



FY 2009

Emergency Management
Performance Grant
(EMPG)

Local Guidance

**State of Ohio EMA
FY 2009 EMPG
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**STATE OF OHIO
EMERGENCY MANAGEMENT AGENCY
EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)**

Part I. INTRODUCTION

A. Overview

An all-hazards approach to emergency response, including the development of a comprehensive program of planning, training, and exercises, provides the foundation for an effective and consistent response to any threatened or actual disaster or emergency, regardless of the cause. As appropriated by the *Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009* (Public Law 110-329), the FY 2009 Emergency Management Performance Grant (EMPG) Program provides \$306,022,500 to assist State and local governments to enhance and sustain all-hazards emergency management capabilities. State and local jurisdictions must engage in comprehensive planning processes that seek to enhance emergency management and catastrophic planning capabilities. These processes can be supported through strengthened relationships and the allocation of resources toward all-hazards planning, including updating and maintaining current hazard mitigation plans.

Local Emergency Management Agencies (EMAs) have the opportunity to use EMPG funds to further strengthen their ability to support emergency management mission areas while simultaneously addressing issues of national concern as identified in the National Priorities of the National Preparedness Guidelines.

An essential component in meeting emergency management capabilities involves establishing strong working relationships with neighboring jurisdictions. These relationships are essential for developing emergency management capabilities that leverage joint operations, effective mutual aid and support local, regional, tribal, State to- State, and nationwide priorities, particularly when responding to a catastrophic event.

Local governments have the flexibility to leverage FY 2009 EMPG funds to develop partnerships across all levels of government and with non-governmental organizations.

Federal guidance has indicated that the focus of the FY 09 EMPG is to support National Priorities in accordance with the National Preparedness Guidelines as well as addressing shortfalls and sustaining capabilities in emergency management programs.

B. Supporting National Priorities

The National Preparedness Guidelines, issued in September 2007, provide an all hazards preparedness goal as directed by Homeland Security Presidential Directive (HSPD)-8. The National Preparedness Guidelines reinforce the fact that preparedness is a shared responsibility and seek to organize and synchronize national (including Federal, State, local, tribal, and territorial) efforts to strengthen national preparedness.

The National Preparedness Guidelines outline eight national priorities to guide preparedness efforts and that meet the Nation's most urgent needs. EMPG directly supports several of these national priorities, including **strengthening planning, expanding regional collaboration, and**

implementing the National Incident Management System (NIMS) and National Response Framework (NRF).

Through the National Preparedness Guidelines, Nationwide Plan Review, Emergency Management Accreditation Program (EMAP) standards and other federal assessment tools, the State of Ohio identified several federal priorities that required work at the state level to address existing gaps or build upon previous efforts. By addressing these items, Ohio is supporting national priorities and also augmenting our capabilities and planning efforts. In the state's application for the FY 09 EMPG, the following items were listed as the focal points of our funding:

- Planning, including Evacuation, COOP/COG and Recovery
- Logistics and Resource Management
- Training and Exercise, Evaluations and Corrective Action
- Crisis Communication and Public Education and Information
- Special projects relating to Emergency Operations Centers
- Operations and procedures
- Earthquake program supporting the Ohio Seismic Network

Similarly, county EMA are strongly encouraged to leverage FY09 EMPG funds towards addressing any identified shortfalls within local emergency management while also sustaining their daily emergency management capabilities.

C. Key Changes

- 1. Dedication of a minimum of 25% of funds towards planning activities;**
In FY09, sub-grantees are again required to dedicate no less than 25 percent of their EMPG grant award toward planning activities.
- 2. Expansion of eligible Planning items;**
For FY 09, planning activities have been expanded to include training and exercising actions. Examples of allowable planning costs, to include training and exercise actions, can be found later in this guidance. This requirement highlights the importance FEMA continues to place on the planning process.
- 3. EOC Construction**
In addition to FEMA EOC grants, the FY 2009 EMPG includes special project monies for EOC construction/renovation.
- 4. Certified Budget not required**
As detailed later in the guidance, by signing the grant agreement, sub-grantees will be certifying that they have matching funds for the duration of the performance period for the grant.
- 5. Cash Request format changes**
Effective with the FY 09 EMPG, cash requests that have been re-formatted, changed or manipulated will not be accepted. Such requests will be returned to the county with guidance on actions to be taken.

6. Requirement for no less than two Work Plans

FY 09 EMPG has reduced the number of required Work Plans to two (2). In doing so, more focus will be emphasized on the deliverable items of the two work plans. Work plan components are explained in more detail later in the guidance.

Part II.

Funding Availability and Eligible Applicants

A. Funding Availability

The EMPG program provides funding to County EMA as a cost-share for work activities and related costs as identified in the grant application. County reimbursements will not exceed 50% of eligible expenses. The county must match 50% of the federal award with funds from existing EMA accounts and in accordance with 44 CFR, Part 13. The County EMA may accept contributions and/or cash as their share of the eligible expenses. **However, no federal grant funds can be used or included as the County EMA share of the eligible expenses. In extreme circumstances, County EMA directors can request a specific review of a funding source to be considered as cost-share to the federal EMPG Award.**

An amount of the FY09 EMPG has been reserved for funding special projects to assist in Emergency Operations Center construction/renovation. The application and guidance for these special project funds can be found in Appendix D of this packet.

In Ohio, funds are allocated annually using 25% as a base for each county; and 75% based on population. FY 09 allocations were proposed to the counties prior to development of the grant guidance. Counties were asked to advise Ohio EMA if they could accept the allocation as stated, if a reduction was necessary or if more could be accepted. Per the request of some counties their allocations may have been reduced to meet their needs. Actual allocations will be no *less* than the amounts shown in the table on the following page.

County	Allocation	County	Allocation
ADAMS	\$ 37,065	LICKING	\$ 84,369
ALLEN	\$ 84,369	LOGAN	\$ 47,023
ASHLAND	\$ 47,023	LORAIN	\$ 117,981
ASHTABULA	\$ 84,369	LUCAS	\$ 168,398
ATHENS	\$ 61,961	MADISON	\$ 47,023
AUGLAIZE	\$ 47,023	MAHONING	\$ 117,981
BELMONT	\$ 61,961	MARION	\$ 61,961
BROWN	\$ 47,023	MEDINA	\$ 84,369
BUTLER	\$ 117,981	MEIGS	\$ 37,065
CARROLL	\$ 37,065	MERCER	\$ 47,023
CHAMPAIGN	\$ 47,023	MIAMI	\$ 84,369
CLARK	\$ 84,369	MONROE	\$ 30,425
CLERMONT	\$ 84,369	MONTGOMERY	\$ 168,398
CLINTON	\$ 47,023	MORGAN	\$ 30,425
COLUMBIANA	\$ 84,369	MORROW	\$ 37,065
COSHOCTON	\$ 47,023	MUSKINGUM	\$ 61,961
CRAWFORD	\$ 47,023	NOBLE	\$ 30,425
CUYAHOGA	\$ 244,024	OTTAWA	\$ 47,023
DARKE	\$ 47,023	PAULDING	\$ 37,065
DEFIANCE	\$ 47,023	PERRY	\$ 37,065
DELAWARE	\$ 84,369	PICKAWAY	\$ 47,023
ERIE	\$ 61,961	PIKE	\$ 37,065
FAIRFIELD	\$ 84,369	PORTAGE	\$ 84,369
FAYETTE	\$ 37,065	PREBLE	\$ 47,023
FRANKLIN	\$ 244,024	PUTNAM	\$ 37,065
FULTON	\$ 47,023	RICHLAND	\$ 84,369
GALLIA	\$ 37,065	ROSS	\$ 61,961
GEAUGA	\$ 61,961	SANDUSKY	\$ 61,961
GREENE	\$ 84,369	SCIOTO	\$ 61,961
GUERNSEY	\$ 47,023	SENECA	\$ 61,961
HAMILTON	\$ 168,398	SHELBY	\$ 47,023
HANCOCK	\$ 61,961	STARK	\$ 117,981
HARDIN	\$ 37,065	SUMMIT	\$ 168,398
HARRISON	\$ 30,425	TRUMBULL	\$ 117,981
HENRY	\$ 37,065	TUSCARAWAS	\$ 61,961
HIGHLAND	\$ 47,023	UNION	\$ 47,023
HOCKING	\$ 37,065	VAN WERT	\$ 37,065
HOLMES	\$ 47,023	VINTON	\$ 30,425
HURON	\$ 61,961	WARREN	\$ 84,369
JACKSON	\$ 37,065	WASHINGTON	\$ 61,961
JEFFERSON	\$ 61,961	WAYNE	\$ 84,369
KNOX	\$ 47,023	WILLIAMS	\$ 47,023
LAKE	\$ 117,981	WOOD	\$ 84,369
LAWRENCE	\$ 61,961	WYANDOT	\$ 37,065

B. Eligible Applicants

County emergency management agencies which meet the following criteria are eligible to apply for FY 09 EMPG funding.

1. Each county agency must be an emergency management agency which has been established pursuant to Sections 5502.26, 5502.27, or 5502.271 of the Ohio Revised Code.
2. Each emergency management agency must have a director. The Ohio Revised Code precludes the appointment of the chief executive of the political subdivision for which the emergency management agency serves to the position of director. Local emergency management agencies should have a full-time emergency management director; however, eligibility may be extended to paid part-time directors with written justification and the advance approval of Ohio EMA. Part-time directors must be employed for EMA purposes for a minimum of 20 hours each week.
3. **Each emergency management agency must have a currently updated Emergency Operations Plan (EOP) on file with Ohio EMA.**
4. **Each emergency management agency shall establish an exercise schedule that tests its emergency operations plan and evaluates preparedness for identified hazards and risks within the county covered by the emergency operations plan.**
5. Each county emergency management agency must demonstrate compliance with the NIMS requirements, for county emergency management agency staff only.

Requirements for a county to remain an eligible participant in the Emergency Management Performance Grant program are the following:

1. In the event that a county EMA director position is vacated, the county must fill the director vacancy within 90 days. During the interim, an acting director must be officially appointed. A **one-time 30-day** extension may be granted by Ohio EMA, upon written request and justification by county elected officials.
2. **Each emergency management agency director shall attend the two state-sponsored director's seminars.**
3. **Each emergency management agency shall update their county EOP annually and whenever corrective actions from exercises or an actual event require. County EOPs must be consistent with state and federal guidance and the National Response Framework. In addition, the chief executive officer for the political subdivision served by the emergency management agency must approve and promulgate the EOP**

C. Cost Share Requirements

In FY 2009, EMPG has a 50 percent Federal and 50 percent non-federal cost share cash- or in-kind match requirement. Federal funds and local funds from programs or services other than Emergency Management cannot be used as a match for EMPG grants. Costs are considered eligible as the non-federal match if they meet the following criteria:

1. Local political subdivisions must provide 100 percent funding (General Revenue Funds, GRF) of the eligible expenses for and through their local emergency management agency. Up to 50 percent of these expenses may be reimbursed through EMPG program grant funds, not to exceed the awarded allocation.
2. In past EMPG awards, counties were required to submit a certified budget to document that matching funds were available, as required for the grant. Recently, EMPG awards have increased in the length of performance period. As a result, grants are now covering multiple calendar years which makes it difficult to supply a single annual certified budget to cover the entire grant. With this in mind, **as part of the Grant Agreement you are certifying that matching funds exist, over the duration of the performance period, that allow the county to expend twice the amount of the FY09 EMPG allocation.** Counties must ensure that they have read, understood and agreed to this certification prior to submitting for the grant.
3. All costs submitted through EMPG for reimbursement must be as a result of Emergency Management related work (i.e. listed in EM job description) and be related to an approved Work Plan. Costs incurred to complete work on programs funded separately from emergency management are not considered eligible as cost share for EMPG and will not be reimbursed. **As an example: If the EMA Director and/or staff work on programs other than EMA, that percentage of payroll must be supported by alternate funding and is not eligible to be a match for or reimbursed with EMPG grant funds.**

Part III.
Program Requirements

A. General Program Requirements

1. Performance Period

The performance period for FY09 EMPG is **October 1, 2008 through June 30, 2010**. Although EMPG is an annual process, this period of performance will allow county EMA maximum flexibility to plan and coordinate the use of FY09 EMPG funds. As most local governments budget on a calendar year, it is possible that 09 EMPG funds may span portions of three local budget years.

2. Expenditure of previous EMPG grant funds

In order for FY 09 EMPG funds to be made available, the county must ensure that all funds from previous EMPG awards (FY 2007 Supplemental and FY 2008) have been exhausted or returned to the state.

B. Application Requirements

To apply for your FY 09 EMPG the following **five items** must be completed and forwarded, with original signature, to Ohio EMA: Grant Agreement, Assurances, Budget Worksheet, Work Plans (minimum of 2) and NIMS Certification. Details on these five items follow:

1. Grant Agreement

The Grant Agreement includes important information. It is essential that all Award, Fiscal and General Requirements of the grant have been read, understood and agreed to prior to signing. In order for the Grant Agreement to be accepted, the Sub-Grantee Grant Manager and Sub-Grantee Fiscal Contact information must be filled in and the Grant Agreement must be signed and dated by the Sub-Grantee Grant Manager with an original signature.

2. Assurances

Completion and signature of the *Assurances – Non-construction Program* (Standard Form 424B) form and *Disclosure of Lobbying Activities* (Standard Form – LLL) forms are required as part of the application for FY 09 EMPG funds. The forms are supplied within this grant guidance and can be found online at:

<http://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>
and <http://www.whitehouse.gov/omb/grants/sfillin.pdf> respectively.

3. Budget Worksheet

A Budget Worksheet that captures the expenditure of the twice the federal award (must show allocation and local match) is required as part of your application for FY 09 EMPG funds. The Budget Worksheet and instructions are included in this guidance in Appendix C, Forms. Please note that the budget worksheet should indicate by category the amount the county will be spending (100% local costs) in order to recoup the EMPG funds. All costs submitted on the Budget Worksheet must be supported by your Work Plans that detail the expected outcome of the activities. Budgets may be amended as needed with written approval by both the sub-grantee and grantee. **Costs submitted for reimbursement that are not included in your budget work sheet will not be reimbursed without an updated budget worksheet.** Please reference the example and instructions for the Budget Worksheet provided later in this guidance.

4. Work Plans

EMPG applicants must submit a minimum of two Work Plans that outline the local government's emergency management projects proposed for the FY 2009 EMPG performance period. Specifically, local governments must focus FY 2009 EMPG program activities on addressing shortfalls and sustaining capabilities in their emergency management program in addition to supporting the day to day operational costs of the EMA. In FY 2009, Ohio EMA Field Operations will work closely with local EMA to assist in the development of EMPG Work Plans, as needed, and will conduct a review of Work Plans after the application submission deadline. Work Plans must be approved before local EMA may draw down EMPG funds. During the performance period, Ohio EMA staff will monitor Work Plans to ensure progress in the work listed. Sample Work Plans are provided in Appendix C – Forms of this guidance. Ohio EMA Field Liaisons are also available to assist if necessary, in development of your Work Plans.

Please note: If you are applying for Special Project funding, you must complete a Work Plan that addresses how the funding will be utilized and project the time frame similar to other Work Plans.

In order to address national preparedness issues while also providing the flexibility to manage state and local preparedness issues, local governments are strongly encouraged to draw upon the following resources as a basis for developing FY 2009 EMPG Work Plans:

- FEMA Gap Analysis Program
- Nationwide Plan Review
- Emergency Management Accreditation Program (EMAP) Standard (September 2007)
- National Preparedness Guidelines, Target Capabilities List, and National Planning Scenarios
- National Disaster Housing Strategy (per FEMA, a new item for FY 2009)
- State Homeland Security Strategy and Hazard Mitigation Plans

Details on each of the resources are outlined below.

a. FEMA Gap Analysis Program

State and local jurisdictions are permitted to leverage EMPG funds to meet the FEMA Gap Analysis Program participation requirement and to participate in related future

efforts to help identify and address catastrophic planning needs. In FY 2009, FEMA regional leadership will continue to work closely with State and local jurisdictions to determine requirements and capabilities to meet those requirements in pre-defined critical areas.

b. Nationwide Plan Review

States should focus on developing scenario-specific plans that incorporate findings identified through the 2006 Nationwide Plan Review. Of particular importance are the areas of *evacuation and re-entry planning, long term housing and continuity of operations/government*. Additionally, the capabilities associated with *logistics and resource management and recovery planning* are focuses of Ohio EMA and are encouraged for local consideration. These focus areas target large-scale or catastrophic incidents, however they involve capabilities that will also support common scenarios described in local hazard mitigation plans.

Evacuation Planning

Evacuation planning encompasses not only the movement of people, but also alert/warnings and crisis communications, the ability to care for those people and the ability to plan for re-entry. Given these needs, it is important that overall planning for evacuation issues within a jurisdiction must consider the safety of the proposed shelter, evacuation routes that are pre-identified prior to applicable events, public information concerning safety and evacuation routing, communications to the public, traffic management, special needs populations, mass care and sheltering, alternative means of transportation, and when necessary, isolation and quarantine. While levels of planning for this focus area will vary greatly depending on the jurisdiction, it should be noted that the following areas are important to focus on in your planning efforts:

1. Access control planning, including security and reentry,
2. Traffic control activities, including contra-flow, monitoring, and contingencies
3. Transport of evacuees through traditional and alternate means
4. Support for schools, day cares, nursing homes, hospitals, and other facilities that have unique evacuation support needs, including support requirements for these special facilities such as transportation, infrastructure, etc.
5. Support for special needs populations
6. Special event evacuation considerations (major sporting events, concerts, etc.)
7. Medical management of evacuees not yet at shelters, including decontamination and off-site triage, treatment and transport
8. Worker safety considerations related to the implementation of evacuation plan
9. Animal and livestock issues during evacuation plans
10. Procedure for identifying, coordinating, and operating shelters for the displaced population
11. Coordination of activities for uniting family members and others post event
12. Medical treatment of affected population
13. Transition of evacuees to long-term housing
14. Legal authority to isolate and/or quarantine
15. Quarantine activation and enforcement
16. Medical monitoring of impacted populations

17. Coordination with local hospitals, clinics, and private practitioners to review your isolation and quarantine plans and to clarify roles and communication expectations during emergencies
18. Integration with other plan areas (i.e. public notification)

Continuity of Operations / Continuity of Government Planning (COOP/COG)

COOP/COG planning is the fundamental responsibility of every government agency that performs an essential function at the State and local level. In order to conduct necessary emergency operations, recovery actions, and other key essential functions during a large-scale or catastrophic event, the agency must have effective COOP plans in place to support continued operations. COOP efforts also provide the foundational basis for COG programs, such as succession planning, which are designed to ensure the survival of not only leadership at the State and local level, but also an enduring constitutional government. State and local plans to address COOP/COG issues should be consistent with Homeland Security Presidential Directive (HSPD)-20 (National Continuity Policy), which provides guidance for State, local, territorial, and tribal governments, and private sector organizations to ensure a comprehensive and integrated national continuity program, and DHS COOP Planning Guidance. Issues to address include, but are not limited to:

- Delineate essential functions and activities, agency interdependencies, and the resources needed to perform them
- Establish orders of succession and delegations of authority to key agency positions and establish and maintain current roster(s) of fully equipped and trained COOP personnel with the authority to perform essential functions
- Provide for the identification and preparation of alternate operating facilities for relocated operations
- Provide for the regular training, testing, and exercising of COOP personnel, systems, and facilities
- Provide for reconstitution of agency capabilities, and transition from continuity operations to normal operations

Logistics & Resource Management

Logistics and resource management efforts must provide a framework for overall logistics management functions during catastrophic events. These procedures must address not only integration of routine assets (such as medical equipment, buses, etc.), but also integration of non-governmental resources, social service capacities, and volunteer and donations management. Logistics and resource management plans should therefore address the following issues:

1. Material and property management processes, including procurement and tracking activities, as coordinated with operational activities
2. Staging plans for received assets
3. Transportation plans for the deployment of assets
4. Demobilization of logistical activities
5. Integration of the Citizen Corps Council, with its focus on citizen preparedness and participation, as well as other volunteer organizations

6. Process for training citizens to function in surge capacity roles for the response and recovery phase of the disaster
7. Donations tracking and coordination structure, including staging area and warehouse, as well as coordination team efforts
8. Integration of social service providers in response and recovery efforts

Recovery Planning

Recovery operations are the longest phase of any large-scale or catastrophic disaster. Jurisdictions must have a comprehensive and efficient procedure in place to transition from response operations as soon as possible to ensure effective support for impacted individuals, communities, and businesses. Within the County EOP, Recovery plans must address the following issues:

1. Develop/update debris management component within County EOP (a sample plan is available on the Ohio EMA website at <http://www.ema.ohio.gov/RecoveryBranch.aspx>)
2. Develop a mechanism to conduct widespread, ongoing local distribution of the Debris Fact Sheet for Local Officials (a sample form is available on the Ohio EMA website at <http://www.ema.ohio.gov/RecoveryBranch.aspx>)
3. Update damage assessment component within the County EOP to enable timely, accurate and detailed compilation and reporting of such data
4. Identify and/or develop fiscal and administrative procedures for procurement and contracting in disaster and non-disaster situations (This is consistent with EMAP Standard 5.15 Finance and Administration and is important to the recovery of eligible response costs)

c. Emergency Management Accreditation Program (EMAP) Standard

The Emergency Management Standard is a scalable yet rigorous national standard for state/territorial, local, regional and tribal government emergency management program. It was collaboratively developed in a series of working groups of emergency management stakeholders from government, business and other sectors, and continues to evolve to represent the best in emergency management for the public sector. The current version is dated September, 2007.

The EMAP program is voluntary and state and local governments are not required to pursue accreditation, but as the only existing national standard, it is a great tool to assess your level of preparedness and emergency management program. The following are the categories covered by the standards:

1. Program Management
2. Administration and Finance
3. Laws and Authorities
4. Hazard Identification and Risk Assessment
5. Hazard Mitigation
6. Prevention and Security
7. Planning
8. Incident Management
9. Resource Management and Logistics

10. Mutual Aid
11. Communications and Warning
12. Operations and Procedures
13. Facilities
14. Training
15. Exercises, Evaluations and Corrective Action
16. Crisis Communications, Public Education and Information

Additional information on the EMAP Standard is available at
<http://www.emaponline.org/>
<http://www.emaponline.org/?374>

d. National Preparedness Guidelines and Target Capabilities List

The National Preparedness Guidelines, issued in September 2007, provide an all-hazards preparedness goal as directed by Homeland Security Presidential Directive-8. The National Preparedness Guidelines reinforce the fact that preparedness is a shared responsibility and seek to organize and synchronize national (including Federal, State, local, tribal, and territorial) efforts to strengthen national preparedness. The National Preparedness Guidelines outline eight national priorities to guide preparedness efforts and to meet the Nation's most urgent needs. EMPG directly supports three of these national priorities, including strengthening planning, expanding regional collaboration, and implementing the National Incident Management System (NIMS) and National Response Framework (NRF).

Strengthen Planning

The 2006 Nationwide Plan Review highlighted the critical importance of effective catastrophic all-hazards planning, which includes pre-disaster hazard mitigation planning, as well as planning for post-disaster recovery and reconstruction. State and local jurisdictions must engage in comprehensive national and regional planning processes that seek to enhance emergency management and emergency response capabilities. The planning processes can be supported through strengthened national and regional relationships and the allocation of resources toward all-hazards planning.

In spring 2007, FEMA initiated the Gap Analysis Program, a focus on the following critical response areas: debris removal, interim housing, sheltering, evacuation, commodity distribution, medical needs, fuel, and communications. The purpose of the FEMA Gap Analysis Program is to engage State, Federal, and local partners in a process that identifies and addresses shortfalls in meeting disaster response and planning requirements. Gaps are identified by comparing current capabilities to disaster response requirements. These shortfalls are addressed through collaborative planning by State, Federal, and other partners. The program has since been expanded to support all-hazards planning within all States and territories and supports the following objectives through collaborative planning by State, Federal, and other partners:

- Engage local jurisdictions in a consistent, on-going process of self assessment to determine requirements and capabilities and mechanisms to meet those requirements in pre-defined critical areas

- Identify locally assessed shortfalls in meeting their requirements (“gaps”) and work with local partners to develop solutions to fill gaps
- Reduce reliance on Federal support by working with State partners to develop and implement strategies to strengthen State wide capabilities
- Build and establish a strong partnership between the Federal government and State and local disaster response communities by providing a consistent process for evaluating critical resource needs

Additionally, on December 3, 2007, President Bush issued Annex I to HSPD-8. This Annex describes the development of a national planning system in which all levels of government work together in a collaborative fashion to create plans for various planning scenarios. Comprehensive Preparedness Guide 101, *Producing Emergency Plans: A Guide for All-Hazard Operations Planning for State, Territorial, Local and Tribal Governments (Interim)* provides guidance for the implementation of this effort at the State and local level.

Recipients of EMPG funding are encouraged to apply their funding toward the development of comprehensive plans that discuss the activities of the jurisdiction to prevent, protect against, respond to and recover from the specific threats and hazards faced by the jurisdiction. To assist in planning, a set of specific priority scenarios of national concern may be found in the NRF or by contacting your EMPG Program Manager. Local emergency management agencies should also continue to focus on enhancing response planning. Some response planning activities include conducting a thorough capability assessment of critical response areas, such as commodities management, debris clearing, fuel and emergency power, shelter (including general population, special needs, and pets), transportation and evacuation, communications, and search and rescue. This planning effort should set the baseline of current resources and identify resources available through various partnerships. After this initial assessment, stakeholders will have the ability to define various disaster scenarios and use modeling to project potential needs for any incident which would stretch stakeholder resources. After determining the potential shortfalls by comparing capabilities and needs, States and local jurisdictions should focus on actionable strategies to address identified shortfalls. Examples of strategies supported by EMPG include the development of new contracts with the private sector, new agreements with nongovernmental organizations (NGOs), providing additional training, hosting coordination workshops, or additional reliance on the Emergency Management Assistance Compact (EMAC) and other interstate agreements.

******At least 25 percent of FY 2009 EMPG funds must be allocated to the Strengthen Planning priority through planning, training and exercise activities.******

Expand Regional Collaboration.

Standardized structures and processes for regional collaboration enable entities to collectively manage and coordinate activities for operations and preparedness consistently and effectively. In FY 2009, FEMA regional offices will be working closely with State and local jurisdictions to enhance planning capabilities, to include assisting States in completing the FEMA Gap Analysis Program and addressing various

preparedness assessment findings, such as the FEMA Gap Analysis Program and the Nationwide Plan Review. Ohio EMA is working closely with FEMA Region Five offices in developing their EMPG Work Plans to address critical assessment findings and ensure appropriate regional coordination and collaboration.

Implement NIMS and NRF

NIMS, released in March 2004, provides a consistent framework for government entities at all levels to work together to manage domestic incidents, regardless of cause, size, or complexity. NIMS includes a core set of guidelines, standards, and protocols for incident command and management, preparedness, resource management, communications and information management, supporting technologies, and coordination and maintenance to promote interoperability and compatibility among Federal, State, local, tribal, and territorial capabilities. Meeting NIMS compliance requirements remains necessary for States to receive Federal preparedness funding. The NRF, released in draft in September 2007 and approved in its final version on January 22, 2008, establishes a comprehensive, national, all-hazards approach to domestic incident response. Replacing the former National Response Plan, the NRF presents an overview of key response principles, roles and structures that guide the national response. Emergency managers at all levels of government should strive to ensure that emergency management plans and operations are conducted in alignment with the NIMS and NRF.

For more information on the National Preparedness Guidelines, feel free to visit: http://www.dhs.gov/xlibrary/assets/National_Preparedness_Guidelines.pdf

Target Capabilities List

The TCL identifies 37 capabilities required to prevent, protect against, respond to, and recover from large scale disasters, which could include incidents of national significance. Details on each TCL are available in DHS's "Target Capabilities List" available at <https://www.llis.dhs.gov/docdetails/details.do?contentID=26724>

e. State Homeland Security Strategy and Hazard Mitigation Plans

State Homeland Security Strategies provide the overarching strategic vision for the implementation of State and urban area preparedness programs. It is critical that State and local governments ensure that these strategies provide the basis for resource and program decisions for DHS grant funding to including the EMPG program. These strategies incorporate an all-hazards perspective to preparedness and are linked to the State's all-hazard mitigation plan.

The Ohio State Homeland Security Strategy focuses on the core specific homeland security missions: prevent, protect, respond and recover. Each core mission contains various goals, objectives and programmatic steps. County efforts need to be in step with the Ohio Homeland Security Strategy to clearly delineate responsibilities and assure coordination between State and County goals or objectives. Since this document is "For Official Use Only", counties may obtain a copy by contacting their Ohio EMA Field Liaisons.

5. NIMS Certification

In order to receive FY09 EMPG funding, the County EMA is required to certify as part of their grant application that they are addressing and/or have met the FY08 NIMS requirements. Please refer to the NIMS Certification form, which is included in the application packet for a listing of the Fiscal Year 2008 NIMS compliance requirements that should have been met. Additional information about NIMS compliance and resources for achieving compliance can be found at *Ohio EMA NIMS* website <http://www.ema.ohio.gov/NimsGuidance.aspx> or the *NIMS Integration Center web page*, <http://www.fema.gov/emergency/nims>

When the Grant Agreement, Assurances, Budget Worksheet, Work Plans and NIMS Certification have been received, reviewed and approved by Ohio EMA, the Grant Agreement will be signed by the Executive Director of Ohio EMA. A copy of the signed Grant Agreement will then be forwarded to the county EMA along with a letter advising official notice of your award and any other guidance necessary.

C. Allowable and Unallowable Costs Guidance

Costs related to the 09 EMPG are determined to be allowable if they meet the eligibility criteria of all of the following documents as applicable:

- Federal Guidance to States
- State Guidance to Local Governments
- All applicable circulars 2 CFR (A-87), 44 CFR, A-102, A-122, etc.

It should be noted that in order for costs to be deemed allowable, proof of cost and proof of payment documentation is required with reimbursement requests. The following descriptions are a combination of Federal and State guidance on Planning, Organizational, Equipment, Training, Exercise and Management & Administrative Costs.

1. Planning Costs Guidance

FY 2009 EMPG funds may be used for a range of emergency management planning activities, including activities and costs related to the FEMA Gap Analysis Program and EMAP accreditation process (State and/or local). As indicated, grant recipients should place a high priority on developing/enhancing scenario specific plans that incorporate activities across the pillars of prevention, protection, and response and recovery. These plans may include aspects of the following, but are not limited to:

- Disaster housing planning
- Planning for NIMS implementation
- Modifying existing incident management and emergency operations plans to ensure proper alignment with the NIMS and NRF coordinating structures, processes, and protocols
- Developing/enhancing comprehensive emergency management plans and EOPs
- Conducting a hazard analysis and risk assessment prior to mitigation plan development
- Developing/enhancing all-hazards mitigation plans
- Developing/enhancing catastrophic 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 mass casualty and mass fatality plans
- Developing/enhancing financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program
- Public education and awareness
- Updating the State and/or Urban Area Homeland Security Strategy to address all hazards
- 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
- Other EMPG-related planning activities

In support of efforts by State and local governments to improve their preparedness programs, program evaluations are now allowable planning costs. Program evaluations provide valuable information regarding a program's outcomes, efficiency, and effectiveness. Beyond financial audits and program monitoring, evaluations can help managers track progress and demonstrate performance by quantitatively measuring the results of programs.

As indicated, grant recipients must apply no less than 25 percent of their grant award toward planning activities.

Completing any of the aforementioned activities, counties may budget for the following eligible costs which will be directly related to a performance objective;

1. Full or part-time staff
2. Contractors or consultants
3. Conference/meetings
4. Materials or supplies
5. Travel/per diem
6. Overtime and backfill

2. Organizational Costs Guidance

Per the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, (Public Law 93-288), as amended, 42 U.S.C. 5121-5207, provides that EMPG 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 achieving goals outlined in the EMPG Work Plan.

Personnel costs, including salary, overtime, compensatory time off, and associated fringe benefits, are allowable costs with FY 2009 EMPG funds. These costs must comply with 2 CFR Part 225, *Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)*. Proposed personnel costs should be linked to achieving objectives outlined in the EMPG Work Plan.

2 CFR Part 225, *Cost Principles for State, Local, and Indian Tribal Governments* (OMB Circular A-87) clarifies the requirement to properly document and support personnel time being paid by a federal grant. Attachment B, Section 8.h., “*Support of salaries and wages*”, notes that:

- (1) Charges to Federal awards for salaries and wages, whether treated as direct or indirect costs, will be based on payrolls documented in accordance with generally accepted practice of the governmental unit and approved by a responsible official(s) of the governmental unit.
- (2) No further documentation is required for the salaries and wages of employees who work in a single indirect cost activity.
- (3) Where employees are expected to work solely on a single Federal award or project, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi annually and will be signed by the employee or supervisory official having first hand knowledge of the work performed by the employee.
- (4) Where employees work on multiple activities or cost objectives (i.e. EMPG Work Plans or projects paid via other grants), a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation.
- (5) Personnel activity reports or equivalent documentation must meet the following standards:
 - (a) They must reflect an after the fact distribution of the actual activity of each employee,
 - (b) They must account for the total activity, for which each employee is compensated,
 - (c) They must be prepared at least monthly and must coincide with one or more pay periods, and
 - (d) They must be signed by the employee.
 - (e) Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to Federal awards.

In cases where the EMA Director, or their staff, also fulfills duties assigned through other government agencies or programs funded separately from emergency management, the costs that are attributed to non-emergency management activities are not eligible for reimbursement under this grant.

For example, a Director who also serves as the county’s Risk Manager. The time spent administering the Risk Management program is not an EMA activity and thus cannot be funded with or used as the match for the EMPG funds. As these cases are unique, these costs will be addressed as needed between the county and Ohio EMA through your Field Liaison.

A sample time card that meets the aforementioned requirements is provided in Appendix C of this guidance.

Food costs associated with EMA actions (meetings, trainings, etc.) must be documented by proof of cost, proof of payment, purpose of event (agenda, invitation, etc) and a roster or sign in sheet of persons attending. Food costs submitted for reimbursement with out all listed documentation will be un-allowed.

For FY 2009 EMPG, Cost Allocation Plans and Indirect Costs Rates will not be considered for reimbursement. The complexity of the approval process and consistency of plans throughout the state make this a difficult but necessary adjustment to the grant guidance.

Counties having questions regarding organizational activities and costs should contact their Ohio EMA Field Liaison.

3. Equipment Costs Guidance

Allowable equipment categories for FY 2009 EMPG 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>. It is recommended that when developing a Work Plan for equipment purchase, that the county print off the web page showing the piece of equipment as an eligible item on the AEL as documentation.

The Standardized Equipment List (SEL) is located at this site as well. In some cases, items on the SEL are not allowable under EMPG or will not be eligible for purchase unless specific conditions are met. 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)
- 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)

If local governments have questions concerning the eligibility of equipment not specifically addressed in the AEL, they should contact their EMPG Program Manager for clarification.

Costs incurred with the installation of equipment are permissible. However, costs incurred with construction or renovations to facilities to accommodate equipment are not permissible.

Local governments that are using EMPG funds to purchase Interoperable Communications Equipment (Category 6) must consult SAFECOM's coordinated grant guidance which outlines standards and equipment information to enhance interoperable communications. This guidance can be found at <http://www.safecomprogram.gov>. Additionally, sub-grantees

are encouraged to coordinate with other State and local partners in integrating their interoperable communications plans and projects as outlined in the State's Interoperable Communications Plan (submitted to DHS in December 2007 as part of the DHS/Department of Commerce's Public Safety Interoperable Communications (PSIC) Grant Program.)

4. Training Costs Guidance

EMPG funds may be used for a range of emergency management-related training activities to enhance the capabilities of local emergency management personnel through the establishment, support, conduct, and attendance of training. The Ohio Emergency Management Agency will conduct training programs for emergency management personnel. Training courses will be announced annually in a catalog provided by Ohio EMA. Additionally, County Directors are required to complete a maximum of two refresher or continuing education courses, annually, as may be necessitated by changes to law or programs administered by the Executive Director of Ohio Emergency Management. Types of training include, but are not limited to, the following:

- Developing/enhancing systems to monitor training programs
- Conducting all hazards emergency management training, including NIMS training requirements
- Attending Emergency Management Institute (EMI) training or delivering EMI train-the-trainer courses, not limited to terrorism-related courses
- Attending other FEMA-approved emergency management training
- Other EMPG-related training activities

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** – Overtime costs which are the direct result of attendance at FEMA and/or approved training courses and programs are allowable. Overtime payments related to backfilling personnel who have been sent to training are also allowable, but only for the marginal added cost to the grantee of having to pay overtime instead of regular time. The grantee must maintain financial responsibility for the regular time portion of backfill costs. 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 pm to 5:00 pm), 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.

The Ohio EMA conducts a minimum of two seminars each year to update County Directors on changes to or new topics in emergency management. *While the seminars are not specifically considered training courses, reimbursement of the costs of attendance is allowable as a Training cost and should be budgeted within that category.* Each County Director shall attend (or send a representative to) both of these seminars each year. Absences from these two update seminars will be considered on a case-by-case basis by written request (mail or e-mail) to the Executive Director of the Ohio Emergency Management Agency. Failure to attend, send alternate representation or request absence will impact EMPG funding.

All training related program activities or costs should be addressed to Phil Johnson, Training and Exercise Supervisor at (614) 799-3680 or via e-mail at prjohnson@dps.state.oh.us

5. Exercise Costs Guidance

EMPG funds may be used to design, develop, conduct, and evaluate emergency management related exercises. Exercises must be consistent with the principles outlined in the Homeland Security Exercise and Evaluation Program (HSEEP), as well as applicable existing emergency management standards. HSEEP Volumes I-III contains guidance and recommendations for designing, developing, conducting, and evaluating exercises. HSEEP Volume IV provides sample exercise materials. All four volumes can be found at the HSEEP website (<http://hseep.dhs.gov>). Exercises conducted using EMPG funding must be NIMS compliant.

Types of exercises include, but are not limited to, the following:

- Developing/enhancing systems to monitor exercise programs
- Conducting all-hazards exercises, based on the likely hazards/scenarios a jurisdiction may encounter
- Conducting emergency management exercises, while incorporating NIMS exercise requirements
- Other EMPG-related exercise activities

Counties may develop exercises utilizing EMPG funds provided they have at least two (2) exercise planning team members that have completed the Homeland Security Exercise and Evaluation Program (HSEEP) Training Course and the Ohio Emergency Management Agency (OHIO EMA) Exercise Design Course. Additionally, OHIO EMA Exercise staff and/or a Field Liaison must be present at all exercise planning meetings (including the Initial Planning Conference) to ensure uniformity in the exercise design process.

Counties opting to hire a contractor/consulting firm must ensure all contractors assigned to the exercise have successfully completed the three (3) day Homeland Security Exercise and

Evaluation Program (HSEEP) Training Course and the FEMA Exercise Design Course. Contractors must provide certificates of completion for the exercise staff assigned to the exercise and/or any associated exercise projects. These certificates must be provided to the Exercise Program Manager at OHIO EMA for review and approval prior to any contract work being assigned or completed. Additionally, for those counties that wish to utilize consultants, the consultant(s) must meet this same criteria and a scope of work detailing their job duties must be provided and approved by the OHIO EMA Exercise Program Manager. Failure to abide with this process will result in the denial of exercise funds.

Counties utilizing contractor/consultant services other than those provided by the OHIO EMA Exercise Support Team will be required to enter into contracts in accordance with their local procurement and contracting procedures and should contact the OHIO EMA Exercise Program Manager for technical guidance in regards to the scope of work that should be included in the contract. While not entirely inclusive, consulting firms that have completed the HSEEP Training Course and provide exercise consultant services include:

- Armada Ltd.
- Community Research Associates (CRA)
- Critical Incident Solutions
- L-3 Communications

To fund an exercise with EMPG funds, the counties must agree to adhere to the following guidelines:

1. All exercise activities funded under the auspices of this sub-grant must comply with the US Department of Homeland Security's Homeland Security Exercise and Evaluation Program (HSEEP) Volumes I-III and the State of Ohio's Terrorism/Multi-Hazard Exercise and Evaluation Manual (EEM). HSEEP materials are available via the Internet at <https://hseep.dhs.gov>. Programmatic information requests should be directed to the Ohio EMA Exercise Program Manager at (614) 799-3660. Requests for the State of Ohio's Terrorism/Multi-Hazard EEM should be made to this number as well.
2. All counties and contractors are required to comply with the exercise process as identified in the HSEEP guidelines and the State of Ohio's Terrorism/Multi-Hazard EEM. Questions should be directed to the Ohio EMA Exercise Section.
3. For exercises that are being combined for joint exercise credit, the exercises must include a specific CBRNE hazard and not cross the boundaries between different hazards (i.e. biological and chemical). They must also be of similar type (i.e. the combining of a tabletop and a functional exercise is not permitted).
4. Exercise planning must begin 2-4 months in advance of the projected exercise date for tabletop exercises (TTXs), 4-8 months in advance of the projected exercise date for functional exercises (FEs) and 8-12 months in advance of the projected exercise date for full-scale exercises (FSEs).
5. All planning conference and exercise dates must be approved by the OHIO EMA Exercise Program Manager.

6. The exercise scenario and objectives must be approved by OHIO EMA Exercise Staff.
7. Each TTX must have a Situation Manual (SitMan) and a PowerPoint presentation developed in accordance with the applicable HSEEP and State of Ohio format. All materials must be submitted for review to Ohio EMA's Exercise Section as they are developed. All materials must be submitted for a final review to Ohio EMA's Exercise Section at least 30 days in advance of the exercise.
8. Each FE and FSE must have, in addition to the scenario, an Exercise Plan (ExPlan), Controller and Evaluator (C/E) Handbook and a complete Master Scenario Events List (MSEL) developed. These documents, as well as the scenario, must be developed according to the HSEEP and State of Ohio format and provided to OHIO EMA for approval as they are developed. All materials must be submitted for a final review according to the following timeline: 1) ExPlan (at least 90 days prior to the exercise), 2) Objectives and scenario (90-120 days prior to the exercise), 3) C/E Handbook (30 days prior to the exercise), and 4) MSEL (30 days prior to the exercise).
9. The State of Ohio Terrorism/Multi-Hazard EEM will be the sole basis for the evaluation of exercises conducted under the EMPG.
10. Once an exercise is completed, an initial draft of the AAR and IP must be submitted to the OHIO EMA Exercise Program Manager no later than (NLT) 30 days after the completion of the exercise. A final copy must be provided within 60 days after the completion of the exercise. To ensure uniformity, AAR and IP templates will be provided by OHIO EMA.
11. An IP is required for each exercise and will be based on the recommendations contained in the AAR. In addition to developing the IP, the county will be tasked with reviewing the IP recommendations and developing a Corrective Action/Improvement Action for each recommendation, identifying the Responsible Party/Agency for coordinating the implementation of that Corrective Action/Improvement Action, as well as a tentative Completion Date. As stated above, final copy must be provided within 60 days after the completion of the exercise.
12. Copies of all final versions of the exercise scenario, SitMans, PowerPoint presentations, ExPlan, C/E Handbook, the MSEL, Exercise Evaluation Guides (EEGs), AARs, IPs, sign-in sheets, etc. must be provided to the OHIO EMA Exercise Program Manager and are not proprietary to any county, sub-grantee or contractor(s).
13. All exercises must be entered in the National Exercise Schedule (NEXS). The responsibility for entering the information, including planning conference and exercise dates, contact information, participating agencies, etc. will be the responsibility of the local exercise planning team. A training session on the NEXS is available by contacting the OHIO EMA Exercise Program Manager.
14. The IP from all exercises must be entered into the Corrective Action Program (CAP) System. It is the responsibility of the local exercise planning team to enter their respective IPs into the CAP System. A training session on the CAP System is available by contacting the OHIO EMA Exercise Program Manager.

15. A final drawdown for exercise expenses will not be processed until the county submits the final AAR/IP to Ohio EMA, finalizes the exercise information in the NEXS and enters the IP for the exercise into the CAP System.

16. A detailed budget worksheet outlining exercise expenses must be submitted and approved prior to encumbering any exercise related expenses. Failure to abide by this requirement may result in exercise expenses being disapproved.

Allowable exercise-related costs include:

- **Funds Used to Design, Develop, Conduct and Evaluate an Exercise** – Includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation.
- **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. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed. **Consultants that are funded under EMPG must have completed the HSEEP Training Course.**
- **Overtime and Backfill** – Overtime costs which are the direct result of time spent on the design, development and conduct of exercises are allowable expenses. Overtime payments related to backfilling personnel who have been sent to exercises are also allowable but only for the marginal added cost to the grantee of having to pay overtime instead of regular time. The grantee must maintain financial responsibility for the regular time portion of backfill costs. 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 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to Federal Insurance Contributions Act, Workers' Compensation and Unemployment Compensation.
- **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 project(s).
- **Supplies** – Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, non-sterile masks, and disposable protective equipment).
- **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.

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 utilized during the exercise.
- 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.

All exercise related program activities or costs should be addressed to Darren Price, Exercise Program Manager at (614) 799-3660 or via e-mail at deprice@dps.state.oh.us

6. Management and Administrative (M&A) Costs Guidance

M&A activities are those defined as directly relating to the management and administration of EMPG funds, such as financial management and monitoring. It should be noted that salaries of 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.

A maximum of up to three percent (3%) of FY 2009 EMPG funds awarded may be retained by the local jurisdiction, and any funds retained are to be used solely for management and administrative purposes associated with the award.

M&A costs include the following categories of activities:

- Hiring of full-time or part-time staff or contractors/consultants:
 - To assist with the management of FY 2009 EMPG funds
 - To assist with design, requirements, and implementation of FY 2009 EMPG Program
- Hiring of full-time or part-time staff or contractors/consultants and expenses related to:
 - FY 2009 EMPG pre-application submission management activities and application requirements
 - Meeting compliance with reporting/data collection requirements, including data calls
- Development of operating plans for information collection and processing necessary to respond to FEMA data calls.
- Travel expenses directly related to management and administration of EMPG grant funds. Meeting-related expenses directly related to management and administration of EMPG grant funds
- Acquisition of authorized office equipment, including personal computers, laptop computers, printers, LCD projectors, and other equipment or software which are used primarily in support the implementation of EMPG-related activities
- The following are allowable only within the period of performance of the grant program:

- Recurring fees/charges associated with certain equipment, such as cell phones, faxes, etc. which are directly related to management and administration of FY 2009 EMPG grant funds
- Leasing and/or renting of space for newly hired personnel to administer FY 2009 EMPG grant funds

7. Unallowable Costs Guidance

- Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc), general-use computers and related equipment (other than for allowable M&A activities, or otherwise associated preparedness or response functions), general-use vehicles, licensing fees, weapons systems and ammunition.
- Personnel costs (except for costs as detailed above); 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.
- Other items not in accordance with the portions of the AEL and allowable costs listed in Part III, Section D.

8. Construction and Renovation Costs

FEMA recognizes that an updated, functioning emergency operations center (EOC), accessible to and usable by individuals with disabilities, is 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 EMPG. Allowable costs for EOC construction and renovation are consistent with the FY 2009 EOC Grant Program. However, the match requirement for EOC construction and renovation with EMPG funding is 50 percent federal and 50 percent sub-grantee.

FY 2009 EMPG sub-grantees using funds for construction projects must comply with guidance provided through Ohio EMA.

All proposed construction and renovation activities must undergo an Environmental 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 2009 EMGP should pay special attention to the EHP requirements contained in Part VI (B, 4.7) of the Guidance. Failure of a grant recipient to meet these requirements may jeopardize Federal funding.

D. Post Award Requirements and Grant Administration

1. Updating FY09 EMPG Work Plans

In accordance with pass-through requirements with the EMPG, Ohio EMA is required to track quarterly progress of the grant. Grant recipients will be monitored periodically by Ohio

EMA Field Liaisons both programmatically and financially, to ensure that the project goals, objectives, timelines, budgets and other related program criteria are being met. The Work Plans that are created and submitted with your application are the mechanism that allows this tracking. As such, **regardless of whether you are requesting quarterly funds, you are required to submit your work plan updates quarterly** to indicate the progress that has been made during the quarter. This process shall be repeated until either the project is complete or EMPG funds have been exhausted. Updated work plans should be sent to Ohio EMA not later than 10 days after the quarter has ended (January 10th, April 10th, July 10th, and October 10th). Failure to update work plans quarter will result in delayed reimbursement of cash requests.

Monitoring of Work Plans will be accomplished through a combination of desk reviews and on-site monitoring visits. The monitoring is not a formal audit, but instead, technical assistance visits to ensure county EMA understand and are complying with the grant program. As part of the grant monitoring process, counties may be asked to supply documentation of activities completed towards finalization of a work plan.

If adjustments, corrections or revisions need to be made to a work plan, please contact your Field Liaison for assistance.

2. Reimbursement Process

In order to be reimbursed from the FY 09 EMPG, eligible costs must be submitted on the FY09 EMPG Cash Request, which is included in the Forms section of this document. **Costs submitted on forms other than the FY09 EMPG Cash Request (previous years' forms, locally generated forms) will not be accepted.** Cash requests will be reviewed by a field liaison to assure completeness when received by Ohio EMA.

a. Field Liaison review

The first step of the reimbursement process is an initial review for cash request completeness. This review is conducted by your Ohio EMA field liaison and focuses on making sure forms are filled out properly and complete documentation accompanies the request.

If a cash request is not complete, which includes but is not limited to the following items: lacking proper signature, cash request not completely filled out (missing cells), lack of proper documentation, the request will be returned to the county for revision. County EMA are encouraged to utilize their Field Liaison for technical assistance, as needed, in filling out the cash request and compiling documentation to support the cash request. Detailed instructions have also been provided to assist you in filling out your Cash Requests.

1) Proper documentation

Cash requests submitted for reimbursement from the FY09 EMPG must be accompanied by proper documentation of each cost. Proper documentation requires "Proof of Cost" (time cards, invoices, bills, etc.) and "Proof of Payment" (copies of warrants, canceled checks, auditor's monthly detail). A copy of the auditor's monthly expenditure detail has been found to be a very reliable, single source of proof of *payment* documentation. To reduce the amount of paper in documentation, counties are

encouraged to submit a copy of the detail with applicable expenses highlighted. If proper documentation is not provided, the cost may be un-allowed for reimbursement.

Food costs associated with EMA actions (meetings, trainings, etc.) must be documented by proof of cost, proof of payment, purpose of event (agenda, invitation, etc) and a roster or sign in sheet of persons attending. Food costs submitted for reimbursement with out all listed documentation will be un-allowed.

b. Eligibility review; processing

The second step of the reimbursement process is a determination of eligibility, data entry of the cash request for tracking/monitoring purposes and preparation for payment. The Ohio EMA field operations supervisor conducts this step.

c. Payment processing and notification

The final step of reimbursement is approval of cash request by Ohio EMA fiscal and payment. When a Cash Request has been approved and payment processed, notification will be made to the county that payment will be arriving. As a tool to assist local governments in tracking Electronic Funds Transfers, the State of Ohio has created the “OAKS EFT Remittance Look-Up” website. By entering your OAKS vendor ID (available by contacting your field liaison if needed), ZIP code and query information, you can confirm that payment was made. The EFT remittance web-site can be found at:

<http://www.oaks.ohio.gov/remitlookup/>

d. Tracking and Close-Out

In addition to notification that payment is in process, Ohio EMA field operations will be sending to the county a “payment packet” that includes a copy of the submitted cash request, an explanation of changes (if applicable) and remaining balance in the form of a memo and a copy of the e-mail that notified the county of pending payment. The intent of this packet is to provide the county with comprehensive documentation for your files on the processing and payment of your EMPG cash request.

Upon completing full reimbursement of your allocation or end of the program period of the grant, Ohio EMA will send a close-out notification to the local jurisdiction advising of the closure of the sub-grant and the final disposition of any un-spent funds.

3. Federal Reporting

County EMAs must complete a Bi-annual Strategic Implementation Report (BSIR) twice each year until the grant closes. Grantees will complete the initial obligation and expenditure information with **the first BSIR submission due on or around July 10, 2009. The BSIR must then be updated each January 10th and July 10th until the grant closes.**

Reimbursements and future awards may be withheld if the report is delinquent. The BSIR will be completed online at www.reporting.odp.dhs.gov.

4. Financial Management

Local governments receiving financial assistance via EMPG shall establish and maintain financial management systems in conformity with FY09 EMPG grant guidelines, 44 CFR, 2 CFR and OMB Circulars A102 and A133.

5. Property Management

Property accountability is required and includes adherence to established purchasing procedures, periodic inventory checks, and retention of appropriate supporting documentation. Procedures for managing equipment (including replacement), whether acquired in whole or in part with EMPG funds, will, at a minimum, meet the following requirements:

1. Property records must be maintained which include:
 - Description of the property
 - Serial number or other identification number
 - Source of the property
 - Identification of title holder
 - Acquisition date
 - Cost of the property
 - Percentage of Federal participation in the cost of the property
 - Location of the property
 - Use and condition of the property; and
 - Disposition data, including the date of disposal and sale price.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must exist to ensure adequate safeguards to prevent:
 - Loss
 - Damage; or
 - Theft of the property.Any loss, damage, or theft shall be investigated by the county, as appropriate.
4. Adequate maintenance procedures must exist to keep the property in good condition.
5. If the county is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.
6. A copy of the local equipment inventory will be reviewed during program monitoring visits and available upon request.
7. Property management should satisfy standards prescribed in OMB Circular A-102, Attachments O and OMB Circular A-87.

6. Availability of Public Records

Ohio's public records law generally requires disclosure of information. Ohio Revised Code Section 149.43 sets forth the requirements, along with the exceptions for disclosure. Specifically, Section 149.433 allows some security information to be exempt from disclosure.

Applicants are encouraged to consult state and local laws and regulations and discuss these requirements with their legal counsel. Grantees should be familiar with the regulations governing protected critical infrastructure information (6 C.F.R. Part 29) and sensitive security information (49 C.F.R. Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

7. Record Retention

Counties are required to retain all grant-related documentation for three years after the close of the federal grant program. Ohio EMA will provide notification of grant closure date when it occurs.

8. Audits

The County EMA is accountable for the use of funds under the EMPG program. The County EMA must maintain records that adequately identify the sources and application of funds provided for financially assisted activities. Actual expenditures or outlays will be compared with budgeted amounts to determine if the expenditures qualify as a reimbursable expense under the EMPG. Upon review of County EMA reimbursement requests, Ohio EMA may withhold payments for expenses not related to the EMPG or when the County EMA has not complied with program requirements. This documentation is subject to review at any given time by state or federal auditors as well as EMA officials.

Counties receiving \$500,000 (all inclusive countywide) or more in a year in federal awards shall complete a Single Audit. This requirement is also addressed in OMB Circular A-133. The county EMA needs to consult with the County Auditor/Treasurer to understand how they comply with this requirement. The County EMA should also ensure the most recent Single Audit is submitted to Ohio EMA. County emergency management agencies will be audited by the State Auditor's Office or a private firm acceptable to the State Auditor's Office. Counties will comply with audit requirements and resolve any audit findings.

Grantees are reminded to review the following federal documents and ensure that grant activities are conducted in accordance with applicable guidance available at www.whitehouse.gov/omb/circulars

1. OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments.
2. OMB Circular A-87 (2 CFR), Cost Principles for State, Local, and Indian Tribal Governments.
3. OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations.
4. OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

9. Appeals

County emergency management agencies may appeal funding decisions of Ohio EMA to the Executive Director of Ohio EMA. Appeals must be received by the Executive Director within 30 days of the county's receipt of the decision. The Executive Director will have 60 days in which to review the decision and supporting materials and will notify the county of the decision in writing.

County emergency management agencies may appeal the decision of the Ohio EMA Executive Director, via the Executive Director, to Director of the Department of Public Safety. The appeal must be submitted by formal letter signed by the County EMA Director, within 10 days following the notice of Ohio EMA disapproval or other decision that is the subject of the appeal.

No appeals or retroactive approval of an item or service already procured will be considered if not sent within 30 days of the end of the federal fiscal year in which the procurement was made. This will provide sufficient time for review prior to the end of the fiscal year.

Appendix A: Web Link Resources

Emergency Management Accreditation Program (EMAP)

<http://www.emaponline.org/index.cfm>

<http://www.emaponline.org/?374>

44 CFR

http://www.access.gpo.gov/nara/cfr/waisidx_07/44cfrv1_07.html

National Response Framework (NRF)

<http://www.fema.gov/emergency/nrf/>

National Incident Management System (NIMS) compliance (Ohio EMA website)

<http://www.ema.ohio.gov/NimsGuidance.aspx>

National Incident Management System (NIMS) compliance (FEMA website)

<http://www.fema.gov/emergency/nims>

Target Capabilities List

www.llis.dhs.gov

Authorized Equipment List (AEL)

<https://www.rkb.us/lists.cfm>

Interoperable Communications Equipment coordinated grant guidance

www.safecomprogram.gov

Homeland Security Exercise and Evaluation Program (HSEEP)

<http://hseep.dhs.gov>

Office of Management & Budget (OMB) circulars

<http://www.whitehouse.gov/omb/circulars/index.html>

Appendix B: Acronyms

AAR	After Action Reports
AEL	Authorized Equipment List
BSIR	Biannual Strategy Implementation Reports
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CFR	Code of Federal Regulations
CFDA	Catalog of Federal Domestic Assistance
COG	Continuity of Government
COOP	Continuity of Operations
DHS	U.S. Department of Homeland Security
EMA	Emergency Management Agency
EMAP	Emergency Management Accreditation Program
EMI	Emergency Management Institute
EMPG	Emergency Management Performance Grants
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
FY	Fiscal Year
HSEEP	Homeland Security Exercise and Evaluation Program
HSGP	Homeland Security Grant Program
IP	Improvement Plan
LLIS	Lessons Learned Information Sharing
M&A	Management and Administrative
NEMBCAP	National Emergency Management Baseline – Capability Assessment Program
NIC	NIMS Integration Center
NIMS	National Incident Management System
NRF	National Response Framework
OJP	Office of Justice Programs
OMB	Office of Management and Budget
POC	Point of Contact
POETE	Planning, Organization, Equipment, Training, and Exercise
RKB	Responder Knowledge Base
SAA	State Administrative Agency
TA	Technical Assistance

Appendix C: Sample Forms (All Forms available on CD provided)

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Sample Budget Worksheet	40-41
NIMS Checklist	42-43
Cash Request Instructions	44-45
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Sample Time Card	47

Work Plan Instructions

Basics:

- The Work Plan form is formatted as an Excel Spreadsheet
- Cells that are shaded yellow are required fields that must be filled in.
- The spreadsheet is protected to allow values to be entered into the applicable cells only.
- The “Tab” key should take you to the next available cell on the spreadsheet.
- Work Plan can be printed off, filled in and tallied by hand if preferred.

Developing your own Work Plan:

- The easiest way to develop a Work Plan is to “reverse engineer” it from goals or objectives that your EMA is already seeking to accomplish during the year. Many counties have goals to revise 25% of their EOP annually, create a COOP plan, conduct NIMS/ICS training, public outreach and education and other important items that they would be scheduled to accomplish with or without EMPG. Identify these items that your EMA is planning to complete and use them for the foundation of the Work Plan.
- After you’ve listed the items that you’re already planning to accomplish, identify how they match up to the Federal assessment tools that have been provided in guidance (EMAP standard, Target Capabilities List are good starts!). EMAP and the TCL cover a wide range of emergency management topics which should make it easy to match your items up.
- The next step is to determine how the project will be measured. Determining the performance measures and basis of evaluation includes identifying benchmarks that you will accomplish, a time frame for meeting the benchmarks and what the completed project will produce. Keep in mind that every work plan may not result in a finished product.
- After you’ve developed the performance measures the last step is identifying the quarterly expectations to complete your Work Plan.
- At this point you can begin to estimate the amount of hours, materials and other resources you may need to budget to complete the Work Plan.
- The following step by step instructions will guide you through the form.

Project Number, County Name and Date:

- Fill in with appropriate information

Project Objective:

- Explain what the project is and what it will accomplish. Examples are given below.
 - Development of a Recovery plan for _____ County.
 - Review, revision and Enhancement of 25% of the EOP including Annex A, E and G.
- The objective should be detailed but does not require extensive wordiness.
- See examples provided on the following pages.

Budget Category/Funding Budget:

- If you’ve taken the steps given above, you have an idea of what it will cost to complete this Work Plan. Break the costs out by category (it may only be one category or several, depending on the project).
- The amounts you enter into the budget lines on the Work Plan should reflect the 100% local expense and not just the 50% EMPG allocation.

- The Work Plan should total the funding budget automatically.
- The amounts that you budget for each Work Plan should be accounted for on your Budget Worksheet.

Program/Tool used to Justify Project Funding:

- Indicate which Tool(s) your Work Plan supports by filling in the appropriate field of the tool.
- You should be able to tie your project back to a specific portion of at least one of the tools. Your field liaison should be able to assist you with this if necessary.

Performance Measures:

- As previously described, this section should give specific actions, measurable results and a timeframe for when you plan to accomplish the work plan.

Quarterly Activity:

- If you've taken the steps from earlier in the instructions you will be ready to break your actions out by quarter.
- The expected outcome areas are the only cells that should be filled in with your initial Work Plan.
- The Results cell will be filled out each quarter to identify what was actually accomplished for the quarter.

WORK PLAN

FY09 Emergency Management Performance Grant (yellow blocks required)

Project #

Initial Submittal Update

(1) COUNTY NAME:

DATE:

(change to reflect date of update)

(2) PROJECT OBJECTIVE: (A description of your project)

Maintenance of functional Emergency Management Agency based on guidance and expectations from local, state and federal standards. Daily duties of an Emergency Management Agency include but are not limited to: public inquiries, communication and correspondence, public education, public meetings, resource tracking and coordination, and ad hoc planning needs. Project also covers materials, supplies, and services necessary to keep the EMA functional.

(3) BUDGET CATEGORY	(4) FUNDING BUDGET
Planning	\$
Organization	\$ 50,000.00
Equipment	\$
Training	\$
Exercises	\$
Administrative	\$
Total Project Costs	\$ 50,000.00

(5) Program/Tool Used to Justify Project Funding

Explain which tool(s) and federal priority(s) this project supports. (Address all applicable items; minimum one)

a) FEMA Gap Analysis

b) Nationwide Plan Review

c) Emergency Management Accreditation Program (EMAP)

The duties provided daily by the EMA are relevant to Section 1, Program management, Section 2, Program elements generally, and Section 13 Operations and Procedures.

d) National Preparedness Guidelines, Target Capabilities List

Preparation, coordination and support of the emergency management function, to include the EOC strives towards Common Capability of EOC Management in the Response function listed in the Target capabilities list.

e) State Homeland Security Strategy and Hazard Mitigation Plans

Project #	1	Initial Submittal <input type="checkbox"/>	Update <input checked="" type="checkbox"/>
(6) Performance Measure(s) and Basis of Evaluation (how will project be measured)			
	The inherent nature of Emergency Management forces local Emergency Managers to work issues that may not have specifically measurable results. Measurement of this project would be subjective, but can be best described as successful if a continued state of readiness and preparation as well as accurate resource coordination and a ready Emergency Operations Center are maintained.		
(7) Quarterly Activity (action steps) - Must show a minimum of two steps			
1st Quarter Activity (Oct 08-Dec 08)	Expected Outcome: What do you expect to accomplish in this quarter.		
	Expectation is that EMA/EOC will be properly staffed, trained and prepared to handle daily duties that have been outlined in the performance measures area above. Emergency Management services and activities provided to the community will be maintained at a level to meet the challenges of all-hazard, comprehensive emergency management. Keeping sufficient levels of staffing, resources, materials and services available and functioning for EMA needs.		
	Results: What did you actually accomplish this quarter.		
	The results section should be filled out to give a summary of activities that were completed that would be considered as supporting the project objective. Each quarter should be updated accordingly.		
2nd Quarter Activity (Jan 09-Mar 09)	Expected Outcome: What do you expect to accomplish in this quarter.		
	Expectation is that EMA/EOC will be properly staffed, trained and prepared to handle daily duties that have been outlined in the performance measures area above. Emergency Management services and activities provided to the community will be maintained at a level to meet the challenges of all-hazard, comprehensive emergency management. Keeping sufficient levels of staffing, resources, materials and services available and functioning for EMA needs.		
	Results: What did you actually accomplish this quarter.		
	The results section should be filled out to give a summary of activities that were completed that would be considered as supporting the project objective. Each quarter should be updated accordingly.		
3rd Quarter Activity (Apr 09-June 09)	Expected Outcome: What do you expect to accomplish in this quarter.		
	Expectation is that EMA/EOC will be properly staffed, trained and prepared to handle daily duties that have been outlined in the performance measures area above. Emergency Management services and activities provided to the community will be maintained at a level to meet the challenges of all-hazard, comprehensive emergency management. Keeping sufficient levels of staffing, resources, materials and services available and functioning for EMA needs.		
	Results: What did you actually accomplish this quarter.		
	The results section should be filled out to give a summary of activities that were completed that would be considered as supporting the project objective. Each quarter should be updated accordingly.		
4th Quarter Activity (July 09 - Sept 09)	Expected Outcome: What do you expect to accomplish in this quarter.		
	Expectation is that EMA/EOC will be properly staffed, trained and prepared to handle daily duties that have been outlined in the performance measures area above. Emergency Management services and activities provided to the community will be maintained at a level to meet the challenges of all-hazard, comprehensive emergency management. Keeping sufficient levels of staffing, resources, materials and services available and functioning for EMA needs.		
	Results: What did you actually accomplish this quarter.		
	The results section should be filled out to give a summary of activities that were completed that would be considered as supporting the project objective. Each quarter should be updated accordingly.		
Attach supplemental Work Plan if project will extend into 5th - 8th quarter activity.			
OHIO EMA USE ONLY	Field Liaison: _____	Date: _____	

WORK PLAN (continued)

FY09 Emergency Management Performance Grant

Project #	1	Initial Submittal <input type="checkbox"/> Update <input checked="" type="checkbox"/>
5th Quarter Activity (Oct 09 - Dec 09)	Expected Outcome: Expectation is that EMA/EOC will be properly staffed, trained and prepared to handle daily duties that have been outlined in the performance measures area above. Emergency Management services and activities provided to the community will be maintained at a level to meet the challenges of all-hazard, comprehensive emergency management. Keeping sufficient levels of staffing, resources, materials and services available and functioning for EMA needs.	
	Results: The results section should be filled out to give a summary of activities that were completed that would be considered as supporting the project objective. Each quarter should be updated accordingly.	
6th Quarter Activity (Jan 2010 - Mar 2010)	Expected Outcome: Expectation is that EMA/EOC will be properly staffed, trained and prepared to handle daily duties that have been outlined in the performance measures area above. Emergency Management services and activities provided to the community will be maintained at a level to meet the challenges of all-hazard, comprehensive emergency management. Keeping sufficient levels of staffing, resources, materials and services available and functioning for EMA needs.	
	Results: The results section should be filled out to give a summary of activities that were completed that would be considered as supporting the project objective. Each quarter should be updated accordingly.	
7th Quarter Activity (Apr 2010 - Jun 2010) Performance Period Ends	Expected Outcome: Expectation is that EMA/EOC will be properly staffed, trained and prepared to handle daily duties that have been outlined in the performance measures area above. Emergency Management services and activities provided to the community will be maintained at a level to meet the challenges of all-hazard, comprehensive emergency management. Keeping sufficient levels of staffing, resources, materials and services available and functioning for EMA needs.	
	Results: The results section should be filled out to give a summary of activities that were completed that would be considered as supporting the project objective. Each quarter should be updated accordingly.	
OHIO EMA USE ONLY	Field Liaison: _____	Date: _____

Budget Worksheet Instructions

Basics:

- The Budget Worksheet is formatted as an Excel Spreadsheet
- The spreadsheet is protected to allow values to be entered into the applicable cells only.
- The “Tab” key should take you to the next available cell on the spreadsheet.
- The Budget Worksheet should reflect the county’s actual expenses (twice the allocation).
- Budget Worksheet must reflect the total of amounts budgeted in Work Plans.
- Budget Worksheet can be printed off, filled in and tallied by hand if preferred

County Name and Date:

Budget Category:

- Fill in the appropriate Budget Category and lines as applicable to properly reflect the amounts in your Work Plans.
- Keep in mind that one Budget Category (Example; Planning, Full or Part Time Staff) could have amounts from more than one Work Plan totaled in it.
- Seek out your field liaison for assistance if required.

Total Budget Amount:

- Budget Worksheet will total if used in Excel
- Make sure total reflects twice the total allocation (county actual expenses).

Name of Person Completing Form, Title, Signature and Date:

- Person filling out the form may not be the EMA director. However EMA director must sign.

BUDGET WORKSHEET	Initial <input type="checkbox"/>	Update <input type="checkbox"/>	CFDA #97-042
FY09 Emergency Management Performance Grant			

(1)	COUNTY NAME: <input style="width: 150px; height: 20px;" type="text"/>	DATE: <input style="width: 100px; height: 20px;" type="text"/>
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Budget Worksheet must account for actual expenditures to double the allocation.

Example: \$40,000 allocation must document \$80,000 in budgeted expenses.

Budget Category

(2) PLANNING	Budget Amount
a. Full- or part-time staff - <i>Hours dedicated to planning work plan(s)</i>	\$29,500.00
b. Contractors or consultants	
c. Conference or meetings	
d. Materials or supplies	\$120.00
e. Travel (based on per diem)	\$380.00
f. Overtime and backfill	
g. Planning Subtotal	\$30,000.00

(3) ORGANIZATIONAL	Budget Amount
a. Full- or part-time staff including fringes - See A-87, Attachment B, item 8	\$42,500.00
b. Travel (based on per diem) - See A-87, Attachment B, item 43	\$300.00
c. Communication - phone, postage, internet, satellite etc. A-87, Attachment B, item 7	\$3,400.00
c. Meetings and Conferences; A-87, Attachment B, item 27	\$120.00
d. Materials or supplies; A-87, Attachment B, item 26	\$1,600.00
e. Maintenance and Utilities; A-87, Attachment B, 25	\$2,080.00
e. Building/Equipment Rental; A-87, Attachment B, 37	
g. Other (attach a list/description)	
h. Organizational Subtotal	\$50,000.00

(4) EQUIPMENT	Budget Amount
a. Information Technology	
b. Cyber Security Enhancement	
c. Interoperable Communications	
d. Detection Equipment	
e. Power Equipment	
f. CBRNE Reference Materials	
g. CBRNE Incident Response Vehicles	
h. Physical Security Enhancement Equipment	
i. CBRNE Logistical Support Equipment	
j. Other Authorized Equipment	
k. Equipment Subtotal	

(5) TRAINING	Budget Amount
a. Full- or part-time staff	
b. Contractors or consultants	
c. Overtime and backfill	
d. Travel (based on per diem)	
e. Materials or supplies	
f. Training Subtotal	

Budget Category - continued	Initial <input type="checkbox"/>	Update <input type="checkbox"/>	
(6) EXERCISES			Budget Amount
a. Full- or part-time staff			
b. Contractors or consultants			
c. Overtime and backfill (includes part-time/volunteer emergency response personnel participating in G&T exercises)			
d. Travel (based on per diem)			
e. Supplies			
f. Materials or supplies			
g.	Exercise Subtotal		
(7) ADMINISTRATIVE (Maximum 3% of allocation)			Budget Amount
a. Full- or part-time staff			
b. Contractors or consultants			
c. Travel (based on per diem)			
d. Meetings			
e. Acquisition of authorized office equipment			
f. Recurring fees/charges			
g. Leasing and/or renting of space for newly hired personnel to administer programs within the FY09 EMPG.			
h.	Administrative Subtotal		
(8) Total Budget Amount			\$80,000.00
Name of Person Completing Form		Title	
Signature of EMA Director		Date	
OHIO EMA USE ONLY	Field Operations: _____ Date: _____		

**National Incident Management System (NIMS) Certification
FY09 Emergency Management Performance Grant**

County: _____

In order to receive FY09 EMPG funding, the County EMA is required to certify as part of their FY09 grant application that they are addressing and/or have met the FY08 NIMS requirements. The following are the Fiscal Year 2008 NIMS compliance requirements that should have been addressed in FY08. Additional information about NIMS compliance and resources for achieving compliance can be found at Ohio EMA NIMS website <http://ema.ohio.gov/NimsGuidance.aspx> or the FEMA NIMS web page, <http://www.fema.gov/emergency/nims/index.shtm>.

FY08 Requirements (Check appropriate blocks of activities accomplished and/or complied with):

- Adopt NIMS at the community level for all government departments and agencies, and promote and encourage NIMS adoption by associations, utilities, non-governmental organizations (NGOs), and private sector incident management and response organizations.
- Designate and maintain a single point of contact within government to serve as principal coordinator for NIMS implementation jurisdiction-wide (to include a principal coordinator for NIMS implementation within each Department/Agency).
- Ensure that Federal Preparedness Awards to local governments support all NIMS compliance objectives.
- Routinely include NIMS compliance objectives in all audits, conducted by audit agencies and review organizations, associated with Federal Preparedness Awards.
- Revise and update plans and standard operation procedures (SOPs) to incorporate NIMS and National Response Framework (NRF) components, principles and policies, to include planning, training, response, exercises, equipment, evaluation and corrective actions.
- Promote and/or develop intrastate and interagency mutual aid agreements and assistance agreements (to include agreements with the private sector and NGOs).
- Use existing resources such as programs, personnel, and training facilities to coordinate and deliver NIMS training requirements.
- Complete IS-700 training for appropriate personnel.
- Complete IS-800 training for appropriate personnel.
- Complete IS-100 (ICS 100) and IS-200 (ICS 200) training for appropriate personnel.
- Complete ICS 300 training for appropriate personnel.
- Identify ICS command/general staff and EOC/MACS personnel who should take ICS 400. Begin planning and preparing for the provision of this training or conducting training.
- Incorporate NIMS concepts and principles into all appropriate training and exercise.
- Plan for and/or participate in an all-hazard exercise program based on NIMS that involves responders from multiple disciplines and multiple jurisdictions.
- Incorporate corrective actions into preparedness and response plans and procedures.
- Apply standardized and consistent terminology, including the establishment of plain English communications standards across the public safety sector. Incident response communications (during exercises and actual incidents) should feature plain English commands so they will be able to function in

FY09 EMPG NIMS Certification (Continued) – Page 2

a multi-agency and/or multi-jurisdictional environment. Field manuals and training should be revised to reflect the plain English standard. Ten codes may continue to be used during internal department communications.

- Utilize systems, tools, and processes to present consistent and accurate information (e.g. – common operating picture) during an incident/planned event.
- Inventory community response assets to conform to homeland security resource typing standards.
- Utilize response asset inventory for intrastate and interstate mutual aid requests, training, exercises, and incidents/planned events where appropriate.
- To the extent permissible by law, ensure that relevant national standards and guidance to achieve equipment, communication, and data interoperability are incorporated into local acquisition programs.
- Initiate development of a system to credential emergency management/response personnel to ensure proper authorization and access to an incident, including those involving mutual aid agreements and/or assistance agreements **(State has initiated development which covers this requirement for local jurisdictions)**
- Manage all emergency incidents and preplanned (recurring/special) events, regardless of size, in accordance with ICS organizational structures, doctrine and procedures, as defined in NIMS. ICS implementation must include the consistent application of an Incident Action Plan with appropriate ICS documentation.
- Coordinate and support emergency incident and event management through the development and use of integrated multi-agency coordination systems, i.e. – develop and maintain connectivity capability between local Incident Command Posts (ICPs), local 911 Centers, local Emergency Operations Centers (EOCs) and the State EOC and NRF elements.
- Institutionalize, within the framework of ICS, Public Information (e.g. – Joint Information System and Joint Information Center) during an incident/planned event.
- Ensure that Public Information procedures and processes can gather, verify, coordinate, and disseminate information during an incident/planned event.
- Track progress in meeting FY08 NIMS Compliance Metrics using the NIMS Compliance Assistance Support Tool (NIMSCAST).

We hereby certify that the County EMA and its staff have made a good faith effort to complete and comply with the FY08 requirements. We further recognize that implementation requirements outlined in the FY09 NIMS Compliance Package must be met by September 30, 2009 in order to qualify for future funding.

EMA Director Signature

EMA Director Printed Name

Date

CASH REQUEST Instructions

Basics:

- The FY 09 EMPG cash request is formatted as an Excel Spreadsheet
- The spreadsheet is protected to allow values to be entered into the applicable cells only.
- The “Tab” key should take you to the next available cell on the spreadsheet.
- There are a total of 10 pages included in the electronic version of the cash request.
- This allows you to enter a total of 150 line items on one electronic cash request.
- Cash Request will sum line items and provide a total on the last sheet you have filled out.
- Cash Request can be printed off, filled in and tallied by hand if preferred.

County:

- Enter name of county that is completing the cash request.

Period Covered:

- Enter the beginning date and end date of the reporting period.

Quarters:

- Enter the quarter that the request is being made. Keep in mind the quarters are already set based on the Federal fiscal year. Q1 is October through December 2008; Q2 is January through March 2009; Q3 is April through June 2009, Q4 is July through September of 2009; Q5 is October through December of 2009; Q6 is January through March of 2010; and Q7 is April through June of 2010.

Vendor Name:

- Vendor name should be filled out to properly indicate the company, individual or entity to which the eligible costs were paid.
- Individuals (employees) should be listed individually.

Description of Purchase/Service:

- Describe the item or service purchased.
- Recurring services (payroll, cell phone, bills, etc) must include dates of service
 - Example: Payroll – October 1 through October 15; Cell phone service – January
- Generic terms such as “Supplies”, “Miscellaneous” and “Travel” will not be accepted.
- Be specific in the description of what is being purchased.

Budget Category:

- Expenditures must fall into one of the following categories: P = Planning; O = Organizational; EQ = Equipment; T = Training; EX = Exercise; A = Administrative
- Budget Categories are set by the Budget Worksheet and Work Plans that you have developed. If you are purchasing a special piece of equipment, but have no Equipment Work Plan, the cost cannot be reimbursed without making adjustments to your budget worksheet and work plan(s) accordingly.

Invoice Date:

- Insert date invoice was prepared;
- For payroll insert the ending date of the pay period

Invoice Amount:

- Insert the total (gross) amount of the invoice or paycheck

Warrant date:

- Insert date warrant was prepared, date on check or date of electronic transfer

Warrant Number:

- Insert the warrant number, check number, or transfer number for the line item payment.

Warrant Amount:

- Insert the amount of the warrant as paid on the warrant as listed

Requested Reimbursement:

- This column is where you make any adjustments to the actual amount that is eligible
- Example: EMA Director is also Risk Manager and gets paid 50% from each. The bi-weekly gross pay is \$1,000.00. The invoice amount may be N/A, however the warrant amount should reflect the gross pay (\$1,000) for the pay period. The requested reimbursement would then be reduced by 50% to represent only the EMA eligible portion of the warrant.
- Unless your costs are similar to the example listed above where payroll, cell services copy machine service plans, etc. are paid by more than the EMA funding, counties should not reduce the amount of the line item in an attempt to get the EMPG eligible amount. This gets confusing and results in the county being reimbursed 25% instead of the 50% they should be receiving. Seek out your field liaison if you have questions.
- Ohio EMA will calculate the 50% EMPG eligible amount of your cash request (less any changes made for unallowable costs).

Total (Page x of y) Request for Reimbursement:

- If you're using the Cash Request as an Excel spreadsheet, this amount will be calculated for you. Counties are strongly encouraged to use the electronic version of the form.
- If you are filling the form in by hand you will need to sum your items and fill the total in.

Approved Federal share to reimburse (50%):

- This cell will be filled in by Ohio EMA only; no county entry is required.

County EMA Director Signature:

- Original signature of the EMA director

Print EMA Director Name:

- This is also fillable in the Excel Spreadsheet.

Date Signed:

- Fillable in the Excel Spreadsheet

Remember: All line items must be supported by proof of cost and proof of payment documentation!

**FY2009 EMERGENCY MANAGEMENT PERFORMANCE GRANT
CASH REQUEST**

County: Buckeye		PERIOD COVERED (From - To): October 1, 2008 through December 31, 2008	QUARTER(S): First			YEAR: FY 2009				
LINE ITEM	Vendor Name (Employee name if Payroll)	Description of Purchase/Services	Budget Category	Invoice Date	Invoice Amount	Warrant Date	Warrant Number	Warrant Amount	Requested Reimbursement	OEMA Use A/U
1	John Q. Director	Payroll; 10/1/08 through 10/14/08	O	10/15/08	\$ 1,200.00	10/28/08	E55236	\$ 1,200.00	\$ 1,200.00	
2	John Q. Director	Benefits October	O	10/15/08	\$ 560.00	10/28/09	N/A	\$ 560.00	\$ 560.00	
3	Bill G. Deputy (half EMA; half EMS)	Payroll; 10/1/08 through 10/14/08	O	10/15/08	\$ 800.00	10/28/08	E55237	\$ 800.00	\$ 400.00	
4	Bill G. Deputy (half EMA; half EMS)	Benefits October	O	10/15/08	\$ 320.00	10/28/08	N/A	\$ 320.00	\$ 160.00	
5	Verizon Wireless	Cell Service October (1/2 EMA; 1/2 EMS)	O	10/15/08	\$ 100.00	11/2/08	22365223	\$ 100.00	\$ 50.00	
6		Cell Service November (1/2 EMA; 1/2 EMS)	O	11/15/08	\$ 100.00	12/2/08	22365224	\$ 100.00	\$ 50.00	
7		Cell Service December (1/2 EMA; 1/2 EMS)	O	12/15/08	\$ 100.00	1/2/09	22365228	\$ 100.00	\$ 50.00	
8	Super G Supermarkets	refreshments for EOC course delivery. Agenda and sign in sheet attached.	T	11/15/08	\$ 55.55	11/15/08	N/A	\$ 55.55	\$ 55.55	
9	Supplies R US	Supplies for EMA and EOC; general office supplies and ink cartridges.	O	12/5/08	\$ 200.00	12/31/08	2286523	\$ 200.00	\$ 200.00	
10										
11										
12										
13										
14										
15										
TOTAL (PAGE 1) REQUEST FOR REIMBURSEMENT									\$ 2,725.55	

I hereby certify that the expenses reported in this request have been paid by the County; That costs have not been reimbursed from other Federal Grants, programs or EMPG from another year; Costs are eligible under the EMPG program (Per A-87); These costs do not exceed the costs as budgeted in the approved budget worksheet.

ATTACH SUPPORTING DOCUMENTATION (Proof of Cost and Proof of Payment)

County EMA Director's Signature:	County Auditor Signature (if desired by county)
Print EMA Director's Name: John Q. Director	Date Signed: 1/8/2009
	County Auditor Name: N/A

OHIO EMA USE ONLY	Field Liaison: _____ Date: _____	Field Ops Supv: _____ Date: _____	Fiscal: _____ Date: _____
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Appendix D: Special Projects

FY2009

SPECIAL PROJECTS PROGRAM

Program Overview

The Ohio Emergency Management Agency invites all eligible counties to participate in the Special Projects grants application process for Federal Fiscal Year (FY) 2009. The Special Projects program is funded from the Emergency Management Performance Grant (EMPG). The FY 2009 Special Projects program will be focused on the Construction of Emergency Operations Centers. Project requests will be evaluated on a competitive basis as per the criteria outlined in this guidance document. It must be noted that when receiving FEMA funds for new EOC construction, the project must fully comply with the conditions established in the Ohio EMA Design Recommendations and Criteria for Emergency Operations Centers. (Attachment II)

All counties participating in the FY 2009 EMPG are invited to apply for Special Project Funding. Funding for projects that were previously granted under Special Projects such as Warning Systems and Communications Systems may be pursued through other funding sources so that the FY 09 Special Projects funds can be focused on counties that require improvements to their EOC's to bring them up to a condition where they meet State standards.

EOC Construction Projects

As in the past, this is a 50% cost-match program and the number of counties that currently have EOC's that do not meet the State EOC criteria far outweighs the anticipated federal funding levels. Therefore, the project requests will be evaluated on a competitive basis as per the criteria outlined later in this document. Applications should only be submitted for an EOC construction project for which construction will take place during the performance period (October 1, 2008 through June 30, 2010) of FY 2009 and there are local matching funds available. The EOC construction project justification must include design completion and start of construction dates and a construction milestone schedule so that the progress can be accurately monitored.

Counties should note that acceptance of the funding for an EOC construction project constitutes a commitment to complete the project to meet the criteria of the Ohio EMA Design Recommendations and Criteria for EOC's even if future funding for multi phase projects would not become available.

Please note that the review process for Special Project grant awards made by Ohio EMA includes submitting the information to DHS-FEMA. Through the federal review of previous EOC projects and as outlined in the Ohio EMA design criteria document, we know that the cost of any demolition (including the removal of interior walls for building renovations) will not be an eligible cost for reimbursement. A discussion of other eligible and ineligible costs is provided in the Ohio EMA design criteria document.

Applicants must also comply with all National Environmental Policy Act (NEPA) requirements. Grantees wishing to use EMPG funding for construction projects must complete and submit a NEPA Compliance Checklist to this office for review and ODP approval. Additionally, grantees may be required to provide additional detailed information on the activities to be conducted, locations, sites, possible construction activities, possible alternatives, and any environmental concerns that may exist. Results of the NEPA

Compliance Review could result in a project not being approved for EMPG funding, the need to perform an Environmental Assessment (EA) or an Environmental Impact Statement (EIS).

The Special Project funding procedures that are used to determine grant allocations incorporate carrying forward past qualifying projects into future years. This will allow qualified EOC construction projects that are unable to be fully or partially funded in the current year to be considered for available funding if/as available in subsequent years.

The attached form (Attachment I) should be used in submitting special project requests. Your application package must clearly outline the scope of the proposed project and contain sufficient information for the state to use in reviewing applications and awarding grants. A clear cost breakdown must be provided on the itemization sheet. Care should be taken in completing the justification portion of your application. The justifications will be used as part of the process of prioritizing counties for funding. The county EOC assessments that were performed in 2003 will also be used for prioritization purposes in the case of EOC construction project requests. Justifications should include all relevant information that can be used to judge the importance and value of the project. A good justification would include; an explanation of the scope of the project, a discussion of the projects' impact on the population and it's benefits, how the project fits in with current systems and plans, a cost/benefit analysis of the project, a statement certifying that local matching funds are available for the project, the mitigation measures the project would achieve and the risk factors present in the county that necessitate implementing the project. A discussion of past incidents and existing risk factors that require EOC activation (e.g., tornados, flooding, etc.) should be included.

Special Projects Review & Acceptance Process

Application forms for a Special Projects grant should be submitted to Ohio EMA with their 09 EMPG application. The Special Project application must be received by close of business on **July 10, 2009** in order to be eligible for funding. Special Project requests received after this deadline date will not be considered for funding. To be eligible for FY 2009 Special Project funding, your EMPG application must contain, in the EMPG Budget Narrative, a description of work related to your Special Project Funding request.

It is strongly recommended that the County EMA send their application using a service that can track the whereabouts of a mailing. This might be a system such as the US Postal Service's "Certified Mail" or a private vendor such as Federal Express or UPS. This should ensure that any claims of an item being lost in the mail can be verified and thus permit the County EMA to resubmit its application without penalty. Hand-delivered applications are acceptable if both parties document the exchange and receipt of the application. Fax or electronic applications are not permitted, as Ohio EMA requires the original signatures on the submitted documentation.

Submission of the Special Project application request should be addressed to the State of Ohio EMA, Attn: Field Operations, 2855 W. Dublin-Granville Road, Columbus, Ohio 43235- 2206.

Special Project requests will be awarded on a competitive basis. Ohio EMA will allocate funds to counties whose applications demonstrate; the greatest need, the greatest benefit and conformance to guidelines. The screening of projects will be conducted in accordance with the guidelines discussed below.

As funding is available, County EMA directors' meeting eligibility criteria will be invited to submit projects to be considered for funding awards. Selection of projects to be funded will be made by Ohio EMA based on the project quality and merit.

The FY 2009 Special Projects fund allocation will be utilized for as many EOC construction and/or renovation projects as possible. Project funding for EOC construction may be phased over two to three years. A county must have the local funds and be ready to start construction to receive an EOC fund award. EOC projects that score high enough to be prioritized for funding but are not funded in the fiscal year of the application will carry over two to three years. A county must have the local funds and be ready to start construction to receive an EOC fund award. EOC projects that score high enough to be prioritized for funding but are not funded in the fiscal year of the application will carry forward in the priority order originally assigned. As new projects are approved for funding on an annual basis, they will be added to the bottom of the previous year's list.

Projects will be prioritized for funding according to a ranking system. Projects must achieve a minimum threshold (point total) of six (6) points to be placed on a list for consideration for funding. Projects on the list achieving a minimum funding threshold score of nine (9) points will carry forward to future years if they were not funded during the year of application.

The ranking of projects will be based on the following criteria:

1. Was the project received by the due date for submission, the application instructions followed and the required forms completed properly?
2. Does the project meet program eligibility criteria, and does the county meet the requirements of the Ohio Revised Code (ORC) as it relates to training, required county plans and procedures, etc?
3. Are local matching funds available to support the projects and was the certification of these funds submitted?
4. Are other sources of funding available?

If other sources of funding are available to support a project, the source of funding and application process will be outlined to the county in an effort to fund the project from that outside source. This action will assure that Special Project dollars are available to support projects that are not eligible under other funding programs.

If the above criteria are not met the project is denied. If the project meets the above criteria, then it is prioritized in accordance with the following criteria:

5. Quality of justification.

A ten-point scale will be used in this ranking. Projects with no or little justification will be ranked a 0 or 1; well-justified projects will receive a 10. A good justification would include: An explanation of the scope of the project, a discussion of the projects impact on the population and it's benefits, how the project fits in with current systems and plans, a cost/benefits analysis of the project, a statement certifying that local matching funds are available for the project, the mitigation measures the project would achieve and the risk factors present in the county that necessitate implementing the project. The justification should also include the construction or software installation start date and schedule milestone dates that will facilitate monitoring the project progress.

6. Does the project present a one-time opportunity and/or cost savings?

Projects that are time sensitive or that if accomplished with other work efforts will result in significant cost savings will receive higher ranking. An example of this would be the construction of an EOC in a public building slated for design or construction during the fiscal year of the application. Based on amount of savings or significance of opportunity, a ranking of 1 - 5 will be given.

7. What is the past history of federal funding, fund utilization and project completion?

Counties with projects from past years that have not been completed or counties who have received funding in recent years or turned back funding will be ranked lower in this category than those who have not received recent funding. Projects that have received more than one extension will have one (1) point deducted for each extension granted beyond one. Counties who turn-back allocated funds will have two (2) points deducted. If a county has not received funding in the past three years they will be given two (2) points.

8. What is the impact of the project on the population at risk?

Projects of significant impact will score higher in this category. Projects in areas of high risk, based on risk assessment and history of disasters, will score higher than those in low risk areas. Scores assigned will range from 0 to 5.

9. Can the project be divided into smaller components over time?

If an EOC construction project can be funded over multiple years, the project may be divided into smaller phases or partially funded; this will allow the available funding in each Fiscal Year (FY) to be spread over a greater number of counties. If a multiple year project is approved, the approval will be for the specified multi year duration. An annual review of progress will be conducted to determine if the subsequent award should be made. Multi year projects will receive priority for funding throughout their phases and will not be re-ranked each year.

If upon the scoring of projects in accordance with the above, one or more projects carry equal ranking, those projects which were part of the original FY EMPG submission scope of work will be given priority over those submitted with EMPG modifications.

For the purpose of adjusting the evaluation standards as necessary to meet changing EMA needs, the above criteria will be periodically reviewed and republished.

EMERGENCY OPERATIONS CENTER PROGRAM

County: _____

EOCs constructed under this program must meet the FEMA approved - state EOC design and construction standards. A copy of these standards can be obtained from OHIO EMA's Technical Support Division.

PHASE I

1. Will you require EOC design funding for Architect and/or Engineer Fees? Yes No

FISCAL YEAR FUNDING REQUIRED	_____		
ARCHITECT/ENGINEER FEES		LOCAL SHARE	\$ _____
		FEDERALSHARE	\$ _____
		TOTAL	\$ _____

2. Will you require EOC construction funding? Yes No

FISCAL YEAR FUNDING REQUIRED			
CONSTRUCTION COSTS		LOCAL SHARE	\$ _____
		FEDERALSHARE	\$ _____
		TOTAL	\$ _____

COMMUNICATIONS EQUIPMENT		LOCAL SHARE	\$ _____
(* only eligible as part of EOC construction)		FEDERALSHARE	\$ _____
		TOTAL	\$ _____

ADMINISTRATIVE EQUIPMENT **		LOCAL SHARE	\$ _____
(* only eligible as part of EOC construction)		FEDERALSHARE	\$ _____
		TOTAL	\$ _____

TOTAL CONSTRUCTION FUNDING REQUEST \$ _____

DO YOU ANTICIPATE REQUIRING A MULTI-YEAR CONSTRUCTION PERIOD? Yes No

(ANTICIPATED NUMBER OF YEARS)

3. JUSTIFICATION (submit on separate pages as required)

4. I certify that local matching funds are available to support this request.

OHIO EMERGENCY MANAGEMENT AGENCY
Design Recommendations and Criteria
For
Emergency Operations Centers

It is the policy of the Ohio Emergency Management Agency (EMA) to assist the counties of the State of Ohio with financial aid (when funds are available) and design guidance for the construction of Emergency Operations Centers (EOCs). While it is recognized that each county has unique needs and wants, the Ohio EMA has developed basic requirements that all county EOCs should meet in order to provide Survivable Crisis Management (SCM) capability. These guidelines will not preclude the county from constructing any facility; however, financial aid will be dependent upon meeting minimum standards.

REQUIREMENTS:

- A. Location:
The EOC **must** be constructed in a location that will minimize the effects of any local hazards, cannot be in the 100 year flood plain nor will it change or alter listed or nationally designed historic sites or structures. It should also be located close to government offices for easy access by agency representatives.
- B. Size:
The EOC **must** be sized to handle the maximum anticipated staff that would be called in the event of a major disaster. (The attached chart can be used as a guide). A minimum of 50 square feet per person is required (80 square feet preferred) including restrooms, etc.
- C. Design Criteria:
The facility **must** be designed and built to comply with the Ohio Basic Building Code (OBBC) and include “Essential Facility” earthquake requirements as applicable and indicated by seismic maps. The Federal Emergency Management Agency (FEMA) requirement for earthquake design is one level above that specified in the OBBC for “Essential Facilities”. The code will address local hazards, high winds, snow loads, ADA requirements, etc.
- D. Rooms/Spaces:
The EOC **must** contain the following spaces/rooms to provide adequate working room:
1. Day-to-day office space for EMA Director and staff including secretary/receptionist (if applicable).
 2. Meeting/lead agency/Executive room.
 3. Communications room for radio/telephone and support equipment.
 4. Operations room for emergency coordination.
 5. Restrooms.
 6. Mechanical/electrical switch room.
 7. Kitchen/break area.
 8. Storage area for maps, procedures, publications, supplies, etc.

E. Operations Room:

The Operations Room, where agency representatives will assemble, **must** provide the essential elements that will be needed during a disaster. It must be large enough to provide sufficient space for one or two representatives from each planned agency based upon the list developed during the planning process.

The Operations Room **must** also incorporate the following features:

1. Telephone lines and logs.
2. Status display capability (manual or video with large format).
Maps
Charts
Logs
3. Computer, internet and network needs for automatic data processing.
4. 30 square feet per person.

F. Communications:

During a disaster the EOC **must** be able to communicate with the responders in the field. These communication capabilities must include:

1. Telephone lines for each agency and other levels of government planned in the Operations Room (such that each agency has telephone access).
2. Telephone lines for other support areas (Director's office, secretary, executives, etc.).
3. Adequate analog phone lines for computer modems.
4. Fax line and machine.
5. LAN system if applicable.
6. Weather monitoring capability.
7. Access to Emergency Alert System (EAS).
8. Capability to activate local warning systems.
9. Electromagnetic protection for facility and antenna (lightning).
10. A communications room adjacent to the Operations Room sized to accommodate the maximum staff expected and (preferably) including space for amateur radio.
11. Radios with frequencies to communicate with field personnel (police, fire, EPA, parks, highways, health, school transportation systems, hospitals, public works, utilities, Red Cross, the state and other counties, etc).
12. Radio tower to support radio equipment (may be remotely located).

G. Emergency Power:

An emergency electrical power generator **must** be provided, which is large enough to power the EOC and all facilities (HVAC, radios, elevator, computer systems, etc.), and is permanently wired, automatic start and transfer. It should be located so that the noise or fumes do not interfere with the EOC and include a self-contained fuel system with a minimum four day reserve.

H. Operating Procedures/Agreements:

It is **mandatory** that Standard Operating Procedures (SOP) for managing the EOC during disaster activations be developed. In addition, when the EOC is located in a multiple use facility, such as a county jail, it is necessary that a Memorandum of Understanding (MOU) be developed and agreed to among the agencies using the facilities. The MOU

should be explicit in outlining the use of the EOC, installation of antenna, and who bears the charges when the EOC is activated.

PLANNING:

The first step in developing a new EOC is planning. Careful attention to detail will make execution of the project much easier.

1. Identify needs – how will the facility be used.
2. Design for dual use – the EOC is ideal for meetings and training.
3. Locate away from hazards:
 - Technological and nuclear facilities
 - HAZMAT
 - Railroads
 - Highways
 - Airfield landing paths
 - Flood plains
 - Pipelines
 - High voltage power lines
4. Consider how facility will be secured during activation.
5. Determine maximum staff size (see chart).
6. Consider co-locating with 9-1-1 communications center or county jail.
7. If locating in an existing building, consider using basement or interior spaces.
8. Consider including showers in the restrooms.
9. Consider separate adequate space for media assembly and briefing.
10. Develop a list of agency personnel that will staff the EOC during emergencies.
11. Consider a computer floor to facilitate reconfiguration of Operations Room.
12. Plan for an interruption of domestic water supply.
13. Consider fiber optics throughout the agency and/or connected to outside agencies.
14. Acquire a local radio frequency for disaster coordination. Become the jurisdiction's advocate for frequency coordination.
15. Consideration should be given to including in the Operations Room the following features:
 - a) Weather radar and other GIS
 - b) High ceiling
 - c) Column free
 - d) Video status/shelter, etc., logs
 - e) Video tapes
 - f) Local TV/CNN
16. An additional transfer switch should be considered so that additional generators can be plugged into the system.
17. When considering automation, the Ohio EMA recommends the State of Ohio Enterprise Client Computer Hardware Standard. Standard No. ITS-PLF_01. The current version is dated 3/24/2008. The Minimum Standard for a client computer is :

Desktop Hardware Standard Specification		
Hardware Attribute	Basic Office Desktop	Managed Desktop (small form or mini tower)
Processor	Intel Core 2 Duo E4500 (2.2 GHz 2MB 800MHz FSB)	Intel Core 2 E6550 (2.2 GHz 2MB 800MHz FSB)
Chipset	Intel Q35/Q33 Express	Intel Q35/Q33 Express
Memory (min)	1 Gb (2x512) 2 open slots	2Gb (2x1Gb) 2 open slots
Memory type	PC2-5300(DDR 2-667MHz)	
Graphics	Intel GMA 3100 integrated graphics	
PCI	1 + internal slots	
PCI express	1+ internal slots (16x or 1x)	
Network adapter	Intel 82566 Gigabit LAN	
Hard Drive	80Gb (SATA 7200RPM) or 160Gb (SATA 7200RPM)	
Optical drive	CDRW/DVD-ROM combo, DVD +/- RW	
USB ports	6+	
Audio	1 + headphone 1+ microphone	
Video	VGA DSUB- 15	
Optional features		
Wireless	802.11 a/b/g	
Legacy ports	PS2, serial, parallel	
Modem	56k v.92	
Floppy Drive		

Suggested EOC Disaster Staff

Emergency Management Director	Telephone Answerers	Medical and Health Liaison
Chief Executives	Disaster Assessment Person	Message Controller
PIO	Police Liaison	Messengers and Plotters
Communications and Warning Officer	Fire Liaison	Resource Officer
Military Liaison Officer	Public Works Liaison	Security Officer
Radio Operators	Shelter Operations Liaison	
	Welfare Liaison	

Allowable / Non-Allowable Costs

Allowable Cost

Design fees
Excavations for construction
Building shell construction and interior finishing
Modifications to existing building
Antenna and towers
Heating, ventilating and air conditioning equipment
Display equipment for Operations Room
Furniture for Operations Room
Radio / communications equipment
Emergency generator
Kitchen / break room equipment
Plumbing / electric

Non-Allowable Costs

Landscaping
Parking lots
Construction of non-EMA space
Space less than 50 sq. ft. per person
Equip. designed for daily non-EMA use
Maintenance
Land purchase
Demolition