



FY 2010

Emergency Management  
Performance Grant  
(EMPG)

Local Guidance

**State of Ohio EMA  
FY 2010 EMPG  
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**STATE OF OHIO  
EMERGENCY MANAGEMENT AGENCY  
EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)**

**Part I. INTRODUCTION**

**A. Overview**

Day-to-day disasters continue to highlight the critical importance of effective catastrophic all-hazards preparedness, which includes prevention, mitigation, protection, response, and recovery activities. An all-hazards approach to emergency management preparedness, including the development of a comprehensive program of planning, training, and exercises, provides for an effective and consistent response to disaster or emergency, regardless of the cause.

As appropriated by *the Department of Homeland Security Appropriations Act, 2010* (Public Law 111-83), the Fiscal Year (FY) 2010 Emergency Management Performance Grants (EMPG) Program provides \$329,799,991 to assist State and local governments in enhancing and sustaining their all-hazards emergency management capabilities. The EMPG Program requires a 50 percent Federal and 50 percent State cost share, cash or in-kind, match, as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Public Law 93-288), as amended, 42 U.S.C. 5121-5207. Specifically, Title VI, sections 611( j ) and 614.

A comprehensive State emergency management system must include local stakeholder input. Local emergency management organizations should remain informed and have the opportunity to provide input to State planning processes. Although DHS expects States to include support for their local jurisdictions in the EMPG Program, each Governor is responsible for determining the appropriate amount of funding to be passed through to support the development or enhancement of local emergency management performance capabilities. As such, Ohio EMA will again commit to passing 70% of EMPG funds through to county EMA.

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. Local governments have the flexibility to leverage FY 2010 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 2010 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 eight National Priorities as identified in the *National Preparedness Guidelines* continue to be instrumental in guiding our local, tribal, and State stakeholders' homeland security needs. Specifically, the *Implement NIMS and NRF, Expand Regional Collaboration, and Strengthening Planning* priorities continue to have a direct complement to the scope, mission, and funding audience members of the EMPG Program.

Stakeholder recipients of EMPG Program funds should continue to strategically align their emergency management performance activities and projects to support the overarching objectives of HSPD - 5 and 8 and the three National Priorities noted above. It is important to note, however, that this does not preclude stakeholders from focusing on the traditional uses of EMPG Program funding, as identified later in this guidance.

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 2010 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 FY2010 EMPG funds towards addressing any identified shortfalls within local emergency management while also sustaining their daily emergency management capabilities.

## C. Key Changes

1. **Funding Restrictions:** The requirement to allocate 25 percent of funding towards the planning priority has been removed in the FY 2010 EMPG Guidance.
2. **Maintenance and Sustainment (page 19):** The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active and future grant awards, unless otherwise noted. Please refer to “Maintenance and Sustainment” in this kit for more information.
3. **FY 2010 Match Guidance (pages 7, 11, 51-57):** The DHS-FEMA Grants Management Division (GMD) Guidance document notating the Codes of Federal Regulations (CFRs) governing match provisions, defining the different types of match, and outlining basic guidelines for cost allowability has been included in the FY 2010 EMPG Guidance. **In-Kind matching (taking credit for volunteer services) of your 2010 EMPG grant is limited to 25% of the allocation.**
4. FY 2010 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. **(page 21)**
5. Costs submitted for reimbursement that are not included in your budget work sheet will not be reimbursed without requisite amendments to the budget worksheet.
6. Cash requests submitted for reimbursement from the FY2010 EMPG must be accompanied by proper documentation of each cost. **(Page 11, 22)**
7. Requirement for no less than two Work Plans **(page 9)**  
FY 2010 EMPG will again require at least two (2) Work Plans. 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.
8. 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. **(page 9)**
9. Time and Effort documentation guidance (from 2 CFR, Part 225 – formerly A-87) has been provided for your use. **(pages 11-12)**
10. **Equipment purchases must be coordinated with Ohio EMA to ensure AEL allowability and EHP requirements prior to payment. (page 13)**
11. Grant Agreements and required documents must be submitted **by August 30, 2010.**

**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 or in-kind sources 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 FY2010 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 2010 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.

<b>County</b>	<b>Allocation</b>	<b>County</b>	<b>Allocation</b>
ADAMS	\$38,177	LICKING	\$86,900
ALLEN	\$86,900	LOGAN	\$48,434
ASHLAND	\$48,434	LORAIN	\$121,520
ASHTABULA	\$86,900	LUCAS	\$173,449
ATHENS	\$61,961	MADISON	\$48,434
AUGLAIZE	\$48,434	MAHONING	\$121,520
BELMONT	\$63,820	MARION	\$63,820
BROWN	\$48,434	MEDINA	\$86,900
BUTLER	\$121,520	MEIGS	\$38,177
CARROLL	\$38,177	MERCER	\$48,434
CHAMPAIGN	\$48,434	MIAMI	\$86,900
CLARK	\$86,900	MONROE	\$31,337
CLERMONT	\$86,900	MONTGOMERY	\$173,449
CLINTON	\$48,434	MORGAN	\$31,337
COLUMBIANA	\$86,900	MORROW	\$38,177
COSHOCTON	\$48,434	MUSKINGUM	\$63,820
CRAWFORD	\$48,434	NOBLE	\$31,337
CUYAHOGA	\$251,345	OTTAWA	\$48,434
DARKE	\$48,434	PAULDING	\$38,177
DEFIANCE	\$48,434	PERRY	\$38,177
DELAWARE	\$86,900	PICKAWAY	\$48,434
ERIE	\$63,820	PIKE	\$38,177
FAIRFIELD	\$86,900	PORTAGE	\$86,900
FAYETTE	\$38,177	PREBLE	\$48,434
FRANKLIN	\$251,345	PUTNAM	\$38,177
FULTON	\$48,434	RICHLAND	\$86,900
GALLIA	\$38,177	ROSS	\$56,000
GEAUGA	\$63,820	SANDUSKY	\$63,820
GREENE	\$86,900	SCIOTO	\$63,820
GUERNSEY	\$48,434	SENECA	\$63,820
HAMILTON	\$173,449	SHELBY	\$48,434
HANCOCK	\$45,000	STARK	\$121,520
HARDIN	\$38,177	SUMMIT	\$173,449
HARRISON	\$31,337	TRUMBULL	\$121,520
HENRY	\$38,177	TUSCARAWAS	\$63,820
HIGHLAND	\$48,434	UNION	\$48,434
HOCKING	\$38,177	VAN WERT	\$38,177
HOLMES	\$48,434	VINTON	\$31,337
HURON	\$63,820	WARREN	\$86,900
JACKSON	\$38,177	WASHINGTON	\$63,820
JEFFERSON	\$63,820	WAYNE	\$86,900
KNOX	\$48,434	WILLIAMS	\$48,434
LAKE	\$121,520	WOOD	\$86,900
LAWRENCE	\$63,820	WYANDOT	\$38,177

## B. Eligible Applicants

County emergency management agencies which meet the following criteria are eligible to apply for FY 2010 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 (or approved designee) 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 2010, 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. To meet matching requirements, the grantee contributions must be reasonable, allowable, allocable and necessary under the grant program and must comply with all Federal requirements and regulations. 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 FY2010 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.**
4. **Starting in FY2010 EMPG, counties have the availability to In-Kind match up to 25% of their grant using volunteer hours or donated resources. Documentation requirements are the exact same as “hard match” costs. Any In-Kind matching of the EMPG must be coordinated with the respective Ohio EMA field liaison and Preparedness Grants Branch.**

## **Part III. Program Requirements**

### **A. General Program Requirements**

#### **1. Performance Period**

The performance period for FY10 EMPG is **October 1, 2009 through June 30, 2011**. Although EMPG is an annual process, this period of performance will allow county EMA maximum flexibility to plan and coordinate the use of FY2010 EMPG funds. As most local governments budget on a calendar year, it is possible that 2010 EMPG funds may span portions of three local budget years.

#### **2. Authorizing Statutes**

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

#### **3. Expenditure of previous EMPG grant funds**

In order for FY 2010 EMPG funds to be made available, the county must ensure that all funds from previous EMPG awards (FY 2008 and FY 2009) have been exhausted or de-obligated and returned to the state.

### **B. Application Requirements**

To apply for your FY 2010 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 2010 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 2010 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 2010 EMPG performance period. Specifically, local governments must focus FY 2010 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 2010, 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 2010 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
- State Homeland Security Strategy and Hazard Mitigation Plans

## **5. NIMS Certification**

In order to receive FY 2010 EMPG funding, the County EMA is required to certify as part of their grant application that they are addressing and/or have met the FY09 NIMS requirements. Please refer to the NIMS Certification form, which is included in the application packet for a listing of the Fiscal Year 2009 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 2010 EMPG are determined to be allowable if they meet the eligibility criteria of all of the following documents as applicable:

- Federal Guidance to States
- Information Bulletins from FEMA to States clarifying guidance
- State Guidance to Local Governments
- All applicable circulars 2 CFR Part 225(A-87), 44 CFR Part 13, OMB Circulars A-102, A-122, A-133etc.

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 2010 EMPG funds may be used for a range of emergency management planning activities, including aspects of the following, but are not limited to:

- Disaster housing planning
- Modifying existing incident management and emergency operations plans
- Developing/enhancing comprehensive emergency management plans
- Conducting a hazard analysis and risk assessment prior to mitigation plan development
- Developing/enhancing all-hazards mitigation plans
- Developing/enhancing large-scale and catastrophic event incident plans
- Developing/enhancing COOP/COG plans
- Developing/enhancing logistics and resource management plans
- Developing/enhancing evacuation plans, including alerts/warning, crisis communications, sheltering, and re-entry
- Developing/enhancing financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program

- Public education and awareness
- Developing/enhancing other response and recovery plans
- Developing/enhancing emergency management and operations plans to integrate citizen/volunteer and other non-governmental organization resources and participation
- Program evaluations
- Mass evacuation planning and pre-positioning of equipment for areas potentially impacted by mass evacuations
- Supply preparation
- Pre-event recovery plans/response and mitigation plans in coordination with State and local governments (including tribal governments, rural water associations, and chief information officers)
- Other EMPG-related 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, as well as volunteer hours towards In-Kind matching are allowable costs with FY 2010 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. **This is where the “Time and Effort” documentation requirement comes from. For your reference and convenience, the appropriate sections of the guidance have been provided below.**

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 2010 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 2010 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>. **Sub-grantees are advised to review the AEL to ensure that no EHP review is required prior to purchase. Contact Ohio EMA Field Liaison or Preparedness Grants Staff if equipment will be purchased.**

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)

In addition to the above, general purpose vehicles (such as sports utility vehicles) are allowed to be procured in order to carry out the responsibilities of the EMPG Program. If local governments have questions concerning the eligibility of equipment not specifically addressed in the AEL, they should contact their Field Liaison for assistance in seeking clarification.

Sub-grantees that are using FY 2010 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, grantees are required to coordinate with other State and local partners in integrating their interoperable communications plans and projects as outlined in each State's State Communication Interoperability Plan (SCIP).

### **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](mailto: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 (e.g., flood, tornado, extreme winter weather)
- 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 FEMA Exercise Design Course. Additionally, Ohio Emergency Management Agency (Ohio EMA) Exercise staff and/or a Field Liaison must be present at all exercise planning meetings (especially 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.
- Critical Incident Solutions
- L-3 Communications
- Tetra Tech, Inc.

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 should 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 and/or the affected Field Liaison
6. The exercise scenario and objectives must be approved by Ohio EMA Exercise Staff and/or the affected Field Liaison.
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. As previously mentioned, proposed exercise dates must be coordinated and approved by the Ohio EMA to avoid scheduling conflicts. This scheduling process will be conducted at the annual Training and Exercise Planning Workshop (TEPW). Attendance at the TEPW is mandatory. No exercise funds may be encumbered or spent, nor exercise planning started, prior to attending the TEPW.

14. To be eligible for funding, all exercises and projected exercises must be listed in the State of Ohio's Multi-Year Training and Exercise Plan (TEP).

15. 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.

16. 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. It will be the responsibility of the local point of contact (POC) and/or the exercise planning team to ensure the CAP System is updated as corrective actions are implemented. A training session on the CAP System is available by contacting the Ohio EMA Exercise Program Manager.

17. 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.

18. 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 and the FEMA Exercise Design 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 allowable expense questions should be addressed to Darren Price, Exercise Program Manager, at (614) 799-3660 or via e-mail at [deprice@dps.state.oh.us](mailto: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 State and local emergency managers are not typically categorized as M&A, unless the State or local EMA chooses to assign personnel to specific M&A activities.

If the SAA is not the EMA, the SAA is **not** eligible to retain funds for M&A. M&A costs are allowable for both State and local-level EMAs. The State EMA may use up to **five percent (5%) of the total amount** for M&A purposes. In addition, local EMAs may retain and use up to **3% of their sub-award** from the State for local M&A purposes.

#### **7. 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 2010 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 2010 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 2010 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.

### **8. Maintenance and Sustainment (Per FEMA Information Bulletin #336)**

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active and future grant awards, unless otherwise noted. Please reference IB 336 available on FEMA's website.

### **9. Unallowable Costs Guidance**

- Expenditures for 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.

## **D. Post Award Requirements and Grant Administration**

### **1. Updating FY2010 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 10<sup>th</sup>, April 10<sup>th</sup>, July 10<sup>th</sup>, and October 10<sup>th</sup>). 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 2010 EMPG, eligible costs must be submitted on the FY2010 EMPG Cash Request, which is included in the Forms section of this document.

**Costs submitted on forms other than the FY2010 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 FY2010 EMPG must be accompanied by proper documentation of each cost. Proper documentation requires "Proof of Cost" (time and effort records, 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 Preparedness Grants Branch 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 Preparedness Grants will be sending to the county a “payment packet” attached to the e-mail that notified the county of pending payment. The packet includes a copy of the submitted cash request, an explanation of changes (if applicable) and remaining balance in the form of a memo. 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, 2010. The BSIR must then be updated each January 10<sup>th</sup> and July 10<sup>th</sup> 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](http://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 FY2010 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](http://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](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](http://www.llis.dhs.gov)

Authorized Equipment List (AEL)

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

Interoperable Communications Equipment coordinated grant guidance

[www.safecomprogram.gov](http://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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## **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

FY2010 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	\$
<b>Total Project Costs</b>	<b>\$ 50,000.00</b>

**(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**

<b>(6) Performance Measure(s) and Basis of Evaluation (how will project be measured)</b>	
	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.
<b>(7) Quarterly Activity (action steps) - Must show a minimum of two steps</b>	
<b>1st Quarter Activity (Oct 09-Dec 2010)</b>	<b>Expected Outcome:</b> 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.
	<b>Results:</b> 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.
	<b>Expected Outcome:</b> 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.
	<b>Results:</b> 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.
<b>2nd Quarter Activity (Jan 2010-Mar 2010)</b>	<b>Expected Outcome:</b> 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.
	<b>Results:</b> 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.
	<b>Expected Outcome:</b> 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.
	<b>Results:</b> 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.
<b>3rd Quarter Activity (Apr 2010-June 2010)</b>	<b>Expected Outcome:</b> 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.
	<b>Results:</b> 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.
	<b>Expected Outcome:</b> 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.
	<b>Results:</b> 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.
<b>4th Quarter Activity (July 2010 - Sept 2010)</b>	<b>Expected Outcome:</b> 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.
	<b>Results:</b> 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.
	<b>Expected Outcome:</b> 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.
	<b>Results:</b> 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.
<b><i>Attach supplemental Work Plan if project will extend into 5th - 8th quarter activity.</i></b>	
OHIO EMA USE ONLY	Field Liaison: _____ Date: _____

**WORK PLAN (continued)**

FY10 Emergency Management Performance Grant

<b>5th Quarter Activity</b> (Oct 2010 - Dec 2010)	<b>Expected Outcome:</b> 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.
	<b>Results:</b> 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.
<b>6th Quarter Activity</b> (Jan 2011 - Mar 2011)	<b>Expected Outcome:</b> 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.
	<b>Results:</b> 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.
<b>7th Quarter Activity</b> (Apr 2011 - Jun 2011) Performance Period Ends	<b>Expected Outcome:</b> 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.
	<b>Results:</b> 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: _____
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## **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  Update  CFDA #97-042  
 FY2010 Emergency Management Performance Grant

(1) COUNTY NAME:  DATE:

**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.	<b>Planning Subtotal</b>	<b>\$30,000.00</b>
(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, satelite etc. A-87, Attachment B, item 7	\$1,400.00
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.	<b>Organizational Subtotal</b>	<b>\$48,000.00</b>
(4) EQUIPMENT		Budget Amount
a.	Information Technology	
b.	Cyber Security Enhancement	
c.	Interoperable Communications	\$2,000.00
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.	<b>Equipment Subtotal</b>	<b>\$2,000.00</b>
(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.	<b>Training Subtotal</b>	<b>\$0.00</b>

Budget Category - continued		Initial <input type="checkbox"/>	Update <input type="checkbox"/>	
<b>(6) EXERCISES</b>				<b>Budget Amount</b>
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.		<b>Exercise Subtotal</b>		\$0.00
<b>(7) ADMINISTRATIVE (Maximum 3% of allocation)</b>				<b>Budget Amount</b>
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 FY2010 EMPG.			
h.		<b>Administrative Subtotal</b>		\$0.00
<b>(8)</b>			<b>Total Budget Amount</b>	<b>\$80,000.00</b>
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
Name of Person Completing Form		Title		
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
Signature of EMA Director		Date		
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
OHIO EMA USE ONLY	Ohio EMA : _____ Date: _____			

# NIMS Compliance Information

<b>Applicant:</b>	
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To be eligible to receive FY 2010 Federal preparedness funding assistance, applicants must meet NIMS compliance requirements. State, Territory, Tribal, and local governments are considered to be in full NIMS compliance if they have adopted and/or implemented the FY05, FY06, FY07, FY08 and FY09 compliance activities. Adoption and/or implementation has been self-certified each year by the Governor's office for each State and Territory, which includes Tribal and local governments. Ohio Revised Code 5502.28(c) designates NIMS and its incident response management component, the Incident Command System (ICS), as the primary response/recovery framework for all jurisdictions in the state.

Therefore, the Applicant's Director, Chief Executive, or designee must review and certify below that these FY05, FY06, FY07, FY08 and FY09 NIMS requirements have in fact been implemented to the "good faith effort" standard within the agency or jurisdiction by all disciplines receiving direct benefit as a result of FY05, FY06, FY07, FY08 and FY09 expenditures and likely to receive direct benefit as a result of FY2010 SHSP expenditures. Evidence of compliance with these requirements must be made available, upon request, to Ohio EMA. Failure to do so may result in suspended or terminated funding.

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Please check one:

- The Applicant is one of the 17 state agencies, commissions, divisions, or departments, or is a jurisdiction over 5,000 population (based on the 2000 U.S. Census) required to complete a National Incident Management System Compliance Assistance Support Tool (NIMSCAST). The Applicant's NIMSCAST is complete and any open corrective action plans are being addressed.
  
- The Applicant is not required to complete a National Incident Management System Compliance Assistance Support Tool (NIMSCAST). The Applicant has established a training program that ensures the requisite NIMS/ICS training for personnel with a role in emergency response or incident management. The Applicant also has established the necessary policies and procedures to execute any responsibilities assigned in a state or local emergency operations plan.

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**The Applicant hereby certifies that the tasks necessary to address implementation of NIMS requirements in accordance with FY09 NIMS guidance have been accomplished, and as such the Applicant has satisfied the NIMS compliance conditions that are a prerequisite to receipt of FY2010 grant funds.**

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Grant Signatory (signature)

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Date

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Please refer to the Ohio NIMS Implementation Guidance is available at <http://ema.ohio.gov/NimsGuidance.aspx> for additional detail regarding NIMS compliance requirements.

## **CASH REQUEST Instructions**

### **Basics:**

- The FY 2010 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 2009; Q2 is January through March 2010; Q3 is April through June 2010, Q4 is July through September of 2010; Q5 is October through December of 2010; Q6 is January through March of 2011; and Q7 is April through June of 2011.

### **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!**

FY2010 EMERGENCY MANAGEMENT PERFORMANCE GRANT CASH REQUEST							Page		Pages	
							1	of	1	
County:	Buckeye	PERIOD COVERED (From - To): January 1, 2010 - March 31, 2010	QUARTER(S): Second			YEAR: FY 2010				
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: January 1, 2010 - January 30, 2010	O	2/2/10	\$ 3,500.00	Various	Various	\$ 3,500.00	\$ 3,500.00	
2	John Q. Director	Benefits: January 2010	O	2/2/10	\$ 1,520.00	Various	Various	\$ 1,520.00	\$ 1,520.00	
3	Bill G. Deputy (50% EMA/50% EMS)	Payroll: January 1, 2010 - January 30, 2010	O	2/2/10	\$ 1,200.00	Various	Various	\$ 1,200.00	\$ 600.00	
4	Bill G. Deputy (50% EMA/50% EMS)	Benefits: January 2010	O	2/2/10	\$ 650.00	Various	Various	\$ 650.00	\$ 325.00	
5	Verizon Wireless	Cell Service January 2010 (50% EMA/50% EMS)	O	2/7/10	\$ 250.00	2/15/10	E54544	\$ 250.00	\$ 125.00	
6		Cell Service February 2010 (50% EMA/50% EMS)	O	3/8/10	\$ 250.00	3/15/10	E54556	\$ 250.00	\$ 125.00	
7		Cell Service March 2010 (50% EMA/50% EMS)	O	4/10/10	\$ 250.00	4/18/10	E54559	\$ 250.00	\$ 125.00	
8	Super G Supermarkets	EOC Course delivery refreshments:	T	2/27/10	\$ 138.00	2/28/10	E54546	\$ 138.00	\$ 138.00	
9	Supplies R US	General EMA/EOC Supplies	O	3/1/10	\$ 425.00	3/30/10	E54552	\$ 425.00	\$ 425.00	
10	Radio Master	Antenna for EOC Radio (See AEL sheet)	E	3/15/10	\$ 1,527.00	3/30/10	E54557	\$ 1,527.00	\$ 1,527.00	
11										
12										
13										
14										
15										
<b>TOTAL (PAGE 1) REQUEST FOR REIMBURSEMENT</b>									<b>\$ 8,410.00</b>	
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.										
<b>ATTACH SUPPORTING DOCUMENTATION (Proof of Cost and Proof of Payment)</b>							<b>\$</b>		<b>Approved Federal share to reimburse (50%)</b>	
County EMA Director's Signature:						County Auditor Signature (if desired by county)				
Print EMA Director's Name:			Date Signed:			County Auditor Name:				
OHIO EMA USE ONLY	Field Ops: _____ Grants: _____ Date: _____ Date: _____									



## **Appendix D: Special Projects**

*FY2010*

### ***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) 2010. The Special Projects program is funded from the Emergency Management Performance Grant (EMPG). The FY 2010 Special Projects program will be focused on the Construction of Emergency Operations Centers, warning systems or EOC communications systems equipment. 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 IV)

All counties participating in the FY 2010 EMPG are invited to apply for Special Project Funding. County directors should keep in mind that the estimated amount of Special Projects funds available for FY2010 is approximately \$500,000. We would request that counties limit their applications to no more than one project within any of the three project areas; 1) EOC construction or renovation; 2) warning systems; or 3) communication systems that will be located in county EOCs or radios for EMA staff or vehicles.

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. 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 which outlines hardware to be purchased, 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.

#### **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 FY2010 performance period (October 1, 2009 through September 30, 2011) 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.

### **Warning Systems**

The Warning Systems application may cover requirements for more than one community. The attached form (Attachment II-Warning Systems) should be used in submitting a warning special project request. This is a 50% cost-match program and reimbursement will be made after submittal of invoices and proof of payment for the warning system is completed.

In addition to the information discussed above in the Program Overview section, a justification for a siren system would include the following: The number of sirens to be installed and how they would be activated; the population that would be covered in the siren warning area and what percentage of the total county population would be affected; who will activate the system and for

what uses; is the proposed system 24-hour/day capable; what systems or process does the activation point use to become aware of the need for activation; a cost/benefit analysis of the siren installation; how do the new sirens fit into the existing local plans; what risk factors exist and incidents have occurred (e.g., number of tornadoes or other incidents in the county in recent time period, etc.) to drive the need for the system; is the siren installation a new additional location or the replacement for an inoperable system, etc.

## **Communications Systems**

For FY2010, counties may also submit a Special Project request for communications equipment. Communications equipment is limited to equipment that will be located in the county Emergency Operations Center and will improve interoperability with responders, along with radios for County EMA staff or County EMA vehicles. The attached form (Attachment III) should be used in submitting Communications Systems Special Project requests. This is a 50% cost-match program and reimbursement will be made after submittal of invoices and proof of payment for the communications equipment is completed. In addition to the items mentioned in the Program Overview section, a good justification for communications equipment will include a detailed breakdown of the equipment, and how it will help address the issue of interoperability of communications from the EOC or EMA staff during an emergency. It will also include discussion of which agencies and jurisdictions will have improved communications capabilities with the EOC or EMA staff due to this equipment, and whether it will facilitate inclusion in the other local, regional or MARCS systems. The justification must outline how the equipment aligns with the goals of the Ohio SCIP. In accordance with Safecom guidelines, equipment must be P-25 compliant.

### ***Special Projects Review & Acceptance Process***

Application forms for a Special Projects grant should be submitted to Ohio EMA with their FY 2010 EMPG application. The Special Project application must be received by close of business on August 30, 2010 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 2010 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: Technical Support – Facility Engineer, 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. Funding will be allocated to projects within the three areas of eligibility (EOC construction or renovation; Warning Systems; EOC communications Systems) based on the total

score awarded to the justification document. 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 2010 Special Projects fund allocation will be utilized for as many EOC construction and/or renovation projects; warning systems or communications equipment 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 the project to receive an 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 EOC 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. EOC 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 start

date or equipment installation 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 have turned back allocated funds within the last three fiscal years 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 a 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.



COMMUNICATIONS SYSTEMS PROGRAM

- 1. Please indicate funding required, type and quantity of equipment. (All costs figures are to be shown as total costs. The 50% federal / 50% local breakdown will be made by the State Office.)

EOC/EMA COMMUNICATIONS SYSTEM

<u>QUANTITY</u>	<u>TYPE</u>	<u>RADIO SYSTEM USED ON</u>	<u>ESTIMATED COST</u>
_____	Radio Base Stations	_____	_____
_____	Mobile Radio	_____	_____
_____	Portable Radio	_____	_____
_____	Patching Device	_____	_____

- 2. JUSTIFICATION (submit on separate pages as required)

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

### 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  
Equipment designed for daily non-EMA use  
Maintenance  
Land purchase  
Demolition

## **Appendix E: FY2010 EMPG Match Guidance**

### ***Introduction***

Determining match for the purposes of submitting grant applications to any Federal Agency should be a coordinated process at the State and local level. It is highly recommended that programmatic staff at the State and local level consult with their financial staff prior to submitting any grant applications, especially those that identify cash or in-kind match.

### ***Governing Provisions (See page 53-57 for details)***

44 CFR Part 13, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments* (44 CFR § 13.24, *Matching or Cost Sharing*)

2 CFR Part 225, *Cost Principles for State, Local, and Indian Tribal Governments* (OMB Circular A-87)

Program Guidance and/or Program Regulations

### ***Types of Match***

**1. Cash Match.** Cash (hard) match includes non-Federal cash spent for project related costs, according to the program guidance. Allowable cash match must only include those costs which are in compliance with 2 CFR Part 225, *Cost Principles for State, Local, and Indian Tribal Governments* (OMB Circular A-87) and 44 CFR Part 13, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*.

**2. In-kind Match.** In-kind (soft) match includes, but is not limited to, the valuation of in-kind services. “In-kind” is the value of something received or provided that does not have a cost associated with it. For example, if in-kind match (other than cash payments) is permitted, then the value of donated services could be used to comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements provided the grantee receiving the contributions expends them as allowable costs in compliance with 2 CFR Part 225, *Cost Principles for State, Local, and Indian Tribal Governments* (OMB Circular A-87) and 44 CFR Part 13, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*.

### ***Definitions***

**Matching or Cost Sharing.** This means the value of the third party in-kind contributions and the portion of the costs of a federally-assisted project or program not borne by the Federal Government. All cost-sharing or matching funds claimed against a FEMA grant by State, local or Tribal governments must meet the requirements of the program guidance and/or program regulations, 44 CFR § 13, and 2 CFR § 225.

**Cash Match (hard).** This includes cash spent for project-related costs under a grant agreement. Allowable cash match must include only those costs which are allowable with Federal funds in compliance with the program guidance and/or program regulations, 44 CFR § 13, and 2 CFR § 225.

**In-kind Match (soft).** This means contributions of the reasonable value of property or services in lieu of cash which benefit a federally-assisted project or program. This type of match may only be used if not restricted or prohibited by program statute, regulation or guidance and must

be supported with source documentation. Only property or services that are in compliance with program guidance and/or program regulations, 44 CFR § 13, and 2 CFR § 225, are allowable.

### ***Basic Guidelines***

- For costs to be eligible to meet matching requirements, the costs must first be allowable under the grant program.
- The costs must also be in compliance with all Federal requirements and regulations (e.g., 44 CFR Part 13 and 2 CFR Part 225); the costs must be reasonable, allowable, allocable, and necessary.
- Records for all expenditures relating to cost sharing or matching must be kept in the same manner as those for the grant funds.
  - The following documentation is required for third-party cash and in-kind contributions: Record of donor; Dates of donation; Rates for staffing, equipment or usage, supplies, etc.; Amounts of donation; and Deposit slips for cash contributions. According to 44 CFR § 13.24, this documentation is to be held at the Applicant and/or sub-applicant level.
- Except as provided by Federal statute, a cost sharing or matching requirement may not be met by costs borne by another Federal grant.
- The source of the match funds must be identified in the grant application.
- Every item must be verifiable, i.e., tracked and documented.
- Any claimed cost share expense can only be counted once.

### ***Examples (For additional examples of match, please contact your State finance office)***

Non-Federally funded equipment or facilities used during exercises can be claimed as soft match, but only at the time of donation. For example, only the fair market price for the use of the facility for the period of the exercise can be claimed as match.

Third party in-kind contributions of salary, travel, equipment, supplies and other budget areas that are from third party sources must be in compliance with 44 CFR § 13.24, *Matching or Cost Sharing*. These types of contributions include voluntary contributions such as emergency personnel, lawyers, etc., who donate their time to a Federal grant program. The normal per hour rate for these professionals (acting in their professional capacity) can be used to meet the matching requirement. The value of the services provided is taken into consideration when determining the value of the contribution - not who is providing the service. For example, if a lawyer is volunteering his services to assist flood victims in filing legal paper work, the lawyer's normal hourly rate is allowable. If the lawyer is volunteering his services and is working in a soup kitchen, the lawyer's hourly rate would not be applicable; it would be the hourly rate for a soup kitchen worker.

**44 CFR § 13.24, *Matching or Cost Sharing.***

**(a) Basic rule:** Costs and contributions acceptable. With the qualifications and exceptions listed in paragraph (b) of this section, a matching or cost sharing requirement may be satisfied by either or both of the following:

- (1) Allowable costs incurred by the grantee, sub-grantee or a cost-type contractor under the assistance agreement. This includes allowable costs borne by non-Federal grants or by others cash donations from non-Federal third parties.
- (2) The value of third party in-kind contributions applicable to the period to which the cost sharing or matching requirements applies.

**(b) Qualifications and exceptions:**

(1) Costs borne by other Federal grant agreements. Except as provided by Federal statute, a cost sharing or matching requirement may not be met by costs borne by another Federal grant. This prohibition does not apply to income earned by a grantee or sub-grantee from a contract awarded under another Federal grant.

(2) General revenue sharing. For the purpose of this section, general revenue sharing funds distributed under 31 U.S.C. 6702 are not considered Federal grant funds.

(3) Cost or contributions counted towards other Federal costs-sharing requirements. Neither costs nor the values of third party in-kind contributions may count towards satisfying a cost sharing or matching requirement of a grant agreement if they have been or will be counted towards satisfying a cost sharing or matching requirement of another Federal grant agreement, a Federal procurement contract, or any other award of Federal funds.

(4) Costs financed by program income. Costs financed by program income, as defined in § 13.25, shall not count towards satisfying a cost sharing or matching requirement unless they are expressly permitted in the terms of the assistance agreement (This use of general program income is described in § 13.25 (g)).

(5) Services or property financed by income earned by contractors. Contractors under a grant may earn income from the activities carried out under the contract in addition to the amounts earned from the party awarding the contract. No costs of services or property supported by this income may count toward satisfying a cost sharing or matching requirement unless other provisions of the grant agreement expressly permit this kind of income to be used to meet the requirement.

(6) Records. Costs and third party in kind contributions counting towards satisfying a cost sharing or matching requirement must be verifiable from the records of grantees and subgrantees or cost- type contractors. These records must show how the value placed on third party in-kind contributions was derived. To the extent feasible, volunteer services will be supported by the same methods that the organization uses to support the allocability of regular personnel costs.

(7) Special standards for third party in kind contributions.

(i) Third party in kind contributions count towards satisfying a cost sharing or matching requirement only where, if the party receiving the contributions were to pay for them, the payments would be allowable costs.

(ii) Some third party in-kind contributions are goods and services that if the grantee, sub-grantee, or contractor receiving the contribution had to pay for them, the payments would have been an indirect cost. Costs sharing or matching credit for such contributions shall be

given only if the grantee, sub-grantee, or contractor has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or programs the value of the contributions.

(iii) A third party in-kind contribution to a fixed-price contract may count towards satisfying a cost sharing or matching requirement only if it results in:

(A) An increase in the services or property provided under the contract (without additional cost to the grantee or subgrantee); or

(B) A cost savings to the grantee or subgrantee.

(iv) The values placed on third party in kind contributions for cost sharing or matching purposes will conform to the rules in the succeeding sections of this part. If a third party in-kind contribution is a type not treated in those sections, the value placed upon it shall be fair and reasonable.

**(c) Valuation of donated services:**

(1) Volunteer services. Unpaid services provided to a grantee or sub-grantee by individuals will be valued at rates consistent with those ordinarily paid for similar work in the grantee's or sub-grantee's organization. If the grantee or sub-grantee does not have employees performing similar work, the rates will be consistent with those ordinarily paid by other employers for similar work in the same labor market. In either case, a reasonable amount for fringe benefits may be included in the valuation.

(2) Employees of other organizations. When an employer other than a grantee, sub-grantee, or cost-type contractor furnishes free of charge the services of an employee in the employee's normal line of work, the services will be valued at the employee's regular rate of pay exclusive of the employee's fringe benefits and overhead costs. If the services are in a different line of work, paragraph(c)(1) of this section applies.

**(d) Valuation of third party donated supplies and loaned equipment or space:**

(1) If a third party donates supplies, the contribution will be valued at the market value of the supplies at the time of donation.

(2) If a third party donates the use of equipment or space in a building but retains title, the contribution will be valued at the fair rental rate of the equipment or space.

**(e) Valuation of third party donated equipment, buildings, and land.** If a third party donates equipment, buildings, or land, and title passes to a grantee or sub-grantee, the treatment of the donated property will depend upon the purpose of the grant or sub-grant, as follows:

(1) Awards for capital expenditures. If the purpose of the grant or sub-grant is to assist the grantee or sub-grantee in the acquisition of property, the market value of that property at the time of donation may be counted as cost sharing or matching,

(2) Other awards. If assisting in the acquisition of property is not the purpose of the grant or sub-grant, paragraphs (e)(2) (i) and (ii) of this section apply:

(i) If approval is obtained from the awarding agency, the market value at the time of donation of the donated equipment or buildings and the fair rental rate of the donated land may be counted as cost sharing or matching. In the case of a sub-grant, the terms of the grant agreement may require that the approval be obtained from the Federal agency as well as the grantee. In all cases, the approval may be given only if a purchase of the equipment or rental

of the land would be approved as an allowable direct cost. If any part of the donated property was acquired with Federal funds, only the non-Federal share of the property may be counted as cost sharing or matching.

(ii) If approval is not obtained under paragraph (e)(2)(i) of this section, no amount may be counted for donated land, and only depreciation or use allowances may be counted for donated equipment and buildings. The depreciation or use allowances for this property are not treated as third party in-kind contributions. Instead, they are treated as costs incurred by the grantee or sub-grantee. They are computed and allocated (usually as indirect costs) in accordance with the cost principles specified in § 13.22, in the same way as depreciation or use allowances for purchased equipment and buildings. The amount of depreciation or use allowances for donated equipment and buildings is based on the property's market value at the time it was donated.

**(f) Valuation of grantee or sub-grantee donated real property for construction/acquisition.**

If a grantee or sub-grantee donates real property for a construction or facilities acquisition project, the current market value of that property may be counted as cost sharing or matching. If any part of the donated property was acquired with Federal funds, only the non-Federal share of the property may be counted as cost sharing or matching.

**(g) Appraisal of real property.** In some cases under paragraphs (d), (e), and (f) of this section, it will be necessary to establish the market value of land or a building or the fair rental rate of land or of space in a building. In these cases, the Federal agency may require the market value or fair rental value be set by an independent appraiser, and that the value or rate be certified by the grantee. This requirement will also be imposed by the grantee on sub-grantees.

***2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB A-87)***

**1. Factors affecting allowability of costs.** To be allowable under Federal awards, costs must meet the following general criteria:

- a.** Be necessary and reasonable for proper and efficient performance and administration of Federal awards.
- b.** Be allocable to Federal awards under the provisions of 2 CFR Part 225.
- c.** Be authorized or not prohibited under State or local laws or regulations.
- d.** Conform to any limitations or exclusions set forth in these principles, Federal laws, terms and conditions of the Federal award, or other governing regulations as to types or amounts of cost items.
- e.** Be consistent with policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the governmental unit.
- f.** Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- g.** Except as otherwise provided for in 2 CFR Part 225, be determined in accordance with generally accepted accounting principles.
- h.** Not be included as a cost or used to meet cost sharing or matching requirements of any other Federal award in either the current or a prior period, except as specifically provided by Federal law or regulation.
- i.** Be the net of all applicable credits.
- j.** Be adequately documented.

**2. Reasonable costs.** A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when governmental units or components are predominately federally-funded. In determining reasonableness of a given cost, consideration shall be given to:

- a. Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the governmental unit or the performance of the Federal award.
- b. The restraints or requirements imposed by such factors as: Sound business practices; arm's-length bargaining; Federal, State and other laws and regulations; and, terms and conditions of the Federal award.
- c. Market prices for comparable goods or services.
- d. Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the governmental unit, its employees, the public at large, and the Federal Government.
- e. Significant deviations from the established practices of the governmental unit which may unjustifiably increase the Federal award's cost.

**3. Allocable costs.**

- a. A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received.
- b. All activities which benefit from the governmental unit's indirect cost, including unallowable activities and services donated to the governmental unit by third parties, will receive an appropriate allocation of indirect costs.
- c. Any cost allocable to a particular Federal award or cost objective under the principles provided for in 2 CFR Part 225 may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by law or terms of the Federal awards, or for other reasons.
- d. Where an accumulation of indirect costs will ultimately result in charges to a Federal award, a cost allocation plan will be required as described in Appendices C, D, and E to this part.

**4. Applicable credits.**

- a. Applicable credits refer to those receipts or reduction of expenditure-type transactions that offset or reduce expense items allocable to Federal awards as direct or indirect costs. Examples of such transactions are: Purchase discounts, rebates or allowances, recoveries or indemnities on losses, insurance refunds or rebates, and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the governmental unit relate to allowable costs, they shall be credited to the Federal award either as a cost reduction or cash refund, as appropriate.
- b. In some instances, the amounts received from the Federal Government to finance activities or service operations of the governmental unit should be treated as applicable credits. Specifically, the concept of netting such credit items (including any amounts used to meet cost sharing or matching requirements) should be recognized in determining the rates or amounts to be charged to Federal awards.