



U.S. DEPARTMENT OF HOMELAND SECURITY

FISCAL YEAR 2011

**EMERGENCY MANAGEMENT PERFORMANCE GRANTS
PROGRAM**

**GUIDANCE AND APPLICATION KIT
SECTION I – APPLICATION AND REVIEW
INFORMATION**

MAY 2011



U.S. DEPARTMENT OF HOMELAND SECURITY

Title of Opportunity: Fiscal Year (FY) 2011 Emergency Management Performance Grants (EMPG) Program

Regional Funding Opportunity Number:

Grant Program Name	Opportunity Number
Emergency Management Performance Grants (EMPG) – Region I	DHS-11-GPD-042-001-01
Emergency Management Performance Grants (EMPG) – Region II	DHS-11-GPD-042-002-01
Emergency Management Performance Grants (EMPG) – Region III	DHS-11-GPD-042-003-01
Emergency Management Performance Grants (EMPG) – Region IV	DHS-11-GPD-042-004-01
Emergency Management Performance Grants (EMPG) – Region V	DHS-11-GPD-042-005-01
Emergency Management Performance Grants (EMPG) – Region VI	DHS-11-GPD-042-006-01
Emergency Management Performance Grants (EMPG) – Region VII	DHS-11-GPD-042-007-01
Emergency Management Performance Grants (EMPG) – Region VIII	DHS-11-GPD-042-008-01
Emergency Management Performance Grants (EMPG) – Region IX	DHS-11-GPD-042-009-01
Emergency Management Performance Grants (EMPG) – Region X	DHS-11-GPD-042-010-01

Catalog of Federal Domestic Assistance (CFDA) Number: 97.042

Federal Agency Name: U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA)

Announcement Type: Initial

Dates: Completed applications must be submitted **no later than 11:59 p.m. EDT, June 20, 2011.**

Additional Overview Information:

- **Reformatted EMPG Program Guidance Kit.** Due to continued stakeholder feedback and recommendations, GPD has reformatted its FY 2011 EMPG Program Guidance and Application Kit. The Kit is now structured into two separate documents, referred to as *Section I* and *Section II*. While both are important documents for grantees to study and thoroughly familiarize themselves with, *Section I* is intended to help grantees during the application phase of the EMPG Program, whereas *Section II* is intended to help grantees in understanding the administrative requirements associated with federally-funded grants.
- **Management and Administration (M&A).** In FY 2011 both grantees and sub-grantees are each allowed to withhold up to five percent (5%) for M&A purposes
- **Priority for FY 2011 DHS/FEMA Preparedness Grant Programs.** DHS and FEMA leadership have identified a priority that grantees are strongly encouraged to

consider when developing their FY 2011 DHS/FEMA Preparedness Grant Program plans. The priority is *Advancing “Whole Community” Security and Emergency Management*.

- **Effectiveness Measures.** As part of the EMPG Program administration, grantees are required to provide quarterly reports that provide sufficient detail for FEMA to measure the effectiveness of this grant program and the impact it has nationally. These specific measures are discussed more beginning on page five
- **Enhanced Data Collection.** As part of the DHS Performance Management Initiatives, including the Quadrennial Homeland Security Review (QHSR) Report, FEMA will enhance data collection processes and tools to assess the use and impact of FY 2011 EMPG Program grant funds

CONTENTS

Contents.....	4
Part I. FUNDING OPPORTUNITY DESCRIPTION.....	5
Part II. Award Information.....	10
A. Funding Guidelines	12
Part III. ELIGIBILITY INFORMATION	22
A. Eligible Applicants.....	22
B. Governance	22
Part IV. APPLICATION AND SUBMISSION INFORMATION	24
A. Address to Request Application Package	24
B. Content and Form of Application	24
C. Environmental Planning and Historic Preservation Compliance	31
D. Submission Dates and Times	32
Part V. APPLICATION REVIEW INFORMATION	33
A. Review Criteria.....	33
B. Review and Selection Process	33
C. Anticipated Announcement and Award Dates	33
D. Intergovernmental Review	33

PART I.

FUNDING OPPORTUNITY DESCRIPTION

The purpose of the EMPG Program is to make grants to States to assist State, local, and Tribal governments in preparing for all hazards, as authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.). Title VI of the Stafford Act authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the Federal Government and the States and their political subdivisions. The Federal Government, through the EMPG Program, provides necessary direction, coordination, and guidance, and provides necessary assistance, as authorized in this title so that a comprehensive emergency preparedness system exists for all hazards.

A comprehensive State emergency management system must engage stakeholders at all levels. Local emergency management organizations should remain informed and have the opportunity to provide input to State planning processes. Although FEMA expects States to include support for their local jurisdictions in the EMPG Program, each Governor is responsible for determining the appropriate amount of funding to be passed through to support the development or enhancement of local emergency management performance capabilities.

Priority for FY 2011

Advancing “Whole Community” Security and Emergency Management. As the country experiences threats of terrorist attacks (foreign and domestic) and natural disasters, communities are challenged to develop collective, local abilities to withstand the potential impacts of these events, respond quickly, and recover in a way that sustains or improves the community’s overall well-being. Achieving this collective capacity calls for innovative approaches across the community, including emergency management to build up existing practices, institutions, and organizations that help make local communities successful, and that can leverage this infrastructure if and when an incident occurs.

Whole Community Priority Objectives and Performance Measures

To address the priority, four objectives have been identified and each is given a performance measure and associated reporting requirement to determine how effective grantees are in utilizing EMPG Program funding to prepare for all hazards and advance a whole community approach. With these measures, grantees must evaluate their progress toward achieving the stated objective in the quarterly EMPG Program report and in compliance with the below reporting requirements.

- **Objective One: Approved Emergency Plans.** The Comprehensive Preparedness Guide (CPG) 101 v.2 September 2010 helps planners at all levels of government in their efforts to develop and maintain viable all-hazards, all-threats Emergency Operations Plans (EOPs) by engaging the whole community in thinking through the life cycle of a potential crisis, determining required capabilities, and establishing a framework for roles and responsibilities. All EMPG Program grantees shall maintain, or revise as necessary, jurisdiction wide all hazard emergency operations plans consistent with the CPG 101 v.2 September 2010 which serves as the foundation for State, local, Tribal, and territory emergency planning. CPG 101 v.2 can be found at http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf. Grantees are strongly encouraged to update their EOPs at least once every two years. Additional information on planning guidance can be found on FEMA's website at <http://www.fema.gov/prepared/plan.shtm>

Measurement Method:

- Grantees will report progress toward making their EOPs compliant with CPG 101 v.2 by completing the *Evaluation Matrix for Compliance with CPG 101 v.2* available at <http://www.fema.gov/prepared/plan.shtm>.

Reporting:

- Grantees are required to submit the above referenced evaluation matrix annually and include quarterly updates on percentage completion of CPG 101 v.2 compliance within the EMPG Program Work Plan.
- Grantees are required to submit their existing EOPs to their respective Regional Offices in order to be eligible for FY 2011 EMPG Program funds.

- **Objective Two: Completion of Threat and Hazard Identification and Risk Assessment (THIRA).**

THIRA processes at all levels of government establish a foundation to justify and guide preparedness activities and investments. A common approach to that process will enable the whole community to maintain a baseline understanding of the risks that they face, facilitating efforts to identify capability and resource gaps, focus capability improvements, and inform the community of actions they can take to manage their risks. In order to qualify for FY 2011 funding, all grantees shall develop and maintain a THIRA.

THIRAs should include the range of threats and hazards faced by an applicant. The assessment should be based on analysis of the relative consequences of the various threats and hazards with consideration of empirical data to the maximum degree possible. An effective THIRA will allow the applicant to compare and prioritize risks, even if they are dissimilar, by identifying possible threats and hazards faced with respective probability estimates of their occurrence. THIRA findings should be incorporated into each applicant's

preparedness strategy, planning, investment justification, and assessment documentation – addressing capability gaps identified during the THIRA process.

Current State Hazard Identification and Risk Assessments (HIRAs) developed for the purposes of Pre-Disaster Mitigation (PDM) or Hazard Mitigation Grant Program (HMGP) that have a terrorism component satisfy the FY 2011 SHSP and UASI requirement. Existing guidance on the development of a Hazard Mitigation Plan which includes references to guidance for the integration of man-made disasters into planning can be found in the *State Multi-Hazard Mitigation Planning Guidance (Mitigation Planning "Blue Book")*: <http://www.fema.gov/library/viewRecord.do?id=3115>.

FEMA has adopted this approach-and will further refine the process and disseminate guidance throughout FY 2011. An intergovernmental THIRA system is envisioned in the National Preparedness System in which jurisdictions' respective THIRAs can inform one another using a common methodological framework. Grantees should work with FEMA to incorporate emerging guidance into their THIRA as it becomes available.

Measurement Methods

- An approved State Hazard Mitigation Plan that includes a HIRA that addresses the hazards to a grantee to include terrorism

Reporting

- Grantees are required to submit to the Regional Hazard Mitigation Officer the State Mitigation Plan that includes the State's HIRA

- **Objective Three: Develop and Maintain Multi-Year Training and Exercise Plans (TEPs).** The Multi-year TEP provides a roadmap to accomplish the priorities described in the Homeland Security Strategy. Engaging the Whole Community in training and exercises allows all partners to evaluate and improve upon their level of preparedness. States and Urban Areas are required to conduct an annual Training and Exercise Plan Workshop (TEPW). All grantees and sub-grantees are required to develop a Multi-Year TEP and update it annually. The TEP should be submitted to hseep@dhs.gov and States and Urban Areas are encouraged to post their schedules to the National Exercise Scheduling System (NEXS) at https://hseep.dhs.gov/DHS_SSO/?ReturnUrl=%2fhseep_em%2fToolkitHome.aspx.

Specifically, TEPs should include the following requirements:

- All EMPG Program grantees will develop and maintain a progressive exercise program consistent with the National Exercise Program base plan, to include no less than four quarterly exercises (i.e., one exercise per quarter) of any type (e.g. Drills, Tabletop Exercises, Functional), and one full-scale exercise within a 12-month period (see <https://hseep.dhs.gov>). In addition, all EMPG Program funded personnel shall participate in no less than three exercises in a 12-

month period. An After Action Report/Improvement Plan (AAR/IP) shall be completed for each exercise and submitted to FEMA. The AAR/IP should be encrypted (password protected) and emailed to hseep@dhs.gov. A summary of all collected corrective action items and a tracking of their implementation shall be reported as part of the EMPG Program quarterly reporting. FEMA encourages the use of the Homeland Security Exercise and Evaluation Program (HSEEP).

Measurement Method:

- Percent completion in a progressive exercise series of four quarterly exercises and one full-scale exercise in a 12 month period
- Percent completion of personnel participation in no less than three exercises within a 12 month period
- Submission of an AAR/IP for each of the four quarterly exercises and one full-scale exercise that includes a list of corrective actions and lessons learned

Reporting:

- Grantees must report quarterly in the EMPG Program work plan the percent completion of the progressive exercise series to include percent completion of personnel participation
- Grantees must submit AAR/IPs for each of the four quarterly exercises and one full-scale exercise to include corrective actions in the EMPG Program quarterly reporting

• **Objective Four: Target Training and Verify Capability of Personnel.**

Training activities supported with EMPG Program funds should strategically align to a target capability identified in the Multi-Year TEP. To ensure the development of a professional emergency management workforce all EMPG Program funded personnel shall complete the following training requirements and record proof of completion. National Incident Management System (NIMS) Training: IS 100; IS 200; IS 700; and IS 800; FEMA Professional Development Series: IS 139; IS 230.a; IS 235.a; IS 240.a; IS 241.a; IS 242.a; and IS 244.a

Measurement Method:

- Submission of an updated Multi-Year TEP to address the above requirements (see <https://hseep.dhs.gov>)
- Percent of EMPG Program funded personnel completing the required courses listed above

Reporting:

- Grantees are required to share with their respective Regional Offices a TEP that includes a progressive exercise plan and schedule and a plan for training personnel. Information related to TEPs and TEPWs can be found on the HSEEP website at <https://hseep.dhs.gov>.

- Submission of a list of EMPG Program funded personnel along with the training completed to be included in the EMPG Program quarterly reporting
 - Quarterly reporting of implementation of TEP, including percent addressed in the FY 2011 EMPG Program Work Plan Exercise Data Table Template on page 28
- **Standardized Reporting through the Work Plan Template.** The Work Plan Template has been modified to standardize data collection for improved analysis and reporting. The Work Plan Template includes four components: a Personnel Data Table, a Training Data Table, an Exercise Data Table, and a Grant Activities Outline. The Personnel Data Table and the Grant Activities Outline will form the basis of the quarterly progress report. The Grant Activities Outline is structured to enable reporting of quarterly activities according to Emergency Management Function (EMF) projects, as well as standardized reporting of activity completion status. Quarterly training and exercise activities will be reported in the Grant Activities Outline under EMF number 13 and number 14.

PART II.

AWARD INFORMATION

Authorizing Statutes

Section 507 of the *Department of Homeland Security Appropriations Act, 2010* (Public Law 111-83), as extended by the *Department of Defense and Full-Year Continuing Appropriations Act, 2011* (Public Law 112-10), as amended; *Implementing Recommendations of the 9/11 Commission Act of 2007* (Public Law 110-53); the *Post-Katrina Emergency Management Reform Act of 2006* (PKEMRA) (Public Law 109-295); and the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, (Public Law 93-288), as amended, 42 U.S.C. 5121-5207.

Period of Performance

The period of performance of this grant is 24 months, starting October 1, 2010. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications as to why an extension is required. For more information on grant extensions, see *Section II, Part I.A.*

Available Funding

In FY 2011, the total amount of funds distributed under this grant will be \$329,140,400. The FY 2011 EMPG Program funds will be allocated based on the Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006*, as amended, 6 U.S.C. 762. All 50 States, the District of Columbia, and Puerto Rico will receive a base amount of 0.75 percent of the total available grant funding. Four territories (American Samoa, Guam, Northern Mariana Islands, and the U.S. Virgin Islands) will receive a base amount of 0.25 percent of the total available grant funding. The balance of EMPG Program funds is distributed on a population-share basis. Pursuant to Article X of the Federal Programs and Services Agreement of the Compact of Free Association authorized by Public Law 108-188, funds are available for the Federated States of Micronesia and for the Republic of the Marshall Islands.

Table 1. FY 2011 EMPG Program Funding Allocations

State/Territory	Allocation	State/Territory	Allocation
Alabama	\$5,448,809	New Hampshire	\$3,302,538
Alaska	\$2,915,222	New Jersey	\$7,971,282
Arizona	\$6,675,637	New Mexico	\$3,750,141
Arkansas	\$4,302,354	New York	\$14,804,894
California	\$25,951,025	North Carolina	\$8,428,798
Colorado	\$5,679,215	North Dakota	\$2,880,512
Connecticut	\$4,690,951	Ohio	\$9,735,180
Delaware	\$3,030,283	Oklahoma	\$4,815,406
District of Columbia	\$2,853,298	Oregon	\$4,898,008
Florida	\$14,237,986	Pennsylvania	\$10,428,735
Georgia	\$8,712,018	Rhode Island	\$3,134,509
Hawaii	\$3,287,765	South Carolina	\$5,365,193
Idaho	\$3,451,413	South Dakota	\$2,985,301
Illinois	\$10,625,099	Tennessee	\$6,462,331
Indiana	\$6,529,870	Texas	\$18,356,077
Iowa	\$4,373,460	Utah	\$4,252,270
Kansas	\$4,258,803	Vermont	\$2,860,761
Kentucky	\$5,202,923	Virginia	\$7,479,351
Louisiana	\$5,322,640	Washington	\$6,719,475
Maine	\$3,295,864	West Virginia	\$3,618,847
Maryland	\$6,083,731	Wisconsin	\$6,040,407
Massachusetts	\$6,647,063	Wyoming	\$2,813,631
Michigan	\$8,726,434	Puerto Rico	\$4,857,917
Minnesota	\$5,802,175	U.S. Virgin Islands	\$892,007
Mississippi	\$4,334,006	American Samoa	\$864,711
Missouri	\$6,256,678	Guam	\$936,818
Montana	\$3,086,167	Northern Mariana Islands	\$853,295
Nebraska	\$3,609,748	Republic of the Marshall Islands	\$50,000
Nevada	\$4,141,368	Federated States of Micronesia	\$50,000
Total			\$329,140,400

Cost Match

In FY 2011, the EMPG Program has a 50 percent (50%) Federal and 50 percent (50%) State cost match (cash or in-kind) requirement, as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Public Law 93-288), as amended, 42 U.S.C. 5121-5207. Specifically, Title VI, sections 611(j) and 614. Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds.

FEMA administers cost matching requirements in accordance with 44 CFR Part §13.24 or 2 CFR Part §215.23. To meet matching requirements, the grantee contributions must be reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations. In accordance with 48 U.S.C. 1469a, match requirements are waived for the U.S. territories of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana

Islands. FEMA administers cost match requirements in accordance with 44 CFR Part §13.24, which is located at http://www.access.gpo.gov/nara/cfr/waisidx_07/44cfrv1_07.html.

Please refer to *Section II, Part I.E* for additional match guidance to include match definitions, basic guidelines, and governing provisions.

Obligation of Funds

Each State shall obligate 100 percent (100%) of its total EMPG Program allocation amount to the designated State-level Emergency Management Agency (EMA). If the State Administrative Agency (SAA) is also the EMA, this requirement is automatically met. If the SAA is separate, or has separate budget processes, then these funds must be obligated to the EMA within 15 days of the grant award date.

A. Funding Guidelines

DHS grant funds may only be used for the purpose set forth in the grant, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

Pre-award costs are allowable only with the written consent of DHS and if they are included in the award agreement.

Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this program. Federal employees may not receive funds under this award.

1. Management and Administration (M&A)

M&A activities are those defined as directly relating to the management and administration of EMPG Program funds, such as financial management and monitoring. It should be noted that salaries of State and local emergency managers are not typically categorized as M&A, unless the State or local EMA chooses to assign personnel to specific M&A activities.

If the SAA is not the EMA, the SAA is **not** eligible to retain funds for M&A. M&A costs are allowable for both State and local-level EMAs. The State EMA may use up to five percent (5%) for M&A purposes. In addition, local EMAs may retain and use up to five percent (5%) from the State for local M&A purposes.

2. Allowable Costs

Planning

FY 2011 EMPG Program funds may be used for a range of emergency management planning activities. Planning provides a methodical way to engage the whole community in thinking through the life cycle of potential crises, determining required capabilities, and establishing a framework for roles and responsibilities. Planning must include participation from all stakeholders in the community who are able to contribute critical perspectives and may have a role in executing the plan. Planning should be flexible enough to address incidents of varying types and magnitudes.

Planning activities may include, but are not limited to, the following:

- Community-based planning to advance “whole community” security and emergency management
- Development of THIRA that reflects a representative make up and composition of the jurisdiction
- Acquisition of critical emergency supplies, such as shelf stable food products, water, and basic medical supplies (requires each State to have FEMA’s approval of a viable inventory management plan; an effective distribution strategy; sustainment costs for such an effort; and logistics expertise to avoid situations where funds are wasted because supplies are rendered ineffective due to lack of planning)
- Maintaining a current EOP that conforms to the guidelines outlined in the CPG 101v.2
- Disaster housing planning, such as creating/supporting a State disaster housing task force and developing/enhancing State disaster housing plans
- Modifying existing incident management and emergency operations plans
- Developing/enhancing comprehensive emergency management plans
- Conducting a hazard analysis and risk assessment
- Developing/enhancing all-hazards mitigation plans
- Developing/enhancing large-scale and catastrophic event incident plans
- Developing/enhancing COOP/COG plans
- Developing/enhancing logistics and resource management plans
- Developing/enhancing evacuation plans, including alerts/warning, crisis communications, sheltering, and re-entry
- Developing/enhancing financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program
- Developing/enhancing volunteer and/or donations management plans
- Public education and awareness
- Public-Private sector partnerships
- Developing/enhancing other response and recovery plans

- Developing/enhancing emergency management and operations plans to integrate citizen/volunteer and other non-governmental organization resources and participation
- Program evaluations
- Mass evacuation planning and pre-positioning of equipment for areas potentially impacted by mass evacuations
- Supply preparation
- Pre-event recovery plans/response and mitigation plans in coordination with State and local governments (including Tribal governments, rural water associations, and chief information officers)

Organization

Per the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended, 42 U.S.C. 5121-5207, EMPG Program funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management, including hazard mitigation staffing of the State Hazard Mitigation Officer (SHMO) position. Proposed staffing activities should be linked to accomplishing the projects and activities outlined in the EMPG Program Work Plan. To ensure adequate resources are dedicated to the critical components of preparedness, grantees are encouraged to fund at least one dedicated Planner, Training Officer, and Exercise Officer.

Personnel costs, including salary, overtime, compensatory time off, and associated fringe benefits, are allowable costs with FY 2011 EMPG Program funds. These costs must comply with 2 CFR Part §225, *Cost Principles for State, Local, and Indian Tribal Governments* (Office of Management and Budget [OMB] *Circular A-87*).

Equipment

Allowable equipment categories for the FY 2011 EMPG Program are listed on the web-based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), which is sponsored by FEMA at <http://www.rkb.us>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

The select allowable equipment includes equipment from the following AEL categories:

- Information Technology (Category 4)
- Cyber-Security Enhancement Equipment (Category 5)
- Interoperable Communications Equipment (Category 6)
- Detection Equipment (Category 7)
- Power Equipment (Category 10)
- Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11)

- CBRNE Incident Response Vehicles (Category 12)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Category 21)

In addition to the above, general purpose vehicles (such as sports utility vehicles) are allowed to be procured in order to carry out the responsibilities of the EMPG Program. If State agencies and/or local governments have questions concerning the eligibility of equipment not specifically addressed in the AEL, they should contact their FEMA Regional Program Analyst for clarification.

Grantees (including sub-grantees) that are using FY 2011 EMPG Program funds to support emergency communications activities should comply with the *FY 2011 SAFECOM Guidance for Emergency Communication Grants*, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of Interoperable Communications Equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission Waiver Order. SAFECOM guidance can be found at <http://www.safecomprogram.gov>.

Grantees interested in developing a public safety broadband network in the 700 MHz band in their jurisdictions must adhere to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band. If any future regulatory requirement (from the FCC or other governmental entity) results in a material technical or financial change in the project, the recipient must submit a revised budget, associated documentation, and other material, as applicable, for review and approval by the Statewide Interoperability Coordinator (SWIC), or SWIC equivalent. Upon approval by the SWIC, the grantee shall then forward the approval and associated documentation to FEMA Grant Programs Directorate (GPD). The recipient shall also ensure projects support the Statewide Communication Interoperability Plan (SCIP) and are fully coordinated with the full-time SWIC in the State of the project.

Grantees (and sub-grantees) are required to provide the AEL number for all communications equipment purchased with grant award funding (plus a description of the equipment and the quantity purchased of each item) to the FEMA GPD once items are procured as part of periodic programmatic grant reporting.

Training

FY 2011 EMPG Program funds may be used for a range of emergency management-related training activities to enhance the capabilities of State and local emergency management personnel through the establishment, support, conduct, and attendance of training. Training activities should align to a current, Multi-Year

TEP developed through an annual TEPW. Further guidance concerning the Training and Exercise Plan and the Training and Exercise Plan Workshop can be found at <https://hseep.dhs.gov>. Training should foster the development of a community oriented approach to emergency management that emphasizes engagement at the community level, strengthens best practices, and provides a path toward building sustainable resilience. All EMPG Program funded personnel shall participate in no less than three exercises in a 12 month period and should complete the following training requirements and record proof of completion.

NIMS Training:

- IS 100
- IS 200
- IS 700
- IS 800

FEMA Professional Development Series:

- IS 139
- IS 230.a
- IS 235.a
- IS 240.a
- IS 241.a
- IS 242.a
- IS 244.a

In addition to the required training listed above, types of training include, but are not limited to, the following:

- Developing/enhancing systems to monitor training programs
- Conducting all hazards emergency management training
- Attending Emergency Management Institute (EMI) training or delivering EMI train-the-trainer courses
- Attending other FEMA-approved emergency management training
- Mass evacuation training at local, State, and Tribal levels

Allowable training-related costs include the following:

- **Funds Used to Develop, Deliver, and Evaluate Training.** Includes costs related to administering the training: planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment.
- **Overtime and Backfill.** The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of attendance at FEMA and/or approved training courses and programs are allowable. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is,

an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.

- **Travel.** Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to approved training.
- **Hiring of Full or Part-Time Staff or Contractors/Consultants.** Full- or part-time staff may be hired to support direct training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the State or unit(s) of local government and have the approval of the State or awarding agency, whichever is applicable.
- **Certification/Recertification of Instructors.** Costs associated with the certification and re-certification of instructors are allowed. States are encouraged to follow the FEMA Instructor Quality Assurance Program to ensure a minimum level of competency and corresponding levels of evaluation of student learning. This is particularly important for those courses which involve training of trainers.

Exercises

Exercises implemented with grant funds should evaluate performance of the capabilities required to respond to the exercise scenario. Exercise activities should align to a current, Multi-Year TEP developed through an annual TEPW. Further guidance concerning the Training and Exercise Plan and the Training and Exercise Plan Workshop can be found at <https://hseep.dhs.gov>. Grantees are encouraged to develop exercises that test their EOPs in accordance with the requirements outlined on pages six and seven.

Allowable exercise-related costs include:

- **Funds Used to Design, Develop, Conduct and Evaluate an Exercise.** This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation. Grantees are encouraged to use free public space/locations/facilities, whenever available, prior to the rental of space/locations/facilities
- **Hiring of Full or Part-Time Staff or Contractors/Consultants.** Full- or part – time staff may be hired to support direct exercise activities. Payment of salaries and fringe benefits must be in accordance with the policies of the State or unit(s) of local government and have the approval of the State or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of exercises.
- **Overtime and Backfill.** The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of time spent on the design, development and conduct of exercises are allowable expenses. These costs are allowed only to the extent the payment for such

services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.

- **Travel.** Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise projects
- **Supplies.** Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise projects (e.g., copying paper, gloves, tape, non-sterile masks, and disposable protective equipment)
- **Implementation of HSEEP.** This refers to costs related to developing and maintaining a self-sustaining State HSEEP which is modeled after the national HSEEP
- **Other Items.** These costs are limited to items consumed in direct support of exercise activities such as the rental of space/locations for planning and conducting an exercise, rental of equipment (e.g., portable toilets, tents), and the procurement of gasoline, exercise signs, badges, and other essential nondurable goods. Grantees are encouraged to use free public space/locations, whenever available, prior to the rental of space/locations.

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle costs that are reimbursable are fuel/gasoline or mileage.
- Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs)
- Durable and non-durable goods purchased for installation and/or use beyond the scope of exercise conduct

Construction and Renovation

FEMA recognizes that updated, functioning Emergency Operations Centers (EOCs), accessible to and usable by individuals with disabilities, are a core component of an effective emergency management system. Therefore, construction and renovation activities for a State, local, or Tribal government's principal EOC are allowable under the EMPG Program. The match requirement for EOC construction and renovation with EMPG Program funding is 50 percent (50%) Federal and 50 percent (50%) grantee. Please see requirements related to Duplication of Benefits in *Section II, Part I.B.1.1.4*.

FY 2011 EMPG Program grantees using funds for construction projects must comply with the *Davis-Bacon Act* (40 U.S.C. 3141 *et seq.*). Grant recipients must ensure

that their contractors or subcontractors for construction projects pay workers employed directly at the work-site no less than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor wage determinations, is available from the following website: <http://www.dol.gov/compliance/laws/comp-dbra.htm>.

In order for grantees to drawdown funds for limited EOC construction and renovation projects under the EMPG Program:

- Grantee must provide to FEMA:
 - Description of the EOC facility, location, and the scope of the construction or renovation project
 - Certification that an assessment has been conducted to identify EOC needs regarding such issues as the facility, communications capability, computer systems and network capabilities, survivability, and sustainability
 - How the construction or renovation project will address the needs identified from the assessment
 - Consequences of not implementing the construction or renovation project
- Written approval must be provided by FEMA prior to the use of any EMPG Program funds for construction or renovation

All proposed construction and renovation activities must undergo an Environmental Planning and Historic Preservation (EHP) review, including approval of the review from FEMA, prior to undertaking any action related to the project. Any applicant that is proposing a construction project under the FY 2011 EMPG Program should pay special attention to the EHP requirements contained in *Section II, Part I.B.5.5.6*. No projects initiated after August 29, 2008 without proper EHP review will be funded. Projects using EMPG Program funds that were initiated or completed before an EHP review was concluded will be disapproved and funds will be deobligated. To avoid unnecessary delays in starting a project, grantees are encouraged to pay close attention to the reporting requirements for an EHP review. For more information on FEMA's EHP requirements, SAAs should refer to Information Bulletins (IBs) 329, 345, and 356 or *Section II, Part I.B.5.5.6*.

Maintenance and Sustainment

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active and future grant awards, unless otherwise noted. Grantees are reminded that supplanting is not permitted under the EMPG Program. Maintenance contracts and warranties, repair and replacement costs, upgrades, and/or user fees for equipment that was not originally purchased with preparedness grant funding (or provided by DHS components listed in IB 336) may not be subsequently paid for with preparedness grant funding. Please refer to GPD's IBs 336 and 348, located at <http://www.fema.gov/government/grant/bulletins/index.shtm>.

- **Maintenance Contracts and Warranties.** To increase the useful life of the equipment, FEMA has determined that maintenance contracts and warranties may be purchased using grant funding from one FY to cover equipment purchased with funding from a different FY. The use of grant funding for the purchase of maintenance contracts and warranties must meet the following conditions:
 - Maintenance contracts and warranties may only be purchased for equipment that has been purchased using FEMA preparedness grant funding
 - To avoid supplementing Congressional appropriations for specific programs, maintenance contracts and warranties must be purchased using funds from the same grant program used to purchase the original equipment
 - The term of the maintenance contract or warranty shall not exceed the period of performance of the grant to which the contract is being charged
- **Repair and Replacement Costs.** The cost of repair and replacement parts for equipment purchased using FEMA preparedness grant funding is an allowable expense
 - Repair and replacement parts may only be purchased for equipment that has been purchased using FEMA preparedness grant funding
 - To avoid supplementing Congressional appropriations for specific programs, repair and replacement parts must be purchased using the same grant program used to purchase the original equipment
- **Upgrades.** FEMA preparedness grant funding may be used to upgrade previously purchased allowable equipment. For example, if the grantee purchased risk management software with EMPG Program funds in FY 2005 and would like to use FY 2011 grant funding to upgrade the software, this is allowable
 - Upgrades may only be purchased for equipment that has been purchased using FEMA preparedness grant funding
 - To avoid supplementing Congressional appropriations for specific programs, upgrades must be purchased using the same grant program used to purchase the original equipment
- **User fees.** User fees are viewed as costs for specific services required to maintain and provide continued operation of equipment or systems. An example would be the recurring service fees associated with handheld radios or mobile data computers
 - User fees may only be paid for equipment that has been purchased using FEMA preparedness grant funding
 - To avoid supplementing congressional appropriations for specific programs, user fees must be paid for using the same grant program used to purchase the original equipment.
 - The service time purchased shall not exceed the period of performance of the grant to which the user fee is being charged

- **Implementation and Reporting.** Planned or actual expenditures for maintenance contracts and warranties, repair and replacement costs, upgrades and user fees must be reflected in the Initial Strategy Implementation Plan (ISIP) or Biannual Strategy Implementation Report (BSIR). For FEMA to be able to track maintenance and sustainment costs, grantees are required to identify costs associated with maintenance and sustainment each time they report in BSIR.

Grantees must comply with all the requirements in 44 CFR Part §13 and 2 CFR Part §215.

3. Unallowable Costs

- Expenditures for weapons systems and ammunition
- Costs to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Activities unrelated to the completion and implementation of the EMPG Program
- Other items not in accordance with the portions of the AEL and allowable costs listed above

PART III.

ELIGIBILITY INFORMATION

A. Eligible Applicants

All 56 States and territories, as well as the Republic of the Marshall Islands and the Federated States of Micronesia, are eligible to apply for FY 2011 EMPG Program funds. Either the SAA or the State's EMA are eligible to apply directly to FEMA for EMPG Program funds on behalf of State and local emergency management agencies, however only one application will be accepted from each State or territory.

B. Governance

National Incident Management System (NIMS) Implementation

In accordance with Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, the adoption of NIMS is a requirement to receive Federal preparedness assistance, through grants, contracts, and other activities. The NIMS provides a consistent nationwide template to enable all levels of government, Tribal nations, nongovernmental organizations including voluntary organizations, and private sector partners to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity.

Federal FY 2010 NIMS implementation must be considered prior to allocation of any Federal preparedness awards in FY 2011. Since FY 2007, the National Integration Center (NIC) has advised State, Tribal nation, and local governments to self assess their respective progress relating to NIMS implementation objectives in the NIMS Compliance Assistance Support Tool (NIMSCAST).¹ The list of objectives against which progress and achievement are assessed and reported can be found at <http://www.fema.gov/emergency/nims/ImplementationGuidanceStakeholders.shtm#item2>.

All State, Tribal nation, and local government grantees should update their respective NIMSCAST assessments and, if necessary, submit a Corrective Action Plan via NIMSCAST for FY 2010. Corrective Action Plans are only required if a jurisdiction fails to meet one of the NIMS implementation activities. Comprehensive information concerning NIMS implementation for States, Tribal nations, local governments, nongovernmental organizations, and the private sector is available through the NIC at FEMA's NIMS Resource Center at <http://www.fema.gov/nims>.

¹ As defined in the *Homeland Security Act of 2002* (Public Law 107-296), the term "State" means "any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States" 6 U.S.C. 101 (14)

State, Tribal, and local governments should continue to implement NIMS training guidance (course curricula and instructor qualifications) contained in the *Five-Year NIMS Training Plan*, released in February 2008 and any successor guidance released by FEMA. [Note: Coursework and training developed and/or delivered by National Wildfire Coordinating Group (NWCG) meet the course and instructor requirements of the *Five-Year NIMS Training Plan*]. NIMS training guidance is available on FEMA's NIMS Resource Center at <http://www.fema.gov/emergency/nims/NIMSTrainingCourses>.

The primary grantee/administrator of FY 2011 EMPG Program award funds is responsible for determining if sub-awardees have demonstrated sufficient progress in NIMS implementation to disburse awards.

State Preparedness Report (SPR) Submittal

Section 652(c) of the *Post-Katrina Emergency Management Reform Act of 2006* (Public Law 109-295), 6 U.S.C. §752(c), requires any State that receives Federal preparedness assistance to submit a SPR to FEMA. States submitted the most recent State Preparedness Report in May of 2010, which meets this requirement to receive funding under the FY 2011 EMPG Program.

Emergency Operations Plan (EOP) Submittal

In accordance with 44 CFR Part §302.3 States must have on file with FEMA, a current EOP conforming with CPG 101 v.2 in order to remain eligible for Federal financial contributions related to emergency management and assistance. Receipt of this document is a prerequisite for applicants to receive FY 2011 EMPG Program funding.

PART IV. APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

FEMA makes all funding opportunities available on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions please call the [grants.gov](http://www.grants.gov) customer support hotline at (800) 518-4726.

Application forms and instructions are available at [grants.gov](http://www.grants.gov). To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this announcement. Select “Download Application Package,” and then follow the prompts to download the application package. To download the instructions, go to “Download Application Package” and select “Instructions.”

B. Content and Form of Application

- 1. Application via Grants.gov.** All applicants must file their applications using the Administration’s common electronic “storefront” - <http://www.grants.gov>. Eligible grantees must apply for funding through this portal, accessible on the Internet at <http://www.grants.gov>.

The application must be started and submitted using <http://www.grants.gov> after Central Contractor Registration (CCR) is confirmed. The on-line application includes the following required form:

- Standard Form 424, Application for Federal Assistance

When applicants apply through <http://www.grants.gov>, the Standard Form 424 in the initial Grants.gov application will need to be submitted. The Standard Form 424 will be retrieved by ND Grants and the system will automatically populate the relevant data fields in the application. Because FEMA will need to conduct an initial review of the application prior to the submission deadline of June 20, 2011, grantees are encouraged to initiate and complete the Standard Form 424 submission within Grants.gov by **no later than June 13, 2011**. Upon the completion of the initial review, FEMA will determine whether an application should proceed further and the applicant will be notified to complete their submission by fulfilling additional

application requirements (e.g., budget, Investment Justification, Work Plan, etc.) listed below by **no later than June 20, 2011**.

The application must be completed and final submission made through the ND Grants system located at <https://portal.fema.gov>. If you need assistance registering for the ND Grants system, please contact FEMA's Enterprise Service Desk at (888) 457-3362. Applicants are encouraged to begin their ND Grants registration at the time of solicitation to ensure they have adequate time to start and complete their application submission. The ND Grants system includes the following required forms and submissions:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424C, Budget Information (Construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities)
- Grants.gov (GG) Lobbying Form, Certification Regarding Lobbying
- FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- EMPG Program Work Plan

The program title listed in the CFDA is "*Emergency Management Performance Grant Program*". The CFDA number is **97.042**.

2. **Dun and Bradstreet Data Universal Numbering System (DUNS) Number.** The applicant must provide a DUNS number with their application. This number is a required field within <http://www.grants.gov> and for CCR. Organizations should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at (866) 705-5711.
3. **Valid CCR.** The application process also involves an updated and current registration by the applicant, which must be confirmed at <http://www.ccr.gov>.
4. **EMPG Program Work Plan.** All EMPG Program applicants are encouraged to use the template provided in *Section I, Part IV.B.5* to submit a required Work Plan that outlines the State's emergency management sustainment and enhancement efforts, including new and ongoing projects, proposed for the FY 2011 EMPG Program period of performance. The Work Plan consists of a Program and Budget Narrative, Personnel Data Table, Training Data Table, Exercise Data Table, and Grant Activities Outline. FEMA regional offices will work closely with States to monitor Work Plans during the performance period. In addition, FEMA regional offices must concur on final Work Plans before States may draw down EMPG Program funds.

Grant funds will be released on a rolling basis upon approval of the State’s final Work Plan.

5. Work Plan Template.

I. Program and Budget Narrative

Provide a brief description of the State emergency management priorities and initiatives that will be addressed with FY 2011 EMPG Program funds. In addition, the narrative should address, if applicable, the following:

- Overview of the State’s risk profile such as resulting from a THIRA
- Areas of need identified through assessment processes
- Baseline inventory of where States are now relative to goals and objectives identified in relevant strategic plans
- State emergency management priorities and planning focus for FY 2011

II. Personnel Data Table

To facilitate consistent data reporting and performance measures collection, a Personnel Data Table should be completed for personnel supported with FY 2011 EMPG Program funds. The data requested will assist in documenting the extent to which EMPG Program funding contributes to enhancing or sustaining emergency management capacity in terms of personnel support at the State level. This template will serve as the first component of the Quarterly Progress Report.

FY 2011 Personnel Data Table Template

Personnel Metrics	Data
Funds allocated towards State emergency management personnel	
Funds allocated towards State contractors	
Non-EMPG Program funds allocated towards State emergency management personnel	
Total Number of State emergency management full-time equivalent (FTE) personnel (including those supported and not supported by the EMPG Program)	
Number of State emergency management full-time equivalent (FTE) personnel supported by EMPG Program	

III. Training Data Table

To facilitate consistent data reporting and performance measures collection, a Training Data Table should be completed for training sessions funded with FY 2011 EMPG Program funds. The data requested will be used to assess the strategic allocation of training funds according to long-term target capability development. Grantees are encouraged to list the name of the training course, total the number of personnel trained, number of EMPG Program supported personnel trained and whether the funded training is aligned to the State's Multi-Year TEP. Grantees should report quarterly completion of planned training activities in the Grant Activities Outline using EMF #13 ("Training"), and the number of personnel trained should be included in the "Comments" section. All EMPG Program funded personnel shall participate in no less than three exercises and will have completed the training requirements listed in *Section I, Part II.A* and record proof of completion.

FY 2011 Training Data Table Template

Name of Training	Number of Personnel Trained	Number of EMPG Program funded personnel	Number of EMPG Program supported Personnel Trained	Training Aligned to Multi-Year Training and Exercise Plan? (Yes/No)

IV. Exercise Data Table

To facilitate consistent data reporting and performance measures collection, an Exercise Data Table should be completed for exercises conducted using FY 2011 EMPG Program funds. The data requested will be used to assess the extent to which funded exercises test jurisdiction-specific capability requirements. Grantees are encouraged to list the number of discussion-based exercises funded by type, the number of operations-based exercises funded by type, the name or description of each exercise, and whether the exercise tests the Emergency Operations Plan. Grantees should report quarterly completion of planned exercise activities in the Grant Activities Outline using EMF #14 ("Exercises, Evaluations and Corrective Actions"), and the number of exercises completed should be included in the "Comments" section. This table should be used to document progress toward requirements listed on pages six and seven.

FY 2011 Exercise Data Table Template

Type of Exercise	Number of Exercises	Number Counting Towards Multi-Year TEP	Number of EMPG Program Funded Personnel	Number of EMPG Program Funded Personnel Participating in Exercise	Name or Description	Exercise Aligned to Emergency Operations Plan? (Yes/No)
Discussion-Based						
Seminar						
• AAR complete						
• Corrective Actions identified						
<i>Progress made towards addressing Corrective Actions.</i> Please indicate at least the percentage progress made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.						
Workshop						
• AAR complete						
• Corrective Actions identified						
<i>Progress made towards addressing Corrective Actions.</i> Please indicate at least the percentage progress made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.						
Tabletop Exercise (TTX)						
• AAR complete						
• Corrective Actions identified						
<i>Progress made towards addressing Corrective Actions.</i> Please indicate at least the percentage progress made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.						
Game						
• AAR complete						
• Corrective Actions identified						
<i>Progress made towards addressing Corrective Actions.</i> Please indicate at least the percentage progress made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.						
Operations-Based						
Drill						
• AAR complete						
• Corrective Actions identified						
<i>Progress made towards addressing Corrective Actions.</i> Please indicate at least the percentage progress made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.						
Functional Exercise						
• AAR complete						
• Corrective Actions identified						

<i>Progress made towards addressing Corrective Actions.</i> Please indicate at least the percentage progress made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.						
Full-Scale Exercise						
• AAR complete						
• Corrective Actions identified						
<i>Progress made towards addressing Corrective Actions.</i> Please indicate at least the percentage progress made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.						
Progress made towards completing Multi-Year TEP						

V. EMPG Program Grant Activities Outline

To facilitate performance measures and focus on outcomes, an EMPG Program Grant Activities Outline should be completed for activities supported with FY 2011 EMPG Program funds (including construction and renovation projects). The data outlined in this template will be used to evaluate the timely completion of planned emergency management activities. Grantees are encouraged to complete a separate Grant Activities Outline for each EMF. Quarterly training activities should be reported against EMF #13, "Training," and quarterly exercise activities should be reported against EMF #14, "Exercises, Evaluations and Corrective Actions." Grantees should complete a template as shown on the next page and address the following areas:

- **EMF Number.** Identify how the grant activities relate to the EMFs outlined in the September 2007 version of the Emergency Management Accreditation Program (EMAP) Standard (e.g. Resource Management, Communications and Warning, etc.)
- **Name of Planned Project.** Provide a descriptive name of each planned project. Examples include "Development of Emergency Function Annexes", "Development of Earthquake Scenario Loss Estimations", "Implementation of Statewide Interoperability Plan", "NIMS Training for Emergency Management Personnel", "Development of Emergency Preparedness Plan for Individuals with Disabilities", etc.
- **Project Objective.** Briefly explain the major objective of the project, including how the project will address shortfalls identified through various assessments conducted
- **Performance Measure and Basis of Evaluation.** Indicate the performance measure that will be used to evaluate this project
- **Challenges/Risks.** Identify any challenges to implementing this project or any of its activities
- **Quarterly Activity.** Break each project down into quarterly activities. For each quarter, briefly identify the activities that will accomplish the planned project. This information will provide the foundation for the

second component of the Quarterly Progress Report.

- **Step.** Provide the status of planned quarterly activities. The main steps and processes of the Project Management Lifecycle are summarized in the below table
- **Comments.** Briefly describe the reason for the project status and provide other comments as needed. Include the number of training sessions funded and the number of personnel trained in this section.

FY 2011 Grant Activities Outline Template

EMF#:			
Name of Planned Project:			
Project Objective:			
Performance Measure and Basis of Evaluation:			
Challenges/Risks:			
1st Quarter Activity (10/1/10-12/31/10)	Planned Activities:	Step:	Comments:
2nd Quarter Activity (1/1/11-3/31/11)	Planned Activities:	Step:	Comments:
3rd Quarter Activity (4/1/11-6/30/11)	Planned Activities:	Step:	Comments:
4th Quarter Activity (7/1/11-9/30/11)	Planned Activities:	Step:	Comments:
5th Quarter Activity (10/1/11-12/31/11)	Planned Activities:	Step:	Comments:
6th Quarter Activity (1/1/12-3/31/12)	Planned Activities:	Step:	Comments:
7th Quarter Activity (4/1/12-6/30/12)	Planned Activities:	Step:	Comments:
8th Quarter Activity (7/1/12-9/30/12)	Planned Activities:	Step:	Comments:

Project Management Lifecycle

Steps	Description	Process
Initiate	The authorization to begin work or resume work on any particular activity	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	Involves working out and extending the theoretical, practical, and/or useful application of an idea, concept, or preliminary design. This also involves a plan for moving a project concept to a viable project.

Steps	Description	Process
Execute	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project
Control	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	Involves exercising corrective action as necessary to yield a required outcome consequent upon monitoring performance. Or, the process of comparing actual performance with planned performance, analyzing variances, evaluating possible alternatives, and taking appropriate correct action as needed.
Close Out	The completion of all work on a project. Can also refer to completion of a phase of the project	Involves formally terminating and concluding all tasks, activities, and component parts of a particular project, or phase of a project

For additional information on the Project Management Lifecycle, please visit Project Management Institute's (PMI) *A Guide to the Project Management Body of Knowledge* (PMBOK Guide) at <http://www.pmi.org/PMBOK-Guide-and-Standards.aspx>. Specifically, applicants are encouraged to reference Chapter three of the PMBOK Guide, *The Standard for Project Management of a Project*.

C. Environmental Planning and Historic Preservation (EHP) Compliance

FEMA is legally required to consider the potential impacts of all grant-funded projects on environmental resources and historic properties. For the EMPG Program and other preparedness grant programs, this is accomplished via FEMA's EHP Review.

Grantees must comply with all applicable EHP laws, regulations, and Executive Orders (EOs) in order to draw down their FY 2011 EMPG Program grant funds. Any project with the potential to impact natural resources or historic properties cannot be initiated until FEMA has completed the required FEMA EHP review. Grantees that implement projects prior to receiving EHP approval from FEMA risk de-obligation of funds.

EMPG Program projects that involve the installation of equipment, ground-disturbing activities, new construction, including communication towers, or modification/renovation of existing buildings or structures must undergo a FEMA EHP review. Furthermore, for those proposed construction or renovation projects that are part of larger projects funded from a non-FEMA source (such as an EOC that is part of a larger proposed public safety complex), a FEMA EHP review must be complete before the larger project is initiated. For these types of projects, grantees must complete the FEMA EHP Screening Form (OMB Number 1660-0115/FEMA Form 024-0-01) and submit it, with all supporting documentation, to the GPD EHP team at GPDEHPInfo@fema.gov for review. Grantees should submit the FEMA EHP Screening Form for each project as soon as possible upon receiving their grant award. Refer to IBs 329, 345, and 356 (located at <http://www.fema.gov/government/grant/bulletins/index.shtml>) and *Section II, Part I.B.5.5.6* for further details on EHP requirements.

The following activities would not require the submission of the FEMA EHP Screening Form: planning and development of policies or processes; management, administrative or personnel actions; classroom-based training; table top exercises; and, acquisition of mobile and portable equipment (not involving installation).

No projects initiated after August 29, 2008 without proper EHP review will be funded. Projects that were initiated or completed before an EHP review was concluded and used EMPG Program funds will be deobligated. To avoid unnecessary delays in starting a project, grantees are encouraged to pay close attention to the reporting requirements for an EHP review. For more information on FEMA's EHP requirements, SAAs should refer to IBs 329, 345, and 356 or *Section II, Part I.B.5.5.6*.

D. Submission Dates and Times

All submissions will be received by **no later than 11:59 p.m. EDT, June 20, 2011**. Late applications will neither be considered nor reviewed. Only applications started through <http://www.grants.gov> and completed through the ND Grants system located at <https://portal.fema.gov> will be accepted.

PART V.

APPLICATION REVIEW INFORMATION

A. Review Criteria

Submitted applications will undergo a complete content review within their respective FEMA Regions. Each FEMA Region will be responsible for reviewing the FY 2011 EMPG Program Work Plan for their respective States/territories in order to assess their emergency management sustainment and enhancement efforts.

B. Review and Selection Process

All Work Plans will require final approval by the corresponding FEMA Region. Grantees will be notified by their FEMA Regional Program Analyst should any component of the EMPG Program application require corrective action.

GPD will process the FY 2011 EMPG Program awards, upon coordination and consultation with the FEMA Region. Assuming full financial and programmatic approval of the FY 2011 EMPG Program Work Plan, GPD will release 100 percent (100%) of the Grantee's FY 2011 EMPG Program award amount in accordance with 44 CFR Part §13.21. Conditionally approved Work Plans will result in GPD releasing 50 percent (50%) of the award amount. Grantees who have not submitted their Work Plan as part of their application will not be issued an award until such Work Plan is received, reviewed, and approved by the FEMA Region.

C. Anticipated Announcement and Award Dates

FEMA will evaluate and act on applications within 30 days following close of the application period. Awards will be made on or before September 30, 2011.

D. Intergovernmental Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. Applicants must contact their State SPOC to determine if the program has been selected for State review. Executive Order 12372 can be referenced at <http://www.archives.gov/federal-register/codification/executive-order/12372.html>. The names and addresses of the SPOCs are listed on OMB's home page available at http://www.whitehouse.gov/omb/grants_spoc.