

IB #388c Attachment A: Programmatic Reporting Requirements for HSGP, EMPG, and THSGP

Requirement Name	NPS Step	Previous Requirement (FY14)	Change for FY15	Grant Program	Due Date	Means of Submission for FY15	Grant Year Effected
Threat and Hazard Identification and Risk Assessment (THIRA)	Identifying and Assessing Risk and Estimating Capability Requirements	IB 388b outlined the reporting requirements for the THIRA. Only a sub-set of the core capabilities (13) were required to undergo a capability estimation process: Critical Transportation; Environmental Response/Health and Safety; Fatality Management Services; Infrastructure Systems; Mass Care Services; Mass Search and Rescue Operations; On-Scene Security and Protection; Operational Communications; Public and Private Services and Resources; Public Health and Medical Services; Situational Assessment; Health and Social Services; and Housing.	The THIRA requirement for Step 4 now includes all Response and Recovery core capabilities, including the common core capabilities (18 total). Additional core capabilities: Economic Recovery, Natural and Cultural Resources, Planning, Public Information and Warning, and Operational Coordination	HSGP* EMPG THSGP*	Annually on December 31	Unified Reporting Tool	FY 2015
State Preparedness Report (SPR)	Identifying and Assessing Risk and Estimating Capability Requirements	State and territorial grantees will continue to use the Unified Reporting Tool (URT) to submit their SPRs.	None	HSGP EMPG	Annually on December 31	Unified Reporting Tool	FY 2015
Building and Sustaining Capabilities	Building and Sustaining Capabilities	Grantees are required to describe how expenditures support maintenance and sustainment of core capabilities and how expenditures support a gap identified in the THIRA/SPR.	None	HSGP EMPG	BSIR is due semi-annually. EMPG progress reports are due quarterly.	HSGP grantees will report in the BSIR. EMPG grantees will report in the quarterly performance progress reports.	FY 2015

*Urban Areas and tribes receiving preparedness grant funds are required to complete one submission for the entire period of performance of the grant

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Comprehensive Preparedness Guide (CPG) 101, v.2 Compliance	Planning to Deliver Capabilities	In FY 2014, FEMA revised CPG 101 v2 compliance submission to reflect new reporting within the Planning section of the SPR.	THSGP recipients report on this through the URT.	HSGP* EMPG THSGP*	Annually on December 31	Unified Reporting Tool	All open
National Incident Management System (NIMS) Implementation	Building and Sustaining Capabilities	Grantees will report NIMS implementation in the Operational Coordination section of the SPR.	THSGP recipients report on this through the URT.	HSGP* EMPG THSGP*	Annually on December 31	Unified Reporting Tool	All open
Validating Capabilities (Exercise)	Validating Capabilities	<p>HSGP and EMPG grantees must develop and maintain a progressive exercise program consistent with the HSEEP and the National Exercise Program (NEP); conduct a Training and Exercise Planning Workshop (TEPW); and then develop a multi-year Training and Exercise Plan that addresses the priorities identified in the TEPW.</p> <p>EMPG grantees shall conduct no less than 4 quarterly exercises and one full-scale exercise within a 12-month period.</p>	None	HSGP EMPG	As completed	HSEEP Inbox (HSEEP@fema.dhs.gov)	FY 2014 and FY 2015
Validating Capabilities (Exercise)	Validating Capabilities	<p>HSPG grantees can either submit one (1) AAR/IP for the culminating full-scale exercise that captures the lessons learned and corrective actions from the progressive exercise series. <u>OR</u></p> <p>Submit one (1) AAR/IP for each HSGP funded exercise conducted within the HSGP period of performance.</p>	None	HSGP THSGP	As completed and NLT 90 days after the completion of the exercise	HSEEP Inbox (HSEEP@fema.dhs.gov)	FY 2014 and FY 2015

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Validating Capabilities (Exercise)	Validating Capabilities	EMPG grantees can either submit one (1) AAR/IP for the culminating full-scale exercise that captures the lessons learned and corrective actions from all 5 exercises conducted within a 12-month period; <u>OR</u> Submit one AAR/IP for <u>each</u> EMPG-funded exercise conducted within the EMPG period of performance (5 total).	None	EMPG	As completed and NLT 90 days after the completion of the exercise	HSEEP Inbox (HSEEP@fema.dhs.gov)	FY 2014 and FY 2015
Senior Advisory Committee (SAC) Documentation Submission	Supplemental Guidance	Consolidated SAC Charter compliance reporting in to the SPR post-assessment section of the Unified Reporting Tool.	None	HSGP	Annually on December 31	Unified Reporting Tool	FY 2014 and FY 2015
Bi-Annual Strategy Implementation Report (BSIR)	Supplemental Guidance	Grantees must provide information on a project level for all awarded funding.	None	HSGP EMPG THSGP	Within 30 after the end of the reporting period	Grants Reporting Tool	FY 2014 and FY 2015
Homeland Security Strategy Updates	Reviewing and Updating	Recipients should update their State and Urban Area Homeland Security Strategies every other year, and shall be informed by THIRA and capability estimation process results.	The requirement to submit a Homeland Security Strategy is no longer required.	HSGP	N/A – Requirement Eliminated	N/A – Requirement Eliminated	All open

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Urban Area Working Group (UAWG) Documentation	Supplemental Guidance	UAWG Charter compliance reporting in the THIRA post-assessment section in the Unified Reporting Tool.	None	HSGP	Annually on December 31	Unified Reporting Tool	FY 2014 and FY 2015
Critical Emergency Supply Requirements	Building and Sustaining Capabilities	Updated the Critical Emergency Supply requirement to increase the viable inventory management plan to a five year plan and added a threshold of \$100,000 before the viable inventory management plan is required.	None	HSGP EMPG	With grant application	FEMA Regional Logistics Chief	FY 2014 and FY 2015
Typed Resources Reporting Tool	Building and Sustaining Capabilities	The requirement to submit the separate typed resources reporting tool has been eliminated. Grantees will be required to report on NIMS-typed resources in the BSIR.	None	HSGP	n/a - Requirement Removed	n/a - Requirement Removed	All open
EMPG Work Plan	Building and Sustaining Capabilities	FEMA revised the EMPG Program Work Plan template to streamline the data collection process.	None	EMPG	With grant application	ND Grants	FY 2014 and FY 2015