

# County Application and Workplan

FY 2019 CFDA 97.042

October 1, 2018 – September 30, 2019



Madison

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County

All Emergency Management Performance Grant Program applicants are required to submit a work plan that details how allocated funds will be used. The work plan will also help identify those counties requiring additional funding.

PLEASE DO NOT SUBMIT DOUBLE-SIDED. ONLY SINGLE-SIDED APPLICATIONS WILL BE ACCEPTED.

<b>1. County</b>		
Madison		
<b>2. EMPG Status</b>		
<input checked="" type="checkbox"/> Current EMPG Program Participant <input type="checkbox"/> New EMPG Program Participant		
<b>3. <sup>1</sup>Briefly explain why these funds are needed to support emergency management. Be sure to include a statement regarding the <u>whole community concept</u>. (This section should include statements about the whole community and include eligible item such as salaries, utilities, day-to-day operations, planning, training, exercises, essential equipment, etc.)</b>		
Please see attached exhibit for explanation		
<b>4. Select which description best describes the status of emergency management.</b>		
<input checked="" type="checkbox"/> Full-time, permanent staff whose primary responsibility is emergency management <input type="checkbox"/> Emergency management duties are assigned to full-time staff with other significant duties <input type="checkbox"/> Emergency management is a part-time or seasonal position or contracted <input type="checkbox"/> Emergency management duties are assumed as needed by other staff or elected officials		
<b>5. List the name and position of each staff member whose position is funded through the EMPG Program.</b>		
EMPG Program Funded Staff	Full-Time or Part-Time	If Part-Time, indicate number
Name: Albert Jones III Position: Director	Full-Time	
Name: Jennifer Knight Position: Office Manager	Full-Time	
Name: Kyrie Lucas Position: Deputy Director	Full-Time	
Name: Seth Everett Position: Deputy Director	Full-Time	
Name: Position:		
Name: Position:		
Name: Position:		

<sup>1</sup> The purpose of EMPG is to provide Federal funds to states to assist state, local, territorial, and tribal governments in preparing for all hazards, as authorized by Section 662 of the Post Katrina Emergency Management Reform Act (6 U.S.C. § 762) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. §§ 5121 et seq.).



**6. In order for MEMA to ensure all costs and activities are reasonable, allowable and support the National Preparedness Goal, please provide clear and comprehensive responses to items a-c below. (Please focus primarily on addressing the bolded wording in the gray boxes.)**

a) Provide a description of how the allocated funds will be used and a description of the **objectives**:

Please see attached exhibit for explanation

b) Please identify below one (or more) of the **32 FEMA Core Capabilities** that your project supports. Additional information about FEMA’s Core Capabilities may be found on their website here: <https://www.fema.gov/core-capabilities>

Prevention	Protection	Response	Recovery	Mitigation
<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Planning
<input type="checkbox"/> Operational Coordination	<input type="checkbox"/> Operational Coordination	<input checked="" type="checkbox"/> Operational Coordination	<input checked="" type="checkbox"/> Operational Coordination	<input checked="" type="checkbox"/> Operational Coordination
<input type="checkbox"/> Public Information & Warning	<input type="checkbox"/> Public Information & Warning	<input checked="" type="checkbox"/> Public Information & Warning	<input type="checkbox"/> Public Information & Warning	<input type="checkbox"/> Public Information & Warning
<input checked="" type="checkbox"/> Intelligence and Information Sharing	<input type="checkbox"/> Intelligence and Information Sharing	<input type="checkbox"/> Infrastructure Systems	<input type="checkbox"/> Infrastructure Systems	<input checked="" type="checkbox"/> Community Resilience
<input type="checkbox"/> Screening, Search, and Detection	<input type="checkbox"/> Screening, Search, and Detection	<input type="checkbox"/> Critical Transportation	<input checked="" type="checkbox"/> Economic Recovery	<input type="checkbox"/> Long-term Vulnerability Reduction
<input type="checkbox"/> Interdiction and Disruption	<input type="checkbox"/> Interdiction and Disruption	<input type="checkbox"/> Environmental Response/Health and Safety	<input type="checkbox"/> Health & Social Services	<input type="checkbox"/> Risk & Disaster Resilience Assessment
<input type="checkbox"/> Forensics and Attribution	<input type="checkbox"/> Access Control and Identity Verification	<input type="checkbox"/> Fire Management and Suppression	<input type="checkbox"/> Housing	<input type="checkbox"/> Threat & Hazard Identification
	<input type="checkbox"/> Cybersecurity	<input type="checkbox"/> Fatality Management	<input type="checkbox"/> Natural and Cultural Resources	
	<input type="checkbox"/> Physical Protective Measures	<input type="checkbox"/> Mass Care Services		
	<input type="checkbox"/> Risk Management for Protection Programs and Activities	<input checked="" type="checkbox"/> Mass Search and Rescue Operations		
	<input type="checkbox"/> Supply Chain Integrity and Security	<input type="checkbox"/> On-scene Security, Protection and Law Enforcement		
		<input type="checkbox"/> Operational Communications		
		<input type="checkbox"/> Logistics & Supply Chain Management		
		<input type="checkbox"/> Public Health, Healthcare & Emergency Medical Services		
		<input type="checkbox"/> Situational Assessment		

c) Provide detail on how these funds will enhance all-hazards preparedness, emergency management, or otherwise benefit your county (**the anticipated outcomes**). (You can use the core capabilities above to populate this section.)

Please see attached exhibit for explanation

The following categories are allowable under the EMPG Program: Planning, Organizational, Equipment, Training, Exercises and Management and Administrative. See the MEMA EMPG Subrecipient Program and Application Guidance document for more detailed information.

7. <sup>2</sup>Complete this budget table to itemize all proposed equipment costs from October 1, 2018 – September 30, 2019. All costs must be allowable under the 2018 EMPG Program. **REMEMBER: Any purchases of \$5,000 or more must have prior written approval by the Field Services Bureau Director. Two quotes will be required for any purchases of \$5,000 and more.**

Description of Equipment	<sup>3</sup> AEL# (as applicable)	Fixed or portable	Quantity	Total Cost

8. <sup>3</sup>Please provide Requested Funding Amount below. This amount will not necessarily reflect the actual award amount.

\$85,00.00

9. Insert requested EMPG dollar amount in the space below. Do not use percentages. (This should not exceed 50 percent of the total EMA budget. The total amount should match the dollar amount in question 8.)

Category	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Total
Planning	100.00	100.00	100.00	100.00	400.00
Organization	21,00.00	21,00.00	21,00.00	21,00.00	84,000.00
Equipment					
Training	100.00	100.00	100.00	100.00	400.00
Exercises		100.00		100.00	200.00
M & A					
<b>Total</b>	21,200.00	21,300.00	21,200.00	21,300.00	85,000.00

<sup>2</sup>Any changes, additions, etc. to the above plan should be submitted in writing to MEMA via the change of scope form.

<sup>3</sup> If counties spend over the allocated amount before completing the objectives outlined in their work plans, a request for additional funding should be submitted in writing to MEMA for review. Approval may be given on a case-by-case basis.



## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The applicant certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

The applicant shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The applicants' states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Applicant's County:** Madison County

**Name/Title of Authorized Representative:** Shelton Vance/ County Administrator

**Date:**

## Madison County EMPG Application and Workplan

3. The staff and daily operations of Madison County's Emergency Management Agency (EMA) encourage and foster a two-way dialog between identified responders and members of the community. These include community partners such as businesses, political and unofficial leaders, patron of the community; creating a whole community approach. We feel this approach best serves the citizens of Madison County.

We achieve this through planning, training, public outreach, and response. This two-way dialog and approach allows our EMA office to better understand the needs of the community and allows the EMA to help better prepare and respond to disasters within our county. The EMPG Program helps support the staffing and daily operational budgetary requirements needed to obtain the stated goals set by our agency to better serve our community as a whole.

- 6a. The requested funds will be allocated in part to offset salaries and daily operational cost for Emergency Management personnel and office. It will also aid in costs applicable to core capabilities set by FEMA. Our goals this year are to continue public outreach and educate our citizens on disaster preparedness and response in all stages, continue staff training to better respond to disasters and mitigate. We also intend to review and strengthen our existing emergency disaster plans, to also better our preparation, response and recovery of any disaster.

- 6c. Funding from the EMPG program will continue to help support the staffing and daily operational budgetary requirements needed to obtain our agency's set goals. We feel these set goals (as stated above) will continue to not only build and strengthen our agency, but also do the same for the patrons of our community.

Continuing and building our public outreach program, we feel is one of the best ways to serve our community. Disaster response and recovery begins with our citizens. The more knowledge they are given, the more prepared our citizens will be. To expand on that, we also have set a goal to reach out to more businesses and help educate them on disaster planning.

With continued training of our staff and responders in our county, it will continue to strengthen our own capabilities and resources and response, better serving our county.

These goals support the needs of our community as a whole and better prepare both our agency and citizens. They also will continue to strengthen our agency, identify our weaknesses, train our responders, and help us to continue to improve and better serve our county.



\*\*\* PLEASE READ THIS FORM CAREFULLY. PLEASE DATE AND SIGN THIS FORM.\*\*\*

OMB Number: 4040-0007  
Expiration Date: 01/31/2019

### ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:



1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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Prescribed by OMB Circular A-102

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE County Administrator
APPLICANT ORGANIZATION Madison County Emergency Management	DATE SUBMITTED 

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## FFATA Reporting Form

Federal Funding Accountability and Transparency Act of 2006

1. Applicant: <b>Madison County</b>	2. DUNS #: <b>884388737</b>
3. Registered in SAM (System of Award Management): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Physical Address Associated with DUNS#: Street: <b>125 W. North Street</b> City: <b>Canton</b> State: <b>MS</b> 9-Digit ZIP Code: <b>39046</b> Country: <b>USA</b>	
5. Is your annual gross revenue made up 80% or more in federal contracts, sub-contracts, loans, grants, sub-grants and/or cooperative agreements? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
6. Do you receive \$25,000 or more in annual gross revenue from federal contracts, sub-contracts, loans, grants, sub-grants and/or cooperative agreements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
7. Is salary information for all top management positions available to the public on SEC.gov? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
8. Does your county sub-award any grant funds received from MEMA? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
I, <b>Shelton Vance</b> hereby certify to the best of my knowledge and belief that the report is true, complete, and accurate.	
Name: <b>Shelton Vance</b>	
Agency/Organization: <b>Madison County Board of Supervisors</b>	
Title: <b>County Administrator</b>	
Phone: <b>601-497-0207</b>	
Email: <b>shelton.vance@madison-co.com</b>	

For MEMA Office Use Only:

Grant Award Name \_\_\_\_\_ Grant Award ID# \_\_\_\_\_

Grant Award Amount \_\_\_\_\_ Date Obligated \_\_\_\_\_

MEMA Official Initials \_\_\_\_\_ Entered into FSRS.gov by \_\_\_\_\_ Date Entered \_\_\_\_\_

MEMA-FFATA 2019

November 26, 2018

Gregory S. Michel Executive Director  
Mississippi Emergency Management Agency Post Office Box 5644  
Pearl, Mississippi 39288-5644

Subject: Verification of FY 2019 Salaries and Positions paid with EMPG Funds

Dear Mr. Michel,

The letter is to verify the annual salaries for the positions listed below at Madison County Emergency Management.

	<u>Employee</u>	<u>Title</u>	<u>Salary</u>
1.	Albert Jones III	Director	
2.	Jennifer Knight	Office Manager	
3.	Kyrie Lucas	Deputy Director	
4.	Seth Everett	Deputy Director	

If there are any questions, I may be reached at the following number 601-855-5502.

Sincerely,

Shelton Vance  
County Administrator



By signing below, the Emergency Management Agency/Civil Defense Agency certifies that it will accomplish the projected programs to the best of its' ability, will provide the necessary support to accomplish completion and understand and agree that completion of, or progress toward, said projected programs is a condition for participation in the Emergency Management Performance Grant Program. **Note:** Please obtain the signatures of the Emergency Management Director and Authorized Official for the signature blocks in the below certification. The Authorized Official is an individual who has been authorized by the governing body of the county to apply for, accept or decline grants on behalf of the county or organization.

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

Jennifer Knight

Submitted by: \_\_\_\_\_

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

\_\_\_\_\_  
Date

Madison  
Approved: \_\_\_\_\_ County

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

\_\_\_\_\_  
Date

Approved: State of Mississippi \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gregory S. Michel, Executive Director  
Mississippi Emergency Management Agency

\_\_\_\_\_  
Date