

FY 2017 Local Emergency Management Performance Guide

Texas Department of Public Safety
Texas Division of Emergency Management

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Preface

This guide serves as a reference for Emergency Management Performance Grant (EMPG) program applicants. In addition to providing a program overview, this guide outlines specific emergency management task requirements for successful program participation.

EMPG is a federally funded program to assist states and local governments with all hazards emergency preparedness. The Federal Government, through the EMPG program, provides necessary direction, coordination, guidance, and necessary assistance (as authorized) to support a comprehensive all hazards emergency preparedness system.

The Texas Division of Emergency Management (TDEM) focuses on planning, operations, equipment acquisitions, training, exercises, construction, and renovation to enhance and sustain all-hazards core capabilities at the state, local, and tribal level.

This document also contains completed examples for each required EMPG form, a milestone timeline, a list of useful resources, and contact information for applicable TDEM sections and personnel.

Using This Document

This section explains how and where to find additional supporting information within the document.

This document is not designed to be read from cover to cover. Use this page to quickly find the information you need.

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For an explanation of the acronyms and terms in this document please refer to the [State of Texas Acronyms and Terms \(STAT\) Book.](#)

Overview and Purpose

This section outlines the goals, objectives, and assumptions for the FY 2017 EMPG Guide.

Goal

- To inform new and current EMPG participants about the EMPG application process.

Objectives

- Provide an overview of the EMPG program.
- Inform new applicants of EMPG program requirements.
- Guide new and current participants through the FY 2017 application process.
- Provide examples of completed application forms.

Audience

- Jurisdictions interested in, or already participating in, the EMPG program.

Assumptions

- The EMPG program strengthens Texas emergency management capabilities statewide.
- EMPG will provide federal funds to assist state, local, tribal, and territorial emergency management agencies to obtain the resources required to support the National Preparedness Goal's associated mission areas and core capabilities.
- All EMPG applicants maintain, or will obtain by the end of their first year in the EMPG program, an Advanced Level emergency management plan.

Emergency Management Performance Grant Program (EMPG) Overview

The following section provides an overview of the EMPG Program and eligibility requirements.

Purpose

The Emergency Management Performance Grant (EMPG) program provides federal funding to assist states and local governments with all hazards emergency preparedness. EMPG funds are allocated by the Department of Homeland Security (DHS) to participating states on a population-share basis. Participating states then distribute these funds for reimbursement of applicable state and local emergency management program expenses.

Applicants to the EMPG program are evaluated on current planning, training accomplishments and recent exercise activities. Only the highest-ranking applicants are considered for inclusion in the program. The number of jurisdictions accepted into the program depends on available program funding.

Preparedness Activities

As a preparedness centric program, EMPG participants must maintain a certain level of preparedness activities. All cities and counties must carry out all-hazards preparedness activities to enhance their capability to mitigate potential hazards, respond to and recover from disasters. Key elements of emergency preparedness are comprehensive emergency planning, emergency training, and exercising.

State law requires each local emergency management program have an emergency management plan that they annually review and regularly update. 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.

Local planning document requirements are contained in the Local Emergency Planning Guide (TDEM-100), available on the TDEM website at <http://www.txdps.state.tx.us/InternetForms/Forms/TDEM-100.pdf>. Visit the TDEM website at <http://www.txdps.state.tx.us/dem/downloadableforms.htm#annexindex> for copies of the state planning standards, sample planning documents, and planning notes to assist in developing local plans and annexes. All new EMPG applicants must 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

TDEM also offers the Emergency Planning course (G-235) 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>.

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 tribal, local and state emergency responders and local officials. All courses are offered at no cost to the participant or jurisdiction. Course descriptions, schedules, registration requirements, and other information are available at <https://www.preparingtexas.org/>.

Matching Funds

The EMPG is a cost match program, meaning participating jurisdictions are required to provide at least 50 percent in matching funds for expenses covered through this program. 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. This includes non-federal cash spent for project related costs. Cash matches may only include those costs authorized in 44 CFR Part 13 and 2 CFR Part 225.

Other options are available in the event a jurisdiction cannot meet the local match requirement with cash. Jurisdictions may offer in-kind matches, or contributions of reasonable value or services in lieu of cash. These contributions must benefit a federally assisted project or program. Only property or services in compliance with program guidance/regulations (44 CFR Part 13 and 2 CFR Part 225) are allowable. Jurisdictions wishing to use in-kind contributions for all or a portion of the required cost match must receive TDEM approval. Cost match proposals 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 after reviewing the cost match proposal. Additionally, TDEM 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.

Eligibility

To maintain eligibility in the EMPG program, 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 Texas Government Code.
- Have adopted the National Incident Management System (NIMS).
- Must have appointed an Emergency Management Coordinator (EMC). Each qualifying jurisdiction must have its own appointed EMC. An individual EMC cannot be assigned to both a county and city jurisdiction.
- Must submit a completed EMPG Application to TDEM by established deadline date. The application must include all required attachments. See below for further details.
- Satisfactorily complete the requirements and all tasks described in approved Statement of Work.
- Submit all required Progress Reports, FEMA Metrics Tables, and Financial Reports in accordance with the published EMPG timeline milestones (see full timeline on page 15).
- Participate and meet the most current FEMA emergency planning, training, and exercise requirements.
- Resolve any deficiencies noted during reviews of emergency planning, training, and/or exercise materials submitted to TDEM within 60 days of deficiencies notification.

Elimination from the EMPG Program

Failure to meet the following requirements can result in elimination from the EMPG program:

- Remain at the Advanced Level of local emergency preparedness.
- Complete tasks outlined in the approved Statement of Work by the end of the grant performance period.
- Submit the required semi-annual Progress Report(s).
- Submit the required Quarterly Financial Report(s).
- Submit the FEMA Metrics Template(s).
- Document and submit required exercise After Action Report (AAR) and Improvement Plan (IP) reports to the TDEM Exercise unit.
- Complete and submit the required documentation for annual training.

FY 2017 EMPG Application Package

This section provides information on the FY 2017 EMPG application process, including links to required EMPG forms.

Jurisdictions wishing to join the EMPG program must complete the FY 2017 EMPG Application package, which consists of the forms listed below. Information on program requirements and samples of completed forms are included below on page 18. Once accepted into the program participants are required to submit the same information annually.

Submit the complete EMPG Application package directly to TDEM Finance and Grant Management no later than 11:59 p.m. CST Tuesday, January 31, 2017.

Email: TDEM.EMPG@dps.texas.gov

Mailing Address:
EMPG Program Supervisor
Finance and Grant Management
Texas Division of Emergency Management
Texas Department of Public Safety
5805 North Lamar Blvd.
Austin, TX 78752-0229

Retain a copy of your application for use in submitting semiannual Progress Reports.

Required Signatures

Specific individuals must sign many of the EMPG forms with an **original signature**. These officials include:

- **Authorized Official or Representative**
The individual 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 EMC **cannot** sign the application as both the Authorized Official or Representative and the EMC or Program Coordinator, unless TDEM receives permission, in writing, from the Authorized Official.
- **Point of Contact**
The individual authorized to serve as the program coordinator or focal point of information concerning an activity of the EMPG program. The point of contact is the individual that will be responsible for the submittal/correspondence to TDEM.
- **Financial Officer**
This individual should be the grant 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 Financial Officer.

- **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.

EMPG Application Forms

TDEM Form	Description
EMPG Application (TDEM-17)	<ul style="list-style-type: none"> ▪ The Authorized Official and the EMC must sign the application. Refer to the sample on page 18 for guidance. Form available on the TDEM website at http://www.txdps.state.tx.us/dem/CouncilsCommittees/empg/info.htm
EMPG Statement of Work & Cumulative Progress Report (TDEM-17A)	<ul style="list-style-type: none"> ▪ The EMC shall sign and date the first page of this form. Refer to the sample on page 17 for guidance. Form available on the TDEM website at http://www.txdps.state.tx.us/dem/CouncilsCommittees/empg/info.htm
Designation of Grant Officials (TDEM-17B)	<ul style="list-style-type: none"> ▪ Refer to the sample on page 37 for guidance. Form available on the TDEM website at http://www.txdps.state.tx.us/dem/CouncilsCommittees/empg/info.htm
EMPG Staffing Pattern (TDEM-66)	<ul style="list-style-type: none"> ▪ 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 on page 40 for guidance. Form available on the TDEM website at http://www.txdps.state.tx.us/dem/CouncilsCommittees/empg/info.htm
Application for Federal Assistance (TDEM-67)	<ul style="list-style-type: none"> ▪ An original signature of the Authorized Official is required on this form. Refer to the sample on page 38 for guidance. Form available on the TDEM website at http://www.txdps.state.tx.us/dem/CouncilsCommittees/empg/info.htm
EMPG Staff Job Description (TDEM-68):	<ul style="list-style-type: none"> ▪ A completed job description for each position listed on the EMPG Staffing Pattern (TDEM-66) is required. Form available on the TDEM website at http://www.txdps.state.tx.us/dem/CouncilsCommittees/empg/info.htm
Travel Policy Certification (TDEM-69):	<ul style="list-style-type: none"> ▪ If the applicant jurisdiction has a travel policy, attach a copy to this form. The designated Financial Officer shall sign this form. Form available on the TDEM website at http://www.txdps.state.tx.us/dem/CouncilsCommittees/empg/info.htm

TDEM Form	Description
<p>Direct Deposit Authorization (Form 74-176) or Texas Application for Payee Identification Number (Form AP-152)</p>	<ul style="list-style-type: none"> The appropriate form must be submitted with each annual application and signed by the designated 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

Form	Instruction
<p>FEMA Form 20-16 Summary Sheet for Assurance and Certifications</p>	<ul style="list-style-type: none"> EMPG applicants should check the blocks for Part I & Part III on this form. The name and title of the Authorized Official must be entered in the space provided. The form shall be signed and dated by the Authorized Official. Form available at http://www.txdps.state.tx.us/dem/documents/empg/ff_20-16_packet.pdf.
<p>FEMA Form 20-16A Assurances – Non-Construction Programs</p>	<ul style="list-style-type: none"> If applicable, complete form and attach to FEMA Form 20-16. Form available at http://www.txdps.state.tx.us/dem/documents/empg/ff_20-16_packet.pdf.
<p>FEMA Form 20-16C Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters and Drug-Free Workplace Requirements</p>	<ul style="list-style-type: none"> Complete form and attach to FEMA Form 20-16. Check the block at the end of Section 1 and complete Standard Form LLL (SF-LLL). Form available at http://www.txdps.state.tx.us/dem/documents/empg/ff_20-16_packet.pdf.
<p>Standard Form LLL Disclosure of Lobbying Activities</p>	<ul style="list-style-type: none"> Submit Form SF-LLL only if the applicant jurisdiction carries out certain lobbying activities that must be reported. The Authorized Official must sign form. Attach completed document to FEMA Form 20-16. Form available at http://www.txdps.state.tx.us/dem/documents/empg/ff_20-16_packet.pdf.

Semiannual Progress Reports

Semiannual Cumulative Progress Reports are required of all EMPG program participants. Jurisdictions should use an approved copy of the Statement of Work & Cumulative Progress Report (TDEM-17A) to report progress in EMPG activities. Do not use memos or other documents. You may attach copies of documents summarizing extensive training or public education accomplishments.

Use the remarks section of the form or a continuation sheet if additional space is required. When reporting, be sure to reference the appropriate task number. Jurisdictions must submit progress reports to receive reimbursements for subsequent quarters.

The second cumulative progress report should indicate completion of all tasks outlined in your Statement of Work. Explain any uncompleted tasks in the remarks section of the Statement of Work. Explanations must include both reasoning for the lack of completion and a new expected completion date. Make sure to include the pertinent task number as reference. Listing the following fiscal year without further detail is not an acceptable completion date for incomplete 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 reduction, reallocation or may result in the jurisdiction’s elimination from the EMPG program.

Quarterly Financial Reports

Quarterly Financial Reports are required of all EMPG program participants.

Form	Instruction
<p>State and Local Emergency Management Expenses Claimed for (Personnel and Administrative Expenses) Contributions (TDEM-70)</p>	<ul style="list-style-type: none"> Example located on page 41. Enter expenses in the appropriate column, i.e., Personnel Salary & Benefits, Travel, Other. The designated Financial Officer must sign this form. Form available at https://www.txdps.state.tx.us/dem/CouncilsCommittees/empg/info.htm
<p>EMPG Personnel Compensation & Benefits (TDEM-71)</p>	<ul style="list-style-type: none"> Example located on page 42. Complete one form for each employee. Jurisdictions 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 Form (TDEM-70). Report payroll in quarter paid, your FY quarter will begin October 1, 2016, do not split pay periods. Employer benefits contributions are eligible expenses, not employee payroll deductions. The designated Financial Officer must sign this form. Form available at https://www.txdps.state.tx.us/dem/CouncilsCommittees/empg/info.htm

Form	Instruction
EMPG Attendance Record (TDEM-72)	<ul style="list-style-type: none"> Example located on page 43. Jurisdictions 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. Form available at https://www.txdps.state.tx.us/dem/CouncilsCommittees/empg/info.htm

Financial reports must include source documents suitable for audit purposes; including, but not limited to:

- 1) Copies of canceled checks or city/county warrants.
- 2) Payroll history.
- 3) Copies of warrants or **PAID INVOICES**. Must enter vendor name & description per instructions on page two of the TDEM-70 form.
- 4) Vehicle activity logs.
- 5) **Itemized billing and travel reports with lodging receipts and other travel related expense receipts**. Meal receipts are NOT required.

Submit Quarterly Financial Reports to:

EMPG Auditor
 Finance and Grant Management
 Texas Division of Emergency Management
 Texas Department of Public Safety
 5805 North Lamar Blvd.
 Austin, TX 78752
 or by email to
TDEM.EMPG@dps.texas.gov

Constraints on Reimbursement for Expenses

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 2017 (September 30, 2017). Questions about completing or submitting the required financial reporting forms, contact the EMPG Auditor at 512-424-7848 or via e-mail at TDEM.EMPG@dps.texas.gov.

FY 2017 EMPG Application Timeline

This section provides a timeline for FY 2017 EMPG application deadlines and milestones. The FY2017 period runs from October 1, 2016 to September 30 2017

Form	Instruction
October 1, 2016	<ul style="list-style-type: none"> EMPG Performance Period begins
January 31, 2017	<ul style="list-style-type: none"> EMPG Application form and Statement of Work due to TDEM, Grant Coordinator, Finance and Grant Management FY 2017 EMPG 1st Quarter Financial Report (October–December) due to TDEM, EMPG Auditor, Finance and Grant Management FY 2017 FEMA Quarterly Metrics Template due to TDEM, Grant Coordinator, Finance and Grant Management (Templates will be emailed with proper instructions to all jurisdictions)
April 15, 2017	<ul style="list-style-type: none"> 1st semiannual cumulative Progress Report due to TDEM, Grant Coordinator, Finance and Grant Management
April 30, 2017	<ul style="list-style-type: none"> 2nd Quarter Financial Report (January–March) due to TDEM, EMPG Auditor, Finance and Grant Management FY 2017 FEMA Quarterly Metrics Template due to TDEM, Grant Coordinator, Finance and Grant Management (Templates will be emailed with proper instructions to all jurisdictions)
July 15, 2017	<ul style="list-style-type: none"> FY 2017 FEMA Quarterly Metrics Template due to TDEM, Grant Coordinator, Finance and Grant Management (Templates will be emailed with proper instructions to all jurisdictions)
July 31, 2017	<ul style="list-style-type: none"> 3rd Quarter Financial Report (April–June) due to TDEM, EMPG Auditor, Finance and Grant Management
September 30, 2017	<ul style="list-style-type: none"> FY 2017 EMPG performance period ends
October 15, 2017	<ul style="list-style-type: none"> EMPG 2nd semiannual cumulative Progress Report due to TDEM, Grant Coordinator, Finance and Grant Management
October 31, 2017	<ul style="list-style-type: none"> 4th Quarter Financial Report (July–Sept.) due to TDEM, EMPG Auditor, Finance and Grant Management FY 2017 FEMA Quarterly Metrics Template due to TDEM, Grant Coordinator, Finance and Grant Management (Templates will be emailed with proper instructions to all jurisdictions).

Texas Division of Emergency Management Actions

After TDEM Finance and Grant Management screens the 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 that failed to complete all FY 2017 EMPG requirements will not be considered for FY 2017 EMPG funding, unless compliance issues are promptly resolved.

Sample Forms

This section offers guidance on how to complete required EMPG application forms, including completed examples.

TDEM-17: Fiscal Year 2017 Emergency Management Performance Grant (EMPG) Application

1. APPLICANT NAME (Jurisdiction): Hazard County	
2. COUNTY: Hazard	3. DISASTER DISTRICT: 9B
4. EMPG STATUS: <input type="checkbox"/> Current EMPG Program participant <input checked="" type="checkbox"/> 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 2015 <i>Emergency Management Performance Grant (EMPG) Guide</i> for information on completing these forms.)	
EXAMPLE	
<input checked="" type="checkbox"/> Designation of Grant Officials (TDEM-17B) <input checked="" type="checkbox"/> Statement of Work & Cumulative Progress Report (TDEM-17A) - This form shall be signed by the EMC <input checked="" type="checkbox"/> EMPG Staffing Pattern (TDEM-66) - The Authorized Official shall sign this form <input checked="" type="checkbox"/> Application for Federal Assistance (TDEM-67) -The Authorized Official shall sign this form <input checked="" type="checkbox"/> EMPG Staff Job Description (TDEM-68) - <i>A current job description is required for each staff member listed in the FY 2014 EMPG Staffing Pattern (TDEM-66)</i> <input checked="" type="checkbox"/> FEMA Form 20-16 Summary Sheet for Assurances & Certifications - Shall be signed by an Authorized Official Attached: <input checked="" type="checkbox"/> FEMA Form 20-16A, Assurances – Non-Construction Programs <input checked="" type="checkbox"/> FEMA Form 20-16C, Certifications Regarding Lobbying, Debarment, Suspension, & Other Responsibility Matters; and Drug-Free Workplace Requirements <input type="checkbox"/> FEMA Form SF LLL, Disclosure of Lobbying Activities - Signed by the Authorized Official <i>required only if the applicant performs lobbying to influence federal actions</i> <input checked="" type="checkbox"/> Direct Deposit Authorization (form 74-146) or Application for Payee ID Number (form AP-152) - The Grant Financial Officer shall sign this form <input checked="" type="checkbox"/> Travel Policy Certification (TDEM-69) - The Grant Financial Officer shall sign this form	
7. CERTIFICATION: <i>This Application, together with the approved 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.</i>	
 Authorized Official (Original Signature) Elizabeth James Printed Name	01/01/16 Date
 Emergency Management Coordinator (Original Signature) Bob Dart Printed Name:	01/01/16 Date

TDEM-17A: Statement of Work and Cumulative Progress Report

Page 1

FISCAL YEAR 2017 EMPG STATEMENT OF WORK & CUMULATIVE PROGRESS REPORT

Applicant Name (Jurisdiction):

Jurisdiction DUN/SAM # Congressional District #

SAM Status Population
 2017 census data available at: <http://quickfacts.census.gov/qfd/states/48000.html>

KEY DOCUMENT SUBMISSIONS AND APPROVALS				
Document	Submitter	Date	TDEM Reviewer	Date
Statement of Work	Jan Smith	01/21/2017		
Progress Report #1				
Progress Report #2				

TASK 1—WORK PLAN & SEMIANNUAL PROGRESS REPORT	
<input checked="" type="checkbox"/> Work Plan	Jurisdiction will submit an EMPG Application, two Progress Reports, four Quarterly FEMA Training matrices, and four Quarterly Financial Reports
<input type="checkbox"/> Progress Report #1	<input checked="" type="checkbox"/> Progress Report #1 is being submitted to TDEM FGM <input type="checkbox"/> First Financial Report has been submitted to TDEM FGM
<input type="checkbox"/> Progress Report #2	<input type="checkbox"/> Progress Report #2 is being submitted to the TDEM FGM <input type="checkbox"/> Second & Third Quarter Financial Reports have been submitted to TDEM FGM <input checked="" type="checkbox"/> Fourth Quarter Financial Report has been submitted to TDEM FGM

TASK 2—LEGAL AUTHORITIES FOR EMERGENCY MANAGEMENT PROGRAM	
<input checked="" type="checkbox"/> Work Plan	Jurisdiction will maintain current legal documents establishing emergency management program <input checked="" type="checkbox"/> Legal documents are current & on file with TDEM; no additional action is required. <input checked="" type="checkbox"/> Jurisdiction will prepare or update & submit to TDEM: <input type="checkbox"/> Commissioner's Court Order # <input type="checkbox"/> City Ordinance(s) for: <input type="checkbox"/> Updated Joint Resolution dated: <input type="checkbox"/> NIMS Adoption dated:
<input type="checkbox"/> Progress Report #1 October 1 – March 31	<input type="checkbox"/> Legal documents are current & on file with TDEM, no additional action is required <input type="checkbox"/> Jurisdiction completed & submitted to TDEM: <input type="checkbox"/> Commissioner's Court Order # <input type="checkbox"/> City Ordinance(s) for: <input type="checkbox"/> Updated Joint Resolution dated: <input type="checkbox"/> NIMS Adoption dated:
<input type="checkbox"/> Progress Report #2 April 1- September 30	<input type="checkbox"/> Legal documents are current & on file with TDEM, no additional action is required <input type="checkbox"/> Jurisdiction completed & submitted to TDEM: <input type="checkbox"/> Commissioner's Court Order # <input type="checkbox"/> City Ordinance(s) for: <input type="checkbox"/> Updated Joint Resolution dated: <input type="checkbox"/> NIMS Adoption dated:

Guidance:

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

Task 1 – Program Application & Semiannual Progress Reports

1. Requirements:

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

2. Amplifying Information:

- a. Use a copy of your approved FY 2017 EMPG Statement of Work & previous Cumulative Progress Reports (TDEM-17A) when completing Cumulative Progress Reports.
 - i. Cumulative Progress Report #1, covering the period from October 1, 2016 - March 31, 2017, is due to TDEM Finance and Grants Management by April 15, 2017. It must include all information from the approved Statement of Work.
 - ii. Cumulative Progress Report #2, covering the period from April 1, 2017 - September 30, 2017, is due to TDEM Finance and Grants Management by October 15, 2017. It must include all information from the approved Statement of Work and the prior Cumulative Progress Report.
- b. Quarterly Financial Reports are due to the TDEM EMPG Auditor 30 days after the end of each calendar quarter. See the program milestones on page 15 for dates.

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 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 your legal documents are current and on file make a note in the work plan and no additional action is required.

If one or more cities have been added to an existing inter-jurisdictional program, provide copies of the city ordinance establishing an emergency management program and the new joint resolution incorporating the city into the inter-

jurisdictional program to TDEM. County judges and 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 any new or revised legal documents to the TDEM Finance and Grant Management or to TDEM.PLANS@dps.texas.gov.

TASK 3—PUBLIC EDUCATION/INFORMATION	
<input checked="" type="checkbox"/> Work Plan	<input type="checkbox"/> Option 1: Jurisdiction will conduct 30 hours of hazard awareness activities for local citizens <input checked="" type="checkbox"/> Option 2: Jurisdiction will prepare & distribute public education/information materials to a <u>substantial portion</u> of the community. Please describe the materials to be distributed in the remarks section found on page 6. **Jurisdictions may present a combination of both options
<input checked="" type="checkbox"/> Progress Report #1 October 1 – March 31	<input checked="" type="checkbox"/> Jurisdiction completed the following hazard awareness and/or public education/information activities: <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> 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 calendar and brochure are attached. </div> <input type="checkbox"/> No Task 3 progress was made this report period.
<input checked="" type="checkbox"/> Progress Report #2 April 1 – September 30	<input checked="" type="checkbox"/> Jurisdiction completed the following hazard awareness and education/information activities: EXAMPLE <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> 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. </div> <input type="checkbox"/> No Task 3 progress was made this report period.

TASK 4—EMERGENCY MANAGEMENT PLANNING DOCUMENTS	
<input checked="" type="checkbox"/> Work Plan	<input checked="" type="checkbox"/> Jurisdiction reviewed emergency management plan & annexes for currency and NIMS compliance <input type="checkbox"/> Emergency management plan and all annexes are current and NIMS compliant <input checked="" type="checkbox"/> Jurisdiction will develop, update, or change these planning documents: <input type="checkbox"/> Basic Plan Annexes: <input checked="" type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input checked="" type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input checked="" type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> N <input type="checkbox"/> O <input checked="" type="checkbox"/> P <input checked="" type="checkbox"/> Q <input checked="" type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> T <input checked="" type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> Other documents: _____ <i>NOTE: Plans & annexes dated prior to September 30, 2010 must be revised or updated this year. All Plans and Annexes must be NIMS compliant.</i>
<input checked="" type="checkbox"/> Progress Report #1 October 1 – March 31	<input checked="" type="checkbox"/> Jurisdiction reviewed our emergency management plan & a NIMS compliance EXAMPLE <input type="checkbox"/> Emergency management plan and all annexes are current and NIMS compliant <input checked="" type="checkbox"/> Jurisdiction updated by revision or change the following planning documents: <input type="checkbox"/> Basic Plan Annexes: <input type="checkbox"/> A <input type="checkbox"/> B <input checked="" type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input checked="" type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input checked="" type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> U <input checked="" type="checkbox"/> V <input type="checkbox"/> Other documents: _____ <input type="checkbox"/> No Task 4 progress was made this report period.
<input checked="" type="checkbox"/> Progress Report #2 April 1 – September 30	<input checked="" type="checkbox"/> Jurisdiction reviewed our emergency management plan & annexes for currency and NIMS compliance <input type="checkbox"/> Emergency management plan and all annexes are current and NIMS compliant <input checked="" type="checkbox"/> Jurisdiction updated by revision or change the following planning documents: <input type="checkbox"/> Basic Plan Annexes: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input checked="" type="checkbox"/> H <input type="checkbox"/> I <input checked="" type="checkbox"/> J <input checked="" type="checkbox"/> K <input checked="" type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> Other documents: _____ <input type="checkbox"/> No Task 4 progress was made this report period.

Task 3 – Public Education/Information

1. Requirements

- a. Option 1. Conduct 30 hours of appropriate hazard awareness activities for local citizens during the fiscal year. Examples of such activities include:
 - i. Conducting a preparedness workshop for local residents;
 - ii. Briefing at civic groups or senior citizens on local hazards and appropriate response activities; or
 - iii. Conducting hazard awareness and response training in schools.
- b. Option 2. Prepare and distribute, or arrange for distribution of, emergency-related public information materials that reach a **substantial portion (more than 50 percent) of the community.** Examples of such activities include:
 - i. Arranging for hurricane preparedness and response information to be included on utility bills;
 - ii. Publishing emergency preparedness information in the local telephone directory; or
 - iii. Preparing an emergency preparedness calendar that is distributed throughout the community.

****You may provide a combination of both Option 1 and Option 2.**

2. Required Documentation

- a. 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. Maintain documentation to support these training or public education activities on file in the jurisdiction.
- b. 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.

Example: Conducted a hazard awareness presentation at town night out, or at local school, and send out a hazard awareness pamphlet in all utilities bills.

3. Amplifying Information

- a. 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 broadcasted on multiple occasions, only the date of the original broadcast counts toward the required 30 hours of hazard awareness activities.

- b. If you chose "Option 2", attach a copy of the materials you distributed to the appropriate Cumulative Progress Report.

Task 4 – Emergency Management Planning Documents

1. Requirements

- a. Develop and maintain a comprehensive emergency management plan and annexes consistent with state planning standards promulgated by TDEM.
- b. Review basic emergency management plan and each annex annually and revise every five years. During FY 2017, you must revise or update basic plans or annexes dated prior to September 30, 2012.
- c. 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>.
- d. EMPG participants should ensure their Local Mitigation Plan (LMP) has been completed and submitted for review.
- e. Identify new planning documents or existing documents that require revision or updating 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 the completion of revised planning materials or changes to existing documents in the semi-annual progress reports.
- f. Send new or revised planning documents, with the pertinent completed planning standards checklist, to the TDEM Preparedness Section, Policy and Plans Unit. Please allow 60 days for review when submitting planning documents.

2. Amplifying Information

- a. Review or update planning documents to correct identified planning and operational deficiencies and to reflect changes in local organization, capabilities, and hazards.
- b. 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 visit the TDEM website at <http://www.txdps.state.tx.us/dem/downloadableforms.htm#stateplan>.

TASK 5—TEP, NOTIFICATION AND INDIVIDUAL EXERCISE PARTICIPATION			
<input checked="" type="checkbox"/> Work Plan <input checked="" type="checkbox"/> TEP Date Submitted: 01/01/2017	Training and Exercise Plan Each jurisdiction must develop and submit a multi-year Training and Exercise Plan (TEP), not less than three years, to TDEM.EMPG@dps.texas.gov by January 31, 2017. 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. One real world event is currently allowed per fiscal year. NOTE: A Full-Scale exercise must be conducted every three (3) years. **Each EMPG-funded person must complete and submit Individual Exercise Participation forms. All EMPG funded personnel must participate in at least three exercises per year. http://www.txdps.state.tx.us/dem/CouncilsCommittees/EMPG/exerciseParticipForm.pdf		
REQUIRED EXERCISE SCHEDULE			
Performance Period	Exercise Type	Exercise Date & Name (List All)	Quarter of Year
Fiscal Year 2017 (October 1, 2016 - September 30, 2017)	Discussion Based	Flash Flood 10/20/2016	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	Discussion Based	Mass Care Exercise 02/15/2017	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	Operational Based	Evacuation Exercise 07/18/2017	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4
	Exercise 4		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	Exercise 5		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Our last Full-Scale exercise was conducted on (date):			
<input checked="" type="checkbox"/> Progress Report #1 October 1 – March 31 <input type="checkbox"/> TEP Date Submitted:	Conducted the following exercises and provided documentation to TDEM:		
	Exercise Type	Exercise Date and Name	EMPG Funded
	Discussion Based	Flash Flood Exercise	Yes
	Discussion Based		Exercise 2
Exercise 3		Exercise 3	
<input type="checkbox"/> Our jurisdiction completed NO exercise and did not request credit for a real world event <input type="checkbox"/> Exercise approved documentation attached			
<input checked="" type="checkbox"/> Progress Report #2 April 1 – September 30 <input type="checkbox"/> TEP Date Submitted:	Conducted the following exercises and provided documentation to TDEM:		
	Exercise Type	Exercise Date and Name	EMPG Funded
	Discussion Based	Mass Care Exercise	Yes
	Operational Based	Evacuation Exercise	Yes
Exercise 3		Exercise 3	
<input type="checkbox"/> Jurisdiction completed NO exercise and did not request credit for a real world event <input type="checkbox"/> Exercise approved documentation attached			

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. Please see the Exercise Standards Requirements Matrix below for a complete list of the various exercise requirements.

1. 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 per performance period.
 - ii. An Operations-Based Exercise (OBE) may fulfill a Discussion-Based Exercise (DBE) requirement, but only once per performance period
 1. This only works in one direction, a DBE will not fulfill an OBE requirement.
 - iii. Conduct and evaluate a full-scale exercise at least every three years. Actual real-world incident response may be eligible to substitute operations based exercise credit, but not as the triennial full-scale exercise.
 - iv. 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.
 - ii. When not possible, individuals are encouraged to exercise with neighboring partners. Individuals are encouraged to use the TDEM Exercise Participation Form to document active participation.

	Exercise Activity	# of EM Agencies/ Jurisdiction	CEO or Rep Required	Coordination & Control	Min # 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

Figure 1: Exercise Standards Requirement Matrix

2. 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 Training and Exercise Planning Workshop (TEPW), 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. If a short-notice activity is developed, the jurisdiction will provide as much advance notice as possible.

- iii. Submit an AAR and IP for all exercise activities to the TDEM Exercise unit not more than 45 days after the conclusion of the exercise.

- 1. Further guidance concerning AAR/IP formatting can be obtained from the Exercise page of the TDEM website or contacting the TDEM Exercise Unit at TDEM.Exercises@dps.texas.gov.

- b. Each individual receiving EMPG funding must report exercise participation on your EMPG Metrics Template.

3. Amplifying Information

- a. Discussion Based Exercises - include seminars, workshops, tabletop exercises (TTXs), and games. These types of exercises can be used to familiarize players with, or develop new, plans, policies, agreements, and procedures. Discussion-based exercises focus on strategic, policy-oriented issues. Facilitators and/or presenters usually lead the discussion, keeping participants on track towards meeting exercise objectives. In addition to the standard discussion-based exercises, Subgrantees may elect to submit special event preparedness activities for exercise credit.

- b. Special Event Preparedness – focus is on emergency preparedness planning surrounding a special event versus the actual event.

- i. 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](#).

- ii. Further guidance concerning Special Events can be obtained by contacting the TDEM Exercise Unit at TDEM.Exercises@dps.texas.gov.

- c. Regional or Multi-Jurisdiction Exercises - incorporate a larger geographic expanse are often called “regional” or “multi-jurisdictional” exercises and involve many jurisdictions.

- i. Each jurisdiction may claim the exercise level which their representatives performed.
 - ii. A jurisdiction may reduce the number of participating emergency management agencies by one at a “regional” or “multi-jurisdictional” discussion-based workshop, tabletop exercise, or game. This discount may only be applied once per performance period.

- iii. Each participating jurisdiction must submit a complete individualized AAR indicating their activity level and agency representation.
 - iv. Further guidance concerning regional exercises can be obtained by contacting the TDEM Exercise Unit at TDEM.Exercises@dps.texas.gov.
- d. Operations-Based Exercises - include drills, functional exercises (FE), and full-scale exercises (FSE). These exercises can be used to validate plans, policies, agreements, and procedures; clarify roles and responsibilities; and identify resource gaps. Operations-based exercises are characterized by real-time reaction to an exercise scenario, such as initiating communications or mobilizing personnel and resources. In addition to the standard operations-based exercises, Texas Subgrantees may elect to submit a real-world incident response for exercise credit.
- e. 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.
 - i. The jurisdiction’s chief elected official or a designated representative identified in the jurisdiction’s emergency management plan participated;
 - ii. At a minimum, four core capabilities must be tested and evaluated (one must include the jurisdiction’s Operational Coordination);
 - iii. A declaration of local disaster was issued; and
 - iv. The emergency response involved resources from outside the jurisdiction.
- f. Regional or Multi-Jurisdiction Exercises - incorporate a larger geographic expanse are often called “regional” or “multi-jurisdictional” exercises and involve many jurisdictions.
 - i. Each jurisdiction may claim the exercise level that their representatives performed.
 - ii. Jurisdictions may **not** reduce the number of participating emergency management agencies at an operations-based workshop.
 - iii. Each participating jurisdiction must submit a complete individualized AAR indicating their activity level and agency representation.

- iv. Further guidance concerning regional exercises can be obtained by contacting the TDEM Exercise Unit at TDEM.Exercises@dps.texas.gov.

“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. Mutual-aid assistance comes from extra-jurisdictional governments.

Use core capabilities during exercises to align with DHS and FEMA programs. The operational coordination capability fulfills the direction and control requirement. See the National Preparedness Goal for more information and a list and description for all of the core capabilities.

TASK 6—TRAINING FOR EMERGENCY MANAGEMENT PERSONNEL			
<input checked="" type="checkbox"/> Work Plan	All EMPG funded emergency management personnel will participate in the following training during FY 2017:		
	Position & Name	Course Name or Number	
	EMC John Doe	Emergency Management Planning - G-235 ICS 300/400	
	Asst EMC John Doe	Mass Fatality Incident Response- G 368 NIMS 100/200/700/800	
<input checked="" type="checkbox"/> Progress Report #1 October 1 – March 31 <input type="checkbox"/> No training took place this report period.	Emergency management personnel completed the following training <i>and documentation is attached</i> :		
	Position & Name	Course Name or Number	Date Completed
	EMS John Doe	ICS 300/400	10/28/2016
	Asst EMC John Doe	Mass Fatality Incident Response G-368 NIMS 100/200/700/800 - 01/25/2017	
<input checked="" type="checkbox"/> Progress Report #2 April 1 – September 30 <input type="checkbox"/> No training took place this progress report period.	Emergency management personnel completed the following training <i>and documentation is attached</i> :		
	Position & Name	Course Name or Number	Date Completed
	EMC John Doe	Emergency Management Planning	08/15/2017

Task 6 – Training for Emergency Management Personnel

1. Requirements

- a. 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.

- b. 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(CDC), Emergency Management Institute (EMI), 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

Topic	Course
General	<ul style="list-style-type: none"> ▪ G-610: Basic Emergency Management Workshop ▪ G-290: Basic Public Information Officer Course
Mitigation	<ul style="list-style-type: none"> ▪ G-710: Mitigation Planning ▪ G-720: Mitigation Grants
NIMS	<ul style="list-style-type: none"> ▪ 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 ▪ 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	<ul style="list-style-type: none"> ▪ G-197: Emergency Planning & Special Needs ▪ G-230: Principles of Emergency Management or

Topic	Course
	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ G-608: Disaster Recovery Workshop ▪ G-620: Disaster Recovery

2. Amplifying Information

- a. A copy of the course completion certificate for all training claimed must be attached to the appropriate EMPG Cumulative Progress Report.
- b. 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 6.

Task 7 – Emergency Management Training for Other Personnel

1. Requirements

- a. 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.
- b. Please report training accomplishments in the semiannual progress reports. Include sufficient identifying information on the progress report, i.e., course title, date, number and description of participants.
- c. 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.
- d. Any training funded by other grants, i.e. CERT training, cannot be reported as EMPG training. Please specify if the training conducted is funded by EMPG.

2. Amplifying information

- a. 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.
- b. Training information reported for Task 6 does not fulfill the requirements of this task.

Task 8 – Emergency Management Organizational Development

1. Requirements: Improve the local emergency management organization by:

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

2. Amplifying Information

- a. 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. The Texas Emergency Management Conference does not count as TASK 6, unless a specific course certificate was provided.

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

- c. Please report organizational development activities in the appropriate semiannual Cumulative Progress Report.

REMARKS
(Use an Additional Sheet if Necessary)

JURISDICTION NAME: Hazard County
Task 3 - Public Education 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 pamphlet during our County Fair, and our school safety planning booklets to school teachers the first week of school. EXAMPLE

Guidance:

Please use the remarks page to include any additional information you were unable to include in previous sections.

TDEM-17B: Designation of Grant Officials Form

FISCAL YEAR 2017 DESIGNATION OF EMPG GRANT OFFICIALS

APPLICANT NAME (JURISDICTION):

EMERGENCY MANAGEMENT COORDINATOR*	
NAME	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. *If newly appointed, attach form TDEM-147
Official Mailing Address	
Please include mail stop code	
Daytime Phone Number	() Alternate Number ()
Fax Number	()
E-mail Address	

POINT OF CONTACT (RESPONSIBLE FOR APPLICATION)	
NAME	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
Title	
Official Mailing Address	
Please include mail stop code.	
Daytime Phone Number	() Alternate Number ()
Fax Number	()
E-mail Address	

GRANT FINANCIAL OFFICER (CANNOT BE THE SAME AS EMC)	
NAME	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
Title	
Official Mailing Address	
Please include mail stop code.	
Daytime Phone Number	()
Fax Number	()
E-mail Address	

AUTHORIZED OFFICIAL (MAYOR, COUNTY JUDGE, CITY MANAGER)	
NAME	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
Title	
Official Mailing Address	
Please include mail stop code.	
Daytime Phone Number	()
Fax Number	()
E-mail Address	

TDEM-67: Application for Federal Assistance

**FISCAL YEAR 2017
APPLICATION FOR FEDERAL ASSISTANCE**

(Instructions on Reverse)

NAME OF PROGRAM/ ASSISTANCE: EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)	1. CFDA NUMBER: 97.042	2. APPLICANT STATUS: New Applicant <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>
3. FEDERAL FISCAL YEAR: FY 2017	4. START DATE: OCTOBER 1, 2016	5. END DATE: SEPTEMBER 30, 2017

APPLICANT INFORMATION

a. Legal Name of Applicant Organization (as it appears on the EMPG Application (TDEM-17): Hazard County	b. Name & Telephone Number(s) of Emergency Management Coordinator: John Doe 123-456-7890
c. Mailing Address: 1234 Flooded Street Hazard County, Texas 12345 Employer Identification Number/Tax ID# <u>012345</u>	d. Physical Address (if different from Mailing Address): N/A

EMPG PERSONNEL SUMMARY (include only those staff that will be paid with EMPG funds)

e. 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%				

Total Number of EMPG-Funded Personnel:

ESTIMATED EXPENSES

f. Salary & Benefits (from line 18, form TDEM-66)	\$92,300.00
g. Travel Expenses (from line 19 form TDEM-66)	\$ 3,500.00
h. Other Expenses (from section 11 on reverse)	
i. Total Expenses (F + G + H)	\$ 95,800.00
j. Federal Share (I x .50)	\$ 47,900.00

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

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

k. Typed Name of Authorized Official:	E. James
l. Title of Authorized Official:	County Judge
m. Original Signature of Authorized Official:	

TDEM-66: Emergency Management Performance Grant Staffing Pattern

FISCAL YEAR 2017										
EMPG STAFFING PATTERN										
1. APPLICANT NAME (as is appears on EMPG application)					2. COUNTY					
Hazard County					Hazard					
3. FULL-TIME EMPLOYEES <i>(including those who work all or only a portion of their time in emergency management duties)</i>				4. Gross Annual Salary	5. Gross Annual Benefits	6. Gross Salary & Benefits (4+5)	7. % Work in EM Duties	8. Salary & Benefits for EM (6x7)	9. Est EM Travel Costs	
Name: Bob Dart				36,000.00	9,000.00	45,000.00	100%	45,000.00	2,000.00	
Position: EMC										
Name: Jena Williams				32,000.00	7,000.00	39,000.00	70%	27,300.00	1,500.00	
Position: Deputy EMC										
Name:						0.00		0.00		
Position:						0.00		0.00		
Name:						0.00		0.00		
Position:						0.00		0.00		
Name:						0.00		0.00		
Position:						0.00		0.00		
A. SUBTOTAL:								72,300.00	3,500.00	
10. PART-TIME EMPLOYEES				11. % of Full Time	12. Gross Annual Salary	13. Gross Annual Benefits	14. Gross Salary & Benefits (12+13)	15. % Work in EM Duties	16. Salary & Benefits for EM (14x15)	17. Est EM Travel Costs
Name: Jack Rust				50.0%	16,000.00	4,000.00	20,000.00	100%	20,000.00	
Position: Administrative Assistant										
Name:							0.00		0.00	
Position:							0.00		0.00	
Name:							0.00		0.00	
Position:							0.00		0.00	
Name:							0.00		0.00	
Position:							0.00		0.00	
Name:							0.00		0.00	
Position:							0.00		0.00	
B. SUBTOTAL:									20,000.00	0.00
TOTAL:								18. 92,300.00	19. 3,500.00	
CERTIFICATION: <i>I certify that no individual listed above holds an elected office.</i>										
Signature of Authorized Official:										
Printed name of Authorized Official:										
Date Signed:										
TDEM-66									Page 1 of 1	
10/16										

TDEM-71: EMPG Personnel Compensation and Benefits

EMPG PERSONNEL COMPENSATION AND BENEFITS									
Jurisdiction Name:		Hazard County							
Instructions: Use a separate form for each staff member. Completed form should include a quarter (three months) payroll information for the staff member listed by each pay period.									
Payroll shall be reported in month paid. Do not split pay periods.									
Staff Member	Pay Period Begin/End	1. Gross Salary	2. FICA/ Medicare	3. Retirement	4. Insurance	5. Worker's Comp	6. Unemp- ployment	Check Number	
Name: Bob Dart	10/1/2016	\$ 3,000.00	\$ 450.00	\$ 229.50	\$ 500.00	\$ -		1092132	
Title: EMC	11/1/2016 11/30/2016	\$ 3,000.00	\$ 450.00	\$ 229.50	\$ 500.00	\$ -		41492	
	12/1/2016 12/31/2016	\$ 3,000.00	\$ 450.00	\$ 229.50	\$ 500.00	\$ -			
TOTALS		\$ 9,000.00	\$ 1,350.00	\$ 688.50	\$ 1,500.00	\$ -	\$ -		
EXAMPLE									
Employer Benefit Contributions (i.e., Employer's share of FICA, Retirement, etc. Supporting documentation must be attached to this form)									
Description	Amount								
FICA/Medicare	\$ 1,350.00	1. Total Gross Salaries Paid							\$ 9,000.00
Retirement	\$ 688.50	2. Total Employer Benefits Paid (from total at left)							\$ 3,538.50
Insurance	\$ 1,500.00	3. Total line 1 and 2 above (salary and benefits)							\$ 12,538.50
Workers Compensation	\$ -	4. Percentage of Time in Emergency Mgmt. Duties							
TEC (Unemployment)	\$ -	(from EMPG Staffing Pattern (TDEM-67))							100%
TOTAL	\$ 3,538.50	5. Total of Salary & Benefits							
		(Transfer line 5 total to Column 6 of TDEM-70)							\$ 12,538.50
Original Signature of Grant Financial Officer:						Date:			

Emergency Management Program Resources

This section provides additional documentation and resources that may be helpful during the EMPG application process.

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 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#stateplan>

DHS and FEMA Documents

- The National Incident Management System (NIMS)
<https://www.fema.gov/national-incident-management-system>
- The National Response Framework (NRF)
<http://www.fema.gov/national-response-framework>
- Comprehensive Preparedness Guide (CPG) 101: A Guide for All-Hazard Emergency Operations Planning for State, Territorial, Local, and Tribal Governments
http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf

Online Resources

- TDEM
www.txdps.state.tx.us/dem
- FEMA
www.fema.gov
- US Department of Homeland Security
www.dhs.gov
- US Centers for Disease Control and Prevention – Emergency Preparedness & Response
www.bt.cdc.gov
- US Department of Energy
www.doe.gov
- US Environmental Protection Agency
www.epa.gov
- Nuclear Regulatory Commission
www.nrc.gov
- National Voluntary Organizations Active in Disaster
www.nvoad.org

- National Response Team (Oil & HAZMAT spills)
<http://www.nrt.org/>
- American Red Cross
www.redcross.org
- Disaster News Network
www.disasternews.net

Division of Emergency Management Points of Contact

This section provides points of contact for relevant TDEM sections and units.

Section/Unit	Contact Information
TDEM – Austin Mailing Address	<ul style="list-style-type: none"> (Work Center Name) Texas Division of Emergency Management PO Box 4087 Austin, TX 78773
Plans Unit	<ul style="list-style-type: none"> Phone: 512-424-5059 Fax: 512-424-5637
Training & Exercise Unit	<ul style="list-style-type: none"> Phone: 512-424-7844 or 512-424-2198 Fax: 512-424-5647
Hazardous Materials Training Group	<ul style="list-style-type: none"> Phone: 512-424-5985 Fax: 512-424-5637
Finance and Grant Management	<ul style="list-style-type: none"> Phone: 512-424-7511 or 512-424-7699 Fax: 512-424-2444
Mitigation Section	<ul style="list-style-type: none"> Phone: 512-424-5489 Fax: 512-424-5647
Recovery Section	<ul style="list-style-type: none"> Phone: 512-424-2431 Fax: 512-424-2444
Field Response	<ul style="list-style-type: none"> Phone: 512-424-7858

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/info.htm>

Mail original documents to:

Program Supervisor
Finance and Grant Management
Texas Division of Emergency Management
5805 North Lamar Blvd
Austin, Texas, 78752-0229

Or

Email documents to:

Program Supervisor
Lisa.Resendez@dps.texas.gov

Grant Technician
Heather.Baxter@dps.texas.gov

Grant Accountant
Aeris.Williams@dps.texas.gov

General Email
TDEM.EMPG@dps.texas.gov

For More Information

For more information on this document, contact Lisa Resendez at Lisa.Resendez@dps.texas.gov.

<http://www.dps.texas.gov/dem/index.htm>