Emergency Management Performance Grant Program

Overview
EMPQ Overview

• What’s In A Name?
• Funds Origin
• Program Purpose
• Program Objective
• Eligible Applicants
• Cost Share/Match
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
Allowable Activities

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
Allowable Activities

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
M&A Formula

In other words:

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

~Where \(X = \text{Expended Funds} - \text{M&A Costs}~\)
**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.
True or False?
The use of EMPG funds to pay for Construction or Renovation costs of a Back-Up/Alternate EOC are allowable.

FALSE
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
EMPG 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
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

• 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
  (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.

![Table](image)
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
- Governing Body Resolution (GBR) & Meeting Minutes
- Financial Management Forms Workbook (FMFW)

Complete FY17 EMPG Application
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.

<table>
<thead>
<tr>
<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>ENG</td>
<td>Organization</td>
<td>Staffing</td>
<td>130,000</td>
<td>-</td>
<td>130,000</td>
<td>-</td>
<td>130,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>ENG</td>
<td>Equipment</td>
<td>Interoperable Communications Equipment</td>
<td>10,000</td>
<td>-</td>
<td>10,000</td>
<td>-</td>
<td>0</td>
<td>10,000</td>
<td>-</td>
</tr>
<tr>
<td>ENG</td>
<td>Maintenance &amp; Sustainment</td>
<td>User fees</td>
<td>20,000</td>
<td>-</td>
<td>20,000</td>
<td>-</td>
<td>20,000</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
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.
EMPG Application Components

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
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>
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</thead>
<tbody>
<tr>
<td>Grant Disaster/Program Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance Period: to</td>
<td>Subaward Amount Requested:</td>
<td></td>
</tr>
<tr>
<td>Type of Non-Federal Entity (Check Box):</td>
<td>State Gov</td>
<td>Local Gov</td>
</tr>
</tbody>
</table>

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 referred to 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 Factor</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>
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<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 other entities?</td>
<td>Select</td>
</tr>
</tbody>
</table>

### 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
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
(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 __________, 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 __________ in the amount of $________ cannot be completely expended by the conclusion of the performance period. To that end, the County of __________ would like to return to Cal OES the excess FY17 EMPG funds in the amount of $________. The remaining balance of $________ will be expended in accordance with the laws, regulations, and guidance documents that apply to this grant program.

______________________________
Signature of Authorized Agent
Title

______________________________
Printed Name
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
**FY17 EMG**

Additional Project Using Excess Funds Form (if available/selected)

**Project Name:** Insert a Project Name

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

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 [ ]

- [ ] [ ] [ ]

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: $ ___

---

**Additional Project Using Excess Funds**

**Detailed Budget**

<table>
<thead>
<tr>
<th>Agency Name: FY17 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)</th>
</tr>
</thead>
<tbody>
<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>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Current Position Fund</th>
<th>Functional Role</th>
</tr>
</thead>
</table>

**Personal Services Cost Summary**

<table>
<thead>
<tr>
<th>Permanent Salaries</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Help</td>
<td></td>
</tr>
<tr>
<td>Staff Benefs</td>
<td></td>
</tr>
<tr>
<td>Total Personal Services</td>
<td></td>
</tr>
</tbody>
</table>

**Operating Expense & Equipment**

<table>
<thead>
<tr>
<th>General Expense</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking</td>
<td></td>
</tr>
<tr>
<td>Travel In/Out</td>
<td></td>
</tr>
<tr>
<td>Consultant &amp; Prof. Internal</td>
<td></td>
</tr>
<tr>
<td>Consultant &amp; Prof. External</td>
<td></td>
</tr>
<tr>
<td>Data Processing</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
</tr>
<tr>
<td>Other (item)</td>
<td></td>
</tr>
<tr>
<td>Indirect Costs</td>
<td></td>
</tr>
<tr>
<td>Total Operating &amp; Equip</td>
<td></td>
</tr>
</tbody>
</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**
2017 EMPG Application Workshop
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.
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).
**FMFW + Match Tab**

<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

*Cal OES*
FMFW + Match Tab

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>CFDA #</th>
<th>EMPG 97.042</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLEAR</strong></td>
<td>Initial Application</td>
</tr>
<tr>
<td><strong>LEDGER TYPE:</strong></td>
<td>Today’s Date: August 4, 2017</td>
</tr>
<tr>
<td><strong>Initial App:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>REIMB Req:</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### Example Data

<table>
<thead>
<tr>
<th>Project 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>Total Obligated</th>
<th>Amount Approved</th>
<th>Amount Matched</th>
<th>Amount Requested</th>
<th>Total Approved</th>
<th>Remaining Balance</th>
<th>Total Expended</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>105,000</td>
<td>105,000</td>
<td>105,000</td>
<td>105,000</td>
<td></td>
<td></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</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Direct</td>
<td>WebEDC</td>
<td>EMPG</td>
<td>ENG</td>
<td>Maintenance &amp; Support</td>
<td>User Fees</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**MATCH**

<table>
<thead>
<tr>
<th>CFDA #</th>
<th>EMPG 97.042</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLEAR</strong></td>
<td></td>
</tr>
<tr>
<td><strong>LENDER TYPE:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Initial App:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>REIMB Req:</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project 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>Total Obligated</th>
<th>Amount Approved</th>
<th>Amount Matched</th>
<th>Amount Requested</th>
<th>Total Approved</th>
<th>Remaining Balance</th>
<th>Total Expended</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>105,000</td>
<td>105,000</td>
<td>105,000</td>
<td>105,000</td>
<td></td>
<td></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</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Direct</td>
<td>WebEDC</td>
<td>EMPG</td>
<td>ENG</td>
<td>Maintenance &amp; Support</td>
<td>User Fees</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Cal OES**

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

**Method 1 - EXAMPLE**

![Image of a document showing a table for financial management and a diagram of a percentage calculation]

- **% of Federal Funds Used in the Purchase**: 50%
## 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>Previous Match Expended</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>EMG</td>
<td>Equipment</td>
<td>Interoperable Communications Equipment</td>
<td>Cash Match</td>
<td>130,000</td>
<td>-</td>
<td>10,000</td>
<td>-</td>
<td>-</td>
<td>-</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.
FMFW + Match Tab

Method 2 - EXAMPLE

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
Emergency Management Performance Grant Program
Performance Reports
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

<table>
<thead>
<tr>
<th>FY17 Emergency Management Performance Grant (EMPG) Performance Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> All performance reports for FY17 EMPG are <strong>cumulative</strong>. 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.</td>
</tr>
</tbody>
</table>

**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>

Cal OES
GOVERNOR’S OFFICE OF EMERGENCY SERVICES
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>
<th>Project C: City of Pleasantville - Portable Radios</th>
<th>Project D: Emergency Operations Center Staff Training</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Direct</td>
<td>Emergency Manager Position</td>
<td>Equipment. Inventory Equipment and Deploy for</td>
<td>Training Feedback Number. Determine logistics for</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Subaward</td>
<td>City of Pleasantville - Portable Radios</td>
<td>use.</td>
<td>holding Training. Arrange for venue, materials, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Direct</td>
<td>Emergency Operations Center Staff</td>
<td></td>
<td>Create Class Roster.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Direct</td>
<td>Full Scale Exercise - Commercial Plane Crash</td>
<td></td>
<td></td>
<td>1st Quarter</td>
<td>Began Request for Physical Training Equipment.</td>
<td>Not yet started</td>
<td>2nd Quarter</td>
</tr>
</tbody>
</table>

Cal OES
Governor's Office of Emergency Services
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>
</tbody>
</table>

<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>This date must be after the last day of the quarters for which you are reporting</td>
<td></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:
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>Activity</th>
<th>Tasks To Be Completed</th>
<th>Status</th>
<th>Activity Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project A: Update Emergency Operations Plan</td>
<td>Emergency Planner to analyze and update current EOP</td>
<td>On-Time</td>
<td>1st Quarter: Analyzing data from Exercises to determine changes needed to EOP</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2nd Quarter:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3rd Quarter:</td>
</tr>
</tbody>
</table>
Performance Reports

<table>
<thead>
<tr>
<th>Project</th>
<th>Direct/Subaward</th>
<th>Project Name</th>
<th>On-Time</th>
<th>Not Started</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Direct</td>
<td>Emergency Manager Position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Subaward</td>
<td>City of Pleasantville - Portable Radios</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project B:**
- Emergency Manager Position
- Emergency Management Duties for the County
  - 1st Quarter: Attended interagency meetings
  - 2nd Quarter: Participated in HazMat spill Exercise
  - 3rd Quarter: Attended FY17 EMPG Application Workshop
  - 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
  - 1st Quarter: Not yet started
  - 2nd Quarter: 
  - 3rd Quarter: 
  - 4th Quarter: 
Performance Reports

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

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

<table>
<thead>
<tr>
<th>Project</th>
<th>Direct/Subaward</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Direct</td>
<td>Emergency Operations Center Training</td>
</tr>
</tbody>
</table>

## Quarterly Performance Report

### Part IV: Training Data

Report data on training sessions identified on the Financial Management Forms Workbook’s (FMFW) Training Tab, that are funded with FY17 EMPG Program funds, as applicable.

<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</td>
<td>No</td>
<td>20</td>
<td>2</td>
<td>Yes</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

<table>
<thead>
<tr>
<th>Project</th>
<th>Direct/Subaward</th>
<th>Exercise Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Direct</td>
<td>Commercial Airliners Crash</td>
</tr>
</tbody>
</table>

## 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.

- **Exercise Title**: Commercial Airliners Crash
- **Date of Exercise**: 9/22/2017
- **Type of Exercise**: Fullscale
- **Total Number of EMPG Funded Personnel**: 2
- **Total Number of EMPG Funded Personnel Participating in the Exercise**: 1
- **Is the Exercise Identified in TEP?**: Yes
- **Date AAR Completed**: 9/29/2017
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></td>
<td>IS 100</td>
<td>IS 200</td>
</tr>
<tr>
<td>Dan Martinez</td>
<td>1/1/14</td>
<td>1/1/14</td>
</tr>
<tr>
<td>Robert Cole</td>
<td>12/1/14</td>
<td>1/1/14</td>
</tr>
</tbody>
</table>

Personnel Training Record Calculation

Number of EMPG Funded Personnel = \( \frac{2}{2} \times 11 \) Required Trainings = 22 Trainings Required 22 Trainings Completed 100 Percentage Completed

Cal OES
Governor’s Office of Emergency Services
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 9/15/17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert Cole</td>
<td>Golden Guardian 8/23/17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Personnel Exercise Data Calculation

Number of EMPG Funded Personnel = 2

× 3 Required Exercises = 6 Exercises Required

2 Exercises Completed

33% Percentage Completed

Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES
Performance Reports

Quarterly Performance Reports:

<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:

<table>
<thead>
<tr>
<th>Part IX: Other Significant EMPG-Funded Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<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>I am the duly appointed Authorized Agent and certify that the above activities are true and correct.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Authorized Agent</th>
<th>Printed Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edgar Cayce</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Services Manager</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>October 17, 2017</td>
</tr>
</tbody>
</table>

Cal OES
Governor's Office of Emergency Services
Questions?