

FY 2017 EMPG GUIDANCE
Emergency Management Performance Grant
Guidance and Application Workbook



Funding provided by
The Department of Public Safety's (DPS)
Division of Emergency Management (DEM)

Federal Award Distributed by
The United States Department of Homeland Security's (DHS)
Federal Emergency Management Agency (FEMA)

DEM CONTACTS

EMPG Coordinator

Tanner Patterson
tpatterson@utah.gov
801.598.1610

LIAISONS

If you need assistance, please contact the LNO that coincides with the region that your emergency management program falls under.

Region 1

Kimberly Giles
801.209.7542
kgiles@utah.gov

Box Elder, Cache, Rich, Davis, Morgan, Weber Counties
and Shoshone Tribe

Region 2

Tara Behunin
801.783.9284
tarabehunin@utah.gov

Salt Lake, Summit, Tooele, Utah, Wasatch Counties,
Confederated Band of Goshutes and Skull Valley
Goshutes

Region 3

Jeff Gallacher
801.209.5236
jgallacher@utah.gov

Juab, Millard, Piute, Sanpete, Sevier, Wayne Counties,
Paiute Tribe and Confederate Band of Goshutes

Region 4

Scott Alvord
801.703.1924
salvord@utah.gov

Beaver, Iron, Garfield, Kane, Washington Counties, and
Paiute Tribe

Region 5

Mechelle Miller
801.707.1631
mmiller@utah.gov

Daggett, Duchesne, Uintah Counties, and Ute Tribe

Region 6-7

Angelia Crowther
801.664.5861
acrowther@utah.gov

Carbon, Emery, Grand, San Juan Counties, Navajo Tribe,
and Ute Mountain Tribe

Community Support Liaison Program Manager

Kim Hammer
801.209.6238
khammer@utah.gov

WebEOC Support

Rey Thompson
801.330.4343

Kurt Tracy
801.828.8158

Training & Exercise Support

Kris Repp
801.538.3776

Tracy Bodily
801.870.0520

Donald Cobb
801.828.7681

Ted Woolley
801.556.3166

BACKGROUND

The mission of the Utah Division of Emergency Management is to unite the emergency management community and coordinate the efforts necessary to mitigate, prepare for, respond to, and recover from emergencies and catastrophic events. The emergency program managers provide critical leadership in their jurisdiction's ability to achieve this mission within their own communities.

The purpose of the Emergency Management Performance Grant (EMPG) Program is to provide qualifying jurisdictions (Counties, Cities, Tribes, and Public Institutions of Higher Education) with financial assistance and technical expertise in establishing, maintaining, and enhancing an effective emergency management program. This is accomplished by identifying eligible missions and core capabilities outlined in the National Preparedness Goal ([NPG](#)). A central objective of this program is to ensure that trained, experienced, professional emergency management personnel are present in each eligible jurisdiction.

The Utah Department of Public Safety's Division of Emergency Management (DEM), funds the EMPG Program through funding received from the U.S. Department of Homeland Security; Federal Emergency Management Agency (FEMA). Financial assistance is provided on a 50% matching basis to jurisdictions for the purposes of maintaining and improving emergency management organizations.

GRANT INFORMATION

The full **Notice of Funding Opportunity** (NOFO) from **FEMA** for **EMPG** can be found [here](#).

The **Code of Federal Regulations** which applies to all federal awards can be found [here](#).

The **objective** of the EMPG Program is to support a comprehensive, all-hazard emergency preparedness system by building and sustaining the core capabilities contained within each mission area of the NPG.

Examples of EMPG funded activities include but are not limited to:

- Initiating or achieving a [whole community approach](#) to security and emergency management;
- Strengthening a state or community's emergency management program;
- Updating emergency plans;
- Completing the State Preparedness Reports ([SPR](#)), including the Threat and Hazard Identification and Risk Assessment ([THIRA](#)) process;
- Designing and conducting exercises that engage a whole community of stakeholders and validate core capabilities;
- Conduct and attend training.

The Department of Homeland Security expects EMPG recipients and subrecipients (county/city/tribe/IHE) to *prioritize* grant funding to address capability targets and gaps identified through the annual THIRA and SPR process. Recipients and subrecipients should *prioritize* the use of grant funds to maintain/sustain current capabilities, to validate capability levels, and to increase capability for high-priority core capabilities with low capability levels.

A **cost match** is required under this program. The Federal share that is used towards the EMPG Program budget **shall not exceed 50%** of the total budget. FEMA administers cost matching requirements in accordance with [2 CFR 200.306](#). To meet matching requirements, the contributions must be verifiable, reasonable, allowable, allocable, and necessary under the grant program and must comply with all federal requirements and regulations.

Note: subrecipients will be reimbursed at a maximum of 25% of the total award amount per quarter. Expenditures must be paid *during* the quarter they are claimed for reimbursement.

ELIGIBILITY REQUIREMENTS

- Employ a full-time, three-quarter time, part-time, or one-quarter time Emergency Program Manager (40, 30, 20, or 10 hours per week respectively).
 - This cannot be a contracted position.
 - Also note, if this position is held by a police chief, sheriff, or fire chief their personnel costs will not be able to be claimed for reimbursement.
- Submit a timely and complete application.
- Meet all Federal requirements such as:
 - Equal Opportunity Employer
 - Drug-Free Workplace, A-133 Audits
 - Federal Funding Accountability and Transparency Reporting
 - Compliance with 2 CFR 200 policies
 - etc.
- Cities shall submit a letter/E-mail from their respective County EM acknowledging their participation in the EMPG program with their application.
- New applicants shall complete IS 100, 200, 700, 800 prior to applying for the grant.
 - Exceptions will be considered on a case by case basis.
- All applicants shall submit a Training and Exercise Plan spanning the current year prior to submitting their application.
 - Exceptions will be considered on a case by case basis.
- Complete and report on all performance standards listed within this guidance.
 - Performance Standard One: Exercise
 - Performance Standard Two: NIMS Compliance
 - Performance Standard Three: Planning
 - Performance Standard Four: Professional Development Coordination
 - Performance Standard Five: Community Outreach
- Full participation and compliance with DEM's Grant Monitoring Program.

REPORTING

On a quarterly basis the Emergency Program Managers shall submit the following to Utah DEM via WebEOC:

1. A progress report reflecting work accomplished according to their work plan. The report should address activities for all Five Performance Standards. The report should also have a detailed narrative as to what has been completed.
2. Exercise documents, if applicable for the reporting period (see the table on page 8 for required documents). All training requirements shall be fulfilled by EMPG funded personnel.
3. A financial request for reimbursement form.
4. Thorough documentation in support of the reimbursement request. All expenses listed in this report shall be paid and supporting documentation shall be attached and submitted via WebEOC.

Penalties for missing/late reporting

1. If the performance standards are incomplete at the end of the 4th quarter, the reimbursement will be adjusted and the inability to complete aforementioned performance standards will be taken into consideration when determining next year's award allocations.
2. A late report, not waived for good cause by the Director of DEM or his designee, will not receive reimbursement for that quarter.
3. If two reports are missed or late throughout the grant year, the jurisdiction may receive a probationary letter when applying for EMPG the following year. If improvement is not made, the jurisdiction will be disqualified from from applying in the subsequent year.
4. Failure to meet any performance standard by the end of the grant cycle may result in a 20% reduction in fourth quarter reimbursement per standard (up to 100%).

SUPPORTING DOCUMENTATION

For expenses claimed under EMPG, we require supporting documentation to meet the Federal Requirement put in place by [2 CFR 200.331 \(d\)](#) which requires pass-through entities to “monitor the activities of subrecipients as necessary to ensure that the subaward is used for authorized purposes.”

These supporting documents must be procedurally generated and cannot be self-certified documents. For example, in the case of **Salary and Benefits**, we would require documentation generated by the jurisdiction’s payroll software.

What this is

- Compensation and Benefits Summary
- Payroll Summary
- Pay Stubs

What this isn’t

- A written document (E-mail)
- An excel spreadsheet showing the amounts
- A copy of the trial balance

For other **purchases**, we will need proof of purchase as well as proof of payment. Again these must be a procedurally generated documents and not self-certified documents.

What this is

- An invoice and a copy of the check used to pay the invoice
- An invoice and credit card statement showing the purchase
- An itemized receipt showing payment and listing what was purchased

What this isn’t

- A copy of the general ledger or trial balance
- A spreadsheet stating expenses to be claimed for EMPG
- A purchasing card transaction log

As for **Travel Expenses**, these documents will depend on your policy. We will need proof that the travel was authorized and proof that the expenses were incurred and/or reimbursed.

These documents are to be submitted in webEOC with your quarterly reports. If you are ever uncertain about whether or not you have the documentation required to claim an expense under EMPG, call or E-mail the EMPG coordinator.

*Remember to retain all documents for three at least years after closeout.

PERFORMANCE STANDARD ONE: EXERCISE

Per FEMA requirements *all* EMPG funded personnel shall participate in no fewer than three exercises per year as well as conduct or participate in a Training and Exercise Planning Workshop (TEPW) on an annual basis. All exercises used for EMPG credit shall be entered into the WebEOC Exercise Schedule and History Log 30 days prior to the exercise. Instructions for how to use this feature of WebEOC are available [here](#). In your progress reports, in WebEOC, please indicate the exercise name and date (use the same name and date that you used in the scheduler). All exercise documentation shall be in the Exercise Schedule and History Log and not the progress report.

When claiming an exercise all EMPG sub-recipient jurisdictions involved, whether hosting or participating, shall submit the required documentation (page 8) within 90 days of the exercise to receive credit toward the requirement. If the hosting jurisdiction gathers information unique to each participating jurisdiction, one AAR/IP may be submitted. If you are not the lead agency for an exercise and you wish to count the exercise for participation credit you will need to submit your documentation through the Exercise Schedule and History Log as Miscellaneous Documentation. Instructions for how to use this feature of WebEOC are available [here](#). AAR/IP documentation needs to reflect what lessons were learned for *your* jurisdiction, what corrective actions are needed for *your* jurisdiction and what improvement planning *your* jurisdiction will be making, not just the items that the lead jurisdiction has written.

Please review exercise types [here](#) for a clear understanding of the types of exercise that may be conducted for EMPG credit. Regardless of participation level (observer, player, actor, evaluator, etc) **all required documents** shall be submitted for *your* jurisdiction. The following information and table shows how EMPG subrecipients shall meet these exercise requirements.

Exercises may include volunteer capabilities and their resources *if* the objectives address a specific portion of the jurisdiction's EOP (e.g. Mass Care Annex, Volunteer and Donations Management Annex, etc.) but cannot be the central purpose of the exercise. (An exercise only involving CERT would not qualify.)

Exercise Reporting Requirements:

EMPG Exercise Reporting Requirements	Exercise Plan *	Exercise Overview *	After Action Report / Improvement Plan *	Executive Summary *	Participant Roster *
Seminar <i>(This Exercise Type is an informational briefing)</i>	Not Required	Required	Either AAR/IP or Executive Summary	Either Executive Summary or AAR/IP	At a minimum, names of participants and agencies in AAR
Workshop <i>(A Product is Developed During this Exercise Type)</i>	Not Required	Required	Either AAR/IP or Executive Summary	Either Executive Summary or AAR/IP	At a minimum, names of participants and agencies in AAR
Tabletop	Not Required	Required	Required	Not Required	Required: See template
Drill <i>(usually single agency, single function)</i>	Not Required	Required	Required	Not Required	Required: See template
Functional	Required	Required	Required	Not Required	Required: See template
Full-Scale	Required	Required	Required	Not Required	Required: See template
Planned Event**	Not Required	Required	Required	Not Required	Not Required
Real World Event**	Not Required	Required	Required	Not Required	Not Required

*Templates of these documents are found in the links at the top of the table and on our website dem.utah.gov/exercises/

**Planned Events and Real World Events require an Incident Action Plan (minimum of 3 forms within the IAP)

(Pre)Approval Requirements - Needed for Planned Events and Real World Incidents

Planned events (parades, races, festivals, fairs, etc.) may be used towards EMPG requirements once per grant cycle after approval has been given, to apply for approval fill out the survey found [HERE](#), jurisdictions shall provide an Exercise Overview to the T&E Program Manager and enter the information into WebEOC following approval. Preparedness Fairs and “Shoot-Outs” will **NOT** be accepted as planned events without extensive planning documentation and whole community planning participation. Seek guidance from the DEM T&E Program Manager before the planning begins to get clarification.

Real world incidents *may* count as an exercise *if* the jurisdiction fills the approval survey (found [HERE](#)) within 10 business days after the last response/operational period ends. Specific documentation requirements will be provided at that time. As a guideline, to use a Real-World event as one of your three exercises, it should touch on three of the following factors. Exceptions will be made on a case by case basis.

- The jurisdiction's Principal Executive Officer or a designated representative identified in the jurisdiction's emergency management plan participated
- At a minimum, three emergency management core capabilities are tested and evaluated (one will include the jurisdiction's Operational Coordination)
- A declaration of local emergency or disaster was issued
- The emergency response involved resources from outside the jurisdiction
- Activate of local EOC or an incident command post/center

Training and Exercise Planning Workshop (TEPW)

All EMPG subrecipients shall conduct or participate in a Training and Exercise Planning Workshop (TEPW) annually. A TEPW is held at the state level in October. EMPG Sub-grantees may choose to attend this TEPW, or they may conduct one at a local level. Because the TEPW is a workshop, a product is required at the conclusion of the exercise. That product is the [Multi-Year Training and Exercise Plan \(TEP\)](#).

Because your TEPW is held in order to create a TEP, the content of the TEPW should include:

- Identifying Gaps
- Developing Priorities
- Assigning Core Capabilities
- Aligning Training and Exercises to address Gaps
- Building a Multi-Year Calendar
- For any additional questions or for support in planning, documenting, or evaluating your exercises, contact Kris Repp at krepp@utah.gov, Don Cobb dcobb@utah.gov, or Tracy Bodily tbodily@utah.gov.

MULTI-YEAR TRAINING AND EXERCISE PLAN (TEP)

Recipients (including subrecipients) who receive awards under EMPG shall complete a Multi-year Training and Exercise Plan (TEP) on an annual basis. It is considered to be a living document that can be updated and refined annually. This plan will consist of the upcoming year and at least two years beyond this year. The purpose of the TEP is to document a jurisdiction's overall training and exercise program priorities for a specific, multi-year, time period. This document should address the key elements found in the Homeland Security Exercise and Evaluation Program (HSEEP) [TEP Template](#), but may be formatted to be more relevant for the jurisdiction.

Required elements for a Multi-Year Training and Exercise Plan (TEP)

1. Dates for plan (start date, end date, and date prepared)
2. Defined Lead Agency
3. Point of Contact for plan
4. Program Priorities
5. Why/How specific program priorities were selected
6. Who was involved in creating these program priorities
7. Core capabilities assigned to each priority
8. Trainings and exercises included in plan to address each program priority
 - a. Must include Title, Location, and Date - these may be approximate
9. Indicate how the lead agency will track training progress
10. Indicate how the lead agency will evaluate exercises
11. Indicate how the lead agency will track improvement planning and corrective actions
12. Include a Multi-Year Calendar
 - a. Indicate who will be trained/exercised
 - b. Indicate what the training/exercise will be
 - c. Indicate which priorities are being addressed by the training/exercise (these should be the same priorities indicated in the plan)

Please make note that this requirement is separate from, and does not count towards, your jurisdictions three required exercises.

PERFORMANCE STANDARD TWO: NIMS COMPLIANCE

IS Training and [Professional Development Series \(PDS\)](#) or [EM Basic Academy](#)

- Submit a copy of your Independent Study (IS) transcripts, PDS certificate, and/or Basic Academy certificate (contact Independent.Study@fema.dhs.gov for a copy of your transcript).
 - Per FEMA requirements and recorded proof of completion for: NIMS Training, Independent Study (IS) 100, 200, 700, and 800. In addition, 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.
 - If you have your PDS Certificate, that is the only certificate you will need to submit. As it is proof you have completed all of the necessary classes.

NIMS Implementation

- Update list of resources in Resource Inventory Tracker in WebEOC annually. ([Statute 53 2a 306](#))
 - Per FEMA requirements recipients and subrecipients receiving EMPG funding are required to implement NIMS, and EMPG funds may be used to meet the requirements. FY 2017 EMPG recipients and subrecipients shall use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking, and recovery of resources.
 - With this list, we are primarily interested in capital assets and teams. However, use your best judgement as to what resources your neighboring jurisdictions would benefit from being able to see/request in/from this list. If you have any questions, contact Rey Thompson (801.330.4343).

Report on quarterly progress report.

PERFORMANCE STANDARD THREE: PLANNING

Emergency Operations Plan

- Submit a copy of the most recent promulgation letter of a developed or updated Emergency Operations Plan (EOP).
- Per FEMA requirements recipients and subrecipients shall *update* their EOP at least once every two years to comply with the [CPG 101 v.2](#), Developing and Maintaining Emergency Operations Plans.
- Submit an annual progress of the EOP update using the CPG 101 v.2 [Process and Analysis Tool](#).

Additional Plan Update

- If not updating your EOP, then participants shall update one of the following plans to meet this requirement.
 - a. Continuity of Operations Plan (COOP)
 - b. Mitigation Plan
 - c. Recovery Plan
 - d. Debris Management Plan
 - e. Critical Inventory Report Utilizing the Utah Critical Infrastructure Prioritization Tool (UCIP)
 - f. Other (requires prior DEM approval)

Upon completion, submit the updated plan in WebEOC as a miscellaneous attachment.

Report on quarterly progress report.

PERFORMANCE STANDARD FOUR: PROFESSIONAL DEVELOPMENT COORDINATION

To meet this performance standard a jurisdiction's Emergency Manager or a member of their EM Support staff shall attend at least one City County Director's Conference and one additional conference annually. The following conferences fulfill this requirement:

- Public Safety Summit
- Utah Emergency Management Association (UEMA) or International Association of Emergency Managers (IAEM) Conference
- Utah Floodplain and Stormwater Management Association Conference
- Public Information Officers' Conference
- City and County Director's Conference (attending both CCDCs would fulfill this)
- Other conferences require prior approval, please contact tpatterson@utah.gov
 - As a guideline, to be approved, 'other' conferences should identify missions and core capabilities from the National Preparedness Goal.

The emergency manager or designee shall also participate in your region's LEPC *at least* quarterly as well as a minimum of one Region/County Stakeholder meeting (contact your Regional Chair or County EM for information).

Also participants shall meet with their Regional Liaison Officer quarterly. In these meetings please alert your Liaison as to how you intend to meet, or how you met, each of these performance standards.

All participants shall also complete two Emergency Management related classes per year. These can be classes sponsored by DEM or FEMA, alternative classes shall receive approval prior to their use toward this performance standard. While working on the required IS, PDS or EM Basic Academy requirements, the associated classes will count toward this requirement. Also, instructing classes for DEM will also meet this requirement. If unsure which classes to take to meet this requirement after you have met the NIMS compliance requirements, we would recommend progressing towards FEMA's [Advanced Professional Series](#) (APS).

Report on quarterly progress report.

PERFORMANCE STANDARD FIVE: COMMUNITY OUTREACH

Subrecipients shall complete at least one of the activities listed below, pertaining to community outreach.

- Host or participate in a Community Preparedness Fair or Event
- Develop a local specific emergency preparedness handbook
- Develop and sustain local Citizen Corps activities
- Participate in or develop a Private Sector Preparedness Council
- Create an advertising campaign for educational outreach
- Other (with approval by DEM prior to the event)

Report on quarterly progress report.

ADDITIONAL INFORMATION

EHP

As a federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties (EHP) to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with federal **EHP regulations**, laws and Executive Orders as applicable. Recipients and subrecipients proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA also is required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed and approved before funds are released to carry out the proposed project. FEMA will not fund projects that are initiated without the required EHP review.

Additionally, all recipients are required to comply with FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in FP 108-023-1, [Environmental Planning and Historic Preservation Policy Guidance](#), and FP 108.24.4, [Environmental Planning and Historical Preservation Policy](#).

Allowable Costs

For a list of **allowable costs**, refer to Appendix B of the Notice of Funding Opportunity ([NOFO](#)), it is an extensive appendix broken into the categories of: Management and Administration, Indirect Costs, Planning, Organization, Equipment, Controlled Equipment, Requirements for Small Unmanned Aircraft System, Training, Exercise, Construction and Renovation, and Maintenance and Sustainment. Below is just a *brief summary* of allowable costs, refer to Appendix B for full descriptions of allowable costs.

Cost Principles

- Costs charged to this award must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E.

Planning

- Program funds may be used to develop or enhance emergency management planning activities. For example, development/modification/maintenance of: THIRA, SPR, All-Hazards Mitigation Plan, Emergency Operation Plans, Communication Plans, Continuity/Administrative Plans, Whole Community Engagement/Planning, Resource Management Plans, Evacuation Plans, Recovery Plan, Federal Emergency Response Official (F/ERO) Credentialing and Validation.

Organization

- 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; staffing CERT and Citizen Corps positions at the state and local levels in order to promote whole community engagement in all phases of emergency management; performing close-out activities on FEMA Disaster Assistance grants; staffing permanent technical advisors on children's needs at the state, local, tribal and territorial levels and supporting fusion center analysts who are directly involved in all-hazards preparedness activities Page 34 of 46 Appendix B- FY 2016 EMPG Program Funding Guidelines as defined by the Stafford Act. Proposed staffing activities should be linked to accomplishing the activities outlined in the EMPG Program Work Plan. Recipients 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 EMPG Program funds. These costs must comply with 2 C.F.R. Part 200, Subpart E – Cost Principles.

Equipment

- Allowable equipment categories for the EMPG Program are listed on the web-based version of the Authorized Equipment List ([AEL](#)). 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. Allowable equipment includes equipment from the following AEL categories:
 - Personal Protective Equipment (PPE) (Category 1)
 - Information Technology (Category 4)
 - Cybersecurity 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 are allowed to be procured in order to carry out the responsibilities of the EMPG Program. If recipients have questions concerning the eligibility of equipment not specifically addressed in the AEL, they should contact their Regional EMPG Program Manager for clarification.
- Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 C.F.R. Part 200, including 2 C.F.R. §§ 200.310, 200.313, and 200.316.
- There are several stipulations to equipment purchases surrounding [controlled equipment](#) and [small unmanned aircraft systems](#).

Training

- 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 Training and Exercise Plan (TEP) developed through an annual Training and Exercise Planning Workshop (TEPW). A template for the TEP can be found [here](#). 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.
- Allowable training-related costs include: Funds Used to Develop, Deliver, and Evaluate Training; Overtime and Backfill; Travel; Hiring of Full or Part-Time Staff or Contractors/Consultants; Certification/Recertification of Instructors.

Exercise

- Allowable equipment categories for the EMPG Program are listed on the web-based version of the Authorized Equipment List ([AEL](#)). 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.
- Allowable exercise-related costs include: Funds Used to Design, Develop, Conduct and Evaluate and Exercise; Hiring of Full or Part-Time Staff or Contractors/Consultants; Overtime and Backfill; Travel; Supplies; Implementation of HSEEP; and other items to be consumed in direct support of exercise activities.
- Unauthorized costs include: Reimbursement for the maintenance of general use vehicles and emergency response apparatus; Equipment that is purchased for permanent installation beyond the scope of conducting exercise; durable and nondurable goods purchased for installation and/or use beyond the scope of conducting exercise.

Travel

- Domestic travel costs are allowed under this program, as provided for in this NOFO. International travel is not an allowable cost under this program unless approved in advance by FEMA.

Construction and Renovation

- Construction and renovation projects for a state, local, territorial, or Tribal government's principal Emergency Operations Center (EOC) as defined by the SAA are allowable under the EMPG Program. However, there are many requirements for these costs, so be sure to check with your EMPG program manager.

Each category is subject to its own **unallowable costs**, but as a general guideline, unallowable costs include:

- Prohibited Equipment, refer to [Bulletin 407](#) for the complete list.
- 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 and projects unrelated to the completion and implementation of the EMPG Program

In general, sub-recipients should consult with their EMPG Program Manager prior to making any investment that does not clearly meet the allowable expenses criteria established in Appendix B.

Be sure to check the [authorized equipment list](#) before purchasing supplies or equipment with the intention of using them towards your 50/50 Federal Match.

SUPPLANTING FUNDS

According to Article XXIII - Non-supplanting Requirement; all recipients who receive awards made under programs that prohibit supplanting by law must ensure that Federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources.

Supplant means to replace or take the place of. Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. Existing funds for a project and its activities may not be displaced by federal funds and reallocated for other organizational expenses. These funds are meant for the purpose of 'supplementing' or building on state, local, and agency funds.

The NOFO gives the examples of: 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.

Supplanting funds can cause confusion; so if there is ever uncertainty of whether or not a purchase falls into the category of 'supplanting' rather than 'supplementing' call the EMPG Program Coordinator.

EMPG CHECKLISTS

✓	Application Requirements (TBD)
	Fill and Submit FFATA (Federal Funding Accountability and Transparency Act)
	Fill and Submit Match Certification
	Submit Multi-Year Training and Exercise Plan (TEP)
	Submit Training Certifications/Transcript (if you have your PDS Cert. that is all we need)
	Submit most recently signed EOP promulgation letter
	Signed Letter/E-mail showing County Acknowledgement of EMPG application (Cities only)
	Complete Pre-Award Risk Assessment (work with your finance section)
	Wait for Emergency Management Performance Grant Program Acceptance

✓	Award Obligation Requirements (These documents will be sent to subrecipients upon State's EMPG Award from FEMA)
	E-mail signed 76-10 (Obligating Document) to tpatterson@utah.gov
	E-mail signed Articles of Agreement to tpatterson@utah.gov

✓	Performance Standard One Exercise (Due by end of grant cycle)
	Complete and report on first exercise through the WebEOC Exercise Schedule
	Complete and report on second exercise through the WebEOC Exercise Schedule
	Complete and report on third exercise through the WebEOC Exercise Schedule
	Participate in a Training and Exercise Plan Workshop to develop a TEP

✓	Performance Standard Two NIMS Compliance (Due by end of grant cycle)
	Complete, or make progress toward completing, IS 100, 200, 700, 800
	Complete, or make progress toward completing, either PDS or EM Basic Academy
	Update your resource inventory board on WebEOC

✓	Performance Standard Three Planning (Due by end of grant cycle)
	Update EOP (required once every two years) or other plan/annex
	Submit CPG 101 v.2 Process and Analysis Tool

✓	Performance Standard Four Professional Development and Coordination (Due by end of grant cycle)
	Attend two conferences (CCDC required)
	Complete (or instruct) two training courses sponsored by DEM or FEMA
	Participate in an LEPC Quarterly
	Attend at least one region county stakeholder meeting

✓	Performance Standard Five Professional Development and Coordination (Due by end of grant cycle)
	Complete a community outreach campaign (list of option provided in guidance)

✓	Quarter 1 Requirements (Due April 20th)
	Update Progress Report
	Track, generate, sign, and submit Expenditures Report and Reimbursement Request
	Meet with Region Liaison

✓	Quarter 2 Requirements (Due July 20th)
	Update Progress Report
	Track, generate, sign, and submit Expenditures Report and Reimbursement Request
	Meet with Region Liaison

✓	Quarter 3 Requirements (Due October 20th)
	Update Progress Report
	Track, generate, sign, and submit Expenditures Report and Reimbursement Request
	Meet with Region Liaison

✓	Quarter 4 Requirements (Due January 20th)
	Update Progress Report
	Track, generate, sign, and submit Expenditures Report and Reimbursement Request
	Meet with Region Liaison
	Ensure all performance standards are met by this deadline or funding may be reduced