will be conducted with each subrecipient at least every two (2) 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 **10** 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 RFM must be made before the deadline. RFMs will then have an additional 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. See final for bullets

Quarterly Requests for Reimbursement and supporting financial reports must be submitted to your DHSEM RFM **30** days following the end of each quarter

All EMPG programs will be required to submit a certified time card for all EMPG funded staff regardless of claimed percentage. Programs will also be required to submit a copy of the general ledger for each quarter.

Reporting Schedule

Local Jurisdiction Reporting Schedule			
Quarter	**Reporting Period**	**Report Due Date**	**Claim Due Date**
1	01/01/21 – 03/31/21	04/10/21	4/30/21
2	04/01/21 – 06/30/21	07/10/21	7/31/21
3	07/01/21 – 09/30/21	10/10/21	10/31/21
4	10/01/21 – 12/31/21	1/10/22	1/31/22
DHSEM Field Manager Reporting Schedule			
Quarter	**Reporting Period**	**Roll up Report Due Date**	
1	01/01/21 – 03/31/21	04/20/21	
2	04/01/21 – 06/30/21	07/20/21	
3	07/01/21 – 09/30/21	10/20/21	
4	10/01/21 – 12/31/21	01/20/22	

Electronic/Digital Signatures

Electronic/digital signatures will be accepted on the 2021 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.

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

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 or Colorado Emergency Preparedness Assessment (CEPA) NOTE: County as largest geographic scope of analysis)	CPG101: Pages 4-1 & 4-7 to 4-11 CPG 201 NFPA: 5.4-5.4.4 EMAP: 4.2 to 4.2.5
FEMA Academies Colorado Academy for Professional EM	Requires Graduation Requires Completion (Min hours)
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 2021 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: _____

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

Part I
2021 EMPG-LEMS Grant Activities
Work Plan Template

2021 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:

2021 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: • Review resolution 2020-11 • Update BoCC Disaster Guidelines	Results:
2nd Quarter	Planned Activities: • Meet with BoCC to discuss 2020-	Results:

	11 and BoCC Disaster Guidelines • Facilitate Fire Restriction discussions if necessary	
3rd Quarter	Planned Activities: • Facilitate Fire Restriction discussion if necessary	Results:
4th Quarter	Planned Activities:	Results:

2021 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: • Continue CEPA process with DHSEM	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

2021 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: • Work with stakeholders to refine power/internet outage plans	Results:
2nd Quarter	Planned Activities:	Results:
3rd Quarter	Planned Activities: • Review HMP with HMPC; consider Human Caused HMP	Results:
4th Quarter	Planned Activities:	Results:

2021 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 status of EOP and components. Determine development and update priorities.	Results:

2nd Quarter	Planned Activities: • Begin update of EOP based on review and CPG 101	Results:
3rd Quarter	Planned Activities: • Complete EOP update	Results:
4th Quarter	Planned Activities: • Revised EOP adoption by BoCC	Results:

2021 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: • Update Gunnison County Recovery plan with Recovery Coordinator and appropriate departments using lessons learned from pandemic.	Results:
4th Quarter	Planned Activities:	Results:

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

2021 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: Implement the CY21 TEP Update CY22 of the multi-year training and exercise plan. This plan should include required training for EMPG funded personnel Report completed training for EMPG funded personnel.	Results:
2nd Quarter	Planned Activities: Submit updated TEP to FM Report completed training for EMPG funded personnel.	Results:
3rd Quarter	Planned Activities: Work with MAC group to determine training and exercise goals for 2022 and 2023. Participate in TEPW	Results:
4th Quarter	Planned Activities: Report completed training for EMPG funded personnel.	Results:

2021 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.*

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

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 grant 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:

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

2021 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: • Continued EOC COVID response activities, transitioning to vaccination planning and implementation • Feb 25 MAC meeting	Results:
2nd Quarter	Planned Activities: • Continued EOC COVID response activities, transitioning to vaccination planning and implementation • Apr 29 MAC meeting • June 24 MAC meeting	Results:
3rd Quarter	Planned Activities: • Aug 26 MAC Meeting	Results:
4th Quarter	Planned Activities: • Oct 28 MAC Meeting • Dec 16 MAC Meeting	Results:

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

2021 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: • County rep to the Gunnison/Hinsdale Comm Board, monthly meetings	Results:
2nd Quarter	Planned Activities: • County rep to the Gunnison/Hinsdale Comm Board, monthly meetings • Assist with update to WR TIC Plan • Work with local ARES group to build out ARES room at the EOC	Results:
3rd Quarter	Planned Activities: • County rep to the Gunnison/Hinsdale Comm Board, monthly meetings	Results:
4th Quarter	Planned Activities: • County rep to the Gunnison/Hinsdale Comm Board, monthly meetings	Results:

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

2021 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: • Update two EOC Job Aids • Begin bi-monthly EOC trainings	Results:
2nd Quarter	Planned Activities: • Begin meeting with county departments ref COOP updates • Update two EOC Job Aids • EOC Training	Results:
3rd Quarter	Planned Activities: • Update two EOC Job Aids • EOC training	Results:
4th Quarter	Planned Activities: • EOC Training	Results:

2021 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: • Review MAA's with Delta and Montrose County, specific to the Little Blue Hwy 50 construction project	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

2021 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 2021 EMPG program is the development and implementation of state and local resource management systems. (Please see program requirements in guidance)**		
1st Quarter	Planned Activities: Some time in 2021 conduct a resource management workshop, drill, or functional exercise. Update resource database in WebEOC	Results:
2nd Quarter	Planned Activities:	Results:
3rd Quarter	Planned Activities:	Results:
4th Quarter	Planned Activities:	Results:

2021 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: • Monthly testing EOC systems, equipment and processes	Results:
2nd Quarter	Planned Activities: • Monthly testing EOC systems, equipment and processes	Results:
3rd Quarter	Planned Activities: • Monthly testing EOC systems, equipment and processes	Results:
4th Quarter	Planned Activities: • Monthly testing EOC systems,	Results:

	equipment and processes	

2021 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: • Review Alert and Warning Annex to EOP	Results:
4th Quarter	Planned Activities:	Results:

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

2021 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: 970-275-1370
24 Hour Emergency Line: 970-641-8201 (Gunnison Dispatch)
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: Gunnison County Manager

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

Hours worked per week devoted to Emergency Management: 40

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

Senior Elected Official (Name and Title) _Jonathan Houck, Chair Gunnison County BoCC_____

Chief Executive Officer (if different from above) __ Matthew Birnie, Gunnison County Manger _____

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 for Calendar Year 2021

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

JURISDICTION:

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	10/25/2004	Non-exempt
Open	Deputy Emergency Manager	Open	

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	$79,691	$22,321	40	40	100%	$79,691	$22,321
Deputy EM Open	$46,643	$22,347	40	28	100%	$46,643	$22,347
					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	$ 126,334.00	$ 44,668.00				$126,334	$44,668
						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.082018)

Staffing Pattern and Program Funding for Calendar Year 2021

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

JURISDICTION:

	Salaries & Benefits			
A	LEMS Eligible Salary (Staffing Report Block 10 Total):	$126,334		
B	LEMS Eligible Benefits (Staffing Report Block 11 Total):	$44,668		
C	***Total Salary and Benefits (a+b):***		***$ $171,002***	
	Travel Expenses			
D	Local Travel (mileage, fleet expense, or other):	$ 900.00	from 6310, 6350	
E	Out of State Travel:			
F	Conference & Seminars (Registration Fees, Hotels, etc.):	$ 893.00	from 7312,7313,7331, 7331,7332,7430 total split w/G	
G	Training (Registration Fees, hotels, etc.):	$ 892.00	Split w/ line F	
H	Per Diem:	$ -		
I	Other (Dues, Certifications and Membership Fees):	$ 2,693.00	from 7363	
J	***Total Travel Expenses (D+E+F+G+H+I):***		***$ 5,378.00***	
	Office Support Expenses (more than $200 for year)			
K	Office Supplies and Materials:	$ 140.00	from 6110, 6120	
L	Equipment Purchase:			
M	Equipment Lease:	$ 5,584.00	from 7492	
N	Rent, Utilities, etc.:			
O	Printing & Copying:	$ 350.00	from 6180	
P	Postage:	$ 10.00	from 6170	
Q	Other (Advertising, Cell Phones, Aircards, etc.):	$ 37,949.00	from 7020 phn svc, 7022 cell, 7490 GIS, 7491 Computer svc	
R	***Total Office Support Expenses (K+L+M+N+O+P+Q):***		***$ $ 44,033.00***	
S	**Total Request (C+J+R):**			$ 220,413.00
T	**Federal (Eligible for Reimbursement) Amount (One half of S):**			$ 110,206.50

Jurisdiction Emergency Manager Signature _____ Date

Jurisdiction Chief Financial Officer 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.Not Required
2.
3.
4.
5.

Signature: Jody Wise Date: 12/9/20

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.

EFT DIRECT DEPOSIT AUTHORIZATION FORM

COLORADO
Office of the State Controller
Department of Personnel & Administration

SECTION I (DEPARTMENT USE) - PAYOR, STATE INFORMATION

STATE DEPARTMENT Colorado Department of Public Safety VCUST# _____
MAILING ADDRESS 700 Kipling Street ADDRESS ID _____
CITY, STATE, ZIP Lakewood, CO 80215 VERIFIED BY _____
DEPARTMENT CONTACT Izza Sakkiny
EMAIL izza.sakkiny@state.co.us PHONE (303) 239-4110

SECTION II - PAYEE, VENDOR INFORMATION

VENDOR NAME Gunnison County
D/B/A (DOING BUSINESS AS, OPTIONAL) _____
MAILING ADDRESS 200 E Virginia Ave
CITY, STATE, ZIP Gunnison, Co 81230
EMAIL (FOR REMITTANCE ADVICE) kweak@gunnisoncounty.org PHONE (970) 641-7664

SECTION III - DEPOSITORY FINANCIAL INSTITUTION AND ACCOUNT INFORMATION

INCLUDE A VOIDED CHECK (NOT A TEMPORARY CHECK OR DEPOSIT SLIP) OR SIGNED BANK LETTER THAT INCLUDES ALL INFORMATION REQUESTED IN THIS SECTION

BANK NAME Wells Fargo Bank NA BRANCH ADDRESS 909 N Main Gunnison, CO 81230
ROUTING NUMBER 1 0 2 0 0 0 0 7 6 ACCOUNT NUMBER 7938639411
ACCOUNT TYPE ● CHECKING ○ SAVINGS FOR FURTHER CREDIT (OPTIONAL) _____
PAYEE TAXPAYER ID (SSN/EIN) 8 4 6 0 0 0 7 7 0
SHOULD ALL PAYMENTS TO THIS TAXPAYER ID USE THIS BANK ACCOUNT? ● YES ○ NO
IF NO, PLEASE EXPLAIN _____

SECTION IV - AUTHORIZATION FOR DIRECT DEPOSIT SET UP, CHANGE, OR CANCEL

● SET UP ○ CHANGE ○ CANCEL FOR CHANGES ONLY, PLEASE PROVIDE EXISTING ROUTING & ACCOUNT NUMBER

ROUTING NUMBER _____ EXISTING ACCOUNT NUMBER _____

I certify that I have the authority to execute this authorization. I herby authorize the State of Colorado to initiate, change, or cancel EFT credit entries (deposits) and if necessary to reverse any incorrect EFT payments made in error to the bank account indicated above. In the event a reversal cannot be implemented, I understand the State will utilize any other lawful means to recover the deposited funds to which the payee was not entitled. This authorization is to remain in full force until the State has received written notification of cancellation in such time as to afford a reasonable opportunity to act on it.

PRINTED NAME Debbie Dunbar TITLE Gunnison County Treasurer
SIGNATURE Debbie Dunbar DATE 12/09/2020

rev 08/2017

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

Field Services Unit
9195 E. Mineral Avenue, Suite 200
Centennial, CO 80112

September 14, 2020

Dear Emergency Management Partners,

We are pleased to send out this Letter of Intent regarding the 2021 Emergency Management Performance Grant (EMPG) program.

Federal funding in support of EMPG for State and local programs has remained steady and continues to provide our partners the opportunity to further develop and improve the emergency management programs for their respective communities. Due to Federal Emergency Management Agency (FEMA) timing of the grant cycle, DHSEM anticipates receiving the award letter from FEMA around August 2021. For the 2021 EMPG, each approved jurisdiction should plan to receive a Grant Award Letter, barring any unforeseen changes in funding at the Federal level around August 2021.

The performance period for the 2021 EMPG grant is January 1, 2021 to December 31, 2021.

As always, you may contact us if you have questions regarding your 2021 EMPG Program.

Sincerely,

Mike Willis
Director of Emergency Management
Division of Homeland Security
and Emergency Management

Trevor Denney
EMPG Program Manager
Division of Homeland Security
and Emergency Management

CC: Lin Bonesteel, Director, Office of Grants Management
Larisa Cannon, Grants and Contracts Manager
Esther Son, Grant Specialist
Grant File

ACKNOWLEDGEMENT OF RECEIPT
PLEASE SIGN AND RETURN TO THE HUMAN RESOURCES DEPARTMENT

I Scott Morrill acknowledge that I have received a copy of the current job description for the position of Emergency Management Manager with Gunnison County. I understand the job description does not constitute an employment agreement between Gunnison County and myself and is subject to change by the Board of County Commissioners in its sole discretion.

Signature

Jan 26, 2018
Date

I certify that this Position Description is true and accurate

Scott Morrill, Emergency Manager
Date 12/08/2020

Matthew Birnie, County Manager
Date 12-08-2020