



FEMA

**Grant Programs Directorate Information Bulletin
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MEMORANDUM FOR: All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All Urban Area Security Initiative (UASI) Points of Contact
All State Homeland Security Directors
All State Emergency Management Agency Directors

FROM: Thomas DiNanno
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Federal Emergency Management Agency

A handwritten signature in blue ink that reads "Thomas DiNanno".

SUBJECT: Clarifying Guidance on Fiscal Year (FY) 2017 Emergency
Management Performance Grant (EMPG) Program and Homeland
Security Grant Program (HSGP)

I. Overview

This Information Bulletin (IB) provides clarifying language on requirements that were unclear or incorrect in the FY 2017 EMPG and HSGP Notice of Funding Opportunities (NOFOs).

II. EMPG Biannual Strategy Implementation Report (BSIR) Language

FY 2017 EMPG NOFO language, pg. 19:

“Accordingly, reports should include project-level details by subrecipient to explain how expenditures support gaps identified in the recipient’s [Threat and Hazard Identification and Risk Assessment (THIRA)] and [State Preparedness Report (SPR)].”

Issue: It is unclear where in the BSIR recipients should report information on how a project supports closing gaps identified in the recipient’s THIRA and SPR.

Clarification: In the BSIR, recipients shall use the “Project Description” field to report how a project supports closing gaps.

III. EMPG Training Requirements Clarification

FY 2017 EMPG NOFO language, page (pg.) 30:

“In addition to training activities aligned to and addressed in the [Training and Exercise Plan (TEP)], all EMPG funded personnel shall complete *either* the Independent Study courses identified in the Professional Development Series *or* the National Emergency Management Basic Academy delivered either by the Emergency Management Institute (EMI) or at a sponsored state, local, tribal, territorial, regional or other designated location. Further

information on the National Emergency Management Basic Academy and the Emergency Management Professional Program can be found at: <https://training.fema.gov/empp/>. Previous versions of the [Independent Study (IS)] courses meet the [National Incident Management System (NIMS)] training requirement. A complete list of Independent Study Program Courses may be found at <http://training.fema.gov/is>. A list of the Professional Development Series courses can be found in Appendix B.”

FY 2017 EMPG NOFO language, pg. 38:

“All EMPG-funded personnel shall complete and record proof of completion for the NIMS training requirements outlined in the NIMS Training Program.”

Issue: The FY 2017 EMPG training requirements for EMPG funded personnel are unclear.

Clarification: All EMPG funded personnel are expected to be trained emergency managers capable of filling in and responding as needed. In addition to training activities aligned to and addressed in the TEP, all EMPG -funded personnel [including full- and part-time state, local, tribal and territorial (SLTT) recipients/grantees and sub-recipients/sub-grantees] shall complete the following training requirements and record proof of completion:

- (1) NIMS Training, Independent Study (IS)-100 (any version), IS-200 (any version), IS-700 (any version), and IS-800 (any version)*, **AND**
- (2) Professional Development Series (PDS) **OR** the Emergency Management Professionals Program (EMPP) Basic Academy listed in the chart below.

Professional Development Series or Basic Academy		
PDS Professional Development Series	Basic Academy Basic Academy Pre-requisites and Courses	
IS-120.a An Introduction to Exercises	OR	IS-100 (any version) Introduction to the Incident Command System
IS-230.d Fundamentals of Emergency Management		IS-700 (any version) National Incident Management System (NIMS)-An Introduction
IS-235.b Emergency Planning		IS-800 (any version) National Response Framework, An Introduction
IS-240.b Leadership and Influence		IS-230.d Fundamentals of Emergency Management
IS-241.b Decision Making and Problem Solving		E/L101 Foundations of Emergency Management
IS-242.b Effective Communication		E/L102 Science of Disasters
IS-244.b Developing and Managing Volunteers		E/L103 Planning Emergency Operations
		E/L104 Exercise Design
	E/L105 Public Information & Warning	

**Note: NIMS training courses IS-100, IS-200, IS-700, and IS-800 only have to be taken once to fulfill requirements.*

Proof of completion of training requirements should be maintained by recipients so it can be produced when requested by Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) during periodic reviews.

IV. EMPG Link to Training Catalog

FY 2017 EMPG NOFO language, pg. 41:

“Training Information Reporting System (“Web-Forms”)

Web-Forms are an electronic form/data management system built to assist the SAA and its designated state, territory, and tribal training point of contact (TPOC). Reporting on training activities through Web-Forms is not required under FY 2017 EMPG. However, the system remains available and can be accessed through the DHS/FEMA Toolkit located at <http://www.firstrespondertraining.gov/admin> in order to support recipients in their own tracking of training deliveries.

Issue: Website link to the training catalog is incorrect.

Clarification: The correct FEMA link is: <https://www.firstrespondertraining.gov/frt/>

V. EMPG After-Action Report (AAR) Requirements Clarification

FY 2017 EMPG NOFO language, pg. 31:

“In order to report on the required exercises, recipients are required to submit either one After-Action Report/Improvement Plan (AAR/IP) for the culminating full-scale exercise from all five exercises conducted within a 12-month period, *or* individual AAR/IPs for each of the five exercises, to: HSEEP@fema.dhs.gov and the appropriate Regional EMPG manager, no later than 90 days after completion of the exercise.”

Issue: The AAR/IP reporting procedures are unclear.

Clarification: Recipients shall submit their AAR/IPs to the HSEEP inbox (HSEEP@fema.dhs.gov) and the appropriate Regional EMPG manager. The submission(s) must include the applicable EMPG grant year(s) and/or quarter(s) that the submission addresses. If the recipient submits a single AAR/IP to cover the progressive series (one full-scale exercise and four quarterly exercises), the recipient must specify the applicable EMPG grant year and the dates of each of the five exercises in the series. This link provides access to a sample AAR/IP template: <https://preptoolkit.fema.gov/web/hseep-resources/improvement-planning>.

VI. EMPG Exercise Data Table Template Clarification

FY 2017 EMPG NOFO language, pg. 48:

“Exercise Data Table Template”

Issue: The Exercise Data Table Template in the FY 2017 EMPG NOFO (pg. 48) is different from the table available on grants.gov. The table in the NOFO has five columns while the table on grants.gov has nine columns that require recipients to provide additional information.

Clarification: Recipients should complete the nine-column form that is on grants.gov as part of their quarterly reporting. [Appendix A](#) provides the example Exercise Data Table Template. Submit the updated Exercise Data Table Template via email to your Regional Program Analyst.

VII. HSGP BSIR Submission Date

FY 2017 HSGP NOFO language, pg. 25:

“The first BSIR will be due January 30, **2017** (30 days after the end of the first reporting period for the award).”

Issue: The FY 2017 HSGP NOFO BSIR submission deadline is incorrect.

Clarification: The correct deadline for the first BSIR submission is January 30, **2018**.

VIII. HSGP After-Action Report (AAR) Requirements Clarification

FY 2017 HSGP NOFO language, pg. 43:

“Recipients are required to submit either one After Action Report/Improvement Plan (AAR/IP) for each HSGP-funded progressive exercise series; or individual AAR/IPs for each HSGP-funded exercise to HSEEP@fema.dhs.gov no more than 90 days after completion of the exercise.”

Issue: The AAR/IP reporting procedures are unclear.

Clarification: Recipients shall submit their AAR/IPs to the HSEEP inbox (HSEEP@fema.dhs.gov) and indicate the applicable HSGP grant year which the submission is intended to fulfill. If the recipient submits a single AAR/IP to cover a HSGP progressive exercise series, the recipient must then specify the applicable HSGP grant year and the dates of the exercises in their submission to the HSEEP inbox (HSEEP@fema.dhs.gov). This link provides access to a sample AAR/IP template: <https://preptoolkit.fema.gov/web/hseep-resources/improvement-planning>.

IX. Questions

Questions regarding this IB may be directed to AskCSID@fema.dhs.gov.

Appendix A - EMPG Exercise Data Table Template Clarification

Name/ Description of Exercise	Date Exercise Scheduled/Completed	Type of Exercise	Program Priority Exercised	Exercise Fulfills Progressive Exercise Requirement (Y/N)	Total # of SLTT EMPG Funded Personnel	Number of SLTT EMPG Program Funded Personnel Participating in Exercise	Exercise Fulfills EMPG Exercise Participation Requirement (Y/N)	Exercise Identified in TEP (Y/N)

Exercise Data Table Definitions:

Column 1 – Name/Description of Exercise

Column 2 – Date of exercise

Column 3 – Type of exercise (e.g., seminar, workshop, tabletop, games, drills, functional, and/or full-scale)

Column 4 – Program priority associated with the exercise

Column 5 – Is the exercise part of a progressive exercise series?

Column 6 – Total # of SLTT EMPG Funded Personnel

Column 7 – Total # of SLTT EMPG Funded Personnel Participating in Exercise

Column 8 – Does the exercise fulfill the EMPG requirement that EMPG Program funded personnel participate in no less than three exercises?

Column 9 – Is exercise identified in the multi-year TEP?