

BOARD OF SUPERVISORS

Madison County, Mississippi

E-911 Administration Office

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Date: July 16, 2014

To: Madison County Board of Supervisors

From: Butch Hammack



Re: Request of Acknowledgement and Signature
MEMA FY 2014 Emergency Management Performance Grant

We are asking the Board of Supervisors to acknowledge of our submittal for the FY 2014 Emergency Management Performance Grant with MEMA. MEMA requires a yearly application in order to participate in this funding program.

Emergency Management Performance Grant



FISCAL YEAR 2014: (October 1, 2013 - September 30, 2014)

MISSISSIPPI EMERGENCY MANAGEMENT AGENCY (MEMA)

AND

MADISON
(COUNTY/JURISDICTION)

Application Start Date: July 2, 2014

DEADLINE for Application Submission: August 20, 2014

COMPLETED APPLICATIONS will be processed as received

TABLE OF CONTENTS

SECTION	PAGE
SECTION I: Emergency Management Performance Grant Agreement.....	3
SECTION II: Emergency Management/CD Annual Budget.....	9
SECTION III: Eligible Expense for EMPG Reimbursement.....	10
SECTION IV: Work Plan	16
SECTION V: EMAP and Required Standards.....	19
SECTION VI: Quarterly Activity Report.....	23

ATTACHMENTS

Attachment 1: Assurances – Non Construction Programs	25
Attachment 2: Certifications Regarding Lobbying	27
Attachment 3: Application Letter Example.....	28
Attachment 4: Salary Letter Example.....	29
Attachment 6: Reimbursement Request Form	30
Attachment 7: Monthly Payroll Summary	31
Attachment 8: Required Training for EMPG Funded Personnel.....	32
Attachment 9: Acronyms.....	34

SECTION I
EMERGENCY MANAGEMENT PERFORMANCE GRANT
AGREEMENT

This Agreement entered into between the Mississippi Emergency Management Agency and

MADISON COUNTY
(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. Program Priorities FY 2014:

The National Preparedness System is the instrument the Nation employs to build, sustain, and deliver core capabilities to achieve the Goal of a secure and resilient Nation. Complex and far-reaching threats and hazards require a collaborative and 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. In support of the Goal, the FY 2014 EMPG Program supports efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas.

Program Objectives

The Emergency Management Performance Grant Program is to support a comprehensive, all-hazard emergency preparedness system by building and sustaining the core capabilities contained in the National Preparedness Goal. Examples include:

- Strengthening the county emergency management governance structures;
- Updating and approving specific emergency plans;
- Designing and conducting exercises that enable whole community stakeholders to examine and validate core capabilities and the plans needed to deliver them to the targets

identified through the THIRA and other major hazards identified in the State Hazard Mitigation Plan and/or identified hazards through the Exercise Bureau;

- Targeting training and verifying identified capabilities;
- Initiating or achieving a whole community approach to security and emergency management.

Restrictions on Use of Award Funds

Federal 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 grants/cooperative agreements, 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 grantees may only fund activities and projects that are included in the FY 2014 County EMPG Program Work Plan.

Building and Sustaining Core Capabilities

EMPG Program grantees should ensure that grant funding is utilized to sustain critical core capabilities within the NPS that were funded by past EMPG Program funding cycles to include training of personnel and lifecycle replacement of equipment. New capabilities should not be built at the expense of maintaining current and critically needed core capabilities. If new core capabilities are being built utilizing EMPG Program funding, grantees must ensure that the capabilities are able to be deployable outside of their community to support regional and national efforts or otherwise shareable with regional partners and aligned with a gap identified in the THIRA/SPR. All capabilities being built or sustained must have a clear linkage to one or more core capabilities in the Goal.

Article III. Work Plan

Emergency Management must use an accepted set of criteria in developing and maintaining an effective program. The State of Mississippi uses the Emergency Management Accreditation Program Standard (EMAP) for the State and Local program criteria. Specific actions to be undertaken and products developed by the local jurisdiction using these criteria are listed in Section IV, Work Plan and will be reported quarterly using Section VI, Quarterly Activity Report. The Work Plan is developed for program emphasis with some tasks identified as mandatory requirements. The local Emergency Management Agency/Civil Defense (EMA/CD) Program Budget Estimate and EMPG Funding Request is provided in Section II. Additional mandatory work elements may be added by the State if required by FEMA in order for local participants to remain eligible in the program within the contract performance period.

Article IV. Performance Period

The performance period for this agreement is the Federal Fiscal Year 2014 (October 1, 2013 through September 30, 2014).

Article V. Agreement Officials

A. 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.

B. State

1. The State Signatory Official shall be the Executive Director, Mississippi Emergency Management Agency, and, 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 offer advice and make recommendations for improving local emergency management capability and program performance.

Article VI. 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 government based on the financial reports submitted in accordance with Article IX. See Section III, Eligible Expenses for EMPG Reimbursement.

Direct Costs 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 local emergency managers are not typically categorized as M&A, unless the local EMA chooses to assign personnel to specific M&A activities. M&A costs are allowable for local-level EMAs. The local EMAs may retain and use up to five percent (5%) of the amount received from the State for local M&A purposes.

Eligible Costs:

Planning, Equipment, Training, Exercises: Related costs are allowed under this program.

Organization: Grantee organization costs for managing the grant and to carry-out the grant's activities are allowed under this program.

Travel: Domestic travel costs are allowed under this program. *International travel is not an allowable cost under this program unless approved in advance by FEMA.*

Construction and Renovation: Construction and renovation projects for local, territorial, or tribal government's principal Emergency Operations Center (EOC) are allowable under the EMPG Program. *This is not recommended for use with the EMPG funding in Mississippi.*

Maintenance and Sustainment; Funding may be used for support response capabilities such as Geographic/Geospatial Information Systems (GIS), interoperable communications systems, capabilities as defined under the mitigation mission area of the Goal, and fusion centers.

Other Cost Requirements

SAFECOM

Grantees (including sub-recipients) who receive awards under the EMPG that wholly or partially provide funding for emergency communication projects and related activities should comply with the most recent version of the *SAFECOM* <http://www.safecomprogram.gov/grant/Default.aspx>. This Guidance provides recommendations to grantees regarding interoperable emergency communications projects, including allowable costs, eligible activities, grants management best practices for emergency communications grants, and information on technical standards that ensure greater interoperability. The Guidance is intended to ensure that Federally-funded investments are compatible, interoperable, and support the national goals and objectives for improving emergency communications nationwide. Grantees (including sub-recipients) investing in broadband-related investments should review IB 386: Clarification on Use of DHS/FEMA Public Safety Grant Funds for Broadband-Related Expenditures and Investments, and consult their FEMA Regional Program Manager on such Investments before developing applications. Relocating existing systems operating in the T-Band is also allowable.

Article VII. Non-Performance

Failure of the local jurisdiction to accomplish the mandatory activities listed in the Work Plan 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 VIII. Reports

- A. The Quarterly Activities Report and financial reports, Request for Reimbursement **is due within 30 days after each reporting quarter:** 1st Quarter, October – December; 2nd Quarter, January-March; 3rd Quarter, April-June; 4th Quarter, July-September. The reports shall be submitted in accordance with Part VI.
- B. All performance reports shall be made using the Quarterly Activity Report, Section VI, and be related to scheduled task activities and products established in the Work Plan (Standards) so that progress can be tracked and outcomes evaluated.

Article IX. 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 (FEMA Forms: 20-16A, 424B (Non-Construction Programs); 20-16C (Certifications Regarding Lobbying; Debarment, Suspension, etc.); and, Standard Form LLL (Disclosure of Lobbying Activities).

Article X. Amendments

An approved Work Plan 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 XI. Application Process and Important Dates

- **ALL APPLICATIONS must be submitted through the Area Coordinator for review prior to submission to MEMA.**
- All counties must submit their application **no later than 45 days** from the application start date.
- 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 date of this application,** by mail, email, or fax to the Mississippi Emergency Management Agency, Attn: Office of Field Services Director.

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

SUBMITTED BY: Madison County EMA
Name of Emergency Management/Civil Defense Agency

Signature, Local Emergency Management/
Civil Defense Agency Director

Date: _____

APPROVED: (County) _____

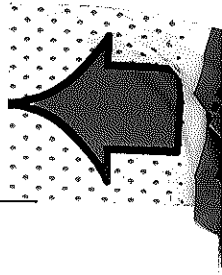
Signature, President Board of Supervisors/Council/Director

Date: _____

APPROVED: State of Mississippi

Robert R. Latham, Jr. Executive Director
Mississippi Emergency Management Agency

Date: _____



SECTION II

EMERGENCY MANAGEMENT/CD ANNUAL BUDGET

County EMA/CD: MADISON

FY 14 Approved Operating Budget Total \$ _____

FY 13 Actual Operating Budget Expenditures \$ _____

*This figure comprises the total emergency management operating expenses paid by the county to operate the EMA/CD program. This information is needed to determine future legislative funding initiatives.

FY-14 Estimated Expenses (By Category in Dollar Amounts)

Category	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual Total
Planning					
Organization					
Equipment					
Training					
Exercises					
Construction & Renovation					
M & A (NOT TO EXCEED 5% of Total budget)					

SECTION III

ELIGIBLE EXPENSES FOR EMPG REIMBURSEMENT

Participating programs will receive matching funds for all eligible Emergency Management related expenses that do not exceed their EMPG annual allocation. The following is a list of basic allowable expenses.

Allowable Costs Guidance:

EMPG allowable costs are divided into planning, organization, equipment, training, and exercise and construction/renovation categories. In addition, management and administration (M&A) costs are allowable. The following provides general EMPG allowable costs guidance:

Planning

Emergency Operations Plan (EOP)/County Emergency Management Plan (CEMP):

Grantees must update their EOP at least once every two years to comply with Comprehensive Preparedness Guide (CPG) 101 v.2, *Developing and Maintaining Emergency Operations Plans*. Grantees will use the SPR to communicate their compliance with this reporting requirement.

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 upon emergency management planning activities, some examples include:

- Development of THIRA
- Development of an all-hazard mitigation plan based on identified risks and hazards

Emergency Management/Operation Plans

- Maintaining a current EOP that is aligned with guidelines set out in CPG 101v.2
<http://www.fema.gov/national-preparedness/plan>
- Modifying existing incident management and emergency operations plans
- Developing/enhancing large-scale and catastrophic event incident plans

Communications Plans

- Developing and updating Statewide Communication Interoperability Plans
- Developing and updating Tactical Interoperability Communications 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

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 security and emergency management is critical to achieving the Goal
- Public education and awareness on emergency management and preparedness
- Planning to foster public-private sector partnerships
- Development or enhancement of mutual aid agreements/compacts, including required membership in EMAC

Resource management planning

- Developing/enhancing logistics and resource management plans
- Developing/enhancing volunteer and/or donations management plans
- Acquisition of critical emergency supplies defined as: shelf stable food products, Water, and/or basic medical supplies. Acquisition of critical emergency supplies requires each State to have FEMA's approval of a five-year viable inventory management plan if planned grant expenditure is over \$100,000 ; an effective distribution strategy; sustainment costs for such an effort; and logistics expertise to avoid situations where funds are wasted because supplies are rendered ineffective due to lack of planning.
- Supply preparation

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.

Pre-disaster and post-disaster Recovery planning

- Pre-event response/recovery/mitigation plans in coordination with State, local, and tribal governments
- Developing/enhancing other response and recovery plans
- Develop recovery plans and preparedness programs consistent with the principles and guidance in the NDRF that will provide the foundation for recovery programs and whole-community partnerships. Preparedness and pre-disaster planning was given special attention within the NDRF with specific guidance: *Planning for a Successful Disaster Recovery* (pages 63-70). For more information on the NDRF see <http://www.fema.gov/pdf/recoveryframework/ndrf.pdf>.

F/ERO Credentialing and Validation:

- Working group meetings and conferences relating to emergency responder credentialing and validation
- Compiling data to enter into an emergency responder repository
- Coordinating with other State, local, territorial, and tribal partners to ensure interoperability among existing and planned credentialing and validation systems and equipment
- Planning to incorporate emergency responder identity and credential validation into training and exercises.

Hazard Mitigation Plan:

Counties are required to have a current Hazard Mitigation Plan which will identify all of the hazards that encompass the county.

Measurement Method and Reporting

- Counties will work with MEMA, Office of Preparedness - Planning Bureau and Office of Mitigation – Planning Bureau to insure that they have a current CEMP and Hazard Mitigation Plans are completed and adopted within the grant period.
- Twice a year the Office of Field Services will obtain from MEMA Office of Preparedness and Mitigation, Plans Bureaus a status of the above plans.

Equipment Costs Guidance

Allowable equipment categories for the EMPG Program are listed on the web-based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), which is sponsored by FEMA at <https://www.llis.dhs.gov/knowledgebase>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

The select allowable equipment includes equipment from the following AEL categories:

- Information Technology (Category 4)
- Cyber security Enhancement Equipment (Category 5)
- Interoperable Communications Equipment (Category 6)
- Detection Equipment (Category 7)
- Power Equipment (Category 10)
- 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 local governments have questions concerning the eligibility of equipment not specifically addressed in the AEL, they should contact their Area Coordinator or the Office of Field Services for clarification. Any purchases of \$5,000.00 or above must have prior written approval by Director of the Office of Field Services. This document must be submitted with your reimbursement.

Training Requirements

To be eligible to receive FY 2014 EMPG funding, applicants must meet NIMS compliance requirements. A NIMS Data Collection Spreadsheet will be the required means to report NIMS compliance for FY 2014 preparedness award eligibility. For FY 2014 there are no new NIMS compliance objectives.

National Incident Management System (NIMS) Implementation

Grantees are required to maintain their existing NIMS compliance. Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies) to meet incident needs. Utilization of standardized resource management concepts such as typing, inventorying, and cataloging promotes strong national mutual aid capabilities that are needed to support delivery of the core capabilities. Additional information on resource management and national Tier I NIMS Resource Types can be found at <http://www.fema.gov/resource-management>.

FEMA developed the NIMS Guideline for Credentialing of Personnel to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes, and identifies tools which Federal Emergency Response Officials (FEROs) and emergency managers at all levels of government may use both routinely and to facilitate multi-jurisdictional coordinated responses. Although State, local, Tribal, and private sector partners -including nongovernmental organizations - are not required to credential their personnel in accordance with these guidelines, FEMA strongly encourages them to do so in order to leverage the Federal investment in the Federal Information Processing Standards (FIPS) 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction. Additional information can be found at http://www.fema.gov/pdf/emergency/nims/nims_alert_cred_guideline.pdf.

EMPG Program funds may be used for a range of emergency management-related training activities to enhance the capabilities of local emergency management personnel through the establishment, support, conduct, and attendance of training. Training activities should align to a current, Multi-Year TEP developed through an annual TEPW. 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; grantees are encouraged to place emphasis on the core competencies as defined in the NIMS Training Program. The NIMS Training Program can be found at http://www.fema.gov/pdf/emergency/nims/nims_training_program.pdf.

The NIMS *Guideline for Credentialing of Personnel* provides guidance on the national credentialing standards. The NIMS Guidelines for Credentialing can be found at http://www.fema.gov/pdf/emergency/nims/nims_cred_guidelines_report.pdf.

To ensure the professional development of the emergency management workforce, the grantee must ensure a routine capabilities assessment is accomplished and a multi-year training plan is developed and implemented.

Additional types of training include, but are not limited to, the following:

- Developing/enhancing systems to monitor training programs
- Conducting all hazards emergency management training
- Attending Emergency Management Institute (EMI) training or delivering EMI train-the-trainer courses
- Attending other FEMA-approved emergency management training
- Mass evacuation training at local, State, and tribal levels
- Allowable training-related costs include the following:
- ***Funds Used to Develop, Deliver, and Evaluate Training*** Includes costs related to administering the training: planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment. Training should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills. Any training or training 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 training cycle. States are encouraged to use existing training rather than

developing new courses. When developing new courses States are encouraged to apply the Analysis Design Development and Implementation Evaluation (ADDIE) model for instruction design.

Required Training for EMPG 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

Measurement Method and Reporting

- Submission of a Training Needs Assessment for your county to the Training Bureau that addresses the above requirements.
- Submission of a list of county EMPG Program funded personnel along with the training completed to be included in the Quarterly Performance Progress Report.
- Submission of EMPG Program funded personnel certificates.
- All EMA Directors and EMPG Funded Deputy Directors must attend at least one Annual Conference per year and attend at least 50% of the district meetings.

Exercise Requirements:

Exercises implemented with grant funds should evaluate performance of the capabilities required to achieve exercise objectives. Counties are encouraged to participate and develop exercises that test their CEMP in accordance with the EMPG Program Priority requirements.

Allowable exercise-related costs include:

- ***Funds Used to Design, Develop, Conduct and Evaluate an Exercise*** This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation. Grantees 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.
- ***Travel*** - Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise activities
- ***Supplies*** - Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise activities (e.g., gloves, non-sterile masks, and disposable protective equipment)
- **Unauthorized exercise-related costs include:**
- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle costs that are reimbursable are fuel/gasoline or mileage.
- Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs)

- Durable and non-durable goods purchased for installation and/or use beyond the scope of exercise conduct

Unallowable Costs

- Expenditures for weapons systems and ammunition
- Costs to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Activities and projects unrelated to the completion and implementation of the EMPG Program

All counties 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.

In addition, all EMPG program funded personnel shall 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.

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 as part of the Quarterly Performance Progress Report. The Homeland Security Exercise and Evaluation Program (HSEEP) serves as a standard guide for all exercises.

SECTION IV (WORK PLAN)

Activities and Deliverable Work products

County/Jurisdiction:

MADISON

With the need to continue to better prepare, many of the traditional mechanisms need to be improved. Emergency Management must take the lead in preparing our communities. This Work Plan will be based on the national program for Emergency Management Accreditation that will serve as a basis in the future for local program evaluation. MEMA will provide Area Coordinators to assist local programs in the development of Work Plans. These Work Plans are based on mandatory standards selected by MEMA either from 2013 Emergency Management Accreditation Program Functional Areas or from NIMS compliance requirements. To assist in the transition, some of the tasks from previous years Statements of Work are included within the functional area standard they support.

Jurisdictions are encouraged to complete standards to measure local program growth and improvement. Space has been provided to list additional activities local programs have selected. All jurisdictions should include community base recovery efforts as additional activities for their local programs. With establishment of the State THIRA in December 2012 and enhanced in 2013 counties with the threat of earthquakes in the New Madrid Seismic Zone (Alcorn, Benton, Bolivar, Calhoun, Chickasaw, Coahoma, DeSoto, Grenada, Itawamba, Lafayette, Lee, Leflore, Marshall, Monroe, Panola, Pontotoc, Prentiss, Quitman, Sunflower, Tallahatchie, Tate, Tishomingo, Tippah, Tunica, Union, Washington and Yalobusha) should include strong preparedness efforts in planning, training, and communications to ensure that the citizens are knowledgeable of the hazards that can occur.

Standards addressed in this section, whether Accreditation or NIMS, apply to the entire county, including incorporated municipalities. The designated Emergency Management Agency serves as the multi-agency coordination center for the county and must take the lead in meeting these standards. MEMA recognizes, however, that the CD/EMA cannot meet all standards on their own and must have the cooperation of other officials (both elected and appointed) to be fully compliant in all areas.

Complete the mandatory standards established in this application. Select, schedule, and budget the tasks by marking an "X" and annotate which quarter the task will be performed. Some tasks may be performed in more than one quarter. Report all scheduled tasks and other activities that have been accomplished during the previous quarter on the Quarterly Activity Report. Enclose the Quarterly Activity Report with the Request for Reimbursement. **Reimbursement will not be made until the Quarterly Activity Report has been received and reviewed.**

To receive reimbursement, itemize each expense on a Reimbursement Request Form, (Page 30 and 31) which is due: Jan. 31, April 30, July 31 and Oct. 31. **All requests for reimbursement and the Quarterly Activity Reports must be submitted to your MEMA Area Coordinator for review and submission no later than thirty days following the end of each quarter.** Any reimbursement submitted directly to MEMA will be returned to your Area Coordinator and will cause a delay in processing your reimbursement.

Failure of the local jurisdiction to accomplish the mandatory activities listed in the Work Plan 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.

Funding Restrictions (Restrictions on Use of Award Funds)

EMPG grant funds may only be used for the purpose set forth in the grant, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants/cooperative agreements, 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 grantees may only fund projects that were included in the FY 2014 Work Plan that was submitted to and approved by MEMA Executive Director through the Office of Field Services.

EMERGENCY MANAGEMENT ACCREDITATION PROGRAM STANDARDS

I verify that the standards that I have checked will be completed within the application period and will be verified as completed with my quarterly reimbursement activity reports within 30 days following each quarter.

I further understand that I will submit Section VI Quarterly Activity Report with my quarterly reimbursement request and they are not required to be signed with the submission of this application.

Emergency Management/Civil Defense Agency Director

Date

EMERGENCY MANAGEMENT ACCREDITATION PROGRAM STANDARDS

STANDARD	YES/ NO	QTR	STANDARD
4.2.2			Establish and/or maintain an LEPC. The LEPC will maintain a report repository in compliance with Federal law. Date of LEPC meeting for this quarter was: <u>April 8, 2014</u>
4.6.3			CEMP will be reviewed and revised every two years with all stakeholders and written documentation provided. Date of Last Review/Revision: <u>July 16, 2012</u>
4.8.1			The Emergency Management Program has a resource management system that includes objectives and procedures that address the identification, location, acquisition, storage, maintenance and testing, timely distribution, and accounting for services and materials to address the hazards identified by the jurisdiction.
4.8.2			The resource management objectives shall be established by conducting a periodic gap analysis.
4.8.3			The resource management objectives shall include needs and shortfalls identified by the Emergency Management Program through a comprehensive assessment that is conducted periodically. The resource needs and shortfalls are prioritized and addressed through a variety of initiatives, which can include the budget process, executive process, mutual aid agreements, and memoranda of understanding, contractual service agreements, or business partnerships.
4.8.4			The resource management system includes procedures that address the following: (1) Activating those processes prior to and during an emergency (2) Dispatching resources prior to and during an emergency (3) Deactivating or recalling resources during or after an emergency
4.8.5			The Emergency Management Program maintains a system and a plan for obtaining internal and external resources
4.8.6			The Emergency Management Program shall have an implemented resource management process that addresses acceptance, management of donated goods, materials, services, personnel, financial resources and facilities whether solicited and/or unsolicited. WEBEOC Workshop for EMA personnel, Date of last WEBEOC Workshop: <u>July 10, 2014</u>

STANDARD	YES/ NO	QTR	STANDARD
4.10.4			Notification systems are regularly tested on an established schedule under operational conditions and results documented and addressed.
4.11.4			<p>A situation analysis that includes a damage assessment and the identification of resources needed to support response and recovery operations shall be conducted. Procedures shall be developed to assess the situation and damage assessment, situation reporting, and incident action planning.</p> <p>Date of the last Damage Assessment Class</p>
4.12.2			<p>The Emergency Management Program has established and tested procedures for activation, operation, and deactivation of primary and alternate facilities designated in 4.12.1. <u>This should be done at least annually to identify any shortcomings.</u></p>
4.13.4			<p>All counties will offer ICS 402 Classes to all Elected Officials (Board of Supervisors, Mayors, Alderpersons, County Administrator and other essential personal) yearly if needed. If these officials have received the training in the past they will not be required to take it but can for a refresher. Executive and Senior officials should at least complete IS-700 & 800. Date of Last ICS 402 Class: <u>January 2012</u></p>
4.14.1			<p>Conduct/Participate in at least Three (3) Exercises. Must <u>participate in three (3) Exercises</u> within the twelve (12) month exercise period established by the Exercise Bureau. Verification of participation must be completed by the established policy of the MEMA Exercise Bureau.</p>
4.15.4			<p>The Emergency Management program has designated and trained spokespersons qualified to deliver the Emergency Management Program's message - appropriate to hazard and audience. Spokespersons and EMPG funded personnel are required to take the Basic Public Information Course conducted by MEMA.</p> <p>Date of the last PIO Training of the County designated PIO was</p> <p>_____</p>

STATE ENHANCED MANDATORY REQUIRED STANDARDS

For Claiborne County Only

4.10.1 The Emergency Management Program has developed and maintains a plan to communicate both internally and externally with all Emergency Management Program stakeholders (higher, laterally and subordinate) and emergency personnel; system interoperability has been addressed in the development process. Communications have been designed for the specific hazards and requirements of the jurisdictions potential operating environments, are able to support all components of the response and recovery plans, and includes redundancy to provide alternative means of communications in case of failure in primary system(s).

4.10.2 Communications systems are tested on an established schedule and results documented and corrective actions addressed.

4.10.3 The Emergency Management Program has developed and maintains a plan to initiate, receive, and/or relay notifications to alert key decision makers and emergency personnel. This capacity has been designed for the specific hazards and requirements of the jurisdiction's potential operating environments, and includes redundancy to provide alternative means of notification in case of failure in primary system(s).

4.10.4 Notification systems are tested on an established schedule and results documented and corrective actions addressed.

4.10.5 The Emergency Management Program has developed and maintains a plan to disseminate emergency alerts and warnings to the public potentially impacted by an actual or impending emergency and to communicate with the population within its jurisdiction. Communications have been designed for the specific hazards and requirements of the program's potential operating environments, and include redundancy to provide alternative means of warning in case of failure in primary system(s). The plan addresses dissemination of alerts and warnings to vulnerable populations as defined by the Emergency Management Program.

4.10.6 Warning systems are regularly tested on an established schedule under operational conditions and results documented and addressed.

4.10.7 The Emergency Management Program has developed and maintains formal written procedures to ensure personnel familiarity with and the effective operation of the systems and capabilities of the Communications (standard 4.10.1), Notification (standard 4.10.3) and Warning (standard 4.10.5) systems. These procedures address the specific hazards (standard 4.3.1) and requirements of the Emergency Management Program's potential operating environments, clearly delineate any decision making processes or triggering events, and are reviewed and updated on an established schedule. The review/update process is recorded and documented.

For Warren, Hinds, Rankin, Scott, Newton, and Lauderdale counties along (1-20)

- Provide planning assistance, technical information and guidance to local emergency response services concerning WIPP Program/Shipments

For Claiborne, Adams, Copiah, Hinds, and Warren counties (GGNS)

- Review and revise, at least annually, the local Radiological Emergency Preparedness (REP) Plan. Assist MEMA in the review and revisions of REP procedural manuals and handbooks
- Proposed Date of Revision: _____
- Participate in Quarterly GGNS Drills

ALL Counties are REQUIRED

- Must meet with county Director of the Department of Human Services twice a year to review, revise and validate the county shelter list. Written documentation of the meeting is required.

Proposed Date of Meeting: JANUARY 2015

Proposed Date of Meeting: JUNE 2015

Recommended For All Counties

- The county should identify facilities that would be utilized as a “safer place to go” (Including, but not limited to, the FEMA 361 shelters and safe rooms). The County EMA should establish a procedure, maintain a list, and review it annually. In the event of severe weather or evacuations, the “safer place to go” list should be made available to citizens living in manufactured housing, as well as those that are seeking the option of a more secure facility. Any activation of these "safer places to go" should be noted and included in your quarterly report. Those facilities in you county are:

I verify that the MADISON County EMPG Audit Binder Standards are current or the proper documentation to complete these Requirements are documented.

The Audit Binder was completed on: 3-17-14

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.

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 sub agreements.
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.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

Attachment 2

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:

(1) 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.

(2) 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.

(3) The undersigned 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 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.



MADISON COUNTY EMERGENCY MANAGEMENT AGENCY

Butch Hammack, *Director* • bhammack@madison-co.com

July 15, 2014

Robert R. Latham, Jr., Director
Mississippi Emergency Management Agency
Post Office Box 5644
Pearl, MS 39288-5644

RE: FY 2014 Emergency Management Performance Grant Application

Dear Mr. Latham:

The Madison County Emergency Management Agency is applying for participation in the Emergency Management Performance Grant Program and funding support through the program. The required matching funds will be provided from local sources as reported in the enclosed application.

To my knowledge, all the information provided in this application is correct and has been reviewed by the proper governing body. Please contact our office if you have any questions or require additional information regarding this application.

Sincerely,



Butch Hammack

Director

_____ COUNTY

FOR THE MONTH OF _____

MONTHLY PAYROLL SUMMARY

DESCRIPTION								
EMPLOYEE NAME								
GROSS PAY (TOTAL MONTHLY SALARY)								
FICA (% OF GROSS SALARY)								
RETIREMENT (% OF GROSS SALARY)								
INSURANCE (EMPLOYER PORTION)								
TOTAL WAGES AND EMPLOYER % OF BENEFITS	\$	-	\$	-	\$	-	\$	-

I CERTIFY THAT THE ABOVE IS A TRUE AND CORRECT STATEMENT

NAME

Attachment 6

Attachment 7

REQUIRED TRAINING FOR EMPG FUNDED PERSONNEL

A. Annually: (Required for Local Directors and EMPG Funded Deputy Directors)

1. Attendance at least one Annual Emergency Management (MCDEMA & Preparedness Summit).
2. Annually WEBEOC Workshops
3. Damage Assessment Training Class

B. Within first 12 months of employment have completed:

1. National Incident management System (NIMS) training (as mandated by the Department of Homeland Security, NIMS Integration Center, and MS Executive Order 932):

NIMS IS-700.a – *Introduction to NIMS, the National Incident Management System**

NIMS IS-800.b - *National Response Framework (NRF) – An Introduction**

NIMS ICS-100.b - *Introduction to Incident Command System*

NIMS ICS-200.b – *ICS for Single Resources and Initial Action Incidents*

FEMA Professional Development Series:

- IS 120.a
- IS 230
- IS 235
- IS 240
- IS 241
- IS 242
- IS 244

2. Disaster 101

3. New Director’s Orientation Workshop (*Offered through MCDEMA*)

C. Within 24 months of employment have completed:

1. IS 634 - *Introduction to FEMA’s Public Assistance Program*
2. IS 139 Exercise Design and Evaluation
3. IS 632.a – *Introduction to Debris Operations*

4. Debris Management Planning (provided by Public Assistance Bureau once a year.)
5. IS-546.a – *Continuity of Operations (COOP) Awareness*
6. IS-547.a – *Introduction to Continuity of Operations (COOP)*
7. IS-393.a – *Introduction to Hazard Mitigation*

Attachment 8

REQUIRED TRAINING FOR EMPG FUNDED PERSONNEL

1. IS-546.a – *Continuity of Operations (COOP) Awareness*
2. IS-547.a – *Introduction to Continuity of Operations (COOP)*
3. IS-393.a – *Introduction to Hazard Mitigation*

D. Within 36 months of employment, have completed:

1. NIMS ICS-300 – *Intermediate ICS for Expanding Incidents* –Directors & Deputy Directors
2. NIMS ICS 400 – *Advanced ICS for Complex Incidents*- Directors & Deputy Directors
3. E 289 – State Volunteer & Donations Management/Donations Management Workshop (IF AVAILABLE)
4. G 288 – Local Volunteer & Donations Management (IF AVAILABLE).
5. G 290 - Basic Public Information Officer Training (IF AVAILABLE)
6. G 775 - EOC Management and Operations (IF AVAILABLE)
7. Incident Management Team – Type 3

Continuing education and training is recommended for all emergency management staff. This can be training through the training consortium members of the Office of Domestic Preparedness, State Fire Academy, MS Department of Health, MEMA, or other training entities. It is highly recommended that Director and Deputy pursue Certification through the MCDEMA Certified Emergency Manager Program.

Attachment 9

ACRONYMS

AEL	Authorized Equipment List
CD	Civil Defense
CEMP	Comprehensive Emergency Management Plan County Emergency Management Plan
COG	Continuity of Government
COOP	Continuity of Operations Plan
CPG	Comprehensive Preparedness Guide
DOL	Department of Labor
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EMI	Emergency Management Institute
EMAP	Emergency Management Assistance Program Emergency Management Accreditation Program
EMPG	Emergency Management Performance Grant
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
GGNS	Grand Gulf Nuclear Station
LEPC	Local Emergency Planning Committee
M & A	Management & Administration
MCDEMA	Mississippi Civil Defense Emergency Management Association
MEMA	Mississippi Emergency Management Agency
MIT	Mitigation
NIC	National Integration Center
NIMS	National Incident Management System
NPG	National Preparedness Goal
NPS	National Preparedness System
OMB	Office of Management and Budget
REP	Radiological Emergency Preparedness
SHMO	State Hazard Mitigation Officer
SMAC	Statewide Mutual Aid Compact
TEP	Training and Exercise Program
THIRA	Threat and Hazard Identification and Risk Assessment
WIPP	Waste Isolation Pilot Program