2013

Local Emergency Management Performance Grant (EMPG) Guide

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Table of Contents

Section 1: Preparedness Activities for All Local Governments 1-1

Section 2: Emergency Management Performance Grant Program..... 2-1

Tab A – Guidance for EMPG Application & Reports 2-A-1
Tab B – Guidance for the FY 13 EMPG Statement of Work 2-B-1
Tab C – Sample Financial Forms for EMPG Application.....2-C-1
Tab D – EMPG Program Materials 2-D-1
Tab E – FY 13 EMPG Program Milestones 2-E-1

Section 3: Emergency Management Program Resources 3-1

Section 4: Division of Emergency Management Points of Contact 4-1

ACRONYMS

AAR	After Action Report
CEP	Comprehensive Emergency Plan
DC	District Coordinator
DHS	Department of Homeland Security
EMC	Emergency Management Coordinator
EMPG	Emergency Management Performance Grant
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Materials
HSEEP	Homeland Security Exercise and Evaluation Program
ICS	Incident Command System
IP	Improvement Plan
IS	Independent Study
LEPC	Local Emergency Planning Committee
MACC	Multi-agency Coordination Center
MMRS	Metropolitan Medical Response System
MOC	Medical Operations Center
NERRTC	National Emergency Response and Rescue Training Center
NIMS	National Incident Management System
NIMSCAST	National Incident Management System Compliance Assistance Support Tool
NRF	National Response Framework
PDS	Professional Development Series
SSA	State Administrative Agency
TDEM	Texas Division of Emergency Management
TEEX	Texas Engineering Extension Service
TRRN	Texas Regional Response Network
UASI	Urban Area Security Initiative

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SECTION 1

PREPAREDNESS ACTIVITIES FOR ALL LOCAL GOVERNMENTS

A. Applicability

All cities and counties are expected to carry out preparedness activities to enhance their capability to mitigate potential hazards and respond to and recover from emergencies and disasters. The key elements of emergency preparedness are comprehensive emergency planning, emergency training, and exercising.

B. Emergency Planning

State law requires each local emergency management program have an emergency management plan. Plans should be reviewed annually and updated regularly. Pursuant to Section 418.043 of the Texas Government Code, the Texas Division of Emergency Management (TDEM) has established planning standards for a local basic emergency management plan and 22 functional annexes.

Requirements for these local planning documents are described in the *Local Emergency Planning Guide* (TDEM-100), which is available on the TDEM website at: http://www.txdps.state.tx.us/InternetForms/Forms/TDEM-100.pdf. Copies of the State planning standards, sample planning documents, and *Planning Notes* to assist in developing the local plan and its annexes are posted on the TDEM website at: http://www.txdps.state.tx.us/dem/downloadableforms.htm#annexindex

TDEM offers the *Emergency Planning* course (G235) several times a year, which presents planning concepts and methods and explains how to use the State planning standards and sample local planning documents. A complete training catalogue is available at https://www.preparingtexas.org/TrainingCatalog.aspx .

C. Emergency Training

Emergency management training provides the knowledge and skills needed to develop and carry out an emergency program. It is desirable for elected officials, department and agency heads, and emergency management personnel to understand general emergency management concepts, pertinent laws, organizational arrangements, and operational concepts to achieve a basic level of preparedness with respect to emergency training.

TDEM offers a wide variety of other emergency management training courses and an extensive array of hazardous materials courses for local and state emergency responders and local officials. All courses are offered at no cost. Course descriptions, schedules, registration requirements, and other information are available at https://www.preparingtexas.org/.

National Incident Management System (NIMS) training information and guidelines about position-specific training and the *NIMS Five-Year Training Plan* is available online at http://www.fema.gov/emergency/nims/NIMSTrainingCourses.shtm#item5

D. Emergency Exercises

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The *Texas Homeland Security Strategic Plan* requires ***all*** jurisdictions conduct at least one exercise per year that meets the requirements of the Homeland Security Exercise and Evaluation Program (HSEEP). NIMS compliance activities also require jurisdictions to participate in a NIMS-based all-hazard exercise program involving responders from multiple disciplines and jurisdictions. The Texas Homeland Security Strategic is available online
http://governor.state.tx.us/files/homeland/HmLndSecurity_StratPlan2015.pdf

All local governments and emergency management organizations are expected to achieve a basic level of preparedness, which includes exercises. Information and requirements pertaining to the conduct, documentation, reporting, and obtaining credit for exercises and substitute credit for an actual incident response is provided in the *Local Emergency Planning Guide* (TDEM-100), which is available on the TDEM website at: http://www.txdps.state.tx.us/InternetForms/Forms/TDEM-100.pdf
SECTION 2

EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM

A. Emergency Management Performance Grant (EMPG) Program

1. The EMPG program provides federal funding to assist states and local governments in developing and carrying out emergency management programs. States submit annual applications that include a statement of work and proposed budget to DHS and the Federal Emergency Management Agency (FEMA) for funding to match State and local appropriations for emergency management programs. States receive EMPG funding from DHS and, in turn, pass through EMPG funding to local governments to reimburse them for emergency management program expenses. States, including Texas, require local governments which wish to participate in the program to submit EMPG program applications that include a Statement of Work and a program budget.

2. **The EMPG program requires a 50 percent local or state match.** For every dollar of Federal EMPG grant funding provided, local and state agency grant recipients must provide an equal amount of local or state cost share which includes non-Federal cash spent for project related costs. Cash matches must only include those costs authorized in 44 CFR Part 13 and 2 CFR Part 225.

   If your jurisdiction cannot not meet the local match requirement with cash, you may ask TDEM to review and approve your plan for providing a match that may include cash (hard match), in-kind match (typically termed soft match), or a combination of these two types of match. In- kind match means contributions of the reasonable value of property or services in lieu of cash which benefit a federally assisted project

or program. Only property or services that are in compliance with program guidance/regulations (44 CFR Part 13 and 2 CFR Part 225) are allowable.

Your jurisdiction must submit a written proposal attached to your FY 13 EMPG application requesting approval to use in-kind match and give an indication of how much of each type of match will be provided. The proposal must:

a) identify the type of match by item;
b) include a calculation of the value of the item/services;
c) provide a description and supporting documentation of how the valuation was determined to be reasonable, and
d) include an explanation of how the contribution supports the federally assisted program.

TDEM may require additional information from the applicant if enough details are not provided and may audit the jurisdiction's records during the grant year to ensure compliance with program regulations cited above. TDEM also reserves the right to limit or not approve the amount or types of in-kind match proposed by applicants.

B. Eligibility for the EMPG Program

1. All participating jurisdictions must:

   Be a legally established city or county emergency management program **AND** be the designated **primary** jurisdiction in accordance with Chapter 418 of the Government Code.

   Have legally adopted NIMS.

   Have appointed a National Incident Management System Compliance Assistance Support Tool (NIMSCAST) point of contact for the jurisdiction and established a NIMSCAST account. The jurisdiction must be 100% compliant with the FY 2012 NIMSCAST objectives and account metrics by the FY 2013 EMPG application deadline. Additional information about the NIMSCAST is available at: https://www.fema.gov/nimscast/.

   Must have appointed an Emergency Management Coordinator (EMC).

   Must submit a completed EMPG Application to TDEM by the deadline date. The application must include all required attachments, including a Statement of Work that outlines planned emergency management activities to be conducted during the program performance period.

2. New Applicants

   New applicants must meet all the general requirements in Section B.1 above and have an emergency management plan at the Advanced level of planning

preparedness as defined in the *Preparedness Standards for Texas Emergency Management* (TDEM-100). New applicants must attain the Advanced level of planning preparedness by the end of the first year in the EMPG program.

Applications will be evaluated on the jurisdiction's current planning and training accomplishments and recent exercise activities as defined in the TDEM-100. Jurisdictions with the highest rankings will be considered for inclusion in the program. However, the number accepted into the program depends on available program funding.

3. Continuation in the EMPG Program

Participating jurisdictions must meet all the general requirements in Section B.1 above.

Satisfactorily complete the requirements and all tasks described in their fiscal year approved Statement of Work.

Submit all required Progress Reports, FEMA Metrics Tables, and Financial Reports in accordance with the published EMPG milestones included in Tab E of this Section.

Meet the new FEMA emergency planning, training, and exercise requirements.

Participants must comply with the new preparedness, training, and exercise requirements.

Resolve any deficiencies noted during reviews of their emergency planning, training, and/or exercise materials submitted to TDEM ***within 60 days*** of being advised of such deficiencies to TDEM.PLANS@dps.texas.gov

Complete the required annual EMPG Application and all required attachments.

4. Jurisdictions will be considered for elimination from the EMPG program if they:

Fail to remain at the Advanced level of local emergency preparedness.

Fail to complete tasks outlined in the approved Statement of Work by the end of the grant performance period.

Fail to submit the required semi-annual Progress Report(s).

Fail to submit the required Quarterly Financial Report(s).

Fail to submit the FEMA Metrics Template(s)

Fail to document and submit required exercise AAR/IP reports to the Exercise unit

Fail to complete and submit the required documentation of annual training may result in the inability to participate for the current or following year.

Fail to submit a complete EMPG application by the due date will result the inability to participate for the current year.

TAB A—GUIDANCE FOR EMPG APPLICATION & REPORTS

1. EMPG Applications

   a. Both new and current EMPG program participants must apply to participate in the program by submitting a complete FY 2013 EMPG Application package, which consists of the forms listed below. Information on program requirements and samples of completed forms are included in Tab B.

   b. Submit the complete EMPG Application package **directly** to the TDEM Office of Management and Budget **no later than Thursday, January 31, 2013.** Retain a copy of your application for use in submitting semiannual Progress Reports. Send the completed EMPG Application to:

Grant Coordinator
Office of Management and Budget
Texas Division of Emergency Management
Texas Department of Public Safety
PO Box 4087
Austin, TX 78773-0223

2. Required signatures

   a. Specific individuals named on the *Designation of Grant Officials* (TDEM 17B) must sign many of the EMPG forms with an **ORIGINAL SIGNATURE**. These officials include:

      1) **Authorized Official or Representative:** An individual who has been authorized by the governing body of the applicant jurisdiction or organization to apply for, accept, or decline grants on behalf of the jurisdiction or organization. For local governments, an authorized official is generally the County Judge, Mayor, or City Manager. The Emergency Management Coordinator (EMC) **CANNOT** sign the application as the Authorized Official or Representative and as the EMC or Program Coordinator unless the Authorized Official provides in writing to TDEM the EMC has the Authorization to do so.

      2) **Grant Financial Officer:** This individual should be the chief financial officer of the applicant jurisdiction or organization. This person will receive EMPG audit findings and quarterly warrants/direct deposit notices and will serve as the point of contact should questions arise regarding financial aspects of the grant. Findings and notices will be sent to the address indicated on the *Direct Deposit Authorization* (Form 74-178) or the *Texas Application for Payee Identification Number* (Form AP-152). The jurisdiction's EMC **CANNOT** serve as the Grant Financial Officer.

      3) **Emergency Management Coordinator:** The EMC is directly responsible for carrying out the tasks supported by EMPG grant funds as outlined in the approved Statement of Work.

3. Required EMPG Application Forms

EMPG Application (TDEM-17). **The Authorized Official and the EMC** must sign the Application. Refer to the sample on page 2-A-7 for guidance. It is available on the TDEM website at:
http://www.txdps.state.tx.us/dem/CouncilsCommittees/EMPG/index.htm .

EMPG Statement of Work & Cumulative Progress Report (TDEM-17A). The EMC shall sign and date the first page of this form. Refer to the sample in Tab B for guidance. It is available on the TDEM website at:
http://www.txdps.state.tx.us/dem/CouncilsCommittees/EMPG/index.htm .

Designation of Grant Officials (TDEM-17B). Refer to the sample on page 2-A-8 for guidance. It is available on the TDEM website at:
http://www.txdps.state.tx.us/dem/CouncilsCommittees/EMPG/index.htm .

EMPG Staffing Pattern (TDEM-66). In accordance with OMB Circular A-87, general costs and salaries for elected officials are not allowable expenses. An original signature of the Authorized Official is required on this form. Refer to the sample in Tab C, pages 2-C-4 and for guidance. It is available on the TDEM website at: http://www.txdps.state.tx.us/dem/CouncilsCommittees/EMPG/index.htm .

Application for Federal Assistance (TDEM-67). This is a two-page form that may require entries on page two. Instructions are printed on page two. An original signature of the Authorized Official is required on this form. Refer to the sample in Tab C, pages 2-C-2 and 2-C-3 for guidance. It is available on the TDEM website at: http://www.txdps.state.tx.us/dem/CouncilsCommittees/EMPG/index.htm .

EMPG Staff Job Description (TDEM-68). A completed job description must be attached for each position listed on the *EMPG Staffing Pattern* (TDEM-66). It is available on the TDEM website at:
http://www.txdps.state.tx.us/dem/CouncilsCommittees/EMPG/index.htm .

Travel Policy Certification (TDEM-69). If the applicant jurisdiction has a travel policy, a copy must be attached to this form. The designated Grant Financial Officer shall sign this form. It is available on the TDEM website at:
http://www.txdps.state.tx.us/dem/CouncilsCommittees/EMPG/index.htm . .

Direct Deposit Authorization (Form 74-176) **or** *Texas Application for Payee Identification Number* (Form AP-152). The appropriate form must be submitted with each annual application and signed by the designated Grant Financial Officer. If a jurisdiction opts not to receive reimbursement by direct deposit, a completed *Texas Application for Payee Identification Number* (Form AP-152) must be submitted in place of the *Direct Deposit Authorization.* Jurisdictions must submit a Direct Deposit Form (Form 74-176) every year. Form 74-176 is available on the State Comptroller's website at: http://www.window.state.tx.us/taxinfo/taxforms/74-176.pdf. Form AP-152 is available on the State Comptroller's website at: http://www.window.state.tx.us/taxinfo/taxforms/ap-152.pdf.

Assurances & Certifications (FEMA Forms 20-16, 20-16A, 20-16C and Standard Form LLL).

1) FEMA Form 20-16 *Summary Sheet for Assurance and Certifications*: EMPG applicants should check the blocks for Part I & Part III. The name and title of the Authorized Representative must be entered in the space provided. The form shall be signed and dated by the Authorized Representative. The FEMA 20-16 forms are posted on the FEMA website at: http://www.fema.gov/help/forms.shtm.

FEMA Form 20-16A *Assurances – Non-Construction Programs*: The Form 20-16A should be attached to the FEMA Form 20-16.

FEMA Form 20-16C *Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters and Drug-Free Workplace Requirements*: The Form 20-16C should be attached to the FEMA Form 20-16. Check the block at the end of Section 1 and complete Standard Form LLL.

Standard Form LLL *Disclosure of Lobbying Activities*: Submit Form SF-LLL **only** if the applicant jurisdiction carries out certain lobbying activities that must be reported. This form is posted on the FEMA website at: http://www.fema.gov/help/forms.shtm. The Authorized Representative must sign form SF-LLL and the form should be attached to the FEMA Form 20-16.

4. Semiannual Progress Reports

Semiannual Cumulative Progress Reports are required of all EMPG program participants. Use a **copy** of your **approved** *Statement of Work & Cumulative Progress Report* (TDEM-17A) to report progress in EMPG activities, not memos or other documents. You may attach documents summarizing extensive training or public education accomplishments.

Use the Remarks section of the form TDEM-17A if you need more space to report on activities you have completed. When reporting, refer to the appropriate task number. If you need even more space, use a continuation sheet, again referring to the pertinent task number.

Cumulative Progress Reports should be mailed or emailed to the EMPG Program Coordinator in time to arrive by the due date.

1) Cumulative Progress Report #1, covering the period from October 1, 2012 to March 31, 2013, is due to the TDEM, Grant Coordinator, Office of Management and Budget by April 15, 2013.

2) Cumulative Progress Report #2, covering the period April 1 to September 30, 2013, is due to the TDEM, Grant Coordinator, Office of Management and Budget by October 15, 2013.

Reimbursements for expenses reported in second quarter Financial Reports **will not** be paid until TDEM receives the required first semi-annual Progress Report**.** In addition, expenses for the fourth quarter **will not** be paid until the second semi-annual progress report has been submitted and all required tasks are completed.

Jurisdictions are expected to complete and report a proportionate amount of the overall set of tasks outlined in their approved Statement of Work during each half of the fiscal year.

The second Cumulative Progress Report should indicate completion of all tasks outlined in your Statement of Work plan. If you were unable to complete a task during the fiscal year, you must explain in the Remarks section, referring to the pertinent task number, why you failed to do so **and** indicate the expected task completion date. "FY 2014" is not an acceptable completion date for incomplete FY 2013 tasks. Generally, **all tasks not completed during one fiscal year must be completed within the *first 60 days* of the next fiscal year.** Failure to complete all required EMPG program tasks will result in funding being reallocated to other jurisdictions and may result in the jurisdiction's elimination from the EMPG program.

5. Quarterly Financial Reports

Quarterly Financial Reports are required of all EMPG program participants.

Quarterly Financial Reports shall consist of the following reports and documents:

1) *State and Local Emergency Management Expenses Claimed For (Personnel and Administrative Expenses) Contributions* (TDEM-70). Instructions are printed on the back of the form. Enter expenses in the appropriate column, i.e., Personnel Salary & Benefits, Travel, Other. The designated Grant Financial Officer must sign this form. This form is posted on the TDEM website at: http://www.txdps.state.tx.us/dem/CouncilsCommittees/EMPG/index.htm .

2) *EMPG Personnel Compensation & Benefits* (TDEM-71). Complete one form for ***each*** employee. You must use this worksheet for reporting EMPG personnel compensation and benefits. Total Salary and Benefits claimed must be transferred to the *State and Local Emergency Management Expenses Claimed For (Personnel Compensation And Benefits) Contributions* (TDEM-70). The designated Grant Financial Officer must sign this form. The form is posted on the TDEM website at: http://www.txdps.state.tx.us/dem/CouncilsCommittees/EMPG/index.htm .

3) *EMPG Attendance Record* (TDEM-72). You must report the hours worked as per the instruction on the form. Hours worked must match the percentage of time worked as stated on *EMPG Staffing Pattern* (TDEM-66). The EMC must sign this form. It is posted on the TDEM website at: http://www.txdps.state.tx.us/dem/CouncilsCommittees/EMPG/index.htm

Supporting Documentation. Supporting documentation **must** include source documents suitable for audit purposes; including, but not limited to:

1) Copies of canceled checks or city/county warrants.

2) Payroll time sheets and leave registers.

3) Payroll history.

4) Copies of purchase orders, purchase vouchers, and/or paid invoices. You must enter vendor name & description per instructions on the back of the form (i.e., AT&T phone charges).

5) Vehicle activity logs, and/or

6) Itemized billing and travel reports and lodging receipts.

Quarterly Financial Report Submission

7) First Quarter Financial Reports (October, November, December) are due by January 31, 2013.

8) Second Quarter Financial Reports (January, February, March) are due by April 30, 2013

9) Third Quarter Financial Reports (April, May, June) are due by July 31, 2013

10) Fourth Quarter Financial Reports (July, August, September) are due by October 31, 2013

11) Submit Quarterly Financial Reports to:

EMPG Auditor
Office of Management and Budget
Texas Division of Emergency Management
Texas Department of Public Safety
PO Box 4087
Austin, TX 78773-0229

If you send Quarterly Financial Reports by courier or overnight service that requires a physical address, use this address:

EMPG Auditor
Office of Management and Budget
Texas Division of Emergency Management
Texas Department of Public Safety
5805 North Lamar Blvd.
Austin, TX 78752Or by email to EMPG Auditor
Doris.Grisham@dps.texas.gov

6. Constraints on Reimbursement for Expenses

   Reimbursements for expenses reported in second quarter Financial Reports **will not** be paid until TDEM has received the first semi-annual Cumulative Progress Report. In addition, expenses for the fourth quarter **will not** be paid until the second semi-annual Cumulative Progress Report has been submitted.

   Because TDEM has to close out its financial accounts and report its expenses to DHS in a timely manner, reimbursement may not be paid for any Financial Reports submitted more than 60 days after the end of Fiscal Year 2013 (September 30, 2013).

   Should you have questions about completing or submitting the required financial reporting forms, contact the EMPG Auditor, Doris Grisham, at 512-424-2448 or via e-mail at Doris.Grisham@dps.texas.gov

7. Constraints on Reimbursement for Expenses

   Reimbursements for expenses reported in second quarter Financial Reports **will not** be paid until TDEM has received the first semi-annual Cumulative Progress Report. In addition, expenses for the fourth quarter **will not** be paid until the second semi-annual Cumulative Progress Report has been submitted.

   Because TDEM has to close out its financial accounts and report its expenses to DHS in a timely manner, reimbursement may not be paid for any Financial Reports submitted more than 60 days after the end of Fiscal Year 2013 (September 30, 2013).

   Should you have questions about completing or submitting the required financial reporting forms, contact the EMPG Auditor, Doris Grisham, at 512-424-2448 or via e-mail at Doris.Grisham@dps.texas.gov

8. Texas Division of Emergency Management Actions

   After screening EMPG applications, TDEM will notify applicant jurisdictions, typically by e-mail, of any problems with the application and suggested corrective actions.

   When EMPG funding is made available, TDEM will notify successful applicant jurisdictions of the amount of the EMPG award.

   Jurisdictions which failed to complete the requirements of the FY 2013 EMPG program generally will not be considered for FY 2014 EMPG funding, unless the compliance issues are promptly resolved.

Fiscal Year 2013
EMERGENCY MANAGEMENT PERFORMANCE GRANT APPLICATION

PLEASE PRINT OR TYPE

1**. APPLICANT NAME** (Jurisdiction)**:** *Hazard County*

*2***. COUNTY:** *Hazard*

3. **DISASTER DISTRICT:** *9-B*

4. **EMPG STATUS:** ☒ *Current EMPG Program participant* ☐ *New EMPG Program applicant*

5. **PROGRAM PARTICIPANTS:** *(List all jurisdictions that are participants in your emergency management program. Identify any jurisdictions that have* ***joined or withdrawn*** *from your program in the last year)*

6. **CHECKLIST OF APPLICATION ATTACHMENTS:** See the FY 2013 *Emergency Management Performance Grant (EMPG) Guide* for information on completing these forms.

☒ Designation of Grant Officials (TDEM –17B)
☒ Statement of Work & Cumulative Progress Report (TDEM-17A) - This form shall be signed by the EMC
☒ Application for Federal Assistance (TDEM-67) - The Authorized Official shall sign this form
☒ EMPG Staffing Pattern (TDEM-66)
☒ EMPG Staff Job Description (TDEM-68) - *A* ***current*** *job description shall be provided for each staff member listed in the FY 2013 EMPG Staffing Pattern (TDEM-66)*
☒ FEMA Form 20-16 Summary Sheet for Assurances & Certifications - Shall be signed by an Authorized Official
Attached:
☒ FEMA Form 20-16A, Assurances – Non-Construction Programs
☒ FEMA Form 20-16C, Certifications Regarding Lobbying, Debarment, Suspension, & Other Responsibility Matters; and Drug-Free Workplace Requirements
☐ FEMA Form SF LLL, Disclosure of Lobbying Activities - Signed by the Authorized Official *required* ***only*** *if the applicant performs lobbying to influence* ***federal*** *actions*
☒ Direct Deposit Authorization (form 74-146) **or** Application for Payee ID Number (form AP-152) - The Grant Financial Officer shall sign this form
☒ Travel Policy Certification (TDEM-69)- The Grant Financial Officer shall sign this form

EXAMPLE

***7.* CERTIFICATION:** *This Application, together with the attached EMPG Statement of Work & Cumulative Progress Report (TDEM-17A), constitutes the annual work plan for the emergency management program whose participants are listed above. The undersigned agree to exert their best efforts to accomplish all activities listed in the Statement of Work & Cumulative Progress Report approved by the Texas Division of Emergency Management.*

Elizabeth James	12-05-2012	Bob Dart	12-01-2012
Authorized Official *(Original Signature)* Elizabeth James Printed Name	Date	Emergency Management Coordinator *(Original Signature)* Bob Dart Printed Name	Date

TDEM-17
7/12

Page 1 of 1

Mail completed forms and application materials to:

Grant Coordinator
Office of Management and Budget
Texas Division of Emergency Management
Texas Department of Public Safety
P O Box 4087
Austin, TX 78773-0223

FISCAL YEAR 2013
DESIGNATION OF EMPG GRANT OFFICIALS

APPLICANT NAME	Hazard County
EMERGENCY MANAGEMENT COORDINATOR*	
Name	☒ Mr. ☐ Ms. Bob Dart *If newly appointed, attach form DEM-147
Official Mailing Address Please include mail stop code.	Hazard County Emergency Management Office PO Box 123 Disasterville, TX 12345-6789
Daytime Phone Number	512-555-1212
Fax Number	512-555-3434
E-mail Address	b.dart@co.hazard.tx.us
GRANT FINANCIAL OFFICER (CANNOT BE EMC)	
Name	☒ Mr. ☐ Ms. Trace Chance
Title	Hazard County Auditor
Official Mailing Address Please include mail stop code	Hazard County Courthouse PO Box 123 Disasterville, TX 12345-6789
Daytime Phone Number	512-555-1212
Fax Number	512-555-3434
E-mail Address	tchance@co.hazard.tx.us
AUTHORIZED OFFICIAL (MAYOR, COUNTY JUDGE, CITY MANAGER)	
Name	☐ Mr. ☒ Ms. Elizabeth James
Title	Hazard County Judge
Official Mailing Address Please include mail stop code	Hazard County Courthouse PO Box 123 Disasterville, TX 12345-6789
Daytime Phone Number	512-555-1212
Fax Number	512-555-3434
E-mail Address	e.james@co.hazard.tx.us

EXAMPLE

TDEM-17B
7/12

Page 1 of 1

TAB B—GUIDANCE FOR THE FY 2013 EMPG STATEMENT OF WORK

1. Report Guidance

Jurisdictions receiving EMPG funds are required to carry out ***all*** of the tasks listed below and on form TDEM-17A -- do not omit tasks. Jurisdictions that do not receive EMPG funds are encouraged to carry out as many of the tasks listed on the form TDEM-17A as possible.

When preparing the EMPG Statement of Work & Cumulative Progress Report, review the guidance below and sample entries for each program task before filling out the TDEM-17A.

1. Task 1 – Program Application & Semiannual Progress Reports

   a. Requirements

      1) Develop and submit an EMPG Program Application and Statement of Work that includes the eight tasks outlined in this Tab, two semiannual Cumulative Progress Reports describing the steps you have taken to complete those tasks, and the Quarterly Financial Reports.

   b. Amplifying Information

      1) Cumulative Progress Reports should be accomplished using a **copy of your approved** FY 2013 EMPG Statement of Work & Cumulative Progress Report (TDEM-17A).

a) Cumulative Progress Report #1, covering the period from October 1, 2012 - March 31, 2013, is due to the TDEM Preparedness Section by April 15, 2013. It must include all information from the approved Statement of Work.

b) Cumulative Progress Report #2, covering the period April 1 - September 30, 2013, is due to the TDEM Preparedness Section by October 15, 2013. It must include all information from the approved Statement of Work and the prior Cumulative Progress Report.

c) Quarterly Financial Reports are due to the TDEM EMPG Auditor 30 days after the end of each calendar quarter. See the Program Milestones in Section 2, Tab E for dates.

2. Task 2 – Legal Authorities for Emergency Management Program

   In accordance with the TDEM-10 located online at http://www.txdps.state.tx.us/InternetForms/Forms/TDEM-10.pdf jurisdictions must:

   Develop and maintain all legal documents required to establish an emergency management program.

   Legal documents, such as Commissioners Court Orders, City Ordinances, Joint Resolutions, and NIMS Adoptions which provide authority for your emergency management program should be current and on file with TDEM. If this is the

case, the work plan should be completed to reflect this situation and no additional work is required.

If one or more cities have been added to an existing inter-jurisdictional program, copies of the city ordinance establishing an emergency management program and the new joint resolution incorporating the city into the inter-jurisdictional program must be provided to TDEM. The County Judge and the Mayors of all participating cities must sign the new joint resolution.

If updates to your legal documents are necessary, indicate this in your Statement of Work. Report plan reviews and updates in semiannual cumulative progress reports. Forward copies of any new or revised legal documents to the TDEM, Office of Management and Budget or TDEM.PLANS@dps.texas.gov .

Jurisdictions are required to establish a NIMSCAST account and attain 100 percent compliance with all FY12 NIMSCAST objectives and metrics by the announced deadline date. For further information you can review online at https://www.fema.gov/nimscast/.

Jurisdictions are required to complete the registration and comply with resource identification requirements of the Texas Regional Response Network (TRRN) of the Texas Forest Service.

FISCAL YEAR 2013
EMPG STATEMENT OF WORK & CUMULATIVE PROGRESS REPORT

Applicant Name: Hazard County				
Document	Submitted By	Date	TDEM Review By	Date
Statement of Work	Bob Dart, EMC	01-15-13		
Progress Report #1	Bob Dart, EMC	4-15-13		
Progress Report #2	Bob Dart, EMC	10-15-13		

TASK 1	**WORK PLAN & SEMIANNUAL PROGRESS REPORT**
Work Plan ☒	Our jurisdiction will submit an EMPG Application, two Progress Reports, quarterly Financial Reports and four quarterly EMPG Metrics Templates Our jurisdiction has appointed a NIMSCAST point of contact, established a NIMSCAST account, and is 100% compliant with FY 2012 NIMSCAST objectives and metrics
Progress Report #1 ☒	☒ This Progress Report # 1 is being submitted to the TDEM Preparedness Section ☒ First & Second Quarter Financial Reports have been submitted to TDEM Support Services
Progress Report #2 ☒	☒ This Progress Report # 2 is being submitted to the TDEM Preparedness Section ☒ Third & Fourth Quarter Financial Reports have been submitted to TDEM Support Services
TASK 2	**LEGAL AUTHORITIES FOR EMERGENCY MANAGEMENT PROGRAM**
☒ Work Plan	Our jurisdiction will maintain current legal documents establishing our emergency management program ☒ Our NIMSCAST account is 100% compliant with all objectives and metrics ☒ Our TRRN registration completed and resources entered ☐ Our legal documents are current & on file with TDEM; no additional action is required ☒ We will prepare or update & submit to TDEM: ☐ Commissioner's Court Order # ☒ City Ordinance(s) for: Village of Ridgecrest ☐ Updated Joint Resolution dated: ☐ NIMS Adoption dated:
Progress Report #1 ☒ October 1 – March 31	☒ Our NIMSCAST account is 100% compliant with all objectives and metrics ☒ Our TRRN registration completed and resources entered ☐ Our legal documents are current & on file with TDEM, no additional action is required ☒ We completed & submitted to TDEM: ☐ Commissioner's Court Order # ☒ City Ordinance(s) for: Village of Ridgecrest ☒ Updated Joint Resolution dated: 12-15-12 ☐ NIMS Adoption dated:
Progress Report #2 ☒ April 1 – September 30	☒ Our NIMSCAST account is 100% compliant with all objectives and metrics ☒ Our TRRN registration completed and resources entered ☒ Our legal documents are current & on file with TDEM, no additional action is required ☐ We completed & submitted to TDEM: ☐ Commissioner's Court Order # ☐ City Ordinance(s) for: ☐ Updated Joint Resolution dated: ☐ NIMS Adoption dated:

EXAMPLE

TDEM-17A

Mail completed form to:

Grant Coordinator
Office of Management and Budget
Texas Division of Emergency Management
Texas Department of Public Safety
P O Box 4087
Austin, TX 78773-0223

3. Task 3 – Public Education/Information

a. Requirements

2) **Option 1**. Conduct 30 hours of appropriate hazard awareness activities for local citizens during the fiscal year. Examples of such activities include:

a) Conducting a preparedness workshop for local residents.

b) Briefing civic groups and senior citizens on local hazards and appropriate response activities, or

c) Conducting hazard awareness and response training in schools.

---- OR A COMBINATION OF ----

3) **Option 2.** Prepare and distribute or arrange for distribution of emergency-related public information materials that reach a ***substantial portion*** (more than 50%) of the community. Examples of such activities include:

a) Arranging for hurricane preparedness and response information to be included in utility bills.

b) Publishing emergency preparedness information in the local telephone directory, or

c) Preparing an emergency preparedness calendar that is distributed throughout the community.

b. Required Documentation

1) **Option 1**. Describe your activities, including the date, location, and length of the activity. Documentation may include sign-in rosters, newspaper articles describing the activities you conducted, or similar materials. Documentation to support these training or public education activities shall be maintained on file in the jurisdiction.

2) **Option 2**. Attach a copy of the public information materials you distributed with the Progress Report to show completion of the task. A description of the materials, including the approximate number distributed, when, and how they were distributed must be included.

c. Amplifying information

1) If you chose **Option 1**, you must describe your activity, the date of your activity, and the length of the activity. The total hours of activities must equal **at least 30 hours** during the fiscal year.

   If an educational activity is recorded and broadcast on multiple occasions, only the date of the **original** broadcast can be counted toward the required 30 hours of hazard awareness activities.

2) If you chose **Option 2**, a copy of the materials you distributed must be attached to the appropriate Cumulative Progress Report.

TASK 3	PUBLIC EDUCATION/INFORMATION
Work Plan ☒	☐ Option 1: Our jurisdiction will conduct 30 hours of hazard awareness activities for local citizens **OR A COMBINATION OF** ☒ Option 2: Our jurisdiction will prepare & distribute public education/information materials to a substantial portion of the community. In the space below, **describe the materials to be distributed:** We will distribute preparedness calendars to our local schools in December, a citizen's flash flood preparedness brochure with February utility bills, a fireworks and fire safety pamphlets during our County Fair and our school safety planning booklets to school teachers the first week of school.
Progress Report #1 ☒ October 1 – March 31	☒ Our jurisdiction completed the following hazard awareness or public education/information activities: In December, we distributed 12,000 preparedness calendars through our local schools. In February, we distributed 9,200 flash flood preparedness brochures to local residents with their utility bills. Copies of the calendar and brochure are attached.
Progress Report #2 ☒ April 1 - September 30	☒ Our jurisdiction completed the following hazard awareness or public education/information activities: In July, we distributed 15,000 firework and fire safety pamphlets during the Hazard County Fair. In September, we distributed 2,500 school safety booklets to all local school teachers during teacher orientation. Copies are attached.

EXAMPLE

TDEM -17A
11/12

4. Task 4 – Emergency Management Planning Documents

Requirements

Develop and maintain a comprehensive emergency management plan and annexes consistent with State planning standards promulgated by TDEM.

Your basic emergency management plan and each annex to the plan should be reviewed annually and must be revised or updated by a formal change every five (5) years. Hence, during FY 2013 you must revise or update by change basic plans or annexes dated prior to September 30, 2008.

DHS requirements for NIMS compliance state that emergency management plans must have been updated to include the NIMS. Updated plan and annex templates that address NIMS compliance issues are on the TDEM website: http://www.txdps.state.tx.us/dem/downloadableforms.htm#stateplan .

EMPG participants should ensure their Local Mitigation Plan (LMP) has been completed and submitted for review.

New planning documents or existing documents that require revision or updating should be identified in your Statement of Work entry for this task. ***Do not list documents you do not plan to revise or update. If you list them in the Statement of Work, TDEM assumes you will revise them***. Report completion of revised planning materials or changes to existing documents in semi-annual Progress Reports.

Forward copies of new or revised planning documents with the completed planning standards checklist pertinent to those documents directly to the TDEM Preparedness Section Policy and Plans Unit. When submitting planning documents for TDEM review, allow 60 days for a planner to review the documents.

Amplifying Information

Planning documents should be revised or updated to correct planning deficiencies, operational deficiencies identified during drills, exercises and actual events, or to incorporate changes in local organization, capabilities, and hazards.

Requirements for local planning documents are described in the *Local Emergency Planning Guide* (TDEM-100), which is available on the TDEM website at: http://www.txdps.state.tx.us/InternetForms/Forms/TDEM-100.pdf to obtain copies of the State planning standards, sample planning documents, and *Planning Notes* to assist in developing the local plan and its annexes are posted on the TDEM website at:
http://www.txdps.state.tx.us/dem/downloadableforms.htm#stateplan

TASK 4	EMERGENCY MANAGEMENT PLANNING DOCUMENTS
☒ Work Plan	☒ Our jurisdiction reviewed our emergency management plan & annexes for currency and NIMS compliance ☐ Our emergency management plan & all annexes are current and NIMS compliant ☒ Our jurisdiction will develop or update by revision or change these planning documents: Basic Plan ☐ Annexes: A ☒ B ☐ C ☐ D ☒ E ☐ F ☐ G ☒ H ☐ I ☐ J ☐ K ☐ L ☒ M ☐ N ☐ O ☒ P ☐ Q ☒ R ☐ S ☐ T ☒ U ☐ V ☐ Other documents: ***NOTE:*** *Plans & annexes dated prior to September 30, 2008, must be revised/updated this year.* ***All Plans and Annexes must be NIMS compliant.***
☒ Progress Report #1 October 1 – March 31	☒ Our jurisdiction reviewed our emergency management plan & annexes for currency and NIMS compliance ☐ Our emergency management plan & all annexes are current and NIMS compliant ☒ Our jurisdiction updated by revision or change these planning documents: Basic Plan ☐ Annexes: A ☒ B ☐ C ☐ D ☒ E ☐ F ☐ G ☒ H ☐ I ☐ J ☐ K ☐ L ☐ M ☐ N ☐ O ☒ P ☐ Q ☐ R ☐ S ☐ T ☐ U ☐ V ☐ Other documents: A DEM 147 with new phone numbers and email addresses was submitted 11-5-11.
☒ Progress Report #2 April 1 – September 30	☒ Our jurisdiction reviewed our emergency management plan & annexes for currency and NIMS compliance ☐ Our emergency management plan & all annexes are current and NIMS compliant ☒ Our jurisdiction updated by revision or change these planning documents: Basic Plan ☐ Annexes: A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H ☐ I ☐ J ☐ K ☐ L ☒ M ☐ N ☐ O ☐ P ☐ Q ☒ R ☐ S ☐ T ☒ U ☐ V ☐ Other documents:

EXAMPLE

6. Task 5 – Exercise Participation & Schedule

Note: The following exercise requirements pertain to jurisdictions as a whole, as well as to individuals who are EMPG funded.

I. Requirements
   a. Each **jurisdiction** receiving EMPG funding must:
      i. Conduct two (2) discussion-based exercises and one (1) operations-based exercise demonstrating a progressive exercise program. A full-scale exercise must be conducted and evaluated at least every three years. Actual Real-World Incident response may be eligible for substitute exercise credit of an operations based exercise, but not as the triennial full-scale exercise. Exercise activities must be consistent with the principles outlined in the Homeland Security Exercise and Evaluation Program (HSEEP).
      ii. Develop and submit a multi-year Training and Exercise Plan (TEP), not less than three years, to TDEM.
   b. Each **individual** funded through the EMPG program must actively participate in a minimum of three exercises within the performance period.
      i. Where possible, individuals should attempt to participate with their local jurisdictions in a progressive exercise program consistent with the TEP. When not possible, individuals are encouraged to exercise with neighboring partners. Individual are also encouraged to use the TDEM Exercise Participation Form to document exercise involvement.

II. Required Documentation (Forms and templates are available on the Exercise page of the TDEM website).
   a. Each **jurisdiction** receiving EMPG funding must:
      i. Submit the jurisdiction's TEP no later than 60 days after the conduct of the TEP Workshop, or with the EMPG application package/work plan.
      ii. Submit the Exercise Notification Form to the TDEM Exercise unit not less than 45 days prior to a planned exercise event. If a short-notice activity is developed, the jurisdiction will provide as much advance notice as possible.
      iii. Submit an After Action Report and Improvement Plan for all exercise activities to the TDEM Exercise unit not more than 45 days after the conclusion of the exercise. Tabletop, functional and full-scale exercises will be reported using a full AAR/IP. Seminars, workshops, games, drills, and special events will be reported using an abbreviated AAR/IP.
   b. Each **individual** receiving EMPG funding must report exercise participation on your EMPG Metrics Template

III. Amplifying Information
   a. Discussion Based exercises
      i. Seminar – informal discussions unconstrained by real-time portrayal of events and led by a presenter. Generally employed to orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, response resources, and/or concepts and ideas
      ii. Workshop – focus is on achieving or building a product (such as a draft plan or policy). Typically used to: test new ideas, processes, or procedures; train groups in coordinated activities; and obtain consensus and may use breakout sessions to explore parts of an issue with smaller groups
      iii. Special Event Preparedness – focus is on emergency preparedness planning of a special event. Encourages emergency management, emergency services and special event sponsors and promoters to be more involved in emergency

preparedness planning for special events. Discussion topics should include the impact of general threats and hazards of the community on the special event, as well as situations created at or by the nature of the event itself. A special event is defined as a non-routine planned event that places a strain on community resources; it may involve a large number of people, special permits, or additional planning, preparation, and mitigation. For additional information see *Special Events Contingency Planning for Public Safety Agencies*, FEMA IS-15.b.

iv. Tabletop – Involve senior staff, elected or appointed officials, or other key personnel in discussing hypothetical scenarios in an informal setting. Typically aimed at facilitating understanding of concepts, identifying strengths and shortfalls, assess plans, policies, and procedures or systems

v. Game – a simulation of operations that uses rules, data, and procedures to depict an actual or assumed real-life situation. Used to explore decision-making processes and their consequences, the sequence of events affects, and is in turn affected by decisions made by players

b. Operations-Based exercises

i. Drill – a narrowly focused, coordinated, supervised activity, measured against established standards to validate specific operations or functions in a realistic environment. Used to provide training on new equipment, develop or validate new policies or procedures, or practice and maintain current skills

ii. Functional – multi-agency or multi-jurisdictional activity designed to evaluate capabilities, activities and tasks using a simulated response with event updates that drive activity at the management level. Simulates the reality of operations by presenting complex and realistic problems that require rapid and effective responses in a highly stressful, time-constrained environment

iii. Full-Scale – multi-agency or multi-jurisdictional activity involving actual deployment of resources, operations are conducted in real time, creating a stressful environment that closely mirrors real events

iv. Real-World Incidents – a jurisdiction's emergency response to a real world incident may be eligible for operations-based exercise credit. In addition to the full-scale exercise requirements, the AAR should include documentation that a minimum of three of the following conditions were met during the incident response.

1. The jurisdiction's chief elected official or a designated representative identified in the jurisdiction's emergency management plan participated
2. At a minimum, four emergency management core capabilities must be tested and evaluated (one must include the jurisdiction's Operational Coordination)
3. A declaration of local disaster was issued
4. The emergency response involved resources from outside the jurisdiction

c. Regional or Multi-Jurisdiction exercises

i. Exercises which incorporate a larger geographic expanse are often called "regional" or "multi-jurisdictional" exercises and involve many jurisdictions.

ii. Each jurisdiction may claim the exercise level which their representatives performed. For example, if jurisdiction A is conducting a full-scale exercise and jurisdiction B participates by sending a shelter team or HazMat team to perform their specialized functions, jurisdiction B may be able to report a drill. If jurisdiction C activated their EOC capability and interacted virtually but did not deploy assets, jurisdiction C may be able to report a functional exercise.

iii. Whenever possible each jurisdiction should strive to include the minimum number of agencies required by the type of exercise activity. However, to

encourage mutual aid partnerships and participation an EMPG jurisdiction may reduce the number of participating emergency management agency's by one at a "regional" or "multi-jurisdictional" discussion-based workshop, tabletop exercise, or game. This discount may only be applied once per year.

iv. Each jurisdiction must submit a complete AAR indicating their activity level and agency representation.

d. Exercise Minimum Standards for each exercise activity are indicated in the table below.

i. Emergency Management Agencies include any department, agency or office of governments signatory to the Emergency Management jurisdiction. Any non-governmental organization, non-profit or for-profit organization that is by name assigned responsibilities within the Emergency Operation Plan is considered a partner.

ii. To align with DHS and FEMA programs, Core Capabilities will be used. The Operational Coordination capability fulfills the direction and control requirement. See the *National Preparedness Goal* for more information and a list and description of all the Core Capabilities

	Exercise Activity	# of EM Agencies/ Jurisdiction	CEO or Rep Required	Coordination & Control	# of Core Capabilities
Discussion-Based	Seminar	Two	No	No	Two
	Workshop	Three	No	No	Three
		Two Regional			
	Special Event	Three *	No	No	Four
	Tabletop	Four	Yes	Yes	Four
		Three Regional			
	Game	Three	No	No	Three
		Two Regional			
Ops-Based	Drill	Two	No	Yes	Three
	Functional	Four	Yes	Yes	Four
	Full-Scale	Four	Yes	Yes	Four

	Real World Incident	++	++	Yes	Four

NOTE: * Includes two emergency management agencies and one venue/promoter
++ In compliance with conditional requirements

e. Active participation by individuals would include
   i. Player – in all exercise levels, performs duties based upon their professional role in the jurisdiction's ICP or EOC
   ii. Simulator/Controller – Provides simulator support or exercise control within their area of professional responsibility. Acting as a volunteer victim is NOT considered a simulator role
   iii. Evaluator – Performs as an evaluator within their area of professional responsibility, to include participation in the data collection and analysis, post-exercise meetings, and assisting in the development of the After Action Report
   iv. Facilitator – Responsible for managing and conducting the activity to include presenting the general and break-out sessions, facilitating group discussions and guiding the post-exercise meeting
   v. Exercise Planning Team member – Duties will include setting goals and objectives, crafting the narrative, scenario and injects to generate the MSEL, and culminates in creating the evaluation process

Participant Role	SMR	WKP	GME	S/E	TTX	DRL	FEX	FSX
Player	✓	✓	✓	✓	✓	✓	✓	✓
Simulator/ Controller							✓	✓
Evaluator					✓	✓	✓	✓
Facilitator	✓	✓	✓	✓	✓			
Exercise Planning Team					✓	✓	✓	✓

TASK 5— TEP, NOTIFICATION AND EXERCISE PARTICIPATION

☐ Work Plan	**Training and Exercise Plan** Each jurisdiction must develop and submit a multi-year Training and Exercise Plan (TEP), not less than three years, to the TDEM Exercise Unit @ TDEM.EXERCISES@dps.texas.gov . Each jurisdiction must submit the Pre-Exercise Notification Form to the TDEM Exercise Unit not less than **45** days prior to a planned exercise event. Each jurisdiction must submit an After Action Report (AAR) and Improvement Plan (IP) for a minimum of two (2) discussion-based exercises and one (1) operations-based exercise. All AARs/IPs all exercise activities to the TDEM Exercise unit not more than **45** days after the conclusion of the exercise. .Real world events are currently allowed. . ***NOTE:*** *A Full-Scale exercise must be conducted every three (3) years.*

REQUIRED EXERCISE SCHEDULE

Performance Period	Exercise Type	Exercise Name & Exercise Date	Quarter of Year
Fiscal Year **2013** (October 1, 2012 - September 30, 2013)	☐ Discussion Based		☐ 1 ☐ 2 ☐ 3 ☐ 4
	☐ Discussion Based		☐ 1 ☐ 2 ☐ 3 ☐ 4
	☐ Operational Based		☐ 1 ☐ 2 ☐ 3 ☐ 4
	☐ Real World Event		☐ 1 ☐ 2 ☐ 3 ☐ 4
	☐ Full Scale		☐ 1 ☐ 2 ☐ 3 ☐ 4

Our last Full-Scale exercise was conducted on (date):

☐ Progress Report #1

October 1 – March 31

We conducted the following exercises and provided documentation to TDEM:
Name of Submitter: **Date submitted:**

Exercise Type	Exercise Name	Exercise Date	EMPG Funded Y/N
☐ Discussion ☐ Discussion ☐ Operation ☐ Real World Event ☐ Full Scale			

☐ Our jurisdiction completed NO exercise and did not request credit for an real world event
☐ Exercise approved documentation attached

☐ Progress Report #2

April 1 – September 30

We conducted the following exercises and provided documentation to TDEM:
Name of Submitter: **Date Submitted**

Exercise Type	Exercise Name	Exercise Date	EMPG Funded Y/N
☐ Discussion ☐Discussion ☐ Operation ☐ Real World Event ☐ Full Scale			

☐ Our jurisdiction completed NO exercise and did not request credit for an real world event
☐ Exercise approved documentation attached

. Task 6 – Training for Emergency Management Personnel

Requirements

ALL EMPG funded personnel identified on your Application (TDEM -66) EMPG Staffing Pattern must complete the Professional Development Series (PDS) courses; IS 139, IS 230a, IS 235a, IS 240a, IS 241a, IS 242a, and IS 244a and must provide certificates for proper approval.

AND

NIMS training; ICS 100, ICS 200, NIMS 700, and NIMS 800 if not currently complete.

Professional development is an on-going process. if you have already completed the PDS and NIMS training requirements, Emergency Management staff must complete one (1) Emergency Management related course through DHS, Center for Disease Control and Prevention, Emergency Management Institute, or TDEM. The course may be completed online or in-residence. The Texas training catalogue is available online at www.preparingtexas.org or FEMA Independent Study catalogue http://training.fema.gov/IS/ .

Recommended EMPG Training Courses:

General	G-610 G-290	*Basic Emergency Management Workshop* *Basic Public Information Officer Course*
Mitigation	G-710	*Mitigation Planning*
	G-720	*Mitigation Grants*
NIMS	IS 700	*NIMS: An Introduction*
	IS 800	*NRP: An Introduction* (or equivalent revised course)
	IS 100	*Introduction to Incident Command System*
	IS 200	*Incident Command System* or equivalent courses
	ICS 300	*Intermediate Incident Command System* **and/or**
	ICS 400	*Advanced Incident Command System* (for individuals who will perform duties as Incident Commanders, Command & General Staff)
	NOTE: NIMS training must be implemented during the grant year for *new* employees. Existing employees should have current NIMS training.	
Preparedness	G-197	*Emergency Planning & Special Needs*
	G-230	*Principles of Emergency Management* or
	IS-230	*Principles of Emergency Management*
	G-235	*Emergency Planning* (FEMA IS-235 **cannot** be substituted for G-235)

	G-310	*Hurricane Readiness for Inland Communities*
	G-358	*Evacuation & Re-entry Planning*
	G-363	*Hurricane Readiness for Coastal Communities* (only required for jurisdictions located in coastal risk zones)
	G-368	*Mass Fatalities Incident Response*
	L-324	*Introduction to Hurricane Preparedness* (offered only to selected emergency personnel at the National Hurricane Conference)
	G-920	*Exercise Design & Evaluation*
Response	G-202	*Debris Management*
	G-288	*Donations Management*
	G-627	*Residential Damage Assessment*
	G-628	*Infrastructure Damage Assessment*
	G-703	*Resource Management*
	G-975	*EOC Management & ICS Interface*
Recovery	G-608	*Disaster Recovery Workshop*
	G-620	*Disaster Recovery*

c. Amplifying Information

1) A copy of the course completion certificate for all training claimed **must** be attached to the appropriate EMPG Cumulative Progress Report.

2) Non-emergency management professional certification training will not fulfill the requirements for EMPG training. Attending conferences, staff meetings, community meetings, etc., **does not** fulfill the requirements of Task 8

TASK 6	TRAINING FOR EMERGENCY MANAGEMENT PERSONNEL		
☒ Work Plan	EMPG-funded emergency management personnel will participate in the following training during FY 2013:		
	Position/Name	**Course Name or Number**	
	EMC John Doe	Emergency Planning- G235	
☒ Progress Report #1 October 1 – March 31	Emergency management personnel completed the following training and documentation is attached:		
	Position/Name	**Course Name or Number**	**Date Completed**
	EMC John Doe	Emergency Planning- G235	10/15/12
	☐ **No training took place this report period.**		
☒ Progress Report #2 April 1 – September 30	Emergency management personnel completed the following training and documentation is attached:		
	Position/Name	**Course Name or Number**	**Date Completed**
	☐ **No training took place this report period.**		

EXAMPLE

8. Task 7 – Emergency Management Training for Other Personnel

   a. Requirements

      1) Conduct a local emergency management training program for elected officials, department heads and their staffs, other local officials, and support agencies, or arrange for these individuals to participate in emergency management training offered by TDEM. This training should strengthen the capabilities of local governments. Each program should have sufficient detailed information to describe and quantify the nature of all training provided.

      2) Report training accomplishments in semiannual Progress Reports. Sufficient identifying information must be listed on the progress report, i.e., course title, date, number and description of participants.

      3) A copy of the training schedule and record of participants must be maintained by the local jurisdiction for a minimum of **three** years for audit purposes.

      4) Any training funded by other grants, i.e. CERT training, **cannot** be reported as EMPG training. Please specify if the training conducted funded by EMPG.

   b. Amplifying information

      1) The information provided for the class description should be sufficient to identify who received the training, e.g., elected officials, road and bridge administrators, RACES volunteers, etc.

      2) Training information reported for Task 6 **does not** fulfill the requirements of this Task.

9. Task 8 – Emergency Management Organizational Development

   a. Requirements

      1) Improve the local emergency management organization by:

         b. Participating in emergency management or disaster preparedness workshops, conferences, and seminars, such as the State Homeland Security Conference, the State Hurricane Conference, the Regional Local Emergency Planning Committee (LEPC) Conference, the HOTZONE conference, hurricane preparedness workshops, counter-terrorism seminars, and similar activities.

         c. Participating in emergency-related professional organizations, such as emergency management associations, mutual aid groups, regional planning and response groups, advisory groups, amateur radio groups active in emergencies, and other organized groups active in emergency planning or disaster operations.

b. Amplifying Information

1) **Do not include training or exercise participation as part of this task** -- include staff training in Task 6 and local officials/community training in Task 7, as appropriate.

   a. Each jurisdiction should maintain a file documenting professional memberships and organizational development activities in which the emergency management staff participated.

   b. Report organizational development activities in the appropriate semiannual Cumulative Progress Report.

TASK 7	EMERGENCY MANAGEMENT TRAINING FOR OTHER PERSONNEL			
☒ Work Plan	Our jurisdiction will conduct or arrange emergency management related training for elected officials, other local officials, & support agencies. Training conducted with EMPG funding (Y/N)			
Progress Report #1 ☒ October 1 – March 31	The following formal training courses were taught or contracted:			
	Date	**Course Title**	**Class Description**	**# Trained**
	10-01-12	Wildfire Safety Workshop for school officials	Hazard County ISD principals & administrators	150
	10-15-12	IS-700 NIMS, An Introduction	Hazard County ISD principals	22
	11-13-12	Public Officials Workshop	Hazard County dept heads	13
Progress Report #2 ☒ April 1 – September 30	**The following formal training courses were taught or contracted:**			
	Date	**Course Title**	**Class Description**	**# Trained**
	04-05-13	Storm Watch	Hazard Co Boy Scout Troop 7	49
	04-23-13	Flash Flood Safety	Hazard County ISD principals	25
	05-14-13	Flash Flood Safety	Hazard County dept heads	17
	06-12-13	Fireworks Safety	Floodville HS PTA	105
	08-25-13	School Safety Workshop for school officials	Hazard County ISD principals & administrators	150

TASK 8	EMERGENCY MANAGEMENT ORGANIZATIONAL DEVELOPMENT
☒ Work Plan	Our jurisdiction will participate in the following emergency management organizational development activities: Conferences & Meetings: Texas Homeland Security Conference, HOTZONE Conference, Regional LEPC Conference, Texas Hurricane Conference Working Groups: Hazard Co. LEPC, Coastal Comm. Interoperability Working Group, Regional Mutual Aid Working Group, Regional Flooding Task Force
Progress Report #1 ☒ October 1 – March 31	Our jurisdiction completed the following staff development activities: Meeting & Conferences: Texas Homeland Security Conference, HOTZONE Conference Working Group Activities: Hazard Co. LEPC, Coastal Comm. Interoperability Working Group
Progress Report #2 ☒ April 1 – September 30	Our jurisdiction completed the following staff development activities: Meetings & Conferences: Texas Hurricane Conference, Regional LEPC Conference Working Group Activities: Regional Mutual Aid Working Group, Regional Flooding Task Force/Mitigation group

Mail completed form to:

Grant Coordinator
Office of Management and Budget
Texas Division of Emergency Management
Texas Department of Public Safety
P O Box 4087
Austin, TX 78773-0223

TAB C—SAMPLE FINANCIAL FORMS FOR EMPG APPLICATION

1. TDEM-66, EMPG Staffing Pattern
2. TDEM-67, Application for Federal Assistance (Page 1)
3. TDEM-67, Application for Federal Assistance (Page 2)
4. TDEM-70, State & Local Management Expenses Claimed for (Personnel and Administrative Expenses) Contributions
5. TDEM-71, EMPG Personnel Compensation and Benefits
6. TDEM-72, EMPG Attendance Record

FISCAL YEAR 2013
EMERGENCY MANAGEMENT PERFORMANCE GRANT STAFFING PATTERN

1. Applicant Name (as it appears on EMPG Application): Hazard County			**2. County**: Hazard			
3. FULL-TIME EMPLOYEES (including those who work all or only a portion of their time in emergency management duties, not elected officials)	**4.** Gross Annual Salary	**5.** Gross Annual Benefits	**6.** Gross Salary & Benefits (5+6)	**7.** % Work in EM Duties	**8.** Salary & Benefits for EM (7x8)	**9.** Est. EM Travel Costs
Name: Bob Dart Position: EMC	36,000	9,000	45,000	100 %	45,000	2,000
Name: Jena Williams Position: Deputy EMC	32,000	7,000	39,000	70 %	27,300	1,500
Name: Position:						
Name: Position:						
Name: Position:						
Name: Position:						
Name: Position:						
Name: Position:						
Name: Position:						
Name: Position:						
A. SUBTOTAL					72,300	3,500

10. PART-TIME EMPLOYEES	**11.** % of Full Time	**12.** Gross Annual Salary	**13.** Gross Annual Benefits	**14.** Gross Salary & Benefits (13+14)	**15.** % of Work in EM Duties	**16.** Salary & Benefits For EM (15 x 16)	**17.** Est. EM Travel Costs
Name: Jack Rust Position: Admin. Tech.	50 %	16,000	4,000	20,000	100 %	20,000	0.00
Name: Position:							
Name: Position:							
B. SUBTOTAL						20,000	0
TOTAL Add Subtotals in A & B above						**18.** 92,300	**19.** 3,500

CERTIFICATION: I CERTIFY THAT NO INDIVIDUAL LISTED ABOVE HOLDS AN ELECTED OFFICE.

Signature of Authorized Official:	*Elizabeth James*
Printed name of Authorized Official:	Elizabeth James
Date Signed:	December 10, 2012

EXAMPLE

TDEM-66
10/12

FISCAL YEAR 2013
APPLICATION FOR FEDERAL ASSISTANCE

1. **NAME OF PROGRAM/ ASSISTANCE:** EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)	2. **CFDA NUMBER:** 97.042	3. **APPLICANT STATUS:** New Applicant ☐ Renewal ☒
4. **FEDERAL FISCAL YEAR:** FY 2013	5. **START DATE:** OCTOBER 1, 2012	6. **END DATE:** SEPTEMBER 30, 2013

7. **APPLICANT INFORMATION**

a. Legal Name of Applicant Organization (as it appears on the EMPG Application/DEM-17):	b. Name & Telephone Number of Emergency Management Coordinator:
Hazard County	Bob Dart, 512-555-1212
c. Mailing Address: Hazard County Emergency Management Office PO Box 123 Disasterville, TX 78640 Employer Identification Number/Tax ID #_____	d. Physical Address (if different from Mailing Address): 17 Rittenhouse Square Disasterville, TX 78640

8. **EMPG PERSONNEL SUMMARY** (include only those staff that will be paid with EMPG funds):

a. Number of EMPG Staff & Percentage of Time Worked in Emergency Management Duties:

	# Staff	Percent	# Staff	Percent	# Staff	Percent
1) Full Time:	1	100%	1	70%		
2) Part Time	1	50	0	0	0	0

b. Total Number of EMPG-Funded Personnel: __3___

EXAMPLE

9. **ESTIMATED EXPENSES:**

a. Salary & Benefits (from line 18, form TDEM-66)	92,300
b. Travel Expenses (from line 19 form TDEM-66)	3,500
c. Other Expenses (from section 11 on reverse)	13,800
d. Total Expenses (A + B + C)	109,600
e. Federal Share (D x .50)	54,800

Note: If you cannot meet the cash match requirement, check the box below and attach a match proposal as specified in Section 2 of the *Local Emergency Management Performance Grant Guide*. TDEM must review and approve any exceptions made to the cash match requirement at the time of application. ☐ Cash Match Exception Requested

10. **CERTIFICATION**: I certify that to the best of my knowledge and belief this application and its attachments are true and correct.

a. Typed Name of Authorized Official:	The Honorable Elizabeth James
b. Title of Authorized Official:	County Judge, Hazard County
c. Signature of Authorized Official:	*Elizabeth James*
d. Date Signed:	December 10, 2012

TDEM-67
7/12

Page 1 of 2

INSTRUCTIONS FOR FRONT SIDE OF THIS FORM

1. Except as indicated below, entries are self-explanatory.
2. Item 7A: Enter the legal name of your jurisdiction. Your entry should match the Applicant Name used on the EMPG Program Application (TDEM-17).
3. Item 8A: Indicate the number of full-time employees who work specific percentages of time in emergency management duties. Example: 1 staff @ 100 percent, 2 staff @ 50 percent. Also indicate the number of part-time employees. Include only staff members whose salary and benefits will be supported by EMPG funding. The data in this section should agree with the information included on the EMPG Staffing Pattern (TDEM-66).
4. Item 10 A, B, & C. This form must be signed by an Authorized Official, who is a person authorized by the governing body of the jurisdiction to apply for grants and accept grants and execute agreement and contracts on behalf of the jurisdiction. Authorized Officials are County Judges, Mayors, and many City Managers – ***not*** Emergency Management Coordinators.

11. OTHER ALLOWABLE EXPENSES:

Describe the other allowable expenses of your emergency management program that you are requesting be supported by EMPG funding and provide an estimate of the amount of those expenses**.** Costs must comply with 2 CFR Part 225, *Cost Principles for State, Local, and Indian Tribe Governments (OMB Circular A-87).* **Salaries and expenses for elected officials are not allowed.**

Continue on a separate sheet if necessary. Transfer the Total calculated below to line 9C on the front of this form. To determine if an expense is allowable under the EMPG program, refer to the DHS Authorized Equipment List (AEL) available on the *Responder Knowledge Base* at https://www.rkb.us/contentdetail.cfm?content_id=210237&GetAELSELCats=1. You must be a registered user to access this listing.

Specific Description of Expense (***Descriptions must be specific*** *– do not use broad or general categories, such as operating or administrative expenses)*	
Office Expense:	
Office Supplies (pens, tablets, staplers, staples, envelopes, etc.)	1,400
Copying & Printing (paper, printer cartridges, copying charges)	
Postage	400
Emergency Management Vehicle Expenses ***(either*** *fuel or mileage,* ***not both****)*	3,200
EOC Expenses	
Software licenses (must be Emergency Management-specific)	500
Cable, news, & weather service subscriptions	900
Radio & telecommunications equipment service	2,400
Facility maintenance for EOC	1,200
Internet service for EOC	600
Telephone service for EM office	1,200
Cellular phone service for EM staff	1,200
TOTAL	13,800

EXAMPLE

STATE AND LOCAL MANAGEMENT EXPENSES CLAIMED FOR (PERSONNEL AND ADMINISTRATIVE EXPENSES) CONTRIBUTIONS

In submitting this claim, the claimant represents that it has completed certain tasks contained in the Statement of Work that is part of its approved grant application. Failure to complete the tasks that comprise that Statement of Work may result in withholding of funds claimed and approved hereon.

1. NAME OF ORGANIZATION (as shown on Grant Application) HAZARD COUNTY	**2. STATE OF TEXAS**	**3. PERIOD COVERED**		**4. PAGE**	**OF PAGES**
		From	Through		
	TEXAS	10/01/12	12/31/12	1	1

		COST CATEGORIES			
5. CLAIMANT AGENCY OR VENDOR	**6. PERSONNEL COMPENSATION AND BENEFITS**	**7. TRAVEL AND TRANSPORTATION OF PERSONS**	**8. ALL OTHER**	**9. TOTAL**	**10. CHECK # OR OTHER PROOF OF PAYMENT**
Bob Dart	11,728.50			11,728.50	1092, 1342, 1492
Jenna Williams	7,414.40			7,414.40	1105, 1337, 1507
Bob Dart-Travel		600.00		600.00	1600
AT&T-Phone Service			1,200.00	1,200.00	1779
11. TOTAL AMOUNTS EXPENDED	19,142.90	600.00	1,200.00	20,348.90	
12. FEDERAL SHARE (50% of totals from line 11)	9,571.45	300.00	600.00	10,174.45	
I certify that all claims/expenses listed on this report have been paid.	**13. Original Signature of Grant Financial Officer**	Trace Chance		**14. Date** 01/15/13	

TDEM-70
1/12

Please see instructions for information on supporting documentation

Instructions on Reverse

EXAMPLE

INSTRUCTIONS (TDEM 70)

1. **Name of Organization.** As it appears on the EMPG Grant Application.
2. **State.** This information is provided**.**
3. **Period Covered.** For example: From 10-1-12 to 12-31-12.
4. **Page __ of ___ Pages.** Self-explanatory.
5. **Claimant Agency or Vendor:**
   a. For salaries and travel, enter the name of the individual. For example: A.H. Jones - Payroll, Bill Green - Travel Expenses.
   b. For other expenses, enter the vendor name & description. For example: AT & T – telephone charges.
6. **Personnel Compensation & <u>Employer Paid Benefits</u>.** Enter amount(s) for this cost category-(**Attach Payroll History**)
7. **Travels and Transportation of Persons.** Enter amount(s) for this cost category.
8. **All Other.** Enter amount(s) for this cost category.
9. **Checks or Other Proof of Payment.** Show the check number, payroll number, or other reference indicating payment has been made.
10. **Signature of Authorized Representative.** The designated Grant Financial Officer must sign this form.
11. **Date.** Enter the date the form was signed.

Supporting Documentation: Supporting documents shall include source documents suitable for audit purpose, including, but not limited to:

EXAMPLE

a. Copies of canceled checks, city/county warrants, or paid invoices;
b. Payroll time sheets and leave registers;
c. Payroll History;
d. Vehicle mileage logs and/or fuel receipts
e. Centralized billing reports (include receipts of items not identified, i.e., Wal-Mart)
f. Travel documentation must include airline, lodging, and other transportation receipts.

Personnel Compensation and Benefits

Jurisdiction Name: **Hurricane County**

Instructions: Use a separate form for each staff member. Completed form should include a quarter (three months) payroll information for the staff member.

Staff Member	Pay Period Begin/End	1. Gross Salary	2. FICA/ Medicare	3. Retirement	4. Medical Insurance	5. Worker's Comp	6. Unemploy-ment	Check Number
Name:	10/1/2012							
Bob Dart	10/15/2012	$ 3,000.00	$ 229.50	$ 146.67	$ 330.00	$ 60.00	$ 36.00	1092 or DD
Title:	10/16/2011							
EMC	10/31/2012	$ 3,000.00	$ 229.50	$ 146.67	$ 330.00	$ 60.00	$ 36.00	1302 or DD
	11/1/2011							
	11/15/2011	$ 3,000.00	$ 229.50	$ 146.67	$ 330.00	$ 60.00	$ 36.00	1648 or DD
	11/16/2011							
	11/30/2011	$ 3,000.00	$ 229.50	$ 146.67	$ 330.00	$ 60.00	$ 36.00	1876 of DD
	12/1/2011							
	12/15/2011	$ 3,000.00	$ 229.50	$ 146.67	$ 330.00	$ 60.00	$ 36.00	2104 or DD
	12/16/2011							
	12/31/2011	$ 3,000.00	$ 229.50	$ 146.67	$ 330.00	$ 60.00	$ 36.00	2311 or DD
TOTALS		$ 18,000.00	$ 1,377.00	$ 880.02	$ 1,980.00	$ 360.00	$ 216.00	

EXAMPLE

Employer Benefit Contributions (i.e., Employer's share of FICA, Retirement, etc. Supporting documentation **shall** be attached to this form)

Description	Amount
FICA/Medicare	$ 1,377.00
Retirement	$ 880.02
Medical Insurance	$ 1,980.00
Workers Compensation	$ 360.00
TEC (Unemployment)	$ 216.00
TOTAL	$ 4,813.02

1. Total Gross Salaries Paid	$ 18,000.00
2. Total Employer Benefits Paid (from total at left)	$ 4,813.02
3. Total line 1 and 2 above (salary and benefits)	$ 22,813.02
4. Percentage of Time in Emergency Mgmt. Duties (from EMPG Staffing Pattern TDEM-67)	**100%**
5. Total of Salary & Benefits (Transfer line 5 total to Column 2 of TDEM-70)	$ 22,813.02

Original Signature of Grant Financial Officer: *Trace Chance*

Date: 1/31/2013

EMPG PERSONNEL COMPENSATION AND BENEFITS

Jurisdiction Name: **Hurricane County**

Instructions: Use a separate form for each staff member. Completed form should include a quarter (three months) payroll information for the staff member.

Staff Member	Pay Period Begin/End	1. Gross Salary	2. FICA/ Medicare	3. Retirement	4. Medical Insurance	5. Worker's Comp	6. Unemploy-ment	Check Number
Name:	10/1/2012							
Jenna Williams	10/15/2012	$ 2,666.66	$ 204.00	$ 293.33	$ 425.00	$ 53.33	$ 32.00	1092or DD
Title:	10/16/2011							
Deputy EMC	10/31/2012	$ 2,666.66	$ 204.00	$ 293.33	$ 425.00	$ 53.33	$ 32.00	1302 or DD
	11/1/2011							
	11/15/2011	$ 2,666.66	$ 204.00	$ 293.33	$ 425.00	$ 53.33	$ 32.00	1648 or DD
	11/16/2011							
	11/30/2011	$ 2,666.66	$ 204.00	$ 293.33	$ 425.00	$ 53.33	$ 32.00	1876 of DD
	12/1/2011							
	12/15/2011	$ 2,666.66	$ 204.00	$ 293.33	$ 425.00	$ 53.33	$ 32.00	2104 or DD
	12/16/2011							
	12/31/2011	$ 2,666.66	$ 204.00	$ 293.33	$ 425.00	$ 53.33	$ 32.00	2311 or DD
TOTALS		$ 15,999.96	$ 1,224.00	$ 1,759.98	$ 2,550.00	$ 319.98	$ 192.00	

EXAMPLE

Employer Benefit Contributions (i.e., Employer's share of FICA, Retirement, etc. Supporting documentation **shall** be attached to this form)

Description	Amount
FICA/Medicare	$ 1,224.00
Retirement	$ 1,759.98
Medical Insurance	$ 2,550.00
Workers Compensation	$ 319.98
TEC (Unemployment)	$ 192.00
TOTAL	$ 6,045.96

1. Total Gross Salaries Paid	$ 15,999.96
2. Total Employer Benefits Paid (from total at left)	$ 6,045.96
3. Total line 1 and 2 above (salary and benefits)	$ 22,045.92
4. Percentage of Time in Emergency Mgmt. Duties (from EMPG Staffing Pattern TDEM-67)	**75%**
5. Total of Salary & Benefits (Transfer line 5 total to Column 2 of TDEM-70)	$ 16,534.44

Original Signature of Grant Financial Officer:	**Date:**
Trace Chance	1/31/2013

ATTENDANCE RECORD - EMPG

Jurisdiction Name: Hazard County

Period Covered: **From: October 1, 2012 To: October 31, 2012**

Staff Member Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Bob Dart	8	8	8	8	8			8	8	8	8				8	8
	8	8	8			8	8	8	8	8		8	8	8	8	
Jena Williams	5.5	5.5	5.5	5.5	5.5			5.5	5.5	5.5	5.5	5.5			5.5	5.5
	5.5	5.5	5.5			5.5	5.5	5.5	5.5	5.5			5.5	5.5	5.5	

EXAMPLE

Hours entered on this record must reflect **ACTUAL HOURS** spent performing emergency management duties,

and reflect the percentage of time stated on the TDEM-67..

Documentation (i.e. time sheets) for hours claimed must be attached to this form.

Signature of EMC:	*Bob Dart*	**Date:**	1/31/13

Tab D—EMPG PROGRAM MATERIALS

The following EMPG materials or links are available on the TDEM website at: http://www.txdps.state.tx.us/dem/CouncilsCommittees/EMPG/index.htm .

1. Program Materials

   a. Fiscal Year 2013 Emergency Management Performance Grant (EMGP) Guide

   b. Fiscal Year 2013 EMPG Application (TDEM-17)

   c. Fiscal Year 2013 Designation of Grant Officials (TDEM-17)

   Fiscal Year 2013 EMPG Statement of Work & Progress Report (form TDEM-17A)

2. Financial Materials

   a. Application

   b. Fiscal Year 2013 EMPG Staffing Pattern (TDEM-66).

   c. Fiscal Year 2013 Application for Federal Assistance (TDEM-67)

   d. Fiscal Year 2013 EMPG Staff Job Description (TDEM-68).

   e. Fiscal Year 2013 Travel Policy Certification (TDEM-69).

   f. FEMA Forms 20-16, 20-16A, & 20-16C can be found under Federal forms at http://www.txdps.state.tx.us/dem/downloadableforms.htm#annexindex

   g. Disclosure of Lobbying Activities (FEMA Form SF-LLL). Applicants should complete and submit form SF-LLL ***only*** if local government funds are used for lobbying. See the guidance in Section 1 of FEMA Form 20-16C to determine if this requirement is applicable to your jurisdiction.

   h. Direct Deposit Authorization (form 74-146) **or** Texas Application for Payee Identification Number (form AP-152).

   i. Quarterly Financial Reports

      1) Fiscal Year 2013 State and Local Emergency Management Expenses Claimed For (Personnel and Administrative Expenses) Contributions (TDEM-70).

      2) Fiscal Year 2013 EMPG Personnel Compensation & Benefits (TDEM-71).

      3) Fiscal Year 2013 EMPG Personnel Attendance Record (TDEM-72).

      4) Supporting documentation.

EMPG PROGRAM MILESTONES

Date	Description
October 1, 2012	FY 2013 EMPG Performance Period begins
January 31, 2013	FY 2013 EMPG Application due to TDEM, Grant Coordinator, Office of Management and Budget,
	FY 2013 Statement of Work due to TDEM, Grant Coordinator, Office of Management and Budget.
	FY 2013 EMPG 1st Quarter Financial Report due to TDEM, EMPG Auditor, Office of Management and Budget.
	FY 2013 FEMA Quarterly Metrics Template due to TDEM, Grant Coordinator, Office of Management and Budget. (Templates will be emailed with proper instructions to all jurisdictions).
April 15, 2013	FY 2013 EMPG 1st Semiannual Cumulative Progress Report due to TDEM, Grant Coordinator, Office of Management and Budget
	FY 2013 FEMA Quarterly Metrics Template due to TDEM, Grant Coordinator, Office of Management and Budget. (Templates will be emailed with proper instructions to all jurisdictions)
April 30, 2013	FY 2013 EMPG 2nd Quarter Financial Report due to TDEM, EMPG Auditor, Office of Management and Budget
July 15, 2013	**FY 2013 FEMA Quarterly Metrics Template due to TDEM, Grant Coordinator, Office of Management and Budget. (Templates will be emailed with proper instructions to all jurisdictions**)
July 31, 2013	FY 2013 EMPG 3rd Quarter Financial Report due to TDEM, EMPG Auditor, Office of Management and Budget
September 30, 2013	FY 2013 EMPG Performance Period ends
October 15, 2013	FY 2013 EMPG 2nd Semiannual Cumulative Progress Report due to TDEM, Grant Coordinator, Office of Management and Budget
	FY 2013 FEMA Quarterly Metrics Template due to TDEM, Grant Coordinator, Office of Management and Budget. (Templates will be emailed with proper instructions to all jurisdictions).
October 31, 2013	FY 2013 EMPG 4th Quarter Financial Report due to TDEM, EMPG Auditor, Office of Management and Budget

SECTION 3

EMERGENCY MANAGEMENT PROGRAM RESOURCES

1. TDEM Documents

Local Emergency Management Planning Guide (TDEM-10):
http://www.txdps.state.tx.us/InternetForms/Forms/TDEM-10.pdf

Preparedness Standards for Texas Emergency Management (TDEM-100):
http://www.txdps.state.tx.us/InternetForms/Forms/TDEM-100.pdf

State of Texas Hazard Analysis

State of Texas Mitigation Handbook (TDEM-21):
ftp://ftp.txdps.state.tx.us/dem/mitigation/mit_dem_21_060502.pdf

Disaster Recovery Manual (TDEM-62):
ftp://ftp.txdps.state.tx.us/dem/recovery/recoverymanual0606.pdf

State of Texas Emergency Management Plan:
http://governor.state.tx.us/files/homeland/HmLndSecurity_StratPlan2015.pdf

Sample local emergency management plan & annexes:
http://www.txdps.state.tx.us/dem/downloadableforms.htm#annexindex

Frequently Asked Questions - FY 11 EMPG Effectiveness Measures
http://www.txdps.state.tx.us/dem/CouncilsCommittees/EMPG/EMPGReqFAQs.pdf

2. DHS and FEMA Documents

The National Incident Management System (NIMS):
http://www.fema.gov/emergency/nims

NIMS Compliance Assistance Support Tool (NIMSCAST):
https://www.fema.gov/nimscast

The National Response Framework (NRF):
http://www.fema.gov/emergency/nrf/

Comprehensive Preparedness Guide (CPG) 101: A Guide for All-Hazard Emergency Operations Planning for State, Territorial, Local, and Tribal Governments: http://www.fema.gov/sites/default/files/orig/fema_pdfs/pdf/about/divisions/npd/CPG_101_V2.pdf

3. On-line Resources

a. TDEM: www.txdps.state.tx.us/dem

b. FEMA: www.fema.gov

c. US Department of Homeland Security: www.dhs.gov

d. US Centers for Disease Control and Prevention – Emergency Preparedness & Response: www.bt.cdc.gov

e. US Department of Energy: www.doe.gov

f. US Environmental Protection Agency: www.epa.gov

g. Nuclear Regulatory Commission: www.nrc.gov

h. National Voluntary Organizations Active in Disaster: www.nvoad.org

i. National Response Team (Oil & HAZMAT spills): http://www.nrt.org/

j. American Red Cross: www.redcross.org

k. Disaster News Network: www.disasternews.net

SECTION 4

DIVISION OF EMERGENCY MANAGEMENT POINTS OF CONTACT

DIVISION OF EMERGENCY MANAGEMENT STAFF – AUSTIN	
Mailing Address (Work Center Name) Texas Division of Emergency Management PO Box 4087 Austin, TX 78773	
Preparedness Section • EMPG Work Plans • EMPG Progress Reports • Planning Standards	Phone: 512-424-2450 Fax: 512-424-5637
Plans Unit • Local Plan Review	Phone: 512-424-5059 Fax: 512-424-5637
Training & Exercise Unit • Training Courses • Exercise Requirements	Phone: 512-424-2196 Fax: 512-424-5647
Hazardous Materials Training Group • HAZMAT Training • HAZMAT Planning Grants	Phone: 512-424-5985 Fax: 512-424-5637
Office of Management and Budget • EMPG Applications • EMPG Financial Reports	Phone: 512-424-7511 or 512-424-7699 Phone: 512-424-2448 Fax: 512-424-2444
Mitigation Section • Pre-Disaster Mitigation • Post-Disaster Mitigation • Local Mitigation Plans	Phone: 512-424-2429 Fax: 512-424-5647
Recovery Section • Disaster Recovery Programs	Phone: 512-424-2431 Fax: 512-424-2444
State Administrative Agency • Homeland Security Grants	Phone: 512-377-0000 Fax: 512-206-3137
Field Services • Response Section	Phone: 281-733-3761

Copies of this Program Guide and all EMPG forms may be downloaded from the TDEM website:

http://www.txdps.state.tx.us/dem/CouncilsCommittees/EMPG/index.htm

Mail original documents to:

Grant Coordinator
Office of Management and Budget
Texas Division of Emergency Management
5805 North Lamar Blvd
Austin, Texas, 78752

Or

Email documents to:
Grant Coordinator @
Lisa.Resendez@dps.texas.gov

Grant Technician @
Heather.Baxter@dps.texas.gov