

# Emergency Management Performance Grant



FISCAL YEAR 2016: (October 1, 2015 - September 30, 2016)

MISSISSIPPI EMERGENCY MANAGEMENT AGENCY (MEMA)

AND

MADISON  
(COUNTY/JURISDICTION)

## SECTION I

### EMERGENCY MANAGEMENT PERFORMANCE GRANT AGREEMENT

This Agreement entered into between the Mississippi Emergency Management Agency and

MADISON  
(COUNTY/JURISDICTION)

#### Article I. Purpose

The purposes of this agreement are (1) To strengthen the State and Local Emergency Management Partnership System and capabilities in the protection of life and property throughout the State of Mississippi in the preparation for inevitable disasters; (2) To facilitate the delivery and use of State and Federal financial assistance and technical support to local governments under the authorities of the appropriations to the Federal Emergency Management Agency (FEMA) and the Mississippi Emergency Management Agency (MEMA); (3) To enable local emergency management jurisdictions to exercise management discretion in achieving specified objectives; and, (4) To facilitate the development of Comprehensive Emergency Management through the Integrated Emergency Management System for all hazards. To these ends, this Agreement provides a single funding, operation planning and reporting instrument for the agreed upon activities conducted and products developed within the program, and secondarily, to make use of program resources hereby provided in the accomplishment of goals, objectives and performance measures under the Agreement, within the scope, intent and limitations of federal and State law and accountability requirements. The reference of county/counties in this document also includes the Mississippi Band of Choctaw Indians.

#### Article II. Objectives:

The EMPG Program supports a comprehensive, all-hazard emergency preparedness system by building and sustaining the core capabilities contained in the Goal.

Examples of EMPG funded activities include:

- Initiating or achieving an all-of-Nation/whole community approach to security and emergency management;
- Strengthening a state or community's emergency management program;
- Updating emergency plans;
- Designing and conducting exercises that engage an all-of-Nation/whole community of stakeholders and validate core capabilities; and
- Conducting training

#### Priorities:

The National Preparedness System is the instrument the Nation employs to build, sustain, and implement core capabilities to achieve the Goal of a secure and resilient Nation. Complex and far-reaching threats and hazards require a collaborative and all-of-Nation/whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. The guidance, programs, processes, and systems that support each component of the National Preparedness



System allow for the integration of preparedness efforts that build, sustain, and deliver core capabilities and achieve the desired outcomes identified in the Goal.

**Eligibility Information:**

**National Incident Management System (NIMS) Implementation**

Prior to allocation of any Federal preparedness awards in FY 2016, recipients must ensure and maintain adoption and implementation of NIMS. A copy of the county's NIMS SOG must be on file in the MEMA Office of Preparedness, Training Bureau and a copy in the County EMPG Binder.

**Cost Match Criteria**

A cost match is required under this program. The Federal share that is used towards the EMPG Program budget shall not exceed 50 percent of the total budget. The county must equally match the federal share. Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds.

**Application Dates and Submission Information:**

**Start Date: Monday, June 1, 2016**

**Submission Deadline: Wednesday, July 15, 2016**

ALL APPLICATIONS must be submitted through the Area Coordinator for review prior to submission to MEMA on or before the submission deadline.

- Those counties that **will not** participate must provide a written notice of intent not to participate on their county letterhead **within 45 days from the start date of the application,** by mail, email, or fax through their Area Coordinator.

**Article III. New Grant Federal Requirement:**

**Federal Funding Accountability and Transparency Act (FFATA) Sub award Reporting System**

FFATA was enacted on September 26, 2006 and amended in 2008 requiring that information on federal awards be made available to the general public. To meet this federal reporting requirement, MEMA is now required to disclose any sub-recipient that receives \$25,000 or more from a federal grant disbursed through the Agency. FFATA reporting requires the Office of Management and Budget (OMB) to provide full disclosure to the public through a transparency website entitled USAspending.gov. The purpose of this website is to empower every American the ability to hold the government accountable for each spending decision, which will hopefully reduce wasteful spending of federal government funds.

In accordance with the FFATA guidance **these counties are required** to complete this requirement for FY 2015: **Adams, Alcorn, Bolivar, Clay, Coahoma, Copiah, Desoto, Forrest, George, Grenada, Hancock, Harrison, Hinds, Itawamba, Jackson, Jones, Lamar, Lafayette, Lauderdale, Leake, Lee, Leflore, Lincoln, Lowndes, Madison, Marion, Marshall, Monroe, Neshoba, Oktibbeha, Panola, Pearl River, Pike, Pontotoc, Prentiss, Rankin, Scott, Simpson, Sunflower, Tate, Tippah, Union, Warren, Washington, Yazoo.**

You **must** complete the FFATA form (*Attachment 7*) in this application. This form contains essential data that will be needed from your county, and it is recommended that you obtain this information from your county financial agency/division. **This document must be returned no later than 15 days (June 16, 2016) from the initial start date of the application. Once the document is completed please scan and RETURN BY EMAIL ONLY TO [msffata@mema.ms.gov](mailto:msffata@mema.ms.gov). DO NOT MAIL this form and we CANNOT provide reimbursements if this form is not returned.**

If a county does not apply for the grant they are not required to submit this form.

### **Restrictions on Use of Award Funds**

Funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal award, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

EMPG Program recipients may only fund activities and projects that were included in the FY 2016 EMPG Budget and Program Work Plan that was submitted to and approved by MEMA. Projects may include the sustainment of capabilities supported by previous EMPG Program funds provided the sustainment activity is cited in the FY 2016 EMPG Budget and Program Work Plan.

### **Article IV. Direct Costs, Work Plans and Funding Requirements:**

These are costs that are associated with this grant and funds can be used in these core requirements. The EMPG Program Work Plan must summarize program activities in the following areas:

**Planning:** Planning spans all five National Preparedness Goal (the Goal) mission areas and provides a baseline for determining potential threats and hazards, required capabilities, required resources, and establishes a framework for roles and responsibilities. Planning provides a methodical way to engage the whole community in the development of a strategic, operational, and/or community-based approach to preparedness. EMPG Program funds may be used to develop or enhance emergency management planning activities. Some examples include:

#### *County Hazard Mitigation Plans*

- Development of all-hazards mitigation plan based on identified risks and hazards. Counties are required to have a current Hazard Mitigation Plan which will identify all of the hazards that encompass the county. Twice a year, the Office of Field Services will obtain from MEMA Office of Mitigation, Plans Bureaus a status of each county plan.

#### *County Emergency Management Plans (CEMP)*

- Maintaining a current CEMP (*includes Basic Plan, Emergency Support Functions (ESF) and Annexes*) that is aligned with guidelines set out in CPG 101v.2 <https://www.fema.gov/media-library/assets/documents/25975>
- Modifying existing incident management and emergency operations plans
- Developing/enhancing large-scale and catastrophic event incident plans



### *Continuity/Administrative Plans*

- Developing/enhancing Continuity of Operation (COOP)/Continuity of Government (COG) plans
- Developing/enhancing financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program

### *All-of-Nation/Whole Community Engagement/Planning*

- Developing/enhancing emergency operations plans to integrate citizen/volunteer and other non-governmental organization resources and participation
- Engaging the whole community in public education and awareness activities
- Planning to foster public-private sector partnerships, including innovation for disaster initiatives that support the mission areas identified in the Goal
- Executing an America's PrepareAthon! an activity to engage the whole community in a hazard-specific activity on the National Day of Action
- Establishing a Citizen Corps Council that brings together representatives of the whole community to provide input on emergency operations plans, risk assessments, mitigation plans, alert and warning systems, and other plans; assist in outreach and education of community members in preparedness activities; and build volunteer capability to support disaster response and recovery
- Delivering the CERT Basic Training Course and supplemental training for CERT members who have completed the basic training, the CERT Train-the-Trainer Course, and the CERT Program Manager course (strongly encouraged)
- Developing or enhancing mutual aid agreements/compacts

### *Resource Management Planning*

- Developing/enhancing logistics and resource management plans
- Developing/enhancing volunteer and/or donations management plans

### *Evacuation planning*

- Developing/enhancing evacuation plans, including plans for: alerts/warning, crisis communications, pre-positioning of equipment for areas potentially impacted by mass evacuations, sheltering, and re-entry. **If you need assistance or have any questions, please contact your District Planner or the MEMA Office of Preparedness/Planning Bureau Director, with the exception of the Hazard Mitigation requirement.**

**Equipment:** Allowable equipment categories for the EMPG Program are listed on the web-based version of the Authorized Equipment List (AEL) at <http://www.fema.gov/preparedness-non-disaster-grants> or <http://www.fema.gov/grants>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Allowable equipment includes equipment from the following AEL categories:

- Information Technology (Category 4)
- Cyber security Enhancement Equipment (Category 5)
- Interoperable Communications Equipment (Category 6)
- Detection Equipment (Category 7)
- Power Equipment (Category 10)
- Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11)



- CBRNE Incident Response Vehicles (Category 12)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Category 21)

In addition to the above, general purpose vehicles are allowed to be procured in order to carry out the responsibilities of the EMPG Program. If county governments have questions concerning the eligibility of equipment not specifically addressed in the AEL, they should contact their Area Coordinator who will obtain clarification from Office of Field Services and FEMA Regional Program Manager. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 C.F.R. Part 200, including 2 C.F.R. §§ 200.310, 200.313, and 200.316. **Any purchases of \$5,000.00 or above must have prior written approval by the Director of the Office of Field Services. This document must be submitted with your reimbursement. Assistance and questions please contact your Area Coordinator or the Office of Field Services Director.**

**Training:** EMPG Program funds may be used for a range of emergency management-related training activities to enhance the capabilities of state and local emergency management personnel through the establishment, support, conduct, and attendance of training. Training activities should align to a current State Multi-Year Training Program. Training should foster the development of a community oriented approach to emergency management that emphasizes engagement at the community level, strengthens best practices, and provides a path toward building sustainable resilience.

EMPG Program funds used for training should support the nationwide implementation of NIMS. The NIMS Training Program establishes a national curriculum for NIMS and provides information on NIMS courses; recipients are encouraged to place emphasis on the core competencies as defined in the NIMS Training Program. **Required Training for ALL EMPG county paid personnel:** (NIMS Training) IS 100, IS 200, IS 700, IS 800, FEMA Professional Development Series: IS 120 a., IS 230, IS 235, IS 240, IS 241, IS 242, IS 244, IS 701, IS 702, IS 703. Required for ALL Directors and Deputy Directors: IS 300 and IS 400.

The County EMA must:

- Submit a Training Needs Assessment for your county to the Training Bureau that addresses the above requirements.
- Verification of EMPG Program funded personnel (certificates must be included in the EMPG Binder and verified by the Training Coordinator).

**If you need assistance or have any questions, please contact your District Training Coordinator or the MEMA Training Bureau Director.**

**Exercise:** Funds Used to Design, Develop, Conduct and Evaluate an Exercise include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation. Recipients are encouraged to use free public



space/locations/facilities whenever available, prior to the rental of space/locations/facilities. Exercises should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills. Any exercise or exercise gaps, including those for children and individuals with disabilities or access and functional needs, should be identified in the AAR/IP and addressed in the exercise cycle. **Required Exercise qualifications for ALL EMPG County paid personnel:** Will participate in no less than three exercises (Drills, Tabletop, Functional, and Full-Scale) in a 12-month period. Please note that response to any real-world events within a 12-month period may fulfill a county exercise requirement and one of the funded personnel requirements also. Documentation of the participation will be: 1) sign in sheets and email verification if not performed by the county EMA, 2) actual event or exercise used will included sign in sheets, and the Emergency Management Exercise Reporting System (EMERS). This MUST BE completed and submitted to the Exercise Officer or Exercise Bureau within the designated time frame.

County EMAs will:

- Develop and maintain a progressive exercise program consistent with the State and National Exercise Program to include no less than one county wide exercise of any type (Tabletop, Functional or Full-Scale) within a 12-month period. An After Action Report/Improvement Plan (AAR/IP) shall be completed for each exercise and submitted to MEMA, Office of Preparedness-Exercise Bureau. A summary of all collected corrective action items and a tracking of their implementation shall be reported each Quarter.
- The county must have a full scale exercise within the county every four years.

**If you need assistance or have any questions, please contact your District Exercise Officer or the MEMA Exercise Bureau Director.**

**Travel:** Travel costs are allowable as expenses for employees who are on travel status for official business related to exercise, planning or training activities.

**Organization:** EMPG Program funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management. Proposed staffing activities should be linked to accomplishing the activities outlined in the EMPG Program Work Plan. Personnel costs, including salary, overtime, compensatory time off, and associated fringe benefits, are allowable costs with EMPG Program funds. These costs must comply with 2 C.F.R. Part 200, Subpart E – Cost Principles.

**Construction and Renovation:** Written approval must be provided by FEMA prior to the use of any EMPG Program funds for construction or renovation. If used, additional funding guidance is contained in the EMPG Notice of Funding Opportunity.

**Maintenance and Sustainment:** Funding may be used for the sustainment of programs that help achieve core capabilities that, while they may not be physically deployable, support national response capabilities such as Geographic/Geospatial Information Systems (GIS), interoperable

communications systems, capabilities as defined under the Response Mission Area of the Goal, and fusion centers.  
For additional details on the use of funds, please refer to Appendix B-FY 2016 EMPG Funding Guidelines.

**Other EMPG Requirements:**

- **All EMA Directors and/or EMPG Funded Deputy Directors must attend at least one Annual Conference per/year and attend at least 50% of the district meetings.**

**Management and Administration (M&A)**

Management and Administration (M&A) activities are those directly related to managing and administering the award, such as financial management and monitoring. It should be noted that salaries of state and local emergency managers are not typically categorized as M&A, unless the state or local EMA chooses to assign personnel to specific M&A activities.

M&A costs are allowable for both state and local-level EMAs. The state EMA may use up to five percent (5%) of the EMPG award for M&A purposes. In addition, local EMAs may retain and use up to five percent (5%) of the amount received from the state for local M&A purposes.

**Article V. Non-Performance**

Failure of the local jurisdiction to accomplish the mandatory standards, Work Plan, and have an EMPG Binder with all requirement documents will subject the jurisdiction to the suspension or withholding of funds already obligated, as determined by the Director of Field Services and recommended to the MEMA Executive Director.

**Article VI. General Administrative Provisions**

The local government jurisdictions agree to execute the administrative and financial requirements of this Agreement in compliance with the policies and procedures established in the Mississippi Comprehensive Emergency Management Plan, (State Administrative Plan); 44 CFR 302; and Standard Assurances 424B (Non-Construction Programs); Certifications Regarding Lobbying.

**Article VII. Amendments**

An approved Work Plan and or Binder requirements may be revised within the general parameters of program emphasis by the local government official covered by this Agreement by the local government official submitting an amended version, along with written justification to the MEMA Executive Director. In addition, proposed changes to the budget may be submitted if the revisions/changes to the Work Plan are justified.

**Article VIII. Reports**

- A. The Quarterly Request for Reimbursement financial reports **are due 30 days after each reporting quarter:** 1<sup>st</sup> Quarter, October – December; 2<sup>nd</sup> Quarter, January-March; 3<sup>rd</sup> Quarter, April-June; 4<sup>th</sup> Quarter, July-September.



- B.** All scheduled activities, standards and products in the Emergency Management Program Standards (Section IV) progress will be tracked and outcomes evaluated in accordance with the specific Offices and Bureaus within MEMA and the Area Coordinators Quarterly Report.

**Article IX. Agreement Officials**

**Local**

1. The President of the Board of Supervisors or Council/District President is responsible for approving the Work Plan and committing adequate local jurisdiction resources sufficient to accomplish the performance obligations agreed to in this agreement.
2. The Local EMA/CD Director shall be the principal local government official for planning, reporting and coordinating the accomplishment of tasks, activities and products agreed to in this contract.

**State**

1. The State Signatory Official shall be the Executive Director, Mississippi Emergency Management Agency, who as the principal State Official, is responsible for committing the State to the terms of this Agreement.
2. MEMA Area Coordinators assist local government officials in developing the work plan within specific program areas and program activities, and are obligated to provide technical assistance when requested by the local government jurisdictions, monitor program-related performance activities and products, and evaluate the local programs within their respective program areas. Area Coordinators will provide advice and make recommendations for improving local emergency management capability and program performance.

**Article X. EMPG Awards, Costs Incurred, and Payments**

- A.** Neither the State nor FEMA shall be liable under this Agreement for any amount greater than the amount awarded pending final receipt of federal program allocations.
- B.** No costs shall be incurred under this Agreement unless, and until, the MEMA Executive Director informs the local government jurisdiction in writing that funds have been approved for allocation and the award amount. Individual local awards are determined by the total amount allocated to the State from the federal government, population, certified or non-certified emergency managers, as well as continuity of program performance of each applicant jurisdiction in meeting the requirements from the previous year.
- C.** Payments (reimbursements) will be made by the State to local governments based on the financial reports submitted completed.

## **Conflict of Interest**

To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities also are required to follow any applicable state, local, or tribal statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to FEMA, in writing, any real or potential conflict of interest as defined by the Federal, state, local, or tribal statutes or regulations or their own existing policies that may arise during the administration of the federal award. Recipients and pass-through entities must disclose any real or potential conflicts to their Regional Program Manager within five days of learning of the conflict of interest. Similarly, subrecipients must disclose any real or potential conflict of interest to the pass-through entity as required by the Recipient's conflict of interest policies, or any applicable state, local, or tribal statutes or regulations.

Conflicts of interest may arise during the process of FEMA making a Federal award in situations where an employee, officer, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, sub applicant, recipient, sub recipient, or FEMA employee.



**THIS AGREEMENT IS HEREBY ENTERED INTO AS EXECUTED BY THE FOLLOWING OFFICIALS:**

**SUBMITTED BY:** MADISON County  
Name of Emergency Management/Civil Defense Agency

\_\_\_\_\_  
Signature, Local Emergency Management/  
Civil Defense Agency Director

Date: \_\_\_\_\_

**APPROVED: (County)** \_\_\_\_\_

\_\_\_\_\_  
Signature, President Board of Supervisors/Council/Director

Date: \_\_\_\_\_

**APPROVED:** State of Mississippi

\_\_\_\_\_  
Lee W. Smithson Executive Director  
Mississippi Emergency Management Agency

Date: \_\_\_\_\_