EMPG Overview

- What’s In A Name?
- Funds Origin
- Program Purpose
- Program Objective
- Eligible Applicants
- Cost Share/Match
EMPG Overview

What’s In A Name?

EMPG is an acronym for the following:
Emergency Management Performance Grant (EMPG) Program
EMPG Overview

Funds Origin:
EMPG Program funds are of federal origin and are provided to California by the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA)
EMPG Overview

Federal NOFO:

• DHS FY17 Emergency Management Performance Grant Program — Notice of Funding Opportunity (NOFO)

• The NOFO is the base authority for the EMPG Program
EMPG Overview

State Supplement:

- Cal OES FY17 EMPG Program — California Supplement to the Federal Notice of Funding Opportunity; or, The State Guidance

- The State Guidance is the authority document for California’s EMPG Program
EMPG Overview

Other Federal Authority Documents:
DHS Information Bulletins (IBs)
Provide updates, clarification, and requirements throughout the life of the grant

Other State Authority Documents:
Grant Management Memorandums (GMMs)
Issued by Cal OES to provide additional information on EMPG Funds
EMPG Overview

EMPG Program Purpose:
To assist **state, local, and tribal governments** in preparing for all-hazards.
EMPG Overview

EMPG Program Objective:
To support a comprehensive, all-hazards emergency preparedness system by building and sustaining the core capabilities contained in the National Preparedness Goal (NPG).
Eligible Applicants for Cal OES EMPG Funds:

- 58 county Operational Areas (OAs)
- Counties may contract with public or private organizations – i.e. pass through to subrecipients
Cost Share/Match Contribution:
A **dollar-for-dollar** cost match is required under the EMPG Program.

Types of Match
- **Cash (Hard) Match** = Non-federal cash spent for project related costs, according to the grant program guidance.
- **In-Kind (Soft) Match** = The value of something received or provided by a third-party that does not have a cost associated with it.
Pulse Check

What does EMPG Stand for?

Emergency
Management
Performance
Grant
Pulse Check

How much Cost Share/Match contribution does the EMPG require?

A dollar-for-dollar cost match is required under the EMPG Program.
Pulse Check

What are the two types of Match?

1) **Cash (Hard) Match** = Non-federal cash spent for project related costs, according to the grant program guidance.

2) **In-Kind (Soft) Match** = The value of something received or provided by a third-party that does not have a cost associated with it.
Emergency Management Performance Grant Program

Allowable Activities
Allowable Activities

**POETE**
- Planning
- Organization
- Equipment
- Training
- Exercises

- Maintenance & Sustainment
- Construction & Renovation
- Management & Administration
- Indirect Costs
EMPG Allowable Costs:

- Found in Federal NOFO
- Appendix B – FY 2017 EMPG Funding Guidelines
- Pages 33 – 44
Planning

EMPG Program funds may be used to develop or enhance emergency management planning activities. Examples include:

• Emergency Management/Operations Plans
• Communications Plans
• Continuity of Operation (COOP) Plans
• Continuity of Government (COG) Plans
• Whole Community Engagement/Planning
Allowable Activities

Organization

EMPG Program funds may be used for —

• All-hazards emergency management operations
• Staffing: Personnel costs, including salary, overtime, time off, and benefits
• Other day-to-day activities in support of emergency management
Allowable Activities

Equipment

EMPG Program funds may be used for equipment acquisition. Allowable equipment includes only items identifiable as EMPG-eligible on the FEMA Authorized Equipment List (AEL):

- Personal Protective Equipment (PPE) (Category 1)
- Information Technology (Category 4)
- Cybersecurity Enhancement Equipment (Category 5)
- Interoperable Communications Equipment (Category 6)
- Detection Equipment (Category 7)

https://www.fema.gov/authorized-equipment-list
Allowable Activities

Equipment (Continued)

- Power Equipment (Category 10)
- Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11)
- CBRNE Incident Response Vehicles (Category 12)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Category 21)
Allowable Activities

Training
EMPG Program funds may be used for a range of emergency management-related training activities.

• Develop, Deliver, and Evaluate Training
• Materials and Supplies
• Travel costs
• Hiring of Full or Part-Time Staff or Contractors/Consultants
Allowable Activities

Exercise

Allowable exercise-related costs include:

• Design, Develop, Conduct, and Evaluate an Exercise
• Materials and Supplies
• Travel costs
• Hiring of Full or Part-Time Staff or Contractors/Consultants
Allowable Activities

Construction & Renovation
Of a primary/main Emergency Operations Center (EOC)

• Construction (up to $1 million)
  New building or expanding footprint of an existing facility

• Renovation (up to $250,000)
  Internal improvements to an existing EOC
Maintenance & Sustainment

EMPG Program funds can be used for:

• Maintenance Contracts
• Warranties
• Repair/Replacement Costs
• Upgrades
• User Fees
• Licenses
Allowable Activities

Maintenance and Sustainment (Continued):

- With the exception of maintenance plans purchased incidental to (i.e., at the same time and under the same subaward as) the original purchase of the system or equipment, the period covered by a maintenance agreement or warranty plan must not exceed the period of performance of the specific grant funds used to purchase the plan or warranty, and address the requirements identified in FEMA Information Bulletin (IB) 379.

- Grant funds may be used to cover only the portion of the service that occurs during the FY17 EMPG subaward period of 7/1/17 – 6/30/18.
Management & Administration (M&A):

M&A costs are necessary costs incurred in direct support of the grant or as a consequence of the grant.

EMPG Program funds can be used for:
- Activities directly relating to the management and administration of EMPG
- Financial management and reporting
- Oversight of those involved in the operational aspects of the grant

For M&A costs purposes:
- OAs may use up to five percent (5%) of their subaward
- Ultimately, M&A costs reimbursed can only be 5% of the expended federal share
In other words:

\((X/0.95) - X = \text{Allowable M&A based on funds expended}\)

~Where \(X = \text{Expended Funds} - \text{M&A Costs}\)~
Allowable Activities

Indirect costs:

**Method One**
- The applicant has an approved indirect cost rate with the cognizant Federal agency.
- At the time of application, a copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant federal agency) is required.

**Method Two**
- OAs may claim the 10% De Minimis Rate if they:
  - Have never received a negotiated indirect cost rate
  - Receive less than $35M in direct federal funding per year
  - Complete all Indirect Cost-related entry fields in the FMFW

Indirect costs will be evaluated as part of the application for federal funds to determine if allowable and reasonable. Documentation must be retained.
Pulse Check

True or False?
The use of EMPG funds to pay for Construction or Renovation costs of a Back-Up/Alternate EOC are allowable.

FALSE
Pulse Check

True or False?
The following are allowable EMPG activities:
Planning—Organization—Equipment—Training—Exercises

TRUE
2017 EMPG
Application Workshop
Emergency Management Performance Grant Program

Requirements
EMPG Requirements

- TEP/MY-TEP
- EMPG-Funded Personnel
- Exercise
- Training
- AAR/IP
- Performance Reports
EMPG Requirements

Multi-Year Training and Exercise Plan (TEP/MY-TEP)

Requirement:

- Subrecipients’ MY-TEPs must:
  - Link to the NPG Core Capabilities
  - Be updated annually
  - At a minimum, cover this two-year period: January 1, 2018 – December 31, 2019
EMPG Requirements

MY-TEP submission process:

Must be emailed to:

- EMPG Program Specialist
- MY-TEP Point of Contact (POC) – Elaine Viray at exercise@caloes.ca.gov

By no later than September 30, 2017
EMPG Requirements

EMPG-Funded Personnel:

- EMPG Program-funded personnel are any personnel paid at any percentage with EMPG funding, including M&A staff
- EMPG-funded personnel shall complete EMPG training and exercise requirements
EMPG Requirements

Exercise Requirement:
All EMPG Program-funded personnel shall:

• Participate in no less than three exercises in a 12-month period
• 12-month period shall be the subaward performance period July 1, 2017 – June 30, 2018
• EMPG Program-funded personnel are any personnel paid at any percentage with EMPG funding, including M&A staff.
EMPG Requirements

Training Requirement:

All EMPG Program-funded personnel shall:

- Complete all EMPG training requirements by June 30, 2018
  
  Either Option 1 or Option 2

  - **Option 1:**
    
    NIMS Training
    
    FEMA Professional Development Series (PDS)

  - **Option 2:**
    
    National Emergency Management Basic Academy
    
    EMI Basic Academy Online Prerequisites
EMPG Requirements

Training Requirement Option 1:

National Incident Management System (NIMS) Training:
- IS 100.b Intro to ICS
- IS 200.b ICS for Single Resources and Initial Action Incident
- IS 700.a Intro to NIMS
- IS 800.b Intro to NRF

FEMA Professional Development Series (PDS):
- IS 120.a Intro to Exercises
- IS 235.c Emergency Planning
- IS 240.b Leadership and Influence
- IS 241.b Decision Making and Problem Solving
- IS 242.b Effective Communication
- IS 244.b Developing and Managing Volunteers
EMPGG Requirements

Training Requirement Option 2:

**National Emergency Management Basic Academy:**
- E/L0101, Foundations of Emergency Management – 10 days (80 hours)
- E/L0102, Science of Disaster – 3 days (approximately 24 hours)
- E/L0103, Planning Emergency Operations – 2 days (16 hours)
- E/L0104, Exercise Design – 2 days (16 hours)
- E/L0105, Public Information and Warning – 2 days (16 hours)

**EMI Basic Academy Online Prerequisites:**
- IS-100 (any version), Introduction to ICS
- IS-700 (any version), Intro to NIMS (3 hours)
- IS-800.b Intro to NRF (3 hours)
- IS-230.d Fundamentals of Emergency Management (10 hours)
EMPG Requirements

After Action Report/Improvement Plan (AAR/IP)

Requirement:

An AAR/IP must be:

- Completed by the host of any EMPG-funded exercise
- Submitted, no later than 90 days after completion of the exercise, to:
  1) Your EMPG Program Specialist
  2) The HSEEP email address at hseep@fema.dhs.gov
- All AARs must be submitted by no later than June 30, 2018
EMPG Requirements

Performance Report Requirements:

- Subrecipients must submit Quarterly Performance Reports
- Performance Reports capture required data for EMPG-funded activities
- Submit reports **electronically** to Cal OES for review/vetting so any needed adjustments can be identified and addressed prior to submitting the final report with wet signature
Pulse Check

True or False?

If an EMPG-funded person participated in only two (2) exercises during a 12-month period they will have fully met the EMPG Exercise Requirement.

FALSE
Emergency Management Performance Grant Program

Restrictions
EMPG Restrictions

• EHP Compliance
• Critical Emergency Supplies
• Controlled Equipment
• SAFECOM Compliance
• Maintenance and Sustainment
• Training Feedback Number
• Noncompetitive Procurements
• Unallowable Costs
EMPG Restrictions

Environmental Planning & Historic Preservation (EHP) Compliance:

EMPG-funded projects or activities with the potential to:

• Impact natural, biological, or historic resources
• Involving installation

Cannot be initiated until FEMA has completed their EHP review. Examples: trainings, drills or FSEs that include:

• Explosive, chemical, biological, radiological, or fire scenarios
• Land, water, or vegetation disturbance
• Building of temporary structures

All EHP-related documents must be received by your EMPG Program Specialist by no later than December 31, 2017
EMPG Restrictions

Critical Emergency Supplies (CES):
Special rules apply to CES items. These items are:

- Shelf Stable Food Products
- Basic Medical Supplies
- Emergency Water Rations

Subrecipients wishing to purchase any of these items must submit to Cal OES a written request, on agency letterhead and with an Authorized Agent’s signature, that addresses the following items:

- An effective Distribution Strategy
- The Sustainment Costs for the items
- A viable Inventory Management Plan
EMPG Restrictions

CES (Continued):

- All CES purchases require **prior Cal OES approval** before the purchase is made
- If a CES purchase exceeds $100,000 in total costs, it requires approval from both Cal OES and FEMA

**Purchase < $100,000**
Cal OES Approval

**Purchase > $100,000**
Cal OES + FEMA Approval
EMPG Restrictions

Controlled Equipment:
In order to purchase Controlled Equipment, subrecipients are required to:

• Await Cal OES approval prior to the acquisition of the controlled equipment.
• Submit their request for authorization to purchase Controlled Equipment to Cal OES using the FEMA Controlled Equipment Request (Form 087-0-0-1)
• Have written policies and protocols in place prior to acquisition as outlined in IB 407a
• Submit requests to Cal OES at the time of application, or as soon as possible, but no later than **December 31, 2017**
EMPG Restrictions

Controlled Equipment:
AEL items are considered Controlled Equipment if either applies:

1. **Armored**: purpose-built or modified to provide ballistic protection to its occupants

2. **Tactical**: purpose-built to operate on- and off-road in support of military[-style] operations.
EMPG Restrictions

Controlled Equipment:

12VE-00-CMDV - Vehicle, Command, Mobile

Description:
Mobile command vehicles for use at incident scene.

12VE-00-SPEC - Vehicle, Specialized Emergency Management

Description:
Specialized vehicles for emergency management operations. This category includes special-purpose vehicles for the transport of response equipment and personnel to incident sites which may have limited or restricted access as a result of an emergency or disaster.

12VE-00-MISS - Vehicle, Specialized Mission, CBRNE

Description:
Specialized vehicles designed to support specific CBRNE mission area requirements. Examples include deployment vehicles, tactical intervention vehicles, hazmat units, communications units, bomb response units, mobile morgue units, and special transport units such as all-terrain vehicles (ATVs), 2-wheeled personal transports for fully suited bomb technicians, and robot trailers designed to accommodate special mission equipment and accessories.
EMPG Restrictions

SAFECOM Compliance:

Subrecipients must comply with the most recent version of the SAFECOM Guidance on Emergency Communications Grants.

- Applies to emergency communication projects paid for in part or whole by EMPG (example: P25 compliant/interoperable radios)
EMPG Restrictions

Maintenance and Sustainment:

Maintenance and Sustainment costs must identify in the Project Description:

- The AEL Number and Title of the Equipment being maintained or sustained
- The length/duration of the coverage and type of coverage
- Whether or not the maintenance package/warranty/etc. is being purchased at the same time as the equipment or if the package is a stand-alone purchase for pre-existing equipment

Additional information can be found in the Grant Program Directorate (GPD) Maintenance Policy located on Cal OES’s EMPG webpage
EMPG Restrictions

Training Feedback Number:

- For EMPG, a Training Feedback Number must be obtained no later than 30 days prior to the training event.
  - A Training Request Form is required to obtain a feedback number
- The forms may be found here: [https://w3.calema.ca.gov/WebPage/trainreq.nsf/TrainRequest?OpenForm](https://w3.calema.ca.gov/WebPage/trainreq.nsf/TrainRequest?OpenForm)
- A tutorial on “Obtaining a Training Feedback Number” is located on Cal OES’s EMPG webpage:
- For Training Feedback Number assistance contact:
  Melanie Lusi
  [melanie.lusi@caloes.ca.gov](mailto:melanie.lusi@caloes.ca.gov)
  (916) 845-8745.
EMPG Restrictions

Noncompetitive (Sole Source) Procurements:

Noncompetitive procurements include, but are not limited to, procurements involving a single source or inadequate competition. Per 48 C.F.R. Subpart 2.1, noncompetitive procurements exceeding $150,000 require:

- **Prior**, written Cal OES approval
- **Prior**, written approval from the Subrecipient’s Purchasing Agent

A copy of the Subrecipient Purchasing Agent’s approval must be submitted as part of the request for Cal OES approval to proceed with the noncompetitive procurement.
EMPG Restrictions

Unallowable Costs:

• Expenditures for weapons systems and ammunition
• Purchases of Prohibited Equipment. Refer to IB 407a, *Use of Grant Funds for Controlled Equipment*, for the complete details.
• Costs to support the hiring of sworn officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety duties and responsibilities
• Activities and projects unrelated to the completion and implementation of the EMPG Program
• Items purchased where EMPG funds were used to supplant existing funds
Pulse Check

What is the last day that FY17 EMPG-related EHP requests can be sent to Cal OES for review and approval?

A) June 30, 2018 (Performance Period End Date)
B) December 31, 2017 (Halfway through the Performance Period)
C) 60 days before the end of the Performance Period
2017 EMPG Application Workshop
Emergency Management Performance Grant Program

Application Components
EMPG Application Components

- Financial Management Forms Workbook (FMFW)
- Governing Body Resolution (GBR) & Meeting Minutes
- Addendum to GBR
- Grant Assurances
- Subrecipient Grants Management Assessment
- Application Checklist
- Indirect Cost Rate Negotiation Agreement (if applicable)
- Optional Application Components
EMPG Application Components

- Addendum to GBR
- Grant Assurances
- Subrecipient Grants Management Assessment
- Application Checklist
- Indirect Cost Rate Negotiation Agreement (if applicable)
- Optional Application Components
- Complete FY17 EMPG Application
- Governing Body Resolution (GBR) & Meeting Minutes
- Financial Management Forms Workbook (FMFW)

Optional Application Components - 63 -
EMPG Application Components

Financial Management Forms Workbook (FMFW)

Contains all EMPG project information and financial data

- Each tab of the FMFW must be included with the initial application package
  - If a tab will not be used, indicate “N/A” on the tab
- If you need assistance with or have questions about completing the FMFW, please contact your Program Specialist.
EMPG Application Components

Governing Body Resolution (GBR) & Meeting Minutes:
The GBR appoints the **Authorized Agent(s)** responsible for executing all grant related business. If the GBR identifies:

1. A **PERSON**, a newly signed **GBR** will be need to change the Authorized Agent
2. A **TITLE**, a new **GBR Addendum** will be needed to change the Authorized Agent

Universal GBRs are good for 3 years as long as the majority (3 of 5) of Board Members remain on the board. A new copy of the GBR must be submitted if it has not been executed for the current year.
List Authorized Agents by name or title. Title is recommended.

Self Certification is not allowed. If the person’s name appears in the upper portion as an Authorized Agent, then that person cannot sign the Certification portion of the GBR.
EMPG Application Components

GBR & Meeting Minutes:

The Meeting Minutes:

• Are a new requirement for the FY17 EMPG Program
• Must be the minutes of the Council meeting in which the GBR was approved by the Board
• Must be submitted alongside the GBR at the time of application
EMPG Application Components

GBR Addendum:

The GBR Addendum must:

• Be submitted on the Subrecipient’s letterhead
• Include the following details for each Authorized Agent on the GBR:
  • Name
  • Title
  • Jurisdiction (OA/County)
  • Email Address
  • Full Mailing Address
  • Phone and Fax Numbers

Note that Authorized Agents **may not** designate someone to sign for them.
Grant Assurances:

• List the subaward requirements that the Subrecipient is agreeing to.
• A newly signed Grant Assurances form must be submitted for FY17.
• Failure to comply with any of the assurances or certifications may result in suspension, termination, or reduction of funds.
  • Before taking action, the State will provide the subrecipient reasonable notice of intent to impose corrective measures.
  • The State will make every effort to resolve any problem informally if possible.
• Includes NIMS Adoption, in compliance with HSPD-5.
  • Certifies the OA will complete the NIMS Implementation Tool.
38. Use of DHS Seal, Logo, and Flags

All recipients must obtain permission from their DHS Financial Assistance Office, prior to using the DHS seal(s), logo, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

IMPORTANT

The purpose of the assurance is to obtain federal and state financial assistance, including any and all federal and state grants, loans, reimbursement, contracts, etc. The Applicant recognizes and agrees that state financial assistance will be extended based on the representations made in this assurance. This assurance is binding on the Applicant, its successors, transferees, assigns, etc. Failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

All appropriate documentation, as outlined above, must be maintained on file by the Applicant and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the subcontractor may be ineligible for award of any future grants if the Cal OES determines that any of the following has occurred: (1) the recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

All of the language contained within this document must be included in the award documents for all subawards at all tiers. All recipients are bound by the Department of Homeland Security Standard Terms and Conditions 2017, Version 7.1, hereby incorporated by reference, which can be found at https://www.dhs.gov/publication/15-dhs-standard-terms-and-conditions.

The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Applicant.

Subrecipient: ____________________________

Signature of Authorized Agent: ____________________________

Printed Name of Authorized Agent: ____________________________

Title: ____________________________

Date: ____________________________

Name and title of the person signing must strictly match what is identified on the Governing Body Resolution (GBR) & GBR Addendum.
Every page requires initials.
EMPG Application Components

Subrecipient Grants Management Assessment:
The Subrecipient Grants Management Assessment is required by 2 C.F.R. § 200.331 and evaluates the:

• Risk of noncompliance with federal statutes, regulations, and grant terms and conditions
• Amount of experience each Subrecipient has in the management of federal grant awards
• Level of technical assistance, training, and oversight necessary during the Performance Period

The questionnaire must be completed and returned with your application.
# CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
## SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT

<table>
<thead>
<tr>
<th>Subrecipient</th>
<th>DUNS #:</th>
<th>FIPS #:</th>
</tr>
</thead>
</table>

**Grant Disaster/Program Title:**

**Performance Period:**

**Subaward Amount Requested:**

**Type of Non-Federal Entity (Check Box):**
- State Gov.
- Local Gov.
- JPA
- Non-Profit
- Tribe

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Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations, and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization’s experience in the management of grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, grant manager is the individual who has primary responsibility for day-to-day administration of the grant, bookkeeper/accounting staff means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and organization refers to the subrecipient applying for the award, or the governmental implementing agency, as applicable.

### Assessment Factors

<table>
<thead>
<tr>
<th>Assessment Factors</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. How many years of experience does your current grant manager have managing grants?</td>
<td>Select</td>
</tr>
<tr>
<td>2. How many years of experience does your current bookkeeper/accounting staff have managing grants?</td>
<td>Select</td>
</tr>
<tr>
<td>3. How many grants does your organization currently receive?</td>
<td>Select</td>
</tr>
<tr>
<td>4. What is the approximate total dollar amount of all grants your organization receive?</td>
<td>Select</td>
</tr>
<tr>
<td>5. Are individual staff members assigned to work on multiple grants?</td>
<td>Select</td>
</tr>
<tr>
<td>6. Do you use timesheets to track the time staff spend working on specific activities/projects?</td>
<td>Select</td>
</tr>
<tr>
<td>7. How often does your organization have a financial audit?</td>
<td>Select</td>
</tr>
<tr>
<td>8. Has your organization received any audit findings in the last three years?</td>
<td>Select</td>
</tr>
<tr>
<td>9. Do you have a written plan on how you charge costs to grants?</td>
<td>Select</td>
</tr>
<tr>
<td>10. Do you have written procurement policies?</td>
<td>Select</td>
</tr>
<tr>
<td>11. Do you get multiple quotes or bids when buying items or services?</td>
<td>Select</td>
</tr>
<tr>
<td>12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?</td>
<td>Select</td>
</tr>
<tr>
<td>13. Do you have procedures to monitor grant funds passed through to another entity?</td>
<td>Select</td>
</tr>
</tbody>
</table>

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**Certification:** This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.

**Signature:** (Authorized Agent)

**Date:**

**Print Name:**

**Print Title:**
EMPG Application Components

FY 2017 EMPG Program Application Checklist:

The Application Checklist is

• Designed to assist in ensuring the submission of completed applications
• Used by EMPG Program Specialists to review applications for completeness

Accuracy and attention to detail will help to expedite the review process.
EMPG Application Components

Indirect Cost Rate Negotiation Agreement:

If Indirect Costs will be billed to the FY17 EMPG subaward:

1. A copy of the Negotiated Indirect Cost Rate Agreement (ICRA) must be submitted with the application

2. The ICRA must be current, valid, and approved by the agency’s cognizant Federal entity

Subrecipients who claim the 10% De Minimis Rate must indicate so on the FMFW’s Subaward Face Sheet, Indirect Costs tab, and ICR Summary tab
EMPG Application Components

Optional Components:

• Excess Funds Statement Form
  • To be completed if you do not believe you can spend your entire EMPG allocation for FY17

• Additional Project Using Excess Funds Form

• Additional Project Using Excess Funds Detailed Budget Form
  • Both of the above forms must be completed if you would like to request additional funds for a one-time, EMPG-eligible project that can be completed on short notice within the regular Performance Period.
FY17 Emergency Management Performance Grant
Excess Funds Statement Form

Applicant: County

Contact Information:

Authorized Agent Mailing Address

Name/Title

City, State, Zip Code

Area Code/Office Telephone Number

E-Mail Address

Certification and Signature of Authorized Agent

I hereby certify that I am vested with the authority and have the approval of the County Board of Supervisors to execute for and on behalf of the County of County, any actions necessary for the purpose of obtaining FY17 Emergency Management Performance Grant (EMPG) Program funds provided by the U.S. Department of Homeland Security (DHS) and subawarded through the State of California (Cal OES). With that said, it has been identified that the FY17 EMPG funds allocated to the County of County in the amount of $ amount cannot be completely expended by the conclusion of the performance period. To that end, the County of County would like to return to Cal OES the excess FY17 EMPG funds in the amount of $ amount. The remaining balance of $ amount will be expended in accordance with the laws, regulations, and guidance documents that apply to this grant program.

Signature of Authorized Agent

Printed Name

Title

Date

For Cal OES USE ONLY

Form Reviewed/Approved: Unit Supervisor (or Designee) Signature Date

Subaward Performance Period: July 1, 2017 to June 30, 2018

Cal OES ID #: 00000 CFDA #: 97.042 Award #: EMF.2017-EP-00007
FYI7 EMPG
Additional Project Using Excess Funds Form (if available/selected)

**Project Name** (Insert a Project Name)

<table>
<thead>
<tr>
<th>National Preparedness Goal (NPG) Mission Area(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPG Core Capability (Capabilities):</td>
</tr>
<tr>
<td>Cal OES Goal(s):</td>
</tr>
<tr>
<td>Detailed Project Description (List all Equipment by AEL Number and Title and Identify Quantity):</td>
</tr>
<tr>
<td>Project Timeline/Duration</td>
</tr>
<tr>
<td>Budget Narrative (Explain in words what the funds will be used for):</td>
</tr>
</tbody>
</table>

Does project include any of the following restrictive activities (that require additional review/approval processes): Installation (Any Type); Ground Environmental Disturbance; Controlled Equipment; Critical Emergency Supplies Food & Water?

Yes [ ] No [ ]

Select the appropriate Yes/No box (by double clicking on right, mouse button).

Priority #: [ ]

Priority #: If submitting more than one request form, identify the priority of the project(s), in order of importance and desire to be funded using a scale, with 1 being the most favored. EX: 1 (most) would be the highest priority; projects to be funded; 2 (two) would be the second priority; and 3 (three) would be the third highest priority, etc.

Is the applicant willing to accept partial grant funding on this project?

Yes [ ] No [ ]

Select the appropriate Yes/No box (by double clicking on right, mouse button).

Minimum partial grant funding that would be accepted: $ [ ]

If partial grant funding would be accepted, identify in whole dollars, the minimum amount in Federal share, or "grant" funding that would be accepted for this project. For EX: If $100,000 in EMPG is requested but the applicant would accept a minimum of $50,000 in EMPG for this project. Do NOT include the dollar amount required to meet match.

### Additional Project Using Excess Funds Detailed Budget

<table>
<thead>
<tr>
<th>Agency Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FYI7 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)</td>
</tr>
<tr>
<td>Project Name:</td>
</tr>
</tbody>
</table>

#### Personal Services

<table>
<thead>
<tr>
<th>Position</th>
<th># of positions</th>
<th>Monthly Salary</th>
<th>% of time on project</th>
<th>Total</th>
<th>Current Position Fund</th>
<th>Functional Role</th>
</tr>
</thead>
</table>

#### Personal Services Cost Summary

<table>
<thead>
<tr>
<th>Permanent Salaries</th>
<th>Temporary Help</th>
<th>Staff Benefits</th>
<th>Total Personnel Services</th>
</tr>
</thead>
</table>

#### Operating Expense & Equipment

<table>
<thead>
<tr>
<th>General Expense</th>
<th>Printing</th>
<th>Postage</th>
<th>Telephone</th>
<th>Consulting &amp; Prof. Internal</th>
<th>Consultant &amp; Prof. External</th>
<th>Data Processing</th>
<th>Equipment</th>
<th>Other Items</th>
<th>Indirect Cost</th>
</tr>
</thead>
</table>

**TOTAL PROPOSED PROJECT BUDGET**

NOTE: Federal share, or “EMPG Grant Funds” Only / Do NOT include Match Requirement Costs
Pulse Check

Which of the following are **new** required EMPG Program Application Components?

- 1) Financial Management Forms Workbook (FMFW)
- 2) Excess Funds Statement Form
- 3) Subrecipient Grants Management Assessment
- 4) Environmental and Historic Preservation Request Form
- 5) Governing Body Resolution Meeting Minutes
APPLICATION SUBMISSION DATES

• **Electronic copies** of all completed FMFWs and other application components are due to your Cal OES EMPG Program Specialist by no later than **August 28, 2017**

• **Signed, hardcopy** applications must be received by your Cal OES EMPG Program Specialist by no later than **September 18, 2017**
Emergency Management Performance Grant Program

FMFW + Match Tab
The EMPG-specific FMFW has been revised and updated for the FY17 EMPG.

- How activities and costs used to satisfy the EMPG Match Requirement are identified on the FMFW’s Match tab

- Subrecipients will now select the Solution Area and Solution Area Subcategory that are reflective of the activities and costs expended by the Subrecipient that are being used to satisfy the EMPG dollar-for-dollar match requirement.
FMFW + Match Tab

On the Match Tab:

- Select a **Solution Area** from the drop-down list that aligns to the activities/costs used to meet the EMPG Match Requirement.
- Select a **Solution Area Sub-Category** from the drop-down list that aligns to the activities/costs used to meet the EMPG Match Requirement.

Since the EMPG Program has a dollar-for-dollar match requirement, for every dollar in Federal funds (EMPG) expended, subrecipients must also expend a dollar in Local funds (Match).
<table>
<thead>
<tr>
<th>Project</th>
<th>Direct/Subaward</th>
<th>Project Name</th>
<th>Funding Source</th>
<th>Discipline</th>
<th>Solution Area</th>
<th>Solution Area Sub-Category</th>
<th>Type of Match</th>
<th>Total Obligated Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Direct</td>
<td>P25 Radios / Match Source - OES Personnel Costs</td>
<td>EMPG</td>
<td>EMG</td>
<td>Organization</td>
<td>Staffing</td>
<td>Cash Match</td>
<td>130,000</td>
</tr>
</tbody>
</table>

Match Project Name “OES Personnel Costs”

Solution Area selected (Organization)

Solution Area Sub-Category (Staffing)

All coincide with the actual activities/costs used to meet the EMPG Match Requirement
EMPG Projects can be conjointly paid for using both federal grant and local match funds in one of two methods. Two methods include:

**Method 1 – “Go Halvsies”:**
50% Federal funds (EMPG) / 50% Local funds (Match)

**Method 2 – Entirely Paid for with Federal Funds (EMPG):**
100% Federal funds (EMPG) / 0% Local funds (Match)
The **cash match** will come from County general funds used to pay for 50% of the portable radios total costs.

**Project B costs** will be paid for by 50% Federal funds (EMPG) and 50% Local funds (Match).
### FMFW + Match Tab

**Method 1 - EXAMPLE**

#### PROJECT LEDGER

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Auth. Agent</th>
<th>Specific</th>
<th>CFDA #</th>
<th>EMPG 97.042</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ROW SIZE 15</th>
<th>ROW SIZE AUTO</th>
<th>FORMULA RESET</th>
<th>NEW MOD # REQUEST</th>
<th>NEW MOD ITEM</th>
<th>MOD</th>
<th>Approved Cal OES Only</th>
<th>Details &amp; Initials (Prog. REP.)</th>
<th>Initial</th>
<th>MOD Request</th>
<th>Match Amount</th>
<th>Total Approved</th>
<th>Remaining Balance</th>
<th>Per Ex</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Direct</td>
<td>Emergency Manager</td>
<td>EMPG</td>
<td>ENG</td>
<td>Organization</td>
<td>Staffing</td>
<td>130,000</td>
<td>-</td>
<td>-</td>
<td>130,000</td>
<td>130,000</td>
<td>130,000</td>
<td>130,000</td>
<td></td>
</tr>
<tr>
<td>B Direct</td>
<td>P25 Radios</td>
<td>EMPG</td>
<td>ENG</td>
<td>Equipment</td>
<td>Interoperable Communications Equipment</td>
<td>10,000</td>
<td>-</td>
<td>-</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>C Direct</td>
<td>WebEDC</td>
<td>EMPG</td>
<td>ENG</td>
<td>Maintenance &amp; Sustainment</td>
<td>User Fees</td>
<td>20,000</td>
<td>-</td>
<td>-</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td></td>
</tr>
</tbody>
</table>

#### CALIFORNIA GOVERNOR’S OFFICE OF EMERGENCY SERVICES (Cal OES)

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Auth. Agent</th>
<th>Specific</th>
<th>CFDA #</th>
<th>EMPG 97.042</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ROW SIZE 15</th>
<th>ROW SIZE AUTO</th>
<th>FORMULA RESET</th>
<th>NEW MOD # REQUEST</th>
<th>NEW MOD ITEM</th>
<th>MOD</th>
<th>Approved Cal OES Only</th>
<th>Details &amp; Initials (Prog. REP.)</th>
<th>Initial</th>
<th>MOD Request</th>
<th>Match Amount</th>
<th>Total Approved</th>
<th>Remaining Balance</th>
<th>Per Ex</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Direct</td>
<td>Emergency Manager</td>
<td>EMPG</td>
<td>ENG</td>
<td>Organization</td>
<td>Staffing</td>
<td>Cash Match</td>
<td>100,000</td>
<td>-</td>
<td>-</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
</tr>
<tr>
<td>B Direct</td>
<td>P25 Radios</td>
<td>EMPG</td>
<td>ENG</td>
<td>Equipment</td>
<td>Interoperable Communications Equipment</td>
<td>Cash Match</td>
<td>10,000</td>
<td>-</td>
<td>-</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>C Direct</td>
<td>WebEDC</td>
<td>EMPG</td>
<td>ENG</td>
<td>Maintenance &amp; Sustainment</td>
<td>User Fees</td>
<td>Cash Match</td>
<td>20,000</td>
<td>-</td>
<td>-</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
</tr>
</tbody>
</table>
### FMFW + Match Tab

**Method 1 - EXAMPLE**

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Funding Source</th>
<th>Discipline</th>
<th>Solution Area</th>
<th>Solution Area Sub-Category</th>
<th>Total Obligated</th>
<th>Amount Approved Previous</th>
<th>Amount This Request</th>
<th>Match Amount</th>
<th>Total Approved</th>
<th>Remaining Balance</th>
<th>Percentage Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>P25 Radios</td>
<td>EMRG</td>
<td>EMG</td>
<td>Equipment</td>
<td>Interoperable Communications Equipment</td>
<td>120,000</td>
<td>-</td>
<td>-</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Notes:**
- All entries in the document must result in delayed application approval, modification requests, or reallocation requests.
- Submissions may be edited to reflect revised or modified financial management forms.

**Warning:** Decimal usage is not allowed. Attempts to use decimals will prompt an error message.

---

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)**

**Equipment**

<table>
<thead>
<tr>
<th>Project</th>
<th>Equipment Description &amp; Quantity</th>
<th>AIS ID</th>
<th>AIS Title</th>
<th>Funding Source</th>
<th>Discipline</th>
<th>Solution Area Sub-Category</th>
<th>ID Type Number</th>
<th>% of Federal Funds Used in the Purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>P25 Radios</td>
<td>P25 Radios</td>
<td>EMG27-00829</td>
<td>Portable</td>
<td>Yes</td>
<td>EMG1</td>
<td>EMG1</td>
<td>Portable Radios, Interoperable Communications Equipment</td>
<td>Yes</td>
</tr>
</tbody>
</table>

---

**Cal OES**

GOVERNOR'S OFFICE OF EMERGENCY SERVICES
# FMFW + Match Tab

## Method 1 - EXAMPLE

<table>
<thead>
<tr>
<th>Project</th>
<th>Direct/Subaward</th>
<th>Project Name</th>
<th>Funding Source</th>
<th>Discipline</th>
<th>Solution Area</th>
<th>Solution Area Sub-Category</th>
<th>Type of Match</th>
<th>Total Obligated Match</th>
<th>Current Match</th>
<th>REMB Request #</th>
<th>Total Match Expended</th>
<th>Remaining Balance</th>
<th>Percentage Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Direct</td>
<td>P25 Radios</td>
<td>EMPG</td>
<td>Equipment</td>
<td>Interoperable Communications Equipment</td>
<td>Cash Match</td>
<td>130,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>130,000</td>
<td>10,000</td>
</tr>
</tbody>
</table>
Project B costs will be paid for by 100% Federal funds (EMPG).

Other EMPG-eligible costs and activities will be used to meet Project B’s match requirement.

The Local funds (Match) for this project will be cash match and come from County general funds used to pay for OES Staffs personnel costs.
Reflects that the $10,000 in Federal funds (EMPG) was used to pay for 100% of the total purchase costs for the radios.
### FMFW + Match Tab

**Method 2 - EXAMPLE**

#### Match Project Name “OES Personnel Costs”

- Solution Area selected: (Organization)
- Solution Area Sub-Category: (Staffing)

All coincide with the actual activities/costs used to meet the EMPG Match Requirement.
Performance Reports

Quarterly Performance Reports:
Subrecipients must prepare and submit Performance Reports each quarter to report on EMPG Project status, training and exercise data, and other metrics that are required by FEMA.

FY17 Emergency Management Performance Grant (EMPG) Performance Report

Note: All performance reports for FY17 EMPG are cumulative. The performance report must be updated quarterly with cumulative information. As a result, all tallied data will be reported successively in an ongoing fashion. Therefore, all reported data provided in previously submitted EMPG performance reports must be included in all subsequent EMPG performance reports submitted throughout the FY17 EMPG Program award period.

Part 1: General Information
Provide the following required general information.

<table>
<thead>
<tr>
<th>Jurisdiction:</th>
<th>Utopia County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cal OES ID#:</td>
<td>999-00000</td>
</tr>
<tr>
<td>Date of Report:</td>
<td>10/16/2017</td>
</tr>
<tr>
<td>Reporting Period:</td>
<td>1st Quarter - July 1 - Sept 30</td>
</tr>
<tr>
<td>Subaward Number:</td>
<td>2017-0007</td>
</tr>
</tbody>
</table>
Performance Reports

Quarterly Performance Reports:

- Subrecipients must prepare and submit Performance Reports each quarter to report on EMPG Project status, training and exercise data, and other metrics that are required by FEMA.
- Performance report contents must clearly link to their associated activities and projects on the FMFW.

<table>
<thead>
<tr>
<th>Project</th>
<th>Direct/Subaward</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Direct</td>
<td>Update Emergency Operations Plan</td>
</tr>
<tr>
<td>B</td>
<td>Direct</td>
<td>Emergency Manager Position</td>
</tr>
<tr>
<td>C</td>
<td>Subaward</td>
<td>City of Pleasantville - Portable Radios</td>
</tr>
<tr>
<td>D</td>
<td>Direct</td>
<td>Emergency Operations Center Staff Training</td>
</tr>
<tr>
<td>E</td>
<td>Direct</td>
<td>Full Scale Exercise - Commercial Plane Crash</td>
</tr>
</tbody>
</table>

Project C:
- City of Pleasantville - Portable Radios
  - Go out to bid for contract.
  - Select vendor.
  - Procure equipment.

Project D:
- Emergency Operations Center Staff Training
  - Go out to bid for contract.
  - Select vendor.
  - Obtain training feedback number.
  - Determine logistics for holding training.
  - Arrange for venue, materials, etc.
  - Create class roster.

Complete
- 1st Quarter
  - Began request for pre-selected contractor.
  - Facility, created materials.
  - Obtained training feedback.

Not Started
- 1st Quarter
  - Not yet started.
- 2nd Quarter
- 3rd Quarter
- 4th Quarter
Performance Reports

Quarterly Performance Reports:
Part I: General Information Table
Contains
• General information that identifies the Subrecipient
• Date of the Report
• Reporting Period
• Subaward Number

<table>
<thead>
<tr>
<th>Part I: General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide the following required general information.</td>
</tr>
<tr>
<td><strong>Jurisdiction:</strong></td>
</tr>
<tr>
<td><strong>Cal OES ID#</strong></td>
</tr>
<tr>
<td><strong>Date of Report:</strong></td>
</tr>
<tr>
<td>This date must be after the last day of the quarters for which you are reporting</td>
</tr>
<tr>
<td><strong>Reporting Period:</strong></td>
</tr>
<tr>
<td><strong>Subaward Number:</strong></td>
</tr>
</tbody>
</table>
Performance Reports

Quarterly Performance Reports:
Part II: Grant Activities Table Contains

- List of all approved EMPG projects and activities
- Status of all approved EMPG projects and activities
- Summary of tasks completed or in progress related to each project

Projects in Part II should clearly link to the FMFW Project Ledger

<table>
<thead>
<tr>
<th>Part II: Grant Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report on activities and/or projects supported with FY17 EMPG Program funds.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Tasks To Be Completed</th>
<th>Status</th>
<th>Activity Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>The “Activity” identified must coincide with the Project Letter and Project Name identified in the subrecipient’s Cal OES approved Financial Management Form Workbook (FMFW).</td>
<td>List the specific task(s) to be completed that are associated with the corresponding FMFW Project Letter and Name.</td>
<td>Indicate if this project is: Not Started, On-Time, Complete, Delayed (explain), or Cancelled from the drop-down menu.</td>
<td>Describe what was done from start to finish on this activity for each quarter.</td>
</tr>
</tbody>
</table>

Project A: Update Emergency Operations Plan

- Emergency Planner to analyze and update current EOP

- On-Time

- 1st Quarter: Analyzing data from Exercises to determine changes needed to EOP

- 2nd Quarter

- 3rd Quarter
Performance Reports

<table>
<thead>
<tr>
<th>Project</th>
<th>Direct/Subaward</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Direct</td>
<td>Emergency Manager Position</td>
</tr>
<tr>
<td>C</td>
<td>Subaward</td>
<td>City of Pleasantville - Portable Radios</td>
</tr>
</tbody>
</table>

Project B: Emergency Manager Position
- Emergency Management Duties for the County

On-Time
1st Quarter
- Attended interagency meetings
- Participated in HazMat spill Exercise
- Attended FY 17 EMPG Application Workshop

2nd Quarter

3rd Quarter

4th Quarter

Project C: City of Pleasantville - Portable Radios
- Go out to bid for contract.
- Select vendor, procure equipment, inventory equipment, and deploy for use.

Not Started
1st Quarter
- Not yet started

2nd Quarter

3rd Quarter

4th Quarter
Quarterly Performance Reports:
Part III: Personnel Data Table
Contains
• The total amount of EMPG funds, Federal and match, allocated to personnel
  – Calculated by totaling ALL EMPG dollars allocated to staffing throughout the entire FMFW including the Match tab
• The total number of emergency management personnel (people, not FTEs) supported by EMPG funds
  – Determined by counting all staff listed on the Personnel tab of the FMFW
• Any additional information that is relevant to the funding of personnel

Projects in Part III should clearly link to the FMFW Project Ledger
Performance Reports

FMFW Staffing-Related Items

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Budgeted Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Salaries</td>
<td>10,000</td>
</tr>
<tr>
<td>Detail</td>
<td>Budgeted Cost</td>
</tr>
<tr>
<td></td>
<td>50,000</td>
</tr>
<tr>
<td>Staffing</td>
<td>50,000</td>
</tr>
</tbody>
</table>

$140,000

Quarterly Performance Report

Part III: Personnel Funding Data
Report data pertaining to emergency management personnel and FY17 EMPG Program funds.

<table>
<thead>
<tr>
<th>Metric</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify only the total amount of EMPG Program funds (Federal and match) allocated towards personnel within your Operational Area:</td>
<td>140,000</td>
</tr>
<tr>
<td>Identify only the total number Operational Area emergency management personnel (people, not positions) supported (fully or partially) by the EMPG Program.</td>
<td>2</td>
</tr>
</tbody>
</table>

Additional Information:

<table>
<thead>
<tr>
<th>Project</th>
<th>Employee Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Dan Martinez</td>
</tr>
<tr>
<td>B</td>
<td>Robert Cole</td>
</tr>
</tbody>
</table>
Performance Reports

Quarterly Performance Reports:

Part IV: Training Data Table

Contains

- A list of all EMPG-funded training courses completed during the quarter for which the report applies
- Whether any trainings are EMPG-required courses
- The total number of attendees, both EMPG-funded and otherwise
- Whether the training was identified in the Subrecipient’s TEP

Projects in Part IV should clearly link to the FMFW Training tab
**Performance Reports**

**FMFW Training Tab**

**Quarterly Performance Report**

<table>
<thead>
<tr>
<th>Name of Training</th>
<th>EMPG Required? (Yes/No)</th>
<th>Number of Personnel Trained</th>
<th>Total Number of EMPG Funded Personnel</th>
<th>Total Number of EMPG Funded Personnel That Completed the Course</th>
<th>Was the Training Identified in TEP?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Operations Center Training</td>
<td>Yes  □ No ✗</td>
<td>20</td>
<td>2</td>
<td>0</td>
<td>Yes □ No ✗</td>
</tr>
</tbody>
</table>
Performance Reports

Quarterly Performance Reports:
Part V: Exercise Data Table

Contains

• A list of all exercises that are funded, in part or in whole, with EMPG funds during the quarter for which the report applies
• The type of each EMPG-funded exercise
• The total number of attendees, both EMPG-funded and otherwise
• Whether the exercise was identified in the Subrecipient’s TEP
• If applicable, the date that the exercise’s AAR was completed and sent to Cal OES and HSEEP

Projects in Part V should clearly link to the FMFW Exercise tab
Performance Reports

FMFW Exercise Tab

Quarterly Performance Report

Part V: Exercise Data
Report data on exercises identified on the Financial Management Forms Workbook’s (FMFW) Exercise Tab, that are conducted in whole or part with FY 17 EMPG Program funds, as applicable.

<table>
<thead>
<tr>
<th>Exercise Title</th>
<th>Exercise #1</th>
<th>Exercise #2</th>
<th>Exercise #3</th>
<th>Exercise #4</th>
<th>Exercise #5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Airliners Crash</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Exercise</td>
<td>9/22/2017</td>
<td>Click here to enter a date.</td>
<td>Click here to enter a date.</td>
<td>Click here to enter a date.</td>
<td>Click here to enter a date.</td>
</tr>
<tr>
<td>Type of Exercise</td>
<td>Fullscale</td>
<td>Choose an item.</td>
<td>Choose an item.</td>
<td>Choose an item.</td>
<td>Choose an item.</td>
</tr>
<tr>
<td>Total Number of EMPG Funded Personnel</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date AAR Completed</td>
<td>9/29/2017</td>
<td>Click here to enter a date.</td>
<td>Click here to enter a date.</td>
<td>Click here to enter a date.</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Performance Reports

Quarterly Performance Reports:
Part VI: EMPG Program-Funded Personnel Training Record
Contains

- A list of all personnel that are listed on the Personnel tab
- A list of EMPG-Required training completion dates for EMPG-funded staff up to the quarter being reported
- A calculation of the number of trainings required and completed

Staff completing Training Option 2 will report their progress in Part IX: Other Significant EMPG-Funded Accomplishments
Performance Reports

FMFW Personnel Tab

Quarterly Performance Report

Part VI: EMPG Program-Funded Personnel Training Record

Report data on EMPG Program-funded personnel identified on the Financial Management Forms Workbook’s (FMFW) Personnel Tab, and their completion of FY17 EMPG required training.

<table>
<thead>
<tr>
<th>EMPG Personnel Name</th>
<th>NIMS Training – Completion Dates (M/D/YY)</th>
<th>FEMA Professional Development Series – Completion Dates (M/D/YY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dan Martinez</td>
<td>IS 100 1/1/14 IS 200 1/1/14 IS 700 2/1/14 IS 800 3/1/15 IS 120 4/1/15 IS 230 5/1/16 IS 235 6/1/16 IS 240 7/1/16 IS 241 8/1/16 IS 242 9/1/16 IS 244 8/1/16</td>
<td></td>
</tr>
<tr>
<td>Robert Cole</td>
<td>IS 100 12/1/17 IS 200 1/1/14 IS 700 1/1/14 IS 800 1/1/14 IS 120 1/1/14 IS 230 1/1/14 IS 235 1/1/14 IS 240 1/1/14 IS 241 1/1/14 IS 242 1/1/14 IS 244 1/1/14</td>
<td></td>
</tr>
</tbody>
</table>

Personnel Training Record Calculation

Number of EMPG Funded Personnel = 2

× 11 Required Trainings = 22 Trainings Required

22 Trainings Completed

100 Percentage Completed
Performance Reports

Quarterly Performance Reports:
Part VII: EMPG Program-Funded Personnel Exercise Record
Contains
• A list of all personnel that are listed on the Personnel tab
• The name and date of all exercises completed by EMPG-funded staff up to the quarter being reported
• A calculation of the number of exercises required and completed
Staff completing Training Option 2 must still report on their exercise completion progress on this table
Performance Reports

FMFW Personnel Tab

Quarterly Performance Report

Part VII: EMPG Program-Funded Personnel Exercise Record

Report data on EMPG Program-funded personnel identified on the Financial Management Forms Workbook’s (FMFW) Personnel Tab, and their completion of FY17 EMPG required exercises (3 exercises in a 12-month period).

<table>
<thead>
<tr>
<th>EMPG-Funded Personnel – Name</th>
<th>Exercise 1 Input Name of Exercise &amp; Date of Exercise (below)</th>
<th>Exercise 2 Input Name of Exercise &amp; Date of Exercise (below)</th>
<th>Exercise 3 Input Name of Exercise &amp; Date of Exercise (below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dan Martinez</td>
<td>EOC Fire Drill</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9/15/17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert Cole</td>
<td></td>
<td>Golden Guardian</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8/23/17</td>
<td></td>
</tr>
</tbody>
</table>

Personnel Exercise Data Calculation

<table>
<thead>
<tr>
<th>Number of EMPG Funded Personnel</th>
<th>× 3 Required Exercises</th>
<th>6 Exercises Required</th>
<th>2 Exercises Completed</th>
<th>33 Percentage Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Performance Reports

Quarterly Performance Reports:

Part VIII: Multi-Year Training and Exercise Plan (TEP)
Report on activities pertaining to the completion, submission, and updating of an FY17 EMPG Multi-Year Training and Exercise Plan.

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was a Multi-Year TEP submitted electronically to the appropriate Cal OES Exercise Division Point of Contact and EMPG Program Specialist?</td>
<td>Yes ✗</td>
</tr>
<tr>
<td>Was a hardcopy of the Multi-Year TEP submitted to Cal OES, on a one-time basis, with an FY17 EMPG performance report?</td>
<td>Yes ✗</td>
</tr>
<tr>
<td>Was the Operational Area Multi-Year TEP updated annually, as required under FY17 EMPG?</td>
<td>Yes ✗</td>
</tr>
</tbody>
</table>

Select the response that is appropriate to your completion and submission status as of the last day of the quarter that the report applies to.
Performance Reports

Quarterly Performance Reports:

**Part IX: Other Significant EMPG-Funded Accomplishments**

List any other significant accomplishments that occurred that you would like to discuss pertaining to the subrecipients’ (as defined in 2 CFR §200.93) use of FY17 EMPG Program funds that were not captured or discussed in other areas of the performance report.

<table>
<thead>
<tr>
<th>Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Great Things!</td>
</tr>
</tbody>
</table>
Performance Reports

Quarterly Performance Reports:
Part X: Certification of Reported Activities

Have an Authorized Agent sign this form. Print the name, title, and date as well.

<table>
<thead>
<tr>
<th>Part X: Certification of Reported Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>I am the duly appointed Authorized Agent and certify that the above activities are true and correct.</em></td>
</tr>
<tr>
<td><strong>Signature of Authorized Agent</strong></td>
</tr>
<tr>
<td>Edgar Cayce</td>
</tr>
<tr>
<td><strong>Emergency Services Manager</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Questions?